

Guidelines for Process and Development of HAB Annual Work Plan

Assumptions:

- Board members (through committees) identify their priority work plan topics for the upcoming fiscal year.
- TPA agencies present proposed work plan topics at the annual Leadership Workshop, defining key priorities and issues on which policy-level advice from the Board would be of most benefit. Using the TPA priorities as a framework, agency representatives and EIC members collaboratively develop a draft work plan. Additional HAB priorities are discussed and incorporated as agreed upon in the draft. Lower priority or unsupported topics may be added to a holding bin on the work plan for potential future committee discussion.
- The Board Chair presents a draft work plan to the full Board and it is subsequently reviewed by committees and adopted by the Board, per the process calendar below.

	Current fiscal year						Coming fiscal year					
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Work Plan Development												
Draft Work Plan topics are identified by agencies/committees												
Draft work plan is refined at Leadership Workshop												
Draft Work Plan is prepared and presented to the Board												
Committee review/input on draft Work Plan												
Agency/EIC revisions to draft Work Plan												
Agencies transmit final Work Plan to Board												
Board adopts final Work Plan												
Work Plan Maintenance												
Committee 6-month accomplishment check-in												
Work Plan Topic Addition Process (ongoing and within committees)												
EIC/TPA quarterly Work Plan check-in (including review of new work topics)												