

## Sustainability Report - Straw Proposal Outline

### Background Research

- Global Reporting Initiative (GRI) protocols
- Other protocols such as International Integrated Reporting, Sustainability Accounting Standards Board, Smarter DC Challenge, Green America Green Business Certification, CDP (Carbon Disclosure Project), Corporate Sustainability Network, National Association of Environmental Management
- Comparable reports
  - a. Other COG reports – Atlanta, Southern Maine, San Diego, Portland, OR
  - b. COG member reports – Fairfax Co, Frederick Co, Bowie

### Recommended Reporting Methodologies

- GRI's G4 Core (**not** expanded)

### Structure of report (Based on GRI's G4 Standard Disclosures)

1. Overview of Sustainability Report
  - a. Executive Summary
  - b. Message from COG Chair (or Executive Director) (G4-1)
  - c. MWCOG Profile (Reporting Cycle: Baseline FY15)
    - i. Organizational Profile
      1. Name (G4-3)
      2. Primary Service Provided(G4-4)
      3. Location of HQ and Member Jurisdictions (G4-5)
    - ii. Governance
      1. Leadership (G4-34)
      2. Ethics and Values (G4-56)
    - iii. Business Overview
      1. Nature of "ownership" and legal status (G4-7)
      2. Breakdown of Market Served (G4-8)
      3. Scale of operations (G4-9)
      4. External charters, principles, or initiatives which the COG belongs to or subscribes to (G4-15)
      5. Memberships to associations which the COG participates in some fashion (G4-16)
    - iv. Stakeholder engagement
      1. Stakeholder groups (G4-24)
      2. Basis for identification and selection of stakeholders (G4-25)
      3. Approach to stakeholder engagement (G4-26)
      4. Key topics and concerns raised through engagement (G4-27)
      5. Significant changes to organization in most recent reporting period (G4-13)
    - v. Employee Engagement (G4-SO1)
2. Discussion of Approach (G4-18, 19, 20, 21)
3. Key issues – FY 15 baseline and future
4. Environmental Priorities (Scope based on internal executive decisions or materiality assessment)
  - a. Address Precautionary Principle (G4-14 - Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation)
  - b. GHG Emissions tracking (Complete internally – Tools for GHG & utility reporting include ICLEI, Smart DC Challenge, Portfolio Manager – compare to consistency with DC building benchmarking reporting & Energy STAR) (G4-EN15)

- c. Energy Consumption (G4-EN3)
    - i. Facilities
    - ii. Operations
  - d. Water/Wastewater (G4-EN8, EN22)
  - e. Solid Waste/Recycling/Composting (G4-EN23)
  - f. Employee travel (telework and transit incentives) (G4-EN30)
  - g. Energy Efficiency initiatives (Upgrades, Energy Star/Better Building challenge)
  - h. Procurement policy & initiatives (G4-EN32)
5. Awards/Recognitions
  6. Appendix
    - a. GRI G4 Standard Disclosures and corresponding locations and/or comments pertaining to inclusion or lack thereof.
    - b. Data Section; provide as much historic data as possible to show trends

### **Tasks to Complete**

1. Determination of reporting standard(s) and format
  - a. Materiality assessment (Which aspects are important)
2. Stakeholder input through CEEPC (March 23)
3. Compile historic Data
  - a. Utility/GHG Audit
  - b. Waste
  - c. Building operations & improvements (lighting, water, HVAC, renovation materials, other)
  - d. Energy STAR review
  - e. Employee travel and commuting
  - f. COG policy review
    - i. Sustainability principles
    - ii. HR/employee benefits
    - iii. Operations
    - iv. Procurement
    - v. Travel
    - vi. Green meeting
  - g. Employee engagement and community impact actions
  - h. Procurement policies & operations
4. Draft report development
5. Gap analysis – plan to fill gaps
6. Draft report internal review
7. Presentation to committees, COG Board
8. Publish