TECHNICAL GROUP

DRAFT

SECRETARIAT REPORT ON
CSLF PROJECT SELECTION METHODOLOGY

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Note by the Secretariat

Background

At the CSLF meeting in Delhi, India, on 3-5 April 2006, the CSLF Projects Interaction and Review Team (PIRT) identified, as a key action, the completion of a comprehensive technology gap assessment and examination of CSLF project selection criteria. The gap assessment would utilize the PIRT Floating Group expertise to identify areas where CSLF projects can be encouraged with an aim toward holding a workshop to determine what expertise could be brought to bear to fill those gaps. The purpose of this paper is to assist the PIRT by summarizing both the existing informational requirements that are subject to all projects proposed for recognition by the CSLF and providing details on a proposed expansion that would add metrics to these requirements.

Action Requested

The Technical Group is requested to discuss and consider the report of the Secretariat.

Conclusions

The Technical Group is invited to note in the Minutes of this meeting that:

"The Technical Group discussed and considered the report of the Secretariat."

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1. Current Project Selection Criteria

A set of seven Project Recommendation Guidelines were approved by the CSLF at its meeting in Rome, Italy, on January 19-23, 2004. They are:

1) The proposed project should be nominated by at least two CSLF Members.
2) The proposed project should be consistent with the CSLF Charter.
3) Project sponsors should be willing to share non-proprietary project information with other CSLF Members.
4) Visits to the project site should be allowed for representatives of CSLF Members.
5) The expected information from the project should be sufficient to allow others to make improved estimates of the technology's potential technical performance, costs, and benefits for any future applications.
6) The project should be started and major milestones reported prior to the expiration of the CSLF Charter (currently 2013).
7) Summaries should be made available, in English, for the CSLF website.

All projects proposed for recognition by the CSLF are required to meet all of these Guidelines.

2. CSLF Project Template

To assist gathering supplementary information about projects that have been proposed for recognition, a Project Template was adopted by the Technical Group at its meeting in Delhi, India, on April 3-5, 2006. Information requested by the Project Template is as follows:

1) Project Name
2) Project Location (city, state/province/region, country)
3) Project Technologies (e.g., capture, storage, monitoring, etc.)
4) Project Goal
5) Project Objectives (i.e., a breakdown of the goal into its constituent steps)
6) Project Timeline (i.e., start date, milestone events, and end date; the start date for this purpose was defined as the date of the contract signing, if available)
7) Team Members (i.e., the project management structure with contact information)
8) Key Contacts (i.e., the project point of contact and the project website)
9) Project Description (a non-technical synopsis of the project; target audience: policy makers, press, adult non-scientific community)
10) Project Background and Technical Description (somewhat detailed and inclusive of all significant information regarding the project; target audience: engineers and scientists)

Information collected by this Template will be used by the PIRT to assist in the evaluation process and, once projects are recognized, non-sensitive information will also be used for informational outreach at the CSLF website.

3. **Proposed Metrics for Project Recommendation Guidelines**

One of the key actions identified by the PIRT in its meeting in Delhi on April 3, 2006, was examination of CSLF project recognition criteria. In particular, it was felt that the existing Project Recommendation Guidelines did not provide enough details to project sponsors about the type and quantity of information desired so that the project could be adequately evaluated by the CSLF. As a result, PIRT member John Bradshaw of Australia was requested to take the following actions with respect to the project recognition process:

- Review CSLF project selection criteria and propose metrics for assessing project proposals for CSLF recognition.
- Document Project Recommendation Guidelines and the project recognition process so that they can be easily understood by project sponsors.

As an initial response, Dr. Bradshaw has provided the following annotations to the Project Recommendation Guidelines:

1) The proposed project should be nominated by at least two CSLF Members.
    i. CSLF delegates of Members nominating the project must approve of such nomination. It is the responsibility of the project sponsors and other participants to obtain such approval.
    ii. In order to formalize and document the relationship with the CSLF, representatives of the project sponsors and the delegates of Members nominating the project must sign a Project Submission Form specifying that relationship prior to submission of the project for recognition.
2) The proposed project should be consistent with the CSLF Charter.
    i. A copy of the CSLF Charter will be provided to the project sponsors. A copy of the CSLF Gaps Assessment will also be provided.
3) Project sponsors should be willing to share non-proprietary project information with other CSLF Members.
    i. The Project Submission Form must specify the types of information they expect to become available and how they plan to share such information.
4) Visits to the project site should be allowed for representatives of CSLF Members.
    i. The Project Submission Form or other documentation must specify the name and contact information for the person who will handle requests for visits to project sites.
    ii. The Project Submission Form or other documentation must specify any restrictions, issues, or costs to be assumed by visitors to project sites.

5) The expected information from the project should be sufficient to allow others to make improved estimates of the technology's potential technical performance, costs, and benefits for any future applications.

    i. The Project Submission Form must include details from the project sponsors on the types of information to be provided and the outcomes that would be achieved.

    ii. The Project Submission Form or other documentation must provide information about the relevance of the project to the overall aims of the CSLF and CCS technology in general.

6) The project should be started and major milestones reported prior to the expiration of the CSLF Charter (currently 2013).

    i. The project must already have progressed through the early phases of project planning, such as (but not exclusively), documenting the project scope, outputs, and outcomes.

    ii. The project must have identified the magnitude of resource requirements sufficient to achieve the major milestones of the project.

    iii. The project must have identified funding sources.

    iv. Pursuant to the financial implications contained within the above, the Project Submission Form must unequivocally state that the project, in its current form and status, is likely to be capable of meeting major milestones prior to the expiration of the CSLF Charter (currently 2013).

7) Summaries should be made available, in English, for the CSLF website.

    i. The Project Submission Form must stipulate a commitment to provide project summaries for the CSLF website, as well as details for how these will be made available.

    ii. The Project Submission Form must include the project's website, if one exists.

The Secretariat has prepared a draft Project Submission Form that incorporates both the Project Recommendation Guidelines and the Project Template, and also Dr. Bradshaw's annotations:

CSLF PROJECT SUBMISSION FORM

PROJECT TITLE:

PROJECT LOCATION:

PROJECT GOAL:

PROJECT OBJECTIVES:

PROJECT DESCRIPTION (non-technical):

PROJECT DESCRIPTION (technical):

PROJECT TECHNOLOGIES:
CO_2 Capture _____
CO_2 Transport _____
CO_2 Storage with Enhanced Oil Recovery _____
CO_2 Storage with Enhanced Coal Bed Methane Recovery _____
CO_2 Storage with Enhanced Natural Gas Recovery _____
CO_2 Storage with No Secondary Recovery _____
CO_2 Measurement, Monitoring, and Verification of Storage (MMV) _____
Identification of potential CO_2 storage sites _____
Identification of target CO_2 sources _____
Economic and/or Environmental Evaluation and/or Risk Assessment _____
Other (please describe):

PROJECT TIMELINE:

Has the project already progressed through the early phases of planning, such as (but not exclusively) documenting the project scope, outputs and outcomes? _____

Has the project management identified the magnitude of resource requirements sufficient to achieve the major milestones of the project? _____

Has the project management identified funding sources for the project? _____

Will the project be able to meet its major milestones prior to the expiration of the CSLF Charter (currently 2013)? _____

INFORMATION AVAILABILITY:

Is the project management willing to share non-proprietary project information with other CSLF Members? _____

Will the expected information from the project be sufficient to allow others to make informed estimates of the technology's potential technical performance, costs, and benefits for any future applications? _____

*Will English-language project summaries be available for posting at the CSLF website? _____
(Please also provide details on how, and how often, these summaries and other project information will be made available.)*

DISSIMILARITY TO OTHER CSLF PROJECTS:

RELEVANCE TO CSLF GAPS ANALYSIS:

PROJECT CONTACTS:
Please provide name and contact information (including telephone and e-mail) for the project manager or coordinator. Please also provide name and contact information (including telephone and e-mail) for the person who will handle any requests for site visits by representatives of CSLF Members.

Please also provide an answer to the following question:
What restrictions, issues, or costs will be assumed by any visitors to the project site?

OTHER PROJECT TEAM MEMBERS:
Please provide a listing of all entities, with points of contact, who are participating in this project. If available, please also include a management structure diagram or otherwise indicate the role of each participating entity.

PROJECT WEBSITES:
Please provide the web address of the main project website, if one exists. If available, please also provide the web addresses of other project-related websites such as workshops, project presentations, etc.

PROJECT NOMINATORS:
In order to formalize and document the relationship with the CSLF, the representatives of the project sponsors and the delegates of Members nominating the project must sign a Project Submission Form specifying that relationship before the project can be considered.

_____   _____
Project Sponsor representative   Project Sponsor representative
(Affiliation)   (Affiliation)

_____   _____
CSLF delegate   CSLF delegate
(CSLF Member)   (CSLF Member)