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March 10, 1992

EXXON VALDEZ OIL SPILL SETTLEMENT

RESTORATION TEAM

OPERATING PROCEDURES

RECEIVED
FEB 09 1993EXXON VALDEZ OIL SPILL
TRUSTEE COUNCIL
ADMINISTRATIVE RECORD1. MEMBERSHIP:

The Restoration Team will consist of one member to be designated by each of the following agencies: the United States Departments of Interior, Agriculture and Commerce (National Oceanic and Atmospheric Administration) and the Alaska Departments of Fish and Game, Environmental Conservation, and Law. It is the intent of these procedures that the member designated by each agency shall attend Restoration Team meetings. Each member shall designate an alternate member to attend meetings and exercise voting privileges on behalf of the agency in the event a vacancy in the designated position, illness, or other reason precludes a member from attending. Such designation shall be made verbally or in writing to the Administrative Director.

2. QUORUM:

A quorum of five-sixths of the total Restoration Team membership shall be required to convene a meeting and conduct business. However, all Restoration Team members or their properly designated alternates must be provided a reasonable opportunity to vote on recommendations to the Trustee Council. Restoration Team members may attend meetings and vote on recommendations via teleconference.

3. PRESIDING OFFICER:

The presiding officer of Restoration Team meetings shall be the Administrative Director. If the Administrative Director is not available due to a vacancy, illness or other reasons preclude their attendance, the Restoration Team will appoint an acting Presiding Officer from the Restoration Team.

4. ACTION/RULES OF VOTING:

All matters coming before the Restoration Team requiring a recommendation to the Trustee Council must be approved by at least five of the six Restoration Team members. A Restoration Team member may abstain from voting if there is an apparent or declared conflict of interest. In the event that a Restoration Team member believes that they must abstain from participating in a recommendation, it is their responsibility to have a properly designated alternate available to vote on the recommendation at the meeting in which it is discussed. When reporting Restoration Team recommendations to the Trustee Council, dissenting views shall be included if requested by a Restoration Team member.

5. MEETINGS:

The Administrative Director shall prepare a proposed agenda and circulate it to the Restoration Team members prior to each meeting. The final agenda for the meeting will be determined at the meeting by the members.

6. MINUTES:

The Administrative Director shall be responsible for preparing minutes of all Restoration Team meetings. Minutes of Restoration Team meetings shall include all motions presented, all votes taken by agency regarding all motions and all non-working documents distributed during the meeting. Copies of the minutes of all Restoration Team meetings shall be made available following each meeting. One copy of the minutes shall be held in a central depository under control of the Administrative Director and be available for public viewing.

7. MAILING LIST AND PUBLIC NOTIFICATION:

The Restoration Team, through the Administrative Director, shall maintain a basic mailing list including each member of the Trustee Council, each Restoration Team member and alternate member and each member of the Public Advisory Group. In addition, this list shall include interested government agency officials, Native organizations, private and public interest groups, and individuals. This general mailing list shall be organized and used to facilitate public participation.

8. WORK ASSIGNMENTS:

Each Working Group under the Restoration Team shall be chaired or co-chaired by member(s) of the Restoration Team unless approval is obtained by the Trustee Council to specify non Restoration Team members. The Restoration Team shall, at the discretion of the Trustee Council, assign each Working Group and its membership. Each Working Group and its respective membership must be approved by the Trustee Council at its next regularly scheduled meeting.

9. RESTORATION TEAM:

The specific duties of the group shall include:

- a. Restoration planning, including plan development and evaluation;
- b. Facilitation of public participation in planning and plan implementation;
- c. Oversight of scientific needs and scientific content of restoration, including peer review as needed;
- d. Identification of legal requirements for project completion through agency counsel;
- e. Implementation, oversight, evaluation and monitoring of restoration activities;
- f. Budgetary assistance to the Trustee Council, including tracking internal and project costs and expenditures;
- g. Interaction and coordination with pertinent state and federal financial teams and agencies regarding fiscal matters;
- h. Preparation of written explanations or briefing papers to the Trustee Council covering each agenda item before their meetings;
- i. Review and approval of all documents by the Restoration Team shall be completed before distribution to the public or Trustee Council;
- j. Interaction with the public and public officials; and
- k. Such other duties as assigned by the Trustee Council.

10. ADMINISTRATIVE DIRECTOR:

The Trustee Council shall appoint an Administrative Director who will report to and take direction from the Trustee Council. The specific duties of this position include:

- a. Coordination of budgetary and contractual matters with the financial team and the Trustee Council;

- b. Act as liaison with the Trustee Council and the Public Advisory Group;
- c. Responsible for coordination with the Restoration Team;
- d. Supervision of administrative staff;
- e. Participation on the Restoration Team as a non-voting chair;
- f. Interaction with the public and public officials;
- g. Oversight of a Public Information Center including, if appropriate, the transfer to an alternate facility;
- h. Maintenance of necessary administrative records;
- i. Arrange and provide logistics, documents and personnel support to the Restoration Team for meetings, etc.; and
- j. Such other duties as assigned by the Trustee Council.

11. TRUSTEE COUNCIL MEETINGS:

The Administrative Director and the Restoration Team will collectively produce and send to the Trustee Council members proposed Trustee Council meeting agenda items and appropriate advance handout materials at the earliest possible date.

12. AMENDMENT OF PROCEDURES:

These operating procedures may be modified by unanimous agreement of the Trustee Council at any time.

March 10, 1992

EXXON VALDEZ OIL SPILL SETTLEMENT

RESTORATION TEAM

OPERATING PROCEDURES

1. MEMBERSHIP:

The Restoration Team will consist of one member to be designated by each of the following agencies: the United States Departments of Interior, Agriculture and Commerce (National Oceanic and Atmospheric Administration) and the Alaska Departments of Fish and Game, Environmental Conservation, and Law. It is the intent of these procedures that the member designated by each agency shall attend Restoration Team meetings. Each member shall designate an alternate member to attend meetings and exercise voting privileges on behalf of the agency in the event a vacancy in the designated position, illness, or other reason precludes a member from attending. Such designation shall be made verbally or in writing to the Administrative Director.

2. QUORUM:

A quorum of five-sixths of the total Restoration Team membership shall be required to convene a meeting and conduct business. However, all Restoration Team members or their properly designated alternates must be provided a reasonable opportunity to vote on recommendations to the Trustee Council. Restoration Team members may attend meetings and vote on recommendations via teleconference.

3. PRESIDING OFFICER:

The presiding officer of Restoration Team meetings shall be the Administrative Director. If the Administrative Director is not available due to a vacancy, illness or other reasons preclude their attendance, the Restoration Team will appoint an acting Presiding Officer from the Restoration Team.

4. ACTION/RULES OF VOTING:

All matters coming before the Restoration Team requiring a recommendation to the Trustee Council must be approved by at least five of the six Restoration Team members. An Restoration Team member may abstain from voting if there is an apparent or declared conflict of interest. In the event that an Restoration Team member believes that they must abstain from participating in a recommendation, it is their responsibility to have a properly designated alternate available to vote on the recommendation at the meeting in which it is discussed. When reporting Restoration Team recommendations to the Trustee Council, dissenting views shall be included if requested by a Restoration Team member.

5. MEETINGS:

The Administrative Director shall prepare a proposed agenda and circulate it to the Restoration Team members prior to each meeting. The final agenda for the meeting will be determined at the meeting by the members.

6. MINUTES:

The Administrative Director shall be responsible for preparing minutes of all Restoration Team meetings. Minutes of Restoration Team meetings shall include all motions presented, all votes taken by agency regarding all motions and all non-working documents distributed during the meeting. Copies of the minutes of all Restoration Team meetings shall be made available following each meeting. One copy of the minutes shall be held in a central depository under control of the Administrative Director and be available for public viewing.

7. MAILING LIST AND PUBLIC NOTIFICATION:

The Restoration Team, thru the Administrative Director, shall maintain a basic mailing list including each member of the Trustee Council, each Restoration Team member and alternate member and each member of the Public Advisory Group. In addition, this list shall include interested government agency officials, Native organizations, private and public interest groups, and individuals. This general mailing list shall be organized and used to facilitate public participation.

8. WORK ASSIGNMENTS:

Each Working Group under the Restoration Team shall be chaired or co-chaired by member(s) of the Restoration Team unless approval is obtained by the Trustee Council to specify non Restoration Team members. The Restoration Team shall, at the discretion of the Trustee Council, assign each Working Group and its membership. Each Working Group and its respective membership must be approved by the Trustee Council at its next regularly scheduled meeting.

9. RESTORATION TEAM:

The specific duties of the group shall include:

- a. Restoration planning, including plan development and evaluation;
- b. Facilitation of public participation in planning and plan implementation;
- c. Oversight of scientific needs and scientific content of restoration, including peer review as needed;
- d. Identification of legal requirements for project completion through agency counsel;
- e. Implementation, oversight, evaluation and monitoring of restoration activities
- f. Budgetary assistance to the Trustee Council, including tracking internal and project costs and expenditures;
- g. Interaction and coordination with pertinent state and federal financial teams and agencies regarding fiscal matters;
- h. Preparation of written explanations or briefing papers to the Trustee Council covering each agenda item before their meetings;

- i. Review and approval of all documents by the Restoration Team shall be completed before distribution to the public or Trustee Council;
- j. Interaction with the public and public officials; and
- k. Such other duties as are assigned by the Trustee Council.

14. ADMINISTRATIVE DIRECTOR:

The Trustee Council shall appoint an Administrative Director who will report to and take direction from the Trustee Council.

- a. Coordination of budgetary and contractual matters with financial teams and the Trustee Council;
- b. Act as liaison with the Trustee Council and the Public Advisory Committee;
- c. Responsible for coordination with the Restoration Team;
- d. Supervision of administrative staff;
- e. Participation on the Restoration Team as a non-voting chair except in cases of tie votes;
- f. Interaction with the public and public officials;
- g. Oversight of a Public Resource Center including, if appropriate, the transfer to an alternate facility;
- h. Maintenance of necessary administrative records;
- i. Arrange and provide logistics, document and personnel support to the Restoration Team for meetings, etc.; and
- j. Such other duties as are assigned by the Trustee Council.

15. TRUSTEE COUNCIL MEETINGS:

The Administrative Director and the Restoration Team will collectively produce and send to the Trustee Council members proposed Trustee Council meeting agenda items and appropriate advance handout materials at the earliest possible date.

16. AMENDMENT OF PROCEDURES:

These operating procedures may be modified by unanimous agreement of the Trustee Council at any time.

February 1, 1992

EXXON VALDEZ OIL SPILL SETTLEMENT

RESTORATION TEAM

OPERATING PROCEDURES

1. MEMBERSHIP:

The Restoration Team (RT) will consist of one member to be designated by each of the following agencies: the United States Departments of Interior, Agriculture and Commerce (National Oceanic and Atmospheric Administration) and the Alaska Departments of Fish and Game, Environmental Conservation, and Law. It is the intent of these procedures that the member designated by each agency shall attend RT meetings. Each member shall designate an alternate member to attend meetings and exercise voting privileges on behalf of the agency in the event a vacancy in the designated position, illness, or other reason precludes a member from attending. Such designation shall be made verbally or in writing to the Administrative Director.

2. QUORUM:

A quorum of two-thirds (2/3) of the total RT membership, i.e. four Restoration Team members, shall be required to convene a meeting and conduct business (Provided, that all Team recommendations shall be made by with attendance of all six Restoration Team members or their properly designated alternates who have not abstained). Presence by teleconference is accepted as attendance.

3. PRESIDING OFFICER:

The presiding officer of Restoration Team meetings shall be the Administrative Director. If the Administrative Director is not available due to a vacancy, illness or other reasons preclude their attendance, the Restoration Team will appoint an acting Presiding Officer from the RT.

4. ACTION/RULES OF VOTING:

All matters coming before the Restoration Team which require a vote of the RT to make a recommendation, shall require a majority approval of all of the RT members or their properly designated alternates who have not abstained pursuant to this paragraph. The RT should strive for consensus recommendations to the Trustee Council. Abstaining from voting shall not be permitted by any RT member unless there is an affirmative vote of all members of the RT and either of the following conditions exists: (a) there is an apparent, or declared, conflict of financial interest on the part of a RT member or (b) voting by the member would constitute a violation of applicable federal or state law. In the event a RT member believes he or she must abstain from participating in a RT recommendation, the member may request that the decision be deferred until that member has an opportunity to designate an alternate who is eligible to vote. On all tie votes, the Administrative Director shall provide a tie-breaking vote.

5. MEETINGS:

The Administrative Director shall prepare a proposed agenda and circulate it to the members prior to each meeting. The final agenda for the meeting will be determined at the meeting by the members.

6. MINUTES:

Minutes of the meetings shall include all motions presented, the actions taken regarding any motion and all documents distributed.

7. MAILING LIST AND PUBLIC NOTIFICATION:

The RT, thru the Administrative Director, shall maintain a basic mailing list including each member of the Council, each RT member and alternate member and each member of the Public Advisory Group. In addition, this list shall include interested government agency officials, Native organizations, private and public interest groups, and individuals. This general mailing list shall be organized and used to facilitate public participation.

8. WORK ASSIGNMENTS:

Each sub-committee under the Restoration Team shall be chaired or co-chaired by member(s) of the RT unless approval is obtained by the Trustee Council to specify non Restoration Team members. The RT shall, at the discretion of the Trustee Council, assign sub-committee members with subsequent notification of the Trustee Council.

9. RESTORATION TEAM:

The specific duties of the group shall include:

- a. Restoration planning, including plan development and evaluation;
- b. Facilitation of public participation in planning and plan implementation;
- c. Oversight of scientific needs and scientific content of restoration, including peer review as needed;
- d. Identification of legal requirements for project completion through agency counsel;
- e. Implementation, oversight, evaluation and monitoring of restoration activities;
- f. Budgetary assistance to the Council, including tracking internal and project costs and expenditures;
- g. Interaction and coordination with pertinent state and federal financial teams and agencies regarding fiscal matters;
- h. Preparation of written explanations or briefing papers to the Council covering each agenda item before their meetings;
- i. Review and approval of all documents by the RT shall be completed before distribution to the public or Council;
- j. Interaction with the public and public officials; and
- k. Such other duties as are assigned by the Council.

14. ADMINISTRATIVE DIRECTOR:

The Council shall appoint an Administrative Director. The specific duties shall include:

- a. Coordination of budgetary and contractual matters with financial teams and the Council;
- b. Act as liaison with the Council and the Public Advisory Committee;
- c. Supervision of administrative staff;
- d. Participation on the RT as a non-voting chair except in cases of tie votes;
- e. Interaction with the public and public officials;
- f. Oversight of a Public Resource Center including, if appropriate, the transfer to an alternate facility;
- g. Maintenance of necessary administrative records;
- h. Arrange and provide logistics, document and personnel support to the RT for meetings, etc.; and
- i. Such other duties as are assigned by the Council.

15. AMENDMENT OF PROCEDURES:

These operating procedures may be modified by unanimous agreement of the Council at any time.

TIMELINE FOR
RESTORATION ACTIVITIES
WITH options to BE
FAXED MONDAY.