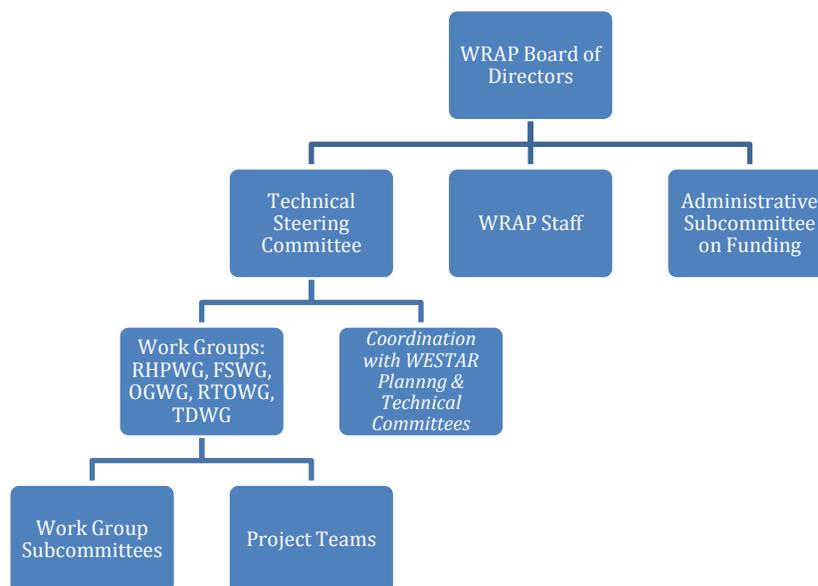


## WRAP Organizational Structure<sup>1</sup>

(Approved by WRAP Board in 2018-2019 Workplan – April 4, 2018)

Membership in the WRAP is open to all states, federally recognized tribes, and local air agencies located in the geographical region encompassed by the states of: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Membership in the WRAP is also open to the US Forest Service, National Park Service, Bureau of Land Management, Fish and Wildlife Service, and U.S. EPA. In order to become a recognized member of the WRAP, eligible states, tribes, local air agencies, and federal agencies shall submit an official letter to the WRAP requesting membership and designating primary and secondary contacts for the jurisdiction or agency. Any tribe, state, or local air agency in the WRAP region may participate in the WRAP; however, for membership/Board matters brought to a vote, recognized membership is needed.

In order to accomplish the objectives of the WRAP the WRAP structure is organized as follows:



### WRAP Board of Directors

The WRAP [Board of Directors](#) consists of five state, five tribal, five federal and two local air agency representatives. The Board of Directors acts on behalf of all WRAP members. The WRAP's purposes, activities, powers, and duties of the Board of Directors are described in the [WRAP Charter](#), last amended in July 2014. From the Charter, the Board of Directors provides overall policy direction to the WRAP by accomplishing the following:

- Work with WRAP staff to solicit and accept funding for continued efforts under current activities and projects described in this Workplan, as well as the likely addition of new or expanded activities or projects;
- Sustaining the membership and providing oversight for the activities of the Technical Steering Committee;
- Provide oversight for WRAP Staff as described in the Charter;
- Establish Work Groups, Subcommittees, and Project Teams as recommended by WRAP Staff and the Technical Steering Committee for the effective coordination of WRAP initiatives;
- Review and approve Workplans developed by the Technical Steering Committee;
- Ensure appropriate stakeholder participation in WRAP processes through coordination with the WRAP Staff and Technical Steering committee; and
- Initiate membership meetings twice a year or as necessary to oversee the general direction of the WRAP.

The WRAP Board resolves all issues on a consensus basis. The WRAP Board may vote on administrative matters when consensus cannot be reached. Consensus has the following parameters:

- Consensus is agreement.
- Consensus is selection of an option that everyone can live with.

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<sup>1</sup> This document will be updated annually and approved by the WRAP Board as part of the WRAP Workplan.

- Consensus may not result in the selection of anyone's first choice, but everyone is willing to support the choice.
- Consensus is not a majority vote.

#### WRAP Technical Steering Committee

The WRAP Board formed the [Technical Steering Committee](#) (TSC) in Fall 2015 to organize, direct, and coordinate WRAP project activities and Work Groups listed under the topical issues identified in the Annual WRAP Workplan, as well as to hold the lead responsibility for the WRAP Workplan, including progress reporting and budget tracking for the Board (see Appendix B: Technical Steering Committee Description). The WRAP TSC accomplishes the following:

- Work with the WRAP Board to establish the topical WRAP Work Groups by designating the WRAP Work Group Co-Chairs to be approved by the WRAP Board.
- Work with the WRAP Work Group Co-Chairs to identify and approve Work Group members.
- Oversee the preparation of a calendar year annual workplan and budget for Board approval.
- Maintain the WRAP process through:
  - Open and transparent communications, including periodic meetings, conference calls and documentation;
  - Completion of deliverables that support the common needs of the WRAP membership and avoid duplication;
  - Pursuing opportunities to leverage multi-agency resources to accomplish larger projects; and
  - Providing TSC leadership on behalf of the Board to enable Work Groups and specific Project Teams to implement and track work under the Annual Workplan.
  - Coordinating with WESTAR committees and work groups to ensure activities conducted in WRAP projects, under the auspices of the TSC and WRAP Work Groups, provide needed support.

#### WRAP Staff

The WRAP Staff provide full-time technical leadership support as well as significant experience and expertise. As time and funds permit, the WRAP Staff work on technical projects with the TSC and Work Groups. The WRAP Staff accomplishes the following:

- As time and resources permit, support each Project Team of the TSC and Work Groups in completing the mission of the team. The WRAP Staff may retain outside contractors for support on specific projects;
- Seek out funding opportunities that align with the WRAP Board of Directors overall policy direction and bring these opportunities to the attention of the WRAP Board and TSC for consideration;
- Work with the TSC and Board of Directors to ensure timely submittal of grant applications;
- Track all current and any new WRAP activities and projects to assist the Technical Steering Committee, Work Groups, Subcommittees, and Project Teams, for periodic WRAP Board reporting;
- Consider the technical tools needed to assist the WRAP membership in making use of WRAP products and reports by conducting an annual needs assessment for WRAP membership;
- Improve communications among the WRAP membership by organizing WRAP meetings with input from the TSC and Board and conducting periodic conference calls with the TSC, Work Groups, Board and membership;
- In accordance with the direction of the WRAP Board, maintain a strategic plan and update the Annual Workplan for WRAP Board review and approval; and
- In coordination with the TSC, review available funding, WRAP membership needs and prioritized projects to produce reports and white papers outlining future technical needs and needed funding.

#### Administrative Subcommittee on Funding

The WRAP Board formed a four-member Administrative Subcommittee on Funding in the spring of 2017 to identify funding mechanisms to implement the WRAP Workplan. The membership is comprised of one state, one tribal, one local Board Member and one EPA representative. WRAP staff and TSC Co-Chairs attend Subcommittee meetings and provide reports and recommendations on funding needs and

resources. The Subcommittee met regularly in 2017 and was successful in identifying the needed funding for WRAP operations and projects to proceed over the near term. In 2018-2019 the Subcommittee will meet at least two times per year.

#### WRAP Work Groups

Under WRAP Board approval, topical work groups were established in the 2016 WRAP Workplan and continue through this 2018-2019 Workplan. There are five WRAP Work Groups: Regional Haze Planning (RHPWG), Fire and Smoke (FSWG), Oil and Gas (OGWG), Regional Technical Operations (RTOWG), and Tribal Data (TDWG). With oversight by the TSC, WRAP Work Groups are charged with identifying annual priorities and work tasks to complete objectives in Board-determined topical work areas.

WRAP Work Group Co-Chairs are determined by the TSC and approved by the WRAP Board to lead and execute the Work Plan objectives associated with the individual Work Group. Work Group Co-Chairs work with the TSC to identify Work Group members who have applicable expertise related to that Work Group, seeking appropriate representation from the WRAP membership (states, tribes, locals, FLMs) to the greatest extent possible. WRAP Work Group membership will be composed of representatives from WRAP member agencies. Work Group membership is to be approved by the TSC. The Work Group Co-Chairs may include participation from other WRAP member agencies. The Work Group Co-Chairs will consult with the TSC for participation from non-member agencies, industry, and environmental stakeholders. These participants beyond the core Work Group membership will be considered advisors.

WRAP Work Groups work with the TSC on development of individual Work Group Workplans that will describe the detailed tasks and activities to meet Annual WRAP Workplan objectives, including incorporation of applicable WRAP projects (see WRAP 2016 Workplan, Appendix B - Work Group Workplan Template<sup>2</sup>). Work Group Workplans will be submitted by the TSC to the WRAP Board for approval. Individual 2018-2019 Work Group Workplans are found in Appendices B-F of this 2018-2019 WRAP Workplan.

#### Work Group Subcommittees

Work Groups may, with approval of the TSC and WRAP Board, form Subcommittees to address specific tasks or work areas that would benefit from concentrated effort by a smaller number of individuals. For example, to meet the objectives of the 2018-2019 WRAP Workplan, the RHPWG has formed six Subcommittees: Consultation and Coordination, Shared Database Construction, Emissions Inventories, Monitoring Analysis and Glide Slope, Control Measures, and Modeling Protocols.

Work Group Subcommittee membership will be composed of representatives from WRAP member agencies, and Work Groups will strive to create as balanced representation as possible in line with the WRAP partnership goals (i.e. states, tribes, federal land managers, local air agencies and the U.S. EPA). Work Group Subcommittee membership is to be approved by the TSC. The goal of the RHPWG Subcommittees is to define planning needs and coordinate work internal to the RHPWG and with other WRAP Work Group to complete studies and work products in a timely manner.

#### WRAP Project Teams

Under the leadership of the Technical Steering Committee, Work Groups, WRAP Staff, and ultimately the WRAP Board, needed Project Teams will be identified and included in the Annual Workplan process. The TSC and/or Work Groups will be responsible for managing the Project Teams, which are intended to enable non-members of WRAP to express interest and sponsor analysis or planning projects within the scope and topics of the WRAP Charter and Strategic Plan. The Project Teams will be associated with a discrete, defined project for which the non-member sponsor is providing funding and expertise resources. The Project Teams are intended to allow sponsor participation and will include members of WRAP Work Groups and TSC, WRAP Staff, and non-member sponsors. The TSC will define the scope and membership, and duration of each Project Team, and include that information in the Annual Workplan. Currently, the WRAP has one recent active Project Team, the Study Management Team for the [Drill Rig 1-hour NO<sub>2</sub> Collaborative Study](#).

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<sup>2</sup> WRAP 2016 Annual Workplan, May 9, 2016, [link](#)