



Technical Steering Committee Description

April 30, 2010

Introduction

This document presents the suggested member qualifications, membership and committee structure, typical meeting and call schedule, duties, and project/workgroup oversight activities of the WRAP Technical Steering Committee under the [new WRAP Charter](#). This document provides the description of the TSC and activities through 2010. Updates to this document can be made at any time with direction from the WRAP Board, and can be initiated by the Board, TSC members, or at the suggestion of WRAP member organizations.

Desired Qualifications

The TSC members will be senior air quality technical and/or planning staff with experience in air quality management programs. To assure appropriate time and effort commitment to the TSC, individual TSC members will be nominated by their designated agency representative to the WRAP.

Technical Steering Committee Membership

The suggested makeup of the TSC is:

- 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.

Of the twelve (12) TSC members, two (2) will be members of the Board serving as liaisons to the TSC.

The desired distribution of TSC members is to be proportional to both Board and general Membership, reflect the geographic diversity of the WRAP region, and draw upon the substantial collaborative regional air quality technical and planning needs and experience of WRAP member organizations.

The TSC will have two (2) Co-Chairs appointed by the Board. TSC Chairs may be from WRAP member organizations not currently serving on the Board. All TSC members and Chairs will be appointed for two-year terms, with the first such terms expiring December 31, 2011.

Duties and WRAP Staff Support

The TSC will have monthly or bi-monthly conference calls to manage TSC activities and provide oversight to WRAP workgroups and technical projects. The TSC will oversee the preparation of an annual workplan and budget for technical projects and workgroups. Typically, the TSC will also have one-day meetings immediately following the semi-annual WRAP membership meetings to plan next steps, address comments and concerns, and review work planned for next ~6 months. The Board liaisons will assist with communication with the Board and with necessary Board interaction.

WRAP staff will provide support for TSC calls and meetings. WRAP staff will arrange and document 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.

TSC Oversight of Technical Projects and Workgroups

The TSC will provide oversight for WRAP technical projects and workgroups. The activities of the projects and workgroups will be documented for review by the Board and the TSC.

Day-to-day management of WRAP technical projects will primarily be conducted by WRAP staff. There are currently four (4) web-based data and decision support systems, the [Technical Support System](#) (TSS), the [Visibility Information Exchange Web System](#) (VIEWS), the [Emissions Data Management System](#) (EDMS), and the [Fire Emissions Tracking System](#) (FETS). The TSS is built on top of VIEWS, uses the same database, and is supported by the same staff at the Cooperative Institute for Research in the Atmosphere (CIARA) at Colorado State University – for those reasons, VIEWS-TSS is managed as an integrated project.

The TSC will provide oversight of technical projects by reviewing and directing the work of WRAP staff to manage these projects, via routine status reports, an annual workplan and budget, and periodic interaction with the contractors operating these systems.

WRAP workgroups will have Chairs and members from WRAP member organizations that track and execute the activities associated with the individual workgroup. Some workgroups will have significant participation by industry and environmental stakeholders.

Pending Board review and approval of activities and descriptions for the workgroups, three (3) are planned:

- Regional Haze Implementation (WRAP members)
- Oil & Gas Emissions (WRAP members + stakeholders)
- Ozone Technical Analysis (WRAP member + stakeholders) – pilot project to integrate:
 - BLM & other WRAP members' energy-related air quality analysis needs
 - Proposed 4 Corners additional emissions and modeling study
 - Assistance with Ozone Designations – contribution estimates for sources/regions

The TSC will provide oversight of the workgroups by reviewing their annual workplan, budget, projects and deliverables, via routine status reports, and periodic interaction with the workgroups' Chairs and members.

