



# ADVISORY PANEL CHARTER

## Clean Fuel Standard: Agriculture and Forestland Carbon Capture & Sequestration Advisory Panel (AF-CCSAP)

### BACKGROUND

Washington State passed a Clean Fuel Standard in 2021 (E3SHB 1091; Chapter 317, Laws of 2021) to reduce greenhouse gas emissions by reducing the carbon intensity of transportation fuels over time. The Clean Fuel Standard law requires fuel suppliers to gradually reduce the carbon intensity of transportation fuels to 20 percent below 2017 levels by 2038. By requiring fuel suppliers to reduce the carbon intensity of transportation fuels, the Clean Fuel Standard will cut statewide greenhouse gas emissions by 4.3 million metric tons a year by 2038, and will stimulate economic development in low carbon fuel production.

To help meet the goals of the legislation, and consistent with E3SHB 1091, Chapter 317, Section 7 ([RCW 70A.535.060](#)), the Department of Ecology (Ecology), will “establish and periodically consult a stakeholder advisory panel, including representatives of forestland and agricultural landowners, for purposes of soliciting input on how to best incentivize and allot credits for the sequestration of greenhouse gases through activities on agricultural and forestlands.”

### Advisory Panel Purpose

The Clean Fuel Standard: Agriculture and Forestland Carbon Capture & Sequestration Advisory Panel (AF-CCSAP) process will provide members meaningful opportunities to share their technical and policy expertise to inform and support the work of Ecology’s Clean Fuel Standard program. The Clean Fuel Standard will reduce the carbon intensity of transportation fuel, resulting in a 20% reduction below 2017 levels by 2038.

This panel will provide a collaborative forum for members to offer individual and collective input and insight on how to best incentivize and allocate credits for the sequestration of greenhouse gases relating to transportation fuel through activities on agricultural and forestlands in Washington, including recommendations for:

1. How best to account for, incentivize, and award [Clean Fuel Standard](#) credits for carbon sequestration on agricultural and forest lands, with a focus on the production, distribution, and sale of transportation fuels.
2. Quantifying the carbon sequestration impact of current agricultural and forestry production and conservation practices and estimating the potential due to future practices.
3. Identifying agricultural and forest land practices that have measurable greenhouse gas (GHG) benefits.
4. Identifying and developing standards for optimizing/maximizing carbon sequestration for practices on agricultural and forestlands.
5. Developing mechanisms for quantifying and allocating Clean Fuel Standard credits to incentivize carbon sequestration on agricultural and forestlands.
6. Ecology’s biennial review of innovative technologies and pathways that reduce GHG emissions and increase credit generation opportunities on agricultural and forestlands, including advising on rules or guidance needed to maintain stable credit markets (in support of E3SHB 1091, Chapter 317, Section 7(3)).



The AF-CCSAP is expected to meet through 2038, the current duration of the Clean Fuels Program, and will inform the rules and standards of the clean fuels program.

## Membership

The Advisory Panel is composed of up to 25 members providing a diverse set of perspectives regarding carbon sequestration opportunities in agriculture and forestland practices. The Panel will include, but not be limited to, the following interests across diverse geographic areas within and outside of Washington State<sup>1</sup>.

- State government
- Local governments
- Conservation groups
- Forest products industry (small and large operations)
- Agriculture industry (small and large operations)
- Landowners
- Local biofuel producers
- Carbon sequestration experts – or universities and research institutions working on carbon sequestration on agricultural and forestland
- Public health organizations
- Environmental justice and equity interests

Members may be added, should Ecology and/or the Advisory Panel identify gaps in the interests represented at the table.

## Desired Outcomes

The Advisory Panel provides recommendations and advice to Ecology, which Ecology uses to inform its rulemaking, policy, program, and implementation decisions. The Advisory Panel strives to reach consensus on its recommendations and advice to Ecology. In the event that consensus around advice or recommendations cannot be reached, general areas of agreement and divergent viewpoints will be provided to Ecology.

Expectations:

- The Advisory Panel provides advice and recommendations that align with Ecology's identified purpose for the panel.
- Ecology commits to genuine and meaningful consideration of the insights, recommendations, and advice provided by the Advisory Panel.
- Ecology commits to facilitating a fair process and maintaining an accurate record of members' insights, advice, and deliberations.

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<sup>1</sup> Participation by Tribal Nations in this Advisory Panel is not a substitute for, nor does it constitute, formal government-to-government consultation. Ecology staff will be responsible for outreach to Tribal Nations and responsive to requests for Tribal consultation.



## Advisory Panel Process

### Meeting Logistics

1. The Advisory Panel will meet monthly through December 2022. Meetings thereafter are generally expected to be held bi-monthly. With the exception of the first two meetings, meeting dates are determined by the Advisory Panel.
2. Due to COVID-19 precautions, Advisory Panel meetings will be virtual until Ecology decides it is safe to meet in person. Virtual meetings will use Zoom, Teams, or other widely available online meeting formats. Ecology will provide remote viewing options by phone or web for any future in-person meetings.
3. Advisory Panel meetings will generally be three hours in duration.
4. At Ecology's discretion, Advisory Panel meetings may include presentations and consultation by subject matter experts, such as staff, technical consultants, or other organizations and individuals. Such presentations will be arranged in advance and responsive to the meeting objectives.
5. All Advisory Panel agendas and pre-meeting materials will be posted to Ecology's website at least one week in advance of meetings. Summaries will be posted within two weeks after meetings.

### Member Responsibilities

6. There is no quorum requirement—members present and active at each meeting have the authority to continue to work in the absence of others.
7. Panel members are expected to prepare for meetings by reviewing the meeting packet, distributed at least one week in advance of each meeting. The meeting packet will contain meeting materials, previous meeting summaries, and the agenda.
8. As members will be seated based on their technical, policy, management and/or other interests and experience, alternates will not be identified. Every effort will be made to provide an opportunity for input ahead of any meeting a member anticipates missing.
9. Members may, at times, be organized or caucus around focus areas (e.g., technical, policy, land use, and others as appropriate), and/or may be asked to participate in task-specific work groups between meetings.
10. Members are encouraged to reach out in a timely manner to constituencies whose interests they represent and, as appropriate, to other interested and impacted parties to communicate about the issues and gather input and ideas.
11. Members are encouraged to frame observations in terms of needs and interests, instead of positions. Opportunities for finding solutions increase dramatically when discussion focuses on needs and interests.
12. Participation does not imply or presume agreement with, or support for, any action taken by Ecology in response to input from Advisory Panel members.
13. Members are encouraged to come to the process to work together and offer ideas and solutions toward a positive future: to reduce potential adverse impacts to the environment and local communities, preserve Tribal consultation and treaty rights, and contribute to Clean Fuel Standard goals.



14. Members agree that it is not within the Advisory Panel's scope to revisit state greenhouse gas reduction goals, the validity of climate science, or the state's commitment to reducing greenhouse gases.
15. Recognizing that public characterizations of meeting deliberations could affect the Advisory Panel's relationships, members are specifically requested to refrain from characterizing the views of other panel members in any public statements they may make.
16. Media inquiries about the process will be directed to Ecology's Air Quality Program communications manager.
17. Members who change employment/affiliation agree to notify Ecology as soon as possible. Ecology will make a determination whether it is appropriate for the member to continue to serve on the panel.

### Facilitation Support

18. The May and June 2022 Advisory panel meetings will be supported by Ross Strategic, a neutral and impartial third-party facilitation team with no stake in the outcome of the discussions. While the facilitation team is under contract to Ecology, they work on behalf of all members, and will treat all members equitably. Ecology staff will facilitate subsequent meetings.
19. The facilitator will notify members of meeting details and distribute materials by email and/or through an online shared folder in advance of and following meetings. Meeting information and materials will also be posted on the Ecology website.
20. The facilitator will provide engaging, dynamic, neutral, in-room or virtual facilitation that moves participants respectfully and deliberately through discussion topics and towards outcomes.
21. Summaries of each meeting will include key points and outcomes of discussions. Individual perspectives and differences of opinion will not be attributed to individuals or organizations, unless specifically identified for such purpose.

### Public Participation

Meeting attendance will be limited to Advisory Panel members, Ecology staff, the facilitation team, and invited guests. Meeting recordings will be posted within three business days following each meeting. To enable the public to track Advisory Panel deliberations, Ecology will provide updated Advisory Panel information on the agency's website and through self-subscribing email distribution lists. Posted information will include:

- Meeting dates
- Agendas
- Meeting summaries
- Presentations
- Meeting recordings

Ecology will also accept written public comment relevant to the Advisory Panel's work at any time through a project email inbox at the address posted on the [Advisory Panel webpage](#).

### Group Conduct:

Advisory Panel members agree to:



## Charter Clean Fuel Standard: AF-CCSAP

- Actively participate in the group
- Demonstrate attentiveness when others are speaking
- Behave constructively and respectfully towards all participants
- Respect the role of the facilitator to guide the group process
- Silence electronic devices during in-person meetings

Disagreement and differences of opinion are acknowledged, explored, understood, and appreciated. Should conflict arise, it will be addressed with the guidance of the facilitator. While not anticipated, recurring unproductive individual behavior may result in Ecology respectfully excusing that individual from the Advisory Panel.