

**Oregon Departments of Forestry / Energy / Agriculture Economic and Community
Development and Environmental Quality**

Biomass Coordinating Group Charter

This group concurs that biomass is the organic matter in trees, agricultural crops and other living plant material. It is made up of solar energy stored in organic matter. As trees and plants grow, the process of photosynthesis uses energy from the sun to convert carbon dioxide into carbohydrates (sugars, starches, cellulose and gasses). When plants die, the process of decay releases the energy stored in carbohydrates and discharges carbon dioxide back into the atmosphere. Biomass is a renewable energy source because the growth of new plants and trees replenishes the supply.

Urban organic biomass waste, vegetable oils, wood and other materials produce landfill gas, wastewater treatment gasses and solid waste for recycling, biofuels or energy production. Agriculture crops or wastes can be used to produce ethanol, methanol, biodiesel (esters of alcohol), direct use fuel, unique feature products or chemicals. Forest overburden material and wood products industry waste is used directly for thermal or electric generating fuels, methanol, chemicals or value-added secondary wood products.

14 Sept. 2005

(Rev. 3-20-06)

Chartering Group	Sponsors	Biomass Coordinating Group Co-chairs	Kick Off Date	Committee Type Sunset Date
<i>Oregon Biomass Coordinating Group</i>	<i>Agriculture, Energy, Forestry, Environmental Quality, Economic Development</i>	<i>Oregon Departments of: Forestry (Misek), Agriculture (Searle), Energy (Kendall), Eco. Development(Montgomery).</i>	<i>July 2005</i>	<i>Ad Hoc</i>

Goal	Meet the biomass market development and megawatt goals set in the Governor's Renewable Resource Action Plan (REAP) for Oregon.
Objectives	<ul style="list-style-type: none"> a) Support the urban, forest and agriculture working groups efforts to implement biomass goals and objectives by sharing information and resources. b) Exchange information and facilitate communication among state agencies and universities to accelerate appropriate research and sustainable use of Oregon's biomass resources. c) Identify patterns and transferable applications between working groups. d) Find resources (funding, research, and technical assistance...) for biomass work. e) Reduce duplication and redundancy of efforts. f) Assist rural communities to implement strategies to develop biomass-based businesses. g) Identify public and private groups active in developing biomass resources in Oregon and integrate them with the appropriate working group (urban, forest, agriculture). h) Identify barriers to a favorable business climate for businesses using biomass resources. i) Increase understanding of geographically appropriate opportunities for biomass development. j) Identify state or federal policy and legislation that will help Oregon meet goals. k) Monitor and encourage biomass technology through research support, demonstration projects and technical assistance. l) Increase public understanding of the environmental, economic and other benefits of optimized biomass use. m) Biomass objectives and goals are set to be compatible and complimentary to agency policies.

Outcomes or Deliverables	<ul style="list-style-type: none"> a) A report to the 2007 Oregon Legislature identifies biomass status, accomplishments, strengths and opportunities. b) Increased coordination exists between state or federal agencies and other service providers. c) Rural communities are implementing strategies to develop biomass-based businesses. d) Recommendations or legislative concepts are provided to the REAP Advisory Committee. e) Policymakers are aware of what is needed to increase beneficial biomass use in Oregon (Western Governors Association, Oregon, Inc., SUN Grant, Congress, Legislature...). f) Oregon maintains current information on biomass energy and biochemical production which is web accessible. g) Oregonians are aware of the economic benefits of renewable biomass resource use.
Milestones and Timeline	<p>2005</p> <ul style="list-style-type: none"> • September: Finalize and accept Biomass Coordination Group Charter. • October: Begin Urban and Agriculture Working Groups, reconvene Forest Group. • December: Develop charters for Urban, Forest and Agriculture working groups. • December: Start Urban, Forest Working Groups action plans. <p>2006</p> <ul style="list-style-type: none"> • February: Define detailed strategic plans and objectives. • April: Submit any agency legislative concepts. • March: Conduct information and outreach on Rural Oregon Day. • May: Update and consolidate web information. • September: Complete and legislative concepts. • October: Complete the report to Oregon' 78th Legislature on Biomass. <p>2007</p> <ul style="list-style-type: none"> • January: Update the Governors REAP Advisory group on progress and activities.
Customers	<ul style="list-style-type: none"> • Interested biomass developers • Agriculture and forest products Industry • Public and private utilities • Local Governments/Districts • Universities • State Agencies • Federal Agencies • Tribal Governments • The Governor's Office • The Legislature • Citizens
Success Indicators	<ol style="list-style-type: none"> 1. There is economic investment in biomass resource use resulting in jobs, renewable resource production and related sector development in Oregon. 2. The state is on-track to meet, or has met or exceeds the biomass energy targets in the Governor's Renewable Energy Action Plan and related policy objectives. 3. The public understands and accepts the benefits of renewable biomass use in Oregon. 4. Oregon makes maximum and ongoing use of federal and non-governmental grants that promote the new use of biomass in Oregon.
Commitment	<p>The Biomass Coordination Group accepts responsibility to:</p> <ol style="list-style-type: none"> 1. Keep stakeholders informed and engaged when appropriate, 2. Facilitate decisions at the appropriate level on a timely basis 3. Monitor and coordinate the Forest, Agriculture and Urban Biomass Working Groups. 4. Perform quality control of all outputs. 5. Keep the Governors REAP Advisory Group informed of status activities and needs relating to biomass development in Oregon.
Outreach Plan	<ol style="list-style-type: none"> a) Coordination group members regularly provide updates on workgroup activities to constituents. b) Co-Chairs of the group make status presentations to the Governors REAP Advisory Group.

	c) Presentations are made at public workshops and community development meetings.
Procedures and Meeting Frequency	a) Oregon Department of Energy staffs and convenes the meetings. b) Co-Chairs facilitate agenda, discussion and action item assignment. c) Meetings are held at least quarterly or as frequently as work requires.
Decision Making Process	a) The Group will strive to make decisions by consensus. Failure to participate will not be a grounds for blocking consensus. If consensus cannot be attained the two co-chairs may elect to use other decision making methods. b) The co-chairs may appoint subcommittees for specific aspects of the group's work.
Selection of Co-Chairs	Co-Chairs shall be an agency representative from Agriculture, Forestry, Energy, Economic and Community Development and Environmental Quality. Kendall and Misek co-chairs at onset.
How Decisions Are Communicated	At meetings, in published documents, by email.
Current Members	a) Joe Misek / Mike Zoilko – Oregon Department of Forestry b) Glenn Montgomery – Oregon Economic & Community Development Department c) Brian Finneran – Oregon Department of Environmental Quality d) Marty Stipe / Mark Kendall - Oregon Department of Energy e) Jeff Behan – Institute for Natural Resources (OSU) f) Brent Searle – Oregon Department of Agriculture g) Jan Ayoung – Oregon State University h) Jim Azumano – Governor's Office of Rural Policy i) David Van T'Hoff – Governor's Sustainability Office j) Lisa Schwartz – Public Utility Commission k) Gabrielle Schiffer – Governors Office of Economic Revitalization l) Mike Clousey– Oregon Forest Resources Institute

Group Member Expectations	Participate, listen, and collaborate on meeting the workgroup's responsibilities. Be present at scheduled meetings, conference calls or other committee forums. Relay input in a timely manner. Provide timely, candid feedback to members regarding individual or workgroup performance.
----------------------------------	---

