

SCIENCE ADVISORY COMMITTEE MEETING
March 7, 2002

Workgroup Leader Tasks

(Each Workgroup will designate one Workgroup Leader)

Ensure that each workgroup has identified background information
needed before SAC meetings

Facilitate communication with I & M Staff

Keep notes on Workgroup discussions
- present finalized minutes to I & M staff within one week of SAC.

Fill out tables for Workgroup

Summarize Workgroup discussion at SAC meetings

Facilitator Task

(Each workgroup will have one assigned facilitator)

Facilitate discussion to ensure that Workgroup Tasks are completed
and input is provided by everyone

Keep Workgroup on the right track