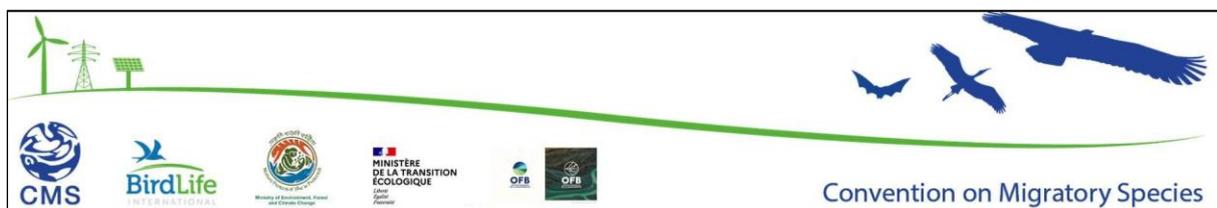


Online Meeting of the CMS Multi-Stakeholder Energy Task Force

25th October 2023, online

CMS/ETF

WORKPLAN PROJECT CONCEPT NOTE



CONCEPT NOTE

Priority Mapping Exercise

Activities	Objectives	Timeline
<p><u>Mapping the priorities of CMS ETF members</u></p> <ol style="list-style-type: none"> 1. Email CMS ETF members/observers with a simple survey to identify their priority work areas and where they would like more assistance and action from the ETF. This will allow for targeted prioritisation of the workplan and allow for identifying key topic experts per region. 	<p>Identify key focuses of current CMS ETF members and where the CMS ETF can target activities and identify topic/regional experts.</p>	<p>Email sent in January 2024.</p>
<p><u>Priority mapping for CMS ETF Expansion</u></p> <ol style="list-style-type: none"> 1. Desktop review of CMS ETF members/observers to identify members of: <ol style="list-style-type: none"> a) International networks mentioned in the document 'Review of Renewable Energy Consortia' that are not in the CMS ETF. b) In international networks that are in a priority region for geographic expansion. 2. Email CMS ETF members/observers to ask if/how they promote the CMS ETF in their networks. Include in priority asks survey. 3. Draft and circulate guidance for how to promote the CMS ETF and have CMS ETF champions share their experience in upcoming meetings. Link to the comms strategy. 	<p>Effective promotion of the CMS ETF to relevant networks by CMS ETF members to raise awareness and increase membership.</p> <p>Ensure CMS ETF is promoted in the priority networks to increase membership and awareness.</p>	<p>Desktop review undertaken throughout January/February 2024.</p> <p>Email sent in January 2024.</p> <p>Email to distribute guidance in May-August 2024.</p>
<p><u>Capacity/need depending</u></p> <ol style="list-style-type: none"> 4. Host a consultation on how to increase promotion of the CMS ETF on release of guidance and comms strategy. 		<p>Host at ETF7 in April, 2024 (TBC).</p>

Database of Experts/Trusted developers

Activities	Objectives	Timeline
<p><u>Roster of experts and trusted developers</u></p> <ol style="list-style-type: none"> 1. Distribute a google sheet to CMS ETF members/ observers asking for: <ul style="list-style-type: none"> • Nomination of themselves, colleagues or trusted others as experts (if appropriate), by writing their name in the google sheet and outlining their expertise area pertaining to renewable energy. Proposed template here. • Nomination of developers they have worked with or are known to be of a high standard to be considered ‘trusted developers’. 2. Once collated a list of trusted developers, circulate with CMS ETF members again and ask if anyone has any comments/concerns. If CMS ETF members have too many concerns, a developer should be removed from the list. <p><i>To discuss – whether the roster and the list of trusted developers should be published on the website or offline and circulated via email due to procurement process risks.</i></p>	<p>Have an informal, internal system that outlines and clarifies the specific areas of expertise of different members of the CMS ETF and their contacts to support the CMS ETF network in their operations.</p> <p>Similarly, have informal recommendations of developers, making clear that this does not replace any procurement procedures and is for information only.</p>	<p>Email sent in January 2024.</p> <p>Email request for review of document in May-August 2024.</p>

ETF Toolkit

Activities	Objectives	Timeline
<p>1. Desktop review of laws and guidelines in each ETF country for minimum requirements for renewable energy development in each country.</p> <p>Where information is easily accessible online/for governments that publish laws – desktop review then copy/paste into spreadsheet what the laws/guidelines in each key area (e.g., power infrastructure and spatial planning) are for different renewable energy sources.</p> <p>2. Request for input into spreadsheet from each ETF country for which the guidelines/laws pertaining to renewable energy development were not accessible via desktop search and for confirmation of information.</p> <p>As not all countries will publish laws/minimum guidance on renewable energy development in their country, ask these countries to complete the sheet.</p>	<p>Ensure that ETF member input is gathered efficiently</p>	<p>Desktop review undertaken throughout January to May.</p> <p>Email request to input/factcheck spreadsheet in May-August.</p>

Timeline

1. Email to CMS ETF members/observers with a simple survey in January 2024
 - For details on their priority work areas
 - To find out whether they promote the CMS ETF in their networks
 - Nomination of experts/trusted developers.
2. Desktop reviews undertaken throughout January to April 2024
 - To identify which CMS ETF members/observers are part of priority international networks
 - To identify laws/guidelines for CMS ETF toolkit.
3. Develop guidance to promote CMS ETF in January- March 2023
 - Seek comments either via meeting or sharing a draft for comments.
4. Email to CMS ETF members/observers post CMS ETF7 to:
 - Distribute guidance for how to promote the CMS ETF
 - Ask for review/comments on roster of experts/trusted developers
 - Ask to complete/factcheck the CMS ETF toolkit.