



Arctic and Western Alaska Area Committee: Exercise and Training Subcommittee

Prepared By: LCDR Matthew Richards and MSTCS John Rice

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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 reports 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:

Ensure maximum coordination between Area Committee and Federal, State, Tribal, local and industry for exercises and training.

Sub-Objectives:

- Develop a process to maintain awareness of area oil and chemical spill exercises in order to better facilitate participation.
- Participate in exercise design to improve efficiencies and streamline exercise execution and evaluation.
- Provide objectives for relevant oil and chemical spill exercises in order to validate contingency plans.
- Develop process to obtain and/or participate in interagency after-action meetings following all significant responses and exercises to capture lessons learned in order to improve on ACP efficacy.
- Develop and maintain oil and chemical response proficiency and expertise through continued exercise participation and training.
- Collect and disseminate information on training events and promote cooperative training efforts.
- Maintain awareness on implementation of any improvement plans and coordinate with *Regulator Coordination Advisory* and *ACP Administration 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 Exercise and Training Subcommittee Chair and Vice Chair shall be appointed in writing by the AWA AC Steering Committee. The Exercise and Training 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 updates
- 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. Identify all ODPCP/PREP exercises and determine RP/FOSC/SOSC for Calendar Year 2022. **Deadline: April 2022.**
2. Develop ODPCP/PREP exercise outlook for 2023. **Deadline: April 2022.**
3. Evaluate tools for the effectiveness of communicating exercise and response related training opportunities to all Area Committee members. **Deadline: May 2022.**
4. Host an After-Action Report forum to share lessons learned from the past year's exercises and responses; identify potential objectives for upcoming exercises and propose modifications to ACP. **Deadline: October 2022.**