

**Strategy Review System Biennial Meeting**  
**RECOMMENDATIONS**  
**June 21, 2021**

**Governance Document Changes**

Section	Change	Development Lead	
PSC Role	Add descriptive language to the PSC Roles and Responsibilities to describe PSC members' role in the SRS process.		
GIT workgroups/ outcome teams	Update role descriptions to clarify roles and responsibilities of workgroup chairs, members, coordinators and staffers, CBP Staff in the development of SRS materials. New language should encourage outcome teams/workgroup members to participate more actively in the development of the SRS materials so that their expertise and experience is incorporated into the work products (and to reduce the workload burden of staffers). **MB champions on outcomes would be a good incentive for more involvement.	GIT6 Chair and GDAT team	
Accept SRS Materials as Complete	Consider dropping the MB's role of reviewing and "accepting as complete" the revised logic and action plan and management strategy? Possible alternatives is to delegate to GIT6; move to business section of MB meetings; or as a simple program update. ** (should account that this may be an incentive for outcome teams to complete the work on time).	SRS Planning Team	

**SRS Document Changes**

	Changes	Lead
<b>SRS Materials for QPM</b>	Reduce the number of documents provided two weeks ahead of QPM meeting: <ul style="list-style-type: none"> <li>○ Narrative Analysis -- modified to be more concise. Add a new, abstract-styled statement at the top of the page. It should clearly describe any science, policy and financial implications or needs (emphasis added as it is already required in question 3).</li> </ul>	SRS Planning Team

	<ul style="list-style-type: none"> <li>○ Dashboard Status Summary – to include trajectory and indicator information for all outcomes (if available). This document would also fulfil the quarterly progress update to the PSC.</li> <li>○ Presentation – no change</li> <li>○ A consolidated cohort summary – no change</li> <li>○ The logic &amp; action plan and management strategy – will be made <i>available</i> in Chesapeake Decisions for those who want to review the more in-depth materials, but would not be included in the MB materials.</li> </ul>	

**Best Practices/Process**

<b>Practice</b>	<b>Description</b>	<b>Lead/Implementor</b>
MB Outcome Champions	<p>MB members volunteer to work with the outcome team to review factors, identify gaps, and develop actions/needs to fill those gaps ahead of their QPM. Some steps could include:</p> <ul style="list-style-type: none"> <li>▪ Identify the MB agencies that should be involved in the discussions to address the action/need.</li> <li>▪ Identify other potential partners who should be part of the discussions, particularly when the identified action/need is beyond the authority of the MB to meet.</li> <li>▪ Have the MB agencies/partners come up with (1) actions that would be implemented immediately; and (2) longer-term opportunities that should be considered by PSC, states and federal partners.</li> </ul>	MB Chair
MB Role	The MB chair and/or meeting facilitator should remind MB members prior to QPMs of their roles and responsibilities (Governance Document, p. 9) for coordinating action on behalf of their entire signatory or federal agency including bringing in their issue-specific counterparts when outcome topics are raised in relation to SRS material development, participation in quarterly progress reviews and other relevant MB discussions.	Dave Goshorn Governance Doc Team (GDAT)
Outcome Team Requests of MB	<p>Actions/needs should be “specific and actionable” whether they’re science, policy, or funding related (SPURR see Materials Bullet) to increase opportunities for action by the MB. For example, if an outcome team is requesting a funding increase, the request should include specific information on:</p> <ol style="list-style-type: none"> <li>1. Current programs and resources for the outcome.</li> <li>2. Identify opportunities to better coordinate existing state and federal programs.</li> <li>3. Estimate amount of additional funding needed and which programs should be considered for the funding.</li> </ol>	Outcome team, MB Chair, GIT6 Chair

Finding Solutions to Outcome Requests	MB Chair should work with jurisdictions/partners on issues between meetings to help find solutions ahead of the meetings.	MB Chair
Requests to PSC and others	<p>Outcome teams should think about who, other than the MB, can help affect needed changes or resources that will fill gaps toward outcome attainment (e.g. PSC members, NGOs, others). Refine the MB request to reflect: What’s actionable? What specific actions are needed? Are we distilling key messages for the MB to review? How does everything connect?</p> <ul style="list-style-type: none"> <li>○ Reminder to outcomes teams to be solution oriented through every stage of the process.</li> <li>○ Manage expectations on what the MB can do. With the MB assistance, identify what they can do to advance identified actions/needs and how to proceed when they are not in a position to handle it at their level.</li> </ul>	<p>Planning Lead: SRS Team, GIT6 Chair</p> <p>Implementation Lead: SRS Planning Team</p> <p>MB needs to play an active role in final bullet</p>
Focus on Outcome Attainment	<p>Elevate the SRS QPM discussions/requests to focus on the big picture of outcome attainment. What are the barriers to achieving an outcome and how can those barriers be removed?</p> <ul style="list-style-type: none"> <li>○ Operational.</li> <li>○ Implementation Lead: STAR (Scott?), Designated MB Champion</li> </ul>	<p>Planning Lead: SRS Planning Team, GIT6 Chair</p> <p>Implementation Lead: STAR, Designated MB Champion</p>
MB Agendas – Outcome Tie-in	<p>For regular MB meetings (non-QPM’S), ensure that the SRS process and relevant outcomes are identified in relevant agenda items (where appropriate). I.e., each agenda item should list the relevant outcomes and note the connection to any SRS review if it’s a follow up item.</p> <ul style="list-style-type: none"> <li>○ If multiple outcomes (more than 5), no need to list out each outcome. People proposing topics should provide that in their description.</li> <li>○ Similarly, where the topic fits into the management strategy should be noted (e.g. factors influencing, monitoring, etc.)</li> <li>○ Incorporate SPURR*S thought process (Denise Wardrop) – Specific actionable, Programmatic Partner, Urgency of the issues, Risk of not taking action, Resources required.</li> </ul>	Partnerships team lead
Build in SRS Process to Daily Operations	Develop a set of best practices to help incorporate SRS thinking into regular work throughout the two-year cycle rather than as a last-minute fire drill to prepare for the QPM.	<ul style="list-style-type: none"> <li>- Planning Leads: Doreen and Denice</li> <li>- Implementation: SRS Planning Team</li> </ul>
Capture the Learning	<p>Develop best practices to help “capture the learning in real time” throughout the two-year cycle. Learning at three scales</p> <ul style="list-style-type: none"> <li>○ Learnings gained from the pursuit of your outcome.</li> </ul>	<ul style="list-style-type: none"> <li>- Planning Leads: Doreen and Denice</li> <li>- Implementation: SRS Planning Team</li> </ul>

	<ul style="list-style-type: none"> <li>○ Tools that can be shared between outcomes. Applied beyond your outcome.</li> <li>○ What comes out of the SRS Process. System level lessons learned</li> </ul> <p>Share lessons learned at Coordinator/Staffer meetings</p>	- MB Staffer (Garrett)
Partner Expert Participation	Encourage/remind MB members to make connections with their partner agencies and colleagues if they cannot solve an issue themselves. For example, when appropriate, engage with and coordinate with their PSC members and others who have the authority and resources to help find solutions and affect needed changes.	- CBP Director/MB Chair
Professional Facilitation for MB meetings	Consider professional facilitation for QPMs as well as the follow-up session at the MB where problem solving is further explored.	- SRS Planning Team
On-Boarding New CBP People	<p>Provide briefings for those new to the CBP about their role in the SRS Process.</p> <p><u>Onboarding materials:</u></p> <ul style="list-style-type: none"> <li>- CBP 101</li> <li>- Governance Document</li> <li>- A series of Videos and/or CBP PPT.</li> <li>- adds consistency. CBP Leaders Academy.</li> </ul>	<ul style="list-style-type: none"> <li>- PSC, MB – CBP Director, PAB Branch Chief</li> <li>- GIT Chairs – Coordinators</li> <li>- Coordinators – Partnership Team Lead</li> <li>- Staffers – CRC Staff, Partnership Team Lead</li> <li>- Comm Team</li> <li>- GIT6 Chair</li> <li>- PAB Branch Chief, Partnership team lead</li> </ul>

**Materials for Fall PSC Meeting**

Report	The CBP Governance Document calls for “regular progress reports to the PSC” on the SRS reviews and the partners have agreed to provide a report the PSC during their Fall 2021 meeting. An updated version of this document along with the Dashboard Summary may fulfill that reporting requirement.	
Dashboard Status Summary	A 1-2 page document that will include trajectories and indicator information for all outcomes (where available). This document will also be included in materials for all QPMs.	