Working Groups Roles and Responsibilities

Working Groups Mission

The District of Columbia is committed to an open and inclusive planning process for Sustainable DC. Direct input and participation of community, industry and thought leaders as well as other stakeholders is a critical component for the creation of a successful Sustainable DC Plan. To better manage the planning and public input process, the Sustainable DC project team has created working groups for nine topic areas: the built environment, climate, energy, food, nature, transportation, waste, water, and the green economy.

The working groups will be made up of volunteer private sector and community leaders, topic matter experts, and District Government staff. All working group meetings will be public and will welcome public participation and input. The working groups’ purpose is to help ensure a process that is technically sound, enjoys broad public and expert support, and results in the creation of a sustainability strategy for the District that can guide community and local government efforts for the years to come. The working groups will assist the project team in identifying best practices locally or around the world, prioritizing recommended actions to address environmental, social and economic needs, identifying financial needs and resources, and proposing plans and partnerships to ensure effective implementation and monitoring over time.

Furthermore, the working groups’ role is to gather community input, convey community needs/concerns, identify opportunities, provide project guidance, and review deliverables. Proposals and draft goals created by working groups will also be reviewed by the Green Ribbon Committee and Mayor’s Green Cabinet.

Working Group Responsibilities

Engaged volunteers and agency staff should expect to:

1. Play an active role in the planning process by attending and participating in working group and public meetings. Working groups will be meeting four to six times in the first three months of the planning process, and monthly for approximately nine months following.
2. Gather input from community and industry members unable to attend meetings and share this input at working group meetings.
3. Lend subject-matter expertise to identify ambitious, cost effective, needed, and valuable priorities for the District on a working group topic.
4. Assist with researching global best practices and technological advances that the District should adopt or consider adopting. Lend inside knowledge of community, non-profit and industry priorities and needs.
5. Assist in rationally prioritizing recommendations according to environmental, social and economic parameters including job creation, social justice impact, environmental gains, etc.
6. Become an ambassador to promote community engagement and support for the Sustainable DC strategy.

Working Group Co-chair Responsibilities

Co-chairs will not have additional decision-making authority, but are tasked with moving the working group forward to develop its recommendations.

1. In coordination with the Sustainable DC project team, assist in the drafting of meeting agendas several days in advance of each meeting, and ensuring agendas are uploaded onto the project website.
2. Co-facilitate meetings to ensure the agenda is covered, that the meeting runs on time, and that attendees are given ample opportunity to participate.
Working Groups Roles and Responsibilities

3. Assist in keeping notes on decision points and recommendations, and ensuring notes are uploaded onto project website within one week of meeting.

4. Communicate regularly with Sustainable DC project staff and other working groups to ensure deadlines are met and the plan is developing consistently across all working groups.
Working Groups Topics

Scope and Purpose

The purpose of the Sustainable DC plan is to create a strategic framework and vision to make DC a greener, healthier, more livable place to live, work, and play. In addition to identifying bold new ideas, the plan will incorporate the dozens of existing relevant plans, projects, and initiatives into a clear vision of sustainability. The plan will then include ambitious, but achievable goals and initiatives to achieve this vision. Developing and prioritizing these goals and initiatives will be a primary function of the working groups.

The working groups will address the topics below. While separate groups, a large amount of inter-group collaboration will be necessary (e.g., the food group will have overlap with the waste group in areas such as composting, and the green economy group in areas such as urban agriculture). In addition to the scope below, each group will also consider the crosscutting topics of jobs, health, equity, and community education as they relate to each working group’s topic.

Built Environment

- The built environment group will cover new and existing buildings and infrastructure, and their intersection with other topic areas such as transportation, energy, and water.
- Examples of topics include density, public and private infrastructure, brownfields, construction code standards, zoning, and innovative finance, investment models and policies.

Climate

- The climate group will cover greenhouse gas emissions and inventories as well as goals for both the government and community. The outputs from the ongoing Climate Action Plan development process will be directly integrated into this group’s analysis.
- Examples of topics include actions for emissions reductions by both government and community and steps to adapt to climate change.

Energy

- The energy group will cover energy use, generation, efficiency, energy providers, and financing issues.
- The interests of this group will overlap and provide input into the upcoming Comprehensive Energy Plan led by the District Department of the Environment.

Food

- The food group will cover local food production, distribution, access, security, policy and regulatory standards, and community benefits related to health, education, and jobs.
- Examples of topic include composting, local food production, commercial distribution, connecting to school or social services, and access to land.

Nature

- The nature group will cover natural systems, trees, parks and open space, habitats, and wildlife.
- Examples of topics include managing wetlands and animal habitats, tree planting, design and use of park systems, and integrating biodiversity.

Transportation
Working Groups Topics

- The transportation group will cover transportation systems, infrastructure, transportation modes, efficiencies, access, and delivery. The work of this group will interface with the District Department of Transportation’s sustainability plan and WMATA.
- Examples of topics include increasing mass transit use (Metrobus, Metrorail, Circulator); bicycling; walking and pedestrian safety; vehicle fleets; and freight service.

Waste
- The waste group will cover waste systems, including waste recycling, hauling and collection, transfer, and land filling of waste products.
- Examples of topics include recycling, composting, and waste-to-energy.

Water
- The water group will cover water systems and infrastructure including watershed protection, stormwater management, water quality and reuse, and sewers.
- Examples of topics include clean rivers and water quality, stormwater management and low impact development, watershed protection and implementation plans, and the role of DC Water.

Green Economy
- The green economy group will cover job creation and retention, economic development, local business generation, and the green job sector.
- Examples of topics include training and educational or vocational programs, entrepreneurship, business development, job creation and barriers to job creation, and career pathways.
- Green procurement will be a sub-topic within this group.
## Working Groups Proposed Schedule

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<thead>
<tr>
<th>Working Group Meetings</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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<tbody>
<tr>
<td>Kickoff Meeting – entire group presentation from Mayor Gray, then split into topic groups</td>
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<tr>
<td>Meeting – Review best practices, existing conditions, community input, develop a vision for the topic</td>
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<td>Meeting – Draft initial goals</td>
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<td>Meeting – Scoping specific actions for achieving goals for the topic</td>
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<td>Meeting – All groups together, review goals with public</td>
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<tr>
<td>Meeting – Priority setting for goals</td>
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<tr>
<td>Meeting – Develop draft actions &amp; indicators, recommendations</td>
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<tr>
<td>Meeting - All groups together, propose recommendations with public</td>
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<tr>
<td>Meeting – Review Draft Plan</td>
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<td>Quarterly Meeting – Review Implementation strategy</td>
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<td>Quarterly Meeting – Review final plan &amp; implementation</td>
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<tr>
<td>Review Bi-annual progress report</td>
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* Schedule is subject to change, refer to [www.sustainable.dc.gov](http://www.sustainable.dc.gov) for specific meeting locations and dates.