



## Aleutian Island Risk Assessment (AIRA) Advisory Panel Charter

**Panel's Designation:** The National Academy of Science, Transportation Research Board, Committee of the Risk of Vessel Accidents and Spills in the Aleutian Islands proposed an organizational structure for the Aleutian Islands Risk Assessment Study that includes the establishment of a Management Team and Advisory Panel. The Management Team consists of representatives from the U.S. Coast Guard, the National Fish and Wildlife Foundation, and Alaska's Department of Environmental Conservation. The Management Team establishes the Advisory Panel under this Charter. The Advisory Panel is intended to be a structured stakeholder-participatory process with the goals of building trust, clarify values, and incorporating local information/knowledge, thus providing a path for organizational learning and informed policy changes.

**Mission:** The mission of the Advisory Panel is to provide the Management Team and risk assessment contractor with the stakeholders' perception of current and future risks posed from maritime transportation transiting through and adjacent to the Aleutian Islands. Additionally, the panel may recommend mitigation measures that may be used to reduce or abate the identified risks.

**Function:** The Advisory Panel is intended to operate as an independent entity from the Management Team, although the Management Team will attend Panel meetings as nonvoting participants.

**Membership/Structure:** Members will be selected and appointed by the Management Team. Composition of the Advisory Panel will include stakeholders and experts with local knowledge and expertise on issues pertinent to the risk assessment. This would include knowledge of local infrastructure, relevant industries, waterways and their navigation, weather, habitat and area use. The Advisory Panel shall be comprised of no more than (13) members and (1) alternate for each member, if possible. Each member will be required to represent one or more of the following stakeholder interests:

- > Local government (municipalities and tribal)
- > Land/resource manager
- > Subsistence user
- > Non-Governmental Organizations (including environmental organizations)
- > Fishing industry
- > Mariners in local trade
  - Tramper
  - Container ships
  - Oil barge/tanker
- > Mariner in innocent passage
- > Rescue tug operator
- > Marine salvor
- > Marine pilot

Temporary subcommittees consisting of two or more Panel members may be established as needed to address specific project elements and/or issues within their area of expertise. Subcommittees make preliminary recommendations for subsequent action by the full Panel.

**Responsibilities:** Advisory Panel members are expected to offer perspective, local knowledge, and expertise on all issues pertinent to the assessment. Panel members are expected to contact and work with other stakeholders with the same interest to clarify the values and knowledge that will shape the risk assessment.

**Governance:** The Advisory Panel will operate under a set of Protocols drafted by the Management Team and approved by the Advisory Panel. A Facilitator will chair the meetings of the panel and provide assistance with organization, agendas, meeting records, communications, and travel.

**Meetings:** The Advisory Panel will meet approximately eight (8) times during Phase A (first year) of the risk assessment and four (4) of those meetings be conducted using web/teleconference methods. During Phase B (second year) of the risk assessment the Panel is anticipated to meet three (3) times.

Advisory Panel meetings will be calendared at the first Panel meeting. A schedule will be posted on the Advisory Panel website and updated by the Facilitator.

If necessary, interim meetings can be called by the Management Team, Facilitator or by a simple majority of the panel members and can also be held by teleconference, electronic mail or by other means.

Advisory Panel members are expected to attend the Panel meeting. If the primary member of a stakeholder interest group is unable to attend a meeting, they're responsible for notifying the Facilitator and their alternate member. Primary members who miss three consecutive meetings without giving sufficient cause are considered withdrawn from the Panel, subject to review by the Panel. The Management Team will move to fill the position.

**Records:** The Facilitator will prepare meeting summaries. Draft summaries will be provided to the Advisory Panel members within one week after a meeting for review prior to finalizing. The Facilitator will maintain and post on the Advisory Panel website agendas, handouts, and meeting summaries.

**Subject Matter Experts:** Subject to the approval of the Management Team, the Advisory Panel may invite Subject Matter Experts to brief them on information necessary for the panel to make recommendations.

**Compensation:** AIRA Advisory Panel positions are voluntary, non-paid appointments. The National Fish & Wildlife Fund will pay for necessary travel expenses and provide a reasonable per diem for attendance at meetings of the Advisory Panel to members and subject matter experts.

**Termination Date:** Each Advisory Panel member will serve no more than the life of the project, which will last no more than three years.

**Amendments:** Amendments to this charter of the AIRA Advisory Panel require the approval by two thirds of the Management Team members.