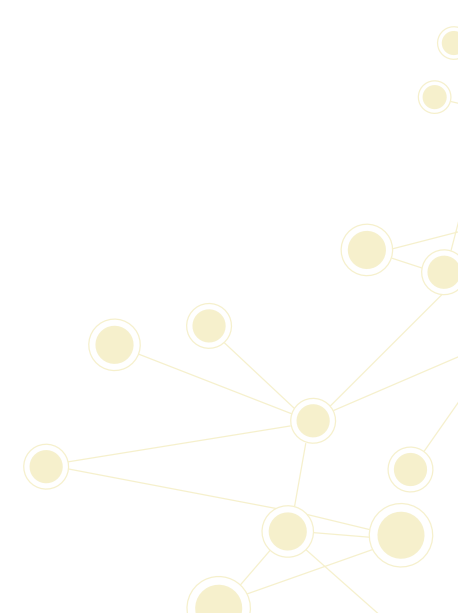


# Educational Appendix D

## Scope of Work



# WPGB Research Intern Responsibilities

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**City of Eugene Waste Prevention & Green Building Program  
Research Internship – Scope of Work  
November 2016 – March 2017 (~5 months)**

## Organization Information

Waste Prevention & Green Building Program, City of Eugene  
99 West 10<sup>th</sup> Avenue  
Eugene, OR 97401  
[www.eugenerecycles.org](http://www.eugenerecycles.org)

## Contact Information

Stephanie Scafa  
[stephanie.scafa@ci.eugene.or.us](mailto:stephanie.scafa@ci.eugene.or.us)  
541-682-5652

## Description of Organization

The goal of the City of Eugene's Waste Prevention and Green Building program is to make waste prevention and green building practices the norm in our community. Our program, housed in the Planning & Development Department, assists businesses, schools, events, and community groups working toward zero waste. The program provides education and technical assistance to community partners interested in compost and recycling efforts, and supports sustainable events in the community.

## Pay

\$12/hour

## Hours

8-10 hours/week

## Internship Description & Scope of Work

This internship provides research support to WPGB staff as related to sustainable event policies and procedures. Specifically, the research will focus on how to approach implementing sustainability requirements as a condition of public reservation, rental, and approved use of City of Eugene owned facilities and parks.

The intern will be responsible for working independently to complete the proposed work program utilizing solid waste resources including, but not limited to the internet, industry publications, print media, and personal interviews with program staff from other jurisdictions to determine best practices in municipal sustainable event requirements.

This position provides an opportunity to work in a professional team environment in the public sector, learn about high profile local projects, implement sustainability initiatives at the local level, and follow communication expectations to be followed (outlined below).

## Communication Expectations

- Weekly 15-30 minute check-in with supervisor (time TBD)
- Regular email communication to answer any questions and/or follow up on different aspects of the assignment.
- Full written report with findings at the end of the internship plus any other identified work products (see Task 6)

## Timeline

The following schedule is for a 21-week internship (November 1 through March 24). This may be adjusted depending on the intern's schedule and to accommodate the holidays.

## Proposed Work Program

The intern will work directly with Program Manager Stephanie Scafa, with support from WPGP Program Coordinator Deveron Musgrave.

Task	Description	Schedule
1.	Refine project scope and develop draft report outline	Month 1 (Nov.)
2.	Conduct literature review	Months 1-3 (Nov.-Jan.)
3.	Conduct interviews with stakeholders	Months 2-3 (Dec.-Jan.)
4.	Complete applied research	Months 3-4 (Jan.-Feb.)
5.	Recommend strategies for implementation	Months 4-5 (Feb.-Mar.)
6.	Complete final report and associated deliverables	Month 5 (Mar.)

### Task 1: Refine project scope and develop draft report outline

Work with City staff to refine the scope of the project and develop a draft outline for a report to guide research efforts. The purpose is to refine our understanding of the project and ensure that the work program will result in the desired outcomes and products.

### Task 2: Conduct literature review

Conduct a literature review to develop a basic understanding of sustainable event requirements in other municipalities and associated opportunities, barriers, tools, and best management practices. This will include research through the internet, industry publications, and print media. The literature review should examine the following topic areas:

1. Which other similarly sized cities have implemented sustainability requirements for use of parks, properties, and/or facilities?
2. What specific sustainability requirements have these cities required?
  - a. Were these requirements implemented to support existing sustainability policies?
  - b. Were the requirements implemented to reduce event waste or costs associated with waste disposal or clean up after events?
3. Is there a market-based third party certification for general events, like the Council for Responsible Sport's (CRS) certification for sporting events?
4. Do the same value propositions that CRS certification uses for sport event managers apply to entertainment events broadly defined?

### Task 3: Conduct interviews with stakeholders

Develop a list of questions (started below; add questions based upon what was learned in Tasks 1 & 2) to ask professionals from other jurisdictions about best management practices associated with municipal sustainable event requirements. Conduct interviews with identified stakeholders.

1. Why have other municipalities chosen to implement sustainability requirements for facilities use?
  - a. Positive outcomes of implementing sustainability requirements in other cities?
  - b. Challenges or negative outcomes of implementing sustainability requirements for facilities use?
2. What recommendations do employees in cities or counties that have existing sustainability requirements have in regard to implementing similar requirements in the City of Eugene?
3. Why have cities **not** completed sustainability standards to date? (This is based on conversations with other cities that started creating requirements, but ultimately the requirements did not work out. Why did this happen?)

### Task 4: Complete applied research

Apply research and findings identified in the literature review to answer the following questions:

1. What can the City of Eugene (COE) learn from other communities' challenges/barriers associated with municipal sustainable event requirements?
2. Based on the answers to the above questions, what recommendations does this research support?

### Task 5: Recommend strategies for implementation

Identify next steps the City should take to facilitate sustainable event management practices.

### Task 6: Complete final report and associated deliverables

This research will be completed as an iterative process. The intern will be asked to complete a final report based on research that summarizes key findings and identifies potential action items. Depending on WPGB's program needs, the final product may also include supplemental materials such as transcribed interview notes, organized research files on the City server, and presentation materials. The draft report should be completed in time to allow for review and editing.