

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

001

2. Policy Title

Notification of New Technical Advisory Groups (TAGs)

3. Purpose

This policy and procedure documents the notification process regarding a new TAG. The notification process also includes the request for TAG participation after a new TAG has been approved by the AUC Operations Committee and a chair has been identified.

4. Organizational Scope

This policy and procedure applies to all members of the AUC Operations Committee.

5. Policy Statement

5.1 Timely written notification of the formation of a new TAG will be sent by the Executive Committee to MDH at health.auc@state.mn.us for distribution to AUC Operations Committeemembers.

5.2 The written notification will include expectations of committee members to request participation on the new TAG from within their organizations.

6. Definitions

N/A

7. Procedure

7.1 The AUC notification will include the following:

- Tentative name and reason for the new TAG
- Time and date of the organizational meeting
- Description of the participation requirements in the *AUC Mission Statement, History and Governing Principles*
- Information on use of the AUC web site for meeting schedules, agendas, and minutes

7.2 Within 7 working days after approval of a new TAG by the AUC Operations Committee, a chair of the new TAG will send e-mail notification to health.auc@state.mn.us and to all AUC Operations Committee members.

8. Review Responsibility - AUC Executive Committee

9. Approved By - AUC Operations Committee

10. Date of Approval - September 2, 2014

11. Next Review Due Date - 2015