

City of Albuquerque Climate Action Task Force Charter **August 20, 2008**

This Charter describes the mission, organization and membership, rules of practice and code of conduct for members of the City of Albuquerque Climate Action Task Force (CATF).

Mission

To provide to the City of Albuquerque (CABQ) leadership recommendations for best management practices, ordinances, economic incentives, and other options implementable by the city government, metro population, and local business that will contribute directly or indirectly to reduction of the local green house gas emissions.

Organization and Membership

The Climate Action Task Force (CATF), comprising environmentalists, engineers, scientists, business professionals, political action groups, government staff, and a wide range of expertise and opinions hopefully able to represent a cross cutting of the Albuquerque Demographics, includes the people formally included by the CABQ on the task force membership roster. These volunteers as members of the task force have voting rights with each vote counting singularly. This published list reflects the current membership of the CATF. Additional individuals may be appointed to the CATF as needed. Membership is as listed in Attachment 1, Climate Action Task Force Membership.

Leadership is multi-tiered with two co-chairs approved by the Mayor: Terry Horger (UNM) and John-Olav Johnsen (NNSA) with Bill Schleyer (NNSA) as the backup for co-chair Johnsen. Their role is to guide the CATF and task force work groups (functional working groups) as agreed upon by the members at large during the initial forming meeting. The co-chairs are not assigned to any single work group yet remain aware of group dynamics, status on recommendations, and in control of group interactions.

From the CATF working groups, an additional workgroup, the climate action workgroup will be formed. This workgroup will be responsible for participating in additional meetings other than the regularly scheduled CATF workgroup meetings and is tasked with developing short, mid, and long term greenhouse gas (GHG) reduction targets for the City of Albuquerque Climate Action Plan. Each working group will select a representative who is responsible for ensuring the group provides its deliverables in a quality, well constructed, accurate and timely manner. The workgroup shall also consist of the co-chairs and CABQ representative. The representatives from each workgroup shall also serve as the conduit, communicator, spokes person, and point of contact to the co-chairs, the CATF work groups, and the CATF. The climate action workgroup and its representatives will discuss and develop GHG emission reduction targets (short, mid, and long term) for the City of Albuquerque Climate Action Plan and will discuss and provide updates to other representatives regarding the process

for the work group which they represent. The representatives shall represent each working group for each CATF meeting of the whole.

Task force members have selected or have been assigned to one or more work groups as show in Attachment 2, Climate Action Task Force Workgroup Roster.

Working groups are those formed by agreement with the CATF at large during the initial meeting. The key role of the work group is to conduct research, offer technically feasible recommendations supporting reduction of GHG emissions and carbon footprints within the City of Albuquerque metropolis. Working group recommendations are not limited to any one sector of the city government, local population or businesses operating in the city. However, group recommendations must be focused, limited in scope and number, and have a reasonable chance of successful implementation. The working group must agree on its recommendations before having the work group leader present recommendations to the CATF.

Facilitators are contracted professionals supporting smooth interactions with the CATF. They assist the co-chairs in keeping the work groups' focus on the deliverables, mediate differences, support records keeping of CATF and work group activities, and generally support the CATF. Facilitators have no voting privileges and are not to materially affect the technical discussion or decision making of the work groups or the CATF.

CABQ support staff is responsible for sharing decisions, information and technical references with the CATF primarily using the Share Point website. The staff has no voting privileges.

Other Participants

Each member of the CATF has the right to sponsor non-voting subject matter experts to provide technical inputs to the work groups. It is important that the sponsor coordinate with the work group leader and facilitator as to when, how, where and how long the spokes person has the opportunity to present to the work group.

Anyone can observe the open CATF meetings. Although the intent is to address work group functional areas within the work group, there could be situations when a subject matter expert (SME) would be offered an opportunity to present to the CATF. A working group sponsor will represent the SME to the working group representative and facilitator for approval, scheduling, clarification of topics, and other technical and administrative concerns. This coordination is not intended to limit participation but to optimize CATF effectiveness. Time and resources are limited; therefore, efforts will continue to keep most decision making at the working group level.

Deliverables

The CATF product or deliverable is a recommendation to the Mayor and City Council of actions and programs that should be resourced and implemented to achieve local GHG reduction and carbon footprint reduction; hereunto called the City of Albuquerque Climate Action Plan (CAP). The CAP must duly consider the functional work group recommendations. The collective list of work group recommendations must be prioritized considering expected effectiveness, span of coverage within the city, and cost to the city. The recommendations should address the full spectrum of GHG emissions and the many varied people, businesses and organizations that can implement the recommendations. There is no single solution—solutions will be as diverse as the target audiences.

The working group recommendations are not absolutely limited in number but must be presented with sufficient justification and technical basis for the climate action workgroup to complete initial screening and prioritized selection. The representatives of the climate action workgroup will present work group recommendations to the CATF at large to ensure task force understanding and provide opportunity to resolve or reconcile with recommendation from other working groups.

Each working group must:

- Define a performance metric that is measurable using the current or reasonable obtainable staff and equipment. The metric should be measurable and be directly linked to GHG reduction. Although it is acknowledged that some activities would more readily support a metric such as number of people educated, make reasonable estimates as to how such metric would translate directly in GHG reduction.
- Provide recommendations based upon group consensus or majority/minority report. [Note: Differing Professional Opinions/ Minority Opinions provide opportunity to document differences]
- Provide recommendations based upon technical information and rational decision making techniques. Information that cannot be referenced to peer reviewed articles is not considered factual and should not be used with working group decision making.
- Include as part of research investigation of methods and practices used by other cities or states. Good practice can readily be adopted, while practice that failed should be disregarded or modified to improve likelihood of success.
- Documentation and data play an important role in supporting and arguing a position. It is important that all sources of data, documentation, and methodologies used in this process have had the appropriate peer review and is supported by relevant and sufficient evidence and is appropriately cited.
- Have the representative present to the CATF a 10 minute briefing (stress here on brief) using PowerPoint or other visual displays appropriate for the large task force size at a frequency determined by CATF. The brief must: present a concise

update and status; explain how it supports GHG reduction; identify affected target population or businesses; identify expected range of costs; and other key pertinent features that make the recommendation valid and necessary.

- Have the representative present to the CATF the final working group recommendation using PowerPoint or other visual displays and aids appropriate for the large task force size. The recommendation must present a concise update and status; explain how it supports GHG reduction; identify affected target population or businesses; identify expected range of costs; and other key pertinent features that make the recommendation valid and necessary
- Document decision making efforts using meeting notes and collecting technical information. Technical information must be provided in electronic format to the CABQ support staff for inclusion in the Share Point. URL references to internet sites is efficient when supported with working group abstract (a brief discussion no longer than a sentence or two about why the reference is important)
- It is typical and appropriate that people who have strong feelings and technical disagreements can officially voice these to the CABQ leadership and the CATF. The written differing opinion on a working recommendation is presented with the recommendation and is a part of the recommendation. The differing opinion typically contains:
 - ✓ Working group recommendation
 - ✓ Description of the differing opinion
 - ✓ Explanation of why this is important to decision makers. Risk, cost, benefit, etc.
 - ✓ Primary facts supporting the differing opinion

Constraints

In order to provide and recommend a comprehensive Climate Action Plan to CABQ leadership, it is important that the recommendations for best management practices, ordinances, economic incentives, and other options are:

1. Practical;
2. Implementable; and
3. Measurable

by the city government, metro population, and local business that will contribute directly or indirectly to reduction of the local green house gas emissions.

Ground Rules

- CATF members must show up/participate or designate an alternate
- Listen respectfully
- No cell phones (please place on silent or vibrate)
- Abide by decision making process
- Follow through
- All decisions should be for the good of the City of Albuquerque (residents, business, government, environment)

Attachment 1

Climate Action Task Force Membership

Attachment 2

Climate Action Task Force Workgroup Roster