



Arctic and Western Alaska Area Committee: Area Contingency Plan Administration Subcommittee

Prepared By: LCDR Matt Richards and MSSR Bryan Klostermeyer

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The purpose of establishing subcommittees is to enable the Arctic and Western Alaska (AWA) Area Committee (AC) to undertake a more diverse and significant set of work tasks than would otherwise be possible. Subcommittees, therefore, are tasked with taking on specific work on behalf of the Area Committee and report directly to the AWA AC Steering Committee via the Area Committee Secretary or his/her designee. As such, subcommittees:

- Represent the entire AWA AC in the conduct of their work; and
- Are responsible to the Steering Committee in terms of defining the work to be conducted, informing the Area Secretary regarding progress and unanticipated challenges, and reporting back subcommittee findings in a helpful and timely fashion.

In addition to accomplishing the tasks defined for each subcommittee, subcommittee work will have the broader goal of enhancing the knowledge base of team members around the critical issue areas on which they are working.

A. Subcommittee Objectives

Primary Objective:

Continuously review, update and maintain version control over the Area Contingency Plan. Ensure relevant federal and state plan requirements are met and agency policy mandates are followed.

Sub-Objectives:

- Ensure the ACP remains an operational response document, written for emergency responders, emphasizing ease of use to the greatest extent possible.
- Develop an electronic version of the ACP that can be distributed through a variety of ADEC, EPA and USCG authorized websites.
- Ensure federal processes for informal tribal consultation and Alaska State public comment requirements are met for each plan version.
- Ensure Coast Guard annual and 5-year ACP review and reporting requirements are met.
- Coordinate with GRS, Exercise and Training Subcommittees, as required.

B. Subcommittee Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The AWA AC Steering Committee shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable.

Subcommittee: The ACP Administration Subcommittee Chair and Vice Chair shall be appointed in writing by the AWA AC Steering Committee. The ACP Administration Subcommittee Chair must be a member of the Arctic and Western Alaska Area Committee. The Vice Chair may be selected from members or members-at-large from the Arctic and Western Alaska Area Committee. Members should expect to serve for two years in their position in the subcommittee. Membership will be reviewed and validated annually by the AWA Steering Committee.



C. Subcommittee Meetings

Meeting Schedule and Process

The subcommittee will meet at a minimum quarterly to accomplish established objectives within timelines set by AWA AC steering committee. Subcommittee meetings do not require a quorum. The Chair and Vice-Chair shall maintain awareness of the subcommittee's progress and any issues regarding project advancement. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the AWA AC Steering Committee via the Area Committee Secretary for final decision. The subcommittee chair shall brief progress towards assigned tasking at any scheduled AWA steering committee meeting.

Meeting Agenda

Subcommittees establish their own agenda or follow the agenda outlined below:

- A. Introductory Items such as objectives review
- B. Review Project(s) Status and timeline Update
- C. Conduct/initiate subcommittee activities
- D. Review progress and summarize new actions following current subcommittee meeting
- E. Plans, date and location for next meeting

D. Current Subcommittee Tasking and Deadlines

In addition to fulfilling the overall Subcommittee Objectives listed above, the Steering Committee directs the following:

1. Provide assistance to Area Committee Secretary in drafting annual Area Committee report to USCG Office of Marine Environmental Response. **Deadline: March 2022.**
2. Hold a Worst-Case Discharge workshop to develop a methodology for identifying potential oil discharge scenarios and evaluating the likelihood, consequence and total risk for each. This process should be used to validate and update the Alaska Scenarios Compendium. **Target: TBD.**
3. Review ACP 2020.1, identify plan sections for validation, propose modifications, submit for Steering Committee approval, and begin draft of ACP 2020.2. **Deadline: May 2022.**
4. Submit 2020.2 for OSC signature and USCG District 17 review. **Deadline: September 2022.**
5. Coordinate a comprehensive risk assessment for the coastal zone to update worst case discharge, the Alaska Scenario Compendium, and prioritize Geographic Response Strategy validation efforts. **Deadline: November 2022.**