

Activity	Due Date	Responsible	Accountable	Consulted	Informed
<b>Committee Governance</b>					
COPP Orientation	December 2022	Brad Krista	Krista and Brad	COPP Members	COPP Members, EC members
<b>Communication and Outreach</b>					
Outreach to SAA Sections	Ongoing	COPP Members			
Review the Communications Plan	Jan. 2023	Brad Jess	Krista	COPP Members, Krista	Council, COPA
<b>Advocacy in General</b>					
Archives on the Hill (SAA foundation funding)	11/15/2022	Bryan Dennis	SAA/COSA HQ	COPP Members	Council
Archives on the Hill (workshop planning)	March 2023	Brad Lori Jessie Bryan	SAA/COSA HQ	IPWG COPP Members Dennis	Council
Archives on the Hill (Day of plan /deployment)	7/25/23	Dennis Bryan Lori	SAA/COSA HQ	Dennis Bryan	Council
Declassification letter to the editor	12/1/2022	KristaDennis	Rachel Seale (COPA)	COPA COPP Members Brad	SAA Membership
Public Policy Agenda Finalized and to Council			Council	COPP Members	
Legislative Agenda Finalized and to Council			Council	IPWG COPP Members	
Judiciary Records Brief into Policy	August 2022				
Develop Guidelines for SAA in terms of How to go Forward with Policy Advocacy on Archival Workforce Issues	Aug. 2022	Gina			
<b>For 2022-2023</b>					
Statement Capsules	Aug 2023	Gina?	Brad Krista	COPP Members	Council, SAA HQ
<a href="#">Legislative Tracker</a>		Jess	Brad Krista	COPP Members	Council, SAA HQ, SAA Membership

[https://en.wikipedia.org/wiki/Responsibility\\_assignment\\_matrix#Key\\_responsibility\\_roles\\_in\\_RACI\\_model](https://en.wikipedia.org/wiki/Responsibility_assignment_matrix#Key_responsibility_roles_in_RACI_model)

There is a distinction between a role and individually identified people: a role is a descriptor of an associated set of tasks; may be performed by many people; and one person can perform many roles.

**R**

Responsible (also Recommender): Those who do the work to complete the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.

**A**

Accountable (also Approver or final approving authority): The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There must be only one accountable specified for each task or deliverable.

**C**

Consulted (sometimes Consultant or counsel): Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

**I**

Informed (also Informee): Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication