

**Charter for the New York State Offshore Wind Environmental  
Technical Working Group (E-TWG):  
A Stakeholder Engagement and Advisory Process to Advance the  
Environmentally Responsible Development of Offshore Wind Energy**



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The original charter for the E-TWG was drafted by Kate Williams (Biodiversity Research Institute) with input from E-TWG members over multiple meetings and review periods in 2018. Following final E-TWG review in September and October of 2018, the document was reviewed a final time by then-chair of the E-TWG Gregory Lampman prior to finalization in October 2018. The below tracking of updates applies to changes following this initial development process.

<u>Action</u>	<u>Name</u>	<u>Date</u>
Revised by	Julia Gulka, Biodiversity Research Institute	08/29/2024
	Kate Williams, Biodiversity Research Institute	10/29/2024
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## Contents

Acronyms .....	4
Glossary .....	4
Introduction .....	5
Mission and Scope .....	5
Organizational Framework .....	7
Guiding Principles for the E-TWG .....	10
E-TWG Operations .....	11
Literature Cited .....	16

## Acronyms

BMP	Best Management Practice
BOEM	Bureau of Ocean Energy Management
E-TWG	Environmental Technical Working Group
eNGO	Environmental Non-governmental Organization
F-TWG	Fisheries Technical Working Group
NGO	Non-governmental Organizations
NOAA	National Oceanic and Atmospheric Administration
NYS	New York State
NYSDEC	New York State Department of Environmental Conservation
NYSDOS	New York State Department of State
NYSERDA	New York State Energy Research and Development Authority
OWMP	New York Offshore Wind Master Plan
RWSC	Regional Wildlife Science Collaborative
SC	Specialist Committee
SME	Subject Matter Expert
TWG	Technical Working Group
USFWS	U.S. Fish and Wildlife Service

## Glossary

Workplan	The scope of work defined for each Specialist Committee, including the intended goal and final product of the group, any desired communications or outreach efforts, and the degree of interaction or communication expected between the SC and the E-TWG during product development
Consensus	Within the context of E-TWG decision making, group consensus means that group members confirm support for, or can live with, an action or recommendation of the group
Guidance	Findings and recommendations produced by the E-TWG that are used to inform NY State decisions about offshore wind-related activities
Meeting summary	Written summary of discussions from each E-TWG meeting (or Specialist Committee meeting) that describes areas of agreement and the range of perspectives/comments communicated during discussions
Stakeholder	Party interested in environmental issues related to offshore wind energy development. Includes members of the public, as well as regulators, subject matter experts, and other informed stakeholders with relevant expertise

## Introduction

As part of New York State’s efforts to responsibly develop offshore wind energy, the New York State Energy Research and Development Authority (NYSERDA) convened the Environmental Technical Working Group (E-TWG) to provide input to the state on environmental topics and advance common understanding among offshore wind stakeholders. This is one of several Technical Working Groups (TWGs) called for in the New York Offshore Wind Master Plan (Master Plan 1.0; NYSERDA 2018); other TWGs include Jobs and Supply Chain, Maritime, Commercial Fisheries, and Environmental Justice<sup>1</sup>. The framework for the E-TWG and related activities was informed by stakeholder input received during development of the Master Plan 1.0 (NYSERDA 2018), as well as informal stakeholder interviews conducted by NYSERDA and the Biodiversity Research Institute (Williams et al. 2018). Further revisions since the E-TWG’s formation have been informed by the operations of the group and the needs foreseen by NYSERDA and E-TWG members.

This charter defines the E-TWG mission and scope, guiding principles, framework and organizational structure, and operational processes. This charter document and subsequent revisions have been reviewed and accepted by the E-TWG and will continue to be updated periodically as needed. As such, it should be regarded as a “living” document rather than a static description of the E-TWG and its activities.

## Mission and Scope

The E-TWG shall assist the State of New York to improve our understanding of, and ability to manage for, potential effects of offshore wind energy development on wildlife and marine ecosystems. This involves the development of transparent, collaborative processes for identifying and addressing priority issues relating to environmental monitoring and mitigation, with the goals of both improving environmental outcomes and reducing permitting risk and uncertainty for developers. The E-TWG brings together diverse stakeholders, including offshore wind developers, environmental non-profits, state and federal agencies, providing a forum for open discussion, collaboration and the pursuit of providing scientifically-based guidance. Master Plan 1.0 (NYSERDA 2018) mentioned several specific areas that the E-TWG could address:

- (1) Developing Best Management Practices (BMPs) for wildlife monitoring and mitigation at offshore wind energy projects.
- (2) Helping the state identify additional research needs, and support coordination of research activities between stakeholder groups.
- (3) Encouraging coordination and dialogue among regional planning bodies, state and federal managers, scientists, and other stakeholders in the development of offshore wind-specific adaptive management plans.
- (4) Recommending a framework for the funding and administration of an environmental conservation fund, to be paid into by developers, that contributes to regionally prioritized research, technology development, and conservation efforts.

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<sup>1</sup> More information on Offshore Wind Technical Working Groups: <https://www.nyserda.ny.gov/All-Programs/Offshore-Wind/Focus-Areas/Connecting-With-New-Yorkers/Technical-Working-Groups#:~:text=The%20E%2DTWG%20is%20an,as%20regional%20state%20and%20federal>

In line with this and other State guidance, the E-TWG has a broad scope of possible topics on which to focus efforts. In addition to topics prioritized and approved by NYSERDA (E-TWG chair), including Master Plan processes and other state guidance efforts, the E-TWG periodically (every ~3 years) conducts a prioritization process to determine specific topics on which the group will focus efforts. Once prioritized, topics are addressed via Specialist Committee, workshop, or other mechanism following NYSERDA approval. This timeline and process are flexible to adapt to changes in existing priorities and to address new priorities as they arise.

#### *Mission Statements*

**E-TWG:** *The E-TWG serves as a long-term advisory body to the State of New York, providing advice and guidance to help steer the State's efforts to advance offshore wind development in environmentally responsible ways.*

**Specialist Committees:** *Under the direction of New York State and the E-TWG, topically-focused Specialist Committees bring together science-based subject matter expertise to develop collaborative guidelines or other products that inform or advance the environmentally responsible development of offshore wind.*

**State of the Science Workshops:** *Under the direction of New York State and the E-TWG, State of the Science workshops bring together the larger stakeholder community to share the state of the knowledge regarding wildlife and offshore wind energy development, promote regional coordination, and support collaboration through expert information exchange and discussion.*

#### *Scope*

The geographic region of interest for the E-TWG includes all states and offshore waters of the U.S. East Coast in which there is planned offshore wind development, currently defined as areas from Maine to North Carolina.

Within the E-TWG's mission (defined above), the group's work is focused on the biological and physical environment in relation to offshore wind energy development. This scope includes marine ecosystems, as well as land-based issues around cable landfall and onshore infrastructure, and potential positive as well as negative impacts of development. Viewshed considerations and archaeological and fisheries issues are outside this group's purview, though topics relating to fish populations, fish biology, and fish habitat are within the group's scope and may be addressed independently of, or jointly with, the New York State Fisheries Technical Working Group (F-TWG)<sup>2</sup>.

The E-TWG's geographic and topical scope largely overlaps with that of the Regional Wildlife Science Collaborative for Offshore Wind (RWSC)<sup>3</sup>, which was formed partly as a result of E-TWG efforts. The E-TWG focuses its activities such that they are complementary to, rather than duplicative of, RWSC activities via ongoing coordination.

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<sup>2</sup> New York Fisheries Technical Working Group: <http://www.nyftwg.com>

<sup>3</sup> Regional Wildlife Science Collaborative: <https://rwsc.org/>

## Organizational Framework

NYSERDA’s approach in bringing together a team of offshore wind energy developers, technical environmental non-governmental organizations (eNGOs), government agencies, and other subject matter experts incorporates three major categories of stakeholder engagement (Figure 1):

- **Environmental Technical Working Group (E-TWG):** The E-TWG is convened by NYSERDA and provides advice and guidance to help steer the State’s efforts to advance offshore wind development in environmentally responsible ways. The E-TWG advises the State about convening Specialist Committees, provides guidance to NYSERDA to help identify themes, session topics, and speakers for State of the Science workshops, and provides input to the State of New York and other relevant entities on activities related to wildlife and offshore wind.
- **Specialist Committees (SCs):** With advice and support from the E-TWG, the State of New York convenes Specialist Committees comprised of stakeholders with specific technical expertise. The Committees develops collaborative, science-based products focused on priority issues, which are presented to the State of New York and the E-TWG, who provide review and comment.
- **State of the Science Workshops:** With input from the E-TWG and F-TWG, the State of New York plans and convenes biennial State of the Science workshops for the broader stakeholder community. These workshops inform stakeholders about the state of knowledge on wildlife and fisheries impacts from offshore wind development and New York State’s progress on these issues, and provide a forum to review and discuss science that the E-TWG and F-TWG are advancing.

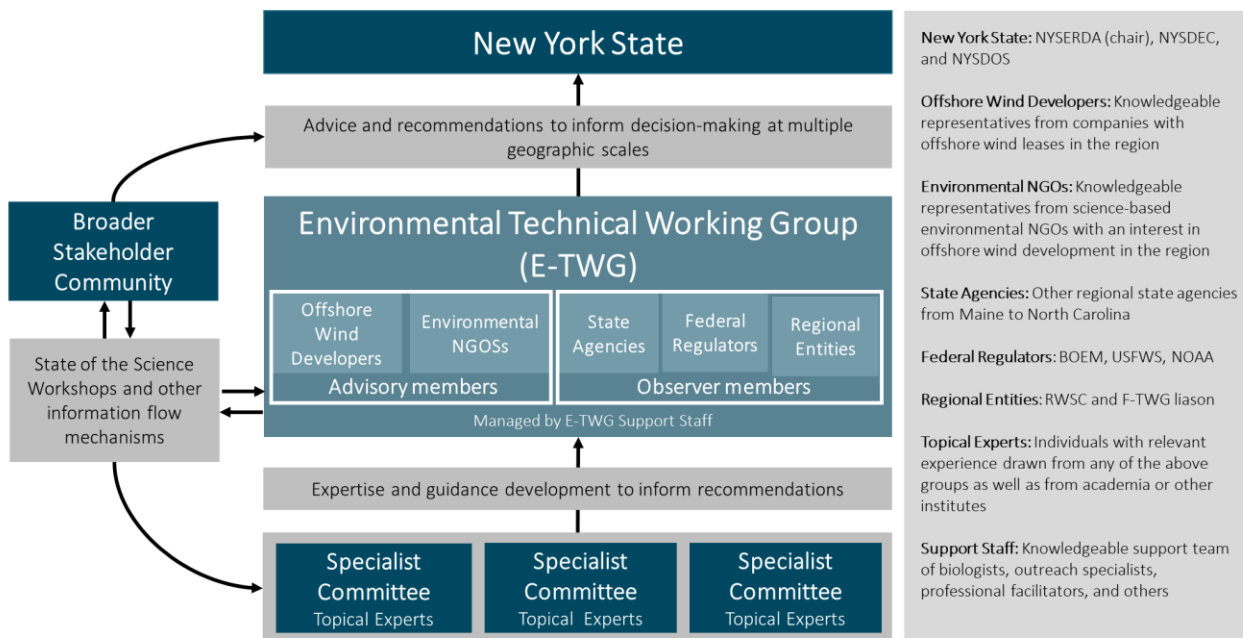


Figure 1. Information flow between stakeholder groups for the Environmental Technical Working Group.

### *Environmental-Technical Working Group (E-TWG)*

The E-TWG is highly collaborative and science-focused. The group includes New York State, Advisory, and Observer members:

- **New York State**, including NYSERDA as the chair of the E-TWG. Other state agencies participate including the New York State Department of Environmental Conservation (NYSDEC) and New York State Department of State (NYSDOS) in order to coordinate and receive feedback from advisory and observer members of the E-TWG.
- **Advisory members**, including offshore wind energy developers, technical eNGO organizations with wildlife and offshore wind expertise, and nonpartisan NGOs with an interest in offshore wind development activities. Numbers of advisory members are not necessarily numerically balanced between developer and eNGO members, but adequate representation and expertise must be available within both stakeholder groups to foster effective discussions. In particular, as the number of offshore wind leases increases, developers are invited to participate as advisory members at the level desired (e.g., company, joint venture, project) so long as the criteria for participation (below) are met.
- **Observer members** from East Coast states, federal agencies, and other regional entities (e.g., the Regional Wildlife Science Collaborative, F-TWG liaison) who provide their expertise and technical input to the group, coordinate with ongoing regulatory and research processes as appropriate, and ensure transparency. Observer members report information from group discussions back to their respective organizations but are not directly involved in making recommendations to New York State.

Criteria for E-TWG member selection include geographic relevance, technical expertise, balanced participation and diversity of perspectives among developer and eNGO advisory members, and transparency and engagement among observer members. Members of the group are at a high enough level within their respective organizations to be able to speak confidently for their constituents during meetings, and have technical expertise related to the subject matter of E-TWG activities. Each member organization designates a single point person and can optionally designate an alternate to ensure consistency in representation. There may be times where member organizations wish to bring more than one representative to an E-TWG meeting given the agenda focus. Prior to doing so, these organizations are asked to inform and seek NYSERDA's concurrence to ensure the inclusion of non-members does not impact the E-TWG's commitment to balanced discussions.

NYSERDA and the E-TWG will decide when and whether to add new representatives to the E-TWG, based on the above criteria, and how best to maintain a diversity of perspectives and a reasonable group size. All developers with geographically relevant leases, as well as representatives of state agency staff from all states within the geographic scope of the E-TWG, will be invited to participate.

Given the overlap on scope with the F-TWG and the RWSC, the latter of which was formed partly as a result of E-TWG discussions, the E-TWG works closely with these and other regional entities (e.g., the Responsible Offshore Science Alliance) to ensure ongoing coordination and communication with staff and leadership to ensure activities are complimentary rather than duplicative. Liaisons from both the RWSC and the F-TWG also serve as members of the E-TWG.



The most up-to-date list of E-TWG member organizations can be found on the E-TWG website<sup>4</sup>.

### *Specialist Committees (SCs)*

With direction from the E-TWG and the State, topically-focused SCs bring together science-based subject matter expertise to develop products and recommendations that inform or advance the environmentally responsible development of offshore wind and inform collective decision-making by the State of New York, and potentially other states and regional entities. SCs are made up of Matter Experts (SMEs) from a range of backgrounds (e.g., from eNGOs, developers or consultants, regulatory agencies, academia, or other groups), as appropriate for each committee's charge and confirmed by NYSERDA and may include both E-TWG and non-E-TWG members. The SCs advance work as defined in work plans and other direction provided by the State of New York and the E-TWG. Committee products are reviewed by the E-TWG prior to finalization. Typically, though not always, products also undergo public stakeholder review prior to publication on the E-TWG website. Information on active and past SC efforts is located on the E-TWG website.<sup>5</sup>

### *State of the Science Workshops*

State of the Science Workshops provide opportunities for highly collaborative conversations among stakeholders and are instrumental in (a) ensuring that stakeholders are aware of past and ongoing efforts, and (b) that they can make informed recommendations that could be addressed by the E-TWG, SCs, or others (e.g., research organizations, regulators, industry members) about future work. Holding regular (approximately biennial) workshops helps maintain cohesion within the stakeholder community and fosters communication about study results and ongoing efforts.

The State of the Science Workshop event has three interrelated goals:

- **Regional coordination** of research studies, guidelines development, and other efforts
- **Expert information exchange and discussion** to promote collaboration and inform E-TWG and Specialist Committee activities.
- **Engagement and education** about ongoing efforts to understand, minimize, and mitigate environmental impacts from offshore wind energy development.

Within these broader goals, specific objectives for the E-TWG include:

- Establish a baseline for future discussions by familiarizing attendees with the current state of the science with regard to offshore wind energy development's impacts on wildlife
- Engage the broader stakeholder community in E-TWG activities
- Identify and discuss prioritization of topics and key data gaps, providing a forum for expert information exchange and discussion to inform E-TWG and Specialist Committee activities
- Inform NYSERDA and the E-TWG about potential subject matter experts to serve on SCs

The theme, timing, technical agenda, and other specifics for each workshop are decided with initial consultation with the E-TWG, followed by the formation of a Specialist Committee for workshop planning that includes a mixture of fisheries and wildlife expertise and perspectives, including both E-TWG and F-TWG members among other SMEs. Both E-TWG and F-TWG support staff provide logistical support for the State of the Science Workshops. The focus of State of the Science Workshops may

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<sup>4</sup> Current list of E-TWG members: <https://www.nyetwg.com/who-we-are>

<sup>5</sup> Current and past Specialist Committee efforts: <https://www.nyetwg.com/specialist-committees>

alternate between broad “State of the Knowledge” meetings, and those focused on a more focused theme (e.g., understanding cumulative impacts), as deemed appropriate by NYSERDA, the E-TWG, and the Specialist Committee.

For more information on past workshops, visit the E-TWG website<sup>6</sup>.

### Guiding Principles for the E-TWG

The work of the E-TWG shall be:

**Predicated on New York’s commitment to pursuing environmentally responsible offshore renewable energy development.** The inclusion of a wide range of stakeholders on the E-TWG and committees shall encourage the development of effective, economically viable approaches to understand, avoid, and minimize environmental impacts from development activities. The E-TWG’s scope shall include consideration of positive environmental impacts of offshore wind as well as negative impacts.

**Focused on environmental priorities identified in the State Offshore Wind Master Plans and defined in collaboration with the State of New York.** This may include a focus on a wide range of wildlife taxa and development phases, at a variety of geographic and/or temporal scales, but excludes topic areas to be addressed by other Technical Working Groups for the state.

**Collaborative and coordinated with other efforts related to the environmental effects of offshore wind energy development.** This includes coordination with the Bureau of Ocean Energy Management (BOEM), U.S. Fish and Wildlife Service, National Oceanic and Atmospheric Administration, other states, the Regional Wildlife Science Collaborative, the Responsible Offshore Science Alliance, and related efforts, with two purposes: (1) to avoid duplication of efforts or the production of conflicting guidelines, and (2) to support or complement research or guideline development processes by these other entities.

**Flexible and responsive to change.** Development of standards, guidelines, and other products shall be an iterative process. At the time of publication of each product, we determine next steps, including whether to revisit and update said product, the timeline for revisions, and the involvement of the E-TWG in that process. If the best available science and technology changes, guidelines shall be adjusted accordingly.

**Applied only to projects on a relevant timeline.** Products and recommendations shall not be retroactively applied to projects that have already been permitted. Standards, guidelines, or other products developed by the E-TWG and Specialist Committees, or revisions to those products, shall not be retroactively applied to projects that have already moved beyond the development phase to which these products are applicable.

**Inclusive of diverse scientific and technical expertise.** The E-TWG and associated efforts strive for inclusivity across a diverse range of scientific and technical expertise through the inclusion of offshore wind developers, eNGOs, state and federal agencies, and regional groups as members, with the option of alternate representatives. This helps ensure that a diversity of opinions are presented in discussions to inform state and regional environmental activities.

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<sup>6</sup> Past State of the Science Workshops: <https://www.nyetwg.com/past-workshops>

**Transparent.** The operation of the E-TWG shall be designed to identify areas of common ground between stakeholder groups, as well as identify gaps in knowledge that still need to be filled. Transparency and trust are essential to this process, and New York State and the E-TWG shall encourage as much process-related and decision-making transparency as possible, in order to foster the broader community's trust in outcomes. If necessary to preserve frank and productive discussions on sensitive topics, the E-TWG may request closed sessions (e.g., ask observers to step out of meetings), but this will be considered a last resort.

Likewise, in order to support E-TWG member engagement, there shall be clarity in decision-making roles and responsibilities, as well as in how products and recommendations will be communicated and applied. If E-TWG members or other stakeholders feel there is uncertainty in these areas, this concern shall be brought to NYSERDA, E-TWG support staff, or the E-TWG Facilitator, and discussed among E-TWG members to address the concern.

**Aimed at a broad audience.** To advance NYSERDA's objectives for coordination, the audience for E-TWG products shall include not only New York State agencies, but also other states, BOEM and other federal agencies, and other stakeholders. When feasible, E-TWG and SC products will also be made accessible to members of the general public via a range of outreach and communications strategies (as defined in the E-TWG Communications and Outreach Plan).

**Focused on a range of geographic and temporal scales, as appropriate.** Within the E-TWG's geographic scope of interest, the group shall consider priority topics at a range of spatial scales, including regional and multi-state efforts. In addition to immediate or short-term needs identified within the E-TWG's topical scope, the groups shall also consider longer-term needs and priorities.

**Guided by the mitigation hierarchy.** As defined by the Council on Environmental Quality (2005), "mitigation" of environmental impacts includes avoiding impacts altogether when possible; minimizing impacts that cannot be avoided; rectifying and reducing impacts over time by restoring the affected environment; and compensating for remaining impacts. E-TWG priorities and feedback to the State of New York will be informed by this mitigation hierarchy, in which it is important to first avoid impacts, then minimize and mitigate impacts where possible, and consider compensatory mitigation options only when and where impacts from offshore wind are unavoidable.

## E-TWG Operations

### *E-TWG Activities and Time Commitment*

E-TWG members are expected to review agendas, meeting summaries, and other documents for the E-TWG; advise New York State on priority topics and information needs; identify candidates with technical expertise to serve on Specialist Committees, and help direct SC efforts; review the products developed by the SCs, and provide the State with recommendations and feedback; and disseminate information about E-TWG efforts and accomplishments to other stakeholders (Figure 2). Yearly responsibilities of E-TWG members include attendance at up to three full-day in-person E-TWG meetings, as well as participation in 1-2 hour virtual meetings as needed, and review of E-TWG, Specialist Committee, and NYSERDA documents. E-TWG members may also be asked to be involved with a periodic self-assessment of E-TWG operations.

### *Identifying E-TWG Priorities*

The E-TWG will follow several steps to address topics of interest to the group and New York State:

- **Prioritize topics:** The E-TWG discusses potential topics for the group to focus on, based on group discussion, polling of E-TWG members, and input from NYSERDA and other New York State agencies.
- **Determine how best to address priority topics:** With input from the E-TWG, NYSERDA determines which priorities are relevant to be addressed by the group and potential processes for addressing those priorities. Options include 1) formation of a Specialist Committee, 2) focus of a State of the Science Workshop, and 3) another mechanism within NYSERDA, among other approaches. This includes consultations to provide direct feedback to NYSERDA, letters from the E-TWG to other organizations, NYSERDA-led coordination and development of resources, and coordination with other regional groups, including the RWSC and the Responsible Offshore Science Alliance (ROSA).
- **Coordinate with other Technical Working Groups (TWGs) and relevant state, federal, and regional efforts to avoid duplication and ensure effectiveness:** NYSERDA and E-TWG support staff will communicate priorities to other TWGs formed by New York State, other state and federal agencies, and the RWSC to coordinate efforts and strategies as needed. The E-TWG and support staff will also review existing information on the proposed priorities to ensure that a new effort builds from existing knowledge.

Following receipt of E-TWG input, the State will assess capacity constraints and how well the identified priority fits the selection criteria and determine whether and how to address the priority at that time. If the E-TWG's recommendations are not followed, the State will clearly explain the reasoning to E-TWG members.

### *E-TWG Discussions and Input*

The E-TWG strives for balanced and respectful discussions and input on various E-TWG activities. New York State representatives from NYSERDA, NYSDEC, and NYSDOS will listen to E-TWG conversations and bring those findings back to their respective departments to inform internal state discussions, and meeting summaries will describe areas of agreement and the range of perspectives/comments communicated during discussions at each meeting.

Ground rules for E-TWG meetings, enforced by a facilitator, can provide mechanisms for managing challenging discussions. Ground rules may be tailored to individual meetings as needed; the facilitator will present ground rules and seek consent or modifications at the onset of each meeting. Template ground rules include:

- **Honor the agenda.** Do your best to stay focused on topics included on the agenda and the time allocated to each item.
- **Contribute.** Participants should be willing to interact openly, honestly, and respectfully with all other members. All perspectives are important.
- **Share time.** Focus comments, speak concisely, and speak in order.
- **Integrate ideas and pose questions.**
- **Avoid multitasking and other distractions.** This includes side conversations, checking email, and phones (turn off/silence phones).

- **No attribution.** Meeting summaries will not identify the affiliation of a speaker unless required for context, and with approval from the speaker.

#### *Convening Specialist Committees*

For topics determined to be best addressed by convening a Specialist Committee, the E-TWG recommends a specific charge and scope for each SC, including the intended goal and final product, any desired communications or outreach efforts, and the degree of interaction or communication expected between the SC and the E-TWG during product development, detailed in a workplan. Each SC's workplan will define the format for E-TWG review and response to the committee's product(s). The E-TWG also suggests SMEs with relevant expertise.

After a Specialist Committee develops a report or other product, the E-TWG reviews the product and provides input on it to the State of New York. Time will be set aside in E-TWG meetings for updates on SC efforts and products as relevant, including opportunities for questions and input. The review process will also leverage online tools to share and review documents in advance of meetings.

The Specialist Committee and the E-TWG will strive for consensus on SC products. If consensus is not possible, disagreements will be clearly captured in meeting summaries and other products as defined by the E-TWG. Organizations that contribute to the process will be named as participating, and disagreement, if it occurs, will be respectful. The E-TWG could choose to communicate their input via some other format, such as a letter or an editorial to accompany an SC report, so long as it brings value to the accompanying reports (for example, by expressing multiple perspectives and the diversity of opinions on the report topics or findings).

#### *State Use of E-TWG Input in Decision Making*

NYSERDA and other state agencies will represent the State of New York in providing the E-TWG with oversight and direction and will use E-TWG input to inform decision making. NYSERDA will be as responsive as possible to E-TWG input. Implementation of E-TWG suggestions will depend on the issue, the nature of E-TWG guidance, and the level of control NYSERDA or the State has over that particular topic or decision point. State agency responses to E-TWG and Specialist Committee products could include acceptance of recommendations, or requests for alternative suggestions or further input. Regardless of outcome, NYSERDA will report back to the E-TWG regarding how their input was used in decision making and, if possible, why those decisions were made.

#### *Coordination with Other Relevant Efforts*

The E-TWG will coordinate activities as needed with the other Technical Working Groups formed by New York, other state and federal agency activities, and regional efforts including those planned and carried out by the RWSC. The form that this coordination takes will depend on the membership and structure of the other groups and their potential for topical overlap with the E-TWG, but could include email updates, joint meetings, the development of joint Specialist Committees, or other approaches as suggested by NYSERDA and the E-TWG. As part of the process to develop each Specialist Committee, the SC's intended focus will be communicated to the leads of the other groups so that coordination approaches can be defined as needed.

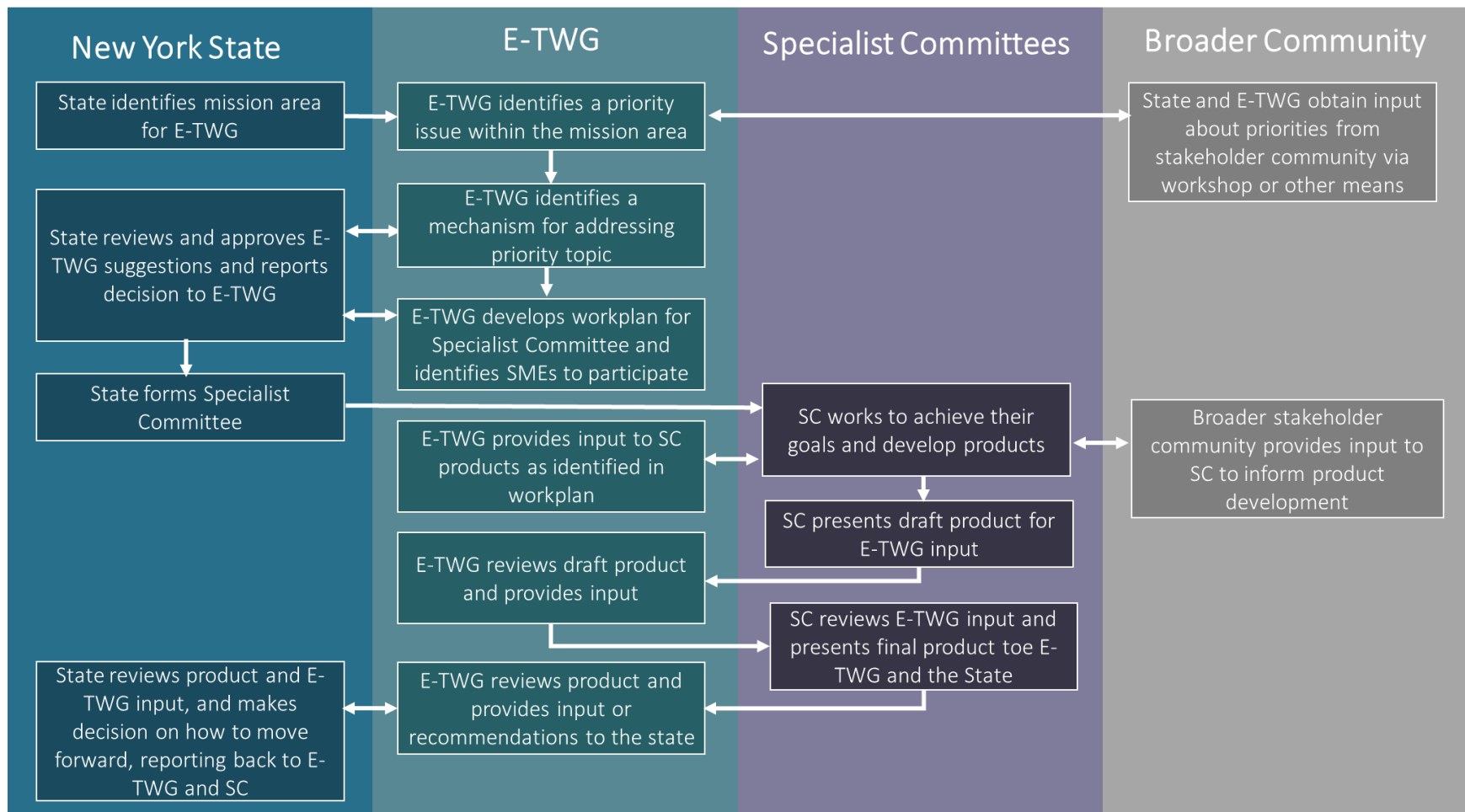


Figure 2. Generalized process diagram for E-TWG activities in relation to the State of New York, Specialist Committees, and the broader stakeholder community. The exact process flow may vary depending on the specific priority topic of focus

### *Communications and Outreach*

Transparency is important for the E-TWG process. Finalized meeting summaries and other E-TWG products will be made publicly available on the E-TWG website<sup>7</sup>. The E-TWG Communications and Outreach Plan<sup>8</sup> further defines how the group (a) communicates their efforts to the broader stakeholder community, and (b) obtains input from the community on E-TWG efforts and priorities. This Plan is reviewed and accepted by the E-TWG, with periodic revisions as needed.

### *Internal communications*

Internal communications include how E-TWG and SC participants engage with one another and how support staff facilitate those communications. Most communications between support staff, E-TWG, and SC members occur via email. Support staff use email distribution lists for internal E-TWG, SC, and workshop attendee communications. Group members will be provided with email contact information for other members of their groups to facilitate communications. The State of the Science Workshop general mailing list is maintained by NYSERDA with support from E-TWG support staff.

E-TWG meetings are a combination of in-person and virtual meetings. At in-person meetings, there is conference line/webinar or video conferencing capability made available to E-TWG members who cannot attend in person. Each SC will define its own meetings and communications strategy, including number of meetings held and use of remote participation vs. in-person interactions, with input from the E-TWG and the State. The type and degree of coordination between the E-TWG and each Specialist Committee will be defined as part of the committee's workplan.

Summary reports are produced following each E-TWG meeting, which synthesize meeting outcomes for a public audience as well as for group members. The report includes a summary of the meeting agenda, discussions and outcomes, and planned next steps. E-TWG summary reports are generated by support staff; SC summary reports may be written by support staff or by SC members themselves, depending on the structure of each SC. Draft reports will be circulated to the E-TWG/SC for review to ensure accuracy. Meeting summaries, as well as agendas and other information about the E-TWG<sup>9</sup>, and State of the Science meeting<sup>10</sup>, will be posted to the E-TWG webpage. Select meeting summaries, agendas, and other documents from SCs will also be posted on the E-TWG website.

### *External communications and handling of E-TWG materials*

Draft E-TWG materials, including but not limited to draft meeting agendas, meeting summaries, E-TWG reports, SC workplans, and SC reports and other draft products, are to be considered confidential until such time as they are finalized and made public via posting on the E-TWG webpage.

If E-TWG members are approached by members of the media or other stakeholders about internal E-TWG discussions or draft products, they are asked to redirect questions to NYSERDA.

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<sup>7</sup> E-TWG Website: <http://www.nyetwg.com>

<sup>8</sup> E-TWG Communications and Outreach Plan: [https://a6481a0e-2fbd-460f-b1df-f8ca1504074a.filesusr.com/ugd/4b9f26\\_fd7ed73614cf42a0b702e29c52f914b9.pdf?index=true](https://a6481a0e-2fbd-460f-b1df-f8ca1504074a.filesusr.com/ugd/4b9f26_fd7ed73614cf42a0b702e29c52f914b9.pdf?index=true)

<sup>9</sup> E-TWG Meeting Archive: <https://www.nyetwg.com/e-twg-meeting-archive>

<sup>10</sup> Past State of the Science Workshops: <https://www.nyetwg.com/past-workshops>

### *NYSERDA Facilitation and Support of E-TWG Operations*

Members of the E-TWG do not receive financial compensation from the State of New York, with the potential exception of limited travel reimbursements to attend meetings. However, NYSERDA supports the E-TWG in the following ways:

- Financial support for hired support staff, meeting costs, and subcontracts for E-TWG, SC, and workshop activities as needed
- Technical support by hired support staff to provide expertise to the E-TWG and SCs and carry out activities as directed by NYSERDA, the E-TWG, and SCs
- Logistics support, including coordination and management of the E-TWG and SCs, and meeting facilitation services as needed
- Support for communications and outreach activities, as defined in the Communications and Outreach Plan

### Literature Cited

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