Joint West Coast Port Technical Committee: for Development of Sustainable Design and Construction Guidelines

Charter

I. Introduction and History of the Joint West Coast Port Technical Committee

International trade and commerce have increased due to the burgeoning world economy of the 21st Century. This has brought economic prosperity and growth to port cities and communities and subsequently ports have increased in size to meet these demands. While this growth and expansion has been a great source of economic benefit to communities, it has also come with impacts to the environment and to neighborhoods. Ports realize that it is necessary to change the traditional way of developing the infrastructure necessary to meet business demands. For new development, ports require a "sustainable[1]" course of action that seeks to maximize economic, social and environmental benefits while minimizing impacts to the environment and communities.

Ports vary based on geographic location, business lines, operations and stakeholder complexion; yet there is a commonality to marine industrial development: dredging, terminal development, wharves, revetments, etc. Many ports have taken a position "beyond compliance" and are moving forward on defining sustainable industrial development through implementing management systems, guiding principles and policies. The differences between ports around the country and around the world make it difficult for a one-size-fits-all solution. Understanding the complexities that surround a port and their communities is key to helping define sustainable port development. In all cases, it is important to recognize that geographical conditions, financial resources and even politics at various ports influence the types of solutions that are under consideration.

On February 24, 2011, representatives from ten West Coast port authorities and the International Institute for Sustainable Seaports (I2S2) discussed the potential of jointly developing tools that can integrate sustainable attributes into port planning, design, construction and at post-construction operations that are specific to marine industrial development projects. Representatives from the Ports of Portland, Seattle, Tacoma, San Francisco, Oakland, Los Angeles, Vancouver US, San Diego, Houston, Long Beach and I2S2 participated in the meeting.

At the conclusion of the meeting, the participants agreed to collaboratively develop Sustainable Design and Construction Guidelines for port industrial development. The focus of these Guidelines will be limited to the design and construction phases for major port infrastructure projects. The Guidelines are intended to be specific enough to apply to West Coast ports yet flexible enough to be used by ports in other regions or countries.

[1] As defined by AAPA Resolution D-11 ***EMBRACING THE CONCEPT OF SUSTAINABILITY AS A STANDARD BUSINESS PRACTICE FOR PORTS AND THE ASSOCIATION*** **October 2007**

II. Charter Mission Statement

The Joint West Coast Port Technical Committee will work collaboratively to develop a set of Sustainable Design and Construction Guidelines to better serve the industrial development objectives of West Coast ports and the greater, world-wide port community.

III. Objectives of the Joint West Coast Port Technical Committee

The Joint West Coast Port Technical Committee is committed to developing Sustainable Design and Construction Guidelines that:

- *Define sustainable marine industrial development at the project level;*
- *Allow for flexibility and adaptability by individual ports;*
- *Build upon the sharing of best practices, keys to success, and lessons learned for implementation;*
- *Indentify options and opportunities to implement sustainable attributes;*
- *Establish objective guidance and measurement of port sustainability;*
- *Provide a consistent approach to sustainable maritime industrial development across the enterprise;*
- *Establish a common language that is understood by internal and external port stakeholders; and*
- *Enhance the overall efficiency, productivity, and environmental performance of each port without disadvantage to the other ports.*

IV. Members

Port of Long Beach
Port of Los Angeles
Port of Portland
Port of San Diego
Port of Seattle
Port of Tacoma
Port of Vancouver

Port of Houston (AAPA Liaison)
International Institute for Sustainable Ports (Facilitator)

V. Roles

Each Technical Committee member will be equal to the other, in authority and responsibility. Membership is conditional upon full participation and it is understood that each member will provide input and resources to the development of the Guidelines. Members will be expected to review draft guidelines, participate in discussions and contribute technical expertise. Members agree to provide feedback and ensure timely review of materials. Technical Committee members are encouraged to keep their port management informed and, likewise, to share information with the Committee on any developments and considerations from their individual port. Any public dissemination of data and/or distribution of draft or final Guidelines will be subject to approval by the Technical Committee.

The International Institute for Sustainable Seaports (I2S2)[2] will assist members by managing the development process, updating and assembling the Guidelines, facilitating meetings and conference calls, recording and publishing minutes and performing other duties as needed by the Technical Committee.

VI. Planning and Development

The Guidelines will be developed over a sixteen-month timeframe. Quarterly meetings are anticipated. Interim conference calls will be scheduled between meetings. After each meeting and conference call, schedule, progress, and milestones will be evaluated. The work plan outlined below is dynamic and may be amended, as appropriate, by the Technical Committee at their discretion.

A. First meeting
    a. Establish decision making ground rules and expected collaboration roles between ports
    b. Develop:
        1. Focus areas and sustainable criteria
        2. Port module criteria (port discriminators, i.e. geography, business line, etc.)
        3. Outcomes and metrics
    c. Set date for interim conference calls and next meeting
    d. Deliverables for next meeting
        1. Latest draft of the Guidelines (I2S2)
        2. Minutes (I2S2)
        3. Review and comment – Committee members

B. Second meeting
    a. Indentify and review:
        1. Typical port projects to be included in the Guidelines
        2. Sustainable attributes
        3. Implementation process checklists
    b. Set date for interim conference calls and next meeting
    c. Deliverables for next meeting
        1. Latest draft of the guidelines (I2S2)
        2. Minutes (I2S2)
        3. Review and comment – Committee members

C. Third meeting:
    a. Develop rating/weighting scheme
    b. Develop corresponding excel-based accounting mechanism
    c. Develop information sharing protocols

[2] ***I2S2 is a partnership between the Global Environment & Technology Foundation, a 501 c (3) not-for profit and the American Association of Port Authorities***

d. Set date for interim conference call and next meeting
e. Deliverables for next meeting
    1. Latest draft of the guidelines (I2S2)
    2. Minutes (I2S2)
    3. Review and comment – Committee members
    4. Identify potential test projects – Committee members

D. Fourth meeting
a. Develop criteria for piloting/testing Guidelines at volunteer port(s)
b. Select projects for testing
c. Set a date for interim conference calls and location for next meeting
d. Deliverables for next meeting
    1. Latest draft of the guidelines (I2S2)
    2. Minutes (I2S2)
    3. Review and comment – Committee members

E. Fifth Meeting
a. Update on test projects
b. Develop plan for continued maintenance and update of Guidelines
c. Set date for final conference call
d. Final deliverables for review
    1. Final draft of the guidelines (I2S2)
    2. Minutes (I2S2)
    3. Review and comment – Committee members
    4. Updated test projects results - Committee members
e. Final guidelines will be distributed (I2S2)

VII. Resources

Volunteers for hosting quarterly meetings will be necessary. Host ports will provide an appropriate meeting space and lunch. Travel costs will be kept at a minimum by scheduling one-day meetings.

In-kind contribution of staff time is required. This will include, but not be limited to, attending and participating in meetings and conference calls, reviewing document drafts, providing and rating pilot projects, providing comments and data as needed.

Active participation from each Technical Committee member is required to execute this effort, including costs for facilitation, document production and distribution, and other incidental costs. Committee members are requested to provide (up to) $15K each support of the effort.

VIII. Charter Signatories

As members of the Joint West Coast Port Technical Committee, we agree to the articles listed in this Charter to support development of Sustainable Design and Construction Guidelines.

Port of Long Beach

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Date

Port of Los Angeles

_____ _____ _____ _____
Date

Port of Portland

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Date

Port of San Diego

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Date

Port of Seattle

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Date

Port of Tacoma

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Date

Port of Vancouver US

_____ _____ _____ _____
Date