**Annual Implementation Summary for January 1, 2017 – December 2017**

IMPLEMENTATION REVIEW SUMMARY: Potential Format for full summary

1. One paragraph summary of the TF and the Comp Plan and the purpose of the Implementation Review Summary (from Comp Plan).  Eg., What’s the intent of this document.
2. SRRTTF – Facilitator Summary of accomplishments from TF and TTWG meetings
* Number of TF and TTWG meetings
* Accomplishments
* Sharing of information (eg., presentations by Ecology and other groups, technology transfer, leader in state effort to procure PCB free products, participation in workshops, conferences, etc)
* Collaboration, etc.  how has this benefited the effort
* Other??

*FROM Adriane: There is a wide variety of metrics that can demonstrate measurable progress. Metrics are the specific facts and data used to evaluate progress. Metrics fall into three broad categories as:*

*a. Inputs: organizing activities*

*b. Outputs: activities and work products*

*c. Outcomes: Progress toward achievement of the applicable water quality criteria for PCBs in the Spokane River which could be demonstrated by achievement of the applicable water quality standards, health standards, and/or measured reductions of toxics to or in the Spokane River.*

*3) The relative levels of progress made in the areas of inputs, outputs, and outcomes changes over time. For example, progress made relative to inputs is likely greater early in the life of the Task Force as the SRRTTF develops the structures, systems, and plans needed to conduct its business. Over time outcomes, with the demonstration of progress through environmental results, are expected to dominate the level of progress made.*

1. Individual TF Member Accomplishments and Updates
2. 2017 Workgroup and SWAT Team Summaries (use template below)
3. 2017 Technical Work by Community Technical Advisor/Consultant – LimnoTech
	1. Summary of 2017 field work
	2. Summary of Analyses conducted by LimnoTech and resulting Tech Memos, etc.
	3. Make link to how this will shape future control actions
4. Next Steps

**Template:**

Work Group:

Work Group Members and entities:

Goal of the work group:

Meetings held and date of meetings if known:

Control Actions the Work Group is addressing:

for each control action that the group is addressing please address each of the following:

* Short description of the control action.
* Progress made on the control action in 2017.
	+ Please specify steps/actions taken towards completing/implementing the control action.
	+ Did the work on this control action lead to actions in other work groups? (i.e. education and outreach materials, identification of sources, etc.)
	+ Were there outside parties involved in advancing the implementation of the control action, if so whom?
* Please discuss funding to work on the control action:
	+ Was funding allocated by the Task Force for the control action? How much?
	+ Was outside funding made available through other sources of funding (i.e. grants)
	+ Hours and type of in-kind contribution working on control action by work group members and/or outside parties.
* Timeline of next steps for 2018, and beyond.