

### Appendix Three

#### Timelines for Materials: Conflict-Free Case Management Task Group

| <b>Task</b>  | <b>Entity</b>                        | <b>Timeframe</b>                  |
|--|--------------------------------------|-----------------------------------|
| <b>Meeting Preparation</b>   |                                      |                                   |
| Develop draft agenda   | Chairs and Facilitator               | 5 business days after meeting     |
| Circulate draft agenda to Task Group and Division  | Facilitator                          | 5 business days after meeting     |
| Submit proposed modifications or additions   | Task Group                           | 8 business days after meeting     |
| Revise agenda and distribute to Group  | Chairs and Facilitator               | 10 business days after meeting    |
| Distribute Meeting Packet to Task Group:<br><ul style="list-style-type: none"> <li>• agenda</li> <li>• work plan</li> <li>• parking lot tracking sheet</li> <li>• supplemental material</li> </ul> | Facilitator                          | 5 business days prior to meeting  |
| <b>Meeting Documentation</b>   |                                      |                                   |
| Draft meeting summary and updated parking lot issue tracking sheet   | Facilitator                          | 3 business days following meeting |
| Follow up clarifications as necessary  | Facilitator to Group and/or Division | 5 business days after meeting     |
| Distribute to Task Group   | Facilitator                          | 5 business days after meeting     |
| <b>Between Meetings</b>  |                                      |                                   |
| Update work plan for Division  | Facilitator                          | 2 weeks post meeting/pre meeting  |