



Western Region Technology Transfer Team

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The Western Region Technology Transfer Team was initiated in 1995, with the first meeting held on September 14, 1995. While implementing the Surface Mining Control and Reclamation Act (SMCRA), each regulatory authority encounters technical programmatic challenges, and continues to adapt to advances in technology. The Western Region Technology Transfer Team facilitates the identification, prioritization, and resolution of regional technical issues through utilization of emerging technologies and techniques. Issue resolution may include the development of work groups, site specific evaluation, interactive forums and technical symposia.

Western Regional Technology Transfer (WRTT) Team

The WRTT team is comprised of representatives from the eight western coal producing states (Alaska, Arizona, Colorado, Montana, New Mexico, North Dakota, Utah, and Wyoming), and OSM western region divisions and field offices. Additional state and federal staff may periodically serve as resource advisors to the WRTT team on an ad hoc basis. A WRTT team representative will be identified by each regulatory authority team member.

Regulatory authority team members currently include:

- Alaska
- Colorado
- Montana
- New Mexico
- North Dakota
- Utah
- Wyoming
- Navajo Nation
- Hopi Nation
- Crow Nation
- Albuquerque Area Office
- Casper Field Office
- Denver Field Division
- Western Region Program Support Division
- Technology Management Division

Technology transfer community and customers include:

- States / Tribes / OSM Staff
- Industry / Consultants
- Other Federal / State Agencies
- Universities / Schools
- General Public

Technology Transfer activities and products include:

- Technical Interactive Forums and Workshops, and associated proceedings
- CDs and Videos
- Websites
- Brochures and literature

- Mine site field observations
- NTTT Website

1 Purpose

Our intents are to:

- Coordinate Western Region Technology Transfer Activities.
- Provide a forum to identify and discuss technical solutions.
- Utilize technology transfer resources efficiently and effectively.
- Maintain a partnership with management to advance technical solutions.
- Act as a resource for executive policy makers on technology transfer.
- Support national and regional initiatives related to **mining and reclamation**.

We will accomplish our intents by:

- Considering applications that enhance the implementation of regulatory requirements.
- Identifying program needs, and effectively communicating needs with our customers.
- Sharing technology transfer processes between State, Tribal, and Federal agencies.
- Tying policy to real applications, and assessing successful implementation.
- Harnessing the knowledge and strengths within the tech transfer community.
- Creating a clear understanding of roles and responsibilities, lines of communication, and plans of actions to accomplish our goals.
- Advancing priorities and recommendations to State and OSM policy makers.
- Ensuring that regional technology transfer planning initiatives fully address the current and future needs of the region and support agency's missions, goals and Strategic Plans.

2 Decision Making

Decisions on establishing or modifying the team purpose and intents will be made by consensus. Other decisions related to team functionality will be made after team discussion and based on majority agreement. More than 50% of members must be present to make decisions. All team members must have the opportunity to present their position for a particular decision prior to team vote. Team initiatives will be reviewed, formulated, and established each year by the team at the annual meeting. All team goals and decisions will be made in a manner that assures a member's views are heard and that all factors identified through discussions are considered. Decisions may be subject to management review.

3 Team Member Responsibilities

All team members and their alternatives will:

- Attend meetings or conference calls, or designate an alternate if unable to attend.
- Be the point-of-contact for his/her organization for technology transfer.
- Disseminate technology transfer activities and information to managers and staff.
- Raise issues that are of regional concern.
- Be prepared for meetings.
- Provide candid input.
- Work to meet the needs of the regulatory program.
- Share administrative chores as requested (e.g. minutes, assignments, and team leadership)
- Complete projects and tasks within agreed time frames.
- Assist the Team Leader in management briefings, if requested.
- Participate in ranking Applied Science/Underground Cooperative Agreements

4 Team Leader Responsibilities

The Team Leader is expected to:

- Prepare and distribute meeting agendas in advance.
- Facilitate meetings and keep the team on topic.
- Keep the team focused on moving toward team initiatives and solutions.
- Provide leadership and management with a clear vision of team purpose and direction.
- Be responsible to ensure that team records (e.g. minutes, reports and briefings) are maintained on the WRTT website.
- Monitor team action items.
- Represent the team in other related meetings of regional or national importance.
- Function as team liaison with OSM Western Regional Director.
- Encourage attendance and participation by all team members.
- Serve as Team Leader until the annual team meeting. Team Leader responsibilities will rotate amongst the OSM Western Region Technology Transfer representatives.
- Ensure team documents and meeting minutes are circulated to the team members in a timely manner.
- Coordinate the posting of team business on the WRTT website.

5 Team Recorder

The team leader sets the agenda, ensures that team records are maintained, and monitors action items. The Team Leader will designate a Team Recorder, who is expected to:

- Record the minutes and action items identified at each team meeting.
- Record team decisions made at each team meeting.

6 Meetings

The Team Leader is responsible for compiling and distributing an agenda to each team member prior to each meeting. Members are responsible for submitting agenda items to the Team Leader.

The team will have regular monthly meetings on the third Monday of the month at **11:00 AM** Mountain Time. The meetings will be held by conference call to connect to all team members. Team members are expected to arrange their schedules to attend meetings, or identify an alternate. Meeting length will not exceed one hour unless agreed by the members on the call. Meeting dates may be changed due to holidays, or the inability of at least 50% of the team to attend.

Team decisions and action items will be recorded and posted to the WRTT website for review and reference. Corrections to the recorded team decisions and actions items will be reviewed at the beginning of each team meeting, and corrected by the Team Recorder prior to posting to the WRTT website.

The team will also hold an annual team meeting at a time and location agreed upon by the team.