



WRAP Work Implementation Guidance — Communication and Coordination —

adopted by consensus on September 29, 2021 TSC / WGs' Co-Chairs meeting

The Technical Steering Committee (TSC) has lead responsibility for completing WRAP Board-approved work including progress reporting and budget tracking for the WRAP Board. The TSC is prescribing a process for the WRAP Work Groups to promote communication efficiency as we continue to implement regional planning to address air quality across the WRAP region. The close coordination between states, tribes, local governments, EPA, and FLMs provided by WRAP/WESTAR will provide transparency and ensure efficient and effective program administration and implementation. WRAP/WESTAR staff play an integral role in ensuring the needed documentation and accountability for this coordination process.

This guidance is designed to identify processes for each Work Group to post information to the WRAP Website, disseminate information for calls, and coordinate with other Work Groups/Subcommittees/Project Teams. Group email communication can then be limited to call/meeting announcements, meeting scheduling, and coordination activities.

Website Posting

- Each [WRAP Work Group](#) has a webpage on the [WRAP website](#). Work Group Subcommittees and Project Teams have links to their webpages on their Work Group's webpage for posting materials.
- Work Group webpages are organized to meet the needs of the Work Group while providing the information necessary to track progress and providing transparent access by the WRAP Membership to all materials. The recommended webpage format is included at the end of this document.
- All Work Group call/meeting agendas, notes and presentations, white papers, deliverables and work products related to the Work Group will be posted on the webpage. Other materials such as links to rules, guidance, clearing houses, and other resources that are important to the Work Group's efforts can also be posted.
- To post materials to a webpage, Work Group Co-Chairs, and Subcommittee and Project Team Leads should contact Tom Moore (tmoore@westar.org) with materials for postings. Tom or other WRAP/WESTAR staff can also assist with organizing the webpages.
- WRAP/WESTAR staff will periodically update the WRAP website for general consistency and organization while preserving all the materials posted by WRAP Committees, Work Groups, Subcommittees, and Project Teams.

Conference Call Communication

- Work Group Co-Chairs and Subcommittee and Project Team Leads send invitations to their members. TSC Co-Chairs and WRAP/WESTAR staff (Tom Moore) are copied on all call or meeting invitations, and other WRAP/WESTAR staff may be included for support when needed. Invitations are intended to be inclusive to ensure TSC Co-Chair participation and support from WRAP and WESTAR staff.
- Co-Chairs/Leads also send call invitations to other Work Group Co-Chairs, contractors, or others that have a clearly identified role during the call or meeting (i.e. are on the agenda) or have expressed interest in the call.
- WRAP/WESTAR staff will post all invitations with discussion materials on the Work Group or Subcommittee/Project Team page in advance or immediately after the meeting. Making and posting recordings of meetings are encouraged. A calendar item may also be included on the WRAP website calendar but is not required, as many appointments will originate directly from Work Group Co-Chairs/Subcommittee and Project Teams' leads via Teams, Google Meeting, or other on-line virtual meeting software..
- Co-Chairs/Leads post agendas and supporting materials to their webpage and meeting invitation prior to the call, suggest 3 days prior to the call.
- Co-Chairs/Leads post meeting notes to their webpage shortly after the call, suggest within 3 days following the call.
 - The meeting notes should document any announcements to the Work Group, progress reporting by task including deliverables schedule and action items, presentations and materials given to Work Group, and next steps.

Requests for Coordination

- The TSC Co-Chairs and WRAP/WESTAR staff encourage Work Group Co-Chairs and Subcommittee and Project Team Leads to coordinate directly with other Work Group Co-Chairs and Subcommittee and Project Team Leads to accomplish work tasks and deliverables.
 - This coordination is to be accomplished during scheduled calls as much as possible, to minimize discussion/decisions via lengthy E-Mails.
- The TSC Co-Chairs and WRAP/WESTAR staff are available to facilitate coordination between Work Groups/Subcommittees/Project Teams upon request, as needed.
- Most coordination activities between Work Groups, Subcommittees, and Project Teams will occur during regularly scheduled or special calls. Additional coordination efforts will be focused on arranging calls to discuss common issues while minimizing discussion of the issues in emails. Coordinating emails will be copied to the TSC Co-Chairs and WRAP/WESTAR staff.

- Coordination activities are documented in regular or special call notes by the party initiating the coordination effort. Documentation will include purpose of coordination and identification of the common issue(s), participants and affiliation, shared presentations and materials, and action items resulting from the call.

Work Group Webpage Organization & Content

Work Group/Team/Subcommittee/Project Team Name

Overview/Purpose

Responsibilities and Deliverables

Work Products

Members

Work Group Subcommittees or Teams names link to individual web pages)

Project Teams (Project Team names link to individual Project Team web pages)

Work Group (or Team, Subcommittee, Project Team) Calls (most recent calls at the top)

Other Resources (for that Work Group, Subcommittee or Project Team)