

**STANDARD OPERATING PROCEDURE FOR THE
TECHNICAL REVIEW GROUP
*Adopted by SHC Nov 17, 2004***

The Technical Review Group (TRG) will consist of a group of technical experts assembled by the Stakeholder Committee (SHC) in an effort to provide independent technical input into the planning process. The TRG will assist the SHC in reviewing and commenting on the work products produced by the NEI Consulting Team (Consulting Team). The TRG may also assist in educating the SHC on issues in the form of presentations and/or workshops. The TRG members must be financially independent of the participants in the planning process (NEI Consulting Team, SHC, and the Executive Director). Nominees shall share with the SHC any personal, financial, and/or organizational affiliations the nominee may have within the defined planning region.

Appointment of TRG Members

TRG members will be selected in the following manner:

- (1) Individual TRG members will be nominated by SHC Category Subgroups, individual SHC members or the Consultant. Nominations will be confirmed by the entire SHC;
- (2) The nominated individuals will be sent a letter of invitation by the Executive Director. Service on the TRG will be voluntary and unpaid; and,
- (3) Individuals accepting the invitation will become members of the TRG. The TRG membership list will be compiled and kept current by the Executive Director.

Review of NEI Consulting Team Work Products by the TRG

The TRG will operate under the following procedures:

- (1) The Consulting Team will provide the applicable work products to the TRG at the same time they are distributed to the SHC members;
- (2) Allotted review times for the documents will normally be approximately two weeks;
- (3) Comments from the TRG will be directed to the Consultant by the established due date. The comments should be delivered in electronic format;
- (4) The Consultant will post the TRG's comments on the project website for the information of the SHC;
- (5) The SHC members may comment on the TRG's comments in the course of preparing their own comments on the Consultant's work products; and,
- (6) The Consulting Team will address the comments from the TRG and the SHC by making the necessary changes to the work products, that the Consulting Team, in its professional and technical opinion, deems appropriate. The resulting revised work product will be incorporated into the next review cycle.

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Presentations/Workshops by the TRG

If called on to do so, the TRG will assist in educating the SHC on issues in the form of presentations and/or workshops. The subject matter and schedule for presentations and/or workshops will be determined by the following guidelines:

- (1) Presentations will normally be held immediately prior to the regularly scheduled SHC meetings. If other dates and times are planned, they shall be approved by the SHC or the Process Subcommittee (if this method is selected by the SHC);
- (2) The subject matter and format of the presentations may be selected by the SHC during the “Other Business” portion of the regularly scheduled SHC Meetings, or by the Process Subcommittee at a separately held meeting (if this method is selected by the SHC);
- (3) The SHC (or the Process Subcommittee) shall also select the person (or persons) from the TRG that will be asked to make the selected presentations. These individuals will be notified by the Executive Director of the SHC’s desire for a presentation. The Executive Director will notify the SHC whether the person accepts or declines the invitation;
- (4) The SHC, or the Process Subcommittee, will notify the Executive Director of the time, date, and place of any scheduled presentation or workshop. The Executive Director will notify, via e-mail, all stakeholders with pertinent information regarding the presentation or workshop. If the presentation or workshop is scheduled for the same date and place as the regularly scheduled SHC meeting, the presentation or workshop will be included on the agenda for that SHC Meeting; and,
- (5) Attendance by SHC members at any presentations or workshops held outside the regularly scheduled SHC Meetings is encouraged, but not mandatory. All presentations or workshops shall be open to all SHC members, all stakeholders, and to the general public.