



TECHNICAL ASSISTANCE PANEL (TAP)

RESPONSIBILITIES OF ULI WASHINGTON, THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS and the TAP SPONSOR

ULI WASHINGTON and COG

1. Pre-Panel (6-12 weeks)
 - Work with sponsors to define expectations, develop questions, and prepare for panel
 - Work with sponsors to develop the agenda for the TAP
 - Work with sponsors to identify expertise needed to complete assignment
 - Confirm panelists and communicate roles and responsibilities
2. On-Site (1 and ½ days)
 - Work with sponsor to ensure tour and on-site logistics are complete
 - Staff TAP with help of panel chair and sponsors
 - Take notes on panel deliberations and help prepare final presentation to sponsors
3. Post Panel (10-12 weeks)
 - Write and edit panel report, obtaining input from panel
 - Issue final report within approximately 12 weeks of TAP's completion

SPONSOR

- Work with ULI Washington in advance of the panel to define expectations and scope for the panel assignment
- Compile briefing materials and send a digital draft to ULI Washington at least four weeks prior to the panel. Some review and revision may be necessary between ULI Washington and the sponsor before the draft is finalized.
- Provide ULI Washington with the appropriate number of hard copies of briefing materials no later than 2 weeks in advance of TAP. Collaborate with ULI to mail final briefing materials to panelists.
- Reserve meeting space for the panel. Room should be large enough to accommodate twelve people at one table as well provide space for breakout sessions. Internet access is critical.
- Reserve meeting space for the stakeholder roundtables and final presentation. Size of room depends upon how many people are invited to each session.
- Provide food and refreshments for panel and stakeholders throughout the TAP.
- Lead the coordination of the sponsor briefing and stakeholder roundtables. This includes identifying, inviting, confirming, and preparing key participants.
- Provide transportation for site tour to accommodate 12 people (max) from ULI Washington as well as tour guides and others from Sponsor team.
- Provide aerial maps of the study area and have the flexibility to produce additional material at the panel's request.