

**From:** [Powell, Tamara](#)  
**To:** [Meyer, Karen](#)  
**Cc:** [Rivera, Alison](#); [O'Sullivan, Kevin](#); [Saah, Donald](#)  
**Subject:** DILR Comments on Draft Revision to FSME Procedure SA-121 "Agreement State Liaison to the Management Review Board"  
**Date:** Tuesday, February 12, 2013 4:22:09 PM  
**Attachments:** [DILR Comments on SA121.docx](#)

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Karen,  
Attached are DILR comments on the Draft Revision to FSME Procedure SA-121  
"Agreement State Liaison to the Management Review Board."

This closes DILR201300008.

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**DILR Comments on SA-121, “Agreement State Liaison to the Management Review Board”**

<b>Section</b>	<b>Comment</b>	<b>Suggested Edit</b>
IV. B. The OAS Designee, Item 6	Editorial. Either remove “any” or make “issues” and “concerns” singular.	“Communicates any Agreement State staff issue or concern related to the conduct of an IMPEP review.”
IV. E. Individual Agreement State Liaison, Items 1-4	Item 1-3 are not parallel with the other sections describing roles and responsibilities. For item 2, who is encouraging the Agreement State Liaison for comments? This could be added to the roles and responsibilities for whichever position does this. Suggested edit to item 4 includes language to be more consistent with the roles and responsibilities for Agreement State Liaison defined in SA-106.	<ol style="list-style-type: none"> <li>1. Acts as a non-voting member of the MRB;</li> <li>2. Shares comments and/or provides advice that may help in the final voting conducted by the MRB;</li> <li>3. Participates at several MRBs yearly, depending on availability;</li> <li>4. Provides an objective Agreement State perspective on any matter that is discussed or voted on by the MRB, based on experience gained from working for an Agreement State program.</li> </ol>
V. B. Liaison for IMPEP	The role of “OAS Liaison” is not mentioned elsewhere in the procedure. Is this the same as the OAS Designee? Or is this the same as the Agreement State Liaison? Or is this a different position?	This was an addition to the procedure, but it’s not clearly defined. Suggested edit would be to add this position to the section on Roles and Responsibilities.