

JOB AID: REGIONAL STAKEHOLDER COMMITTEES

1100 – INTRODUCTION

The RSC’s composition may include tribal and local government representatives, RCACs, community emergency coordinators, landowners, leaseholders, and special interest groups affected by the spill. The RSC membership may vary from incident to incident and from phase to phase. Agencies/organizations that are functioning as part of the overall ICS response structure should not provide redundant representation on the RSC.

Unlike the MAC defined in the NIMS ICS, RSCs do not play a direct role in setting incident priorities or allocating resources. However, an RSC, when activated, can advise the UC (through the liaison officer) and provide recommendations/comments on incident priorities, objectives, and the IAP. The RSC is not directly involved in response operations, though some of its members may be. The RSC’s role is to convey to the UC information relating to the authority, concerns, and expertise of its members. An RSC is normally activated for significant incidents that involve resources under the jurisdiction of several agencies.

During incidents where there is no FOOSC, federal agencies with jurisdictional responsibilities for resources at risk could participate as members of the RSC, thus retaining their input on response operations. However, the preferred approach is to include these agencies as part of the overall ICS structure. The liaison officer will coordinate RSC activities. RSC discussions are documented, and their recommendations and dissenting opinions are communicated to the UC through the liaison officer.

RSC Chair: Unless pre-designated in a specific geographic zone, RSCs may be chaired initially by the liaison officer. The RSC will then elect its own chair.

Senior Leaders of Impacted Communities: An alternative to the RSC for communities affected by a major spill may include the establishment of a group consisting of senior leaders of impacted communities. The group may have direct access to the ADEC Commissioner or his/her representative.

1200 – RSC PROCESS

General Guidelines for the RSC:

- The term “stakeholder” is so broadly defined—any system dealing with stakeholder issues and information should be designed to accept input from anyone in the spill-affected region.
- Regional and local tribal leaders and elected officials are the primary representatives for all stakeholders and offer the best access to ensure full local representation.
- There are stakeholders that transcend municipal or tribal boundaries. There are also non-governmental groups that may be represented by an entity, such as the PWS or Cook Inlet RCAC. Other stakeholders will have the option of going through an RCAC or their local official.
- The members of the RSC need to be empowered by their constituents to make decisions and prioritize concerns.
- The RSC members need frequent contact with their constituents. Frequent public meetings chaired by the RSC members for their respective communities are critical to ensuring all are heard.
- The RSC has direct access to the UC through the 1610 –. Their input should be considered during the planning cycle. But the UC may commit limited time (usually less than 1 hour per day) to coordinate with the RSC.

- Many of the RSC issues can be addressed by effective communications with the UC through a process that is incorporated into the planning cycle.
- Support of the RSC is a UC responsibility. This assistance can be shown by supporting local meetings, as well as fostering communication and coordination to help organize RSC input, routing it to the proper channels within the response organization or the UC.

1300 – RSC STRUCTURE

1310 – RSC Coordinators

RSC coordinators in the UC support RSC members and the Community Liaisons. Coordinators may include representatives from the UC (e.g., EPA, ADEC, RP/PRP), and the RCAC (if the RCAC is involved). Each coordinator will administratively work with his or her respective organization.

1320 – RSC Membership

RSC membership consists of the tribal council leaders and mayors/city councils, or their designees. Native Corporations would provide a representative as a third member from a convenient community of their choice. If a community leader chooses to be represented by an RCAC designee, the respective RCAC Board member may be a logical choice, if an RCAC exists for the area. These community leaders will appoint a representative who serves as that community’s spokesperson to the UC.

In communities that are in both the coastal and inland zone, the RCAC may be able to assist in identifying other stakeholders. Where an RCAC exists, the RCAC will be invited to appoint a representative on the RSC to collect input from:

- Alaska State Chamber of Commerce
- Alaska Wilderness Recreation and Tourism Association
- Oil Spill Region Environmental Coalition
- Aquaculture Corporations
- Commercial Fishing Organizations
- Other individuals not using their local representative

Environmental groups may either input their information through the nearest community RSC representative or the RCAC representative.

1400 – INFORMATION FLOW PROCESS

An organization that best meets the criteria and constraints is one that coordinates each day with the UC. The response organization is ready and able to accept and consider the input from the RSC.

The UC will provide the RSC members and their representatives with:

- The IAP on the same day it is approved.
- JIC produced information.
- Responses to information or questions provided by the RSC.
- Access to or coordination with the UC on a regular basis.
- Support to the RSC members and their IMT representatives in the conduct of their responsibilities.

In the representation of stakeholders, the RSC provides the UC the following information obtained during daily meetings with their constituents:

- Issues of local interest and concern: Of concern to the UC are issues of an immediate nature. These should be highlighted.

- Resources:
 - Available to assist with response activities. These include workers and support personnel; communications equipment or systems; hotel and berthing facilities; heavy equipment; aircraft support; harbor facilities; and machine shops and repair facilities for vessels and equipment.
 - Needed in the local area. For example, spill response equipment (booms, skimmers, etc.) and staples and food needed to replace lost subsistence sources or support a large influx of workers. Of concern to the UC are resource needs of an immediate nature. These should be highlighted.
- Cleanup assistance:
 - Available to assist with response activities. This includes personnel with special expertise or unique spill response equipment. The UC would be particularly interested in gathering information or local knowledge to assist with collection tactics, wildlife behavior, and safe navigation.
 - Needed in the local area to conduct response operations. Of concern to the UC are cleanup needs of an immediate nature and sensitive area identification. These should be highlighted.

There will be a need for extensive communication between the RSC coordinators and the representatives of the RSC, as well as between RSC members, as information is compiled, and questions are answered. Additionally, the RSC coordinators will assemble and deliver information and requests to the proper sections of the IMT.

The RSC representatives will deliver the information to the UC during an afternoon meeting. If members of the UC must leave before the meeting is complete, or cannot make the meeting, the RSC coordinators will represent their respective part of the UC until the discussion is over.

1500 – TIMELINE OF ACTIVITIES

A cycle of work that spans the interface between two adjacent operational periods allows an opportunity for constituent contact; issue reconciliation/prioritization; and optimization of the direct UC contact time. A recommended work cycle is provided in Table 2-3.

Table 2-3: Recommended Work Cycle Time Periods

| WORK CYCLE TIME PERIOD | ACTIVITY |
|---|--|
| When approved | RSC coordinators distribute to RSC members and their representatives: the IAP, information from the JIC, and any responses to previously submitted questions or concerns. |
| Late afternoon or another time as determined within the community | Public meetings or other locally determined method that allows individual stakeholder input to the RSC members for that community. Information from this process is faxed or emailed to the RSC representatives and the coordinators prior to midnight. |
| AM next day | RSC coordinators work with the RSC representatives to define and resolve issues and answer questions raised by constituents. The coordinators help the representatives prioritize issues, route information to the proper staffs in the IMT, and prepare the representatives and the UC for the afternoon meeting. This work will provide rapid feedback to the communities, timely input to the planning cycle for the IAP, and a reduction in the volume of issues to be presented directly to the UC. |
| PM | The coordinators brief and prepare the UC for the RSC meeting. The meeting with the UC will last approximately 1 hour. |

1600 – RESPONSIBILITIES

1610 – RSC Members

- Establish a system that allows local stakeholders to provide input. Local stakeholders can be landowners and resource users of any description. The goal is to include any and all local interested parties to ensure ideas and concerns are heard. After the first meeting, the system would provide feedback and answers received from the UC.
- Assemble and prioritize the input into the three areas: *issues; resources; and cleanup assistance*.
- Ensure their representative receives the community input.

1620 – RSC Representatives in Communities

- Receive community information from their RSC member.
- Work with the coordinators to clarify issues and participate in the UC meeting.

1630 – RSC Coordinators

The coordinators have access to or are located at the EOC or IC post.

- They support the RSC members and representatives to ensure their needs, concerns, and information are communicated and available to the appropriate part of the IMT organization.
- Issues and information provided by the RSC are communicated for consideration, where appropriate, into the planning cycle.
- The coordinators highlight issues to the UC to ensure appropriate attention is given to critical matters.

1640 – Liaison Officer

The liaison officer will represent or assist the RSC members with the performance of their duties by obtaining resources and coordinating, as necessary.

An RSC may be activated for significant incidents to advise the UC and provide recommendations or comments on incident priorities, objectives, and community concerns. RSCs do not play a direct role in setting incident priorities or allocating resources; however, the RSC can advise the UC and provide recommendations or comments on incident priorities, objectives, and the IAP. The type of information that the RSC may provide, usually through the liaison officer or directly if requested by the section, is summarized in Table 2-4.

Table 2-4: Information Types and Routing Type of Information

| INFORMATION TYPES | COORDINATORS ROUTE TO: |
|----------------------------------|--|
| Issues of concern | JIC, UC and the Operations and Planning Sections |
| Resources available | Logistics Section |
| Resources needed | Operations, Planning, and Logistics Sections |
| Resources needed - urgent | Operations, Logistics Sections |
| Cleanup assistance available | Operations, Planning, and Logistics Sections |
| Cleanup assistance needed | Operations, Planning, and Logistics Sections |
| Urgent cleanup assistance needed | Operations and Logistics Sections |
| Sensitive area information | Environmental Unit |
| Questions on cleanup techniques | JIC, Environmental Unit, and Operations Section |

The RSC is not directly involved in tactical operations, though some of its members may be. Each RSC will be facilitated by a chairperson elected by the RSC members. RSC composition may vary from incident to incident and may include community emergency coordinators, local or tribal government representatives, local or private landowners and leaseholders, Native organizations, non-profit and volunteer organizations, and other stakeholder groups affected by the spill.