

DRAFT

January 8, 2014

Agriculture Workgroup Expert Panel Organization

The Agriculture Workgroup has identified the following process for launching expert panels including the development of the charge, scope, timeline, and identification of the needed expertise and leadership.

This framework is informed by the strawman proposal presented at the December 11, 2014 AgWG meeting, the [WQGIT BMP protocol](#), input from existing panelists and chairs, and the process recently undertaken by Virginia Tech (J. Hanson et al).

1: Identification of the BMP Review Need

- AgWG identifies a review need for a BMP.
- AgWG will establish a Subgroup and lead with support from the Coordinator.
- Subgroup will be composed of 3-5 individuals with knowledge of the BMP and familiarity with the current research and implementation.

2: Establishment of Subgroup

- AgWG Coordinator will facilitate the Subgroup
- The Subgroup will develop the following guidance for the Expert Panel:
 - Scope of definition of BMP(s)
 - Boundaries of BMP(s) to be addressed by the Panel
 - Defined timeline, endpoints, goals and deliverables.
 - Expertise required, prospective panelists
- The timeline for the Subgroup will be short in order to expedite launching of Expert Panels.
- The Subgroup will draft the charge for the Expert Panel and present it to the AgWG for approval.

3: Expert Panel Launch (following AgWG approval of charge)

- The AgWG Co-Chairs and Coordinator will identify the Expert Panel Chair. The new Panel Chair will work with either Virginia Tech or TetraTech to develop panel composition based on Subgroup guidance. The Panel composition requires a minimum of:
 - Three recognized topic experts
 - Three individuals with expertise in environmental and water quality-related issues
 - One representative from the WTWG
 - One representative from the CBP modeling team.

- A representative of NRCS who is familiar with the practice standards should be included as one of the six individuals who have topic- or other expertise.
- The Expert Panel will also have support from:
 - Ag Technical Support Staff (new hire, UMD)
 - Either Virginia Tech or TetraTech
 - CRC staffer
- An Open Stakeholder Forum will be convened by support staff prior to the first meeting of the Expert Panel.
 - Subgroup recommendations for the Expert Panel would be reported ahead of the Open Stakeholder Forum.
 - NOTE: Full jurisdictional participation isn't required on the expert panels. The Open Stakeholder Forum should be the vehicle through which full jurisdictional AND stakeholder input is received ahead of the Panel Report. Jurisdictional and stakeholder input would also be solicited during monthly updates from the panel chair to the Agriculture Workgroup.
- Expert panels will be provided resources to support face-to-face meetings as needed.

4: Role of Technical Assistance Provided by Virginia Tech and TetraTech

- To support the Expert Panel, technical assistance is provided by third parties. For Panels supported by TetraTech, TetraTech will:
 - Serve as an intermediary to ensure QA/QC in all aspects of developing the Panel Report
 - Draft the report based on the Expert Panel findings and input
 - Ensure that BMP Review protocol is in place including requirements for defining verification

5: AgWG and WQGIT Process

- TetraTech and Virginia Tech will deliver the Panel Report drafts to the AgWG for review.
- Feedback loops to the Panel will be facilitated by TetraTech and Virginia Tech.