

## ALASKA CLIMATE CHANGE STRATEGY PROJECT ADAPTATION PROCESS STEPS

June 4, 2008

*The following describes the expectations for each Climate Change Adaptation Advisory Group (AAG) meeting and the intervening Technical Working Groups (TWG) conference calls. The process for the Mitigation Advisory Group is similar.*

Meeting Objectives and Agendas: The objectives and agendas for each of the CCAAG meetings and TWG meetings are listed below, with notes regarding decisions of the CCAAG.

### **Meeting #1 – 16 May 2008:**

- Objectives:
  - Introduction to the process, presentation of Immediate Action Work Group (IAWG) findings and conclusions, presentation from and discussion with the Research Needs Work Group (RNWG) to identify crucial scientific questions of importance to the CCAAG effort, formation of TWGs, next steps. (See <http://www.climatechange.alaska.gov/iaw.htm> and <http://www.climatechange.alaska.gov/rn.htm> )
- Agenda:
  - Introductions
  - Purpose and goals of the CCAAG process
  - Review of the components and ground rules of the CCAAG process
  - Presentation of IAWG findings and conclusions, discussion of impact with respect to CCAAG process
  - Presentation of analysis and recommendations from the National Commission on Energy Policy (NCEP)
  - Presentation from and discussion with the RNWG to identify fundamental scientific questions crucial for framing the CCAAG effort.
  - Formation of TWGs, next meeting agenda, time, location, date
  - Public input and announcements

Interim TWG calls will cover: (1) discussion and further revision to IAWG and RNWG findings and impacts, and (2) introduction of and modifications to the catalog of adaptation policy options.

### **Meeting #2 – 16 July 2008:**

- Objectives:
  - Introduction to the process, presentation of preliminary fact-finding (vulnerable sector inventory and adaptation baseline; catalog of state actions), finalization of TWGs, next steps.
- Agenda:

- Introductions
- Review purpose and goals of the CCAAG process, components and current status.
- Review of the history and status of state climate risks, draft Alaska vulnerable sector inventory and adaptation baseline and related adaptation actions,
- Review of the draft catalog of existing state climate adaptation actions, including Alaska actions – *presented by the TWG leads*
- Formation of TWG's, next meeting agenda, time, location, date
- Public input and announcements

Interim TWG calls will cover: (1) suggested revisions to the draft vulnerable sector inventory and adaptation baseline, and (2) review and suggested modifications to the catalog of adaptation policy options.

**Meeting #3 – 23 September 2008:**

- Objectives:
  - Addition of potential actions to the draft catalog of state actions (by vote); identification of potential revisions to the draft vulnerable sector inventory and adaptation baseline (by vote if/as needed)
- Agenda:
  - Review and recommended updates to the draft vulnerable sector inventory and adaptation baseline
  - Review and approval of additional actions to the catalog of possible Alaska options *presented by TWG Leads*
  - Discussion of the process for identifying initial policy option priorities for TWG analysis
  - Next meeting agenda, time, location, date
  - Public input and announcements

Interim TWG calls will cover: (1) suggested revisions to the vulnerable sector inventory and adaptation baseline, as needed; and (2) early ranking of options in the catalog and balloting for initial priority policy options.

**Meeting #4 – 7 November 2008:**

- Objectives:
  - Review and approval of initial priorities for analysis of TWG-identified policy options (by vote); review and approval of revisions to the vulnerable sector inventory and adaptation baseline (by vote if/as needed)
- Agenda:

- Agreement on vulnerable sector inventory and adaptation baseline revisions, with modifications as needed
- Review and approval of TWG lists of initial policy priorities for analysis, with modifications as needed *presented by TWG Leads*
- Discussion of process for developing straw policy design proposals for analysis of priority policy options
- Briefing on methods for evaluating priority policy options
- Next meeting agenda, time, location, date
- Public input and announcements

Interim TWG calls will cover: (1) development of straw proposals for design parameters for individual options, and (2) next steps for analysis of options. *A sample template is attached.*

**Meeting #5 – 16 January 2009:**

- Objectives:
  - Review and approval of TWG suggested straw proposals for policy design (goals, timing, coverage of parties, etc.) (by vote); review and approval of any additions to the list of priority policy options for analysis, if/as needed (by vote); preparation for the characterization and evaluation phase of the process (briefing and discussion)
- Agenda:
  - Review and approval of straw proposals for policy design, with modifications as needed *presented by TWG Leads*
  - Discussion and approval of additional priority policy options for analysis, if/as needed
  - Discussion of characterization and evaluation principles and guidelines, key assumptions for TWG analysis of priority policy options
  - Next meeting agenda, time, location, date
  - Public input and announcements

Interim TWG calls will cover: (1) review of proposed characterization and evaluation procedures for individual options, including proposed data sources, methods, assumptions; (2) review of first round of assessment results, identification of needs for revision as needed; and (3) identification of potential early consensus options to recommend for CCAAG approval.

**Meeting #6 – 5 March 2009:**

- Objectives:
  - Review and approval of consensus policy recommendations (by vote); identification of specific barriers to consensus, and potential alternatives for non-consensus policy options (discussion).
- Agenda:

- Review of the draft pending policy options list, with results of analysis *presented by TWG Leads*
- Identification of early consensus policy options
- Identification of barriers and alternatives for remaining options, with guidance for additional work on options to TWGs
- Review of final report progress and plans
- Next meeting agenda, time, location, date
- Public input and announcements

Interim TWG calls will cover: (1) final revisions to alternative policy design and implementation mechanisms as needed, (2) final analysis of options and alternatives, and (3) final steps on formulation of remaining policy options and mechanisms.

**Meeting #7 – 29 April 2009:**

- Objectives:
  - Review and approval of final policy option recommendations (by vote); review of final report procedures.
- Agenda:
  - Review of the draft pending policy options list, with results of analysis *presented by TWG Leads*
  - Review and final approval of draft pending policy options, with revisions as needed
  - Summary of the process, review of next steps for completion and transmittal of the final report
  - Public input and announcements

Final Report: At the conclusion of the CCAAG process, CCS will provide a final report to the CCSC which compiles and summarizes the final adaptation policy recommendations of the CCAAG and covers the following areas:

- Executive Summary
- History and Status of State Actions
- Alaska Vulnerable Sector Inventory and Adaptation Baseline
- Recommended Policy Actions by TWG Sector *responsibility of TWG Leads- following template*
- 4-5 TWG chapters, with specific sectoral focus and impacts categories to be delineated following input from CCSC *summary written by TWG Leads*
- Technical Appendices *prepared by TWG Leads*

## **VIII. Participants' Roles and Responsibilities**

Alaska DEC and the Climate Change Sub-Cabinet: As chair of the CCSC and on behalf of it, the DEC convenes the two Advisory Group processes; receives nonbinding recommendations from the Advisory Groups through a report from CCS; and transmits recommendations to the CCSC for its consideration prior to adopting final recommendations for the Strategy to the Governor. The DEC/Sub-Cabinet also appoints: (1) chairs of the CCAAG and CCMAG (each possibly a member of the CCSC); (2) members of the CCAAG and CCMAG, recognizing the importance of outside stakeholders to the effective functioning of these processes; and (3) members of the respective TWGs of the CCAAG and CCMAG, recognizing that state, federal and local agencies have a wealth of knowledge and data that may contribute to TWG deliberations. DEC and other State agency representatives may recommend nonbinding policy options for the consideration of the CCAAG and CCMAG in the normal course of its policy development process. Finally, the DEC appoints a facilitation and technical support team (CCS and Information Insights) to conduct and manage the processes. DEC, jointly with other state agencies as appropriate, staffs and provides logistical support for meetings, public notice, meeting summaries, and technical review and input to TWG meetings.

The Adaptation Advisory Group will consider a full range of potential adaptation and mitigation options and recommended statewide goals, and approve a final Alaska vulnerable sector inventory and adaptation baseline. CCS and Information Insights facilitate all CCAAG activities, including its votes, in an open group format. CCS and Information Insights work with the State to ensure timely and orderly completion of tasks, good faith participation and resolution of issues by CCAAG members. In coordination with CCS and Information Insights, the DEC or other designated State representative enforces ground rules and opens and closes CCAAG meetings.

The Mitigation Advisory Group will consider a full range of potential mitigation options and recommended statewide goals, and approve a reference case Alaska GHG emissions inventory and forecast. The final report of the CCMAG will include the affects of implementing its policy recommendations upon Alaska's reference case GHG emissions forecast. CCS and Information Insights facilitate all CCMAG activities, including its votes, in an open group format. CCS and Information Insights work with the State to ensure timely and orderly completion of tasks, good faith participation and resolution of issues by CCMAG members. In coordination with CCS, DEC or other designated State representative enforces ground rules and open and close CCMAG meetings.

Center for Climate Strategies, its team and sub-contractors: CCS designs and conducts the Advisory Group processes, and provides facilitation and technical support as an impartial and expert party. CCS manages and facilitates meetings and votes during meetings, schedules Advisory meetings in coordination with the DEC, develops meeting agendas, and produces documents for Advisory and TWG consideration, including technical analysis.

CCS abides by the Model Standards of Conduct for Mediators approved by the American Arbitration Association, the Litigation Section, and the Dispute Resolution Section of the American Bar Association, and the Society of Professionals in Dispute Resolution. As described more fully elsewhere, CCS also ensures that adequate funding exists to successfully complete the process through private sources.