

## **1. GHG Emissions Inventory Harmonization of Standards Sub-working Group**

**TASKING:** The mission of the GHG Emissions Inventory Harmonization of Standards Workgroup ('Harmonization WG') is to develop recommendations for criteria to which GHG emissions inventory protocols, standards and registries must adhere for use of industry GHG emissions data in the federal procurement process. A major emphasis of this sub-working group is to remain consistent with how other governments are requesting GHG emissions data from global companies for use in government procurements. **DEADLINE: July 30, 2011**

### **CO-CHAIRS:**

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## **2. Business Case Sub-working Group**

**TASKING:** This group will identify sources -- online resources and publications -- as well as specific examples that make the business case for the benefits of GHG measurement. Sources being considered include academic and industry studies, general media articles, government publications, and interviews with Federal procurement officials. The group will focus on two distinct audiences for this information: businesses (especially Federal suppliers) considering measuring their emissions; and organizations (especially Federal agencies) considering engaging their suppliers to measure and reduce their supply chain emissions. The group will provide the business case information in an easily accessible format and will ask Section 13 working group members to continuously update it. **DEADLINE: March 31, 2011**

### **CO-CHAIRS:**

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## **3. Data Systems Sub-working Group**

**TASKING:** This group will review the data systems referenced in the Section 13 report, as well as existing GHG emissions registries and other data systems and recommend a system(s) by which industry can provide GHG emissions data to the federal government. It is assumed that the system used by industry to submit GHG emissions data to the government and the system used by the acquisition workforce to access industry GHG emissions data for use in procurements are two separate systems. It is also assumed that the federal government will not serve as a registry for industry GHG emissions data. **DEADLINE: July 30, 2011**

### **CO-CHAIRS:**

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#### **4. Standards and Ecolabeling Sub-working Group**

**TASKING:** The workgroup will develop guidelines that federal buyers can use to select appropriate environmental standards and ecolabels for use in the federal procurement process.

There are four phases to the project:

Grounding phase: identify current requirements - January 2011

Guidelines development phase: develop the guidelines - Spring 2011

Assessment phase: apply the guidelines to two or three product categories - Summer 2011

Report phase: provide a report of findings and recommendations – February 2012

The recommended guideline report will consist of five broad sections: (1) background and context; (2) the considerations that formed the guidelines, (3) the guidelines, (4) the results of the assessment phase (i.e., what standards met or did not meet the guidelines), and (5) considerations for implementing the guidelines. In addition to soliciting broad Federal participation, the Working Group is developing a strategy to solicit and receive input from state and local government, non-profit organizations, standards developers, businesses, retailers, industry, and many others who may wish to provide input.

**DEADLINE: February 2012**

**CO-CHAIRS:**

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#### **5. Education and Training**

**Tasking:** The current objective of the Training and Education Sub-Working Group is to increase the general understanding by various stakeholder groups in the federal workforce of: 1) GHG emissions, 2) what constitutes scopes 1-2-3, 3) components of a federal GHG inventory, 4) the GHG inventory formulation process, and 5) how to incorporate sustainability considerations in procurements.

The sub-working will develop a prototype/course outline that explains the fundamentals of GHG emissions and their relevance to government agencies (tied to the reporting requirements of EO 13514), as well as an outline of a workshop that addresses the need for increasing the federal workforce's general understanding of GHG emissions and the use of sustainability considerations in procurements. **DEADLINE: June 30, 2011**

**CO-CHAIRS:**

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## **6. Communications**

**Tasking:** This group will develop a communications tool kit that identifies existing communication channels available across the government to reach various audiences with sustainability related messages. The toolkit will provide users with an overview of the audiences these channels reach, a contact point for using the channel and strengths and weaknesses of the various communications channels depending on the desired outcome of the communication. The goal of the tool kit will be to allow users to select the appropriate communications vehicle for their various related messages and to better target the messages they put through those vehicles.

**DEADLINE: June 30, 2011**

**CO-CHAIRS:**

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