WORK GROUP GUIDELINES

SUBMISSION OF NEW/PROPOSED ISSUES

Any MTAC representative or USPS executive can propose an issue that would require the formation of a new work group. The proposal should be submitted to the appropriate MTAC Leadership Committee focus area sponsors for their consideration. If the representative submitting the issue is uncertain as to which Leadership focus area sponsors are appropriate for the issue, the representative may submit the issue to the MTAC Program Manager for assignment. The Leadership focus area sponsors will discuss the suitability of the issue and will approve the work group, refer the issue to a more appropriate track, reject the issue or table it for further research. Upon approval by the Leadership focus area sponsors, the issue statement will be circulated to the full Leadership Committee for comment. Any suggested changes will be reviewed by the Leadership focus area sponsors who will enter the final issue statement into the MITS system. The Leadership focus area sponsors are responsible for managing the progress of the newly formed work group.

APPROVAL CRITERIA

1. The purpose of any work group must support the stated purpose of MTAC:

   The Postmaster General's Mailers' Technical Advisory Committee (MTAC) is a venue for the United States Postal Service (the Postal Service) to share technical information with mailers and to receive advice and recommendations from mailers on matters concerning mail-related products and services in order to enhance customer value and expand the use of these products and services for mutual benefit.

2. Problems and issues must be industry-related (as opposed to individual company concerns - specific individual concerns should be addressed one-on-one with appropriate USPS staff).
3. Identified issues should be timely.
4. The potential solution should pertain to something that concerns both the industry and the USPS.

5. The issue should not be redundant with another issue that is already in workgroup status.
6. The issue should have defined measurable objectives and a proposed timetable for completion.

WORK GROUP LEADERSHIP

The Leadership focus area sponsors will appoint industry and USPS work group co-leaders. The work group leaders are jointly responsible for directing the work group activities:

- Work group leaders have the primary responsibility for ensuring that the direction of work group efforts and recommendations meet stated objectives and are acceptable to both Industry and USPS.
- Work group leaders select members of the work group (see below), schedule meetings and ensure that those meetings are conducted in a professional manner.
- Work group leaders will appoint a scribe for the work group, who will prepare minutes of all meetings and enter them promptly into the MITS system.
- Work group leaders must provide the Program Manager with a work group roster, listing all work group participants, as soon as it is finalized after the inception of the work group and at any subsequent time when the work group participants change.
- Work group leaders determine meeting frequency and duration suitable to accomplish the completion timetable established by the Leadership focus area sponsors. The schedule should facilitate as much progress as possible between MTAC quarterly meetings.
- Work group leaders maintain a current record of all work group activities in MITS and ensure that their Leadership focus area sponsors are kept updated on progress.
- If the work group leaders determine that the work group is experiencing obstacles that may require additional resources, significant delays, or unusual

conflict within the work group; they should report the situation to the Leadership focus area sponsors for guidance.

- Work group leaders may be called upon to make formal progress reports at MTAC general sessions.
- Work group leaders are responsible for a final written report detailing the resolution of the issue and recommending any implementation plan that may be required.

MEMBERSHIP & PARTICIPATION

The Leadership focus area sponsors and the work group leaders will extend an invitation to key stakeholders and mailing industry representatives to participate in the work group, provided, however, that no non-member may participate in a work group, and no invitation for such participation shall be extended, without prior Executive Committee approval as provided in Section XII of the MTAC Charter. The invitation to participate should clearly define the mission of the work group, expected outcome, and completion timeline for the specific issue. In addition to placing information in MITS, the invitation can be accomplished through a presentation or announcement during an MTAC general session, a featured article in a designated trade publication or association newsletter, or any other appropriate media.

Work group members can be MTAC representatives or interested industry personnel who are not representatives to MTAC, provided, however, that no non-member may participate in a work group without prior Executive Committee approval as provided in Section XII of the MTAC Charter. USPS will appoint a suitable number of staff with appropriate skills and expertise necessary to the success of the work group. The USPS work group leader is responsible for arranging suitable staff participation.

Those accepting membership in a work group acknowledge that they will attend work group meetings (in person whenever possible), participate in conference

calls, be willing to share their experience and that of their companies, and participate in test or pilot projects.

OBJECTIVES

The first order of business for each work group will be to review the purpose and objectives set by the Leadership focus area sponsors. Work group leaders should ensure that the members understand the goals of the group and should develop a work plan that will accomplish the objectives within the completion timeline. Any modification to the Leadership focus area sponsors' expressed objectives and timeline must be discussed with the Leadership focus area sponsors.

MEETINGS

Work group meetings, conference calls, etc., can be scheduled between or immediately prior to MTAC general sessions, but should be scheduled so as to accomplish as much as possible between quarterly MTAC meetings. Meeting times, locations and agenda should be announced in MITS. Every attempt should be made to schedule meetings far enough in advance (30 days whenever possible) to ensure full participation by all members. Complete information regarding meetings, tours, and activity-related details (e.g., activity date, start and end time, directions to activity location, hotel recommendations, conference call-in number and time, etc.) should be included in announcements.

The MTAC Program Manager (202-268-2066) must be informed at least two (2) days in advance of the location and attendees for all meetings planned at USPS headquarters. The USPS work group leader will be responsible for securing a meeting room, arranging for any refreshments, and clearing members through security for any work group meeting held in USPS headquarters.

MINUTES

The work group scribe will prepare accurate and unbiased meeting minutes, including a list of attendees. The minutes must be distributed to work group

participants, the MTAC Leadership focus area sponsors, and posted to MITS within ten (10) days after the meeting.

INTERIM REPORTS

The Leadership focus area sponsors will determine when a status report should be given to the MTAC general session. Each Leadership focus area sponsor must be prepared to provide status updates to the full Leadership Committee at their quarterly meetings.

FINAL REPORT AND RESOLUTION STATEMENT

The Leadership focus area sponsors will indicate to the full Leadership Committee when the work group considers their task completed. The Leadership Committee normally accepts this decision but may ask for additional information or work. The date of this presentation is the "initial closure date" in MITS.

A final report and a resolution statement are required to confirm a work group has completed its task. The final report and the resolution statement are provided by the work group leaders and sanctioned by the Leadership focus area sponsors. The final report provides detailed findings, implications, and next steps and is important to enable MTAC members to maximize benefit for the industry.

The final report is normally presented at the quarterly General Session and is recorded in the minutes for the work group in MITS. The resolution statement is provided in MITS as a very brief reference to the work group's objective and accomplishments, and indicates where to look for additional information and next steps, if any. The work group's status in MITS is changed to "complete" and the "final closure date" is recorded.