Advice Development and Issue Manager Roles and Responsibilities

This process is provided as general guidelines for Issue Managers to consider during the Hanford Advisory Board (HAB) Issue and Advice development process.

Identification of Potential Issue

- The issue is either identified by a Tri-Party Agreement Agency (Agency) as needing HAB input, or identified by a HAB member and brought to the attention of the appropriate HAB Committee.
- Additional information may be required from the Department of Energy (DOE RL and ORP), the Environmental Protection Agency, or the Department of Ecology to understand the issue in depth. These briefing should be request through the Federal Coordinators.
- The Committee will determine if the issue is cross-cutting with other Committees and how to manage the issue, and determines whether potential advice deveopment is warrented.
- In some cases, dialogs with the agencies at a Committee meeting or the development of a white paper my address the issue.

Investigation of Potential Issue

- If the Committee agrees that future investigation is required, an issue manager(s) volunteers or issue manager(s) are appointed by the Committee leadership.
- In general, the issue manager's role is to identify research and track issues to frame for presentation to the Committee.
    - The issue manager(s) will serve as:
        - The primary contact for the Committee, the Board and facilitators.
        - The issue contact for the Agencies and other parties.
        - The focal point for comments gathering.
    - The issue manager(s) is responsible for:
        - Monitoring the current status, new developments and time constraints of issues.
        - Coordinating issue meetings, communicating with other issue managers and Agency staff.
        - Determining the time sensitivity of the issue.
        - Identifying other Committee members to work on the issue, including representatives from other HAB Committees, should the issue be cross-cutting.
        - Identifying appropriate, knowledgeable individuals for issue presentations. Presenters could be Agency staff, Board members or other experts.

  - Facilitating useful presentations to the Committee/Board by ensuring presenters understand the expectations of the Committee to provide appropriate information in an efficient presentation.
  - Keeping the Federal Coordinators informed as the information gathering process continues.

<u>Creating Draft Advice</u>

- The development of an issue may require a combination of calls, emails, and working meetings.
- Issues that are time sensitive are usually drafted by one or two people and distributed for wider comment with a request for rapid feedback.
- The Issue Managers should strive to actively share issue-related work and information gathered from the Agencies and other sources.
- The issue managers develop the Committee's concerns, responses and prepare a draft advice framework including a brief background discussion. This draft advice will serve as a focal point for discussions and to identify potential concerns.
- The Issue Manager should establish configuration control of the advice drafts, which includes a title and date/time. For example, HAB – "Advice Title" 6-30-11 9AM. This should help to minimize the confusion that may result from members commenting on an outdated draft.
- During the course of advice development, the draft advice should be used to solicit input from a wider set than just the people on the issue team. For example, working through the DOE Federal Coordinator, discuss the draft with TPA Agency staff that has knowledge of the issue. Draft advice should be shared with HAB members to elicit any significant comments.
- The issue manager(s) focus Committee discussion, compile advice comments and edit advice to reflect Committee's consensus opinion.
- For Committees of the Whole (COTW) meetings, consensus is sought from those HAB members who attended the COTW meeting which initiated the advice.

<u>Guidelines for Advice Content</u>

- Avoid discussions of topics that are not within the HAB's charter.
- Remember that the HAB is charged with providing advice at a policy level.
- The "Background" section should include a clear statement of the issue or issues. The "Advice" section should itemize proposed HAB recommendations.
- Avoid lengthy background or technical discussions in the advice. If necessary, these should be provided in supporting documentation.
- Any data that is used should be accompanied by a reference to the data.

- Consider the readability of the advice. Taking the time to refine the draft advice will save time at the full Board meeting.

Finalizing Draft Advice:

- When the Issue team determines the draft advice is mature and/or is time sensitive, they present it to the Committee's facilitator to distribute to the full Committee, or Committees, if it is joint advice.
- The facilitator will format the draft advice, label it as Rev. 0 and work with the primary issue manager(s) to solicit and incorporate final Committee comments.
- Following comment incorporation and/or resolution, the Committee leadership will poll the Committee(s) membership, via the facilitator, for Committee consensus. If consensus is reached, the advice will be proposed by the Committee leadership to the EIC for consideration at the next Hanford Advisory Board meeting.
- The Issue Manager(s) through the Committee facilitator will submit the final draft advice for distribution in the Board Meeting Packet before the Board meeting for full Board review and to give other Board members a chance to address concerns before the full Board meeting.

Presentation to the HAB

- On Thursday of the full Board meeting, the lead advice author will summarize the issue and the key advice points to the full Board and take the lead on assimilating the comments for final discussion and approval. Remember that the HAB operates under full consensus of its members.
- Members of the Board discuss the merits, identify new concepts or propose changes to the advice. (Members of the originating Committee, who consented to the draft, are encouraged not to provide new concepts or speak against the draft advice.) Board members who are unclear about the advice or its intent are urged to meet with the issue manager(s) for clarification after the meeting.
- Conceptual consensus by the Board on Thursday moves the advice forward. The issue managers will use Board discussion of concerns and changes to refine the final advice. Wordsmithing or grammatical edits will be accommodated through the issue manager(s) and the Committee facilitator after the meeting on Thursday.
- Facilitators will distribute revised advice to Board members on Friday morning. Thirty minutes will be allocated for advice editing and Board acceptance of the revised advice until consensus is reached and the advice is finalized. Advice that does not achieve consensus, or takes more discussion than 30 minutes, will have the discussion period extended by mutual agreement of the Chair and Board, or will go back to the Committee for reworking will the issue will be dropped.
- The Board Chair and facilitators will review the final advice for formatting and grammatical and spelling errors and submit the advice to the appropriate Agencies.

Tracking Agency Response

- After the advice is issued, the Issue manager will follow-up on Agency responses to the Board's advice by monitoring the timing and content of the Agency responses, facilitating a dialogue, as needed, with the responding Agencies, and determining whether further action is necessary or appropriate. Committees are urged to make time in their agenda's to share Agency responses related to advice that originated with that Committee. If the issue still remains, or if the Agency response does not seem adequate, additional advice may be required.

Hanford Advisory Board
Advice Development and Approval
Process Flow