

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 discuss the proposal form and rubric. <u>Deadline: Wednesday, March 19, 2025</u> <ul style="list-style-type: none">This will be an agenda item at the Data and Tools Advisory Board meeting on March 19, 2025.	
Milestone	Data and Tools 2025 proposal form will be live on the C2C website , enabling members of the public to submit their ideas. <u>Deadline: Thursday, March 20, 2025</u>	
Summer		
Milestone	2025 proposal forms are due from the public. <u>Deadline: Thursday, May 1, 2025</u>	
Milestone	The C2C website will be updated with forms received. <u>Deadline: Thursday, May 8, 2025</u>	
Responsibility	<ol style="list-style-type: none">Review proposal forms submitted by the public;Be prepared to publicly discuss the ideation of public proposal forms;Draft questions related to the P20W data set. <u>Deadline: Friday, July 11, 2025</u> <ul style="list-style-type: none">This will be an agenda item at the joint Advisory Boards meeting on July 11, 2025.	
Responsibility	Members submit proposal form(s). Members can submit their own ideas, submit a joint proposal with no more than five members,	

	consider proposal sponsorship, and/or refine proposal concepts. <u>Deadline:</u> Friday, August 22, 2025
Fall	
Milestone	The Office will post all proposals submitted by Data and Tools Advisory Board members to the C2C website . <u>Deadline:</u> Friday, September 19, 2025
Responsibility	Members who submitted a proposal will meet with the Office for a pre-meeting briefing, prior to the Fall meeting proposal presentation. <u>Deadline:</u> The proposed timing is Tuesday, September 19 to 25, 2025
Responsibility	<ol style="list-style-type: none"> 1. Review member proposals using the proposal rubric to examine potential impact and alignment with the C2C vision, mission, and authority; 2. Be prepared to publicly discuss the ideation of member proposals, including how proposals may complement or contrast; 3. Determine if you would like to volunteer to work with the Governing Board Liaison to the Advisory Board to draft the Advisory Board proposal's report. <u>Deadline:</u> Friday, October 3, 2025 <ul style="list-style-type: none"> • <i>This will be an agenda item at the Data and Tools Advisory Board meeting on October 3, 2025.</i>
Winter and Early Spring	
Milestone	The Office will conduct light-touch feasibility studies of proposals. <u>Deadline:</u> Early Spring 2026
Responsibility	Proposal authors will review the Office's light-touch feasibility studies and may choose to update or clarify their ideas. <u>Deadline:</u> Early Spring 2026
Below is a breakdown of responsibilities and deadlines for the two Data and Tools Advisory Board members who will work with the Governing Board Liaison to the Advisory Board to draft the Data and Tools Advisory Board proposal's report.	
Responsibility	Work offline to draft a report that links to all proposals members submitted, summarizes the discussion at the Fall meeting, and includes the Office's light-touch feasibility studies. <u>Deadline:</u> Spring 2026

	<ul style="list-style-type: none"> <i>This will be an agenda item at the Data and Tools Advisory Board spring 2026 meeting.</i>
Spring	
Responsibility	<ol style="list-style-type: none"> 1. Review the draft Data and Tools Advisory Board proposal report; 2. Be prepared to publicly discuss the ideation of the draft report. <p><u>Deadline:</u> Spring 2026</p> <ul style="list-style-type: none"> <i>This will be an agenda item at the Data and Tools Advisory Board spring 2026 meeting.</i>