

To support and advance the charge of the HB 5006 Work Group, and at the discretion of the Work Group, a series of task-related efforts will be organized to supplement regularly scheduled monthly meetings. Below is a proposed structure and guidelines for the work of these ‘Task Groups’ within the work group process; and an organizing template to identify the groups’ purpose, tasks, membership and deliverables.

Guidelines

- 1) At least one Work Group member will serve on each task group, and at least one OWRD staff person will provide technical and process support to each task group. Oregon Consensus will staff the effort to the level needed by the group.
- 2) Additional participation of those who can lend subject matter expertise or perspective and aid in thorough work will be recruited as needed to support each effort. The Work Group will provide oversight on this, and will flag and correct any concerns regarding balanced participation or missing expertise.
- 3) Task Group participants will consider how to accomplish timely, thorough work within their task group structure and will also help identify additional SME or other resources needed to help in their work.
- 4) Task Groups will work under the direction of the Work Group. The Work Group will provide as much direction as possible prior to the task group forming including initial purpose, questions to explore, tasks and deliverables. Progress reports containing substantive information or idea ‘options’ will be submitted to the Work Group by email, via the OC facilitation team. If the topic is on the agenda for discussion at an upcoming Work Group meeting, it should be submitted prior to the upcoming meeting in time for group members to review and be prepared to discuss. Alternatively, an oral “highlights” report will be presented including the topics being discussed and notice of the Task Group’s next steps and timeline.
- 5) OWRD will participate on all task groups to provide technical support and expertise, and can also help access additional resources such as funding or external experts to support the task group work.
- 6) Facilitation and note taking will be available for task group meetings, as requested by the Work Group based on project needs. Oregon Consensus will at a minimum help with the first meeting to ensure the group is organized and on a path that aligns with the Work Group’s guidance/needs.
- 7) Any conclusions or recommendations from the task group will be documented in writing and shared with the Work Group for further discussion and ultimate decisions regarding next steps. The Task Group will document the suite of options and/or differing perspectives to aid the Work Group in its deliberations.
- 8) Summary notes will be taken (at a minimum, a list of ‘action items’) for each task group and all notes will be made available to the public via OWRD’s web pages designated to this project.

Task Group Convening Template

Task Group name:

Work Group member participants:

Additional participants:

Purpose/objectives:

Additional scoping information relevant to this task group:

Tasks:

Timeline for completion for each task: