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Terms of Reference for Reviewers and Road Testers of the Public Sector Protocol

To ensure that the Public Sector Protocol (PSP) achieves broad consensus while offering relevant and useful guidance to public agencies, a stakeholder review group will be established to provide critical feedback. This group will consist of representatives from local, state and federal agencies as well as from other organizations with relevant experience in greenhouse gas (GHG) accounting for the public sector. Reviewers at the state and local level will also have the opportunity to participate in an EPA-supported road testing to uncover any practical implementation issues. Federal agency road testing will be primarily coordinated through Logistics Management Institute (LMI), the co-author of the PSP.

WRI intends to incorporate examples and case studies generated by the road testing into the final PSP draft. Should the finalized protocol satisfactorily reflect the stakeholders concerns, it will then be released as a WRI-LMI product through the GHG Protocol. The review process will last three months, ending in mid-August, 2009, and any revisions from WRI's road-testing process will be incorporated into the PSP by January 2010.

Stakeholders will possess technical knowledge that is relevant to GHG accounting, such as an understanding of organizational structures, leasing arrangements and data management processes within public agencies. Stakeholders will be expected to serve in an objective and independent manner, free of any bias or conflict of interest. The stakeholder group is being formed through invitation, and individual stakeholders are being identified by a steering committee, comprising WRI, LMI and the EPA.

Reviewer Responsibilities

Reviewers will be responsible for a detailed technical review of the PSP, for providing their feedback in a timely manner and for communicating with colleagues in their organization. Reviewers will participate in an introductory kick-off call, as well as not less than two further conference calls to review comments received from the reviewing group. The Protocol is approximately 100 pages, not densely worded, and reviewers would likely require 1-2 days to read and reflect on it.

Road Tester Responsibilities:

Because federal agencies will be likely facing an Executive Order requiring the development of GHG inventories, LMI will be coordinating the federal agency road test with the intent of building early administrative and organizational capacity. WRI in turn will be coordinating the state and local agencies road test.

A few agencies may decide to begin their road test during this review period, but others may wait to begin creating an inventory until after the *PSP* has undergone an initial revision and stakeholders have shared best-practices. The timing and extent to which an agency completes an

inventory will depend on the availability of emissions data and the staff/resources it can allocate to it, and cost estimates vary significantly. But WRI road testers are encouraged to share their progress and feedback by mid-November. Federal agency road testers will coordinate their responsibilities and timeline primarily with LMI. The final draft of the Protocol, encompassing the insights gained from both the review and road testing process, will be available January 2010.

Broadly speaking, the GHG inventory process includes identifying inventory design goals and plan, selecting a consolidation approach, determining organizational boundaries, gathering GHG emissions data from within the organization, and specifying inventory quality assurance measures. Road testers will have the opportunity to confer with WRI as needed for accounting guidance or clarification, and are expected to share their GHG inventories with WRI to allow for more constructive discussions. Any data or reports shared with WRI will remain strictly confidential. However, road testers from both WRI and LMI road testing are encouraged to offer examples, concerns and case studies that would enhance the final PSP draft.

Approximate Timeline

Please consult the project webpage for the current timeline (www.ghgprotocol.org/psp)

Acknowledgement:

Reviewers and road testers will be listed by name/affiliation in the final publication. Organizations offering case studies or examples that are included in the final PSP draft will be acknowledged within the text of that case study/example. Any data or reports shared with WRI will remain strictly confidential.

WRI Project Staff

Please email pspccomments@wri.org with any questions you may have. You may also contact either Stephen Russell or Mary Sotos at the World Resources Institute:

Stephen Russell. Tel: 202 729 7702.

Mary Sotos. Tel: 202 729 7627.