

## **Formation of PCC Task Groups and Reporting**

November 2008

### *Overview:*

The genesis of working groups within the PCC comes from any one of its elements: BIBCO, CONSER, the standing committees, the Policy Committee and Steering Committee have seen the need for some groups, even contacts from non-PCC groups have caused the establishment of working groups.

In all cases, the Policy Committee is consulted, either at the November meeting, or by e-mail, for approval. If one is not already prepared, a draft charge is drawn up—usually in consultation with the PCC Chair. This charge is circulated to the Policy Committee, along with the name(s) of the chair(s) Membership of the group is discussed as part of this process.

At one time, a deliberate effort was made to have each new working group report directly to one or more of the standing committees. This was not always the case before that effort, nor is it now always the case. Sometimes the working group will report back to the program entity that generated it. That group will usually refer the report to a standing committee for comment before making a determination on how further to proceed.

No matter the generation of a working group and its report, and whether or not it goes through a standing committee on its way, all paths lead to the Policy Committee and the Steering Committee. Sometimes, matters are settled in the Policy Committee, sometimes they are referred to the Steering Committee.

### *Standard procedures:*

Policy Committee approval to establish a working group should include:

Charge—or at least the reason for a working group

Time line, to include:

Delivery of charge, chair(s) and membership to Policy Committee

Date of preliminary report

Date of final report

Date of final report to Policy Committee or to Steering Committee

Date of final determination

Chain of reporting

It should be clear to what PCC body a working group shall report. In some cases, such as an Operations Committee, the committee may want to see the reports before deciding to go forward with a referral to the Policy Committee and to a standing committee. In other cases, the Policy and/or Steering Committee may want to route the line of reporting through a standing committee from the beginning.