

US EPA ARCHIVE DOCUMENT

**Sample Agenda
for
EPA XL Team Kick-Off Meeting
(date and times)
(location)**

[Please note that this agenda presumes that team members have some familiarity with XL]

DAY ONE

9:00 Introduction and Purpose of Meeting

The purpose of this section is to: discuss the purpose of the meeting; review and finalize the proposed agenda; introduce the facilitator; and make introductions if necessary. This is one of the most critical sections of the meeting as it sets the stage and tone for the rest of the meeting. Go slowly and ensure that there is agreement and understanding from the beginning.

9:30 Project XL Process and Principles

Presentation by Office of Reinvention staff member regarding:

How the New Re-engineered XL Process Works
Project XL Criteria
How to Determine Superior Environmental Performance

The purpose of this section is to have everyone working with the same level of knowledge about the parameters of the XL process and its principles and philosophies.

10:00 Mutual Gains Philosophy in the Context of XL Projects

Presentation and discussion from EPA staff regarding:

How Mutual Gains Adds Value to XL Projects
Identifying EPA's Interests in the Project

The purpose of this section is to introduce or reiterate a consensus model of decision-making that drives XL projects, and to outline tools and techniques that can assist the group in coming to consensus decisions

This information is best presented by a professional facilitator or mediator. If you can't arrange for a facilitator through the Office of Reinvention's work assignment for convening assistance (see "Convening Assistance for XL Projects"), you should try to find a neutral EPA facilitator or request another XL staff person to assist with your meeting. The Office of Reinvention has a list of EPA facilitators you may be able to use.

11:00 Proposal Review

Have a knowledgeable person briefly review the purpose and components of the proposal or pre-proposal. Take questions of clarification only at this point.

12:00 Lunch**1:00 Developing Team Agreements**

The purpose of this section is to define roles and responsibilities, ground rules and agreements for working together as a group throughout the life of the project. Start out this session by having the group members brainstorm what their expectations are of how the group will work together. Examples usually include things such as “adequate review time” and “participation in all meetings.” Sometimes it is helpful to have the agreed upon expectations written up and signed by participants. Key questions you might want to ask to get the group started:

How would you expect the group to communicate?

How will you handle necessary changes in the schedule or unexpected events?

Under what principles would you like the group to function (e.g. consensus decisions)?

2:00 Decision-Making Protocol

The purpose of this section is to guide the group to agreement about how decisions will be made during the course of the project? Key questions might include:

When will decisions be elevated to the RAC?

Will all decisions from this group be consensus decisions? What does that mean?

Will all parties review all materials or will some participants be “in charge” of certain products?

3:00 Developing a Schedule

The purpose of this section is to come to agreement on a schedule that the team will follow including roles and responsibilities, accountable parties and timing for key milestones and deliverables.

One way of doing this is to use a roles and responsibilities chart. Use the major steps of the XL process as anchors and around these steps ask the group the following questions for each of the steps. Interim steps can be added as necessary:

Who will ensure that a particular step is completed on schedule? Who will they involve and how?

How will information and decisions be communicated to the group? Who will review information? What is the time frame?

DAY TWO

9:00 Review of Day One

The purpose of this section is to briefly recap the first days events, review agreements and modify agenda for Day Two, if needed.

9:30 Developing a Schedule (con't)**10:30 EPA Interests and Strategic Questions for Proposal Development**

The purpose of this section is to try to get an initial sense of areas of agreement, additional information needed, and statement of the valuable aspects that EPA wants to capture in the project.

Ask the group if there is any additional information that they would need for them to be able to consider this proposal further. Also ask people why they need that information. If it is not important for making a decision, the group should decide whether they desire to spend time researching the information or asking it of the project sponsor.

Ask the group whether they have any additional information that might influence team member's opinions (e.g., new policies or rules coming out, new information from sponsor, new state regulations, history of relationship of sponsor with community).

Begin to document areas of tentative agreement.

12:00 Lunch**1:00 EPA Interests (con't)****3:30 Wrap Up and Next Steps**

Always ask participants what they liked about the meeting and what they would have changed. It is good if you periodically ask people throughout the meeting if they feel things are going along the right track.

This is a good opportunity to recap the action items list recorded, discuss the communications plan and review agreements.