

Carbon Market Workgroups Co-Lead and Member Roles & Responsibilities

Purpose

Two carbon market workgroups have been convened to provide a forum for stakeholders and government representatives to develop recommendations regarding how the forestry and agricultural sectors may participate voluntarily as an offset or other credit program in the regional market system to help Washington State meet its goals for reducing greenhouse gas emissions. The goal of these workgroups is to develop recommendations that meet the intent of HB2815, creating a framework to reduce greenhouse gas emissions in Washington State. (See: <http://apps.leg.wa.gov/billinfo/summary.aspx?bill=2815>).

The Agriculture and Forestry Sector workgroups will be comprised of a broad range of stakeholders and experts, as needed, to perform the tasks described in the legislation. Each workgroup will have access to State and consultant staff support, as needed, to provide technical analyses, meeting facilitation, and documentation. Workgroup Co-Leads and members will be appointed by the Department of Ecology (Ecology) and the Department of Community, Trade and Economic Development (CTED).

Additional detail about each workgroup, including the goal, tasks, and supporting process, can be found in the Charter for each workgroup.

Co-Lead Roles and Responsibilities

In addition to following the ground rules for participation (below), workgroup Co-Leads will perform the following tasks:

Preparation

- Help identify workgroup members, in consultation with Ecology and CTED;
- Improve or refine the initial charter of the workgroup;
- Determine the level of technical, analytical, and process support from State agencies or consultants required by the workgroup as available; and
- Work with Ecology and CTED to ensure that funding resources and work plan needs are aligned.

Process

- Commit the time and effort required to successfully lead the workgroup, including regular interim coordination with fellow Co-Leads and project support staff, and attendance at all workgroup meetings;
- Help establish and manage appropriate expectations around the desired outcomes of the workgroup process;
- Be responsive to and maintain sufficient communication with the project planning team to ensure timely and effective completion of outcomes;

- Ensure that all workgroup decisions and supporting documents are posted to Ecology’s website in a timely fashion throughout the process, and that the public has access to workgroup materials and meetings (as described below);
- Guide development and ensure successful completion of recommendations in coordination with State agency and/or consultant support staff by the deadline; and
- Ensure that the majority of workgroup members support the final recommendations sent to Ecology/CTED, and document reasons why there might be different opinions on the proposal, if needed.

Workgroup Member Roles and Responsibilities

In addition to following the ground rules for participation (below), workgroup members will perform the following tasks:

- Commit the time and effort required to successfully participate fully and consistently in the workgroup 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 workgroup, and determine timing and prioritization;
- Review the existing relevant information or related efforts that can substantively inform the deliberations of this workgroup, and suggest additional existing information or connectivity to related efforts that might be useful for the workgroup members to consider;
- Assist the workgroup Co-Leads and support staff in identifying additional analysis and/or research that would be useful inputs for the workgroups deliberations;
- Determine and describe the specific actions or programs necessary to meet the workgroup goal, in collaboration with workgroup members and support staff, for Ecology/CTED consideration;
- Develop and review draft text for recommended legislative, executive, or other appropriate action, and participate in finalizing the recommendations as needed for workgroup support and consideration by Ecology/CTED;
- If a workgroup believes it needs to add additional members, the member must be approved by the Co-Chairs and Ecology/CTED. A workgroup can utilize any resource as needed within time and budget constraints.

Meetings and Timing

The proposed charter for each workgroup is ambitious. To enable significant progress in the next five months, the workgroup work needs to be very focused. Workgroup meeting structure, pacing and frequency varies by group in order to allow each workgroup to follow the process necessary to support its unique charge and deliverables. The following general milestones are

designed to meet the deadline of providing final recommendations to Ecology/CTED by October 20, 2008:

- First meeting: June 23, 10:00 a.m. – 4:00 p.m., Moses Lake, WA
- Second meeting: July 15, half-day meeting or teleconference
- Third meeting: August 15, Draft recommendations
- Fourth meeting: September 22, full-day meeting – Draft final recommendations
- Fifth meeting: October 20, half-day meeting or teleconference – Final recommendations

Workgroup Communication

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

Public Access

- All meetings of the workgroups will be open to the public, posted in advance on the Ecology and CTED climate change website (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 workgroup background documents will be posted online.

Participant Ground Rules

Workgroup 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 workgroups.
- Participants will provide leadership and a vision for how the forestry and agricultural sectors in Washington may participate voluntarily in an offset or other credit program in the regional multi-sector market-based system to help Washington State meet its goals for reducing greenhouse gas emissions. Participants will not debate the science of climate change, the focus as established in ESSHB 2815, 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 Ecology 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 workgroup reaches a milestone by consensus or vote, it moves to the next step. Final votes by the workgroup 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 decisions. Each workgroup 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 workgroup discussions, and must refrain from personal criticisms.
- Participants represent only themselves when making workgroup decisions and/or speaking about the process with the media or in other public settings.