**Notes of Implementation Team 1st Meeting-**

**10 0ctober 2019**

**Yogyakarta, Indonesia**

**Participants:**

Joe M. Kang (Chair and IGU President)

LI Yalan (Vice President)

David Carroll (Immediate Past President)

Orlando Cabrales Segovia (EXC representative 1)

Timothy Egan (EXC representative 2)

Andrea Stegher (EXC representative 3)

Luis Bertran (Secretary)

**Invitees**

Flavia Malet de Hvidbo

Donghoon KIM

Tang Xuan

Excused: Luis Calvo attending MGF2020 meeting

The first meeting was held on Thursday 10 October 2019 at 9.45 instead of 3.00 pm as it was initially scheduled. Some of the items the Implementation team AGREED on during this meeting were:

* Create a dedicated Group for Implementation Team. (Flavia to create and inform all members). All documents should be reviewed before being uploaded by L. Bertran as Secretary of the Implementation Team.
* No special communication or press release will be issued though leaving information to cascade via EXC’m members representatives.
* Prepare a courtesy letter to the new UK charter member with a meeting request for January 2020, when Pr. Kang will visit London.
* Planning f2fmeetings quarterly with monthly conference calls.
* Inform IGU members quarterly on progress to date

**New Secretary General related items**

Tim Egan was appointed to develop a draft job description for the role. Luis Bertran will provide previous material available.

Ideally to have a preferred candidate by the EXC meeting in Prague and for approval by the council in Vancouver, October 2020.

The first salary needs to be budgeted for January 2021. It is necessary to revisit salary budget allocation for new SG and total envelop.

Temporary accommodation costs need to be factored in for handover period in Barcelona (A.Stegher will look into this item with support from L. Bertran)

Recruitment: information letter to all IGU members will be sent.

Luis Bertran informed that € 40 k are in the 2020 budget for Headhunter services. It was discussed that headhunters tend to ask around 30% of total salary, which could be around € 90 k. As the budget allocated is lower than 30%, it needs to be reviewed and allocate potential additional budget.

It was also discussed that headhunters working with some of our global member companies, could potentially provide discounted rates.

Tim Egan will explore potential service/cost of HH. . Draft job description to be shared with Headhunters.

**Office Space**

Members with office space in London could potentially help with the transition of people and resources.

Dr. Kang visit to BP/Shell in London during methane emission round table (January) and talk to Senior management regarding potential support

A timeline and final resources needed to conduct the process might be decided during January meeting in London.

**Monthly calls and F2F meeting:**

Schedule Implementation Team November call. (F. Malet de Hvidbo)

Plan Implementation team meeting in London, January 2020 (F.Malet de Hvidbo)

**AOB**

Implementation team Group on IGU website: group to upload all group´s related documentation (Already done)

Draft courtesy letter to BP (Draft already provided by Mel Ydreos )

(2019.10.15/LB/FM)