Romney Readiness Project

Charter for the

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|  | **Budget Review Group** |  |

August 15, 2012

The purpose of the Budget Review Group (BRG) is to assess certain matters related to the federal budget process. This charter document provides instructions and guidelines for its operation and describes the deliverables members of the Review Group are expected to produce. Periodically, this charter may be amended in response to new circumstances.

**Background of the Romney Readiness Project**

The Romney Readiness Project (R2P) was created in May 2012 to prepare for the potential election of Mitt Romney as President of the United States. Its activities comport with the Presidential Transition Act of 2010 enacted by Congress for the purpose of assuring continuity of government.

**Composition and Structure of the Budget Review Group**

**Group Leaders:** John Cogan and Tim Muris are appointed Group Leaders of the BRG. They are responsible for organizing and leading R2P reviews of budget areas and relevant agencies, assessing the current budgetary situation, and providing counsel regarding the scope and priorities of the initial economic plan. They are also charged with deploying specific subject matter knowledge, experience, and influence. In addition to their role as Group Leaders, each is assigned as a member of the Policy and Strategy Council (PSC).

The BRG Group Leaders are authorized to add technical support as needed contingent on budget approval and vetting/clearance of new support staff by the R2P talent team.

**Central Team Leaders:** [Insert name here] and [Insert name here] are assigned to support the Group Leaders. They are responsible for providing project management and other support to Group Leaders John Cogan and Tim Muris as they coordinate and direct DPRG tasks. They work full-time in their capacity with R2P.

**General Scope of the BRG Responsibilities**

The primary responsibility of the BRG is to assist in developing proposals to meet the President-elect’s budget targets and commitments. The responsibilities include forming six review teams responsible for the following budget areas or agencies and coordinating their work:

1. Entitlements;
2. Natural Resources;
3. Defense and International Aid;
4. Office of Management and Budget;
5. Office of Personnel Management; and
6. Rest of Government.

The BRG will also coordinate the budget input from the department and agency review teams in the National Security, Economic Policy, and Domestic Policy groups.

In forming each review team, the BRG should guide its efforts according to the following parameters. Members of each review team should have significant sector-specific knowledge and experience. Each review team should include individuals with direct experience working within that budget area. Members of Congress or congressional staffers may be appropriate review team members.

The BRG will provide guidance, coordination, and advice necessary to ensure that each review team’s work is conducted in a way that is consistent with its charter. Each review team will report its findings to the BRG.

Upon receiving each review team’s report, the Group Leaders are responsible to determine information that is valuable to the work of the PSC Task Forces and assure that they have necessary information.

It is NOT the job of the BRG to conduct an exhaustive review of the entire U.S. domestic policymaking apparatus. The BRG should focus on the deliverables contained in this charter and in the attached General Instructions – First 200 Days document, which are crafted to match Governor Romney’s campaign commitments.

Governor Romney’s policies and positions are determined through a process managed by the Policy Director of Romney for President. R2P and the BRG are responsible for planning mechanisms, time tables and processes to implement those policies and priorities. They do not originate or set policy priorities. While the BRG may be tasked to provide recommendations for use in the campaign’s policy process, no BRG member is authorized to speak on behalf of Governor Romney. Work product generated by the BRG constitutes a recommendation and not a policy of Governor Romney or the Romney for President Campaign.

The BRG will report to the Director of Agency Reviews. Progress with be tracked on a system coordinated by OPPM, Inc. Group Leaders John Cogan and Tim Muris are responsible for providing progress reports according to a pre-determined schedule.

**Operating Rules**

**General planning horizon:** Plans should instigate activities in the first 200 days of the administration and aim toward a full benefit horizon of 2000 days.

**Rules of Governance:** The Budget Review Group is chartered to recommend plans and strategies to Governor Romney. It will be governed by the Rules of Consensus and Elevation which articulate a collaborative process designed to ensure consideration of multiple points of view and arrive at high quality recommendations. A copy of the Rules of Consensus and Elevation is contained in the appendix of this charter.

**Creation of additional sub working groups**: With approval of the Director of Agency Reviews, additional sub-working groups may be formed. All participants must be vetted according to normal processes.

**Involvement of outside resources:** It is not intended that points of view reflected in the Budget Group’s recommendations be confined to those who serve as members. While membership in a review group is limited to those invited, it is expected that members will (within the confines of confidentiality) seek the views, input, and involvement of expert resources to enrich the review group’s recommendations.

**OPPM**: Progress will be tracked on a system referenced as an OPPM (One Page Project Manager). The Group Leaders are responsible to assure that the OPPM accurately reflects progress.

**Clearance, Confidentiality and Ethics**

As BRG Group Leaders, John Cogan and Tim Muris are authorized to grant membership on any of the aforementioned review teams subject to vetting by the R2P. The vetting process will include review by the Director of Departmental/Agency Reviews. Before joining the review team, proposed members must sign confidentiality and ethics agreements. No exceptions will be made on this requirement.

Members of certain review teams may require national security clearance so they can receive sensitive information during the Transition Phase. If necessary, such members should be prepared to comply with all pertinent background checks.

**Deliverables**

BRG is commissioned to produce the following deliverables by the dates indicated.

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| Accountability Date | Description |

Process Deliverables

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| August 15, 2012 | Conclude the recruitment, clearance, and orientation of the leaders of each department/agency review team. |
| September 5, 2012 | Develop an BRG charter and associated OPPM. |
| September 26, 2012 | Submit all assigned department and agency review team reports to the Policy and Strategy Council and to the appropriate task forces. |
| October 20, 2012 | Present vetted landing teams and plans from each agency review team.   |
| November 3, 2012November 7, 2012 to January 20, 2013 | Organize First Ten Days table top exercise for the landing teams.Externally support the work of the internal landing teams. |

Personnel Deliverables

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| September 5, 2012 | Coordinate review of the Presidential Appointed Senate Confirmed (PAS) and Presidential Appointed (PA) positions in OMB and OIRA and recommend the ten positions that should receive highest priority. |
| September 21, 2012 | Provide the names of at least five prospects for each prioritized PAS position. Each recommended prospect should include basic biographical information and a brief description of team members’ rationale for recommending him or her.  |
| September 21, 2012 to January 20, 2012 | Support the Talent Director in preparing priority PAS candidates. |

Early Cabinet Priorities

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| January 20, 2013 | Cause each assigned department and agency review team to inventory the ten most significant concerns the Cabinet Secretary/Director should focus on post handoff. |