

Purpose: Description of TRRP Technical Workgroup meeting documents and processes

Kim Mattson of Ecosystems Northwest has been contracted to formalize the tracking of information generated in TRRP technical workgroup (Workgroup) meetings. Four documents have been designed to help track the information flow of TRRP Workgroups:

1. Workgroup Charters

Workgroups provide the forum for Program technical specialists to come together to provide information, interpretation, advice, and recommendations to the management or decision arm of the TRRP. The Workgroup organizational structure is best described by a charter. A standard format for these charters has been developed. The charter describes the membership, purpose, and operations of each Workgroup. Each Workgroup has a coordinator who organizes the agendas, arranges the meeting locations, and introduces the agenda and keeps the discussion on track. Workgroup members nominate a new coordinator at the first meeting every year. There are both "core" members (technical experts representing TMC member agencies) and "other" members with technical expertise as nominated by the official work group membership. There are basic rules such as avoidance of discussions of policy, seeking of consensus in recommendations, and documenting minority opinions.

2. Workgroup Meeting Agendas, Notes

Workgroup coordinators develop and circulate agendas at least 10 days before meetings using a standard format (see attached).

Meeting summaries are prepared following each Workgroups meeting to capture the major points of discussion, recommendation, and tasks. Summaries are distributed to members within a few days after the meeting and undergo a 10-day comment period. All Workgroup meeting notes follow the same format. Workgroup summaries approved by the members are posted to the TRRP website, with attachments of expanded technical information provided by workgroup members, and also distributed to the TMC, TAMWG, and as a courtesy to stakeholders and the public who attended the meeting.

3. Action Tracker

The action tracker provides a useful tool for tracking actions or tasks assigned to an individual or group of individuals in a Workgroup meeting; actions may include such activities as sharing information by a given due date. Actions are maintained in a spreadsheet listed as either "outstanding" or "completed." Workgroups review outstanding Action Items at the start of their meetings.

4. TRRP Meeting Calendar

A list of planned meetings is kept on another spreadsheet. The list goes out for about one year and as meetings are planned, they go onto this spreadsheet. The meeting group, date, plus time and place are listed.