# Cross-TTC Working Group – Transitioning to Virtual During COVID-19

# Charter

### Mission

The Working Group (WG) was established to to explore the potential for a cross TTC publication(s) documenting the efforts of the TTC network to shift a wide-range of training and TA events to fully virtual as a means of mitigating spread/risk during the COVID-19 outbreak.

### Objectives

While each ATTC is responsible and accountable for their own progress against their work plans and goals, the Working Group serves an important function in leveraging the collective expertise of the Centers to assess, prioritize, and address the challenges and needs of this focus area(s), and to develop products that maximize the outcomes of all available resources.

By sharing ideas, better understanding perspectives, guiding and contributing to solutions, and co-creating trusted relationships; the objective is that WG participants expand their impact for their Center as well as the collective Network.

“If you want to go fast, go alone. If you want to go far, go together.” – African Proverb

### Expectations of the Working Group:

* Define charter, norms, and process for accomplishing objectives
* Gather and prioritize ideas
* Share expertise and deliverables
* Communicate and share initiatives within and outside of the WG
* Meet as often as necessary to accomplish tasks. We agree to meet two times per month initially. Meeting frequency may decrease once work gets underway.
* Develop an action plan for future WG efforts
* Facilitate the implementation of initiatives

### Working Group Composition and Characteristics

| Role | Responsibilities | Name / Contact Info |
| --- | --- | --- |
| Members | Actively participate during and in-between meetings to help WG accomplish objectives, including contributing to and/or completing agreed upon plans  Where and when appropriate, contribute to sharing the costs of developing products and tools | See membership list <https://umkc.box.com/s/8srfm6s46bef2vx5krd40celghjc02wo> |
| Chair | Member responsibilities plus serve a one-year term to organize, coordinate, lead, and facilitate the WG, including soliciting WG agenda topics  Develop an action plan with the working group  Track WG progress against plan and raise and address any concerns with WG progress with members  Encourage and foster an equitable distribution of workload | Sara Becker |
| Co-Chair | Member responsibilities plus fill-in for Chair as needed | Laurie Krom |
| NCO Coordinator | Arrange and communicate meeting schedule and information, Take notes on WG calls | Kim Clark |
| Subject Matter Expert (SME) | No WG responsibilities, but SMEs may be consulted to advise the WG |  |

### ****Operating Agreements****

Our group norms for working together during and between meetings include:

* Notify the Chair and Co-Chair if you cannot attend a meeting
* Come to the meetings prepared and ready to discuss the issues on the agenda
* Be on time to meetings and end meetings on time
* Be respectful – assume good intentions and provide your undivided attention
* Be a good listener, contributor, and collaborator
* Ask good questions – surface assumptions to understand interests and ideas
* Share the air – stay on topic and respect different participation styles (i.e., introvert vs. extrovert)
* Allow the facilitator to facilitate – agreeably end a topic when the facilitator indicates that time is up
* Focus on the future and what can be accomplished together
* Offer a replacement if you determine that you are unable to actively participate
* Honor confidentiality of conversations
* If you miss a meeting it is your responsibility to catch up on what you missed and any assigned actions

Processes

To operate in an efficient manner, the WG will:

* Conduct regular virtual meetings that lead to achieving WG mission objectives;
* Schedule meetings as far in advance as possible, but a minimum of at least 10 working days. Unless there are extenuating circumstances, members will participate in virtual meetings using video teleconference. The NCO Coordinator will send electronic calendar invites that include televideo information;
* Solicit agenda topics two weeks in advance with the final agenda distributed at least two work days before a scheduled meeting with necessary attachments;
* Rotate responsibility for taking and distributing high-level meeting summary of discussion topics with a focus on decisions made, next steps, and action items within three working days of the meeting adjournment;
* Document activities so that the NCO project lead is able to track progress and report on the status of WG activities to SAMHSA. This tracking should include the name of organizations and relevant staff completing any assignments; and
* Form ad hoc groups (e.g., sub-committees) as necessary, comprised of WG members, subject matter experts, and other TTC representatives to address specific items.

### Decision Making

The WG will strive for consensus, but will use a simple majority vote of all members to make a decision. If the majority of the WG is not present at the meeting, a vote can be taken by other methods including e-mail. In the event that agreement to proceed cannot be obtained, the matter will be put forward to the SAMHSA project officer for their decision.

### Communication

The members will discuss issues within WG to ensure that the group is representing the views of contributing TTCs. The WG will discuss and develop a process to provide progress updates to the NCOs, SAMHSA project officer, and ATTC, PTTC, and MHTTC Directors Steering Committees. The WG will share initiatives and deliverables across the TTC community and stakeholders using the TTC websites and other mechanisms. All WG products and resources will utilize the TTC Style Guide.