

PEBBLE PROJECT

REVISED TWG GUIDELINES

1. TWG Purpose

To facilitate open, non-binding discussion between state and federal agencies and the PLP regarding scientific and technical aspects of environmental and project design studies in preparation for NEPA and subsequent project permitting. TWGs are not decision-making authorities nor do they establish policy; TWG members will provide comments and ideas for PLP to consider regarding the scope of studies, geographical extent, and methods. Participation by an Agency in the TWGs is voluntary and does not constitute approval by that Agency of PLP plans or studies. TWG participation does not limit future Agency roles, authorities or participation in the NEPA or permitting process.

2. Objectives

- 2.1 Review and comment on ongoing and proposed activities for applicability, technical merit, and adequacy
- 2.2 Suggest additional studies and/or modifications to ongoing studies for consideration
- 2.3 Identify and address specific issues
- 2.4 Seek issue clarification
- 2.5 Summarize discussions

3. TWG Operating Protocols

- 3.1 Member Selection
 - 3.1.1 Federal and state agencies assign members with expertise on the associated discipline; PLP identifies staff and/or consultants with appropriate expertise.
 - 3.1.2 There is to be one member representing each agency. Agencies with more than one major division relevant to the TWG discipline may assign one TWG member for each division.
 - 3.1.3 TWG group size is to remain relatively small to function effectively. Preferably less than 10 members; however specific topics may require larger groups.
 - 3.1.4 Members will endeavor to devote adequate time to the TWG.
- 3.2 Meeting Attendance and Participation
 - 3.2.1 Additional agency or PLP technical personnel may attend meetings.
 - 3.2.2 Non-member agency or PLP representation may be asked, at the discretion of the lead, to refrain from active participation to help keep discussion on track.
 - 3.2.3 Teleconferencing and videoconferencing are tools that may be utilized to better accommodate members who are not located in Anchorage.
 - 3.2.4 TWGs are not a public forum. The lead will designate a specific time for public comment at each meeting.
 - 3.2.5 The lead may allow limited public participation during the meeting for the purpose of issue clarification; all interaction with the public should take place through the lead.
 - 3.2.6 The TWG lead and PLP may mutually agree to invite guest participants.

- 3.3 Meeting Frequency
 - 3.3.1 Meetings will be scheduled on an as needed basis, as determined at a previous TWG meeting or as set by the TWG lead.
 - 3.3.2 PLP or Agency members may contact the TWG lead to request a meeting.
- 3.4 Roles and Responsibilities
 - 3.4.1 The Steering Committee
 - 3.4.1.1 The Steering Committee, composed of representatives from participating state and federal agencies, and PLP, will generally meet on a quarterly basis.
 - 3.4.1.2 The Steering Committee establishes the individual TWGs and coordinates their agency representation.
 - 3.4.1.3 The Steering Committee will oversee and coordinate the TWGs. The Steering Committee will address issues or concerns raised by TWG leads or groups, and/or PLP regarding TWG activities.
 - 3.4.1.4 The Steering Committee will review, evaluate and revise these guidelines as needed.
 - 3.4.2 Each TWG will identify a lead from its agency members:
 - 3.4.2.1 The lead will manage the TWG meeting and keep discussion on track.
 - 3.4.2.2 A TWG may request a third party facilitator or co-chair, subject to approval by the Steering Committee and the availability of funding. Or, pursuant to 3.4.1.3, the Steering Committee may identify a facilitator or co-chair.
 - 3.4.2.3 The lead will solicit and distribute discussion topics for each meeting/agenda.
 - 3.4.2.4 The lead will set the meeting time and location, ensure meeting room availability, ensure teleconferencing or videoconferencing accommodations are in place if needed, and notify TWG members.
 - 3.4.2.5 Information needed for a TWG meeting should be provided a minimum of 2 weeks in advance. The TWG lead may reschedule the meeting if information is not received in time.
 - 3.4.2.6 The lead will ensure copies of previous meetings minutes are available to all members.
 - 3.4.2.7 The TWG lead will be the contact person for public input and will distribute public input to the group.
 - 3.4.3 TWGs will determine the objectives and scope of their group. These will be included in their minutes for posting on the web and may also be posted on the web page with the TWG title.

4. Documentation

4.1 Minutes

- 4.1.1 The minutes are not intended to serve as an administrative record, but to meet the TWG objective of summarizing discussions, and as a record to facilitate the flow of thought from one meeting to the next.
- 4.1.2 PLP will draft the meeting minutes. Disagreements and differences of opinion should be indicated in the minutes.
- 4.1.3 As a means to encourage free thought, minutes will only identify comments as “agency”, PLP’ or “name of consulting firm”.
- 4.1.4 All TWG minutes will contain the following disclaimer:
As with all Technical Working Group (TWG) Meetings, the minutes reflect discussion of suggestions and concerns raised by individuals. Discussion does not reflect any decision making from the TWG.
- 4.1.5 PLP will provide the draft minutes labeled “Draft” to the TWG lead within two weeks of the meeting date.
- 4.1.6 To ensure that the minutes are objective, accurate, and thorough, the TWG lead will distribute the draft minutes to all members for edits within two weeks. If necessary, minutes may go out for second review.
- 4.1.7 The TWG lead will prepare the final copy based on edits received. If comments received include new ideas not discussed at the meeting, those comments may be inserted at the end of the minutes in a separate section titled *Post Meeting Comments Provided by TWG Members* or included as an agenda item for a future meeting.
- 4.1.8 The TWG lead distributes the final minutes to the TWG members and other agency and or PLP staff as requested. The goal is to have minutes finalized within one month of the meeting.

4.2 DNR Large Mine Permitting Pebble Project TWG website:

- 4.2.1 DNR will maintain a website at
[<http://www.dnr.state.ak.us/mlw/mining/largemine/pebble/twg.htm>]
- 4.2.2 A description of each TWG, the TWG leads’ name and e-mail, and a list of agencies that have representation on each TWG will be posted to the website.
- 4.2.3 The TWG meeting schedule and approved TWG meeting minutes will be posted to the website.