The Recommendation Chain of Approval Process

December 11,2020

Presented by Vanessa Van Note, Coordinator (EPA) and Elliott Kellner, Chair (WVU)

Goal of this Discussion

- For the group to develop an understanding of:

❖ **The Proposed Chain of Approval Process**
  ❖ *How recommendations will be managed within the BMP Ad-Hoc Team and which group they will travel to following approval within the BMP Ad-Hoc Team*

<u>Seeking:</u> Approval of the Proposed Chain of Approval Process outlined in this presentation.

Refresher from the November Meeting

- The November Meeting Discussion on this topic was tabled.

- As discussed in the November verification meeting, since our group did not receive a defined chain of approval with its charge, it is important we identify one before we move forward with developing/approving recommendations.

The Conflict

- The way that the MB documented their charge can be interpreted one of two ways: **either** the BMP Ad-Hoc Team can move recommendations directly to the WQGIT due to the workgroup representation on the BMP Ad-Hoc Team and the BMP Ad-Hoc Team being an action team formed by the WQGIT **or** the BMP Ad-Hoc Team is meant to follow the three step (source sector workgroup, WTWG, WQGIT) formal approval process with workgroup representatives taking the recommendations from the BMP Ad-Hoc Team to their respective workgroups for input and approval.

✓ The proposed Chain of Approval Process intends to capture **both** a streamlined process and stress the importance of source sector workgroup/WTWG input.

WHAT DOES THIS PROPOSED PROCESS CONSIDER/ADDRESS?

This proposed process was written to address the following concerns brought up during the November verification meeting:

- The BMP Ad-Hoc Group is an action team formed by the WQGIT and there is source sector workgroup representation on the action team; therefore, the WQGIT is the decision-making body that recommendations should travel to once approved by the BMP Ad-Hoc Group.

- The source sector workgroups are the subject matter experts, not the BMP Ad-Hoc group.

Additional considerations:

- The source sector workgroups were the groups from which credit durations originated from.
- The BMP Review Protocol states that the source sector workgroups, WTWG, and CBP modelling team was involved in the decision-making behind the credit durations.
- The MB charge enabled the WQGIT to form an action team that has representation from each workgroup. During the approval process, each workgroup representative has the opportunity to voice their concerns/endorsement of a recommendation.

Refresher: The WQGIT Governance Protocols Consensus Decision-Making Approach

- Decision-making within the Ad-Hoc Action Team on finalized recommendations made by the Ad-Hoc Action Team can follow the framework outlined by the WQGIT governance:

1) **Discussion of the item**

2) **Formation of a proposal**

3) **Call for Consensus**

4) **Identification and addressing of concerns**

5) **Modification of the Proposal**

The Proposed Chain of Approval accounts for all steps set by the WQGIT Governance Protocols.

THE PROPOSED CHAIN OF APPROVAL

(10 Steps with approved recommendations proceeding to the WQGIT)

Discussion on the topic that the Ad-Hoc Group would like to develop a recommendation for.

Ex. Discussion to justify extending the credit duration of Forest Buffers to 15 years.

Ad-Hoc Leadership **documents an official recommendation** once discussions have reached a solution to a topic/concern.

The Ad-Hoc Leadership **presents the official recommendation** to the BMP Ad-Hoc Team and all applicable workgroups.

All workgroups are allowed a **comment period** lasting until their next meeting.

Internal (within the BMP Ad-Hoc Group) discussion of the comments received and how to incorporate the comments into the recommendation.

BMP Ad-Hoc Leadership **incorporates the comments** into the recommendation.

The official recommendation is provided to the BMP Ad-Hoc Team for a **10-day review period.**

The official documentation is presented and the Ad-Hoc Chair **requests consensus-based approval.**

Once consensus is reached, the recommendation proceeds to the WQGIT.

THE PROPOSED CHAIN OF APPROVAL

(10 Steps with approved recommendations proceeding to the WQGIT)

Step 1: Pre-recommendation discussion on a topic within the BMP Verification Group during a meeting. These group discussions will be used to collect the information needed to develop an official, documented recommendation. Multiple Discussions within the group may be needed before an official recommendation can be drawn up. The goal of the discussion is to arrive at a place where enough information has been obtained and agreed upon to produce an official recommendation.

For example, In the case of the credit duration task, the goal of the discussion is to arrive at both a numerical value for the credit duration and sound justification supported by contract duration, NRCS recommendations, best professional judgement, science, etc.

Please note: The Chain of Approval for the Credit Duration Task will be the same Chain of Approval for the Partial Credit/alternative to "all-or-nothing" Task, which is why it is even more imperative that all responsible groups have the opportunity to provide input on the recommendation.

Clarification: Recommendations that result from all tasks charged to the BMP Ad-Hoc Action Team will not proceed from the BMP Ad-Hoc Action Team to the WQGIT without at least a "stand aside" from workgroup representatives on the BMP Ad-Hoc Action Team.

THE PROPOSED CHAIN OF APPROVAL (CONTINUED)

Step 2: Once all needed information has been obtained through group discussion and additional counsel outside of meetings, an official recommendation is documented by the BMP Ad-Hoc Group leadership (Chair, Vice Chair, and Coordinator).

Step 3: The official recommendation documentation will be presented to the applicable workgroup(s) to provide them with background and an understanding of the recommendation's intention.

Clarification: Step 3 enables the BMP Ad-Hoc Leadership to present an official documented recommendation during a meeting to **all** applicable workgroups (including the BMP Ad-Hoc Team) prior to commencing the comment period. This will allow the BMP Ad-Hoc Team to ensure the recommendation has been documented appropriately per the discussion(s) had previously. This also allows workgroups an opportunity to discuss the recommendation within a meeting and receive all information needed prior to commencing the comment period.

THE PROPOSED CHAIN OF APPROVAL (CONTINUED)

Step 4: The official recommendation documentation is shared to both the BMP Ad-Hoc Group members and the applicable workgroups (most likely one source sector workgroup and the WTWG for each recommendation) for a period lasting until the next workgroup meeting. The comment period of the BMP Ad-Hoc Group and the workgroups will run concurrent to each other, if possible.

Clarification: Steps 3 and 4 differ due to Step 3 referring to meeting presentations of the official recommendation the Ad-Hoc Team Leadership developed and Step 4 referring to the comment period (of approximately one month) following the presentation of the official documented recommendation. During the comment period, all applicable workgroups will have the opportunity to submit their comments to the BMP Ad-Hoc Leadership. In Step 5, all comments received will proceed to the BMP Ad-Hoc Group for discussion and incorporation prior to commencing the approval process of the recommendation.

Step 5: Discussion of the outstanding comments/endorsements within the BMP Ad-Hoc Group during a meeting. The BMP Ad-Hoc Group will determine how to address any concerns that have arisen with the recommendation.

Step 6: Incorporation of the comments into the official documentation – Best attempt to address the concerns that were raised – by the BMP Ad-Hoc Group leadership.

THE PROPOSED CHAIN OF APPROVAL (CONTINUED)

Step 7: Following the incorporation of comments, the official documentation is provided to the BMP Ad-Hoc Group for a period of at least 10 days for review (with the intention that approval will be sought at the next meeting).

Step 8: Present the official recommendation to the BMP Ad-Hoc Group during a meeting and request consensus-based approval from the group.

Step 9: Continue discussions to obtain consensus, if needed.

Step 10: Once consensus is reached within the BMP Ad-Hoc Group, the recommendation will proceed to the WQGIT for approval.

**For a recommendation to proceed, all workgroup representatives will have to support the recommendation. There is an opportunity during the consensus process for a workgroup representative to represent their workgroup with how they vote.

Clarification: Recommendations will not proceed from the BMP Ad-Hoc Action Team to the WQGIT without at least a "stand aside" from workgroup representatives on the BMP Ad-Hoc Action Team. If needed, workgroup representatives have the ability to confer with their workgroups to ensure they are representing their workgroups in an accurate way.

THE PROPOSED CHAIN OF APPROVAL

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DECISION ITEM: CHAIN OF APPROVAL

Decision Item: Are there any objections to moving forward with the proposed chain of approval?