

# Assessing low-Carbon Transition (ACT) Initiative Interview Minutes

02/11/21

4 p.m. to 4:50 p.m. AWST

Video Call

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<b>Meeting called by:</b>	Nicholas Butterly	<b>Type of meeting:</b>	Semi-structured interview (i.e., pre-planned questions & agenda, but allowance for discussion topic to wander when opportune and prudent)
<b>Facilitator:</b>	Nicholas Butterly	<b>Note taker:</b>	Nicholas Butterly
<b>Timekeeper:</b>	Nicholas Butterly		
<b>Attendees:</b>	Nicholas Butterly (researcher & interviewer); ACT Initiative Lead Methodology Developer (participant & interviewee)		
<b>Please read:</b>	Technical Query Register		

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## Agenda

1. Introductions & Research Project Summary
2. ACT Desired Outcomes
3. (Unplanned discussion tangent) World Benchmarking Alliance
4. ACT Generic Methodology Tools
5. Technical Queries

## Minutes

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**Agenda item:** Introductions & Research Project Summary

### Discussion:

- Introductions: Nicholas Butterly (researcher)
  - Interviewer asked participant to re-affirm their consent for the interview audio to be recorded
  - Recent work history as an engineer at Woodside
- Introductions: ACT Initiative Lead Methodology Developer (ACT LMD)
  - Currently coordinating work on ACT Aluminium Methodology
  - Had worked tangentially on the ACT Generic Methodology (ACTGM)
  - Low time availability in the coming month
- Research project summary
  - Interviewer introduced the research project
  - Interviewee asked about whether companies are being directly involved in the testing process of the ACTGM. Answer given: Research project will primarily rely on publicly disclosed GRI300 information about the mining company, supplemented by interview(s) with a company representative
- Discussion tangents
  - Woodside has collaborated with ACT Initiative with piloting the ACT Oil & Gas methodology
  - Nicholas Butterly (researcher) was unaware with Woodside's past involvement with ACT Initiative

### Conclusions:

- Low time availability of ACT LMD means that any future questions will be answered by a colleague of the ACT LMD at the ACT Initiative

Action items	Person responsible	Deadline
✓ Find available ACT colleague to help with answering technical queries	ACT Lead Methodology Developer	04/11/21

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**Agenda item:** ACT Desired Outcomes

**Discussion:**

- Question: What would the ACT Initiative like to get out of this research project that aims to adapt and test the ACT Generic Methodology for the mining industry?
  - ACT would like feedback on the application of the ACT Generic Methodology for the mining industry
  - ACT Generic Methodology has had limited testing on real companies. The pilot program for ACT methodologies has tested the ACT Oil & Gas Methodology on real companies, but not the ACT Generic Methodology.
  - Discussion ensued regarding the World Benchmarking Alliance (see next agenda item in meeting minutes)

**Conclusions:**

- Feedback on the ACTGM should be shared with the ACT Initiative at the conclusion of the research project

Action items	Person responsible	Deadline
✓ Share research project final deliverables (final report, changelog, TQR) to the ACT Initiative	Nicholas Butterly (researcher)	November 2021 (Conclusions of research project)

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**Agenda item:** World Benchmarking Alliance (WBA) (Unplanned discussion tangent)

**Discussion:**

- Although the ACT Initiative pilots the ACT Methodologies, once the final versions are published, they are used primarily by consultancy companies to assess other companies
- The World Benchmarking Alliance (WBA) is one such organisation that uses ACT Initiative methodologies. WBA has used the ACT Oil & Gas Methodology on other companies
- The ACT Generic Methodology hasn't been used by the WBA (or any other consultancy company), so the WBA might be interested in the findings of this research project

**Conclusions:**

- WBA should be notified about this research project as they may be interested in the findings once published
- ACT Oil & Gas Methodology has been used by the WBA before

Action items	Person responsible	Deadline
✓ Nicholas Butterly (researcher)	Research the WBA and whether ACTOG Methodology findings have been published	November 2021 (before writing final report)
✓ Contact the WBA to inform them about this research project that field-tests the ACTGM	ACT Lead Methodology Developer	09/11/21 (within 1 week)

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**Agenda item:** ACT Generic Methodology Tools

**Discussion:**

- Question: Have any software tools or other materials been prepared for applying the ACT Generic Methodology (e.g., the "ACT Assessment Tool License" mentioned on the ACT Initiative website)?
  - ACT Initiative is happy to share their "ACT Assessment Tool License" with the researcher, conditional on a signed agreement that it will be used for non-commercial research purposes exclusively
  - "ACT Assessment Tool License" focuses primarily on helping companies submit data, not on applying ACT Methodology calculations
  - A python internet-based tool exists for the ACT Generic Methodology exists, but it only focuses on helping companies submit data
  - Excel-based tool for ACT Methodology scoring & calculations exists for other ACT methodologies (possible ACT Retail Methodology. However, no equivalent tool has been developed for the ACT Generic Methodology

**Conclusions:**

- ACT Assessment Tool License will be shared with the researcher, though it will be of limited usefulness to the researcher for verifying ACTGM scoring calculations
- No software tools have been developed by the ACT Initiative specifically for score calculation of the ACTGM, only for other ACT methodologies

Action items	Person responsible	Deadline
✓ Prepare a written agreement to allow the researcher to access a free "ACT Assessment Tool License"	ACT Lead Methodology Developer	09/11/21 (within 1 week)

**Agenda item:** Technical Queries

**Discussion:**

- Question: Have you had a chance to look at the questions listed in the Technical Query Register (TQR)? Are you able to provide any feedback?
  - Although some queries have apparent answers to the interviewee, many will need to be shared with colleagues at the ACT Initiative in order to get proper technical responses to the listed queries
  - It may take up to two-weeks before a response to all technical queries can be given
  - Regarding TQ15 & TQ16, a corrected version of the ACT Generic Methodology document (without any hidden text due to formatting errors) will be sent to the researcher by the interviewee immediately after the conclusion of the interview.
  - As a general principal that applies to some of the TQR items that mention the ACT Oil & Gas Methodology (e.g., TQ17, TQ11, TQ7): If there are discrepancies between the ACT Generic Methodology and any other methodology published by the ACT Initiative, the researcher should generally defer to the ACT Generic Methodology.

**Conclusions:**

- Responses to the listed queries in the TQR will be provided within approximately two weeks (i.e., by the 16/11/21)
- A version of the ACT Generic Methodology document with corrected formatting will be shared with the researcher immediately after the conclusion of the interview

Action items	Person responsible	Deadline
✓ Contact the appropriate people within the ACT Initiative to get a response to TQR queries, and send responses back to the researcher	ACT Lead Methodology Developer	18/11/21
✓ Send a copy of the ACT Generic Methodology to the researcher without formatting errors that hid text	ACT Lead Methodology Developer	02/11/21

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## ***Other Information***

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**Special notes:**

- The meeting had audio recorded with prior verbal and written permission from the participants. Audio recording was used to complete these minutes then was immediately deleted permanently.
- The participant's identity has been anonymised and is referred to using their job title.
- The participant was given a copy of a Participants Information Form (PIF) and Participants Consent Form (PCF) prior to the interview.