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| **Person** | **Task** | **Instructions** | **Date** |
| PL | Begin drafting EQC staff report | Notify Program Manager, Division Administrator, Communications, of dates below when they will receive documents to review  -Develops response to comments by:   Organizing comments into  categories   Developing one response to each  category of comments   Obtains PMGR and RGL review of draft responses   Draft EQC staff report   Copy and paste applicable sections from Public Notice into staff report   Check to ensure language from Public Notice is still accurate and properly reflects timing of future/past events   Edit rules as necessary   Ask RGL for publication review | 5/15/18 |
| PL | Complete draft staff report | Finalize proofing of EQC documents:   Staff report   Rules   Supporting documents   Notify RGL staff report is ready for review | 6/24/18 |
| RGL | Preliminary staff report review |  Prepare two versions of rules:   redline/strikethrough   clean   Compare Notice with Staff Report for accuracy to check  that language correctly reflects timing of future/past events | 6/26/18 |
| PL | Send document links to PMGR for  review |  | 6/28/18 |
| PMGR | Completes review and emails  approval to PL | PMGR allowed one week to complete review | 7/5/2018 |
| PL | On PMGR approval, provide  document links to DA for review |  | 7/5/2018 |
| DA | Completes review and emails  approval to PL PMGR RGL | DA allowed two calendar weeks to complete review | 7/19/2018 |
| PL | On DA approval, provide document  links to communications for review |  | 7/19/2018 |
| COM | completes review and emails approval  to PL PMGR RGL | Communications allowed one calendar week to complete review | 7/26/2018 |
| RGL | begins review | one week to complete review | 7/26/2018 |
| RGL | Completes review |  | 8/2/2018 |
| PL/PMGR | (optional) discusses need for 1 on 1  commissioners briefings |  |  |
| PL | **DEADLINE TO SUBMIT FINAL**  **VERSION OF ALL EQC**  **DOCUMENTS** | **6 weeks before EQC** | 8/10/2018 |
| RGL | Distribute EQC staff report and  prepare rules for filing |  Submits EQC packet to EQCC (EQC-5 weeks)   Retain one copy of rules in  redline/strikethrough for filing with legislative counsel   Create a clean copy of the rules, with tables, to keep for informational purposes - add a DRAFT watermark   Staff report should have two copies of rules - one showing all markup, one with DRAFT watermark with all changes accepted   Remove tables from another copy of the rules, and accept all changes to get a clean copy of the rules to file with secretary of state   Create pdf version of tables, one document for each rule that has a table, to submit to secretary of state   Complete draft version (do not submit) of secretary of state online filing system using information from staff report and draft rules   On SharePoint, publish a major version of:   rules   staff report   Save PDF of published staff report to Rule\_Development   Upload copy of EQC presentation materials to SharePoint | 8/9/2018 |
| PL | (Optional) Notify interested parties  staff report is available | Notify the following according to division's standard practice:   Key stakeholders   Advisory committee members   Commenters   Interested parties |  |
| PL | EQC Preparation |  Develop EQC presentation   Conduct dry run EQC presentation (in front of internal audience) |  |
| PL | Present rule package at EQC  MEETING |  | 9/13/2018 |
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