Data and Tools Member Proposal Process Member Responsibility

- Responsibility refers to items that need to be completed by Data and Tools Advisory Board members.
- Milestone refers to parts of the process that involve the public or the Office that Data and Tools Advisory Board members should be aware of, but do not have associated responsibilities.

For Members:

	Breakdown of the Proposal Process	Completed Task
Spring		
Responsibility	Review and provide the Office input on the proposal form and rubric. <u>Deadline</u>: **Tuesday, March 5, 2024** • *This will be an agenda item at the Data and Tools Advisory Board meeting on March 5, 2024.*	☐
Milestone	Data and Tools 2024 proposal form will be live on the <u>C2C website</u>, enabling members of the public to submit their ideas. <u>Deadline</u>: **Tuesday, March 19, 2024**	
Summer		
Milestone	2024 proposal forms are due from the public. <u>Deadline</u>: **Friday, June 21, 2024**	
Milestone	The <u>C2C website</u> will be updated with forms received. <u>Deadline</u>: **Monday, June 24, 2024**	
Responsibility	1. Review proposal forms submitted by the public; 2. Be prepared to publicly discuss the ideation of public proposal forms; 3. Determine if an ad hoc committee is needed and if you will volunteer; 4. Draft questions related to the P20W data set. <u>Deadline</u>: **Wednesday, July 10, 2024** • *This will be an agenda item at the Data and*	☐

	Tools Advisory Board meeting on March 5, 2024.	
Responsibility	Members submit proposal form(s). #1. Members can submit their own ideas, consider proposal sponsorship, and/or refining proposal concepts. <u>Deadline</u>: **Wednesday, July 24, 2024**	☐

Summer *Ad Hoc Committee Members only*		
If the Data and Tools Advisory Board determines it should convene an ad hoc committee, below is a breakdown of responsibilities and deadlines for those members.		
Responsibility	Convene an ad hoc committee in a public meeting. <u>Deadline</u>: **The proposed date is Friday, August 2, 2024**	☐
Responsibility	Draft report with recommended prioritization of the proposal forms submitted by Data and Tools Advisory Board members. <u>Deadline</u>: **Monday, August 19, 2024** ☐ *The report will be drafted offline by members based off of the deliberation that takes place at the ad hoc committee meeting. Committee members will be responsible for the drafting of this report.*	☐
Fall		
Milestone	The pre-meeting survey will be shared with members, along with the ad hoc committee report and the report for a prioritization of the proposals submitted by members. <u>Deadline</u>: **Monday, August 26, 2024**	
Responsibility	Members must complete the pre-meeting survey. 1. Review submitted proposals from DTAB members, which may include sponsored ideas from the public; 2. Review ad hoc committee report; 3. Complete and score the proposals on	☐

	pre-meeting survey, utilizing approved rubric. Deadline: **Monday, September 9, 2024**	
Responsibility	Members must review the top three proposals. #1. Members will determine if the proposal needs amendments, and #2. If the proposal should be advanced to a feasibility study. Deadline: **October 1, 2024** ● *This will be an agenda item at the Data and Tools Advisory Board meeting on October 1, 2024.*	☐
Responsibility	If a member's proposal is selected and will be agendized for the October meeting, the member and Office meet for a pre-meeting briefing. Deadline: **The proposed timing is Tuesday, September 10 to 13, 2024**	☐
Spring		
Responsibility	Review feasibility studies. Deadline: **Spring 2025** ● *This will be an agenda item at the Data and Tools Advisory Board spring 2025 meeting.*	☐