

Great Lakes Regional Pollution Prevention Roundtable  
Organizational Charter  
and  
2000-2005 Organizational Plan

October 1999

(Draft Revision May 2002)

Please cast your vote on these Charter revisions and the Organization Plan. Your opinion is important. Please provide your approval or disapproval by June 30, 2002. Votes can be by e-mail, fax, mail or phone. They should be sent to:

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# The Plan Updates, in a Nutshell

## Structural Changes:

1. Membership **has been** formalized. Those interested in becoming members **asked** to fill out a **on-line** membership form. Membership will entitle individuals to GLRPPR services **specified based on membership level**.
2. The Steering Committee roles will be formalized. Roles, privileges and responsibilities **are** more concrete **and up to date**.

## Goals and Activities (if something sounds unfamiliar, consult the *Current Services* section of the plan):

### 1. The Web Page:

- S** The directory of P2 resources in the Great Lakes will continue to be maintained on the web page. The information **is also** available to members through the Help Desk Librarian.
- S** A virtual Clearinghouse of non-copyrighted P2 materials in the Great Lakes **is** made available on the web and through the Help Desk Librarian.
- S** **Continue to maintain and populate the national topic hubs and the regional sector resources with national and regional information where appropriate.**
- S** **Continuously update the News section with Regional News that is of specific interest to the membership.**
- S** **Continuously update the Calendar section with regional and national conferences, events, and trainings of specific interest to the membership.**

2. LINK Newsletter – **production scheduling will be made consistent and solicitation for articles relevant to Roundtable focus areas will be solicited.**

### 3. Networking:

- GLRPPR Staff will continue to participate in P2Rx, NPPR and regional or local conferences or conferences as appropriate in an attempt to better understand the needs of the region.
- GLRPPR Staff and Steering Committee will investigate implementation of an Awards Program for outstanding P2 Programs and People.
- S** **GLRPPR Staff and Steering Committee will provide state and local pollution prevention award program information and links to web sites on the GLRPPR web site.**
- S** GLRPPR will explore training resources in the Great Lakes, including collecting trainings that could be made available in the region and developing trainings to meet needs identified by the work groups.

### 4. Conferences:

- S** The Chicago Winter **Meeting** format will become more discussion oriented, including an issue identification and work group focus.
- S** The summer conferences will rely more heavily on the state's steering committee member and host organizations. They will attempt to showcase local and state activities.
- S** Special sessions will be explored where applicable.
- S** **The registration fee for invited conference speakers will be waived upon request.**

### 5. Membership –

- The Steering Committee will work to increase the breadth of membership and evaluate the composition of the membership every 2 years to ensure we are reaching our targets.
- A Steering Committee position will be created to work on Regional Progress and Priorities, including facilitating a discussion at the Chicago Winter conference, working with the Executive Director to author a white paper and communicating with US EPA about regional priorities.

### 6. Grant and Funding Opportunities –

- Mini-grants will be provided through the P2Rx grant to develop P2 information tools as funding permits.
- Regional grant opportunities will be listed on the GLRPPR web page.

7. Marketing Plan - A marketing plan will be developed to promote the P2Rx Regional Program (GLRPPR) and products throughout the Great Lakes region.

# Organizational Charter

Written May 1994  
Revised [May 2002](#)

## Mission Statement:

The Great Lakes Regional Pollution Prevention Roundtable supports pollution prevention and beyond compliance activities through information sharing, issue discussion and program development among member organizations.

## Goals and Activities:

### \* Information sharing -- Continue and build upon existing roundtable activities.

- o Resource coordination and information exchange among technical assistance and regulatory programs (specific and well focused to meet the needs of a variety of programs participating);
- o Technical resource coordination (including newsletter, regional publications, and other information exchange e.g., topic hub to regional resources);
- o Network with peer organizations to represent roundtable activities and opportunities and to be aware of activities of other groups (e.g. [SBO/SBAP's](#), National Institute of Standards and Technology, Non-governmental Organizations, National Pollution Prevention Roundtable and Pollution Prevention Resource Exchange);
- o Conference organizing (twice annual conferences to promote networking on pollution prevention issues) ;
- o Maintain membership roster;
- o Enhance and support regional technical resources (e.g. [topic hubs](#), [regional sector resources](#), and [programs directory](#)).

### \* Issue Discussion

- o Topic identification and agenda development for GLRPPR conferences;
- o Develop methods for measuring program effectiveness;
- o Assist with identifying regional priorities and discuss and address regional progress implementing pollution prevention;
- o Provide a focal point for policy dialog and discussion of regional pollution prevention and beyond compliance issues by functioning in an advisory capacity.
- o [Develop methods to ensure quality of GLRPPR products and services.](#)

### \* Regional Program Development -- move beyond traditional activities to provide economies of scale and secure new investment in such areas as:

- o Attract funding for member organizations (would need 501c3 status);
- o Develop and providing training for members and others;
- o Expand regional pollution prevention resources.

## Membership:

Membership of the Great Lakes Regional Pollution Prevention Roundtable includes individuals from local, state, provincial and federal programs and industries that promote or implement pollution prevention in the Great Lakes Region (Illinois, Indiana, Michigan, Minnesota, Wisconsin, New York, Ohio, Ontario, Pennsylvania).

Membership in the Great Lakes Regional Pollution Prevention Roundtable is open to anyone interested in pollution prevention and beyond compliance activities in the Great Lakes states. No membership fees are required although nominal fees may be charged for specific GLRPPR activities.

#### Organization:

The objective of this organizational structure is to provide continuity, guidance, and a commitment to conference GLRPPR goals as the organization evolves. The organizational structure may change as the GLRPPR determines which activities and directions best serve the membership.

The Great Lakes Regional Pollution Prevention Roundtable is primarily a service organization without legal status at this time. A Steering Committee is responsible for making decisions about the organizational activities of the Great Lakes Regional Pollution Prevention Roundtable. The Steering Committee seeks to represent the membership. Recommendations of the Steering Committee that will affect the mission and goals of the Roundtable are put before the entire membership for consensus approval.

The Steering Committee reaches its decisions through the process of consensus. As a service organization the Roundtable meets the variety of needs of its members. Consensus decision making allows all members' views to be addressed through the Steering Committee. Consensus is reached when the group has aired and accommodated, to the extent possible, the views of all the members. Members participating in a conference are polled for their opinions on each decision to insure that all voices are heard. Members of the Steering Committee who do not participate in a decision will have an opportunity to review and comment on the decision as part of the approval process for each set of previous conference minutes.

GLRPPR activities will not be hindered due to a lack of consensus. In cases where agreement does not seem possible, the Steering Committee may decide by consensus to vote on an issue. When a vote is taken, a 2/3 majority of Steering Committee members present is required.

The Steering Committee has up to fourteen members. Seven members will represent each of the eight Great Lakes States. The other six members will represent the constituencies within the GLRPPR and include one representative for each of: 1) USEPA; 2) Environment Canada; 3) regional provinces of Canada; 4) regional, local, state and tribal regulatory agencies; 5) regional, state, local and tribal technical assistance programs; and 6) non-governmental programs (which may include industry representatives and citizens groups).

At this time Pennsylvania is not represented on the Steering Committee. It is the goal of the Steering Committee to communicate with Pennsylvania and encourage their involvement in programs and eventually designate a representative on the Steering Committee.

Steering Committee members will serve terms of two years with six of the members being chosen in each year. Terms will begin at the Chicago Winter GLRPPR Conference. The Executive Director shall notify the Great Lakes Regional Pollution Prevention Roundtable membership as to what Steering Committee terms will be expiring and seek nominations to fill the positions. The slate of nominees will be brought before the membership for approval. An open election of GLRPPR members will be conducted if more than one candidate is nominated for a position.

National Pollution Prevention Roundtable

The Great Lakes Regional Pollution Prevention Roundtable will maintain an active and constructive relationship with the National Pollution Prevention Roundtable.

# Organizational Plan

## *Introduction*

Following is the five year plan (2000 - 2005) for the Great Lakes Regional Pollution Prevention Roundtable (GLRPPR). This plan seeks to address each of the goals laid out in the Organizational Charter and to provide concrete means and time lines for implementation. The plan focuses on the next 5 years; however, as the needs of GLRPPR will change in that time, it is recommended that the plan be revisited by the 2002 Steering Committee and every 2 years after that. This will ensure focus and clarity into the future.

## *History*

GLRPPR was formed in the early 1990's to help coordinate and share pollution prevention information among the key technical assistance programs, state agencies and USEPA representatives. GLRPPR operated on an ad hoc basis until 1994 when the members determined that more structure was needed. At that time an Organizational Charter was developed.

The Organizational Charter was used to outline the mission and identified three goals for GLRPPR: 1.) information sharing, 2) issue discussion and 3) regional program development. GLRPPR is primarily a service organization lead by a Steering Committee that is representative of the membership. The Charter recognizes that the organizational structure may change as times change but requires that changes affecting the mission or the goals be put before the membership for approval.

Following adoption of the Organizational Charter, an Executive Director was hired to lead GLRPPR and focus the Steering Committee. In 1995, an Organizational Plan was drafted to help work towards the goals set in the Organizational Charter. The Organizational Plan focused on GLRPPR's organizational structure, including where and how the Executive Director would operate. A host agency style of management was selected. In this model the host organization would consolidate regional services including conference preparation, LINK newsletter production, and regional clearinghouse maintenance. Specific goals for the Executive Director, the clearinghouse and the consolidation activities were established in the 1995 document.

In 1996, the consolidation moved the Executive Director position from the Cleveland Advanced Manufacturing Program to the Illinois Waste Management and Research Center, where it remains today. With the organizational form largely in place, [a plan has been](#) developed to continue to carry the organization forward.

## *Current Services and Activities*

GLRPPR currently receives funding under two grants to maintain GLRPPR. The first grant is through USEPA Region 5 and supports the Executive Director functions, including the following:

- coordination of the conferences and meetings;
- coordination of the Steering Committee and work groups;
- [increase awareness and participation of the Roundtable](#);
- maintenance of a membership roster;
- representation for GLRPPR membership at other meetings;
- coordination of the LINK newsletter;
- maintenance of GLRPPR Updates and work group list servers and the web page;
- coordinate the Great Lakes Regional P2Rx program;
- [provide GLRPPR Help Desk Service](#);



- pursue other funding sources; and
- coordinate other grant funded activities.

The second grant is funded by USEPA Headquarters through USEPA Region 5 to participate in the Pollution Prevention Resource Exchange (P2Rx). P2Rx is an organization made up of [eight](#) regional pollution prevention information centers around the country. [It is a national network of regional centers dedicated to improving dissemination of pollution prevention information, expert assistance, and reducing duplication of products, projects and services in the technical and environmental assistance provider community.](#) P2Rx provides funding to allow regional centers, like GLRPPR, to communicate about services, develop enhanced services for member states and to access resources provided by other regional centers. In this grant, GLRPPR provides the following to the Great Lakes Region:

- communication with the national network of P2 information providers;
- maintenance of P2Tech and other national list servers;
- development of resources on pollution prevention topics of interest to the region which have been made available on the web page;
- maintenance of a regional resource directory;
- support for a full time Help Desk Librarian who is available to provide literature and web reviews on P2 related topics; and
- [as funding allows, promote](#) mini-grants to states who are interested in developing pollution prevention related information tools for the Great Lakes Region to use.

With use of the two grants, GLRPPR has a staff of two full time people and [one student](#). The Waste Management and Research Center, the host agency, also provides time from its [database management specialist](#), media specialist, journalist and librarian to help provide these services. This Organizational Plan [better directs](#) the activities so they are maximally beneficial to the states.

### *Plans for the Next Five Years*

The purpose of this five year plan is to ensure the needs of GLRPPR members are being met by the organization. A member survey conducted by GLRPPR [in 2000](#) established that the Organizational Charter adopted in 1994 largely represented those needs and, thus, was used as a guide in developing this plan. The mission statement identifies GLRPPR as supporting pollution prevention and beyond compliance activities through information sharing, issue discussion and program development. Over the past years the mission has been implemented unevenly with focus on the information sharing aspects and less focus on the other two aspects. Clarity of purpose is needed to adequately meet Organizational Charter goals and member needs.

Based on comments from the member survey and on input from the Steering Committee, this Organizational Plan was drafted. It addresses two structural modifications to GLRPPR and then explains how the goals established in the Organizational Charter will be achieved. This includes recognition of tasks that are being adequately served as well as areas where more attention is needed.

## Structural Modifications

### *Membership Requirements:*

From 1994 to 1999, GLRPPR had considered anyone who attended a conference to be a member. However, based on the 1999 member survey, that classification had not been understood by many of the members. In 1999, when this plan was originally drafted, the GLRPPR Steering Committee felt it was necessary to establish more concrete membership goals and standards. In March 2000 membership to GLRPPR was formalized. Three levels of membership are outlined below.

### *GLRPPR Individual Membership Levels:*

#### *Basic Membership – no annual fee*

- *Subscription to LINK*
- *Inclusion in the on-line Membership Directory*
- *Access to the P2 Help Desk Librarian (discussed in Current Services and Activities)*
- *Participation in the Mini-Grants program when available (discussed in Current Services and Activities)*
- *Inclusion of articles in the LINK Newsletter*
- *Addition to the GLRPPR E-mail list server*
- *Right to vote for Steering Committee Members*
- *Certificate of Membership*

#### *Associate Membership – \$50/year*

- *All basic membership benefits*
- *20% discount on Conference registration fees*
- *Certificate of Membership*

#### *Full Membership – \$150/year*

- *All basic membership benefits*
- *Registration fee waived for two Conferences*
- *Framed Certificate of Membership*

The intention is not to require membership fees or exclude anyone interested in Great Lakes environmental issues from participating in GLRPPR. Anyone interested will be added to the GLRPPR Updates list server and on-line news. Formalizing membership terms will simply serve to promote ownership in GLRPPR and to help environmental professionals in the Great Lakes Region by better clarifying privileges of membership.

It is the intention of the Steering Committee that membership fees not add to the amount currently being charged to GLRPPR members. The fees will be offset by decreases in costs associated with attendance at conferences. To promote membership, services previously available to anyone will only be available to those who become at least Basic (no charge) members.

All memberships will be individual, rather than organizational. Therefore, anyone in an organization wishing to vote on Steering Committee members, receive the LINK newsletter or other privileges listed below will be required to become a member. Membership forms will be available on the GLRPPR web page, through the Executive Director and at conferences. Forms will include contact information, areas of interest and other basic information. The membership terms will be implemented beginning in January, 2000, and be explained at the Chicago Winter conference.

## *Steering Committee Roles and Responsibilities:*

The GLRPPR Steering Committee is made up of 14 members from the Great Lakes States and one Ad Hoc member. In the past the roles of the Steering Committee have been very loosely defined and the work has been unevenly distributed. Following is a more detailed view of the roles and responsibilities of Steering Committee membership in an attempt to make the positions more valuable to Steering Committee members and the GLRPPR membership as a whole. These roles became effective at the Chicago 2000 Winter Conference held March 2000.

### Roles of GLRPPR Steering Committee Members

- Set policy and direction for GLRPPR;
- Participate in updates of the mission as needed and the Organizational Plan every 2 years;
- Ensure that the Organizational Charter and Organizational Plan are carried out.

### Privileges:

- Priority travel scholarships to summer conference and winter meeting and other regional conferences where appropriate [and as funding allows](#);
- [Half price attendance to GLRPPR conferences, meetings, and events](#)
- Ability to deliberate on and vote on policy positions drafted by the work groups;
- Potential to set the direction for current and future GLRPPR projects;
- Opportunity to promote technical expertise in the area of choice for the region.
- [Framed certificate of membership](#);
- [Honor and recognition at all GLRPPR events](#);
- [Framed outgoing member plaque](#).

### Responsibilities:

- Participate regularly in GLRPPR conference calls and attend GLRPPR conferences and Steering Committee [meetings](#);
- Select and implement a Focus Area. Focus Areas can either be programmatic or topical as identified below. Multiple members can share the same Focus Area. Not all Focus Areas need to be represented at all times.

### *Programmatic Focus Areas:*

- < Summer Conference Planning -- The Steering Committee representative(s) from the host state will take the lead on planning the summer conferences. This will be a short term position, usually occupying 6 months to 1 year prior to the conference. It may be done in conjunction with another Focus Area.
  - Work with the GLRPPR Executive Director to select dates and location;
  - Outline the conference agenda and select speakers to highlight regional programs and accomplishments;
  - Provide a list of potentially interested participants to the Executive Director;
  - Identify potential training sessions or tours that might be appropriate;
  - Work with the GLRPPR Executive Director to determine all other conference logistics.
- < Regional priorities and progress – This position will be responsible for tracking issues of importance to the region.
  - Facilitate discussions at the Chicago Winter conference about issues of regional importance;
  - Meet with US EPA Headquarters and Region 5 to determine their priorities and to share GLRPPR membership priorities;
  - Facilitate conference calls and list server discussions;
  - Help GLRPPR Executive Director draft a white paper identifying priorities for the next year and progress from the previous year.
- < National Pollution Prevention Roundtable Board Representative – The Region 5 representative to the NPPR Board will be chosen from those who have been GLRPPR Steering Committee members and those

familiar with GLRPPR activities. During the NPPR representative's term, this member will also serve on the GLRPPR steering committee by reporting on NPPR activities of interest to the region during the monthly conference calls. As the NPPR Board terms span three years, this member will serve a three year term on the GLRPPR steering committee as well. This may be in addition to or in conjunction with the two year GLRPPR Steering Committee term.

*Topical Focus Areas:*

**S** Steering Committee members who choose topical focus areas will:

- Lead a work group dealing with topic specific issues;
- Plan sessions and topics for Chicago and the summer conference;
- Organize interim conference calls and conferences;
- Facilitate list servers if desired;
- Draft position papers for vote;
- Maintain a work group membership roster;
- Develop articles for LINK and web content with the help of the work group;
- Report to the Steering Committee about activities.

**S** Topics may include, **but are not limited to:**

- Regulatory Integration – P2 in regulatory settings;
- Local Government – P2 in local government;
- Information/Outreach – Information and outreach issues including training, web technology, libraries and other information access points;
- Technical Assistance Dissemination – methods and implementation strategies of P2 programs in industry from a government perspective;
- P2 Tools and Techniques – P2 tools and techniques, focusing on case studies, implementation processes, success stories and other areas of interest;
- Topic Specific Programs based on Regional Priorities
  - Mercury - pollution prevention options and strategies for mercury and PBTs in the Great Lakes;
  - Environmentally Preferable Purchasing
- Other topics of interest to Steering Committee and GLRPPR members.

Should a Steering Committee member no longer be able to meet these expectations for any reason, mid- term substitutions will be accepted. **It is anticipated that the outgoing member would recommend a replacement.**

## Goals and Activities

### 1. *Information Sharing*

This component of the plan has been addressed in many ways over the past four years, perhaps because it may have been the most easily attainable of the three goals while the organization was still forming. However, there is still much that can be done to improve upon the information resources available. Work will continue as follows.

*a. Resource coordination and information exchange among technical assistance and regulatory programs (specific and well focused to meet the needs of the variety of programs participating).*

GLRPPR has identified regional resources to help others become aware of those resources through a database of Great Lakes P2 Programs along with the sector and topic hubs on the GLRPPR web page. GLRPPR will continue to devote significant resources to development and maintenance of these resources including programs and materials from all levels of government and the private sector. Information in the programs directory includes services provided, industry focuses and contacts. Regional and national news is collected and posted to the web site along with information on upcoming trainings, events, conferences and funding opportunities specific to the membership.

GLRPPR staff will keep this information updated and accessible. Staff will promote these resources to help coordination efforts and information exchange among technical assistance and regulatory programs.

*b. Technical resource coordination:*

GLRPPR staff have developed topic specific guides to regional resources called topic and sector hubs. The guides outline the topic and P2 solutions and provide links to regional sources of expertise, related documents, and web sites. Sources of expertise include contacts, web pages, and available publications.

#### *Newsletter:*

During the summer of 1999 the LINK newsletter's physical format and content was revised. Members submit their program updates, project information, case studies, etc. for publication in the news / projects database on the web page.

GLRPPR staff, with the help of the Steering Committee and input from members, identify significant activities in each state for that quarter, contact specific participants when needed and ask them to provide detailed and informative articles. GLRPPR staff will simultaneously strive to provide articles from each state that focus on topics such as:

- < Regulatory Integration
- < Local Government
- < Technology / Technical Assistance
- < P2 Tools and Techniques
- < Regional Priorities, such as Mercury/PBT
- < EMS / ISO 14000
- < EPA News
- < New Publications
- < Upcoming Events
- < Conference Updates
- < GLRPPR News
- < GLRPPR Steering Committee

[Information](#) about the activities of GLRPPR and the Pollution Prevention Resource Exchange (P2Rx) [is also included](#). LINK will be confined to 6-8 pages and will include references to the GLRPPR web page for a complete listing of regional pollution prevention activities and state updates.

#### *Regional Publications:*

A GLRPPR clearinghouse of regional publications (a.k.a. topic and sector hubs) has been created. The topic and sector hubs contain public domain publications (including fact sheets, case studies, or other non-copyrighted, freely distributed materials) that agencies and organizations would like publicized and distributed. The Help Desk Librarian, described in *Current Activities and Services*, is also be available for assistance in finding and retrieving clearinghouse publications.

Another important component of this effort is providing links to clearinghouses within the Great Lakes states and provinces that provide assistance in finding materials or online directories of clearinghouse materials. GLRPPR will work to identify these clearinghouses, and to advertise their services via the web site and GLRPPR staff.

#### *Other Information Exchange:*

The GLRPPR web page continues to be a key information exchange tool. GLRPPR Staff have developed topic specific guides to regional resources. [Complete hubs are regulatory integration, offset printing and mercury](#). The guides outline the topic and P2 solutions and provide links to regional sources of expertise, [related documents and web sites](#). Sources of expertise include contacts, web pages and available publications. Future topics will include [flexographic printing, salvage yards, technology diffusion](#) and others identified as important by GLRPPR membership.

#### *c. Network with peer organizations to represent roundtable activities and to be aware of activities of other groups*

GLRPPR staff will continue to attend NPPR conferences and be an active part of P2Rx. Staff will also attend state roundtables or conferences and conferences in other regions as applicable. Efficacy of visits to other environmentally based state and regional conferences and offices (including state P2 offices) will also be investigated.

The Steering Committee and the Executive Director will also begin investigating implementation of a regional awards program for exemplary programs and people in the P2 arena.

#### *d. Conference organization (twice annual conferences for members)*

GLRPPR hosts two public events per year. The Chicago [Winter Meeting is usually held in February or March](#). The summer conference is in one of the member states and is historically in August. Two events per year will be the minimum. Within travel constraints smaller, topic specific events and specialized training sessions will be held either in conjunction with conferences or in addition to regularly scheduled conferences.

The Chicago Winter [Meeting](#) format has been modified to include more issue discussion than presentation. Planning for this conference will primarily be the responsibility of the work groups developed around these Steering Committee Focus Areas. The conference will include discussions on the subjects of most importance to the region, as determined by the Steering Committee and the GLRPPR membership.

The Summer Conference will become less a product of the GLRPPR Steering Committee and more a product of the state and local host organizations and steering committee member from that state. The state's host organizations will work with the GLRPPR staff to plan topics and speakers that will be of interest to environmental professionals in that state and in the Great Lakes Region. GLRPPR work groups will also plan sessions and discussions if desired.

The Summer Conference rotation is as follows:

2002 Ontario 2003 Ohio 2004 Minnesota	2005 New York 2006 Michigan 2007 Indiana	2008 Wisconsin  200X Pennsylvania
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Any state's Steering Committee member can elect not to host a conference for any reason. A decision must, however, be made one year prior to hosting the conference. Should this happen, the next state in the rotation will host the conference. [It is the goal the Steering Committee to encourage more involvement of Pennsylvania representatives and that they would eventually have interest in hosting the Summer Conference in the state.](#)

Other initiatives will be developed to help promote P2 resources in the region. GLRPPR staff and work groups will develop training sessions and initiate discussion opportunities that will be made available at all conferences within the Great Lakes states. GLRPPR staff and work groups will also promote special sessions, either face-to-face or through conference calls, on topics of particular interest to the membership.

*e. Develop and maintain a roster of members*

The membership roster has been maintained as part of a database that includes subscriptions to the LINK newsletter and the GLRPPR Updates E-mail list server. These efforts will be continued. Membership levels will also be included. The database of members as defined in this document will be made available via the web.

GLRPPR will also strive over the next five years to increase membership diversity. In the 1999 Membership Survey, members indicated that more diversity was an important goal. Environmental professionals from commerce, industry, manufacturing, regulatory programs, technical assistance programs, local governments, non-governmental organizations and citizens groups will be targeted for membership. The Steering Committee will help to identify individuals who would both benefit from GLRPPR membership and who have valuable skills to contribute to the organization. Every two years, the Steering Committee will re-evaluate the membership and areas that need expansion.

*f. Enhance and support regional technical resources*

To help support regional and technical resources, GLRPPR staff with guidance from the Steering Committee and work groups will enhance current activities and initiate new activities. Current activities include:

1. Topic specific web page directories that define problems and identify resources available in state programs;
2. A Help Desk Librarian will continue to be available to GLRPPR members for research into P2 related questions;
3. [As funding allows](#), mini-grants will be made available through the Pollution Prevention Resource Exchange (P2Rx) to allow programs to target P2 information and outreach in their states and for the region. Mini-grants will range from \$5,000 to \$10,000 for information and outreach related projects of use to the state and the region. Examples might include, public service announcements, case study documentation or general web page enhancements;
4. Networking efforts will be continue through [the Summer Conference and Chicago Winter Meeting](#), list servers, membership and organizational web directories, and, in the future, training sessions and topical discussions.

*2. Issue Discussion*

GLRPPR's current activities do not address issues discussion as effectively as possible. This area needs to be enhanced over the next 5 years to help promote P2 and various state programs. Specifics must include

development of a Steering Committee position on regional priorities and regional progress. The Steering Committee will require comments from work groups and membership to determine priorities and progress. These comments will not over ride state program goals, but will instead be designed to promote information exchange and awareness of activities. Providing a forum for policy discussions will also become a priority at the Chicago Winter conferences.

*a. Topic identification and agenda development for GLRPPR conferences*

This area of issue discussion has been accomplished through the Steering Committee's participation in conference planning. GLRPPR will continue to utilize the Steering Committee to help identify topics and speakers. GLRPPR will also rely more heavily on the host organizations during the Summer Conferences and work group participants to identify topics and speakers. To help expand the relevance of the topics, an effort will be made whenever possible to bring in local individuals to showcase activities. GLRPPR will also continue to ask conference attendees for suggestions of topics for future conferences.

*b. Develop methods for measuring program effectiveness*

This is an important area that has not been largely implemented as part of GLRPPR activities. Measurement will begin with the GLRPPR staff activities. Beginning in January 2000, GLRPPR staff will measure the number of calls, news items and web page hits received. These measurements helps determine which are the most effective and most valuable services to the membership.

*c. Assist with identifying regional priorities and discuss and address regional progress implementing pollution prevention:*

A Steering Committee position will be created to focus discussions on these topics. The Steering Committee member leading this effort will begin by holding a discussion with the membership at the Chicago Winter Meeting in February/March. From that meeting, conference calls and list server discussions will continue through the summer resulting in a list of regional priority issues. During the summer the Executive Director with the help of the Steering Committee member will communicate to the membership the regional priorities for the coming year. The list will be presented to the membership and will become part of the web page. Each year at the Chicago Winter Meeting, similar discussions will be held resulting in identification of updated regional priorities for the next year.

In order to better understand regional priorities, the Steering Committee members undertaking this task will maintain contact with USEPA Headquarters and Region 5 to keep lines of communication opened. The Steering Committee member will monitor priorities from EPA as well as inform EPA about priorities expressed by the GLRPPR membership. This goal could be achieved through periodic meetings with US EPA, conference calls or other mechanisms deemed appropriate.

*d. Provide a focal point for policy dialog and discussion of regional pollution prevention issues by functioning in an advisory capacity*

While GLRPPR has provided a forum for policy dialog, GLRPPR has avoided taking any position on pollution prevention issues in the region and, thus, has avoided acting in an advocacy capacity. This focus may change in the coming years. As Steering Committee members build work groups within their Focus Areas, issues of common concern may begin to emerge. GLRPPR will be receptive to formalizing policy positions around those concerns. Policy statements can come in the form of letters, web page statements or in other media as determined by the Steering Committee and the work groups. Overt political statements will not be sought; rather suggestions of future actions to support the members and issues may be put forth.

The procedure for introducing a position is as follows:



1. The work group and the Steering Committee member with that Focus Area will identify a position;
2. The work group and the Steering Committee member will draft a position paper, web page or other media to express the position;
3. The Steering Committee member working on the position will present the position to the entire Steering Committee during a conference call and through e-mail;
4. The Steering Committee will discuss and comment on the position and may return it to the work group for reworking;
5. A vote of the Steering Committee will be held during the next conference call; consensus approval will make the position official, as outlined in the Organizational Charter.

Discussions of the positions will be held at the Chicago Winter meeting, in the LINK, over the list server and on the web page.

*3. Regional Program Development – move beyond traditional activities to provide economies of scale and to secure new investment in such areas as:*

*a. Attracting funding for member organizations*

Through the P2Rx network, new funding has been obtained in the form of mini-grants. Mini-grants are \$5,000 - \$10,000 subcontracts to interested organizations for compilation of P2 related information resource development. Examples include, case study development, web page enhancement or public service announcement development. These sources will continue as funding [is available](#).

More efforts should be made to identify and advertise new funding sources. All Steering Committee members will be asked to pass on funding opportunities that might be of interest to members. Those opportunities will be posted on the GLRPPR web site and possibly included in LINK newsletter where applicable.

*b. Developing and providing training for members and others*

These activities began in the summer of 1999 with the creation of a P2 Basics training session that was held at the Traverse City, Michigan Conference. The training includes information on what P2 is, how to implement a P2 program and where to turn for help.

More training, however, should be made available to the region. This will be done first by identifying groups in the region that have training programs, both for professional levels and for secondary and higher education purposes, that could be made available to other states or at conferences and meetings. Secondly, as work groups identify training needs, they will be encouraged to develop materials and present training information during conferences and at special interim meetings. Training sessions will be available to all of the Great Lakes States and GLRPPR staff will be available to help facilitate or develop training sessions. Financial support may also be available from GLRPPR for development and presentation of training sessions in organizations, although a minimal training fee may be charged to those organizations requesting the training.

*c. Establishing regional pollution prevention resources*

Links to regional pollution prevention resources will continue to be developed for the GLRPPR web page. Reports on important Great Lakes P2 issues will be added as relevant topics are identified; the membership and organizational directories will be updated and maintained; and other information will be compiled in web based tools. GLRPPR members without web access or who have time constraints, will be able to obtain information through the Help Desk Librarian.

## *Conclusions*

Since 1994, GLRPPR has moved from an ad hoc organization into a formal organization. The next 5 years (2000 - 2005) will serve to move the organization towards a more pro-active P2 resource in the Great Lakes. The organization will take a leadership role in identifying key regional pollution prevention issues and will begin to take advocacy positions on important pollution prevention issues as needed. The next 5 years will prove exciting and challenging as GLRPPR grows as an organization.