

## Guidelines for Process and Development of Annual HAB Work Plan

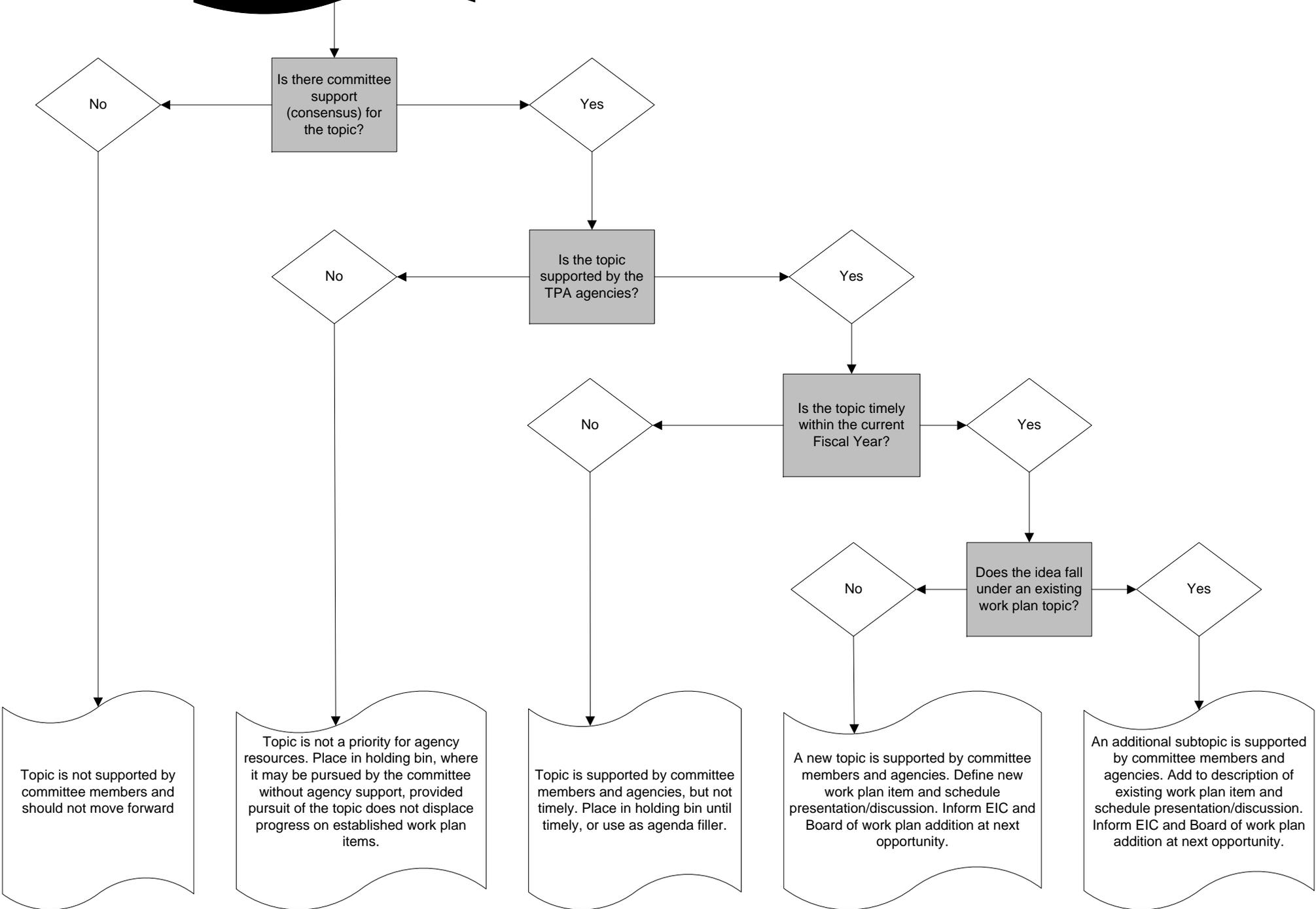
### Assumptions:

- 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.
- The decision flow chart and new topic worksheet outline guidance for considering additional topics during the remaining fiscal year. Every effort will be made to conduct this business through dialogue.

	Current fiscal year						Coming fiscal year						
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Work Plan Development</b>													
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						■							
<b>Work Plan Maintenance</b>													
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)		■								■			

**Hanford Advisory Board**  
 Work Plan Topic Addition Guidance  
 8/12/15 v3

New idea/emerging issue  
 (see new topic worksheet for  
 additional guidance)



## HAB Work Plan New Topic Worksheet

In an effort to maintain an efficient, timely and responsive Board and to foster collaboration amongst the Board and TPA agencies, the table below is a suggested checklist of questions to follow when emerging topics warrant consideration for addition to the existing HAB work plan.

<b>Proposed Topic:</b>	
<b>Does the proposed topic fall under any of the current work plan topics? Is it potentially joint with another committee?</b>	
<b>What is the policy-level issue and why should the Board be interested in this topic?</b>	
<b>What is the timing of this topic (e.g. Quarter 1, 2, 3 or 4?)</b>	
<b>Is there an impending agency decision anticipated on this topic?</b>	
<b>What is the intended outcome and potential product?</b> (e.g. letter, advice, white paper) resulting from this topic?)	
<b>What is the anticipated sequence of Board involvement?</b>	