Commission Request to Department "Blue Sheet"

Date of Request: 1/14/22				
Title of Request: Pound Net Background Briefing				
Commissioner: McIsaac				
Request Due Date: February or March FWC Mtg				
Priority Level (put one check in each row):				
Importance:	[x] Hi	gh []	Medium	[] Low
Urgency:	[x] Hiç	gh []	Medium	[] Low
Knowledge or Action Being Requested (narrative). Describe what you want to know. Be specific. The purpose of the briefing would be to provide background information on the purpose and current capabilities of pound nets that have been or are in the development stage on the Columbia River. Originally brought before the Commission at two of the fall Commission meetings, the specific background material expected to be brought forward in the briefing was to be sourced by Commissioner questions or areas of interest to be expressed by a deadline sufficient for staff preparations. The deadline for such Commissioner requests is January 21 to maximize staff preparation time. Output Requested (e.g., telephone call, memo, material from files, new report, presentation, other):				
A Commission agenda item briefing of approximately 20 minutes, with another 20 minutes expected for Commissioner questions and Commissioner discussion and an opportunity for public comment under the agenda item is also requested with an expectation of 20 minutes; thus an agenda item of about 1 hour.				
For Commission Executive Assistant Use				
Date Assigned: Assigned To: [Program]				

revised 8/07/12 -eg

COMMISSION REQUESTS TO THE DEPARTMENT

Guidelines for when the Commission makes requests to the Department for work products or information.

Commission Requests that Require a Significant Staff Workload:

Requests include, but are not limited to, information that benefits the Commission's decision-making process, requests for evaluation of information by Department staff, review of concepts to be included in the Department's public involvement process, and requests for information related to past or future actions of the Department.

- A. Requests are initiated by the Commission during a Commission meeting, work session, or conference call and are reviewed by a quorum of the Commission to determine desirability of the request. A Commissioner may also initiate requests for those times when a Commission meeting, work session, or conference call is not scheduled and an expeditious response is required, but the request must be presented for consideration to the full Commission during the next meeting.
- B. Commission staff forwards requests to the Director's Office for review, assignment and scheduling.
- C. The Director or designee discusses the request to staff at the debrief session, and the Commission Office forwards a copy to the appropriate program.
- D. Management Team members are responsible for ensuring Commission requests are completed in a timely manner.
- E. The Commission is responsible for reviewing the finalized assignment for completeness and may return the assignment for additional clarification and/or information as necessary.