Message

From: Yeow, Aaron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=613120791828428B8CBFD6178910D97E-YEOW, ARRON]
Sent: 10/15/2018 3:58:16 PM
To: tcoxdenver@aol.com
Subject: CASAC PM ISA
Attachments: Transmittal of draft PM ISA to CASAC unsigned 10-15-18.docx; CASAC SOx Review Panel Chair Memo 012517.doc

Importance: High

Tony,

I was just notified that EPA NCEA will be transmitting the PM ISA to CASAC today and they will be posting it to their website today. Attached is the draft charge. Please review the charge and let me know if you have any comments/edits that you would like them to make by Monday, 10/22/18. They will then finalize and post the charge questions.

Once the charge questions are finalized, we will need to make lead author/lead discussant assignments to the CASAC. We typically will assign one or more members to each charge question and they will be responsible for leading the discussion of the response to the charge question during the meeting (lead discussant) and for capturing the consensus discussions into a written response for the report (lead author). Once we make the assignments, we would capture this is a Chair's memo sent to the CASAC and transmit the draft ISA and charge questions to the CASAC. We would ask them for preliminary written comments by December 5 so that you all have time to review each other's comments prior to the meeting. I'm attaching a sample chairs memo.\

Please call me when you get a chance.

-Aaron

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