

Commission on Indian Trust Administration and Reform

Policy and Guidance for Commissioner Outreach Activities

Title: Commission on Indian Trust Administration and Reform Policy and Guidance for Commissioner Outreach Activities

Effective: May 1, 2012

Expires: When Commission dissolves and as funding remains available

1. Purpose

The purpose of this policy is to inform the Commission on Indian Trust Administration and Reform, referred to as the “Commission,” the policies and procedures of the funds made available to assist with Commissioner outreach activities.

2. Scope

This policy applies to the Commission members. It applies to authorized direct expenses for a Commission member to perform outreach activities related to their duties as Commissioners.

3. Authority

- A. The Federal Advisory Committee (5 U.S.C. App. 2).
- B. The Federal Travel Regulations (41 CFR 300-304).

4. Policy

Funds will be provided to each Commissioner to assist them in undertaking tribal outreach activities. Direct expenses are to be paid by the United States Government through the U.S. Institute for Environmental Conflict Resolution (Institute) following the Institute’s “2012/13 Guidelines for Reimbursement of Travel Expenses”. Each Commissioner may be reimbursed for authorized direct expenses incurred in approved outreach activities including:

- A. Conference calls,
- B. Material costs, and
- C. Travel expenses.

5. Roles and Responsibilities

- A. The Department of the Interior is responsible for providing overall guidance on the outreach policy.
- B. Each Commissioner is responsible for notifying the DFO and/or designee about his or her outreach activities and for sharing information on the Commission's work and receiving input from stakeholders and constituents. Each Commissioner is expected to report their findings to the Commission at the next scheduled meeting and provide a written report on the attached form to the Commission. Commissioners must provide travel receipts and direct expenses in accordance with the Institute's "2012/13 Guidelines for Reimbursement of Travel Expenses"
- C. The DFO is responsible for reviewing the proposed Commissioner outreach activities to ensure consistency with the purpose of the Commission. The DFO will notify the Commissioner in advance of the activity if the activity is not consistent with the work of the Commission or if she has questions or concerns about the activity.
- D. The Institute is responsible for reimbursement of the Commissioners' authorized direct expenses that comply with the FTR and the previously mentioned guidelines for reimbursement. Every effort will be made to provide a prompt and timely reimbursement to the Commissioner upon receipt of the members' travel receipts and direct expenses in accordance with the FTR.
- E. The Institute is responsible for providing a status update to the Commission about the funds disbursed and remaining balance at the next scheduled meeting or a report to the Commission.

6. Guidance and Procedure

In accordance with the travel and reimbursement guidelines previously set forth, outreach funding will be available to Commissioners for undertaking outreach activities with Tribal officials, individual Indians, tribal organizations who have an interest in the substantive work of the Commission. The overall budget for the Commission to perform outreach work is \$20,000. The DFO may determine a need to increase the allocated amount and may authorize an increase in funding based on the availability of funds within the Department of the Interior.

Outreach Guidance:

- A. Commissioner should notify the DFO and Institute in advance of an outreach activity, by providing a short description of each outreach activity, including purpose of event, location, number of attendees, and key issues covered.
- B. The DFO and/or her designee will notify the Commissioner in advance of the activity if the outreach activity is not consistent with the work of the Commission or if she has questions or concerns about the activity.

- C. The Commission member should share information about the Commission's work and receive input from stakeholders and constituents.
- D. A Commission member must use the outreach events for the sole purpose of informing constituents about the Commission's work and seeking constituent feedback. Local, regional, and national conferences to meet this purpose may be appropriate but the Commissioner support at any national briefings or conferences should be coordinated with the full Commission.
- E. Outreach activities may include conference calls, attending meetings, or briefings for individual Indians, Tribal officials, tribal organizations or a combination of these participants.
- F. The Commissioners should not speak on behalf of the Commission as a whole, but rather, seek to inform others of the work from his/her perspective and obtain input on key issues before the Commission to bring back to the Commission for discussion, as needed.
- G. The Institute will provide a toll free teleconference line that will support 50 users in addition to the leader, upon request and 10-day advance notice.