WRAP Workplan Implementation Guidance
--- Completion, Dissemination and Sharing of Work Products and Deliverables ---

The Western Regional Air Partnership (WRAP) is a voluntary partnership of states, tribes, federal land managers (U.S. Forest Service, National Park Service, Bureau of Land Management, U.S. Fish and Wildlife Service), local air agencies and the U.S. EPA whose purpose is to understand current and evolving regional air quality issues in the West. The WRAP Technical Steering Committee (TSC) has lead responsibility for the WRAP Workplan including progress reporting and budget tracking for the WRAP Board of Directors. The TSC is prescribing a process in this Guidance for the WRAP Work Groups, Subcommittees, and Project Teams to assure necessary and timely completion and dissemination of Work Products and Deliverables. 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.

WRAP members, through the Board of Directors and TSC, have developed and are implementing a number of documents that include procedures and goals related to the dissemination and sharing of deliverables from work completed under the WRAP Workplan. In chronological order of document date, these include:

- 2014 WRAP Charter
- WRAP Strategic Plan
- Regional Haze Principles of Engagement
- WRAP 2018-19 Workplan.

Additional references include:

- WRAP Work Group Communication and Coordination Guidance
- WRAP Organizational Structure
- Technical Steering Committee Description, 2017 Update and 2018-2019 Workplan Activities
- WESTAR and WRAP Joint Operating Agreement
- 1997-2009 WRAP By-Laws

The focus of the WRAP Workplan is to provide regional technical analysis products and data for seamless use in state, tribal, local air agency, and federal implementation planning efforts for air quality management. As outlined in the WRAP Charter, the WRAP generally seeks to avoid making policy-related decisions beyond advocating and advancing western technical issues for resolution as provided through the regional technical and planning Work Products and Deliverables. The WRAP may formulate and advance consensus positions on Western regional air quality issues, as requested by the WRAP membership; however, policy

formulation and implementation responsibilities are generally reserved for individual WRAP member agencies. The WRAP Board is responsible for ensuring appropriate stakeholder participation in its process and providing opportunities for stakeholder review and comment on WRAP products. The WRAP Board established the TSC to maintain the WRAP process through open and transparent communication and completion of deliverables. The process below outlines steps to help ensure the necessary and timely completion and dissemination of Work Products and Deliverables.

1. **Completion of Work Products and Deliverables**

   a. As per the WRAP Charter, it is the intent of the WRAP member agencies as implemented by the WRAP Board to resolve all issues on a consensus basis. Consensus as defined in the Workplan has the following parameters:

      o Consensus is agreement.
      o Consensus is selection of an option that everyone can live with.
      o Consensus may not result in the selection of anyone's first choice, but everyone is willing to support the choice.
      o Consensus is not a majority vote.
      o When consensus cannot be reached on an issue it will be referred to the TSC. If the TSC cannot reach a consensus on the issue, it will be referred to the WRAP Board for resolution.

   b. As described under the WESTAR/WRAP Regional Haze Principles of Engagement, the WESTAR/WRAP regional haze planning process is owned by the WESTAR/WRAP membership and is dependent on member contributions, participation, and discussion. Members and ex-officio members are obligated to raise concerns and comment as issues arise to promote a transparent and trustworthy partnership among all involved.

   c. In developing Work Products and Deliverables by consensus, WRAP Work Groups, Subcommittees, and Project Teams should seek to ensure appropriate representation from the WRAP membership (states, tribes, locals, federal land managers, and EPA), to the greatest extent possible. WRAP Work Groups, Subcommittees, and Project Teams should document any limitations to representation from across the diversity of the WRAP member agencies or geographic representation in Work Products or Deliverables approved by consensus.

   d. As applicable and depending on the organizational structure of a particular Work Group, Work Products and Deliverables generated by Work Groups, Subcommittees, and Project Teams will be prepared by consensus first at the level tasked with initial development of the Work Product or Deliverable, then approved by consensus at the Work Group level. For example, the consensus process for a Work Product generated at the Subcommittee or Project Team level will begin with that Subcommittee or Project Team, then move to the Work Group with direct oversight of that Subcommittee or Project Team. (See Organizational Chart at end of this document.)

   e. The Work Product or Deliverable adopted by consensus under the WRAP Workplan does not bind an individual agency in fulfilling responsibilities under each member agency's own legal authority.

2. **Dissemination and Sharing of Work Products and Deliverables**

   a. The purpose of dissemination and sharing is to ensure those involved in the preparation and review of the Work Products and Deliverables (Project Team, Subcommittee, and/or Work Group members and advisors) have an opportunity to assist users with understanding the content and implementation of the Work Product or Deliverable.

   b. To manage timing for the dissemination and sharing of Work Products and Deliverables, the TSC will maintain a month-to-month Work Product/Deliverable Docket on its monthly TSC/Work Group Co-Chair coordination call agenda (calls also include Subcommittee and Project Team Leads). This Docket will track the Work Products and Deliverables (including a link to the item), date posted, Docket end date, WRAP Workplan section reference, contact person for questions (Work Group Chair or Subcommittee Lead), and status (Approved by Work Group Consensus /Posted to WRAP Work Product Webpage). The Docket will also include a list of key groups (specific Work Groups, Subcommittees, and/or Project Teams) identified as likely to be most pertinent to the Work Product/Deliverable and thus may be most interested in seeking clarification during the input and question period. The TSC is responsible for keeping the Work Product/Deliverable Docket up-to-date.

   c. When a Work Product or Deliverable is approved by consensus by the Work Group and ready to be posted to the Work Group's webpage, the TSC will include the Work Product or Deliverable webpage link on the Docket and will announce as an informational item on the next monthly coordination call that the Work Product or Deliverable has been posted for dissemination and sharing. This begins a three- to four-week input and clarifying questions period, depending on the calendar and the timing of the next TSC monthly coordination call. Note: if there is no TSC coordination call scheduled for the month, the TSC will provide the Work Product/Deliverable Docket to TSC members and advisors, Work Group Co-Chairs, and Project Team and Subcommittee Leads via email, announcing that the three- to four-week input and clarifying questions period has begun.

   d. Any input and clarifying questions on the Work Product or Deliverable must then be submitted to the TSC at the end of the three- to four-week period and at least 5 business days before the next following TSC monthly coordination call. If there is no scheduled TSC coordination call within the next month, the TSC may still close the input and clarifying questions period at the end of the three to four weeks. If no input or questions are received, the TSC will post the Work Product or Deliverable to the WRAP Work Products Page, and note that status in the Work Product/Deliverable Docket.

   e. If input and/or clarifying questions are received, it is the responsibility solely of the TSC, in coordination with the applicable Work Group, to decide if further discussion of the findings or applications of a Work Product or Deliverable is needed and identify the timeframe and venue for those discussions.

   f. The TSC will share key Work Products or Deliverables with the WRAP Board to fully inform them as the Directors of the WRAP organization and approvers of the Workplan. The expectation is that the Board will gain a greater understanding and application of these selected key products.

This guidance conveys that approval of a Work Product or Deliverable with consensus means it is completed. Timing is a major driver within the WRAP Workplan. Further understanding and sharing is

enabled via participatory communications, coordination, and consultation processes, including after regional work is completed.

Example Work Product/Deliverable Docket for Monthly TSC Coordination Call

last updated __/__/____

Deliverable / Work Product Name (Include link to item on Work Group/Subcommittee Webpage)	Date Posted / to Docket	Docket End Date	WRAP Workplan Section Reference	Other Pertinent Groups	Contact Person	Status (Approved by Work Group Consensus / Posted to WRAP Work Products Webpage)
EXAMPLE Work Product A	*12/26/2018*	*1/23/2019*	*2.0 Emissions Inventory Development*	*RHPWG, Emissions Inventory and Modeling Protocol Subcommittee*	*OGWG Co-Chairs (name, phone, email)*	*Approved by OGWG*

WRAP Organizational Structure and Completion of Workplan Work Products / Deliverables