

Welcome to the EM SSAB

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David Borak, Designated Federal Officer, EM SSAB

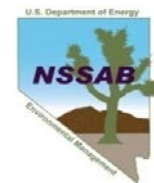


Agenda

- Guiding Principles and Regulations for the EM SSAB
- DFO/DDFO Roles & Responsibilities
- Your Roles & Responsibilities
- Legal Considerations under FACA
- Best Practices: Work Plans and Subcommittees
- Questions

What is the EM SSAB?

- Chartered in **1994** under FACA to involve local citizens more directly in DOE EM cleanup decisions
- There is **one charter** for the EM SSAB – currently eight local boards organized under the EM SSAB umbrella charter
- These eight local boards are brought together biannually at the EM SSAB **Chairs meetings**, where the EM SSAB is able to speak in one voice
- Made up of **representative** members not necessarily experts



INL Site Environmental Management
CITIZENS ADVISORY BOARD



Federal Advisory Committee Act

- Purpose of FACA
 - Ensure that advice by advisory boards/committees is **objective** and **accessible** to the public
 - **Formalize** process for establishing, operating, overseeing and terminating advisory boards
 - Create the **Committee Management Secretariat**
 - Require that boards **advise and recommend**, not decide and implement
- Benefits of FACA
 - Transparency and participation improves **citizen trust** in government
 - FACA requirements lend **credibility** to the boards' advice

- **GSA Committee Management Secretariat**
- **Department of Energy – Headquarters**
 - Committee Management Officer (CMO)
 - Designated Federal Officer (DFO)
- **Department of Energy – Field Sites**
 - Deputy Designated Federal Officer (DDFO)
 - Alternate DDFOs, Federal Coordinators and Local Board Staff
- **Board Members**
 - Chair and Vice-Chair
 - Members
- **Liaisons**
 - State, Local, Tribal representatives

- Require a **charter** outlining the committee's mission and specific duties
- Allow for **open access** to committee meetings and operations
 - Meetings must be **accessible** to the public and **announced** in the Federal Register
 - Committee **documents must be maintained** and made available for public inspection
- Maintain fairly **balanced** membership
- Provide an opportunity for **Public Comment**
- Violations?

Guiding Documents



FACA

DOE Committee
Management
Manual

EM SSAB Charter

EM SSAB Guidance

Local Board Operating Procedures

The Importance of Community Involvement in Cleanup Decisions

- Allows the Department to consider local **stakeholder values** and concerns before making a decision
- If stakeholders are not **involved early in the process**, they may have reason to doubt, criticize or challenge cleanup decisions



- Recommendations improve policy and technical processes of complex cleanups by providing **independent input**
- Ensures **open and transparent** decision making
- Provides opportunities to educate and ensures **future informed engagement** and participation

DFO/DDFO Requirements under FACA

- Know how FACA, regulations, DOE Guidance, and all related agency policies apply to the Board and **ensure compliance**
- Approve **agendas** for each Board meeting
- **Call, attend, and adjourn** every Board meeting
- Maintain required committee **records** (e.g., costs, minutes, membership)
- Prepare **Federal Register** notices
- Prepare **annual report** to the CMO summarizing Board activities
- **Nominate members** for appointment
- Ensure all **ethical standards** are met by Board members
- Ensure that meetings are held at a reasonable time and place, **accessible to the public**

Member Responsibilities

- To **attend regular meetings** and learn about the site's EM cleanup mission
- **Provide recommendations** at the request of site management and EM leadership
- To work **collaboratively and respectfully** with other Board members and liaisons
- To abide by the terms and conditions of the **EM SSAB Charter and guiding documents**
- Notify the DDFO of any potential **conflict of interest**

- Conflict of Interest: EM SSAB members are **not** subject to the same federal ethics regulations as federal employees and Special Government Employees.
- **As a matter of policy**, however, DOE asks that you:
 - Refrain from any use of your membership, which is, or gives the appearance of being, motivated by the desire for private, professional, or financial gain;
 - Recuse yourself from decisions and discussions related to real or perceived conflicts of interest, act impartially, and avoid the appearance of impropriety; and
 - Seek immediate guidance, beginning with the DDFO, if you are offered anything of value such as a gift, gratuity, loan, or favor in connection with advisory committee service.

Best Practices: Work Plan Implementation

- **Work plan activities** are carried out by the full board and its subcommittees
- The **purpose** of a Work plan is to identify where DOE needs your help and what issues you find important
- Members and staff need to **regularly assess** activities and outcomes
- Work plans are **modified as needed** throughout the year
 - Evaluate new business in light of the original work plan, and ask questions before leaping into new activities
 - DDFO review and approval of modifications is required
 - Keep the work manageable
 - Modifications can be proposed by members and DOE

Best Practices: Use of Subcommittees

Definition of a Subcommittee:

Any subgroup that advises an established committee

Subcommittees must:

- Act under the **policies** that have been established by their **parent committee**
- Have their advice and recommendations **reviewed and approved by the parent committee** prior to submission to DOE officials
- Obtain **DDFO approval** before they are established
- Purpose should **align with board mission** and directly **support work plan activities**

Use of Subcommittees (continued)

- Fact finding and recommendation development
 - Reminder: must characterize work of subcommittee during **full board meeting**
 - **Cannot vote** on recommendations or transmit them directly to the agency
- Best Practice: Treat subcommittee meetings like **full board meetings**
 - Open meetings to the public
 - Publish notice on local board website
 - Include a public comment period

Questions?

Contact Information:

David Borak

Designated Federal Officer, EM SSAB

(202) 586-9928

David.Borak@em.doe.gov