

Fact Sheet: Coordination Committees and Work Groups

Coordination Committee: Formed to represent community interests

The Coordination Committee (CC) was formed to represent the different, broad community interests that may impact or may be impacted by the implementation plan.

- The Armand Bayou community identified the interests to be on the CC at the initial public meeting. The CC may alter its membership as it finds appropriate.
- CC members serve as liaisons to bring issues back and forth between the interests they represent and the committee.

Task of the Coordination Committee

The CC develops and writes the implementation plan to submit to TCEQ. The implementation plan will guide efforts to reduce bacterial contamination in Armand Bayou. Implementation plans may contain both management measures (voluntary activities) and control actions (regulatory actions). Each management measure in the plan is structured with nine elements: 1) identification of an action to reduce the contamination; 2) potential load reduction; 3) technical and financial assistance needed; 4) education component; 5) schedule of implementation; 6) milestones (interim, measurable); 7) progress indicators; 8) monitoring; and 9) responsible organization.

Work groups

The CC serves at least two roles: policy-making (adopting the implementation plan) and structuring and coordinating the work needed to write and adopt the plan. Because plan development involves significant technical expertise and detailed work, the CC typically forms work groups, and charges them with specific tasks or goals.

- Work groups conduct their work separately but with sufficient communication and guidance from the CC so they provide insights that better enable the CC to write an effective I-Plan. Work groups can report on progress, test the CC's receptiveness to ideas generated, etc. The CC and the work groups can establish the appropriate communication protocols.
- The CC determines what work groups are needed, and how members are selected. The CC may also determine or provide guidance about the basic composition of the work groups including:
 - the need for experts;
 - whether a CC member should participate on all or some of the work groups;
 - whether community representation on a particular workgroup is important for accomplishing the task of that work group, and how to obtain that representation.