



# Technical Steering Committee Description, 2021 Update

(Approved by WRAP Board on November 3, 2021)

## Introduction

This document presents the member qualifications, membership and committee structure, meeting and call schedule, duties, and work group oversight of the WRAP Technical Steering Committee (TSC) under the requirements of the WRAP Charter<sup>1</sup>, WRAP Strategic Plan<sup>2</sup>, and WESTAR and WRAP Joint Operating Agreement<sup>3</sup>. This 2021 version of this document updates the revised Technical Steering Committee Description approved by the Board in 2018.<sup>4</sup> Updates to this document can be made through the WRAP Board at any time, and can be initiated by the Board, TSC members, or at the suggestion of WRAP member agencies.

## Purpose

In alignment with the current WRAP Organizational Structure<sup>5</sup>, the TSC provides oversight of WRAP technical projects and Work Groups, and coordinates with WESTAR work groups and committees to provide support as necessary. The TSC serves as liaison to the Board and reports on the TSC and Work Group activities.

## TSC Co-Chairs and Work Group Membership Structure and Terms<sup>6</sup>

The TSC will have two (2) Co-Chairs appointed by the Board, one from a WRAP member state and one from a WRAP member Tribe. The Co-Chairs will be responsible for serving as liaisons to the Board and reporting on the TSC activities to the Board, with staff support from WRAP and WESTAR.

TSC members are from WRAP member organizations and are senior air quality technical or planning program management staff with experience in air quality programs distributed between tribal, state, local, and federal representatives. The desired distribution of TSC members is to reflect the diversity of member agency programs and air quality issues across the WRAP region, and draw upon the substantial collaborative regional air quality technical and planning needs and experience of WRAP member agencies.

The TSC is composed of:

- Three (3) state representatives;
- Three (3) tribal representatives;
- Three (3) Local Air Agency representatives – at least one (1) from the non-California WRAP region; and
- Three (3) federal agency representatives – one (1) of whom will represent the U.S. EPA.

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<sup>1</sup> WRAP Charter, approved July 2014, [link](#)

<sup>2</sup> WRAP Strategic Plan, approved March 9, 2015, [link](#)

<sup>3</sup> WESTAR and WRAP Joint Operating Agreement, approved August 1, 2017, [link](#)

<sup>4</sup> Technical Steering Committee Description, April 4, 2018, [link](#), (revised from the October 13, 2015 Technical Steering Committee Description, [link](#))

<sup>5</sup> WRAP Organizational Structure, approved April 4, 2018, [link](#)

<sup>6</sup> WRAP TSC Member & Work Group Co-Chairs List, [link](#)

The TSC will function by consensus as defined in the WRAP Charter.

Vacancies among TSC seats may be filled by the Board at any time. All TSC members and Chairs will be appointed for two-year terms. To assure appropriate time and effort commitment, the TSC will nominate individual TSC members, the WRAP member agency representative from the nominee's agency will accept the nomination, and nominations will be submitted to the Board for approval.

The TSC Co-Chairs may include participation from other WRAP member agencies. The TSC Co-Chairs will consult with the Board for participation from non-member agencies, industry, and environmental stakeholders. These participants beyond the core TSC Members will be considered Advisors. The TSC will discuss with the Board, the involvement of non-members, in the context of WRAP workplan scopes, including seeking the agreement of the Board for specific, named individuals from non-WRAP member agencies.

#### Duties and WRAP/WESTAR Staff Support

The TSC will have at least bi-monthly conference calls to manage TSC activities and provide oversight to WRAP work groups and projects. The TSC will oversee the preparation of workplan scopes and budgets for Board approval, covering technical projects and Work Groups. The TSC may have meetings immediately preceding or following the Spring and Fall WRAP/WESTAR Business Meetings, and/or other meetings as needed, to plan next steps, address comments and concerns, and review workplans and activities. The TSC Co-Chairs will plan and direct the calls and meetings, and with assistance from WRAP/WESTAR staff, take the lead in communications and other necessary Board interaction.

WRAP/WESTAR staff will provide support for TSC calls and meetings. WRAP/WESTAR staff will assist with arranging and documenting TSC calls and meetings, prepare documents for review and action, assist with status reports on the Work Groups' activities, track participation, and provide status reports on the deliverables, budgets, and timelines for the WRAP's technical projects.

Day-to-day management of WRAP technical projects will primarily be conducted by WRAP/WESTAR staff. The TSC will provide oversight and coordination for the work groups, committees, and projects or tasks by reviewing and directing the effort of WRAP Work Groups and staff to manage these projects, via routine status reports, workplan scopes and budgets, and periodic interaction with the contractors operating these systems.

#### TSC Oversight of WRAP Technical Projects

The TSC will coordinate among and provide oversight for the activities conducted under grants, cooperative agreements, and other Board-authorized WRAP projects. The tasks comprising the Board-authorized WRAP projects are documented in Board-approved workplan scopes and project descriptions, and are posted on the WRAP website.

Administrative mechanisms to implement TSC workplan scopes include the WRAP Regional Technical Support portion of the WESTAR-EPA grant and other Cooperative Agreements and funding mechanisms. Additional TSC workplan scopes would need to be through modified or new tasks, projects, and/or initiatives recommended by the Board for implementation via acceptance by WESTAR through new or modified Cooperative Agreements, Grants, Funding Opportunities, or other mechanisms.

### TSC Oversight of WRAP Work Groups

The TSC will provide oversight for the following WRAP Work Groups. The activities of projects and work groups will be documented for review by the Board. Additional or modified Work Groups may be authorized by the Board and those changes made in the appropriate Work Group workplan scope documentation.

- 1) Regional Haze Planning Work Group (RHPWG)
- 2) Fire and Smoke Work Group (FSWG);
- 3) Oil and Gas Work Group (OGWG);
- 4) Regional Technical Operations Work Group (RTOWG); and
- 5) Tribal Data Work Group (TDWG).

WRAP Work Groups will be composed of members from WRAP member agencies, and Co-Chairs of each work group will be designated by the TSC and approved by the WRAP Board to lead and execute the activities associated with the individual work group, outlined in each work group's workplan scope document. Some work groups will or could have significant participation from industry and environmental stakeholders, as directed by the Board and overseen by the TSC. The TSC will provide oversight of the work groups by reviewing their workplans, budget, projects and deliverables, via routine status reports, and periodic interaction with the work groups' Chairs and members.

### Coordination

The TSC will also coordinate with the following work groups and committees to ensure activities conducted in WRAP projects, and under the auspices of the TSC and WRAP Work Groups provide needed support:

- 1) WESTAR Planning Committee;
- 2) WESTAR Technical Committee; and
- 3) Other groups as designated by the Board or WESTAR Council.