



# WRAP Workplan Implementation Guidance

## Communication, Coordination, and Approval of Deliverables

draft May 16, 2018 draft

The Technical Steering Committee (TSC) has lead responsibility for the WRAP Workplan including progress reporting and budget tracking for the WRAP Board. The TSC is prescribing a process for the WRAP Work Groups to improve communication efficiency as we continue to implement regional planning to address air quality across the WRAP region. The close coordination between states, tribes, local governments, EPA, and FLMs provided by WRAP/WESTAR will provide transparency and ensure efficient and effective program administration and implementation. WRAP staff play an integral role in ensuring the needed documentation and accountability for this coordination process.

This guidance is designed to identify processes for each Work Group to post information to the WRAP Website, disseminate information for calls, and coordinate with other Work Groups/Subcommittees/Project Teams. Group email communication can then be limited to call/meeting announcements, meeting scheduling, and coordination activities. This guidance also outlines the process for approval of Workplan deliverables.

### Website Posting

- Each [WRAP Work Group](#) has a webpage on the [WRAP website](#). Work Group Subcommittees and Project Teams have links to their webpages on their Work Group's webpage for posting materials.
- Work Group webpages are organized to meet the needs of the Work Group while providing the information necessary to track progress and providing transparent access by the WRAP Membership to all materials. The recommended webpage format is included at the end of this document.
- All Work Group call/meeting agendas, notes and presentations, white papers, deliverables and work products related to the Work Group will be posted on the webpage. Other materials such as links to rules, guidance, clearing houses, and other resources that are important to the Work Group's efforts can also be posted.
- To post materials to a webpage, Work Group Co-Chairs, and Subcommittee and Project Team Leads should contact Betsy Davis-Noland at ARS via [email](#) or (970) 484-7941 and provide her the files to post. Please copy [Tom Moore](#) in all emails to Betsy regarding postings. She can also assist with organizing the webpages.
- WRAP staff will periodically update the WRAP website for general consistency and organization, while preserving all the materials posted by WRAP Committees, Work Groups, Subcommittees, and Project Teams.

## Conference Call Communication

- Prior to scheduling a call time, Work Group Co-Chairs and Subcommittee and Project Team Leads review the universal call calendar (under development on the TSC webpage) to avoid schedule conflicts. To ensure required call participation by TSC Co-Chairs and WRAP Staff, please avoid call double-booking.
- Work Group Co-Chairs and Subcommittee and Project Team Leads send call invitations to their members. TSC Co-Chairs and WRAP staff ([Tom Moore](#) and [Pat Brewer](#)) are copied on all call invitations to ensure TSC Co-Chair participation and WRAP staff support.
- Co-Chairs/Leads also send call invitations to other Work Group Co-Chairs, contractors, or others that have a clearly identified role during the call (i.e. are on the agenda) or have expressed interest in the call.
- WRAP staff will post all call invitations on a universal call calendar which is under development on the TSC webpage
- Co-Chairs/Leads post agendas and supporting materials to their webpage and meeting invitation prior to the call, suggest 3 days prior to the call.
- Co-Chairs/Leads post detailed meeting notes to their webpage shortly after the call, suggest within 3 days following the call.
  - The meeting notes should document any announcements to the Work Group, progress reporting by task including deliverables schedule and action items, presentations and materials given to Work Group, and next steps.

## Requests for Coordination

- The TSC Co-Chairs and WRAP staff encourage Work Groups' Co-Chairs and Subcommittee and Project Team Leads to coordinate directly with other Work Group Co-Chairs and Subcommittee and Project Team Leads to accomplish Workplan tasks and deliverables.
  - This coordination is to be accomplished during scheduled calls as much as possible, to minimize discussion/decisions via lengthy E-Mails.
- The TSC Co-Chairs and WRAP staff are available to facilitate coordination between Work Groups/Subcommittees/Project Teams upon request, as needed.
- Most coordination activities between Work Groups, Subcommittees, and Project Teams will occur during regularly scheduled or special calls. Additional coordination efforts will be focused on arranging calls to discuss common issues while minimizing discussion of the issues in emails. Coordinating emails will be copied to the TSC Co-Chairs and WRAP staff.
- Coordination activities are documented in regular or special call notes by the party initiating the coordination effort. Documentation will include purpose of coordination and identification of the common issue(s), participants and affiliation, shared presentations and materials, and action items resulting from the call.

## Review, Approval, Endorsement of Deliverables

- Work products and deliverables generated by Work Groups, Subcommittees, and Project Teams will be approved by consensus first at the Project Team, Subcommittee, or Work Group level. The work products and deliverables will then be submitted and elevated to the next level (either Work Group or TSC) for additional review and consensus approval and endorsement. All work products and deliverables need TSC approval and endorsement.
- The TSC expects that some work products and deliverables will be presented to the WRAP Board for consensus approval and endorsement. The TSC will review all work products and deliverables prior to submission by the TSC to the Board for approval.

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### Work Group/Subcommittee/Project Team Website Organization & Content

#### **Work Group/Subcommittee/Project Team Name**

#### **Overview/Purpose**

#### **Responsibilities and Deliverables**

#### **Work Products**

#### **Members**

**Subcommittees** (Subcommittee names link to individual Subcommittee web pages)

**Project Teams** (Project Team names link to individual Project Team web pages)

**Work Group (or Subcommittee or Project Team) Calls** (most recent calls at the top)

**Other Resources** (for that Work Group, Subcommittee or Project Team)