

Prince William Sound Area Committee

Geographic Response Strategies (GRS) Subcommittee

Prepared By: Julie Liford-Parker, Mike Donnellan, Anna Carey, Mo Radotich, Andy Watland

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The purpose of establishing subcommittees is to enable the Prince William Sound (PWS) 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 PWS AC Steering Committee via the Area Committee Secretary or his/her designee. As such, subcommittees:

- Represent the entire PWS 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: Conduct administrative reviews and complete on-site evaluations and updates of existing ACP geographic response strategies, or create them, as needed, to ensure maximum efficacy for field responders.

Sub-Objectives:

- Develop and maintain processes and protocols for administrative and content review of new GRSs and proposed updates to existing GRSs.
- Rank GRS for validation and determine relevance based on on-site geographic realities and established sensitive sites.
- Review industry plan GRSs against ACP GRSs to ensure consistency and reduce duplication of effort.
- Communicate with industry exercise planners to test ACP GRSs and if necessary, incorporate any updates.
- Coordinate with Exercise and Training, Regulator Coordination Advisory and ACP Administration Subcommittees, as required
- Form and direct workgroups necessary to facilitate information gathering, community outreach, and improvements to the GRS system.

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 PWS 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 Geographic Response Strategies Subcommittee Chair and Vice Chair shall be appointed in writing by the PWS AC Steering Committee. The Geographic Response Strategies Subcommittee Chair must be a member of the Prince William Sound Area Committee. The Vice Chair may be selected from members or members-at-large from the Prince William Sound Area Committee. There should always be at least one agency member. There is no set minimum number of members for this committee. Members should expect to serve for two years in their position in the subcommittee. Membership will be reviewed and validated annually by the PWS Steering Committee.

C. Subcommittee Meetings

Meeting Schedule and Process

The subcommittee will meet quarterly to accomplish established objectives within timelines set by PWS AC steering committee. Ad-hoc, dedicated meetings may also be scheduled to address specific tasks outside the scope of regularly scheduled meetings. These meetings can be virtual. 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. Minutes will be taken at each meeting to update the charter and personnel of progress and decisions made.

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 PWS AC Steering Committee via the Area Committee Secretary for final decision. The subcommittee chair shall brief progress towards assigned tasking at any scheduled PWS 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 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

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