



Early Warning System Building Project Advisory Committee Subcommittees

General Notes and Rules of Engagement

- There will be two subcommittees to assist in completing project tasks.
- Subcommittees will aim to convene twice in February prior to the next monthly meeting. Starting in March, subcommittees will convene at least once in between the monthly meetings and work asynchronously and collaboratively on tasks.
- Each subcommittee will be expected to share progress updates during the monthly meetings. This may include asking the other members of the AC for feedback.
- David and Pauline will co-chair both subcommittees.

Subcommittee 1: Writing and Revisions (plus research)	Subcommittee 2: Outreach
<p><i>Description</i> This subcommittee will focus on updating and revising the Early Warning Manual. Part of this work will include concurrently conducting research.</p>	<p><i>Description</i> This subcommittee will focus on identifying and contacting potential partners including companies and individuals eligible to participate in the Early Warning Training and helping raise awareness about the project.</p>
<p><i>Members</i></p> <ul style="list-style-type: none"> • Jim Piper • Lucy Minturn (research focus) • Ken Gaebler • Matt Wilson • Dan Swinney 	<p><i>Members</i></p> <ul style="list-style-type: none"> • Steve Simmons • Sequane Lawrence
<p><i>Tasks and Deliverables</i></p> <ul style="list-style-type: none"> • Determine the initial updates needed • Identify updated/relevant examples • Identify credible sources and materials • Decide on a publishing platform/tool • Implement changes • Contribute to the development of the training materials (e.g., determining objectives and activities) 	<p><i>Tasks and Deliverables</i></p> <ul style="list-style-type: none"> • Draft requirements for participation in training • Compile a list of at least 50 initial contacts • Develop the communication process for contacting targets • Contribute to the creation and sharing of awareness and recruitment materials, including a 1-page narrative, an infographic, email templates, phone call script, and social media posts, logo, webpage on MR site
<p><i>Meeting Dates and Times:</i></p> <ol style="list-style-type: none"> 1. Wednesday, February 7th 11am-12pm (Lucy only) 	<p><i>Meeting Dates and Times:</i></p> <ol style="list-style-type: none"> 1. Tuesday, February 13th 1-2pm



2. Tuesday, February 13 th 11am-12pm 3. Wednesday, February 21 st 12:30-1:30pm	
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Project Timeline (target due dates) - more will be added soon

Feb 12th First review of Early Warning Manual

Feb 29th Finalize Incentive Process and Participant Criteria

March 1st Initial Contact List Created

March 15th First edit of Early Warning Manual

April 5th Second review of Early Warning Manual

April 30th Second edit of Early Warning Manual

May 1st Publish revised Early Warning Manual

June First Training (~12 participants)

Links to Collaborative Notes (everyone has edit access)

[Writing and Revisions Ongoing Notes Document](#)

[Research Ongoing Notes Document](#)

[Outreach Ongoing Notes Document](#)