

# Alaska Native Claims Settlement Act (ANCSA) Contaminated Lands Partnership Group Charter

Last Version Approved: 5/7/2018

## 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 sites identified in the ANCSA Contaminated Lands inventory, hosted by the Bureau of Land Management (BLM) and the Alaska Department of Environmental Conservation (DEC), including the verification, assessment and cleanup of conveyed lands.

Other Purpose Statements:

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## 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:

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## 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.
- The accuracy and completeness of the inventory is improved. This will be an ongoing and iterative process.

Other Outcomes:

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## **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. Non-members are welcome to attend the meetings as guests that are approved by the membership beforehand.

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
- Fails to attend more than two meetings without prior notice or outreach

In a case where a member's position is declared vacant, the Partnership Group and ANTHC's Tribal Response Program as Lead Facilitator may seek 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 at least one meeting per quarter or more/less as needed determined by the Partnership Group.
- 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: <https://anthc.org/what-we-do/community-environment-and-health/brownfield-contaminated-sites/>
- Project documents will be posted on the aforementioned website.
- Email: The ANTHC Contamination Support Program (contaminationsupport@anthc.org) 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 Partnership Group members and pre-determined invited guests.
- Meetings will be facilitated by the Alaska Native Tribal Health Consortium's Tribal Response Program.
- Informed alternates are acceptable and encouraged if the Partnership Group member cannot attend.
- After meeting agenda items have been addressed, time will be provided for non members in attendance to voice their opinions and provide information.

- 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 and consent by members participating by phone.
- 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.
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**Roles and Responsibilities**

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

Partnership Group members agree to:

- Review the inventory to determine if sites are missing, to verify location information, and/or provide more detailed information regarding known or suspected contamination.
- 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
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ANTHC and the SOC ANCSA 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.
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**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 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.