

ANCSA Contaminated Lands Partnership Group Charter

Purpose

The Partnership Group will consist of representatives from Statement of Cooperation (SOC) agencies, ANCSA village and regional corporations, and tribes to collaborate on ways to address the ANCSA Contaminated Lands inventory (hosted by the BLM and DEC), assessment and cleanup of conveyed lands.

Other Purpose Statements:

- _____
- _____
- _____

Partnership Group Goals

1. Work towards consensus among Partnership Group members on the prioritization of existing sites.
2. Verify accuracy of information found on BLM inventory.
3. Incorporate input on known/potential ANCSA sites.
4. Identify additional sites not listed on BLM inventory.
5. Outreach to all ANCSA village/regional corporations and tribes for Partnership Group expansion.
6. Identify partnerships and funding resources to assist in assessment and cleanup of sites that are not in a cleanup program.

Other Goal Statements:

- _____
- _____
- _____

Partnership Group Outcomes

The process will be considered a success if:

- The Partnership Group establishes clear, consensus-based recommendations on how to prioritize existing and potential new sites in the inventory.
- The ANCSA village and regional corporations, tribes and other interested entities are engaged in a meaningful way throughout the process with all concerns and input addressed.
- Appropriate regulatory and government agency staff is involved throughout the process to assist in guidance through assessment and cleanup.

Other Outcomes:

- _____
- _____
- _____

Terms of Membership

Members are representatives of the SOC Committee, ANCSA Village/Regional Corporations and Tribes.

Other members outside of the aforementioned are to be discussed and majority approved by the Group.

Members agree to volunteer their time and effort towards the Partnership Group's purpose and goals.

A member's position on the Partnership Group may be declared vacant if the member:

- *Resigns from the Partnership Group (this should be in writing and forwarded to the Facilitator, ANTHC).*
- *Fails to attend more than two meetings without prior notice*

In a case where a member's position is declared vacant, ANTHC may appoint an alternative representative from the same interest group to fill the position.

Partnership Group Operating Guidelines

Convening of Meetings

- Meetings will be held at the time and place chosen by the Partnership Group in the course of their meetings.
- It is anticipated that there will be ____ meetings per __ (*month/ quarter/ as needed?*)
- Partnership Group members will be informed of meetings through email, phone, fax or direct mail, depending on his/her preference, at least two weeks prior to the meeting.

Communication

- Meetings will be advertised via email and on the ANTHC Contamination Support website.
- Project documents will be posted on the aforementioned website.
- Email: ANTHC should be copied on all correspondence, and if ANTHC chooses to open a dialogue via email, all Partnership Group members will be copied.

Conduct of meetings

- Meetings will be open to _____.

- Meetings will be facilitated by Joy Britt and/or Bailey Richards of the Alaska Native Tribal Health Consortium.
- Informed alternates are acceptable and encouraged if the Partnership Group member cannot attend.
- *After all meeting agenda items have been addressed, time will be provided for non members in attendance to voice their opinions.*
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to be one to two hours and not exceed two hours. Extension of time, in 15 minute increments, will require the consent of the majority of members attending that meeting. Consensus will be indicated with a show of hands.
- The Facilitator will keep a record of meeting attendees, key issues raised, and actions required.
- The previous meeting record and a meeting agenda will be forwarded to members of the Partnership Group at least one week before the next meeting. Any changes to the record of the past meetings shall be in writing and forwarded to the ANTHC prior to the next meeting.

Meeting Ground Rules

- Speak one at a time – refrain from interrupting others.
- Wait to be recognized by facilitator before speaking.
- Facilitator will call on people who have not yet spoken before calling on someone a second time for a given subject.
- Share the oxygen – ensure that all members who wish to have an opportunity to speak are given a chance to do so.
- Maintain a respectful stance towards all participants.
- Listen to other points of view and try to understand other interests.
- Share information openly, promptly, and respectfully.
- Open dialogue is encouraged. Questions can be asked throughout the meeting.
- Remain flexible and open-minded, and actively participate in meetings.
- _____
- _____
- _____

Roles and Responsibilities

The Partnership Group is an advisory group to the SOC ANCSA Steering Committee.

Partnership Group members agree to:

- Provide specific local expertise, including identifying emerging local issues/concerns that may be associated with the contaminated site;
- Review site documents and comment promptly for prioritization of sites and other topics that need attention;
- Attend all meetings if possible and prepare appropriately;
- Complete all necessary assignments prior to each meeting;
- Relay information to their constituents after each meeting and gather information/feedback from their constituents as practicable before each meeting;

- Articulate and reflect the interests that their constituents bring to the table;
- Maintain a focus on solutions; and
- _____
- _____
- _____

ANTHC and the SOC Committee team agree to:

- Provide Partnership Group members the opportunity to collaborate with other agencies and groups on making recommendations;
- Effectively manage the scope and schedule;
- Keep Partnership Group members and partners informed of progress;
- Provide technical expertise;
- Brief local decision makers and produce briefing materials and reports;
- Provide early notification of Partnership Group meetings and provide ten working days to review and comment on documents;
- Conduct public meetings necessary to inform and engage the community.
- Manage logistics for meetings; and
- Explain the reasons when deviations are taken from Partnership Group recommendations.
- _____
- _____
- _____

Communication

Partnership Group members will be informed of meetings through email, phone, fax or direct mail depending on his/her preference, at least two weeks prior to the meeting.

- Meetings will be advertised on the ANTHC Contamination Support website.
- Documents will be posted on the ANTHC Contamination Support website.
- Email: ANTHC should be copied on all correspondence, and if ANTHC chooses to open a dialogue via email, all Partnership Group members will be copied.

Decision Making

The Partnership Group is primarily advisory. In those areas where it has some decision-making authority, members will strive to reach agreement by consensus at a level that indicates that all partners are willing to “live with” the proposed action. Partners will strive to work expeditiously and try to avoid revisiting decisions once made. If agreement cannot be reached on a particular issue, ANTHC will consult with the SOC ANCSA Steering Committee and report back to the Partnership Group.

Conflict Resolution

When an issue arises that cannot be easily resolved, Partnership Group members agree to:

- Remember that controversial projects are unlikely to receive funding, so the intent of all parties is to resolve issues so the project can be funded.
- Determine if the issue should be resolved within or outside of the Partnership Group and participate however is appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.