

## WSAC IRP Policy, Role and Procedures Protocols

### IRP Policy Statement:

The IRP is a resource intended to support the WSAC as a whole by providing an independent source of quality control and quality assurance on the technical work being developed by the WSAC technical team, which includes both technical consultants and City staff. To maintain the effectiveness of the IRP in playing this role, individual WSAC members may not substantively communicate with or assign critical review or other tasks to individual members of the IRP or to the IRP as a whole.

Work tasks may only be assigned to the IRP by the action of the Committee (or a subcommittee if duly authorized by the Committee) or as a result of the procedures provided in this document.

The IRP may occasionally engage with the Committee, at the full Committee's request, in a Question and Answer session during a Committee meeting. In making the invitation, the Committee will first clearly outline the scope and intent of the discussion.

### IRP Role:

The role of the Independent Review Panel (Panel) is to assist the Water Supply Advisory Committee (WSAC or Committee) in effectively interacting with its consultant support team. To achieve this goal, the Panel would:

- Provide critical review, on an as assigned or as needed basis, of products created by the WSAC technical support team. The goal of the Panel's work is to offer feedback to the Committee about its work plan and the work provided by its technical support team. Specifically review of the work produced by the technical support team would focus on:
  - o The accuracy and appropriateness of analytical, scientific, and technical methods;
  - o The clarity and accuracy of statement of assumptions; and
  - o The appropriate characterization of the strengths and weaknesses of the analyses, especially with respect to uncertainty, data quality, or other factors that, if different, could affect the results in a significant manner.
- Offer advice or suggestions to the WSAC regarding lines of inquiry or technical questions that should be evaluated by the technical team.

### IRP Procedure:

1. Critical Review:
  - a. Technical work products prepared by the Technical Team (including both consultants and City staff) and presented to the WSAC, including power point presentations, reports, white papers, including related calculations and analyses, will be assigned to one or more members of the IRP for review and comment after their submittal or

- presentation to the WSAC or as otherwise requested by the WSAC technical and facilitation team.
- b. Critical review assignments will be made on the basis of IRP technical team subject matter expertise and/or to IRP members who volunteer to review various products.
  - c. If more than one IRP member is involved in reviewing a product, they may collaborate on their comments.
  - d. IRP members may contact either the lead technical consultant, Bob Raucher, or Water Director, Rosemary Menard with questions for clarification during the review process and may be referred by Bob or Rosemary to technical team or City staff members for additional information or responses to questions.
  - e. Any feedback provided will be reported the full WSAC and responded to by the technical team.
2. WSAC members wishing to have the Committee consider assigning work to the IRP will contact the WSAC technical team (Rosemary and Lead Technical Consultants) and facilitation team (Nicholas and Carrie) to have their request acted upon.
  3. Advice on Lines of Inquiry or Technical Questions for Evaluation by the Technical Team:
    - a. IRP members with suggestions on lines of inquiry or technical questions to be evaluated by the technical team will make their suggestions preferably in writing in advance of WSAC committee meetings or orally at a WSAC committee meeting. Written suggestions will be directed to the WSAC and copied to the lead consultant, Bob Raucher, or the Water Director, Rosemary Menard and the WSAC's facilitation team, Nicholas Dewar and Carie Fox.
    - b. The technical team will have an opportunity to consider suggestions and will report back to the WSAC and may confer with the IRP member(s) providing the suggestion to clarify issues or work on strategies for appropriately and effectively responding to the suggestions.
    - c. The technical team will report back to the WSAC on the technical team's response to IRP advice and suggestions.
  4. General Input from the IRP to the WSAC Technical Team or Facilitation Team:
    - a. IRP members wishing to provide input on topics not covered under items 1 or 2 above, for example on topics related to scenario planning, which are process or planning approaches and not technical work products or potential lines of inquiry on technical topics, may do so informally by approaching the lead technical consultant, Bob Raucher, the Co-facilitators Nicholas Dewar or Carie Fox, or the Water Director, Rosemary Menard. Such input will be considered but need not be acted upon by either the technical team or the facilitation team.