

Outcome Review Meetings (Feb. 13, Feb. 27, Mar. 13)

Outcome Discussion Framework

6-hour meetings, including breaks (two 15-minute) and lunch (30 minutes). Individual Outcome discussions, each with 20 minutes allocated. Assuming 10 Outcomes per meeting, this would take 3h and 20 minutes. Facilitator will be used to steer sessions and enforce strict 20-minute time limit. Additional time will be allocated for open comments (30 minutes), completing a pulse check (15 minutes), and discussion concerning outstanding questions and additional follow-up between Outcome review meetings (40 minutes for first meeting, 30 minutes for second and third meetings). For second and third meetings, time (10 minutes) will be allocated for discussion of Outcomes from previous meeting with outstanding questions and/or pulse check discrepancies.

Meeting Preparation

Advanced preparation on the part of all participants will be essential to ensuring productive meetings.

Outcome leads will submit Modified Outcome Review (“Big Question”) documents and associated slide(s) two weeks in advance of their Cohort’s Outcome Review Meeting. Cohorts are identified here.

- Submit Modified Outcome Review (“Big Question”) documents, per the Modified Strategy Review System: Phase 2 Outcome Review Methodology.
 - Email both Word and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: sonnenburg.erin@epa.gov; brzezinski.sarah@epa.gov; williams.james@epa.gov
- Submit a PowerPoint slide for the 3-minute review of your Outcome advice.
 - Email both PowerPoint and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: sonnenburg.erin@epa.gov; brzezinski.sarah@epa.gov; williams.james@epa.gov
- Deadlines:

<u>Cohort</u>	<u>Materials Due</u>	<u>Management Board Outcome Review Meetings</u>
<u>1</u>	<u>Noon on Thursday, January 30th, 2025</u>	<u>Thursday, February 13, 2025</u>
<u>2</u>	<u>Noon on Thursday, February 13, 2025</u>	<u>Thursday, February 27, 2025</u>
<u>3</u>	<u>Noon on Thursday, February 27, 2025</u>	<u>Thursday, March 13, 2025</u>

Management Board members (voting and non-voting members) will:

- Read all Modified Outcome Review (“Big Question”) documents in advance of the Outcome Review Meetings
- Respond to the “Pulse Check,” described on page two, by Close of Business (COB) on the Monday preceding each Outcome Review Meeting
- Deadlines:

<u>Cohort</u>	<u>Pulse Check Response Due</u>	<u>Management Board Outcome Review Meetings</u>
<u>1</u>	<u>COB Monday, February 10, 2025</u>	<u>Thursday, February 13, 2025</u>

<u>2</u>	COB Monday, <u>February 24, 2025</u>	<u>Thursday, February 27, 2025</u>
<u>3</u>	COB Monday, <u>March 10, 2025</u>	<u>Thursday, March 13, 2025</u>

Meeting Organizers will produce meeting agendas, post materials as they become available, and prepare to provide meeting facilitation in advance of each Outcome Review Meeting. Pulse Check responses will be summarized and made available in advance of each Outcome Review Meeting.

<https://usepa.sharepoint.com/:f:/r/sites/B25Phase2Implementation-Logistics/Shared%20Documents/Logistics/Outcome%20Review%20%26%20Big%20Question/Outcome%20Review%20Meeting%20Planning?csf=1&web=1&e=WyCU5b>

What? The Pulse Check is a tool that will be used in advance of and during the Outcome Review Meetings to record the informal Outcome disposition preferences of Management Board members.

This Pulse Check is not a consensus continuum. Rather, it is an informal tool for MB members to express their sentiment for a given Outcome. It is expected that some preferences will change as meetings and discussions progress. The Pulse Check will not be anonymous; this will allow for discussions between parties with differing preferences to take place between Outcome Review Meetings.

Why? Pulse Check responses will be used to aide facilitation and guide discussions during the Outcome Review Meetings. Following Outcome Review Meetings, Pulse Check responses will be used to assess where differences in opinion exist, and which parties need to gather to reconcile different preferred Outcome Dispositions. Additionally, the MB signatories may use the Pulse Check results to inform the March 27th consensus meetings for getting to final dispositions.

Who? All Management Board members (voting and non-voting) are invited to participate in the Pulse Check. Only Management Board members and meeting organizers will be granted editorial access to the Pulse Check. To prevent unintentional changes to the Pulse Check, please do not share your link or editorial access.

View access will be granted to interested parties.

When? Initial Pulse Check responses will be recorded COB on the Monday preceding each Outcome Review Meeting. A Follow-Up Pulse Check will be completed during the Outcome Review Meetings on February 13, February 27, and March 13. Management Board members will have editorial access to the document and may change their responses as discussions evolve between meetings.

Where? A Google Sheet will be used as the format for the Pulse Check. Within the spreadsheet, each Management Board member will have a separate worksheet to record their Pulse Check responses. Access will be granted soon.

Pulse Check Logistics (How?)

Initial Pulse Checks will be informed by the Modified Outcome Review (“Big Question”) documents. The Follow-Up Pulse Check will be informed by Outcome Review Meeting presentations and discussions, and as well as follow-on discussion that take place between Outcome Review Meetings.

MB members will complete their designated worksheet and record the name(s) of those that provided the pulse check disposition by the deadlines shared above. Please refer to the Pulse Check spreadsheet for detailed instructions on how to use the Google Sheet.

GIT Chairs and MB members that express outstanding questions in the spreadsheet following an Outcome Review Meeting are encouraged to participate in follow-on discussions, under the coordination of CBPO.

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Possible Outcome Dispositions

- **Update:** Outcome intent is largely kept intact. Unique language may be necessary if it is more than just a SMART update. Key principle is maintaining the intent.
- **Consolidate** (i.e., Combine): Multiple Outcomes would be combined in a single Outcome, or activities contributing to an Outcome are dispersed across others
- **Remove:** The Outcome is removed from the 2014 Agreement.
- **Replace:** This language suggests that a novel Outcome replaces a current one and that it relates in its intent or subject area.
- **Stand-aside:** I am not registering agreement or disagreement, but consciously determining to not influence the decision.
 - A Management Board member may choose to stand-aside if their entity does not directly work on or contribute to achieving an outcome (ex: New York may choose Stand-aside for the Blue Crab Outcomes).
- **Reclassify:** Outcome is changed to an ~~output~~output, or a different structure is adopted.

Outcome Dispositions Not Included in the Pulse Check

- **Reduce:** This language suggests that the total number of Outcomes are reduced, which is a culmination of multiple decisions.
- **Add:** Novel outcome that is not accounted for in the 2014 Agreement, suggested revisions to an Outcome, nor intended as a replacement Outcome

Outcome Review Meeting Structure/Agenda (sub-bullets itemize planning/~~and~~ implementation actions)

6-hour meetings, including two breaks and lunch (30-minutes). Individual Outcome reviews will each be allocated a total of 20-minutes.

1. [10 minutes] Meeting Introduction: will review the timing, the deliberation / decision-making process, and ground rules of the meeting.
2. [10 minutes] For February 27th and March 13th meetings, time will be allotted for discussion of Outcomes from previous meeting with outstanding questions and/or pulse check discrepancies.

Outcome Discussion Framework (For Each Outcome):

3. [30 seconds] Discussion leader (Sherry Witt) introduces the outcome.
4. [3 minutes] Outcome Lead succinctly reviews advice submitted in response to the “Big Question”.
 - ~~Big Question responses will be posted on the Meeting pages as soon as they are submitted.~~
 - ~~Pulse Check link will be shared to allow option for voting and comments while Outcomes are discussed. Time will be allotted during the meeting for a Final Pulse Check following the outcome discussion and public comments.~~
5. [7 min] - Signatories called on to make a statement about the outcome – round robin. Signatories offer their perspective, refined from their value considerations and GIT/WG response to the Big Question.
6. [10 min] Facilitated discussion: Receive advice of Advisory Committees. Pose any clarifying questions and identify need for additional work by or information from GITs.

Once Each Outcome has been Discussed:

7. [30 min] Open Comment Period: opportunity for anyone to comment, particularly those who haven’t had a voice within the outcome discussions (i.e., interested public, partnering organizations).
8. [15 min] Pulse Check: All MB members complete survey Pulse Check, described above, to determine the current sentiments (update, combine, remove) and to identify discrepancies to be discussed during and, if necessary, between meetings. Survey The Pulse Check WILL NOT be anonymous to ensure sentiments/positions are identified to a party.
 - ~~This will be conducted using a survey tool that is developed in advance and agreed upon by the Management Board. The survey framework will be confirmed at the January 16th meeting.~~
 - ~~This survey IS NOT A CONSENSUS CONTINUUM— but rather scoping the sentiment for a given Outcome.~~
9. [30 min] Pulse Outcome next steps will be discussed.
 - Pulse check results for each outcome are presented and discussed to either confirm support or, if there is a wide degree of sentiment, understand sources of discrepancy and opportunity for reconciliation.
 - Identification of questions and need for additional work by or information from GITs. “What information/action would be needed to adjust sentiment?”. Parties are expected

to communicate directly with Goal Teams to address questions. Additional “Office Hours” sessions will be ~~scheduled~~planned by CBPO between Outcome Review ~~M~~meetings to allow time for discussion and ~~resolution~~an additional opportunity for reconciliation. As a reminder, Office Hours are not decisional meetings.

10. [5 min] Meeting is recapped and adjourned.

Snapshot of Next Meetings

- March 27th: A MB meeting with the purpose of preparing draft recommendation with disposition of all existing outcomes.
 - A review of all 31 outcomes and any additional information will precede a final consensus process to be performed for each Outcome.
 - Discussion of any novel/missing outcomes for consideration and consensus vote in April.
- April 10th: A MB meeting to finalize disposition of Outcomes based on PSC direction and to begin revising Outcome language. Assign Outcomes to revising team with SMART principles in mind.
 - Plenary discussion will be held for each Outcome with revised language and determine suggested revisions for May.
 - Consensus votes will occur for proposed novel outcomes.
 - Discussion leader will introduce and seek resolution – starting with recommending homework before the May meeting.
- May 7th and 8th: A two-day MB meeting to review revised Outcome language and, if necessary, new Outcome language.
 - The objective will be to have a revised set of Outcomes for PSC review, and partnership and public engagement.
 - PSC meeting later in May to review recommended set Outcomes.
 - Following the summer period, Outcomes will have final opportunities for review and discussion in September, with more purposeful discussion on aligning with a modified partnership structure.