Program Review Committee

October 26, 2022; 9-10am PT

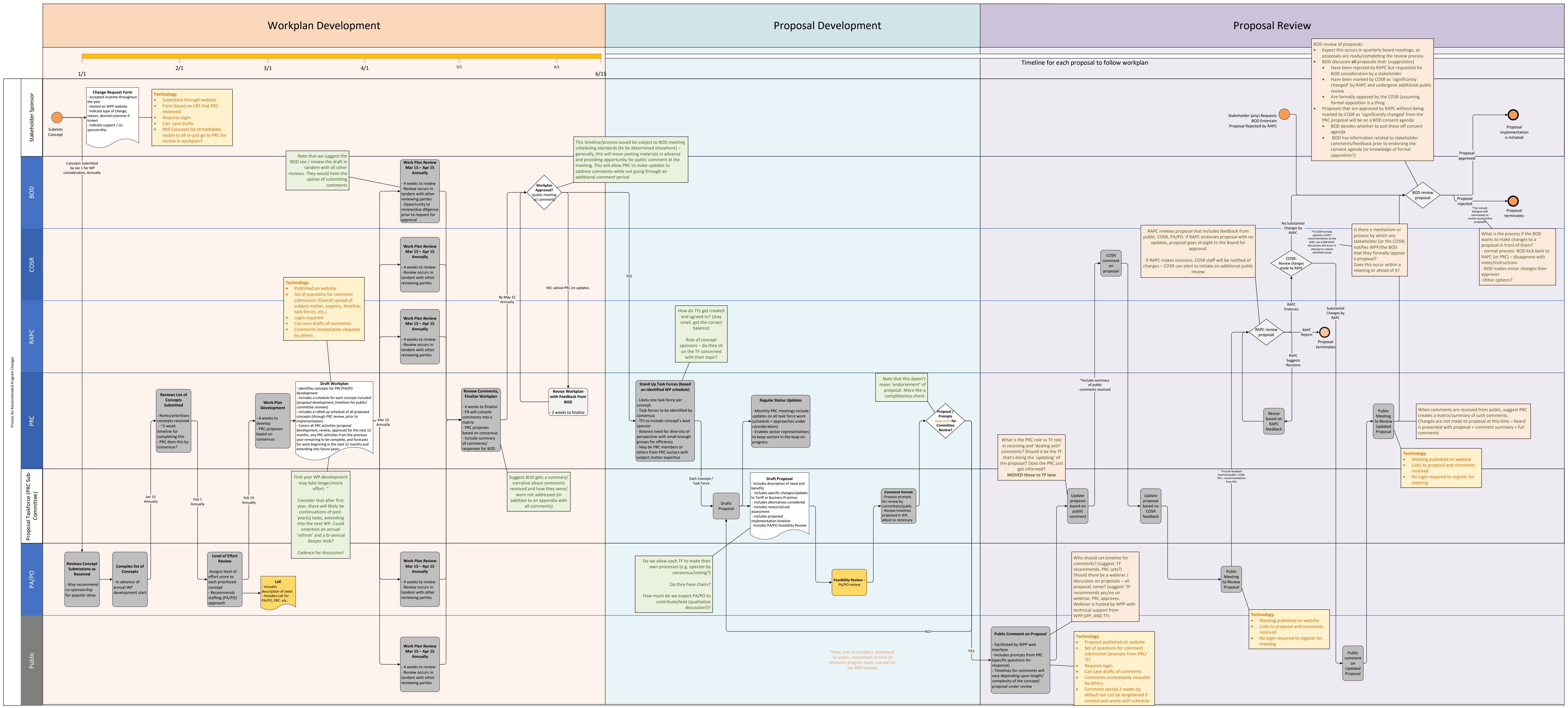
Phone: 1 (669) 224-3412 Access Code: **579-203-685**
https://meet.goto.com/579203685

Meeting Objectives

1. Discuss technology solution
2. Discuss proposal review questions

Discussion Topics

I. Agenda Overview
II. Technology Solution
    a. Review highlighted questions in updated flowchart
III. Proposal Review
    a. Dive into outstanding questions in green boxes
IV. Next:
    a. COSR/RAPC process


Process for Recommended Program Changes
Workplan Development
Proposal Development
Proposal Review
1/1
2/1
3/1
4/1
5/1
6/1
6/15
Timeline for each proposal to follow workplan
Stakeholder Sponsor
BOD
COSR
RAPC
PRC
Proposal Taskforce (PRC Sub-Committee)
PA/PO
Public
Submits Concept
Change Request Form
- Accepted anytime throughout the year
- Hosted on WPP website
- Indicate type of change, reason, desired outcome if known
- Indicate support / co-sponsorship
Technology
• Submitted through website
• Form based on CRF that PRC reviewed
• Requires login
• Can save drafts
• Will Concepts be immediately visible to all or just go to PRC for review in workplan?
Concepts Submitted by Jan 1 for WP consideration, Annually
Reviews Concept Submissions as Received
- May recommend co-sponsorship for popular ideas
Compiles list of Concepts
- In advance of annual WP development start
Jan 15 Annually
Reviews List of Concepts Submitted
- Ranks/prioritizes concepts received
- ~2-week timeline for completing this
- PRC does this by consensus?
Feb 1 Annually
Level of Effort Review
-Assigns level of effort score to each prioritized concept
- Recommends staffing (PA/PO) approach
LoE
- Includes description of need
- Includes LoE for PA/PO, PRC, etc.
Feb 15 Annually
Work Plan Development
- 4 weeks to develop
- PRC proposes based on consensus
Draft Workplan
- Identifies concepts for PRC/PA/PO development
- Includes a schedule for each concept included (proposal development, timelines for public/committee reviews)
- Includes a rolled-up schedule of all proposed concepts (through PRC review, prior to implementation)
- Covers all PRC activities (proposal development, review, approval) for the next 12 months, any PRC activities from the previous year remaining to be complete, and forecasts for work beginning in the next 12 months and extending into future years
First year WP development may take longer/more effort. ''
Consider that after first year, there will likely be continuations of past-year(s) tasks, extending into the next WP. Could entertain an annual 'refresh' and a bi-annual deeper look?
Cadence for discussion!
Technology
• Published on website
• Set of questions for comment submission (Overall spread of subject matter, urgency, timeline, task forces, etc.)
• Login required
• Can save drafts of comments
• Comments immediately viewable by others
Note that we suggest the BOD see / review the draft in tandem with all other reviews. They would have the option of submitting comments
Mar 15 Annually
Work Plan Review Mar 15 – Apr 15 Annually
- 4 weeks to review
- Review occurs in tandem with other reviewing parties
- Opportunity to review/due diligence prior to request for approval
Work Plan Review Mar 15 – Apr 15 Annually
- 4 weeks to review
- Review occurs in tandem with other reviewing parties
Review Comments, Finalize Workplan
- 4 weeks to finalize
- PA will compile comments into a matrix
- PRC proposes based on consensus
- Include summary of comments/ responses for BOD
Suggest BOD gets a summary/ narrative about comments received and how they were/ were not addressed (in addition to an appendix with all comments)
By May 15 Annually
Workplan Approved? (public meeting w/ comment)
This timeline/process would be subject to BOD meeting scheduling standards (to be determined elsewhere) – generally, this will mean posting materials in advance and providing opportunity for public comment at the meeting. This will allow PRC to make updates to address comments while not going through an additional comment period
NO; advise PRC on updates.
Revise Workplan with Feedback from BOD
- 2 weeks to finalize
YES
How do TFs get created and agreed to? (stay small, get the correct balance)
Role of concept sponsors – do they sit on the TF concerned with their topic?
Stand Up Task Forces (based on identified WP schedule)
- Likely one task force per concept
- Task forces to be identified by consensus
- TFs to include concept's lead sponsor
- Balance need for diversity of perspective with small enough groups for efficiency
- May be PRC members or others from PRC sectors with subject matter expertise
Each Concept / Task Force
Drafts Proposal
Draft Proposal
- Includes description of need and benefits
- Includes specific changes/updates to Tariff or Business Practices
- Includes alternatives considered
- Includes resource/cost assessment
- Includes proposed implementation timeline
- Includes PA/PO Feasibility Review
Do we allow each TF to make their own processes (e.g. operate by consensus/voting?)
Do they have chairs?
How much do we expect PA/PO to contribute/lead (qualitative discussion!)?
Regular Status Updates
- Monthly PRC meetings include updates on all task force work (schedule + approaches under consideration)
- Enables sector representatives to keep sectors in the loop on progress
Feasibility Review – PA/PO review
Comment Format
- Propose prompts for review by committees/public
- Review timelines proposed in WP, adjust as necessary
Note that this doesn't mean 'endorsement' of proposal. More like a completeness check.
Proposal / Prompts Approved for Committee Review?
NO
YES
*Note: plan to provide a 'dashboard' for public, committees to track all Workplan progress (each concept) on the WPP website
What is the PRC role vs TF role in receiving and 'dealing with' comments? Should it be the TF that's doing the 'updating' of the proposal? Does the PRC just get informed?
MOVED these to TF lane
Public Comment on Proposal
- Facilitated by WPP web interface
- Includes prompts from PRC (specific questions for response)
- Timelines for comments will vary depending upon length/ complexity of the concept/ proposal under review
Who should set timeline for comments? (suggest: TF recommends, PRC sets?) Should there be a webinar / discussion on proposals – all proposal, some? (suggest: TF recommends yes/no on webinar, PRC approves. Webinar is hosted by WPP with technical support from WPP,SPP, AND TF)
Technology
• Proposal published on website
• Set of questions for comment submission (prompts from PRC/ TF)
• Requires login
• Can save drafts of comments
• Comments immediately viewable by others
• Comment period 2 weeks by default but can be lengthened if needed and works with schedule
Update proposal based on public comment
*Include summary of public comments received
COSR comment on proposal
Update proposal based on COSR feedback
Public Meeting to Review Proposal
Technology
• Meeting published on website
• Links to proposal and comments received
• No login required to register for meeting
*Include feedback received (public, COSR, PO) + recommendations from PRC
RAPC reviews proposal that includes feedback from public, COSR, PA/PO. If RAPC endorses proposal with no updates, proposal goes straight to the Board for approval.
If RAPC makes revisions, COSR staff will be notified of changes – COSR can elect to initiate an additional public review
RAPC review proposal
RAPC Rejects
Proposal terminates
RAPC Suggests Revisions
Revise based on RAPC feedback
RAPC Endorses
COSR: Review changes made by RAPC
No Substantial Changes by RAPC
Substantial Changes by RAPC
*If COSR formally opposes a RAPC recommendation to the BOD, two COSR-RAPC discussions will occur to attempt to resolve identified issues
Is there a mechanism or process by which any stakeholder (or the COSR) notifies WPP/the BOD that they formally oppose a proposal? Does this occur within a meeting or ahead of it?
Public comment on Updated Proposal
Public Meeting to Review Updated Proposal
When comments are received from public, suggest PRC creates a matrix/summary of such comments. Changes are not made to proposal at this time – board is presented with proposal + comment summary + full comments
Technology
• Meeting published on website
• Links to proposal and comments received
• No login required to register for meeting
Stakeholder (any) Requests BOD Entertain Proposal Rejected by RAPC
BOD review of proposals:
• Expect this occurs in quarterly board meetings, as proposals are ready/completing the review process.
• BOD discusses all proposals that: (suggestions)
• Have been rejected by RAPC but requested for BOD consideration by a stakeholder
• Have been marked by COSR as 'significantly changed' by RAPC and undergone additional public review
• Are formally opposed by the COSR (assuming formal opposition is a thing
• Proposals that are approved by RAPC without being marked by COSR as 'significantly changed' from the PRC proposal will be on a BOD consent agenda
• BOD decides whether to pull these off consent agenda
• BOD has information related to stakeholder comments/feedback prior to endorsing the consent agenda (or knowledge of formal opposition?)
BOD review proposal
Proposal approved
Proposal implementation is initiated
Proposal rejected
*Can include dialogue with committees to resolve issues/refine proposals
Proposal terminates
What is the process if the BOD wants to make changes to a proposal in front of them?
- normal process: BOD kick back to RAPC (or PRC) – disapprove with notes/instructions
- BOD makes minor changes then approves
-Other options?