GYA Interagency Working Session on GHG Emissions Reductions
03/02/2010

Dear Potential Working Session Participant,

We are pleased to invite you to join your fellow colleagues from the Greater Yellowstone Area (GYA) in Bozeman, MT, for an Interagency Working Session on Greenhouse Gas (GHG) Emissions Reduction. This is an exciting opportunity to collaborate with other federal agencies in the GYA on climate change avoidance and sustainability, and your expertise is needed to make it a success.

This working session is being hosted by the GYCC in order to empower project managers and staff in the GYA to create the basis for a GHG Emissions Reduction Action Plan. This intensive, 3.5 day ecosystem-based workshop on a Climate Action Plan is the first project of its kind, with technical assistance provided by the National Renewable Energy Lab (NREL) and funding provided by the Federal Energy Management Program (FEMP).

We look forward to your RSVP by March 19th!

Sincerely,

Michael Fiebig, Coordinator
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Working Session Desired Outcomes:

1. Increase knowledge and capacity for project and program managers in the GYA.
2. Sharing and leveraging of resources across the GYA through coordinated planning.
3. The creation of a basic GHG Emissions Reduction Action Plan for each agency unit, tiered to a GYA-wide Climate Action Plan (consistent with E.O. 13514, EMS objectives, and other federal guidance).

4. Identification of a GYA-wide project by participants to receive funding from GYCC and USFS grants that have been allocated for this purpose (approximately $35,000).

5. Clear “next steps” toward integrated project design and implementation planning, developed collaboratively with the GYCC.

**Overall Logistics for the 2010 Working Session:**

**Dates:** April 19 (beginning at 1:00 PM), 20, 21, and 22 (ending at 5:00 PM)

**Location:** Bozeman, MT

- Lodging is reserved at the Magnuson Grand City Center Hotel under “GYCC.” Call 406-587-3158 before March 15th to reserve room in the block.
- Working session space will be split between Montana State University and the Emerson Center, depending upon the day and the number of rooms needed (please see agenda).

**Cost to Participants:** Attendance is free. Meeting space, facilitation and technical assistance are paid for by a grant from the Federal Energy Management Program (FEMP). Travel, salary and per diem are paid for by the participant’s agency unit.

**Bozeman Area Transportation:** Bozeman is a very pedestrian and bicycle-friendly city. The Emerson Center is 3 blocks from the Magnuson Grand City Center Hotel. Montana State University’s (MSU) Strand Union is approximately 17 blocks from the hotel, but Bozeman has a free public bus line with a stop 3 blocks west of the hotel, running directly to the Strand Union (Take the "Redline" Streamline Bus from 8th St. and Babcock St., stop # 36. It leaves at 8:16 AM, arriving at 8:25 AM at the Strand Union every day). See the map for more times and details, or go to: [http://www.streamlinebus.com/](http://www.streamlinebus.com/)

**General Organizational Structure:** The 3.5 day Working Session will be composed of full-group sessions during the first and last days, and three concurrent “tracks” during the second and third days, facilitated by staff from NREL. These tracks will be: (1) Fleet, (2) Facilities, and (3) “Scope 3 Emissions.” Each participant must choose one track.
Draft Overall Agenda

**DAY 1 - Monday, 04/19:** Emerson Center for the Arts and Culture

AM – Participants travel to Bozeman, MT

1 PM – 5 PM, Emerson Center, Weaver Room (2nd floor; see map)
- GYCC Keynote Address (1 hr)
- Introductions/Ice-Breaker (BYO nametags from a previous event – reuse!)
- Overview of agenda. What does 20% by 2020 mean? What are the pathways to achieve that goal? Desired outcomes from the Working Session – Mike Fiebig and Anna Jones-Crabtree
- Possible guest speaker from the Department of Energy - unconfirmed

*Break*

- Systems Thinking and Sustainable Leadership – Trista Patterson, USFS Pacific Northwest Research Station (1 hr)
- Overview of each footprint track, we’re they’re at, and where they’re heading – NREL Project Leader
- Overview of GHG inventories and data – NREL Project Leader
- Case Study – NREL Project Leader
- Award Ceremony and Refreshments - USFS Business Operations Award, given to the GYCC Sustainable Operations Subcommittee

**Evening** – Optional Social Hour – location and time TBA

**DAY 2 - Tuesday, 04/20:** Strand Union, MSU (see map)
Start of three concurrent tracks: (1) Facilities (Eliza Hotchkiss, NREL), (2) Fleet (Kristin Day, NREL), (3) Scope 3 Emissions (John Nangle, NREL). Detailed agendas for each track will be made available ASAP.

8:30 AM – 12:30 PM, Three adjacent rooms in Strand Union (TBD)
- Renewable Energy Credits (RECs) and Power Purchase Agreements (PPAs) – before splitting into footprint areas
- Small Group Introductions - NREL Staff Member with Co-lead
General Overview of the Footprint Area and Project Break
Data Collection and Past Performance

1:30 PM – 5:30 PM, Three adjacent rooms in Strand Union (TBD)

Site Visits and Demonstrations: Electric vehicles, LEED Certified Buildings, and other options.
Follow-up and brief for the morning

Evening – Optional Social Hour – location and time TBA

DAY 3 - Wednesday, 04/21: Strand Union, MSU (see map)

8:30 AM - 12:30 PM, Three adjacent rooms in Strand Union (TBD)

- Water in the GYA – before splitting into footprint areas
- Discussion of Specific Areas’ Technologies – NREL Break
- Brainstorming Session of What Can Be Done to Make Improvements (Efficiency/Behavior/Technology)

1:30 PM – 5:30 PM, Three adjacent rooms in Strand Union (TBD)

- Footprint Action Planning Break
- Top 2-3 GYA-wide actions to bring to the GYCC from each footprint area
- Summary of Actions/Footprint closure

Evening – Optional Social Hour – location and time TBA

DAY 4 - Thursday, 04/22: Emerson Center, Weaver Room (2nd Floor; see map)

Meeting again as one large group.

8:30 AM – 12:30 PM, Emerson Center, Weaver Room (2nd Floor; see map)

- Creating Sustainable Leadership – before splitting into footprint areas
- Introduction to break-out sessions, tasks, next steps, etc.
- GYA Unit Breakout Sessions
  - Focus on completing action plan templates and collective implementation actions
Break

- Unit work - NREL available for tech assist and consultation
- Written action plan completed, flip chart with top-five actions hung on the wall (actions, costs, timeline, who’s responsible)

1:30 PM – 5PM (Weaver Room, Emerson Center) with GYCC Members

- Introductions and Overview (15 min.)
- Short unit session with each GYCC members to go over top 5 actions from the morning session written on flip charts (45 min.)
- Flip chart “round table” and then facilitated session for “creating synergies” across the GYA (60 min.)

Break

- Resourcing discussion and clarification of funding and timeline. Identifying follow-up needs and possibilities – NREL (50 min.)
- Choice of one coordinated project to implement GYA-wide ($\$15,000 provided by the GYCC for implementation, plus $20,000 from a USFS Sustainable Business Award) Voting? Choosing the group that would like to work on this implementation project. (20 min.)
- Recap: Definition of Success. Did we meet it? What are we committing to? (20 min.)
- Closing and Session Conclusion (15 min.)

Evening – Optional Social Hour – location and time TBA

DAY 5 - Friday, 04/23:

Participants travel home