NCWM Committee Quick Guide

NCWM Interim and Annual Meetings
General:
Formulate a recommended status and final language if appropriate for each agenda Item in Pub 15 by November 15 (for the Interim Meeting) or Pub 16 by April 15 (for the Annual Meeting) based on written/spoken comments received.
Before the Meeting

Committee Chair:
• **Schedule an Agenda Review** to occur within a few weeks before the Interim and Annual meetings.
• Communicate with committee members to be sure they aware of the meeting times and locations.
• **If contacted by stakeholders** who wish to do presentations regarding agenda items:
   • Advise there is/may be a 10-minute time limit.
   • Request a copy of and review all presentations. Collaborate with the Committee Coordinator if needed.
   • Forward presentation to NCWM and committee members 2 weeks prior to the meeting.

All Committee Members:
• **Plan travel to** allow participation in all your assigned committee meetings, open hearings, and voting sessions.
• **Thoroughly review all agenda items:**
   • Ensure you understand the purpose of each item and associated recommendations, consulting with other committee members and submitter as needed.
   • Review written comments submitted and posted on the NCWM website and from regional association meetings.
• **Follow up with experts and others in your region** to gain a better understanding of each issue, determine the level of support for/objections to the proposal, and consider possible alternative solutions.
• **Develop your recommendations** for each item based on recommendations, comments, and technical points.

During the Agenda Review Session

• **During the Agenda Review**, the Chair leads a discussion with the Committee for each item including:
   • **Summarize the purpose** of the item.
   • **Identify source and general nature of each comment received.**
   • **Identify items needing additional input or action from submitter or others** and follow up prior to the meeting or be prepared to ask for this input during the Open Hearings (i.e., additional industry segment input).
• If provided, **review the OWM Analysis** to ensure understanding of comments received on each item.
• If provided, review all written comments received for each item to understand stakeholder positions.
• Remind committee members to take notes.

During Open Hearings and/or Voting Sessions

Chair:
• Follow the prepared script to introduce each item and call for comments.
• Assign a volunteer to monitor time limits that are to be imposed.
• Facilitate discussion of each agenda item.
   • Maintain decorum and assure protocol is followed. Remind speakers to address the chair.
   • If the Committee has identified the need for additional input or information, announce this request.

All Committee Members: • Listen carefully to stakeholder comments. Take detailed notes regarding what was said and by whom for use during deliberations in the Committee's Work Sessions. • If a point was missed or was unclear, request through the Chair the opportunity to ask the commenter to repeat or clarify the information.

During Regional Association Caucus Meetings at NCWM Annual Meeting
• As representative to your region, you are responsible for providing an overview of each item, the status assigned by the Committee, and a brief description of the rationale for the Committee's recommendation.

During Committee Work Sessions at Meetings
Chair:
• At the beginning of the Work Session, review with the Committee Members and those in the audience the protocol for conducting meetings contained in Policy 2.4.1 in the Committee handbook.
• Observers shall not participate unless recognized by the Chair. Responses shall be limited to technical clarification. No new information or positions shall be heard.
• *Annual Meeting:* Submit the Addendum sheets to NCWM staff by 5:00 p.m. on Tuesday for printing.
All Committee Members:
• Participate in committee work sessions to discuss and develop content for the required deliverable.
• If clarification is required, request through the Chair that the Committee seek input from submitter and/or industry or regulatory experts.
• *Interim Meeting:* Prepare a summary of each item *status* to be given verbally by the Chair on Wednesday. At this point, the Committee owns the agenda and may update language for any agenda item based upon Regional Association recommendations and oral or written testimony
• *Annual Meeting:* Prepare Addendum Sheets with any changes to each proposal and *status* of each item. The Committee owns items and associated status up to the time the items are presented for a vote. NCWM Voting Members will vote on the Committee's items using the Committee's Interim Report (NCWM Pub 16) and the Addendum Sheets.
• The Committee's Technical Advisors may assist with the preparation of the required deliverables using the templates provided by the NCWM when requested by the Chair.

Following the Meeting
• Use templates provided by NCWM to prepare reports; see also "Deliverables."
• The Technical Advisors may assist with drafting of the report for review.
• For Developing Items, summarize points to be addressed by submitter. Chair follows up with each submitter or assigns task to individual committee members.
• If necessary, the Chair may assign sections of the report to each member to create a draft.
• Members carefully review the draft reports; compare content with meeting notes; ensure narrative is clear and concise; and identify any necessary changes.
• The assigned draft reports are sent to the Committee Coordinator for assembly.
• The assembled draft report is provided to the Committee Members for final review. The final draft report is then provided to the Voting Committee Members for approval.

Other Resources & Information	
Item Status Designation Summary	
Voting (V):	Items considered fully developed with technical merit and ready for voting by the NCWM Membership.
Voting Consent (VC):	Grouping of Voting Items made at the Annual Meeting for the purpose of expediting the voting process. VC items are generally those which are not considered to be controversial in nature. Members can request an item be removed from the VC Calendar prior to voting.
Information (I):	**The committee has taken the responsibility for any further refinement and review, taking comments and recommendations from stakeholders.** Informational items are maintained or "owned" by the Committee.
Assigned (A):	The "Assigned" designation indicates the Committee's intention to have the item assigned to an NCWM Sub-Group for further development. Include clear directions and expectations.
Developing (D):	Items which are considered by the Committee to have technical merit but are not adequately developed for action at the national level. Developing items go back to the submitter for further development along with clear instruction regarding what is needed for further consideration.
Withdrawn (W):	Items designated as Withdrawn are designated as such based on stakeholder input and committee review. These items lack technical merit or need significant development, analysis, and input. Withdrawn items may be reintroduced through the Regional Associations for consideration as a new item.

Deliverables
Interim Meeting Deliverables:
• Verbal report by the Committee Chair on Wednesday regarding the tentative status of each item.
• Committee's Interim Report to be published in NCWM Publication 16.
• Interim Report will include Committee's changes to the Items Under Consideration; rationale for committee action; need for additional work on any Developing or Information items.
Annual Meeting Deliverables:
• Addendum Sheets detailing proposed language changes and the proposed status of each agenda item.
• The Committee's final report will be included in the NCWM Annual Report.
• Final report will incorporate changes outlined in the Committee's Addendum Sheets; key points discussed during open hearings and voting sessions; outcome of the Voting Session; rationale for committee action to change any items; and need for additional work on any Developing or Information items.
View committees at www.ncwm.com to download the NCWM Committee Handbook.
See also Item 7. Annual Committee Cycle and Appendix A – Roles & Responsibilities of Committee Members
Important Dates:
• April 15 – Pub 16 with the agenda for the Annual Meeting, shall be available.
• August 15 – Carryover Items due to the NCWM for inclusion in the fall Regional Association agendas.
• August 15 – New proposals are due (submitted on Form 15)
• September 30 – Final Report due for review/inclusion in the NCWM Annual Report.
• November 1 – Final Regional Association Committee Reports Due to NCWM

Regional W&M Association Meetings

General:

As the national committee member, you are responsible for providing updates regarding the content and status of each of the agenda items to your respective Regional Association.

Before the Meeting:

- **Review Committee agenda** - ensure you understand key points of each issue; contact submitter/Chair as needed.
- **Be prepared** to summarize the items and answer questions about each.
- **Review** the NCWM Committee's Final report to identify input needed from your region and issues brought forth from other regions or stakeholders on any item.
- **Contact** Regional Association Committee Chair to offer your assistance as liaison to the NCWM Committee
- **Verify** Regional Association Committee will have access to current edition of relevant NIST Handbooks and other pubs.
- **Unable to attend?** Offer remote assistance to your Regional Association, alert National and Regional Association Chair, if possible.

During the Meeting:

- **Serve as "liaison"** to National Committee:
  - Communicate national perspective/actions.
  - Explain rationale and key issues for items.
  - Attempt to resolve disputes by proposing alternative solutions during Open Hearings.
- **Take detailed notes** during Open Hearings/Voting Sessions, including source of comments (for follow-up) and outcome.
- **Offer assistance** during committee work session.
- **Assist** the Committee in developing a **recommended status** for the NCWM Committee to consider for each item. Be prepared to explain significance of each status designation.
- **Encourage** the Committee to **document the rationale** for these recommendations.

After the Meeting:

- **Share your notes** with NCWM committee members.
- **Alert the** NCWM Committee Chair of **volatile issues** & need for follow-up with commenters/submitters.
- **Ensure Regional Association Committee report** is submitted to the NCWM Committee Chair and Executive Director.