
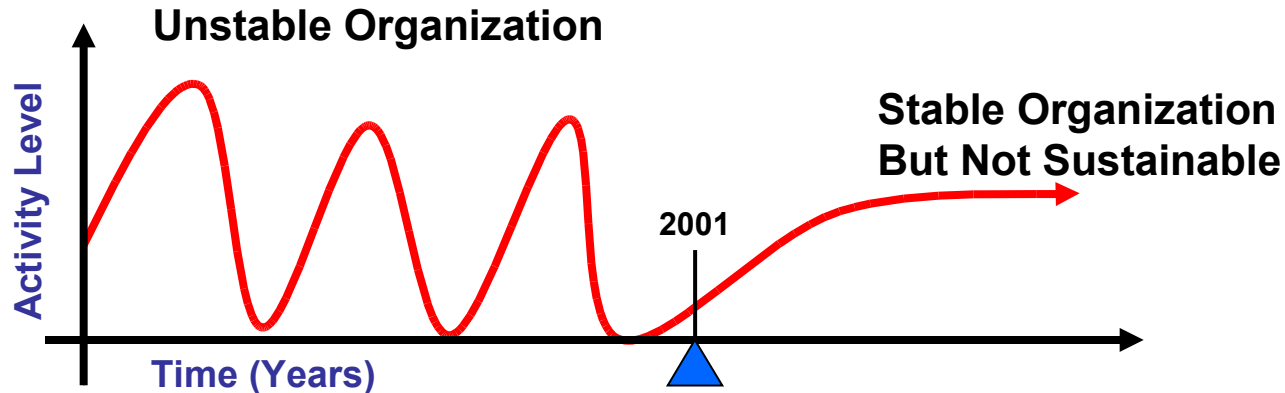
	<p style="text-align: center;">EMERGENCY MEASURES RADIO GROUP</p>
	<p style="text-align: center;">OTTAWA ARES</p>

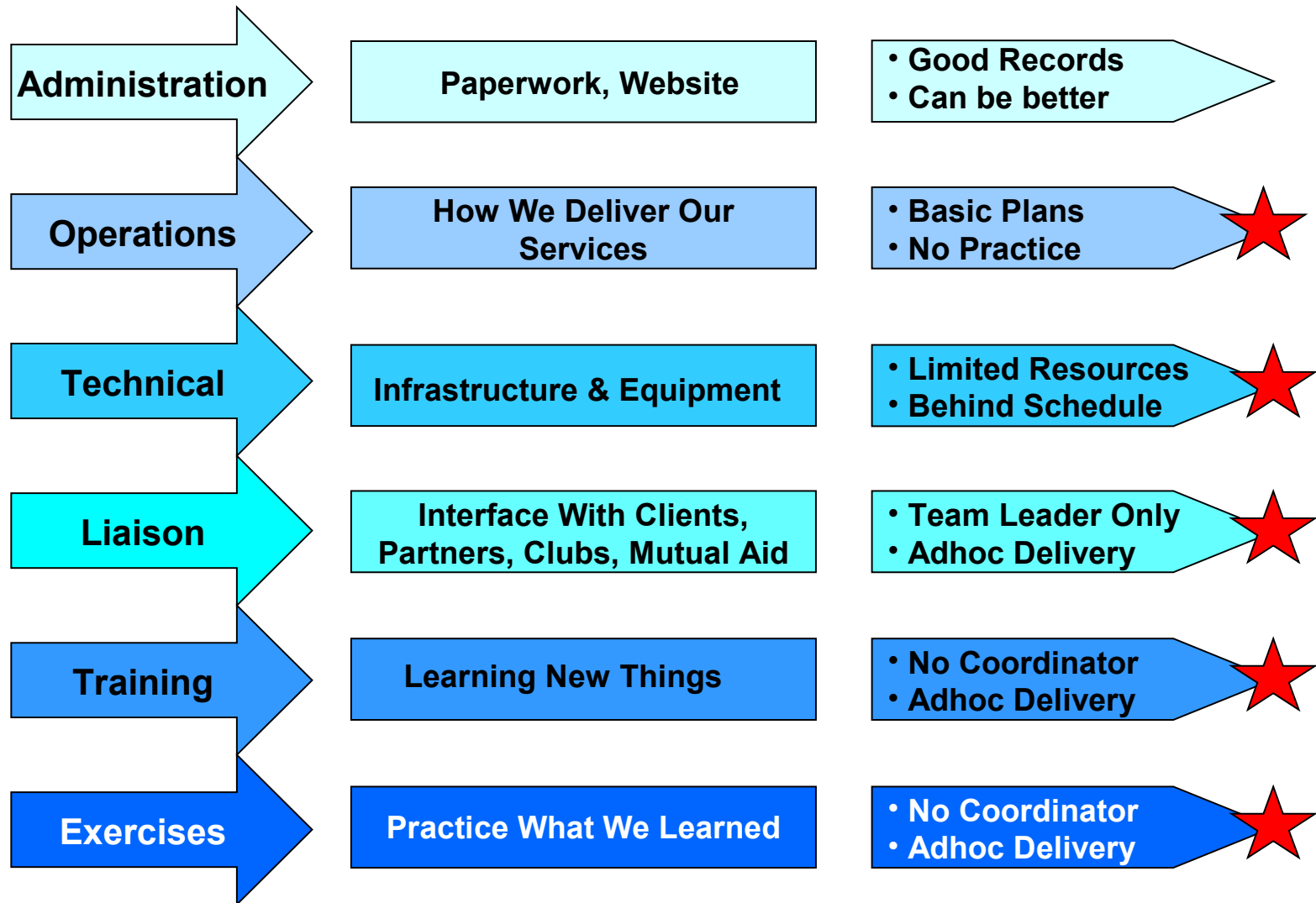
Two Names - One Group - One Purpose

A Proposal for The Future Of EMRG

EMRG STATUS OVER TIME

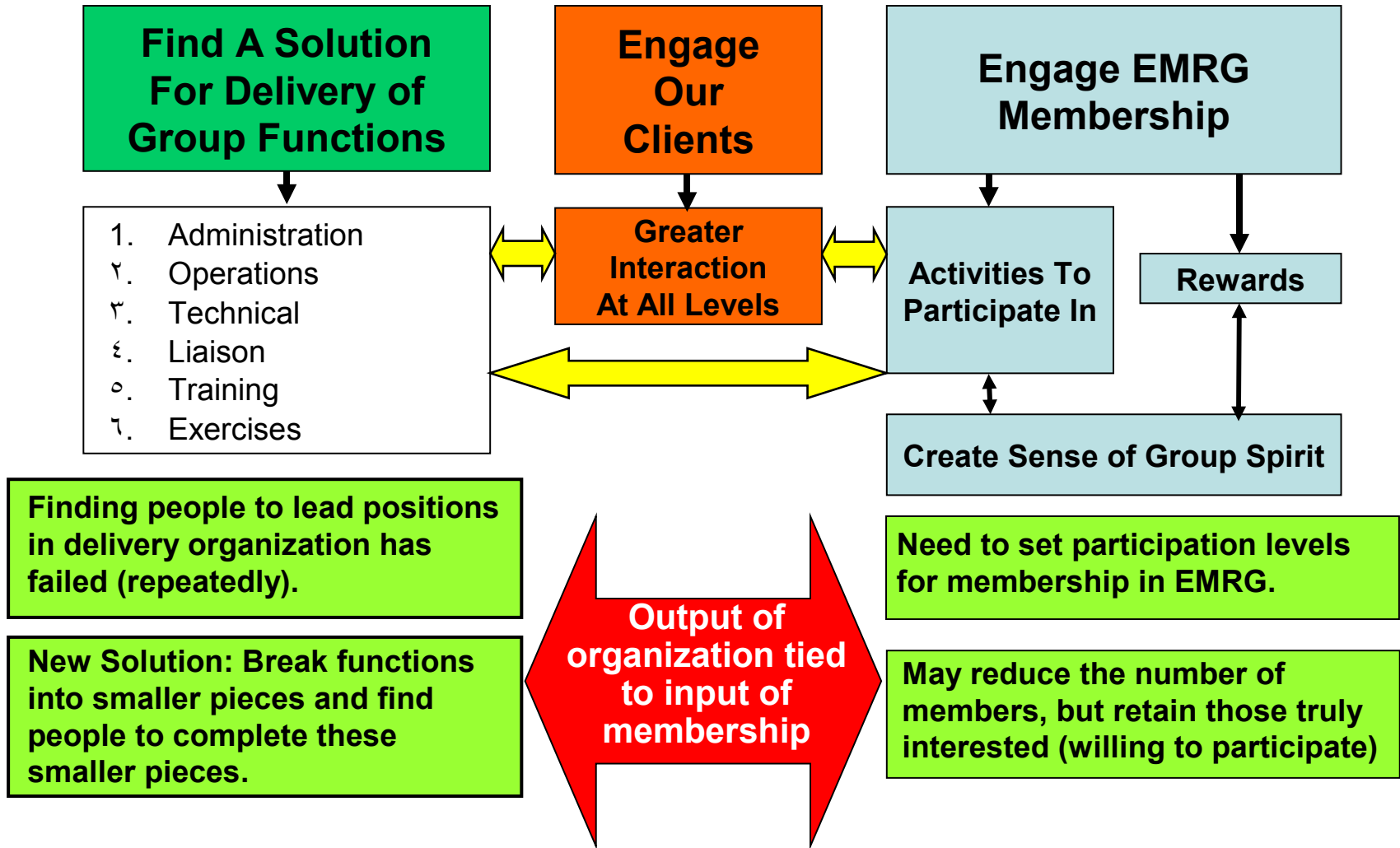


- EMRG organizational requirements need ongoing care and feeding.
- EMRG is not like a club, where the executive alone can deliver the organizational requirements of the club.
- EMRG is relatively stable, through the overworking of a few people, which is not sustainable.



Red stars indicate areas that need a lot of improvement

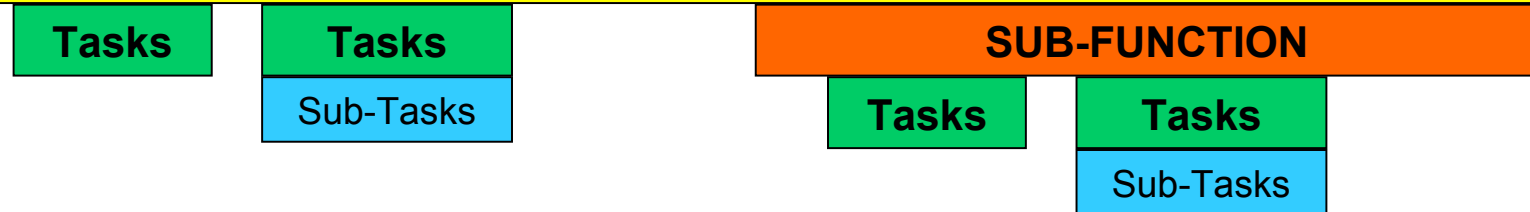
Functions EMRG Needs As An Organization



Three Key Areas To Address

6 FUNCTIONS

Administration - Operations - Technical - Liaison - Training - Exercises



TASKS: Single, stand alone job.

- Example: Callout Test, Repeater Test

SUB-TASKS: Stand alone piece of a task

- Example: Testing Permanent Radios could have 3 sub-tasks; Red Cross, EOC, EMRG Communications Room
- EMRG members would sign up for the sub tasks (one person could take on all 3 sub tasks, but they are treated as separate entities)

SUB-FUNCTION: Part of a Function made up of several tasks that are dependent on each other for completion of the sub-function.

- Example: Having an exercise is defined by a series of tasks that encompass defining the scenario, preparing inputs, running the exercise, observing the exercise, debrief, lessons learned.
- Modules will have tasks and can have sub tasks.

FUNCTION: Exercises

Task: Callout Test

Sub-Function: Exercise

Task 1: Prepare Scenario

Task 2: Prepare Exercise Plan

Sub-Task 1: Prepare Exercise Schedule

Sub-Task 2: Prepare Information Inputs

Sub-Task 3: Coordinate Equipment

Task 3: Run Exercise

Sub-Task 1: Coordinator

Sub-Task 2: Support Team Member(s)

Task 4: Debrief

Sub-Task 1: Coordinator

Sub-Task 2: Exercise Observer(s)

Sub-Task 3: Debrief Facilitator

Sub-Task 4: Prepare Lessons Learned

WHEN	As Required Ongoing task, not time of day dependant and can usually wait a few days. Example: maintaining web site.	As Scheduled Routine task, typically with a set day and time. Example: weekly repeater test
HOW OFTEN	Ongoing Has activity throughout the year. Requires commitment for at least a year.	One Time Individual task, which allows a person to limit activity to a particular portion of the year. Example: Plan Tour Nortel
LOCATION	Home Work can be done at home, Example: update membership list or test repeaters	Specific Location Work must be done at a specific location. Example: test Red Cross radios
PEOPLE	Individual Work can be done by the individual without coordination with others. Example: Maintaining membership list.	Team Work requires more than one person to coordinate or complete the work. Example: Repeater testing requires at least 2 people.
Worker Type	Doer Task requires people to do the work as outlined. Example: Repeater testing	Leader Work requires some organizational and leadership skills to bring a group together to complete the task. Example: Plan Tour Nortel
EFFORT	Minimal Work requires minimal effort. Example: Update training log.	Extensive Work requires extensive commitment of time and effort to complete. Example: Plan and implement a major exercise

Amateurs who are not EMRG members, but who would like to help, can take on any of the tasks.

Types Of Task Requirements

HOW IT WOULD WORK

- Each year, EMRG strategy would lay out a plan based on what EMRG members can support.
 - The number of exercises, training sessions and meetings will depend on how much time EMRG members have to put into EMRG.
- The tasks and sub-tasks required to meet each objective would be listed.
- People would sign up for the tasks they want.
- Tasks not signed up for are dropped, if the tasks are part of a sub-function, the whole sub function gets dropped

IMPLEMENTATION

- EMRG must implement the new plan in parallel with other activities that must take place this year.
 - Complete Red Cross Radios
 - Barrhaven Repeaters
 - Clean up Randall
 - Tour Nortel
- Defining and implementing this much change, with documentation, will require a great deal of effort. **There is no fast track.**
- There are items that will need to be resolved in order to implement some tasks (ie access procedure for Randall)
- As tasks are defined, with all supporting documents, they can and should be put into operation.

Jan 1 2010

By Jan 1 2010, all the tasks should be defined and assigned to EMRG members.

FOUNDATION

There are a number of things that are required to form the foundation for the new plan

- Documentation structure to create and save task definitions
- Complete definitions for the Functions, plus begin listing of tasks and sub-functions that we currently see as required for each.
- Decide if and how to track member participation.
 - Definition of membership involvement required and process for dealing with members who don't achieve the expected level.
- Templates for task definitions, including identifying boundaries, dependencies, and work value for the task

Management Team

- The role of the management team would be to manage Policy and provide guidance and strategy for EMRG.
- The tasks currently done by the team leader will also need to be identified and documented as tasks.
- There may be some tasks that are defined as the responsibility of the management team.
- Management team members can take on any tasks in the list, like any EMRG member.

Break Out Topic #1

How Can We Improve This Plan?

- What needs to be added?
- What needs to be expanded?

Break Out Topic #1

Here is what the this group identified.

- List the skills EMRG requires (Helps people understand tasks and if they can do it)
- Break out tasks in fine detail (Something for everyone)
- Set point value for tasks and set minimum requirement
- More Carrots – Could be a ticket system, so get a ticket at each event/task completion and have a draw at year end.
- Report into public service honor role. (People like to be recognized)
- Should be able to report non EMRG public service. (CSM, Thing a thongs)
- Web site needs to be more inviting, easier access. Use to recognize members effort.
- PR Component to tasks. Promotion in the media when we do good things.

Break Out Topic #2

Why Won't This Plan Work?

- What has been overlooked?
- What are the problems?

Break Out Topic #2

Here is what the this group identified.

- Scope – Are we biting off more than we can chew. (Is it aligned with common goals)
- Lack of commitment. Small group doing a lot of work. (Something that needs to be overcome)
- Who will feel ownership for tasks. (Need someone to coordinate)
- Tasks need to be identified. Who?
- How to motivate people? Linking rewards to occupation such as courses that align with work could make it easier to get time, more reward (Win-Win)

Break Out Topic #3

How To Manage Member Responsibilities?

- Should tasks, meetings and events have a point rating to reflect their level of effort, then each member must attain at least X points?
 - Is it worth the effort to track participation?
- If a member doesn't meet their committed activity level, do they get removed from EMRG?

Break Out Topic #3

Here is what the this group identified.

- Concern that points system might cause people to shy away.
- More opportunities to assume responsibility and participate.
- Feedback for achievement/participation (Example: Certificate on completion of a course or exercise)
- Mentoring
 - Show new members how they can contribute
 - Helping new people. Could be on case by case basis, such as for an exercise, Collegeville, etc.
- Have people ask for help (Someone with a task can drop an email on the list asking for help)
- Promotional documentation
 - Easy to find out what is EMRG
 - Members responsibilities (Make it clear)
- Getting together more often. (Add some less formal get togethers, with less items on the agenda)

ACTION ITEMS TO BE RESOLVED TODAY

QUESTIONS

1. Do you believe the proposed plan to break EMRG functions into individual tasks is the best solution for EMRG?
 - ANSWER = Yes
2. Are you prepared to participate in the work effort to implement this plan and take on your share of tasks to support EMRG?
 - ANSWER = Yes

ACTION ITEMS

1. Two volunteers are required to work with the management team to help define and implement the new plan for EMRG.
 - Most work will be done via email.
 - Meeting times are scheduled based on general availability of the management team.
 - **RESULTS: 3 people volunteered (Joe, Jane, Tyler)**
2. If you are not getting emails from the new email system then contact Harold and get on the list.
 - **TEST Email Sent Saturday Afternoon (2008-11-29)**

www.emrg.ca

The EMRG web site provides information related to Amateur radio emergency communications, specifically as it relates to the City of Ottawa.

- Project Information
- Newsletters
- Upcoming Events
- Documentation
- Links to related information

Information: **planning @ emrg . ca**