

## **Governance and Structure – Writing Plan (12.10.25 Draft Version)**

The following outline (i.e., writing plan) intends to capture the scope of work for updating the current “[Governance and Management Framework for the Chesapeake Bay Program](#)” (12.01.2022; Version 5.0, referenced herein as ‘the GMF’). The outline is a starting point meant to help the Signatory team understand the mass of work, coordinate across elements, establish “content” leads for specific tasks, and identify and organize a strategy for internal stakeholder engagement. Elements are topical areas that capture multiple, individual, or sub-sections of the GMF. Within each element are specific tasks to articulate the general actions that are anticipated. Content leads are provided within each element. Leads have the pen to start redlining and perform legwork with discussing with appropriate internal stakeholders (or external stakeholders as appropriate). For each element and/or task, specific CBP groups will be identified for engagement, acknowledging that ad-hoc conversations may be necessary and not necessarily specified in advance. In addition to this outline, resources will be developed and disseminated to describe the Implementation Team’s review process and how it will incorporate program feedback.

### **Writing Plan Outline...**

- 1) Update Introductory Components (Section I-III)
  - a) *Tasks*
    - i) Align language in Introduction (Section 1) and Vision and Principals (Section II) with revised CBWA.
    - ii) Consider Section III on Diversity, Equity, Inclusive, and Justice.
  - b) *Content Lead:* CBPO - Accountability Team
- 2) Update Ethical Behavior Guidelines (Section IV)
  - a) *Tasks*
    - i) Update the guidelines to document specific conflict of interest statutes that federal agencies must adhere to when designing and implementing federal grant programs.
  - b) *Content Lead:* CBPO – Grants Team; EPA R3 - ORC
- 3) Revise Leadership Components (Section V(A-B))
  - a) *Tasks*
    - i) Revise and build out the Principals’ Staff Committee section V(B) in line with Governance and Structure recommendation one-pagers.
    - ii) Detail the requirements of federal coordination and decision-making framework for the federal delegation.
    - iii) Maintain and develop drafts of programmatic structure in line with Element 3 and 4 of the policy development process.
    - iv) For the purposes of designing a more effective user experience with the GMF, identify any details in Section V(A-B) that could be consolidated across sections or situated in specific appendices.
  - b) *Content Lead:* PSC Chair delegate (i); CBPO - Director (ii), CBPO - Accountability Team (iii; iv)

4) Revise Implementation Components (Section V(C-H))

a) *Tasks*

- i) Review and transfer roles and responsibilities of the Management Board section V(C) to either the PSC or Goal Implementation Team sections.
- ii) Revise the Goal Implementation and Action Team sections V(D-E) and determine the appropriate leadership, membership, and coordination framework of Goal Teams, and their associated workgroups and actions teams.
- iii) Revise the STAR and Communication Workgroup sections V(F-G) in line with the Governance and Structure recommendation one-pagers.
- iv) Update the Advisory Committees section in line with Governance and Structure recommendation one-pagers.
- v) For the purposes of designing a more effective user experience of the GMF, identify any details that could be consolidated across sections or situated specific appendices.

b) *Content Lead:* PSC Chair delegate (i, iii); Federal delegate (ii); CBPO (iii-v)

5) Revise “Process for Decision-Making” (Section VI)

a) *Tasks*

- i) Reconfigure Section VI to comprehensively articulate “Public Meeting Procedures”, which will include consensus and voting procedures.
- ii) Articulate the framework for public engagement and/or participation in meetings.
- iii) Integrate and collate details from other Structure-specific sections of the GMF (e.g., “ground rules”)

b) *Content Lead:* CBPO – Partnerships Team (i); Maryland delegate (ii)

6) Develop an “Annual Operations and Multi-Year Procedures” Section collated from Sections VII, VIII, IX, X)

a) *Tasks*

- i) Articulate an annual priority setting process and associated accountability framework.
- ii) Articulate the purpose, content requirements of CBWA Management Strategies, and the associated accountability framework that incorporates the mid-term assessment requirement.
- iii) Articulate the framework for engagement and participation across stakeholder groups and the general public.
- iv) Review and update procedures as necessary for amending the Agreement given potential structure changes.
- v) Translate the above frameworks into an annual and multi-year schedule.

**Commented [DB1]:** Closely tied to Element 5(ii)

b) *Assignment*

- i) Content Lead: PSC Chair delegate (i, iv); CBPO – Accountability Team (ii, v);

Anticipated or Proposed Appendices

- Structural Organization Chart (Chesapeake Bay Program and federal partnership configuration)
- Information Management Practices

**Commented [DB2]:** Please consider this list as a Parking Lot for additional concepts. Concepts could be built out as an individual appendix or assembled within the main GMF.

**Commented [DB3]:** This may be a useful component as an appendix as CBPO works to streamline its web presence and improve consistency in content management by its broad base of users.