

NH State Climate Change Action Plan
Process Description
January 18, 2008

Background

Purpose and Charge

Governor John Lynch created the NH Climate Change Policy Task Force on December 6, 2007 by signing Executive Order 2007-3. The Governor's Task Force will work in conjunction with the Department of Environmental Services (DES) to produce a *Climate Change Action Plan* that establishes climate change goals and recommends meaningful steps to meet those goals.

The Task Force, after giving due consideration to analysis and reporting by DES on the state of climate change science, stakeholder input and the need and urgency for state policy actions given the science shall:

1. Based upon international and regional goals of a 75-85 percent reduction by 2050 in greenhouse gas emissions, recommend goals for reductions of greenhouse gas emissions given the current emissions and future projections.
2. Recommend a comprehensive set of specific regulatory, voluntary and policy actions that the state should adopt to achieve its greenhouse gas reduction goals. Prescribed actions will occur in the following sectors:
 - a. Electric Generation;
 - b. Transportation and Land Use;
 - c. Residential, Commercial, Industrial;
 - d. Agriculture, Forestry and Waste;
 - e. Government Action and Leadership; and
 - f. Adapting to Climate Change.

DES will use these goals and recommendations to draft the *Action Plan*, which, following input from the public and review by the Task Force, will be submitted by September 1, 2008 to the Office of the Governor, the President of the Senate, the Speaker of the House of Representatives, the Senate Clerk, the House Clerk, and the State Library.

Task Force

Membership

1. Membership to the Task Force has been determined by the Governor's Executive Order and shall include:

- Thomas Burack, Commissioner, Department of Environmental Services
- Clifton Below, Commissioner, Public Utilities Commission
- Meredith Hatfield, Consumer Advocate, Office of the Consumer Advocate
- Amy Ignatius, Director, Office of Energy and Planning
- Philip Bryce, Director of Forests and Lands, Department of Resources and Economic Development
- William Cass, Director of Project Development, Department of Transportation
- Mary Ann Cooney, Director of Public Health, Department of Health and Human Services
- Roger Sevigny, Commissioner, Department of Insurance
- Sheila Roberge, Senate Republican, NH Senate
- Martha Fuller Clark, Senate Democrat, NH Senate
- Richard Barry, House Republican, NH House of Representatives
- Suzanne Harvey, House Democrat, NH House of Representatives
- Patricia Carrier, Facilities and Environmental Manager, New Hampshire Ball Bearings, Inc.
- Al Lelis, Division Manger for Safety and Environment, Osram Sylvania
- Roland Aube, MRO Buyer, Isaacson Steel
- Gary Long, President, Public Service of New Hampshire
- George Gantz, Senior Vice President, Unifit Corporation
- William Sherry, Executive Vice President, National Grid
- William Cahill, Jr., Vice President and Group Counsel, The Hanover Insurance Group
- Daryl Burnett, State Director, Nature Conservancy
- Jim O'Brien, Executive Director, Granite State Conservation Voters
- Will Abbott, Vice President, Policy and Land Management, Society for the Protection of New Hampshire Forests
- Joe Norton, Executive Director, NH Wildlife Federation
- Cameron Wake, Research Associate Professor, University of New Hampshire
- Alice Chamberlin, Former Policy Assistant to the Governor John Lynch
- Charles F. Bass, Former US Congressman
- Jameson French, President and CEO, Northland Forest Products
- Rhett Lamb, Planning Director, City Of Keene

2. The Commissioner of the Department of Environmental Services will be the Chairperson, as appointed by the Governor.

3. Only the lead representative, or the alternate in the case of the representative's absence, will participate in formal decision-making.

Roles and Responsibilities

1. Task Force members are requested to make every attempt to attend all Task Force meetings, and to review all documents disseminated prior to each meeting. Members who can not make a meeting should let the Chairperson and Task Force coordinator, who shall be designated by DES, know prior to the meeting (by voice or e-mail). In the event that Task Force members are not able to attend, members are asked to review notes and provide comments, including assent or dissent, as soon as possible.
2. Task Force members are requested to keep their organizations and constituencies fully informed of the developments of the Task Force progress.
3. Task Force members are asked to speak about Task Force deliberations and issues only on behalf of their organization or agencies (e.g., to the press). DES will be the point of contact for public inquiries about the process and status of the Task Force.
4. Task Force members are encouraged to confer with each other, DES and the Technical Consultants, UNH-based Carbon Solutions New England (CSNE), in and between meetings.
5. Task Force members are requested to consider the full range of interests in the sectors that they represent throughout the process.

Decision-making

1. The primary role of the Task Force will be to prepare recommendations consistent with the Purpose of and Charge to the process.
2. The goal of the process will be to make major substantive recommendations including a set of individual GHG policy actions by consensus of the Task Force, where consensus shall mean that everyone is at least willing to accept a decision and not to dissent.
3. The Task Force's final recommendations at the end of the process will include all areas of consensus, and descriptions of the alternative policy designs and implementation approaches preferred by Task Force members in areas where consensus was not reached, if any. For non-consensus issues, the Task Force members supporting each alternative approach will be listed under each alternative.
4. Task Force members are encouraged to obtain substantive comments from their respective organizations.
5. Task Force members will be listed in the Action Plan along with their organizational affiliations.

Working Groups:

Membership

1. Task Force members, who have an interest and an expertise, may elect to serve as Working Group members for specific sectors and may serve as a liaison between each Working Group and the Task Force.
2. In the event that any Working Group is undersubscribed, additional Working Group representatives from stakeholder organizations or other individuals with relevant interest and expertise may also be added as suggested by the Governor, Task Force and Working Group members, and DES. Other individuals interested in becoming Working Group members will also be considered upon request.
3. Working Group discussions shall be open to the Working Group members only. Time will be provided for comments from public attendees.

Roles and Responsibilities

1. Working group members are requested to make every attempt to attend all Working Group meetings, and to review all documents disseminated prior to each meeting. Members who can not make a meeting should let the Working Group coordinator, who will be designated by DES, know prior to the meeting (by voice or e-mail). In the event that Working Group members are not able to attend, members are asked to review meeting notes and provide comments, including assent or dissent, as soon as possible.
2. It is the responsibility of the Working Group members to keep their organizations and constituencies fully informed of the developments in the Working Group process.
3. Working Group members are encouraged to confer with each other, DES, and the Technical Consultants, in and between meetings

Decision-making

1. The primary task of each Working Group is to identify and analyze GHG mitigation options and alternative policy designs within the scope of that Working Group, to assist the Technical Consultants and DES in a collaborative fashion, and prepare recommendations for the Task Force consistent with the Purpose and Charge of the process.
2. The Working Groups will be tasked with providing recommendations to Task Force members on priorities for analysis, technical analysis and design of options, alternative approaches, and final recommendations.
3. Working Groups will be divided into emission source sectors: (1) *Electric Generation* (including demand side efficiency and conservation), (2) *Transportation and Land Use*, (3) *Residential, Commercial, and Industrial*, and (4) *Agriculture, Forestry and Waste*.
4. Two Working Groups will also be charged with identifying policy recommendations regarding *Adapting to Climate Change* and *Government Leadership and Action*.
5. Each Working Group's recommendations to the Task Force will include all areas of consensus, and a description of the alternative options or approaches preferred by Group members in areas where consensus was not reached, if any. Consensus shall mean that everyone is at least willing to accept a decision and not to dissent. Members are responsible for voicing their objections and concerns, and silence or absence will be considered consent.

For non-consensus issues, the Working Group members supporting each alternative approach will be listed under each alternative.

Department of Environmental Services (DES):

The Department of Environmental Services shall serve as the lead agency in guiding and assisting the Task Force and Working Groups in fulfilling their basic duties by providing staff assistance, background research and assistance in drafting reports. DES will coordinate the *Action Plan* development process and will submit the *Climate Change Action Plan* to the Governor's Office and State Legislature on behalf of the Task Force. The *Plan* will be based on the recommendations from the Task Force, including all supporting analysis and documentation.

Roles and Responsibilities

1. DES will serve as consultants to the Task Force, with assistance from the Carbon Solutions New England (CSNE) Technical Consultant team. Other state agencies may participate as advisors to the process at the discretion of DES.
2. DES will provide the resources and staff necessary to design and manage a productive process including:
 - a. Overall coordination of the Task Force process and deliverables;
 - b. Designating staff and external personnel to serve as the Task Force and Working Group coordinators in order to facilitate the process, provide support and coordinate with the DES.
 - c. Working with the Task Force and Working Group coordinators to draft schedules, agendas, documents, presentations, meeting summaries and reports and distribute to Task Force and Working Group members in a timely fashion (typically, 1 week in advance, and 1 week after meetings respectively);
 - d. Coordination of all meetings of the Task Force and the Working Groups to provide a constructive forum in which diverse points of view are voiced and examined in a professional and balanced way;
 - e. Directing and coordinating the work of the Technical Consultants, other state agency technical and support staff as needed, and Working Group leaders;
 - f. Liaison with technical experts outside the process, as necessary;
 - g. Posting all meeting summaries, notes, presentations and handouts linked to other organizations and agencies as appropriate; and
 - h. Conducting public meetings as needed.
3. DES will serve as consultants to the Task Force, with assistance from the Carbon Solutions New England (CSNE) technical consultant team. Other state agencies may participate as advisors to the process at the discretion of DES.
4. DES will engage in preliminary fact finding prior to the first Task Force meeting and will provide to the Task Force:

- a. A draft N.H. GHG Inventory and Business-As-Usual (BAU) Emissions Forecast;
- b. A summary of climate change goals, policies, and programs occurring in the NE region and states; and
- c. A list of potential *Action Plan* program and policy options broken down by sector of origin, based on actions considered or undertaken in New Hampshire and/or other states.

Technical Consultants:

The CSNE technical consultant team will serve as a neutral and expert group to inform and support the development of technical and policy consensus. Technical staff will perform analyses and provide support based on Task Force and Working Group decisions. State agency staff and Working Group members will be asked to assist in the formulation and analysis of options.

Roles and Responsibilities:

1. The Technical Consultants' primary function is to provide technical support to the Task Force and Working Groups, including quantitative analysis of options and alternative policy designs.
2. Presentations to the Task Force and Working Group members.
3. Development of final Action Plan language, tables, and graphs.
4. Confidential information discussed with the Technical Consultants must be so indicated by the party providing the information.

Public Involvement:

1. All meetings will be open to the public.
2. Members of the public will be given a chance to express their opinions and provide input at appropriate junctures and as time allows.
3. Prior to the completion of the Action Plan, there will be at least one public hearing on the draft Action Plan and the final recommendations will appropriately consider all stakeholder comments. This hearing will follow the rules and regulations provided in Env-C 200.
4. Meeting notes and materials will also be available on the DES website, linked to other organizations and agencies as appropriate.

Process Design:

The Task Force process will:

- Be informed by preliminary and ongoing fact-finding. The Task Force and Working Group members will be assisted in this task by DES and the CSNE team.
- Seek consensus. Final recommendations by the Working Groups to the Task Force and to DES will be selected by procedures that allow the full expression of viewpoints;

- Preliminary votes will be taken informally to assess the level of consensus and identify barriers to consensus in order to generate alternative policy designs as possible.
- A method that may be used early on for assessing the level of support and likelihood of achieving consensus includes, but is not limited to:
 - Unanimous consent (all agree)
 - Super majority (e.g., 75 percent agree);
 - Majority (51 percent agree): and
 - Minority view (less than 50 percent agree).
- Begin without any pre-commitments to a particular course of action. DES will provide Task Force and Working Group members with an extensive list of potential actions to assist in the identification of potential priority options for evaluation.
- Be recommended to and non-binding upon the Governor, the Task Force, the Working Groups or DES in order to provide public input for potential future policy decisions. It will be structured as an informal consensus-building effort to provide a full opportunity for Task Force members to make voluntary decisions regarding policy recommendations.
- Be transparent in terms of product and process. The Working Group and Task Force’s straw proposal design parameters will include targets, timing, coverage, and implementation mechanisms. Technical analyses will include clear disclosure of data, methods, sources, and key assumptions and uncertainties.
- Include a diverse group of Task Force and Working Group members and provide regular opportunities for public input.
- Be flexible throughout the process. The DES team will check with the Task Force, Working Groups, and other participants regarding progress and any needs for revision. DES will share proposed changes openly with participants.

Key steps and parameters of the process include the following:

- Historical GHG emission and carbon storage inventories and “Business-As-Usual” (BAU) case projections will be developed for years 1990-2020.
- The Task Force will consider the current commitments of the state as well as the goals of New England states to develop a set of New Hampshire climate change goals, based upon overall goals established by the Governors. These goals will help to guide the final selection of climate change strategies.
- The process will start with examination of a list of potential actions and modify, add or remove options as needed to cover all potential options of interest to the Task Force. The Working Groups will identify initial draft priority options for analysis, and then develop straw policy designs for each proposal with assistance from DES and CSNE.
- The Task Force and Working Groups will explore solutions:
 - In all sectors and across all potential implementation methods;
 - At the state level and multi-state actions (regional and national);

- That use voluntary as well as regulatory approaches;
 - That target GHG emission reductions from the present to year 2020 while positioning the State for greater reductions over the longer term;
 - That target carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), and synthetic gases (HFC, PFC, & SF₆); and
 - To maximize reductions and achieve the NH climate change goals.
- Working Groups will develop “straw” proposal designs for options that consider the scope, focus, timing and implementation strategy.
 - Following the development of straw policy designs, CSNE will quantify the benefits and costs.
 - For each draft potential policy option identified by the Task Force, CSNE will project the impact of the policies under the specified parameters and prepare a policy option template (Attachment 2), for Working Group and Task Force review and approval, that:
 - Reports the impact of climate change policies and program in normalized units to be expressed as metric tons carbon dioxide equivalents (MTCO₂e), or in million metric tons carbon dioxide equivalent (MMTCO₂e) to allow comparison.
 - Estimates and reports GHG emission reduction, policy co-benefits and cost impacts for years 2012//2015 and 2020.
 - The Task Force and Working Group discussions will explore alternative policy designs, including implementation mechanisms, and additional analysis as needed to reach final consensus, with assistance from the DES facilitation team and the CSNE.
 - The Task Force and Working Groups will evaluate the cumulative results of options and aggregate options into implementation scenarios.
 - The final Action Plan by DES will document Task Force recommendations and views on each policy option, including alternative views as needed. It will also include a summary of the New Hampshire GHG Emissions Inventory and Forecast and Task Force recommendations for ensuring accountability and inventory review.