

## **BLUE SKYWAYS COLLABORATIVE**

### **FRAMEWORK**

#### **I. Introduction**

The overarching mission of the Blue Skyways Collaborative is to improve the quality of life in North America's Heartland, including the border areas with Canada and Mexico, by reducing air pollution through voluntary collaboration and innovations in fuel and energy use.

Objectives envisioned to help achieve this goal include;

- Implementing projects that utilize both proven and innovative technologies for diesel engines, alternative fuels, and renewable energy to reduce air emissions and increase resultant health benefits;
- Developing tri-national, Federal, State, local, business, industry, community, and academic organization partnerships;
- Marketing the Collaborative's message; and
- Leveraging resources including funding and promoting the sharing of new technologies and innovations.

Participants of the Collaborative agree to an active and meaningful commitment with an emphasis on thoughtful discussion, collaborative project implementation, a respect for diversity of opinion, and a common desire for air quality and public health progress in the Collaborative region.

#### **II. Principles**

By promoting Collaborative efforts with business and industry, government agencies, community and academic organizations, and others, the Collaborative will:

1. Achieve faster fuel related emission reductions, above and beyond those nationally mandated--through strategic, cost effective, and innovative practices--and maximize efficient use of natural resources while promoting economic growth.
2. Achieve significant increased efficiency in the use of energy through education, outreach, support for clean energy technologies and renewable energy, and sharing of innovative projects and policies.

3. Improve public health by reducing exposure to emissions in the Heartland of North America. For every dollar spent, up to thirteen times those dollars in respiratory, circulatory and cancer health benefits can be achieved by reducing diesel emissions.
4. Create strategies that offer broad opportunities for participation and encourage sharing of information and expanding successes that promote cost effective programs.

### **III. Structure and Roles within the Collaborative**

The Collaborative is designed to provide opportunities for improving the quality of life in the Heartland by reducing air pollution through voluntary participant collaboration and innovations in fuel and energy use.

The Collaborative does not have a legal existence. All participants are independently cooperating with each other to more effectively carry out their own missions or goals to reduce air pollution.

#### **A. Task Force**

The Task Force sets the overall direction for the Collaborative and is responsible for making decisions based on the Technical Committee's recommendations. The Task Force will review, consider and implement decisions based on the comprehensive Collaborative Work Plan submitted by the Technical Committee.

Collaborative Task Force members include:

- State directors from the agencies responsible for air pollution programs in the Collaborative region;
- Designated officials from the Department of Energy, Department of Transportation, Federal Aviation Administration, Department of Defense, Department of Agriculture, and Environmental Protection Agency (EPA);
- Industry representatives from the energy, railroad, airport, marine port, fuels, agriculture, construction, retail, and transportation business sectors;
- International delegates from Canada and Mexico;
- A representative from a local municipality; and
- The Executive Director of the Collaborative's non-profit facilitator.

#### **B. Technical Committee**

The Technical Committee is responsible for review, consideration, and formulation of recommendations to the Task Force. The Technical Committee will oversee the combining of Sector Subcommittee Work Plans into a comprehensive Collaborative Work Plan that will be provided to the Task Force. The Technical Committee will also coordinate the incorporation of comments from Collaborative participants, partners and

sponsors into the Collaborative Work Plan. The Technical Committee will provide updated versions of the Work Plan to the Task Force for review and consideration as necessary.

Collaborative Technical Committee members include:

- Representative members of the Task Force as listed above
- Tribal representatives
- Local representatives
- Public health organization representatives
- Environmental organization representatives
- University representatives
- Participants of the Sector Subcommittees

### **C. Sector Subcommittees**

The Sector Subcommittees are responsible for determining and providing recommendations on the sector's priorities and actions within the Collaborative area to the Technical Committee. To address sector issues in a coordinated and effective manner, the Task Force and Technical Committee expect each Sector Subcommittee to meet as necessary to develop their sector priorities into Work Plans that are supported by specific tasks and projects.

Sector Subcommittee membership includes those representatives of organizations or entities that request to participate and commit to meaningful contribution towards objectives of the Collaborative with emphasis on thoughtful discussion, collaborative problem solving, a respect for diversity of opinion, and a common desire for progress in one of the sectors listed below.

1. On-road Subcommittee - The On-road Subcommittee will facilitate timely implementation of road and highway related projects to improve public health in the collaborative region, plus the border area with Canada and Mexico. Projects and tasks are focused on participation, strategies, projects, and funds to achieve emission reductions from on-road sources.
2. Non-road Subcommittee - The Non-road Subcommittee will facilitate timely implementation of construction and/or agriculture diesel emission reduction projects to improve public health in the collaborative region, plus the border area with Canada and Mexico. Projects and tasks are focused on implementing of the retrofit/re-power of construction equipment used on public construction projects and biofuel education and use in the agriculture sector.
3. Fuels Subcommittee - The Fuels Subcommittee will facilitate timely implementation of alternative fuels projects to improve public health in the collaborative region, plus the border area with Canada and Mexico. Projects and tasks are focused on reducing diesel emissions, as well as expanding the

use of renewable fuels along the I-35 corridor for both light and heavy-duty vehicles and equipment.

4. Air/Water/Rail Subcommittee - The Air/Water/Rail Subcommittee will facilitate timely implementation of air, water, and rail diesel emissions reduction projects to improve public health in the collaborative region, plus the border area with Canada and Mexico. Currently, projects and tasks are focused on identifying previously successful projects that can be transferred to other airports, marine ports, and railroads.
5. Energy Subcommittee - The Energy Subcommittee will facilitate timely implementation of energy efficiency, energy conservation, and renewable energy projects to improve public health in the collaborative region, plus the border area with Canada and Mexico. Projects and tasks are focused on reducing diesel emissions in collaboration with renewable energy and energy efficiency.
6. Communications and Outreach Subcommittee - The Communications and Outreach (C&O) Subcommittee performs communication and public relation functions for the Collaborative on behalf of the Task Force. The primary function of the C&O Subcommittee is to coordinate ongoing and future outreach activities of the Collaborative with various groups, partners, or stakeholders. The Subcommittee reports to and takes direction from the other subcommittees and the Task Force.

## **D. Support from Non-profit Organization**

The Central States Air Resources Agencies Association (CenSARA), a non-profit organization that is a participant in the Collaborative will facilitate the identification of potential funding for the acceleration of emissions reduction and energy related projects, as well as for leveraging additional government and private contributions for projects. The non-profit organization will also coordinate, provide technical assistance, and undertake communications and outreach efforts as part of its role in the Collaborative.

The charter of CenSARA authorizes it to provide a forum for the exchange of information on air pollution issues, to identify options to resolve these issues, and to coordinate collaborative activities among its member State/Local agencies. Its primary objective is to project a strong, unified regional voice on air quality policy, through the promotion of a cooperative working relationship among the member agencies, the various EPA offices, other regional associations, states, locals, and other interested parties. The CenSARA Board of Directors established an ad hoc work group in 2005 to explore the possibilities for the member states to participate in collaborative motor vehicle emission reduction programs. One initiative that evolved from these discussions was the pursuit of emission reductions from diesel engines within the Collaborative area. Establishment of the Blue Skyways Collaborative in the Central United States formalizes and strengthens these earlier

efforts, and expands them to encompass emission reductions from energy sources as well.

## **IV. Administrative Procedures**

Participation within the Collaborative requires committing to active and meaningful contributions in the Task Force, Technical Committee or Sector Subcommittee (as recommended and approved by the existing participants) or by committing to an emissions reduction project as a ‘partner’ of the Collaborative. Any participant may choose to withdraw from the Collaborative at any time.

### **A. Meetings**

The Task Force, Technical Committee, and Sector Subcommittees will hold meetings as necessary to carry out their responsibilities. When possible, meetings will be scheduled prior to the adjournment of any preceding meeting. CenSARA’s Collaborative Support staff will provide meeting summaries as necessary on the BlueSkyways.org web site. When deemed necessary by the Chair/Co-Chairs of the Task Force, Technical Committee and Sector Subcommittee, meetings can be held via telephone conference.

1. Delegation of Attendance - The appointed members of the Task Force or Technical Committee may delegate authority to participate on the Task Force or Technical Committee to a substitute of their choice.
2. Staff Participation - Each member of the Task Force or Technical Committee may bring colleagues, staff, or other assistants/advisors to the meetings.
3. Public Participation - All meetings will be open to the public and notice of the meetings will be posted on the BlueSkyways.org web site as soon as meeting dates and locations have been determined.
4. Public access to information and meetings - To the extent practicable and by appropriate means such as the BlueSkyways.org web site, the Collaborative intends that:
  - a. The public will have access to information about the Task Force, Technical Committee and Subcommittees.
  - b. The public will have an opportunity to observe full meetings.

### **B. Task Force and Technical Committee Administrative Procedures**

1. Agenda Development - Task Force or Technical Committee members may submit agenda items to CenSARA’s Collaborative support staff in advance of meetings. Any Task Force or Technical Committee member, at the beginning of a meeting, may add additional agenda items.
2. Distribution of Information/Products – Formal products (i.e., brochures, fact sheets) developed by the Task Force or Technical Committee or their staffs will

be posted on the BlueSkyways.org web site and distributed to all Task Force or Technical Committee members normally within two weeks in advance of any proposed action in order to allow adequate time for review and comment, unless the information/product is developed at the meeting or an emergency situation occurs.

## **C. Sector Subcommittees Administrative Procedures**

The six Sector Subcommittees were established during the initial meeting of the Collaborative Task Force on February 15-16, 2006. As the Collaboration evolves, so may these Sector Subcommittees, and the need may arise to add, combine, revise, or replace the Sector Subcommittees.

1. Subcommittee Chairs - The Chairs of the Sector Subcommittees will be individuals representing Collaborative members or individuals considered technical experts in the Subcommittee sector. The Technical Committee will select these chairs or co-chairs.
2. Role of Subcommittee Chairs - The Chairs of the Sector Subcommittees will be responsible for overall management of their Sector Subcommittee, including:
  - a. Provide leadership for meetings and conference calls.
  - b. Set call and meeting agendas
  - c. Provide minutes of meetings to all subcommittee participants and post minutes on the Collaborative's website in a timely manner.
  - d. Preside over the development of their sector's Work Plan ensuring that the document is developed in a format consistent with the structural outline provided by the Technical Committee.
  - e. Track project progress and strive for measurable results to report.
  - f. Elevate unresolved issues and disputes to the Technical Committee.
  - g. Approve draft materials.
  - h. Give presentations, as needed.
3. Decision making - The Sector Subcommittees will operate by a consensus process. The Sector Subcommittee Chairs, with staff support, will be the conveners of their Sector Subcommittee meetings.

## **V. Decision Making Process**

The Collaborative will operate based on a consensus process.

Definition of Consensus - For purposes of this Framework, consensus is generally accepted agreement of a majority. Consensus does not require unanimity. In other words, if an opportunity has been given for input and/or there is a lack of active or voiced opposition on a decision and the members are willing to let the decision move forward, consensus has been reached.