

Project Name	Monitoring Plan Workplan
Date Proposal Submitted	04/28/2021
Date of Requested Decision	06/01/2021
Completed By	Phil Sandstrom

FTC Decision and Justification

The FTC supports the proposed workplan approach. The approval is given through online vote after discussion in the regular FTC meeting required a number of edits. The revised document was shared with FTC members on May 4th and no additional requested revisions were received as of May 11th.

Proposed Decision or Consideration

The M&E subcommittee is seeking agreement and support from the FTC to follow the laid-out timelines and development of specified products of the Monitoring Plan. A proposed workplan to complete the Monitoring Plan for the submitted FHMP (October 2020) has been developed and shared with the FTC at the April meeting. This workplan has been vetted through the M&E subcommittee and edits were completed prior to walking the FTC through the document at the April 2021 meeting.

Background

The Monitoring Plan defines the steps and rough timeline to be followed to develop the supplemental document that describes the monitoring and evaluation efforts considered for baseline and directed studies. This decision document is seeking the approval of a proposed draft workplan.

The Monitoring Plan that will be developed by following the workplan is a supplement to the FHMP submitted to FERC in October of 2020. The Monitoring Plan will be revisited and updated on an annual basis as part of the APR process. The idea behind revisiting the document every year is that our knowledge will be growing and evolving each year, and investments in different baseline/directed studies may make more or less sense given our current state of knowledge.

The Monitoring Plan will be completed collaboratively through input by the M&E subcommittee as well as the FTC. The draft workplan lays out a timeline for feedback on several key elements for the document and leaves the potential for workshops on issues or topics that require further resolution. In addition, upon completion of the draft document, there will be a 30 day review window for the FTC and public to comment. Once revisions have been completed the plan will be made available to the FTC for review as a last step before finalization.

Table 1: Dates for work elements to be developed as part of the Monitoring Plan

Workplan - M&E Workplan Document			
Task	Responsible	Dates	Completion Date
Discuss and finalize workplan to develop document	M&E Subgroup	2/17/2021	3/31/2021
Finalize workplan to develop document	Tacoma	4/2/2021	4/2/2021
Discuss proposed workplan to develop document	FTC	4/6/2021	4/6/2021
Draft annotated outline for M&E document for review by M&E subgroup	Tacoma	4/21/2021	4/21/2021
Decision Document conferring support from FTC to follow this proposed workplan	FTC	5/4/2021	5/4/2021
Develop draft template for chapter elements	Tacoma/FTC	5/12/2021	
Identify any missing topics from list for further discussion and initial prioritization matrix efforts	M&E Subgroup	5/24/2021	
Finalize Workplan Template	FTC	5/24/2021	
Finalized annotated outline for M&E document for review by FTC	M&E Subgroup	6/1/2021	
Examine draft prioritization matrix to decide on critical elements for inclusion in the document	FTC	6/1/2021	
Select dates and topics for workshops	FTC	6/1/2021	
Workshops (TBD)	FTC/M&E Subgroup/other groups as necessary	TBD	
Populate templates for M&E workplan document	Tacoma	TBD	
Draft M&E workplan document for M&E Subgroup review	Tacoma	TBD	
Draft M&E workplan document for FTC Review	Tacoma	TBD	
Solicit public input on M&E workplan document	Public	TBD	
Edit M&E workplan document (as necessary)	FTC	9/1/2021	

Coordination Need

There will be a high need for coordination throughout the process and once the FTC has approved the workplan a monthly update will be given regarding progress at FTC meetings. FTC members will also be able to participate in any M&E subcommittee meetings or workshops that result from a need for further discussion (see excel file containing work plan).

Summary of Potential Impacts

Ideally this workplan will add clarity to the process of developing the Monitoring Plan and help define roles/responsibilities while putting forth a timeline. The workplan setup also provides an element of accountability in that there are columns for proposed dates of completion and actual dates of completion.

If the current draft workplan is not approved by the FTC we will need to develop an alternative strategy with the FTC that will likely result in a delay of delivery of the Monitoring Plan.