

Technical Steering Committee Description, 2017 Update and 2018-2019 Workplan Activities

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

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 Charter¹ and Board-approved planning documents. This 2018-2019 version of this document updates the Technical Steering Committee Description approved by the Board in 2015.² 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.

Purpose

The TSC provides oversight of WRAP technical projects and Work Groups, and coordinates with WESTAR work groups and committees to provide needed support. The TSC serves as liaison to the Board and reports on the TSC and Work Group activities. Attachment 1 provides an overview of the WRAP organizational structure including the duties and relationships between the Board, WRAP staff, the TSC, Work Groups, and Project Teams.

TSC Co-Chairs and Work Group Membership Structure and Terms

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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.

TSC members are from WRAP member organizations and are senior air quality technical or planning program management staff with experience in air quality programs distributed between tribal, state, local, and federal representatives. 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.

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.

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. 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.

The TSC Co-Chairs may include participation from other WRAP member agencies. The TSC Co-Chairs will consult with the Board for participation from non-member agencies, industry, and environmental stakeholders. These participants beyond the core TSC Members will be considered Advisors. The TSC will discuss with the Board, the involvement of non-members, in the context of the annual Workplan update, including seeking the agreement of the Board for specific, named individuals from non-WRAP member agencies.

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 workplan and budget for Board approval, covering technical projects and Work Groups. The TSC may have meetings

¹ WRAP Charter, approved July 2014, [link](#)

² Technical Steering Committee Description, October 13, 2015, [link](#)

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 Workplans 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 Work Groups' 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 workplan, 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) Development and ongoing implementation of WRAP regional analysis capabilities; and
- 5) Any modified or new tasks, projects, and/or initiatives recommended by the Board for implementation via acceptance by WESTAR 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 workplan document and via the annual workplan.

- 1) Regional Haze Planning Work Group (RHPWG)
- 2) Fire and Smoke Work Group (FSWG);
- 3) Oil and Gas Work Group (OGWG);
- 4) Regional Technical Operations Work Group (RTOWG); and
- 5) Tribal Data Work Group (TDWG).

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 workplan 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 Workplans, 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 Planning Committee;
- 2) WESTAR Technical Committee; and
- 3) Other groups as designated by the Board or WESTAR Council.

TSC Status Report for 2017 Workplan

In 2017, the WRAP achieved the near-term strategic objectives established by the WRAP Board in February 2016. The table below lists these strategic objectives and identifies 2017 WRAP Workplan accomplishments. Strategic objective activities will be carried forward into 2018-2019 Workplan:

WRAP Near-Term Strategic Objective	Progress
Create and operate the TSC and topical Work Groups.	Accomplished. Operation of Work Groups to continue in 2018-2019.
Create stable, sufficient funding for staff to support WRAP, organizational activities, and enable participation by all member agencies.	Accomplished. Activity to continue in 2018-2019.
Approve and utilize the WRAP Workplan to measure and track WRAP activities.	Accomplished. Activity to continue in 2018-2019.
Design and bring the Regional Technical Center (RTC) on-line.	Regional Technical Operations Working Group formed in 2016, developed a 2017 Work Group Workplan, and began RTC work in 2017. Activity to continue in 2018-2019.
Continue implementation of the March 2015 WRAP Strategic Plan and Vision Statement. ³	Accomplished. Activity to continue in 2018-2019.

In 2017, the Technical Steering Committee accomplished its tasks as laid out in the 2017 Annual WRAP Workplan and summarized in the table below. Many of the 2017 tasks have components that will also be addressed in the 2018-2019 WRAP workplan, as noted.

2017 TSC Task	2017 Progress	Outstanding Tasks
-Oversee finalization of the 2017 calendar year annual workplan and budget for Board approval. -All WRAP Work Groups' tasks and activities, as well as WRAP projects are documented in the annual workplan.	Accomplished: -2017 Annual WRAP Workplan approved by WRAP Board August 14, 2017	Carry any uncompleted 2017 Workplan tasks forward in the 2018-2019 WRAP Workplan
-Coordinate among and provide oversight for activities conducted under grants, cooperative agreements, and other Board-authorized WRAP projects. -Provide monthly status updates to WRAP Board, including Work Group progress and the activities conducted under grants, cooperative agreements and other Board-authorized WRAP projects. -Provide coordination for the Work Groups and staff, and their projects and tasks. -Ensure periodic interaction with Work Group Co-Chairs and Members and with the contractors operating any projects	Accomplished: -TSC Co-Chairs and WRAP Staff participated in WRAP Board calls and Spring and Fall WRAP/WESTAR Business Meetings -Initiated and held monthly TSC calls -Participated in WG calls -Participated in WRAP Meetings of Administrative Subcommittee on Funding -Status and Budget Reports at WRAP Board Meetings and Spring and Fall WRAP/WESTAR Business Meetings -Other calls scheduled as needed	Ongoing: These tasks will be carried forward in the 2018-2019 WRAP Workplan, as appropriate
Workplan and Work Group oversight and direction <ul style="list-style-type: none"> • Work with the Board-approved Work Group Co-Chairs to complete Work Group memberships • Work with the WRAP Work Groups on development and finalization of their 	Accomplished: -Work Group membership approved by Board - Participated in Work Group calls to facilitate workplan development	Ongoing: These tasks will be carried forward in the 2018-2019 WRAP Workplan, as appropriate

³ WRAP Strategic Plan, March 9, 2015, [link](#)

2017 TSC Task	2017 Progress	Outstanding Tasks
individual Work Group Workplans <ul style="list-style-type: none"> Establish monthly status reports, with Work Groups and WRAP project leads reporting progress to the TSC during monthly TSC meeting Hold two Technical Planning meetings with TSC Members and Work Group Co-Chairs 	-Monthly progress reported at scheduled TSC Member / Work Group Co-Chair calls -Organized and held spring and fall WRAP Technical Planning meetings April 12 (virtual) and Oct 26-27 (in-person), 2017	
-Coordinate 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. -Maximize coordination within WRAP and leverage work of other related partner organizations through outreach, hosting and attending technical conferences and producing white papers to network with other organizations with common interests and needs.	Accomplished: -Participate in WESTAR Technical and Planning Committees call -Hosted 2 technical planning meetings -Attended relevant technical conferences -Organized and held Western and National Regional Haze Planning Workshop Dec 5-7, 2017	Ongoing: These tasks will be carried forward in the 2018-2019 WRAP Workplan, as appropriate
-Develop the 2018 Annual WRAP Workplan and review the associated annual Work Group Workplans, budgets, projects and deliverables -Post WRAP Board-approved Annual WRAP Workplan and status reports of the WRAP Work Groups and WRAP projects to the WRAP website.	Accomplished: -Initial Development of 2018-2019 Draft WRAP Workplan: October-December, 2017 -Workplan and status reports posted on WRAP website	Ongoing: These tasks will be carried forward in developing the 2018-2019 WRAP Workplan, as appropriate

TSC Action Items for 2018-2019 WRAP Workplan

TSC tasks and deliverables for the 2018-2019 Workplan are identified below:

2018-2019 TSC Tasks	Deliverables	Schedule	Funding
Finalize 2018-2019 WRAP Workplan and Budget for all Work Group Tasks and Activities including WRAP Projects	2018-2019 WRAP Workplan Approved by WRAP Board	Target Board Approval April 4, 2018	In-kind
Work with Work Groups to Develop and Finalize Individual Work Group Workplans	2018-2019 Final Draft WRAP Work Group Workplans	Target Date March 16	In-kind
Complete Final Edits to 2018-2019 Workplan and Submit Workplan to Board for Approval	2018-2019 Final Draft WRAP Workplan	Target Date March 21	In-kind
Conduct Mid-Course Reviews, Addressing Scheduling Issues, Identifying and Proposing New Tasks and Opportunities for Collaboration, Prepare Addendums to Workplan	TSC, Work Group Co-Chairs, WRAP Staff Develop Addendums to Workplan, As Needed Board Approval of Addendums	Mid-Course Reviews Every Six Months	In-kind
Continue Implementation of March 2015 WRAP Strategic Plan and Vision Statement ⁴	Workplans and Work Products Consistent with Strategic Plan	On-going	In-Kind
Provide Oversight and	Monthly Calls of TSC Co-	On-going Monthly	In-Kind

⁴ Ibid.

2018-2019 TSC Tasks	Deliverables	Schedule	Funding
Coordinate Activities Conducted Under Grants, Cooperative Agreements, and WRAP Projects	Chairs and WRAP Staff Timely Completion of Projects		
Provide Oversight, Direction, and Coordination for Work Groups and WRAP Staff and Their Projects and Tasks	Arrange and Schedule Meetings as Needed Timely Completion of Workplan Tasks	On-going As Needed	In-Kind
Conduct Periodic Interaction with Work Group Co-Chairs and Membership, and Contractors Performing Support Tasks	TSC Co-Chairs and WRAP Staff Participation in Work Group and Contractor Calls and Meetings Work Group Co-Chairs Participation and Report-outs at TSC Calls and Meetings. TSC, Work Group Co-Chairs, and WRAP Staff Participation in Technical Planning Meetings	On-going Monthly and as Needed Spring and Fall Technical Planning Meetings	In-Kind
Work with Work Group Co-Chairs to update Work Group Memberships as Needed	TSC and Work Group Co-Chairs and WRAP Staff Ensure Work Group Memberships Are Filled and Up to Date Board Approves Work Group Co-Chairs, TSC Approves Work Group Membership	On-going Annually and As Needed	In-Kind
Develop draft 2020 Workplan and Review Work Group draft 2020 Workplans, Budgets, Projects, and Deliverables	Draft 2020 WRAP Workplan	October-December 2019	In-Kind
Design and Bring the Regional Technical Center (RTC) On-Line	RTC is operational	December 2018	In-Kind
Coordinate with WESTAR Committees and Work Groups to Ensure WRAP Workplan Provides Needed/Requested Support	TSC Co-Chairs and WRAP Staff Participation in WESTAR Committee and Work Group Calls and Meetings	On-going Monthly and As Needed	In-Kind
Leverage Work of Other Partner Organizations, Network with Other Organizations with Common Interests and Needs	TSC, Work Group Co-Chairs, and WRAP Staff Conduct Outreach, Host and Attend Technical Conferences and Produce Topical White Papers	On-going, As Needed	In-Kind
Conduct Comprehensive Budget Tracking for Operations and Technical Analysis Activities for the WRAP Board, Managing Expenditures and Anticipating Funding Needs	TSC Co-Chairs and WRAP Staff Participation in WESTAR Committee and Work Group Calls and Meetings, TSC Calls and Meetings, WRAP Work Group Calls and Meetings, Calls and Meetings of WRAP Administrative Subcommittee on Funding	On-going Quarterly and As Needed	In-Kind
Work with TSC to update Memberships as Needed	TSC Co-Chairs and WRAP Staff Ensure TSC Memberships Are Filled and Up to Date	On-going Annually and As Needed	In-Kind

2018-2019 TSC Tasks	Deliverables	Schedule	Funding
	Board Approves TSC Co-Chairs and Membership		
Reporting	Progress Reports and Recordkeeping Occur Regularly	On-going As Needed	In-Kind
Provide Monthly Status Updates to Board of Work Group Progress and Activities Conducted Under Grants, Cooperative Agreements, and WRAP Projects	TSC Co-Chairs and WRAP Staff Participation in Monthly Board Calls and at Spring and Fall WRAP/WESTAR Business Meetings	On-going Monthly	In-Kind
Provide Funding/Budget Updates for WRAP Activities	WRAP Staff Provide Budget Reports to WRAP Administrative Subcommittee on Funding and WRAP Board, then share with TSC and Work Groups at Calls and Meetings	Quarterly	In-Kind
Reports to Board Linking Work Products and Progress	WRAP Staff & TSC presentations	Semi-Annual at WESTAR and WRAP meetings	In-Kind
Post Board-Approved Workplan and Status Reports of WRAP Work Group and Projects to WRAP Website	WRAP Staff and Contractors Post to WRAP Website	On-going As Needed	In-Kind