

Sedona Working Group 1 Steering Committee

Guidelines for Steering Committee Liaisons of Drafting Teams and Brainstorming Groups

It is the responsibility of the Steering Committee to ensure that all Sedona publications authored by Working Group 1 (“WG1”) are consistent with existing Sedona publications, reflect a consensus of WG1, and achieve a high standard for quality and thought leadership. The primary function of the Steering Committee Liaisons within drafting teams and brainstorming groups is to ensure that project participants are respectful, that they work collaboratively towards consensus, and that projects progress appropriately with any necessary Steering Committee input or guidance. To that end, it is a Steering Committee Liaison’s responsibility to perform the following functions when working with a drafting team or brainstorming group:

- Draft the customized areas for the call for volunteers (CFV), using the appropriate templates.
- Nominate individual drafting team or brainstorming group members from the CFV applicant pool that collectively represent all stakeholders in the prospective publication’s subject matter and present proposed team/group to the SC for approval.
- Nominate drafting team or brainstorming group leaders and present proposed leaders to the Steering Committee for approval.
- Create a drafting team project charter with input from and approval of the Steering Committee.
- Encourage team/group leaders to amend the project plan and project deadlines as the project progresses.
- Schedule project kickoff call within 2 weeks of team/group selection. Circulate the project on-boarding process package (BG or DT) prior to the first call so all members are made aware of expectations.
- Create a timeline for the final project deliverable in the first team/group meeting. Be sure that team members commit to this deadline and other drafting deadlines.
- Listen for inconsistencies with prior publications and thought leadership. Ensure that participants are conversant in *The Sedona Principles*. Raise questions of form, content, and scope to the larger Steering Committee for immediate feedback so that teams can continue to move towards the goal of the publication and continue to progress.
- Explain to all participants that the Steering Committee retains editorial control and has final approval over any materials or publications submitted by a brainstorming group or drafting team.
- Remind all participants that the team/group work product, as well as all communications between team/group members, is confidential and should not be shared with anyone outside the team/group, the WG1 Steering Committee, and the Phoenix Office staff. This

confidentiality is essential to encourage due consideration and appropriate dialogue in a safe, trusted environment. The work product of the team/group is and shall remain the property of The Sedona Conference and cannot be shared with other Working Group Series members or the general public unless approved by the WG1 Steering Committee.

- Attend team/group meetings and ensure that team/group leaders are well prepared and make productive use of participants' time. If necessary, request that meeting agendas and any drafting receivables are circulated at least a few days in advance of meetings.
- Be available to team/group leaders outside of the scheduled team/group meetings for any questions and concerns regarding the team/group or its progress.
- Evaluate on an ongoing basis whether: (a) each drafting team or brainstorming group leader is fulfilling his or her responsibilities; (b) each drafting team or brainstorming group member is fulfilling his or her responsibilities; and (c) each team/group member demonstrates a willingness to work towards consensus in a productive way. If not, the Steering Committee Liaisons should recommend that the Steering Committee and the Phoenix Office remove such member from the team. They should also recommend a replacement if needed to ensure all stakeholders are represented in the drafting process.
- Track participation of team/group members and their contributions to identify potential candidates and conference panel participants.
- Read drafts within 5 days of receiving them to be sure that the team/group is on point. Track the consistency of publication sections authored by different participants. Raise inconsistent style issues with the team/group leads as early as possible.
- Report on team/group progress to the Steering Committee on a bi-weekly basis.
- Evaluate at publication whether: (a) each drafting team leader has fulfilled his or her responsibilities to merit listing as a drafting team leader on the masthead, and (b) each drafting team member has fulfilled his or her responsibilities to merit listing as a drafting team member on the masthead. If not, the Steering Committee Liaisons should recommend to the Steering Committee and TSC Phoenix Office otherwise.
- Act as Editor(s)-in-Chief of drafting team publications ensuring public comment and final drafts are fully proofed, cite-checked, in proper Bluebook citation format, and drafted in one voice (keeping in mind that the Phoenix Office staff serves as a last-eyes only editor).
- For member comment and public comment drafts, work with the drafting team leaders to prepare the corresponding cover memorandum to be included with the draft (see *Member Comment Period & Public Comment Period Protocol*).
- For member comment drafts, public comment drafts and final publications, provide draft language for eblasts announcing the publication (related to the cover memorandum – in some cases the language from the memorandum can be used to create the eblast announcement).

- Assist Ken in identifying and preparing for webinars that promote the public comment versions.
- Ensure that all timely comments received, including comments received from Working Group meetings and from member comment and public comment periods, are fully and fairly considered, and, where appropriate, incorporated into the next draft or the final, post-public comment version that will be published in *The Sedona Conference Journal*. Refer to the *Guidelines for Team Leaders and Steering Committee Liaisons in Connection with the Review of Public Comments Received on WG1 Commentaries or Primers*.

Sample Checklist for Steering Committee Liaison Reports

Project Name and Scope:

Drafting or Brainstorming:

Team/Group Leaders:

Size of Team/Group Make Up:

Project Plan Created/Up to Date/On Track:

Number of Meetings Held:

Summary of Substantive Direction of Team/Group Work Product:

Notable Team Dynamics or Outstanding Team Members:

Team Consensus Challenges:

Challenges, Questions or Issues for Steering Committee Input: