

## **Implementation Working Groups Co-Lead and Member Roles & Responsibilities**

### **Purpose**

The 2008 Climate Action Team (CAT) will form Implementation Working Groups (IWGs) to be the locus of deliberate and constructive engagement for the purpose of creating policy proposals. IWGs will be critical in assisting the CAT to transform its successful and comprehensive planning exercise of 2007 into a focused, refined, and effective set of actions which are specific and complete enough to be seriously considered by the Governor and Legislature in the 2009 Legislative Session.

IWGs will be comprised of CAT members, and other experts as needed to perform the tasks described for each IWG. Each IWG will have access to State and consultant staff support, as needed, to provide policy and fiscal language development, technical analyses, meeting facilitation, and documentation. IWG Co-Leads and members will be appointed by ECY and CTED, and will be organized around the following topics:

- Transportation
- Energy Efficiency and Green Buildings
- Beyond Waste
- SEPA

Additional detail about each IWG, including the goal, tasks, and supporting process, can be found in the scope of work for each IWG.

### **Co-Lead Roles and Responsibilities**

The CAT Co-Chairs will select appropriate Co-Leads for each IWG. Co-Leads may or may not be CAT members. In addition to following the ground rules for participation (below), IWG Co-Leads will perform the following tasks in assistance to the CAT:

#### *Preparation*

- Help identify IWG members, in consultation with ECY and CTED;<sup>1</sup>
- Improve or refine the initial scope of the IWG;
- Determine the level of technical, analytical, and process support from State agencies or consultants required by the IWG as available; and
- Work with CAT Co-Chair lead staff to ensure that funding resources and work plan needs are aligned.

---

<sup>1</sup> The CAT will advise, but will not be asked to approve, IWG membership.

### *Process*

- Commit the time and effort required to successfully lead the IWG, including regular interim coordination with fellow Co-Leads and project support staff, and attendance at all IWG meetings;
- Help establish and manage appropriate expectations around the desired outcomes of the IWG process;
- Be responsive to and maintain sufficient communication with the project planning team to ensure timely and effective completion of outcomes;
- Ensure that all IWG decisions and supporting documents are posted to Ecology's website in a timely fashion throughout the process, and that the public has access to IWG materials and meetings (as described below);
- Guide development and ensure successful completion of outcomes identified in the IWG scope of work in coordination with State agency and/or consultant support staff, including legislation or fiscal notes, by the deadline; and
- Ensure that the majority of IWG members support the final policy proposal sent to the full CAT, and document reasons why there might be different opinions on the proposal, if needed. This will increase the confidence that the CAT's proposals will be brought forth successfully in the 2009 Legislative Session.

### **IWG Member Roles and Responsibilities**

In addition to following the ground rules for participation (below), IWG members will perform the following tasks in assistance to the CAT:

- Commit the time and effort required to successfully participate fully and consistently in the IWG by attending meetings, being responsive to and maintaining sufficient communication with Co-Leads, members and support staff, and staying current with information provided to the group and decisions of the group;
- Refine the specified inputs and deliverables in light of the goal for the IWG, and determine timing and prioritization;
- Review the existing relevant information or related efforts that can substantively inform the deliberations of this IWG, and suggest additional existing information or connectivity to related efforts that might be useful for the IWG and/or CAT members to consider;
- Assist the IWG Co-Leads and support staff in identifying additional analysis and/or research that would be useful inputs for the IWG's deliberations;
- Determine and describe the specific actions or programs necessary to meet the IWG goal, in collaboration with IWG members and support staff, for CAT consideration;
- Review supporting technical analysis of the costs and benefits of the action or program, and the tons of GHG reduction likely if implemented, including data sources, methods, and key assumptions for CAT consideration;
- Assist with the identification and development of data and assumptions, additional authority, needed fiscal support, and other key inputs to assist IWG support staff with the analysis of specific policy design parameters for CAT consideration, as needed;

- Develop and review draft text for legislative, executive, or other appropriate action, and fiscal notes if needed, and participate in finalizing the text as needed for IWG support and consideration by the CAT
- Respond to requests by the CAT for the development of alternative design scenarios or analyses to address potential barriers to consensus;
- If an IWG believes it needs to add additional members, the member must be approved by the CAT Co-Chairs or their designees. An IWG can utilize any resource as needed within time and budget constraints.

### **Meetings and Timing**

The proposed scope of work for each IWG is ambitious. To enable significant progress in the next six months, the IWG work needs to be very focused. IWG meeting structure, pacing and frequency varies by group in order to allow each IWG to follow the process necessary to support its unique charge and deliverables. The following general IWG milestones are designed to coincide with the CAT schedule to allow IWG products to be forwarded to the full CAT with sufficient time for review, bearing in mind that completed IWG products are due to the CAT by the October CAT meeting:

- May 13 – 1<sup>st</sup> CAT meeting: IWGs will be convened following the first CAT meeting.
- July 25 – 2<sup>nd</sup> CAT meeting: IWGs will have refined and prioritized specific tasks and deliverables, and gathered inputs sufficient to develop detailed outlines of the specific actions or programs necessary to implement each strategy.
- September 18 & 19 – 3<sup>rd</sup> CAT meeting: IWGs will have analyzed costs and benefits of the action or program, the likely tons of GHG reduction, and drafted complete text for legislative, executive, or other appropriate action.
- October 14 & 15 – 4<sup>th</sup> CAT meeting: IWGs will present finalized text for legislative, executive, or other appropriate action, fiscal notes (as needed), and supporting documentation describing steps to address equity and public impacts, and proposed benchmarks for accountability.

### **IWG Communication**

- Each IWG will have access to a SharePoint site to facilitate document editing and versioning control. Additional functionality may be provided to facilitate collaboration.
- To facilitate IWG coordination, all IWG correspondence should be copied to Hedia Adelsman at Ecology ([HADE461@ecy.wa.gov](mailto:HADE461@ecy.wa.gov)) and Lydia Dobrovolny ([lydia.dobrovolny@ross-assoc.com](mailto:lydia.dobrovolny@ross-assoc.com)) at Ross & Associates Environmental Consulting.

### **Public Access**

- All meetings of the IWGs will be open to the public, posted in advance on the ECY and CTED climate change website ([www.ecy.wa.gov/climatechange/](http://www.ecy.wa.gov/climatechange/)), and announced via the listserv. For meetings conducted telephonically, the public will be provided with a toll-free number to listen-in.
- All meeting materials and IWG background documents will be posted online.

## **Participant Ground Rules**

---

CAT and IWG members are expected to follow these ground rules during the process, including:

- Participants are expected to support the process and its concept fully, and directly collaborate in good faith toward the goals of the CAT and work groups.
- Participants will provide leadership and a vision for how Washington will rise to the challenges and opportunities of addressing climate change. Participants will not debate the science of climate change, the goals as established in Executive Order 07-02 and legislation, or the timeline.
- Participants are expected to attend all meetings and stay current with information provided to the group and the decisions of the group. Participants should notify ECY and CTED of any potential conflicts or need for alternates. It is expected that alternates will not be routinely utilized. Any alternate who does participate should be current with information developed by the process and able to make decisions.
- Participants are expected to act as equals during the process to ensure that all members have equal footing during deliberations and decisions.
- Participants are asked not to reconsider decisions already made in the stepwise process. Once the CAT reaches a milestone by consensus or vote, it moves to the next step. Final votes by the CAT include support at three levels, including: Unanimous consent (no objection), Super majority (four objections or less), and Majority (less than half object).
- Each participant should speak only about their own position and refrain from characterizing the views of others when making CAT decisions. Each CAT member must be able to vote or otherwise take a position at the meetings.
- Participants are expected to provide objective, fact-based comments and alternatives during CAT and work group discussions, and must refrain from personal criticisms.
- Participants represent only themselves when making CAT decisions and/or speaking about the process with the media or in other public settings.