1. Proposal Development	30 days						
Issue Paper topic submitted in writing to Co-	before						
chairs	CC CC 30 days ¹ CC 30 I	Days CC					
2. Proposal Review	•						
a. Issue Paper proposal distributed by Co-chairs							
 b. Author presents proposal to GWF c. GWF has opportunity to discuss (via 							
email/calls) proposal							
d. Consensus Poll ¹ e. WG Chair and Members identified; Propose							
target date for outline and 1st draft f. Co-chairs confirm developer's participation;							
set target date for first draft							
g. Co-chairs inform GWF of confirmed		w/in 30 4-6					
developer, 1st draft target date and WG members		days weeks	⁴ 6 -9 months ⁴				
3. Issue Paper Development							
a. WG kick-off mtg; Issue Paper development schedule							
b. WG chair informs Co-chairs of development			30	days			
c. Developer creates detailed Outline ²				or to Upon			
d. First draft development			dı	raft Completion	2 weeks		
4. Initiation of Issue Paper Review							
a. WG chair confirms Paper on schedule & WG member	ership						
b. WG reviews potential conflicts of interest ³							
c. Developer sends draft Issue Paper to WG Chair							
d. WG chair distributes Paper; sets deadline for comm	ents					45 - 60	
e. WG chair informs Co-chairs of initiation of review; C		of review and transmit dr	aft to GWF		6 week		-
e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review		of review and transmit dr	aft to GWF		6 week]
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review 		of review and transmit dr	aft to GWF		6 weeks]
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments 	o-chairs inform GWF of initiation	of review and transmit dr	aft to GWF		6 weeks		
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurrents 	o-chairs inform GWF of initiation ence [°]		aft to GWF		6 weeks		4
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 	o-chairs inform GWF of initiation ence [°]		aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper 	o-chairs inform GWF of initiation ence [°]		aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments 	o-chairs inform GWF of initiation ence [°] VF informed of milestone achieve		aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and response to comments 	o-chairs inform GWF of initiation ence [°] VF informed of milestone achieve		aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and response to the Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper 	o-chairs inform GWF of initiation ence [°] VF informed of milestone achieve evisons ⁶ GWF informed of milestone achiev	ement	aft to GWF		6 weeks		30 days⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review comments 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achiev	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review comments 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achiev	ement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commender to pe	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents	ement	aft to GWF		6 weeks		30 days⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and response to prepare reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review comments b. Developer prepares Response to Peer Review Comments c. Developer revises Issue Paper, if necessary CC = GWF Conference call WG = 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup	ement vement	aft to GWF		6 weeks		30 days⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commender to prepare to Paper, if necessary CC = GWF Conference call WG = ¹ Potential delay of 30 days until the next monthly telecond 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed hents Workgroup erence if significant concern raise	ement vement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commender to Peer Review Commender t	ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup erence if significant concern raised proposal	ement vement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commender to the propose set of the preview commender to the preview of 30 days until the next monthly telecond and a prepared with the propose prepared with the preview of the prepared with the preview of the prepared with the prepare	ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup erence if significant concern raised proposal	ement vement	aft to GWF		6 weeks		30 days ⁴
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commons c. Developer prepares Response to Peer Review Commons c. Developer revises Issue Paper, if necessary CC = GWF Conference call WG = ¹ Potential delay of 30 days until the next monthly telecond ² May not be necessary if an outline was prepared with the ³ See SOP Text for procedures in the event a conflict of interview of the set of the	ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup erence if significant concern raised proposal	ement vement				⁴ days ⁴	
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments b. Developer prepares a response to comments and response to prepare reviewed by WG⁷ d. Developer notified that Issue Paper reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review comments. b. Developer prepares Response to Peer Review Comments. c. Developer revises Issue Paper, if necessary CC = GWF Conference call WG = ¹ Potential delay of 30 days until the next monthly telecontal and the second and timeframe ³ See SOP Text for procedures in the event a conflict of interface and timeframe 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup erence if significant concern raised proposal erest exists	ement vement		gure 1. Scho		⁴ days ⁴	
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer prepares a response to comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review comments. b. Developer prepares Response to Peer Review Comments. c. Developer revises Issue Paper, if necessary CC = GWF Conference call WG = ¹ Potential delay of 30 days until the next monthly telecomes ² May not be necessary if an outline was prepared with the ³ See SOP Text for procedures in the event a conflict of interfame ⁵ See SOP Text for protocol for resolving conflicting commets 	ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed hents Workgroup erence if significant concern raised proposal erest exists	ement vement		gure 1. Scho		⁴ days ⁴	
 e. WG chair informs Co-chairs of initiation of review; C 5. Issue Paper Review a. WG members review b. WG chair consolidates comments c. Draft consolidate comments sent to WG for concurred. Final comments sent to developer and Co-chairs; G 6. Revision of the Issue Paper a. Developer and WG clarify/reconcile comments and r c. Revised Issue Paper reviewed by WG⁷ d. Developer notified that Issue Paper is acceptable. e. WG and GWF propose potential peer reviewers f. Issue Paper sent for Agency Peer Review 7. Finalization of Issue Paper a. WG determines if summary matrix of peer review commender to prepare to Paper, if necessary 	o-chairs inform GWF of initiation ence ³ VF informed of milestone achieve evisons ⁶ GWF informed of milestone achieve omments is needed nents Workgroup erence if significant concern raised proposal erest exists ents if revisions are major	ement vement		gure 1. Scho		⁴ days ⁴	

ssue Papers

