

Vermont Climate Council: Additional Guidance for Subcommittees – June 2024

Stages, Support, Incorporating Just Transition Principles and Prioritization

This document builds off the [guidance](#) created in April for subcommittees of Vermont's Climate Council as the start the process of helping to update the state's Climate Action Plan. This update provides additional guidance on:

- Stages of subcommittee work
- Support
- Incorporating [Just Transition Principles](#)
- Prioritization

Additional Guidance

Stage 1: April-June – Grounding and getting started

- What's happening
 - Review of the [Progress Report Tool](#) and [CAP Action Tracker](#)
 - Norm the group
 - Initial identification of high-level gaps and priority areas to update (pick just a handful of pathways to work on! You don't have much time). The Council gave some initial guidance in March/April.
 - Create a work plan by setting meeting dates and topics to address. Be realistic about available time.¹
- Support:
 - Tap facilitation resources. Stage 1 and Stage 3 are areas in which facilitation resources would be most valuation.²
 - The Climate Action Office will prepare a background document with:
 - Key GWSA requirements
 - A "top 10" list of useful technical reports and resources
- Incorporating JT Principles
 - Review quarterly engagement reports for relevant inputs
 - When reviewing the Progress Report Tool, consider:
 - Which frontline and impacted communities may be experiencing inequities today around the issues that these Strategies/Actions

¹ A note on Task Groups. Task Groups should be used for gathering information and preparing content for discussion in the full subcommittee. Please inform the Steering Committee when using Task Groups. Task Groups that require additional resources beyond volunteers, including outside speakers, need to be approved by the Steering Committee.

² The Climate Action Office will give subcommittees a budget of facilitation hours to use. Subcommittees should plan at least two weeks in advance with the Climate Action Office and CBI which meetings need support.

tackle. How are the current Pathways/Strategies/Actions addressing (or not) those inequities?

Stage 2: June-September - Deliberation

- What's happening
 - Review key scientific and other inputs
 - Develop any additional or revised pathways / strategies / actions that are needed to fill gaps. Focus not only on new recommendations but review of existing recommendations to bring forward, drop, or revise.
 - If no new actions are needed, subcommittees can start the work of prioritizing.
- Support
 - Tap Climate Action Office and others for help with key technical inputs
 - Coordinate closely with lead implementers (largely state staff) when developing revisions or new content.
- Incorporating JT Principles
 - Provide questions to the community engagement team to guide the content of their outreach
 - Review latest quarterly engagement report from engagement team
 - Attend outreach events organization by the outreach team and CAO, or coordinate with JT liaisons and the outreach team to invite frontline community members to speak with the committee about their experience
 - When addressing gaps through potential new actions and/or revisions, make space to consider:
 - How can we design these new or revised Pathways/Strategies/Actions in ways that recognize and address any existing inequities?
 - Participate in a planned training by the Just Transition Subcommittee over the summer.

Stage 3: Sept–Nov – Prioritizing and refining

- What's happening
 - Use a systematic approach to prioritize Strategies/Actions, and use those insights to revise Strategies/Actions as needed
 - Without losing any ideas, 1) signal a handful of highest priority actions that require immediate attention by lawmakers and/or state government and 2) suggest two or three actions that could be included in a “Top-10” list of actions in the updated Climate Action Plan.
- Support
 - The CAO and Steering Committee will provide guidance on how to do this prioritization in the different subcommittees (recognizing it will be a little different in each)
 - The CAO will support template development to develop CAP consistently

- Stakeholder meetings will be available to subcommittees at this time to focus engagement on priorities
 - Request facilitation support for this step.
- Incorporating JT Principles
 - The community outreach team can brief subcommittees, if requested, to provide insight on diverse perspectives
 - The strategies and actions, taken together, must tell a clear story about how the subcommittee understood relevant inequities and sought to address them in the actions. To the extent possible, the group signals indicators that would help Vermont know if it is making progress on addressing these specific inequities.
 - When finalizing the language of proposed Strategies/Actions, use plain language that is easy for all Vermonters to understand.

Stage 4: Dec 2024 - June 2025 – Consolidation

- What's happening
 - Council consolidates subcommittee inputs into a single document, approves a version for public comment.
 - Council reviews public comment and finalizes updated Climate Action Plan
 - Subcommittees' role in this period is to help support public engagement around the draft plan.
- Incorporating JT Principles
 - Council reviews the subcommittees' analysis of how inequities were analyzed and addressed.
 - Public engagement intentionally reaches frontline communities.