

## ASP IRT Sub-Track Roles & Responsibilities

### Process:

1. ASP team drafts ASP Handbook language taking into account the SubPro Final Report recommendations and applicable implementation guidance.
2. ASP team circulates draft ASP Handbook language to ASP IRT Sub-Track Members.
3. The ASP IRT Sub-Track reviews the ASP Handbook language (first reading). This step may take place over several calls.
  - a. The role of the ASP IRT Sub-Track review is to ensure that the draft ASP Handbook language aligns with the SubPro Final Report recommendations; it is not a forum for opening or revisiting policy discussions.
  - b. The ASP IRT Sub-Track discusses the ASP Handbook language in detail, with the opportunity to ask questions, comment on documents and provide feedback on calls and on-list.
  - c. ASP team incorporates input as appropriate.
4. ASP team circulates the updated ASP Handbook language to the ASP IRT Sub-Track (second reading) for awareness/confirmation that feedback was properly incorporated.
5. Once the draft ASP Handbook language is finalized following input from the ASP IRT Sub-Track, the ASP team presents the final draft ASP Handbook language to the full IRT.
  - a. The role of the full IRT meeting is to inform the broader group. For expediency's sake, issues that were discussed in the ASP IRT Sub-Track will not be revisited by the full IRT.

### Schedule:

- 26-Oct-2023 - Full IRT Meeting - 07:00-08:00 UTC
- 21-Nov-2023 - ASP Sub-track #1 - 14:00-15:30 UTC (canceled)
- 30-Nov-2023 - ASP Sub-track #2 - 14:00-15:30 UTC
- 05-Dec-2023 - ASP Sub-track #3 - 14:00-15:30 UTC
- 06-Dec-2023 - ASP Sub-track #4 - 14:00-15:30 UTC
- 07-Dec-2023 - ASP Sub-track #5 - 14:00-15:30 UTC
- 19-Dec-2023 - Full IRT Meeting - 13:00-14:30 UTC
- 21-Dec-2023 - Full IRT Meeting - 20:00-21:30 UTC (if needed)