

# PROPOSAL: ICOOP LEARNING CONSORTIUMS

## PURPOSE

Engage state agencies in COOP planning and best practice sharing

## METHOD

- Identify consortium topics and recommend order of progression
  - Essential functions
  - Risk analysis
  - Budget
  - Succession and delegation
  - Continuity facility
  - Communication
  - Essential records
  - Human resources
  - Tests, training, and exercises
  - Devolution
  - Reconstitution
  - Activation and relocation
  - Reception and in-processing
  - Engaging stakeholders (especially leadership)
- Identify key agencies, their representatives, facilitators, and facilities
- Develop content of each consortium using Continuity Assessment Tool (CAT)
- May be helpful to organize consortiums with agency functions or geographic locations in mind
- Limit individual participants to 20 per consortium
- Meet every four weeks for two to four hours, possibly on same day as iCOOP meeting
- Basic agenda for each meeting
  - Review of previous meeting's assignment (if applicable)
  - Discussion of successes and challenges with assignment (if applicable)
  - Introduce next concept
  - Illustrate concept with case study (preferably from key agency)
  - Apply concept in group exercise and share experiences
  - Review current assignment to be completed for next meeting

## RESOURCES

Each consortium will require the following resources. Resource needs may vary based on the consortium's topic.

- Facilitator
- Representative from a state agency with intermediate, advanced, or expert competencies in the consortium topic (i.e., key agency and representative)
- Meeting area with white board(s) and projection capability
- Guidance document detailing purpose, objectives, milestones, and governance
- Administration, including scheduling, registration, and document distribution
- Platform for sharing electronic files (e.g., email, closed professional social media group)

Consortiums may vary in length and meeting frequency. Participants should be able to commit to participation at regularly scheduled meetings as well as completion of work outside of meetings.

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## OUTCOMES

- Increase participation in and completion of COOP activities (e.g., plans, training, exercises, revisions)
- Improve quality of COOP plans and exercises
- Increase abilities to sustain essential state government functions during operational interruptions
- Develop, maintain, and grow relationships among state agencies
- Capitalize on existing talents and skills throughout state to offer mentoring activities without significant cost

## EXAMPLE – ESSENTIAL RECORDS

- Meeting 1
  - Concept/case study – essential records
  - Exercise/assignment – determine essential records for one work unit
- Meeting 2
  - Review – share successes and challenges from assignment
  - Concept/case study – electronic records
  - Exercise/assignment – determine needs for electronic retention for one work unit
- Meeting 3
  - Review – share successes and challenges from assignment
  - Concept/case study – essential records plan packet
  - Exercise/assignment – develop essential records plan packet
- Meeting 4
  - Review – share successes and challenges from assignment
  - Concept/case study – storage of paper records
  - Exercise/assignment – determine storage needs for paper records
- Meeting 5
  - Review – share successes and challenges from assignment
  - Concept/case study – incorporate essential records into records management
  - Consortium review