Romney Readiness Project

Charter for the

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|  | **Domestic Policy Review Group** |  |

August 15, 2012

The purpose of the Domestic Policy Review Group (DPRG) is to assess certain matters related to the domestic policymaking organizations within the United States government. 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 Domestic Policy Review Group**

**Group Leaders:** Tevi Troy and [Insert name here] are appointed Group Leaders of DPRG. They are responsible for organizing and leading R2P reviews of departments and independent agencies involved with U.S. domestic policy. 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 DPRG 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 Tevi Troy and [Insert name here] as they coordinate and direct DPRG tasks. They work full-time in their capacity with R2P.

**General Scope of the DPRG Responsibilities**

The primary responsibility of DPRG is to create, oversee, and coordinate work done by seven review teams responsible for the following sets of departments and agencies:

1. Department of Labor and the National Labor Relations Board;
2. Department of Health and Human Services and the National Science Foundation;
3. Department of Housing and Urban Development;
4. Department of Transportation;
5. Department of Justice;
6. Department of Education and Corporation for National and Community Service; and
7. United States Postal Service and General Services Administration.

In forming each review team, the DPRG 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 in leadership positions within the departments or agencies being reviewed. Members of Congress or congressional staffers may be appropriate review team members.

The DPRG will provide guidance, coordination, and advice necessary to ensure that each department/agency review is conducted in a way that is consistent with its charter. Each review team will report its findings to the DPRG.

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

It is NOT the job of the DPRG to conduct an exhaustive review of the entire U.S. domestic policymaking apparatus. The DPRG 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 DPRG 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 DPRG may be tasked to provide recommendations for use in the campaign’s policy process, no DPRG member is authorized to speak on behalf of Governor Romney. Work product generated by the DPRG constitutes a recommendation and not a policy of Governor Romney or the Romney for President Campaign.

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

**Operating Rules**

**General planning horizon:** The primary task of R2P is to provide a plan under which the Romney administration can initiate activities in the first 200 days which can be in full effect within 2000 days.

**Rules of Governance:** The Domestic Policy 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 review group reports 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 teams’ 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 DPRG Group Leaders, Tevi Troy and [Insert name here] 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**

The DPRG 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 a DPRG 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 department/agency review team. |
| November 3, 2012  November 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 by each department/agency review team 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. |