

TWG Effectiveness Ad Hoc Group
Summary of TWG suggestions at 7/20/99 TWG meeting

Meeting Interaction

<u>Area of Concern</u>	<u>Suggested Improvement</u>
Eliminate side conversations	Use brief formal caucus period to discuss issue, or take conversations outside
Keep agenda on time	Be more rigorous on use of agenda, on-time Maintain focus Use flip charts Chair needs to control the discussion Discussion priority to TWG members Use scribe/timekeeper to free up chair's attention Have longer meetings to complete work Use an annual calendar and schedule
Use professional facilitator	Co-chair shares facilitation role? Use agency facilitators already at meeting Get input from all parties
Agenda improvement	Agenda information disseminated earlier What is expected from agenda item? Keep discussion restricted to agenda item Be clear on what decision was Call attention to meeting rules at each meeting

Ad Hoc Groups

<u>Area of Concern</u>	<u>Suggested Improvement</u>
Timely and productive	Use of web based and phone conference calls Keep track of tasks and ad hoc groups Use guidelines contained in Dave Cohen's handout, "Making Committees Work" Clearly defined charges or mission statement for group Terminate group at conclusion of task Use meeting note taker Clarify use of ad hoc vs. full TWG discussions Hold ad hoc group meetings in conjunction with TWG meetings Close coordination with chair and co-chair

Reporting	Monthly status reports on ad hoc group progress (email, fax, website) Publish final reports by due date
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Reports and Documentation / AMWG Assignments

<u>Area of Concern</u>	<u>Suggested Improvement</u>
Improve quality of reports	Use drafts for all reports Continue GCMRC approach of comment/response Produce timely meeting notes Produce timely meeting minutes
Better tracking of reports and assignments	Use monthly status reports on all ad hoc groups and AMWG assignments

Decision Making Process

<u>Area of Concern</u>	<u>Suggested Improvement</u>
Difficulty reaching consensus	Seek solutions instead of debating or arguing Use positive suggestions instead of criticism Emphasize long-term relationship building rather than short-term battles TWG river trip to build unity Use outreach program among TWG members Need mechanisms for moving forward Use motions/voting to resolve impasses Opportunity for majority/minority opinions Refer to operating procedures
General question of role of TWG	Clarify role of TWG Reserve policy issues for AMWG Science advisory board should be established Need long term monitoring plan