



Step-by-Step Process of Forming Action Teams

Step	When	Role of Industry	Role of Public Partners
1. Launch Meeting: Industry leaders begin to define shared action agenda; champions sign up for priority areas		Drive the discussion, sign up to champion priorities	Observing and beginning to think about what assets (programs, resources etc.) could be leveraged to respond to industry priorities.
2. Follow up conference calls: Organized around each priority area to identify/clarify action plan elements and begin forming action teams	3-4 weeks from launch meeting	Clarify the strategy, define success, identify “quick win” opportunities, and agree on next steps.	Convener facilitates and documents conference calls but other public partners do not participate in order to ensure business leaders have space to define the own agenda.
3. Second In-Person Partnership Meeting: Report out and revise action plan elements and review any early progress. Recruit additional industry champions to join Action Teams.	60-90 days from launch meeting	Formalize chairs or co-chairs for each Action Team; begin implementing action plan in collaboration with public partners.	Identify the “first responders” to begin integrating into Action Teams.
4. Ongoing Action Team Meetings: Held on a regular basis, in between in-person full Partnership meetings	Monthly or bi-monthly.	Contribute to solutions, evaluate progress to date, course-correct based on changing conditions or progress, bring in new business champions, as needed.	Keep the voice of business at the fore but work collaboratively to understand businesses’ desired outcomes, explore possible resources to deploy, map out potential collaborative solutions, and define specific next steps in collaboration with industry.



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