



## **Technical Steering Committee Description**

**Approved by the WRAP Board: October 13, 2015**

### Introduction

This document presents the member qualifications, membership and committee structure, meeting and call schedule, duties, and work group oversight activities of the WRAP Technical Steering Committee (TSC) under the requirements of the [WRAP Charter](#) and Board-approved planning documents. Updates to this document can be made through the WRAP Board at any time, and can be initiated by the Board, TSC members, or at the suggestion of WRAP member agencies.

### TSC Member Qualifications

The TSC members will be from WRAP member organizations and will be senior air quality technical or planning program management staff with experience in air quality programs. To assure appropriate time and effort commitment, the Board will nominate individual TSC members and the WRAP member agency representative from the nominee's agency will accept the nomination.

### TSC Membership Structure and Terms

The TSC is composed of:

- Three (3) state representatives;
- Three (3) tribal representatives;
- Three (3) Local Air Agency representatives – at least one (1) from the non-California WRAP region; and
- Three (3) federal agency representatives – one (1) of whom will represent the U.S. EPA.

The TSC will function by consensus as defined in the WRAP Charter.

The TSC will have two (2) Co-Chairs appointed by the Board. TSC Chairs will be from WRAP member organizations. The Co-Chairs will be responsible for serving as liaisons to the Board and reporting on the TSC activities to the Board, with support from WRAP staff.

The desired distribution of TSC members is to reflect the diversity of member agency programs and air quality issues across the WRAP region, and draw upon the substantial collaborative regional air quality technical and planning needs and experience of WRAP member agencies. Vacancies among TSC seats may be filled by the Board at any time. All TSC members and Chairs will be appointed for two-year terms, with the first such terms expiring at the conclusion of the Fall 2017 WRAP membership meeting.

### Duties and WRAP Staff Support

The TSC will have at least bi-monthly conference calls to manage TSC activities and provide oversight to WRAP work groups and projects. The TSC will oversee the preparation of an annual work plan and budget for Board approval, covering technical projects and workgroups. The TSC may have meetings immediately preceding or following the Spring and Fall WRAP membership meetings, and/or other meetings as needed, to plan next steps, address comments and concerns, and review work plans and activities. The TSC Co-Chairs will plan and direct the calls and meetings, and with assistance from WRAP staff, take the lead in communications and other necessary Board interaction.

WRAP staff will provide support for TSC calls and meetings. WRAP staff will assist with arranging and documenting TSC calls and meetings, prepare TSC workplans and budgets for review and action, assist with status reports on the workgroups' activities, and provide status reports on the deliverables, budgets, and timelines for the WRAP's technical projects.

Day-to-day management of WRAP technical projects will primarily be conducted by WRAP staff. The TSC will provide oversight and coordination for the work groups, committees, and projects or tasks listed below by reviewing and directing the effort of WRAP Work Groups and staff to manage these projects, via routine status reports, the annual workplan and budget, and periodic interaction with the contractors operating these systems.

#### TSC Oversight of WRAP Technical Projects

The TSC will coordinate among and provide oversight for the activities conducted under following grants, cooperative agreements, and other Board-authorized WRAP projects. The tasks comprising the projects are documented in the annual work plan, and posted on the WRAP website.

- 1) The WRAP Regional Technical Support portion of the WESTAR-EPA grant
- 2) The WESTAR/WRAP-BLM Cooperative Agreement
- 3) The WESTAR/WRAP-NPS Cooperative Agreement
- 4) Projects under the Joint Fire Science Program
- 5) Development and ongoing implementation of the WRAP Regional Technical Center
- 6) Any modified or new tasks, projects, and/or initiatives recommended by the Board for implementation via acceptance by WESTAR/WRAP through new or modified Cooperative Agreements, Grants, Funding Opportunities, or other mechanisms.

#### TSC Oversight of WRAP Work Groups

The TSC will provide oversight for the following WRAP Work Groups. The activities of the projects and work groups will be documented for review by the Board. Additional or modified Work Groups may be authorized by the Board and those changes made in the appropriate Work Group description document and via the annual work plan.

- 1) Tribal Data Work Group (TDWG)
- 2) Regional Technical Operations Work Group (RTOWG)
- 3) Oil & Gas Work Group (OGWG)
- 4) Fire & Smoke Group (FSWG)

WRAP Work Groups will be composed of members from WRAP member agencies, and Co-Chairs of each work group will be designated by the TSC to lead and execute the activities associated with the individual work group, outlined in each work group's description document. Some work groups will or could have significant participation from industry and environmental stakeholders, as directed by the Board and overseen by the TSC. The TSC will provide oversight of the work groups by reviewing their annual work plans, budget, projects and deliverables, via routine status reports, and periodic interaction with the work groups' Chairs and members.

#### Coordination

The TSC will also coordinate with the following work groups and committees to ensure activities conducted in WRAP projects, and under the auspices of the TSC and WRAP Work Groups provide needed support:

- 1) WESTAR Regional Haze Planning Work Group
- 2) WESTAR Planning Committee
- 3) WESTAR Technical Committee
- 4) Other groups as designated by the Board in the annual Work Plan process

