



## Arctic and Western Alaska Area Committee: External Communications Subcommittee

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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:

Increase the public's awareness of the National Response System and related environmental prevention, preparedness and response capabilities and support responder engagement with the public.

#### Sub-Objectives:

- Foster relationships and maintain communication with federal, tribal, state, local and private stakeholders.
- Develop public-facing information materials in support of Area Committee and contingency plans.
- Regularly update the AWA-AC home page on ADEC's website and manage social media accounts regarding AWA-AC activities, consistent with agency policies.
- Develop external communication related plans, references and tools to foster interagency coordination and responder engagement with stakeholders.
- Coordinate with other 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 External Communications Subcommittee Chair and Vice Chair shall be appointed in writing by the AWA AC Steering Committee. The External Communications 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. Create Best Management Practices or response templates based on exercise and incident lessons learned.  
**Deadline: May 2022.**
2. Review AWA ACP, identify plan sections that apply to external and stakeholder engagement for validation, propose modifications for next version, submit through ACP Administration Subcommittee for Steering Committee approval. **Deadline: May 2022.**
3. **Add an item to discuss joint communications and outreach w/ tribes and climate change**