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Final Work Group Operating Procedures

Exxon Valdez Oil Spill Restoration Team

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EXXON VALDEZ OIL SPILL RESTORATION TEAM
ADMINISTRATIVE RECORDS

These procedures are to be followed by Restoration Team Work Groups.

1. Work Group Membership

Work Group members are identified by Trustee agencies, recommended by the Restoration Team and approved by the Trustee Council. Work Group members should designate alternates (with approval of the Restoration Team member) to attend meetings for them when they cannot attend.

2. Work Group Chairs

The Chair is a member of the Restoration Team (except for the Restoration Planning Work Group), is recommended by the Restoration Team and approved by the Trustee Council. The Chair should oversee all Work Group meetings. However, if they cannot attend a scheduled meeting, they may designate an alternate Chair to conduct the meeting in their absence.

3. Work Group Meetings

The Work Group Chair sets the date and time of the meetings in consultation with the Work Group members. An agenda should be sent by the Chair to all Work Group members prior to the meeting. The agenda must contain the time and location of the meeting and a list of the principal topics of discussion. If a scheduled meeting must be canceled, it is the responsibility of the Chair to sufficiently notify all Work Group members, especially those who must travel, to avoid inconvenience and unnecessary costs. The Chair is responsible for reserving a meeting room with the Administrative Director's staff if the meeting is in the Restoration Office in Anchorage.

4. Work Group Decisions

Decisions of Work Groups are to be made by general consensus. Any questions or conflicts that cannot be resolved by the Work Group should be brought to the attention of the Restoration Team, by the Work Group Chair, for resolution.

5. Meeting Summaries

The Chair is responsible for producing a summary of action items, to whom they were assigned and their due date after the Work Group meeting. The summary must identify the Work Group name, date and location of the meeting, and the persons in attendance.

Within one week, the summary should be sent to the members of the Work Group, the members of the Restoration Team, and the Administrative Director.

6. Matters To Go Before the Restoration Team

Any materials that are to go before the Restoration Team for discussion or action must be sent by the chair to the Administrative Director and each member of the Restoration Team prior to the meeting to allow for adequate review.

7. Budget and Reporting Requirements

Based upon guidance from the Restoration Team, the Chair shall compile an annual plan of the Work Group for submission through the Restoration Team to the Trustee Council for approval. The Plan is to include a list of Work Group tasks, a list of members, time allocated per member, and a budget which will be completed by each agency for their component following the form prescribed in the Financial Operating Procedures. The Plan should identify the specific tasks to be accomplished, how the work will be completed and a schedule for their completion.

Working Group Operating Procedures
Exxon Valdez Oil Spill Restoration Team

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EXXON VALDEZ OIL SPILL
TRUSTEE COUNCIL
ADMINISTRATIVE RECORD

These procedures are to be followed by Restoration Team Working Groups

1. Working Group Membership

Working Group members are identified by Trustee agencies, recommended by the Restoration Team and approved by the Trustee Council. Working Group members should designate alternates (with approval of the Restoration Team member) to attend meetings for them when they cannot attend. There will be no more than one equivalent member per Trustee agency on a given Working Group, unless otherwise approved by the Trustee Council. (Some agencies may want to split time between members to obtain more diverse coverage).

2. Working Group Chairs

The Chair is a member of the Restoration Team (except for the Restoration Planning Working Group), is recommended by the Restoration Team and approved by the Trustee Council. The Chair should oversee all Working Group meetings. However, if they cannot attend a scheduled meeting, they may designate an alternate Chair to conduct the meeting in their absence.

3. Working Group Meetings

The Working Group Chair sets the date and time of the meetings in consultation with the Working Group members. An agenda should be sent by the Chair to all Working Group members prior to the meeting. The agenda must contain the time and location of the meeting and a list of the principal topics of discussion. If a scheduled meeting must be canceled, it is the responsibility of the Chair to sufficiently notify all Working Group members, especially those who must travel, to avoid inconvenience and unnecessary costs. The Chair is responsible for reserving a meeting room with the Administrative Director's staff if the meeting is in the Simpson Building in Anchorage and chairing each meeting.

4. Working Group Decisions

Decisions of Working Groups are to be made by general consensus. Any questions or conflicts that cannot be resolved by the Working Group should be brought to the attention of the Restoration Team, by the Working Group Chair, for resolution. Working Group members can prepare minority reports on issues their agency disagrees with.

5. Meeting Summaries

The Chair is responsible for producing a summary of action items, to whom they were assigned and their due date after the Working Group meeting. The summary must identify the Working Group name, date of the meeting, and the persons in attendance. Within two weeks, the summary must be sent to the members of the Working Group, the members of the Restoration Team, and the Administrative Director.

6. Matters To Go Before the Restoration Team

Any materials that are to go before the Restoration Team for discussion or action must be sent by the chair to the Administrative Director and each member of the Restoration Team sufficiently prior to the meeting for adequate review time.

7. Budget and Reporting Requirements

Based upon guidance from the Restoration Team, the Chair shall compile an annual budget and work plan of the Working Group for submission through the Restoration Team to the Trustee Council for approval. The Budget is to include a list of Working Group tasks, a list of members, time allocated per member, and itemized costs following the form prescribed in the Financial Operating Procedures. The Work Plan should identify the specific tasks to be accomplished, how the work will be completed and a schedule for their completion. The Chair is also responsible for issuing a quarterly report to the Restoration Team, following the form prescribed in the Financial Operating Procedures, which will be included in a composite report to the Trustee Council.