



Chesapeake Bay Program Principals Staff Committee (PSC)

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 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 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)	Discuss options for 2021 EC meetings and actions		December 17, 2020
	Discuss additional options for December 2021 EC action		September, 2021
	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 action on climate change
			September, 2021 for December, 2021 EC action on DEIJ

	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 action on climate change
			Late October – early November, 2021 for December, 2021 EC action on DEIJ
Informational Requests [Note: additions will be made upon requests from PSC members]	Presentation on plastic pollution with consideration for EC action at December 2021 EC meeting	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
			Late April/early May, 2021

	Forest Buffer Action Team presentation of Action Team progress	Action Team presentation 2 weeks in advance of the PSC meeting	
	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	Virginia mails invite to EC members early March, 2021.	Requires late February – early March, 2021 timing for approval of the draft

	in April, 2021 with invited EC members	Virginia and CBP public notice briefing	implementation plan by PSC.
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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
			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.