



THEMATIC GROUPS IMPLEMENTATION GUIDELINES

Concept and Objectives

The Institute is convening a series of Thematic Groups, consisting of Thematic Networks for face-to-face theme collaboration between Members and Projects, together with associated Thematic Task Forces that will develop proposals for action using Institute funding and support. The Thematic Groups:

- are focused on the initial commercial-scale CCS demonstration projects, key challenges facing their development and the knowledge that will be derived from them;
- are aligned with existing collaborative arrangements established by allied and associated organisations so that they add distinct complementary value, and do not conflict with existing arrangements;
- are project-based and are designed to provide a vehicle for direct collaboration and knowledge sharing between projects and members on key issues for CCS project development;
- will involve regular contact through the Institute's new digital knowledge sharing platform as well as periodic face-to-face meetings;
- are designed to draw on the combined expertise of members in developing thematic proposals for Institute funding and support; and
- will interact with the Working Groups supporting the Institute's complementary Strategic Enablers focused on commercial deployment of CCS.

They will provide an integrated approach using knowledge acquired from real projects on the ground to help set the conditions for commercial deployment, using the experience gained from demonstrations to address key issues for project development.

Themes and Affiliations

The four initial themes selected for review with the Institute's Members in Amsterdam on 19 September 2010 were broadly endorsed – with just a modification to the title of the Groundwater theme.

- **Hub Development Challenges**, in collaboration with the Clinton Foundation.
- **Project Integration Challenges**, in collaboration with CSLF Technical Group.
- **Storage Learning from EOR Operations**, in collaboration with IEAGHG.
- **CO₂ Storage and Groundwater Resource Management**, in collaboration with IEAGHG.

The four proposed initial themes have also been reviewed with the IEAGHG ExCo, with the CSLF Technical Group, and at the Institute's October 2010 Kyoto Members' Meeting.

In view of the general support for the establishment of the Thematic Groups, and in response to the feedback from Members and allied organisations on the proposed themes, the Institute will:

1. Proceed immediately with the establishment of the two Thematic Groups with the widest global support:



- **Hub Development Challenges**, in collaboration with the Clinton Foundation;
 - **Project Integration Challenges**, in collaboration with CSLF Technical Group;
2. Follow-up subsequently with an initial regional approach to the other two initial Thematic Groups:
 - **Storage Learning from EOR Operations**, focusing initially on North America;
 - **CO₂ Storage and Groundwater Resource Management**, focusing initially on Australia;
 3. Consider Members' proposals for additional Thematic Groups once the initial Groups have been established and are operating smoothly.

Thematic Network Operation

There are no plans to limit the number of Members participating in Thematic Networks, and each will consist of as many Members as are interested in the particular theme. The networks will involve face-to-face collaboration, generally on an annual basis in conjunction with an allied network meeting that is aligned with the theme, together with continuous electronic collaboration through the Institute's digital platform.

In addition to access to face-to-face and digital thematic collaboration opportunities, the network participants will have access to thematic knowledge generated by projects supported by the Institute and from studies and activities generated by the related Task Force. There are no obligatory time or funding commitments required of Members for participation in the networks. The Institute will cover reasonable venue costs for face-to-face network meetings, and will avoid incurring material additional travel costs by holding those meetings in conjunction with allied network meetings.

Thematic Task Force Operation

The Task Forces will:

- generally consist of between five and twenty participants, drawn mainly from the Institute's Membership, but including other experts where appropriate;
- be chaired by a person, chosen by the Task Force, who is not an employee of the Institute;
- be co-chaired by a representative of the Institute and/or a representative of the affiliated organisation, which will also provide administrative support for the Task Force;
- be convened by the Institute by calling for registrations of interest in participation and organising the first electronic meeting of the participants which will be chaired initially by the Institute nominated co-chair;
- choose an ongoing chair, under whose guidance the participants will consider a scope and priority options paper provided by the Institute in determining the initial scope, direction and activities of the Task Force; and
- plan network activities and meetings, and identify, scope, deliverables and recommend studies or activities for Institute funding or other supportive action.

The Task Forces will control the frequency of their electronic meetings, and the timelines for their programs and associated deliverables. It is envisaged that face-to-face meetings of the Task Forces will be held annually in conjunction with meetings of the associated network, and potentially more often when



participants come together for some other event. The time commitment required of Task Force participants should be modest, with administrative support provided by the Institute or one of its affiliates, and with the major pieces of work undertaken by consultancies or agencies commissioned by the Institute on the recommendation of the Task Force. There are no Member funding commitments associated with participating in the Task Forces related with the initial Thematic Groups.

Institute Role

The Global CCS Institute will provide access to funds (depending upon budget allocations) for each network to commission specific reports or activities deemed valuable by the network, and approved by the Institute, to advance CCS in their relevant theme. In the case of the Hubs Network, the Institute will provide support through the Clinton Foundation under an existing alliance agreement.

In addition, the Institute will initiate the Task Force and provide ongoing administrative support for their operation, as well as providing free use of the Institute's digital platform and funding the venue costs for face-to-face Network meetings.

While the operation of the Thematic Networks and their Task Forces will be largely directed by the participating Members, the Institute will play a coordinating role integrating the programs of the separate Thematic Groups and connecting them with the policy-oriented Strategic Enabler Working Groups so that policy development and advocacy is informed by technical and project realities.

Affiliated Organisations Roles

The roles of the affiliated organisations, including the Clinton Foundation, IEAGHG and CSLF, will be specific to the organisation and their resources, but they will collaborate with the Institute in coordinating their related network and activities with the Thematic Groups and some could also provide administrative and logistical support. Where the Institute's Thematic Networks and Task Forces meet in conjunction with a meeting of an affiliated organisation such as the IEAGHG, that extended meeting will be organised jointly to add value and achieve seamless integration.

Implementation Actions and Timelines

The Thematic Groups will essentially be free to determine their own priorities and to prepare proposals for studies or activities for Institute support. As part of that process, the Institute-affiliated co-chair will provide guidance on the alignment of emerging proposals with related Institute strategies and programs.

The establishment, initial coordination and operation of the Hub Development Challenges and Project Integration Challenges Thematic Groups will be the responsibility of Klaas van Alphen, Senior Advisor - CCS Projects. Under his direction, the following actions will be taken to implement these two Thematic Groups.

1. Members will be invited by email on 4 November 2010 to register an interest in participation in either Thematic Group at either the network level or at both Task Force and network level.
2. Members will have until 30 November 2010 to nominate participants in the first telephone conferences that will constitute the first meetings of the Task Forces.



3. By 7 December 2010 the Institute will contact nominated participants in the Task Forces to set a time in December or early January 2011 for the first telephone conferences.
4. Prior to the first telephone conferences, the Institute will circulate a proposed agenda and an options paper provided by the Institute in determining the initial scope, direction and activities of the Thematic Group.