

ACIR Working Group Organization and Ground Rules

General

- **Each ACIR Working Group is a public agency** as defined in CGS 1-200(a) and as such **must be fully compliant with FOIA**.
- The respective chairs, in coordination and with the assistance of the the ACIR Chair and Vice Char and OPM staff will work together to secure ACIR and key stakeholders to serve on their Work Groups.
 - ✓ Working Groups are authorized to meet, hold hearings, receive documentation/ presentations, and make recommendations to the full ACIR on all matters referred to it. Monthly progress reports from each Working Group is expected to the full ACIR.
 - ✓ Working Group chairs, in coordination and with the assistance of OPM staff, will establish dates for hearings and meetings for the respective ACIR Working Groups with a view toward avoiding simultaneous scheduling of Working Group meetings/hearings.
 - ✓ Chairs, in coordination and with the assistance of OPM staff, will develop meeting agendas (including FOIA requirements), secure speakers and ensure that minutes of meetings are made.
- **Whenever possible, policy decisions should be reached by consensus.** If consensus cannot be reached, the Working Groups are asked to put forward in their report the alternatives that were discussed and their rational.
 - ✓ **If there are multiple members for either Working Group that are from the same organization** - Care should be taken when making recommendations to avoid any appearance a skewing or steering any recommendation.
 - ✓ **All members have equal status** for the purposes of input and decision making.
 - ✓ **One person speaks at a time.** Follow Robert's Rules of Order procedures.
 - ✓ **Members are asked to listen to and respect other points of view.** Try to understand - ask questions. Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.

Monthly ACIR Meetings

- For each of the monthly ACIR meeting the intent is to have **summary reports** from the two working groups form a regular part of each meeting.
- The **purpose being to not wait until December** and have all new information/ recommendations, etc. dropped onto the rest of the membership - allowing input from the other members on the work each Working Group.
- At the discretion of the Working Groups, **subject matter speakers or panels of speakers that would be beneficial for all ACIR members**, can be placed on the ACIR monthly agenda. This is also a means to hear from more subject matter persons/organizations - without having to add additional Working Group meetings.

Policy Recommendation Format

- **Background /Overview/Scope of the Issue** (100 - 200 words, recommended)

- ✓ Describe the current situation and the nature of continuing the status quo.
- ✓ Discuss the pros and cons of various policy alternatives.
- ✓ Sources to back-up the discussion

- **Findings and Recommendation(s)** (300 - 500 words, recommended)

- ✓ Evidence to back the findings
- ✓ Conclusion and Implementation (State clearly what should happen and how)

Keep it simple, short and achievable. Policies should be written in plain language – not legalese - so that they can be easily understood.