

## Climate Council Subcommittee Guidance

August 16, 2024

### Climate Action Plan Review Guidelines

### Action Review and Development

#### Overview

This document provides guidance for subcommittees and their task groups as they review and revise existing pathways, strategies and actions (“recommendations”) and develop new ones. The goal is to revise the existing suite of recommendations from the Initial Climate Action Plan, removing actions that are completed or are no longer relevant based on the priority themes the Subcommittee has identified, then modifying and adding new recommendations as needed to capture current priorities. The Climate Action Office has created working documents to assist with this process. In a final step, subcommittees will prioritize a handful of actions to be included in a “Top” list of actions highlighted in the Climate Action Plan.

#### Structure

- Pathway: A sectoral pathway is a high-level means of achieving the Global Warming Solution Act (GWSA) requirements and goals.
- Strategies: Statements of measurable activity, a benchmark, to be reached in pursuit of the pathway. Strategies should be measurable and are a more specific subset of pathways.
- Actions: The “operational” tasks that the state will undertake to meet the pathways and strategies. Actions may be written around existing, or propose new, policies, programs, projects, initiatives, plans, etc.

#### Timeline

##### Finalize by Early September

**Step 1:** Define your Subcommittee’s priority areas and then create a task group (or equivalent) to be responsible for each of the priority areas (themes).

- All subcommittees have already identified their priority areas
- Most subcommittees have already identified small groups to push forward the work in a priority area
  - The first step is identifying which existing Strategies/Actions fall in those areas.
  - Templates have been made for all Subcommittees by priority area.

- The Climate Action Office will meet with and support advancing the templates. Co-chairs should work with the Climate Planning Administrator (Liz Amler) to setup either Subcommittee meetings or Task Group meetings to support members using the templates.

## August – September/Early October

### Step 2: Review existing strategies in task groups.

- Task groups should read in detail the existing Strategies/Actions that relate to the priority areas to familiarize the group with the full suite of actions.
- Pause on actions listed as “Implementing”, “Advancing”, and “No Action Taken”.
  - Ask:
    - is this still an important action to achieve the goals of the GWSA?
    - Does it need more resources to be successful?
  - If not, suggest removing it (templates include drop downs to aid in decision-making and to note group’s decision)
  - If yes, consider what revisions may be needed to make it actionable
    - Look in the Status Notes or Other Notes in the master spreadsheet for insights.
    - Is the action clear, measurable, and is there a likely implementor?
    - If there is no good way to make it actionable, consider whether the idea is better suited for introductory text or context setting.

### Step 3: Assess gaps, revise existing Strategies / Actions to address those gaps, developing new pathways, strategies, and / or actions, if needed.

- Review public comments shared with the Subcommittee and use the expertise of members of the subcommittee to consider additions and revisions to the existing content.
- Looking across all the relevant Strategies / Actions, ask: **Do these actions address the most important steps the state needs to take on this issue?** Make modifications based on the discussion around this question.
- If there is time, look for opportunities to consolidate, combine and/or reorder the pathways, strategies and actions to make a more coherent suite of recommended actions.
- Review definitions above for pathways, strategies, and actions to ensure you are working at the right level

## October

### Step 4: Conduct stakeholder events in collaboration with the Climate Action Office. Each Subcommittee will be supported to hold two stakeholder meetings. Share revised pathways,

strategies and actions. Revise recommendations based on feedback from stakeholders and implementors.

## **November – December**

### **Step 5: Prioritization:**

- In addition to containing the full, extensive list of climate actions, the updated Climate Action Plan will call out a “Top” list of actions (exact number to be determined by Council) that require particular attention by the Legislature and state administration.
- Each subcommittee will be asked to recommend a handful of actions that require a special shout-out in the updated plan.
- Task groups will start the process by using the prioritization guidance provided by the Climate Action Office, which is based on the goals of the GWSA. The Climate Action Office will work with each subcommittee to tailor that prioritization method for the needs of each group.