

Vermont Climate Council Subcommittees Prioritization Guidance

This guidance document is designed to assist the Vermont Climate Council Subcommittees in identifying and prioritizing a subset of recommendations to highlight in the Climate Action Plan (CAP). These “top recommendations” will be shown as key priorities, but the other actions and recommendations you have worked on will not disappear and will still be considered for the overall plan. This document builds off of the [guidance developed](#) earlier this fall for the Subcommittee’s workflow. The focus is on selecting actions that touch on all areas of priority work, as articulated through the task groups, to tell a compelling story of the foundational work that is needed to advance climate action in the next 1-2 years. These actions will ultimately be finalized by the Climate Council.

Prioritization

- 1) Finalize your comprehensive list of actions by task group using the [foundational criteria](#). This overall list of actions will be delivered in the template document provided to Subcommittees.
- 2) From the comprehensive list of actions, each Subcommittee will highlight no more than 15 total priority actions. To do that, each task group should choose a handful of their top priority actions (3-5), which will then be discussed at a full Subcommittee meeting to reach a consensus. The task groups already represent the priority buckets of work being considered for the update to the Climate Action Plan. Therefore, Subcommittees’ priorities should include actions from each task group. Priority actions to the Council will be delivered in a [presentation template](#).
- 3) Understanding that in some instances Subcommittees chose not to create task groups around important bodies of work (e.g., housing) and that this was not a reflection of the importance but rather the work was viewed as complete, additional actions can and should be considered from those areas by the Subcommittee.
- 4) Once the task groups and Subcommittee have highlighted all potential top priority actions, the actions should be finalized by the Subcommittee and vetted if they exceed the maximum 15 to be lifted up to the Council. To do so, the Subcommittee should consider:
 - a. The story you want to tell about your Subcommittee’s work;
 - b. the timeline needed to implement the action; and
 - c. the action’s feasibility.