ASFPM Policy and Procedures	PPN: 2012-02
	Effective Date: 11/15/2011
White Papers	**Supersedes: White Paper policy adopted by ASFPM Board on 11/5/2008**

Purpose: To establish a procedure and format for the creation and completion of ASFPM White Papers.

Scope: This policy applies to all members of ASFPM.

Background:

A White Paper amends existing ASFPM policy positions or establishes new policy positions with the goal of recommending specific policy actions. The Board of Directors approves all White Papers.

Definitions:

The purpose of a White Paper is to provide a more detailed background for existing ASFPM policy positions or to establish new ASFPM policy positions on issues that fall within the ASFPM Mission. A White Paper may be either a standalone paper, or could be derived from a discussion paper. A white paper may summarize the facts and findings of a discussion paper as part of the background or suggested solutions to a problem. A white paper contains one or more recommendations for ASFPM and/or policy makers' action. A white paper must be discussed and passed by the Board and its findings, once passed by the Board, become an ASFPM policy position.

Policy: It shall be the policy of the ASFPM that White Papers be developed to formulate and articulate ASFPM policy positions on issues where necessary.

Procedure:

1. White paper ideas are generated by the ASFPM Board, Committees/Pods and/or Executive Office and are discussed with leadership for possible presentation to the Board
2. ASFPM Board approves annual white paper topics and assigns to Pod(s) as Leads for each paper
3. Pod and Committee Chairs identify lead writer(s) and small peer review group (group agreed to with Pod and EO). 1st draft developed (discuss with ASFPM editor)
4. Announcement in News and Views and Insider that White Paper will be drafted.
5. Posting on Lead Committee Web site; Folder created where deadlines and comments are posted and tracked

6. Rough draft paper vetted by peer review group (include technical and policy experts for the review process) (2 weeks) Lead inserts comments (discuss w/ ASFPM Editor if needed) Time line for response deadlines posted on Lead Committee Web page in the appropriate White Paper folder.
7. 2nd draft sent to Committee(s) and key experts for peer review comments
8. Edit by ASFPM Editor after agreement on concepts
9. 3rd draft sent to entire Board sheet for comments (2 weeks)
10. Conference call with peer review group to resolve comments (if needed). A summary table, listing the essence of each comment received and how they have been addressed in the final draft (incorporated, not incorporated due to a reason, etc) should be posted on the lead committee web site.
11. Board discussion
    a. Approve as final
    b. Board approval to include paragraph statement of the policy the paper addresses
    OR
    c. Returned to Committee with comments
12. Board suggests and EO implements distribution and support for paper
    a. Hill
    b. Administration—Agencies, OMB, CEQ,
    c. Chapters—for federal and state policy
    d. Media---as appropriate

Format:

Introductory paragraph; could be virtually the same for all papers. Something like "This is a position paper prepared by the Association of State Floodplain Managers, (ASFPM), a non-profit professional organization dedicated to reduction of flood losses.

I. Background (1 or 2 paragraphs at most). *In this section, briefly define the issue in broad terms. This section should be understandable to the lay person.*

- What the topic is.
- What the problem is in relation to the issue; possibly from the standpoint of the national impact (one or two sentences)
- Historical background, if relevant
- What the goal, improvement, or change is that we seek.
- Why the goal, improvement, or change is important.
- Basis of our position (input from members, research, experience, requests for opinion, etc.)

II. The Problem (from one to several paragraphs). *In this section, describe the problem or problems in specific terms.*

- What specifically is not working
- Why it is not working.
- Why it is important now.
- Examples of the problem in real world, if available (anecdotes from events or situations, if relevant).
- What the event or situation showed or taught us about this problem (if relevant)

III. Suggested Solutions to the Problem (probably the longest section, varying in length). *In this section, give a full explanation of how we think the problem(s) can be solved.*

- List and explain the solution or the range of options (if there is more than one).
- Why they will solve the problem.
- Examples of where this solution is solving this problem, if any, or fictitious illustrations if needed

IV. Action Recommendations (length will vary). *This section should be a short, action-oriented summary of the solutions in III. Give clear and specific recommendation first, then explain briefly. Repeat as needed.*

- Specific statement of what could be or needs to be done (change policy, broaden thinking, adopt new regulations, etc.)
- Who could/should do it (locals, states, ASFPM & committees, feds, other)
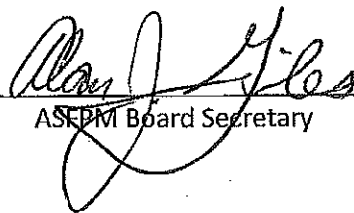
V. Benefits/advantages of Action (length will vary, could be very short, and could combine with IV). *In this section, describe what a wonderful world it will be if recommended action is done.*

- List and explain benefits/advantages (solving the problem is first benefit, then others; as much as possible, put benefits in dollar terms so local decision makers can relate).
- Explain anticipated drawbacks if any (such as cost) and how they might be alleviated.
- End with final statement of ASFPM willingness, determination to work towards resolution of the problem. "ASFPM stands ready . . . ."

VI. Resources (optional and should be short). *Here list any references used in paper, agencies already involved in the sort of action suggested, places to get more information, etc.*

Board of Director's Approval: __11-15-11__ ATTEST: _____
  Date   ASFPM Board Secretary