
Puget Sound Clean Air Agency Diesel Fleet Facility Registration Program Stakeholder Group

Stakeholder Group Charge and Ground Rules

This document describes the charge, schedule, roles and responsibilities, and ground rules for the Diesel Fleet Facility Registration Program (DFFRP) stakeholder group.

A. Charge to Diesel Fleet Facility Registration Program Stakeholder Group

The DFFRP stakeholder group will provide information, insights, and/ or recommendations to the Agency on issues relating to the design of a program to register facilities that own, operate, or host fleets of on-road and off-road diesel vehicles within the Agency's four-country jurisdiction. The group will provide input as individual members and will identify convergence of opinions and perspectives as appropriate. Where the members provide a range of views, members may delineate areas of agreement or disagreement.

B. Schedule

Members will participate in four face-to-face meetings scheduled to occur from February to April, 2009.

C. Roles and Responsibilities of Participants:

- Commit the time and effort required to successfully participate fully and consistently by attending meetings and staying current with information provided to the group ahead of meetings.
- Use alternates only when absolutely necessary. Participants who anticipate using an alternate should identify them at the beginning of the process. Any alternate who does participate should be current with the process and background materials.
- Review the information provided and suggest additional information (or connectivity to related efforts) that might be useful to consider.
- Assist with the identification and development of data and supporting information for program design, as appropriate.
- Act as a conduit of ideas to the participants' stakeholder community and communicate that community's input and perspective during stakeholder discussions.

D. Roles and Responsibilities of the Agency:

- Select members of stakeholder group.
- Provide for facilitation and technical support for stakeholder group and provide a meeting environment that is conducive to productive work.
- Consider information provided by the stakeholder group in the development of the DFFRP.

- Draft rules for consideration by the Board of Directors of the Agency following the conclusion of the stakeholder process.
- Solicit input from the affected regulatory community prior to seeking Board action on a proposed rule.

E. Roles and Responsibilities of the Facilitators and Supporting Technical Team (the Ross Team):

- Manage stakeholder group discussions. Foster an atmosphere of openness and problem-solving and efficiently manage meeting time so that all issues are covered and all stakeholders can participate.
- Maintain a commitment to the process itself, but not to any specific position or outcome.
- Provide meeting materials prior to meetings with sufficient time for stakeholders to read and prepare.
- Record key discussion points, ideas, and recommendations. Circulate meeting summaries in a timely manner.
- Prepare draft and final reports to the Agency that accurately describe the stakeholder group process and outcomes.
- Provide meeting materials and summaries to the public via the Agency website.

F. Ground Rules for All Participants:

- Act as equals during the process to ensure that all members have equal footing during discussions.
- Recognize the legitimacy of the concerns and interests of others.
- Refrain from personal attacks and characterizations. Act respectfully and courteously during stakeholder group discussions.
- Contribute to an atmosphere of communication and problem-solving: listen carefully, ask questions, and educate others.
- Keep interruptions (including cell phone ringers or pages) to a minimum.
- Refrain from characterizing the views of other stakeholder group members.
- Represent only oneself when speaking about the process with the media or in other public settings.