

## MEMORANDUM

To: Regional Greenhouse Gas Initiative Agency Executives

From: Members of the Stakeholder Process Subgroup,  
as Led by Representatives from New Jersey

Date: January 16, 2004

Re: Update on Subgroup Activities and Next Steps

---

This memorandum describes the efforts of the Stakeholder Process Subgroup since the beginning of October, 2003. Set out below first is the Subgroup's assigned task as described in the Action Plan adopted by the agency chief executives on September 29, 2003. Second, we briefly describe the Subgroup's accomplishments to date. Lastly, we explain the Subgroups next steps.

### The Task

The Action Plan tasked the Stakeholder Subgroup with developing a draft plan for stakeholder input by October 31, 2003. The Staff Working Group has also tasked the Subgroup with implementing the plan, as revised.

### Accomplishments

The Subgroup completed and the Staff Working Group issued a draft Stakeholder Process Plan in draft form in October of last year. Since issuance of the plan, the Staff Working Group considered changes to the draft that resulted in the attached revised Stakeholder Process Plan. In addition, a draft website has been developed. A copy of the website homepage is attached.

### Next Steps

The Subgroup will focus its future efforts on the following tasks:

1. Implement Website Development. The Subgroup will implement the development of a website and Listserv as called for by the plan. The website will be operational by February 15, 2004.

2. Implement Stakeholder Group. The Subgroup will carry out the establishment of the Stakeholder Group as called for in the revised Stakeholder Process Plan. This will include retaining the services of an outside facilitator to help in convening the group on a regular basis. The Subgroup will establish the group and hold the first meeting by March 31, 2004.
3. Ongoing Stakeholder Efforts. On an ongoing basis, the Subgroup will facilitate interaction with stakeholders as appropriate and in accordance with the revised Stakeholder Process Plan.