

CMER Request

Proponent: Schedule L-1 Workgroup	Date: 8-27-2024
Contact: Theryn Henkel	PM: Theryn Henkel
Project Name/Issue: Schedule L-1 Process for Subject Matter Expert (SME) Group Formation	
Request: The Schedule L-1 Workgroup is seeking approval of the recommended process for forming the SME groups and the Guidance Document (attached) which would be delivered to the SMEs upon assignment.	
Funding Source: State	Urgency: High
Request Description: The Schedule L-1 CMER Workgroup (Workgroup henceforth), is proceeding through the Schedule L-1 Review and Revision Process as outlined in the approved memo to the TFW Policy, TFW Policy SAO Workgroup, and CMER in fall of 2023. The Workgroup is currently on the step where a process is established to form SME Groups. There are nine Performance Targets that are up for review, divided into three groups, as approved by CMER and TFW Policy committees on February 27, 2024, and March 7, 2024, respectively. Once this process is approved by CMER and TFW Policy, groups will be formed and the process will proceed to review scientific evidence and make recommendations for Performance Target revision. These recommendations will follow the AMP review and approval process.	

Instructions for Completing CMER Request Form

Proponent: Identify the SAG, CMER sub-committee or work group, caucus, or person this request is from. Requests should not come directly from SAG sub-committees as they require SAG consensus to move forward.

Date: Record the date the request is submitted for CMER consideration including month, day, and year.

Contact: Record the name and email address of the formal contact person for this request. This facilitates communication from those with questions about the request prior or post CMER action.

PM: Record the name and affiliation of the assigned Project Manager. If none, record “N/A.”

Project Name/Issue: Record the formal name of the project as it appears in the CMER Work Plan. If a non-project issue, record “N/A.”

Request: Clearly and briefly articulate the specific action you are requesting of CMER in one (preferable) or two sentences with funding amount if applicable.

Funding Source: Identify the funding source if applicable. If funding is not part of this request, record “N/A.” Common funding source types are “New,” “Existing,” and “Indirect” with qualifications as to fiscal year (e.g., New 07, Existing 05, etc.).

Urgency: Describe the urgency of the request as “High,” “Moderate,” or “Low.” High is defined as action needed at next CMER meeting based on contract, season, funding, or other time-sensitive. Moderate is defined as action is needed within the following two CMER meetings. Low is defined as action needed within a reasonable time-frame not to exceed six months.

Request Description: Provide a brief summary that expands upon the action requested and elements described above. Include the names of formal reviews, PI’s, etc. as needed.

History and Context Table: The table provides a quick summary of the project management history and context for the request. Where the CMER request does not involve a project, this table may be disregarded or not included. Where used, mark the table as noted by column and project management stage row as follows:

- **Project Management Stage** - The table’s rows under this column identify standard checkpoints as noted in the CMER Protocols and Standards Manual.
- **X=Done/@=Request** – Place an “X” on all rows that have been completed and approved by consensus of the SAG or CMER. Place an “@” on the single row that is the subject of this CMER request.
- **Iteration #** - All “Done” or “Request” marked rows should record at least a “1” to identify this is the only request submitted to date for this particular action. In situations where multiple CMER requests are submitted for a single stage review or approval, sequentially number the requests to identify its history. Multiple iterations most often occur for requests to approve peer or other review response plans or when a request is denied at one meeting and resubmitted with revisions.
- **X=Waived** – Record an “X” on the row of a formally waived (by the SAG or CMER) project management stage. This does not include instances where the project preceded the application of the process identified in the CMER Protocols and Standards Manual. This is noted by having no “X” in the “Done/Request” column or approval date.
- **Date Approved** – Record the date the SAG or CMER approved the stage/last iteration by consensus.