Program Review Committee

November 18, 2022; 1-2pm 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. Discussion with COSR reps
III. Updated Ping Pong
IV. Technology updates – user information
V. Next - Looking to 2023

Process for Recommended Program Changes

Workplan Development

Proposal Development

Proposal Review

Timeline for each proposal to follow workplan

1/1 — 2/1 — 3/1 — 4/1 — 5/1 — 6/1 — 6/15

Stakeholder \ Sponsor

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
- Concepts go to PRC for review in workplan?

Concepts Submitted by Jan 1 for WP consideration, Annually

Process for formally opposing that a proposal is NOT going to Board:
- submitted in writing to WPP within 1 week of RAPC vote

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:
  - 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?)

Proposal implementation is initiated

Proposal approved

Proposal rejected

Proposal terminates

BOD

Note that we suggest the BOD see / review the draft in tandem with all other reviews. They would have the option of submitting comments

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

Workplan Approved? (public meeting for 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.

YES

BOD review proposal

COSR gets 1 week to "flag" a proposal as 'COSR Opposed' Is there a set timeline for the meetings (i.e., within 4 weeks?)

'No 'significant change' flag from COSR

If RAPC makes revisions, COSR staff will be notified of changes – COSR can elect to initiate an additional public review

COSR gets 1 week to "flag" a proposal as "substantially changed' Then timeline starts for additional public review (i.e., 2 weeks for comments, meeting held week 3)

Process for formally opposing proposal going to Board:
-expectation that opposition has been raised in public/COSR/ PRC meeting previously as applicable and provided in comments
- submitted in writing to WPP at least 3 (?) days prior to Board meeting (provided materials have been published by then)

If Board wants to make changes, they can send back to PRC with recommendations.
This restarts ping-pong at Draft Proposal.

COSR

Work Plan Review Mar 15 – Apr 15 Annually
- 4 weeks to review
- Review occurs in tandem with other reviewing parties

COSR comment on proposal

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 (via COSR-Opposition filter)

COSR: "If COSR fully endorses RAPC recommendation to the BOD, two COSR-RAPC discussions will occur to attempt to resolve the issues"

COSR: Review changes made by RAPC

RAPC endorses with changes

RAPC endorses without changes

COSR flags changes as 'significant'

RAPC

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

Work Plan Review Mar 15 – Apr 15 Annually
- 4 weeks to review
- Review occurs in tandem with other reviewing parties

By May 15 Annually

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?

RAPC review proposal

RAPC Rejects

RAPC Suggests Revisions

Proposal terminates (unless resurrected – see above for resurrection process)

*Include summary of public comments received

*Include feedback received (public, COSR, PEC) + recommendations from HAC

Revise based on RAPC feedback

Public Meeting to Review Proposal

Technology
- Meeting published on website
- Links to proposal and comments received
- No login required to register for meeting

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

PRC

Reviews List of Concepts Submitted
- Ranks/prioritizes concepts received
- ~2-week timeline for completing this
- PRC does this by consensus?

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.

Mar 15 Annually

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

Revise Workplan with Feedback from BOD
- 2 weeks to finalize

Suggest BOD gets a summary/ narrative about comments received and how they were/ were not addressed (in addition to an appendix with all comments)

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

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

Note that this doesn't mean 'endorsement' of proposal. More like a completeness check.

Proposal Prompts Approval for Committee Review?

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

Update proposal based on public comment

Update proposal based on COSR feedback

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)

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

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

Public comment on Updated Proposal

Technology
- Updates proposal published on website
- Set of questions specific to updates for comment submission
- 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

Proposal \ Taskforce (PRC Sub-Committee)

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

Comment Format
- Propose prompts for review by committees/public
- Review timelines proposed in WP, adjust as necessary

Feasibility Review – PA/PO 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!)?

Technology
- Plan to provide a 'dashboard' for public, committees to track all proposals on the WPP website

NO

YES

Jan 15 Annually

Feb 1 Annually

Feb 15 Annually

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!

Reviews Concept Submissions as Received
- May recommend co-sponsorship for popular ideas

Compiles list of Concepts
- In advance of annual WP development start

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.

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- 4 weeks to review
- Review occurs in tandem with other reviewing parties

PA/PO

Public