

RTFO Carbon and Sustainability Reporting - Terms of Reference v3

Annex A - Programme of Activities and Principal Deliverables

	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08
Contract award																				
Steering Group meetings	★	★	★		★		★		★		★		★		★		★		★	
Advisory Committee meetings		★			★	★		★			★									
Written Deliverables		A		B		C	D				E	F	G				H		I	
Project inception																				
Stakeholder consultation																				
Draft Guidance prepared																				
Piloting planned																				
Piloting & written consultation																				
Guidance finalised																				
Preparation for roll-out																				
Guidance issued																				
Roll-out of guidance																				
Pre-launch support																				
RTFO launched																				

Ref	Date	Deliverable	Describes
A	Oct 06	Project Initiation Document	The approach to be undertaken & outputs to be produced up to preparation of the final Guidance including detailed project milestones
B	Dec 06	Reporting framework	See section 3.1.6
C	Feb 07	1 st Draft Technical Guidance	The reporting guidance in a form that could be applied by companies
D	Mar 06	2 nd Draft Technical Guidance	Incorporating comments from the Steering Group / Advisory Committee
E	Jul 07	Piloting / consultation outcome report	Outcomes of the piloting and proposed changes to the Guidance. A detailed plan of activities to be pursued during roll-out of the guidance should also be annexed to this report
F	Aug 07	Final Draft Technical Guidance	Guidance incorporating agreed changes following the pilot
G	Sept 07	Technical Guidance issued	Guidance to operate for reporting from April 08
H	Jan 08	Draft Project Report	The learning from the project, including description and outputs from the roll-out activities plus other technical details not otherwise contained in the Guidance.
I	Mar 08	Final Project Report	Final version of the Draft Project Report following comments from the Steering Group