



GPNP Rapid Response Protocol

In order for GPNP to improve its effectiveness and decision-making capacity on time-sensitive policy issues and media requests, the following rapid response protocol is proposed. This protocol will allow for issues to be vetted before being presented to the Advisory Team, and allow GPNP the flexibility to comment on matters when there are time constraints.

1. An issue requiring a response may be identified from any of the following:

- A Public Policy Committee meeting;
- A formal request from a GPNP member;
- An alert from one of the organizations identified in line 1 of the “Issue Selection” section of the GPNP Advocacy and Communications Protocol;
- A Campaign for What Works phone conference or request;
- A Grantmakers of Western Pennsylvania request;
- An Advisory Team member request; or
- A media request.

2. A standing “Policy Response Team” will be formed to craft GPNP’s responses. The Policy Response Team will be comprised of the GPNP Executive Director, the Public Policy Committee Chair, the Public Policy Committee Co-Chair, the Chair and Vice Chair of the GPNP Advisory Team, and the President of The Forbes Funds.

3. When an immediate response is not required, the GPNP Policy Response Team will be the body that recommends GPNP’s response to the Advisory Team for final approval. If time permits, the submission will be discussed at the next scheduled GPNP Advisory Team meeting. On time-sensitive matters, the Advisory Team will review the position statement and be given a period of 1-3 business days to respond with its decision. A simple majority will determine approval or denial of the position statement.

4. A “Rapid Response Team” that contains the GPNP Executive Director, the GPNP Public Policy Committee Chair, the GPNP Advisory Team Chair, and the President of the Forbes Funds will respond to items that require action in less than 2 business days. This will generally include media requests. The Rapid Response Committee possesses the authority to make a decision on behalf of the GPNP. If an immediate response is required, the Rapid Response Team may act, and then promptly inform the Advisory Team and the Public Policy Committee of its action.

5. Both the Policy Response and Rapid Response teams must always consider the questions in this point during their deliberation:

- Has the Advisory Team previously taken a position on the issue?

- Has a subject-specific association or coalition taken action? If so, to what extent?
- Does the issue affect multiple subsectors of the nonprofit community?
 - Is the issue regionally relevant?
 - Is the issue “winnable”?
 - Is success likely to be reached through GPNP’s advocacy efforts?
 - What role would GPNP play: lead, partner, supporter and what resources might be required to successfully fulfill that role?
 - What are the divergent or conflicting implications between the subsectors?

6. After deliberation, the position submitted to the Advisory Team should include the issue being addressed, the impact of the issue, and steps for action.

7. Following approval of the position statement and action plan by the Advisory Team (or Rapid Response Team), the Policy Response and Rapid Response teams will coordinate with internal staff at The Forbes Funds and GPNP to ensure the statement (identified as a “Policy Alert” or “Call to Action”) is available on the website. The GPNP Director will email the entire GPNP membership the Policy Alert/Call to Action. In addition, all actions taken will be reviewed during regularly-scheduled Advisory Team meetings.

8. **Amendment (1/23/18)**: following the development of a position statement by the GPNP Advisory Team and/or the GPNP Rapid Response Team / GPNP Policy Response Team, the GPNP will provide the Pittsburgh Foundation’s communications department with a final copy at time of submission to the requesting reporter/media outlet or shortly thereafter.