

## **Meeting Summary of the Interagency Committee on Sustainability and Green Procurement (“Committee”) – Tuesday, June 10, 2008 – Meeting One**

### **Introduction**

- OGS Commissioner Egan and DEC Commissioner Grannis began the Committee meeting and both gave remarks. They thanked the attendees for their participation in this important initiative implementing Executive Order 4 (EO 4). Judith Enck from the Executive Chamber also thanked everyone and passed around The Green Campus: Meeting the Challenge of Environmental Sustainability by Walter Simpson.

### **Schedule of Meetings**

- The tentative schedule of meetings is Tuesday, July 1, Tuesday, July 22, Tuesday, August 12, and Tuesday, August 26, 2008

### **Advisory Council Appointments**

- EO 4 provides for the formation of the Sustainability and Green Procurement Advisory Council (“Council”). The Council will be made up of eleven members appointed by the Governor and a Chairperson selected by the Governor from the eleven members.
- The Committee will make recommendations to the Executive Chamber about potential Council members. Members were requested to provide the names to the OGS or DEC.

### **“Green” Paper**

- EO 4 specifically gives requirements for paper. The OGS Procurement Services Group (PSG) is working to update bids and meet the specifications listed in EO 4.

### **Formation of Subcommittees**

- *Procurement Subcommittee*– Must come up with 3 categories and 12 products within each category for procurement by the July 1<sup>st</sup> meeting. OGS and PSG are in charge of this Subcommittee.
- *Sustainability Subcommittee*– A designee from the Dormitory Authority (DASNY) is the chair of this Subcommittee which will ensure that each NYS agency has assigned a Sustainability Coordinator and has an agency-specific sustainability plan in place.
- *Reporting Subcommittee*– This Subcommittee is charged with developing new reporting guidelines that satisfy EO 4 and that can be approved by the Committee before the December 1, 2008 deadline. NYSERDA agreed to head this subcommittee. By March 1, 2009, agencies and authorities will submit progress reports to the Committee. By June 1, 2009, the Committee will submit a progress report to the Governor.
- *Training Subcommittee*– EFC and NYSERDA were recommended to assist state agencies and authorities in complying with EO 4 by implementing projects focusing on waste reduction, recycling and other issues.

### **Letter to Agencies**

- The Committee agreed to send out the draft letter that was passed around at the Committee meeting to all NYS agencies and authorities discussing the implementation strategy for EO 4.