**[Chesapeake Bay Program Principals Staff Committee (PSC)](https://www.chesapeakebay.net/who/group/principals_staff_committee)**

**Final Draft Document\***

**Work Plan – October, 2020 through December, 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic(s)** | **Desired Outcome or Decision** | **Pre-PSC Timing** | **PSC Timing** |
| Climate Change | Decisions on [Management Board](https://www.chesapeakebay.net/who/group/management_board)  recommendations | Recommendations from Management Board two weeks prior to PSC meeting | December 17, 2020 |
| Conowingo WIP (CWIP) | Release of draft CWIP for public comment | [CWIP Steering Committee](https://www.chesapeakebay.net/who/group/conowingo_watershed_implementation_plan_steering_committee)  recommends release | October 14, 2020 |
| Update on draft CWIP outreach | Presentation on CWIP and finance strategy posted two weeks prior to the PSC meeting | December 17, 2020 |
| Submit final CWIP to the Environmental Protection Agency (EPA) | CWIP SC provides final CWIP to PSC at least two weeks prior to the PSC meeting | Late April – early May, 2021 |
| Conowingo WIP Financing Strategy | Initial discussion of financing strategy | Presentation on CWIP and finance strategy posted two weeks prior to the PSC meeting | December 17, 2020 |
| Detailed overview and initial decision on financing strategy | Input on financing strategy from CWIP Steering Committee two weeks prior to the PSC meeting | Late February – early March, 2021 |
| Final decision on financing strategy. | Recommendation on the final financing strategy from CWIP Steering Committee two weeks prior to the PSC meeting | Late April – early May, 2021 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic(s)** | **Desired Outcome or Decision** | **Pre-PSC Timing** | **PSC Timing** |
| [Chesapeake Executive Council (EC)](https://www.chesapeakebay.net/who/group/chesapeake_executive_council) | Discuss options for 2021 EC meetings and actions |  | December 17, 2020 |
| Discuss draft language for EC action(s) on climate change and DEIJ | Draft language provided by action team(s) (TBD) two weeks prior to the PSC meetings | Late February – early March, 2021 for Spring/Summer, 2021 EC meeting |
| September, 2021 for December, 2021 EC meeting |
| Recommend final language for 2021 EC action(s) on climate change and DEIJ | Final draft language provided by action team(s) (TBD) two weeks prior to the PSC meetings | Late April – early May, 2021 for Spring/Summer EC meeting |
| Late October – early November, 2021 for December, 2021 EC meeting. |
| Informational Requests  [Note: additions will be made upon requests from PSC members] | Presentation on plastic pollution | Action Team update provided 2 weeks in advance of the PSC meeting | September, 2021 |
| Presentation(s) on CBP budget | CBPO development of presentation provided 2 weeks in advance of PSC meeting | December 17, 2020 |
| Presentation(s) on additional federal partner budgets and/or further discussions on CBP budget. | Presentation materials provided 2 weeks in advance of PSC meetings | At each PSC meeting |
| Diversity Equity Inclusion and Justice | Presentation materials provided 2 weeks in advance of PSC meetings | At each PSC meeting |
| Forest Buffer Action Team presentation of Action Team progress | Action Team presentation 2 weeks in advance of the PSC meeting | Late April/early May, 2021 |
| Update on Strategy Review System process | GIT 6 and MB – Decisions and Actions from biennial meeting in the Spring 2021. Presentation provided 2 weeks in advance of PSC meeting | September, 2021 |
| Diversity, Equity, Inclusion and Justice (DEIJ) | Approval of Community Advisory Board approach and next steps | Presentations and recommendations from the DEIJ Action Team provided two weeks prior to the PSC meetings | October 8, 2020 Initial Decision,  Updates December 17, 2020 and Late February/early March, 2021  Final Approval late April – early May, 2021 |
| Approve Draft and Final DEIJ implementation plan | Recommended draft and final implementation plans from the DEIJ Action Team two weeks prior to the PSC meetings | Approve Draft late February – early March, 2021  Final Approval late October – early November, 2021 |
| Virtual briefing on DEIJ implementation plan for EC Chair in April, 2021 with invited EC members | Virginia mails invite to EC members early March, 2021.  Virginia and CBP public notice briefing | Requires late February – early March, 2021 timing for approval of the draft implementation plan by PSC. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic(s)** | **Desired Outcome or Decision** | **Pre-PSC Timing** | **PSC Timing** |
| PSC Communication | Circulate PSC meeting agenda one month prior to meeting | Circulate PSC meeting agenda one month prior to meeting |  |
| Circulate PSC draft actions and decisions document within one week following PSC meetings  Circulate PSC final actions and decisions following PSC member feedback |  | Provide drafts actions and decisions to PSC members within one week following each meeting |
| PSC Work Plan update as the need arises | Provide in PSC meeting materials |  |
| Email MB actions and decisions document to PSC |  | Email actions and decisions document within two weeks of MB monthly meetings |
| Email all CBP news releases and/or reports to PSC |  | Immediately upon their release |
| Schedule PSC Meetings | Provide advance notice of PSC meetings and actions. | CBPO to work with PSC Chair for multiple date options, conduct a poll with all PSC members to determine the best date for the meeting  Meeting dates to be set at least one month prior to the meetings. | [December 17, 2020](https://www.chesapeakebay.net/what/event/principals_staff_committee_meeting15) |
| Late February – early March, 2021 |
| Late April – early May, 2021 |
| September, 2021 (shortly after Labor Day) |
| Late October – early November, 2021 |
| Executive Council Meetings | Briefing on DEIJ Implementation Plan for EC Chair, April 2021 |  |  |
| Spring/Summer, 2021 EC on the Bay experience |  |  |
| December, 2021 EC Meeting with selection of 2022 EC Chair |  |  |

\*This work plan identifies the timing of key actions and decisions for the Chesapeake Bay Program Principals’ Staff Committee (PSC) from August 2020 through December 2021. It is considered a “final draft” as the work plan should and will be modified as necessary to meet the needs of the PSC Chair and members.