

# TMC/TAMWG/TRRP Internal Communication Plan (DRAFT)

Date: June 2014

**Communication Plan Goal:** The goal of this plan is to develop an internal mapping of important processes for a clearer expectation and understanding of roles and responsibilities.

This plan is intended to help facilitate communication between the Trinity Management Council Members, Trinity River Adaptive Management Working Group Members, and Trinity River Restoration Program Staff.

The effectiveness of this strategy is dependent on its availability to, and understanding by, all intended members. These documents should be used as a reference tool and followed to reduce confusion and increase understanding. Deviations from these processes are sometimes unavoidable, but efforts should be made to inform the respected parties in a timely manner of such deviations.

**Processes to be addressed:**

- Administrative Calls
- Roles and Responsibilities (TMC, TAMWG, TRRP, SAB)
- TAMWG Agenda and Minutes
- TAMWG Recommendations to TMC
- TMC Agenda and Minutes
- TMC/TAMWG Request for Information
- TRRP Budget
- TRRP Organizational Chart
- Working Group Meetings

**Timeline for Completion:**

- Initial draft completed by June 27, 2014 for initial review by TMC/TAMWG Chairs and TRRP Executive Staff.
- Secondary draft completed by August 1, 2014 for review by all TMC/TAMWG Members and TRRP Staff.
- Final draft presented at September Quarterly Meetings of the TMC/TAMWG.

