

Proposed Participatory Process  
Draft prepared by the facilitation team  
For review by the Co-Chairs.

## **Participatory Process to Design the Various Components in Next Stages in the Planning Process**

I. Purpose: To give Task Force members the opportunity to provide specific suggestions to the Port on various components of the next stages in the planning process. It is important for Task Force members to understand that the MAQIP process does not stop here. Adoption of the MAQIP is only the beginning. The Port is asking for concrete, specific input that it can use to design the various component of the process moving forward (i.e. on-going stakeholder group, process for refining/prioritizing the initiatives, process for securing funding, etc.)

### II. Key Steps in Proposed Process:

**Introductory Step:** Port to briefly review materials presented on Dec 14<sup>th</sup> related to the various breakout session themes. Additional direction to focus the exercise will be provided by facilitators at the onset with each breakout group.

**Step One:** Brief plenary discussion. (10-15 min)

**Step Two:** Self-select into one of the 3 breakout groups; try to ensure that there is at least one representative from the community, industry, agencies and the Port in each group. (10 min)

**Step Three:** Breakout group exercise begins with each participant offering a specific, concrete suggestion for moving forward; facilitator to record. (10 min)

**Step Four:** Review the list of suggested questions to address, adding other questions/concepts for consideration. (10 min)

**Step Five:** Solicit concrete recommendations to the questions. Review brainstormed list for key themes and concepts. (40 min)

**Step Six:** Agree upon any follow up steps or meetings, if any, that would be useful to schedule prior to the March meeting to mobilize action. (20 min)

**Step Seven:** Debrief (15 min)

### III. Proposed Break out Session Themes

The 3 breakout session themes are as follows:

1. Composition/structure/processes for on-going stakeholder group and mechanisms for effective compliance/oversight/adaptive management

Proposed Participatory Process  
Draft prepared by the facilitation team  
For review by the Co-Chairs.

2. Proposed process for refining/prioritizing the List of Potential Initiatives and for selecting/assessing/initiating a specific Initiative
3. Proposed process for advancing Initiatives and applying for I-bond and other state/regional funding

#### IV. Proposed Questions for each Breakout Session to Address

##### **A. Composition/structure/processes for on-going stakeholder group and mechanisms for effective compliance/oversight/adaptive management**

*Please consider stakeholder group processes you've participated in in the past as you review and respond to the following questions. What components and mechanisms made them effective in achieving the stated goals, and how can they be applied to the MAQIP going forward.*

1. What do you see as the key elements/components of the MAQIP going forward, and what will it take to ensure those elements/components are effective?
2. What 3-5 functions/responsibilities/tasks do you think an on-going stakeholder group needs to have, and how would this be expressed as a purpose statement?
3. Do you envision one stakeholder group with collective responsibility for these tasks, or a stakeholder process with multiple working groups? What types of people, representative groups, and skill sets would be most useful?
4. What monitoring/oversight/accountability mechanisms are key to ensure actions are being taken in a voluntary MAQIP, and what methods are recommended to quantify/verify outcomes, and adjust as needed to achieve the expected emissions reduction?
5. What are some potential pitfalls/key concerns about such a process for consideration to ensure effective MAQIP implementation?

##### **B. Proposed process for refining/prioritizing the List of Potential Initiatives and for selecting/assessing/initiating a specific Initiative**

*Please consider stakeholder group/project evaluation processes you've participated in in the past as you review and respond to the following questions. What components and mechanisms made them effective in achieving the stated goals, and how can they be applied to the MAQIP going forward.*

1. What do you see as the next steps in refining the List of Potential Initiatives?
2. Which key participants do you see as responsible for refining the list, who possess the knowledge necessary to assess feasibility, and can identify resources to secure grant funding?

Proposed Participatory Process  
Draft prepared by the facilitation team  
For review by the Co-Chairs.

3. What are some of the key criteria to consider in selecting/evaluating a specific initiative? Do any existing initiatives clearly fit those criteria?
4. Are there any processes/procedures that could be established by the Port/Task Force to help overcome typical roadblocks, and how can these resources be identified/harnessed?
5. What type of timeframe would you envision this process to take?

### **C. Proposed process for applying for I-bond and other state/regional funding**

*Please consider stakeholder group/grant application processes you've participated with in the past as you review and respond to the following questions. What components and mechanisms made them effective in achieving the stated goals, and how can they be applied to the MAQIP going forward.*

1. Which grant opportunities for health risk and emission reduction projects look most promising/appropriate for the Port/MAQIP process and what is the timing for those applications?
2. What steps, if any, have been taken already to apply for that funding?
3. What criteria would you suggest in identifying an initiative or set of initiatives to put forward for a grant application, and do any Potential Initiatives clearly fit that criteria?
4. How can economies of scale/partnerships between source categories/funding collaborations be fostered/build upon?
5. Who should be involved in putting together/reviewing a grant application and what types of support available from the grant agency? Is anyone here willing to take the lead?