

# PROPOSED CTAG CHARTER



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# CTAG CHARTER

- **CTAG's Charter has not been revisited in more than a decade**
  - The organization has evolved and the strategic planning meeting is an opportune time to revisit role and operating practices of CTAG
- **Commission charged me to work with CTAG in developing a new Charter**
  - Part of my performance goals for this year
- **The value of CTAG and the need for better defining their role was affirmed by the Expert Review Panel**

# SUCCESS!

- **We have a CTAG charter for your consideration**
- **Jointly developed with CTAG**
  - Took nine months and several iterations
  - They formed a subcommittee that had several special meetings and conference calls to ensure we were in agreement
- **We are looking for you to approve it as our charge moving forward**

# OPERATING GUIDELINES

- **We also developed a set of CTAG operating guidelines**
  - Wanted a document that captures how we achieve the Charter goals
  - Includes principles, procedures and products for doing so
- **Also serves as a mechanism for introspection**
  - Charter is envisioned to remain static for 5 – 10 years
  - The guidelines are something that will be revisited annually by CTAG
- **Operating guidelines don't require Commission approval, but we seek your feedback**

# DIFFERENCES FROM PREVIOUS CHARTER

- **New Charter focuses on desired outcomes**
  - Previous document described activities, not outcomes
  - Operating guidelines also adds goals and metrics of success
- **Focus on developing a group response to issues**
  - Previous CTAG procedures mostly provided individual opinions
  - Left to me to interpret the discussion
- **Enhanced communication with the Commission**
  - Minutes will be prepared before your meeting
  - Improved briefings from your CTAG representative, including potential management implications of SCCWRP science
- **More CTAG meetings!**
  - CTAG will hold an extra meeting each quarter to help develop a long-term research strategy for specific research themes

# IDEAL ATTRIBUTES OF A CTAG APPOINTEE

- **Our discussions also included what qualities make for an effective CTAG representative**
  - The Charter is only as good as the people responsible for its implementation
- **Questions about what kind of person should be appointed to CTAG are usually addressed to me**
  - You would be better served by a guidance document that reflects the shared opinions of the Director, CTAG and the Commission
- **Would like to prepare a guidance document about the ideal attributes of a CTAG appointee for your approval at a future meeting**

# RECOMMENDED ACTIONS

- **Approve the new CTAG Charter**
  - Adopt this as your charge to them
- **Provide feedback on operating guidelines**
- **Charge me to work with CTAG in drafting guidance about desirable attributes of a CTAG representative**

# CTAG IS CRITICAL TO SCCWRP'S SUCCESS

- **They are our primary point of interaction with the member agencies**
  - Assist in development of the research plan
  - Provide critical management perspective to our work
- **They are your principal means of ensuring technical excellence of our work**
  - Review every SCCWRP document prior to its release
  - Allows the Commission to focus on implications of the science
- **They are our vehicle for technology transfer**
  - They connect us to potential users of products we produce
  - Facilitate cooperative projects with your organization

# EXISTING CHARTER

- **The SCCWRP Commission's Technical Advisory Group (CTAG) is a panel including representatives of SCCWRP's member agencies. The purpose of CTAG is to act as the primary link between the SCCWRP Commission and member agency and SCCWRP staff. It fulfills this purpose by performing the following functions:**
- **Technical & Scientific Review: CTAG provides advice and guidance on the SCCWRP research plan, assisting in its development and helping to assure that it meets the science and managerial needs of the member agencies. CTAG also provides advice and guidance on ongoing SCCWRP projects and activities and reviews and comments on SCCWRP technical reports.**
- **Liaison: CTAG members keep their respective agencies informed of SCCWRP activities. This includes communication both to Commissioners and to member agency staff. CTAG members also serve as points of contact between SCCWRP and their respective agencies and facilitate collaboration of their respective agencies with SCCWRP.**
- **Technology Transfer: CTAG provides an avenue for SCCWRP to transfer scientific and technical information to the member agencies on a wide range of topics pertinent to the broad responsibilities of these agencies.**
- **Interagency Interaction: CTAG provides a unique forum for exchange both between agencies in different roles (i.e., regulatory and regulated agencies) as well as among different agencies in similar roles.**
- **Special Projects: As the need arises, CTAG collaborates closely with SCCWRP staff on special projects that require a high level of integration of managerial, technical, and scientific issues. In this role CTAG provides the insights of the regulatory and regulated agencies.**