

1. What should we call this thing?

(short-term study group seems too nondescript). We suggest: Policy Review Group - PRG

2. Where do PRG assignments come from?

Study topics for a PRG could come through the Study Proposal Process or be identified as part of other work that the Citizens League is involved in. Such proposals are reviewed by the Policy Advisory Committee. If a study is proposed on a topic the Citizens League has previously studied/issued a position statement the Policy Advisory Committee may recommend assignment to a PRG.

3. What does a PRG do?

- * Review - the Citizens League's past reports to determine what the past position was/is on the topic in question
- * Assess - current circumstances, new realities, evolving complexity, related to this topic
- * Recommend - next steps for the CL via a written report that compares past position to current circumstances

A PRG is primarily a team that gathers information and conducts a comparative analysis between past positions and current circumstances. Recommendations that come out of a PRG will be suggested next steps for the CL.

4. Who makes up a PRG?

Suggested make-up of a PRG includes:

- * a sponsoring member from the Board of Directors (to provide perspective on CL history)
- * a team chair or co-chairs
- * 8 to 10 core members

PRG members should come from the general CL membership. We did not develop a process for how to select members, though we did comment the process should perhaps be less formal than the Study Committee application process.

5. Who supports a PRG?

As a smaller working group that is not forging new territory, PRGs will be self-organized and largely self-supported. That is, those who volunteer to join a PRG for a given topic will work out among themselves who will serve as chair and define other roles as needed. They will also develop their own schedule and coordinate meeting space (CL space when available; group may choose to meet elsewhere).

6. What are the operating principles of a PRG?

- * All work must be in keeping with the CL mission and operating principles
- * Membership must consist of a balance of perspectives
- * Member roles and the work to be done must be clearly defined
- * PRGs are free to devise their own method of accomplishing their work
- * Opportunities to build citizen capacity in policy development should be emphasized

7. PRG Deliverables

We did not provide overly prescriptive requirements for how a PRG will accomplish its work because we want to allow flexibility. However, some basic actions a PRG might take include:

- * thorough review of previous CL reports found in the archives (soon to be fully electronic)
- * other research as deemed appropriate to further ground the team in facts about the topic and/or about current circumstances
- * interviews with experts in the field and/or with ordinary citizens impacted by the issue - to understand current perceptions/experiences
- * group dialogue to agree on analysis, conclusions and final report