

PROPOSAL TO ESTABLISH A STANDING PROCESS SUBCOMMITTEE

BACKGROUND:

1. At the July 21 meeting of the Stakeholder Committee (SHC) and in other discussions there have been several process-related issues that came up, but which could not be addressed in the time available or without involving the full SHC. However, given our current aggressive schedule and the need to preserve our SHC meeting time to address the critical **planning** issues, we need to find a way to resolve **process**-related issues that does not consume our regular meetings.
2. To deal with several schedule-related questions, the Executive Director convened a "Schedule Review Subcommittee" which acted quickly and efficiently, and made good recommendations for consideration and adoption by the full Stakeholder Committee.
3. One of the recommendations of the Schedule Review Subcommittee was that the Executive Director should find a way to address process-related issues outside regular SHC meetings.
4. Given the success of the Schedule Review Subcommittee, it is recommended that we use it as a model, and set up a Standing Process Subcommittee to consider important process-related questions.

RECOMMENDATION: Based on the above background information, it is recommended that the SHC approve the following action by consensus at the Stakeholder Committee Meeting on August 18:

"In order to make the most effective use of the limited time available during Stakeholder Committee meetings, a Standing Process Subcommittee of the Stakeholder Committee is established. The Standing Process Subcommittee will:

- a. **be comprised of one member from each of the eight category groups represented on the Stakeholder Committee, each of whom will be selected by the other Stakeholder Committee members in their category group,**
- b. **include a representative from the consultant team,**
- c. **be chaired by the Executive Director,**
- d. **consider matters related to the processes of conducting the Stakeholder Committee's business that are of concern to Committee and the Executive Director, and**
- e. **develop recommendations for consideration and approval by the Stakeholder Committee acting as a whole.**

"The initial process-related questions to be taken up by the Subcommittee will be:

1. **Should outside technical input be made to the Stakeholder Committee and, if so, how should this be done?**
2. **How will the Stakeholder Committee know that it has reached consensus on an issue?**
3. **How should the Stakeholder Committee report on its work to the Core and Executive Committees?"**

ACTIONS TO BE TAKEN BY STAKEHOLDER COMMITTEE MEMBERS:

1. Review this recommendation with your constituents, and submit any comments or proposed changes to the SHC and the Executive Director as soon as possible. Help to coordinate any proposed changes so the final recommendations can be approved by consensus at the Stakeholder Committee Meeting on Aug 18th.
2. Working with the other members of your category group, be prepared to name your representative to serve on the Standing Process Subcommittee at the Stakeholder Committee Meeting on Aug 18.

WHY:

1. Creation of this standing Subcommittee will allow us to resolve process questions more quickly outside of SHC meetings.
2. Advance coordination of this proposal will enable the SHC to move more quickly in addressing this issue, and will allow better use of our time at the SHC meeting.