CHECKLIST FOR PANEL SELECTION

1. Kickoff

1.a.. Selection of Panel Chair

___ a. DFO develops recommendation(s), including considerations of availability, qualifications, conflict of interest, and willingness to serve (qualifications includes: subject matter expertise, established skills as a chair, energy, editorial ability, established skill in dealing with the Agency and public, ability to work with staff, timeliness)
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___ b. Discuss options with Staff Director

___ c. Document (1/2-page) the analysis and the conclusion, with sign-off by the Staff Director

1.b. Determine Charge and Expertise

__ Using the Project Sheet as a starting place, work with the chair and Agency contact to negotiate a charge, then identify

___ 1) specific questions to answer

___ 2) specific expertise needed to answer the questions

___ 3) special parties who may be affected by or especially interested in the issue

1.c . Determine the nature of the matter

___ a. Using available resources (GAO report; "What's the Matter?"; Tom's analytical outline), DFOs assessment whether the issue is a particular matter.

___ b. DFOs discuss assessments with the Staff Director

___ c. Staff Director and/or DFOs pursue further discussions with OGC, as appropriate

___ d. DFOs Document the analysis (1/2-page) and the conclusion, with sign-off by the Staff Director.

1.d. Determine whether this activity will involve

___ a.. Standing Committee with no additional consultants
A WIDECAST **IS NOT** NECESSARY, but there would be a posting of the Committee/Panel bios for comment

___ b. Only the addition of one or two Consultants in specific fields, then there would be A MINI-WIDECAST FOR THE EXPERTISE NEEDED, and SAB Staff would document clearly where the names came from and how the selection was made

___ c. For all other kinds of panels,
A WIDECAST **IS** NECESSARY.

1.e. DFO proposes name for the panel; Director approves name

___ a. CESS creates the name in the People Database

___ b.. DFO uses name in FEDERAL REGISTER notce

2. Widecast

Generate a WIDECAST, using the following techniques, to the extent that time permits

___ 2.a. DFOs ask the Agency for candidates with the appropriate expertise.

___ 2.b. DFOs ask appropriate SAB Members and Consultants for candidates with appropriate expertise

___ 2.c. DFOs draft a public notice in the Federal Register soliciting nominations from the public

___ 2.d DFOs email the FR notice to interested and affected parties and to lists of professional groups

___ 2.e .DFOs send emails seeking information to candidates that have been recommended

___ 2.f. CESS posts the announcement of the Widecast (along with the FR notice) on the SAB Website, with a suitable link from the 6-month calendar. (This statement is in addition to the generic exposition about public involvement in the panel selection process that should also be posted on the Website.)

___2.g. DFOs and MAs use the People database to store, maintain, and analyze submitted data.

3. Shortlist

___ 3.a. DFOs work with the Chair and to review the data in the WIDECAST in light of the charge and necessary expertise to identify a subset of candidates who would be appropriate as panelists.

___ 3.b. Via CESS, DFOs obtain or update COI information for the subset, using alternate OGE-450

___ 3.c. DFOs identify issues arising from the COI review and document determinations about conflict of interest or appearance of conflict of interest for candidates

___ 3.d.DFOs confer with the Staff Director, and OGE if necessary (involving the Chair, as appropriate) to determine where waivers or letters of determination are necessary if individual candidates are to participate. Confirm that those waivers and determinations can legitimately be granted. DFOs and MAs prepare waiver letters and letters of

determination as needed, have them signed by the Staff Director. MAs mail and file them.

___ 3.e. Staff Director signs off on the Short List.

___ 3.f. DFO requests, through COS Team Leader Post, that Short List be posted on the SAB website, soliciting public comment on the candidates for 20-days.

4. Selection

___ 4.a. DFO reviews all of the COI input regarding each of the candidates

___ 1) **Alternate** OGE-450

___ 2) Public comments from the Web postings

___ 4.b. DFO assesses the balance-of-bias (BOB) for various panel compositions and drafts the Panel Selection Document

___ 1) Distribution of "Address"

___ 2) Distribution of Nominators

___ 3) Diversity considerations

___ a) Gender

___ b) Geographic

___ c) Ethnicity

___ 4) Subjective evaluation on Scale of Risk Aversion

___ a) Overall average

___ b) Pairings of more extreme evaluations

___ 4.c. DFO discusses with the Staff Director

___ 4.d. DFO prepares a Panel Selection Summary for sign-off by the Staff Director

___ 4.e. DFO and/or MA enter the final panel in the People Database

___ 4.f. CESS posts the Panel Roster on the web