



## **Association for the Advancement of Alternatives Assessment (A4) Discussion Group Proposal Process**

One of the goals of A4 is to provide a home for productive discussions that advance the science, practice, and policy of alternatives assessment and informed substitution. We do this through A4's quarterly webinar series, the bi-annual Symposium and by providing a home for specific discussion groups. Forming an A4 discussion group requires approval by the Association's Executive Council and will require at least one Executive Council member as a participant. We ask that you submit a short proposal outlining the following elements:

1. **Name.** Name of the discussion group
2. **Contact.** Primary contact person and email
3. **Purpose.** What is the purpose of this A4 discussion group and how will it advance the [vision and mission](#) of the Association? In the first 18 months, are there specific expected outputs that the group is seeking to achieve?
4. **Participant composition.** Who will be involved? *Please note that participants are required to have a current A4 membership.* Please list the initial participants in the discussion group, realizing this list may evolve/change over time.
5. **Structure.**
  - a. **Leadership and coordination structure.** Who will take primary responsibility for the discussion group?
  - b. **Which Executive Council member is involved?** The list of Executive Council members can be found on the A4 website: <http://saferalternatives.org/about/a4-people>
  - c. **Frequency and mode of convening.** How often and by what mechanism will the discussion group meet? (Please note, for an A4 discussion group to be considered active, it must convene participants at least 2x a year)
6. **What is the mechanism of reporting on the discussion groups activities with the full A4 membership?** Types of activities could include for example: (a) holding an open meeting/session at the bi-annual Symposium; (b) convening a webinar on progress, outputs, etc.; (c) reporting on status/progress in the quarterly newsletter.
7. **Needs of A4.** Are there specific needs that you anticipate of A4? (e.g. communications, online meeting platform, etc.?)

If approved, an invitation to join the discussion will be announced in the A4 quarterly newsletter and will be posted on the A4 website along with the discussion group's primary contact.

### **Requirements of all approved discussion groups**

- Annual report (due at the close of the each calendar year - December 31) that briefly outlines:



- a. Type of activities conducted (i.e., conference calls, webinars, networking events, etc.)
- b. Average number of A4 members that participated across the activities
- c. 1-2 primary successes experienced
- d. 1-2 challenges experienced
- e. Needs from A4 for next year

Please send your proposal to: [info@A4.org](mailto:info@A4.org). If we have questions about the proposed discussion group, we will follow-up with the primary contact. If there are no questions, the Executive Council will take up consideration of the discussion group proposal during their next scheduled quarterly meeting.