**Advisory Committee or Task Force Name**

**Annual Agenda[[1]](#footnote-1)—Year**

**Approved by [Oversight Committee]: [Date]**

1. **COMMITTEE INFORMATION**

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| --- | --- |
| **Chair:** | Insert name, title, court/affiliation |
| **Lead Staff:** | Insert name, title, division |
| **Committee’s Charge/Membership:** *Insert charge from Cal. Rules of Court, or the specific charge to the Task Force. Hyperlink rule number to courts public site. Insert total number of members and number of members by category.*  [Rule XX.XX/hyperlink rule] of the California Rules of Court states the charge of the [Committee Name], which is to [state committee’s charge. [Rule XX.XX/hyperlink rule] sets forth additional duties of the committee.  [Rule XX.XX/hyperlink rule] sets forth the membership position of the committee. The [Committee Name] currently has [total number] members. The current committee [roster/hyperlink roster] is available on the committee’s web page. | |
| **Subcommittees/Working Groups*[[2]](#footnote-2)*:** *List the names of each subcommittee or working group, including groups made up exclusively of committee/task force members and joint groups with other advisory committees/task forces. To request approval for the creation of a new subgroup, include “new” after the name of the proposed subgroup and describe its purpose.*   1. XYZ Working Group 2. ABC Subcommittee 3. JYF Subcommittee *(New) – Provide the charge of the subcommittee.* | |
| **Meetings Planned for [YEAR(S)][[3]](#footnote-3) (Advisory body and all subcommittees and working groups)**  Date/Time/Location or Teleconference:  Check here if exception to policy is granted by Executive Office or rule of court. | |

1. **COMMITTEE PROJECTS**

| **#** | **New or One-Time Projects****[[4]](#footnote-4)** *[Group projects by priority number.]* | |
| --- | --- | --- |
|  | ***Project Title*** *Short and descriptive* | ***Priority X****[[5]](#footnote-5)* |
| ***Strategic Plan Goal******[[6]](#footnote-6)*** |
| ***Project Summary******[[7]](#footnote-7):*** *Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].*  ***Status/Timeline:*** *Include status and projected completion date, or state “Ongoing” if applicable.*  ***Fiscal Impact/Resources:*** *Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.*  *This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*  ***Internal/External Stakeholders:*** *Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.*  ***AC Collaboration:*** *Note any committee, task force, subcommittee/working group involvement.* | |

| **#** | **New or One-Time Projects4** *[Group projects by priority number.]* | |
| --- | --- | --- |
|  | ***Project Title*** *Short and descriptive* | ***Priority X****5* |
| ***Strategic Plan Goal****6* |
| ***Project Summary***7***:*** *Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].*  ***Status/Timeline:*** *Include status and projected completion date, or state “Ongoing” if applicable.*  ***Fiscal Impact/Resources:*** *Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.*  *This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*  ***Internal/External Stakeholders:*** *Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.*  ***AC Collaboration:*** *Note any committee, task force, subcommittee/working group involvement.* | |
|  | ***Project Title*** *Short and descriptive* | ***Priority X****5* |
| ***Strategic Plan Goal****6* |
| ***Project Summary***7***:*** *Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].*  ***Status/Timeline:*** *Include status and projected completion date, or state “Ongoing” if applicable.*  ***Fiscal Impact/Resources:*** *Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.*  *This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*  ***Internal/External Stakeholders:*** *Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.*  ***AC Collaboration:*** *Note any committee, task force, subcommittee/working group involvement.* | |

| **#** | **Ongoing Projects and Activities4***[Group projects by priority number.]* | |
| --- | --- | --- |
|  | ***Project Title*** *Short and descriptive* | ***Priority X****5* |
| ***Strategic Plan Goal***6 |
| ***Project Summary***7***:*** *Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].*  ***Status/Timeline:*** *Include status and projected completion date, or state “Ongoing” if applicable.*  ***Fiscal Impact/Resources:*** *Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.*  *This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*  ***Internal/External Stakeholders:*** *Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.*  ***AC Collaboration:*** *Note any committee, task force, subcommittee/working group involvement.* | |
|  | ***Project Title*** *Short and descriptive* | ***Priority X****5* |
| ***Strategic Plan Goal****6* |
| ***Project Summary***7***:*** *Provide a brief summary of the project and its key objective(s). Be specific about what the project entails and what it is expected to accomplish. If the proposal is for rules or forms, describe the problem to be addressed, or what the new law is and why it requires new/revised forms and/or new or amended rules of court. Origin of project may also be included [for example, is it required by statute or Judicial Council direction, did it result from a suggestion from a court, judge, or attorney; etc.].*  ***Status/Timeline:*** *Include status and projected completion date, or state “Ongoing” if applicable.*  ***Fiscal Impact/Resources:*** *Include JCC staff/fiscal resources (e.g., potential BCP), fiscal impact to JCC/trial court (e.g., IT contract), and other relevant resource needs.*  *This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*  ***Internal/External Stakeholders:*** *Include any specific JCC staff resources needed, such as Information Technology, Fiscal, Legal, Education, Security, etc. Also include external stakeholders and partners.*  ***AC Collaboration:*** *Note any committee, task force, subcommittee/working group involvement.* | |
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1. **LIST OF [PREVIOUS YEAR] PROJECT ACCOMPLISHMENTS**

*[Provide highlights and achievements of completed projects that were included in the [Previous Year] Annual Agenda.]*

| **#** | **Project Highlights and Achievements** *[Provide brief, broad outcome(s) and completed date.]* |
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1. The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources. [↑](#footnote-ref-1)
2. California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee. [↑](#footnote-ref-2)
3. Refer to [*Operating Standards for Judicial Council Advisory Bodies*](http://intranet.jud.ca.gov/documents/reference/Advisory_Body_Operating_Standards.pdf?1542736719593) for governance on in-person meetings. [↑](#footnote-ref-3)
4. All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or *a program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda. [↑](#footnote-ref-4)
5. For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives. [↑](#footnote-ref-5)
6. Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns. [↑](#footnote-ref-6)
7. A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year. [↑](#footnote-ref-7)