

GLEN CANYON DAM
TECHNICAL WORK GROUP
OPERATING PROCEDURES

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FOREWORD

The Grand Canyon Protection Act (Act) of October 30, 1992, (Public Law 102-575) directs the Secretary of the Interior (Secretary) to “establish and implement long-term monitoring programs and activities that will ensure that Glen Canyon Dam is operated in a manner consistent with that of section 1802” of the Act. “The monitoring programs and activities shall be established and implemented in consultation with the Secretary of Energy; the Governors of the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming; Indian tribes; and the general public, including representatives of academic and scientific communities, environmental organizations, the recreation industry, and contractors for the purchase of Federal power produced at Glen Canyon Dam.”

In order to comply with the consultation requirement of the Act, the Glen Canyon Dam EIS recommended formation of a Federal Advisory Committee and a Technical Work Group. To fulfill this requirement the Glen Canyon Dam Adaptive Management Work Group (AMWG) was established. The AMWG held their first meeting on September 10-11, 1997 and officially formed the Glen Canyon Dam Technical Work Group (TWG) as a subgroup. This group is comprised of technical representatives who represent the various stakeholders on the AMWG. The TWG shall comply with Federal Advisory Committee Act (Public Law 92-463). Staff resources for the TWG shall be provided by the Bureau of Reclamation (Reclamation) and GCMRC. Meetings of the TWG are not to be viewed by Federal agencies as meeting their government-to-government consultation requirement with participating Tribal entities.

The TWG shall perform those tasks charged to them by the AMWG. Additional responsibilities of the TWG are to develop criteria and standards for monitoring and research programs; provide periodic reviews and updates; develop resource management questions for the design of monitoring and research by the Grand Canyon Monitoring and Research Center (GCMRC); and provide information, as necessary, for preparing annual resource reports and other reports, as required, for the AMWG. The TWG shall comply with all regulations of the Sunshine Act and the Federal Advisory Committee Act pertaining to sub-committees. (See 41 CFR 101-6.10 Federal Advisory Committee Management). Staff resources for the TWG shall be provided by the Grand Canyon Monitoring and Research Center and Reclamation.

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As a rule, technical reviews and deliberation will occur at the TWG meetings. This technical analysis will help AMWG understand the basis for the TWG recommendations and will serve as companion information to the AMWG evaluation of policy implications.

The TWG will endeavor to allow every stakeholder participating in the TWG to fully participate in the process, believe that they have been heard and understood by the other stakeholders, and are satisfied that their points of view are fully considered within the program. These activities will result in the generation of improved and constructive recommendations to the Secretary of the Interior, and have the potential to produce a more robust involvement and a greater sense of enfranchisement on the part of all stakeholders. The TWG will identify opportunities to increase

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~~Chairperson shall be elected in the summer meeting of the TWG or the first meeting prior to the start of the fiscal year meeting. The term of the TWG Chairperson will be October 1–September 30. The current chairperson will serve until the new chairperson takes office.~~

Chair responsibilities:

Attend all TWG and AMWG meetings when possible.

Represent a neutral position, advocating only for sound science and management actions to support the program, all stakeholders, and the public.

Facilitate TWG meetings by leading discussions, arranging for an outside facilitator when required, and inviting input from TWG members, technical experts, and the public.

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Organize or disband Ad Hoc task groups per TWG direction.

Ensure recognition of consensus or voting on decision items as appropriate, including development of minority opinion papers when consensus cannot be reached.

Present overview of TWG activities and recommendations at AMWG meetings.

~~Vice Chair~~3. Reclamation Vice-Chairperson. The Reclamation Vice-Chairperson will assist the Chairperson, and will be the Reclamation TWG member or their alternate. They will ensure requirements of federal regulations are met and provide assistance to the TWG. Reclamation will advise the TWG on which staff person will hold this position.

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Reclamation Vice-Chairperson responsibilities include:

Attend all TWG and AMWG meetings when possible. Will preside over the TWG if the Chairperson, and TWG Vice-Chairperson, are not available.

~~Assist the chairperson in facilitating the TWG meetings, ensuring that action items, responsible parties, and future agenda items are summarized and reviewed with the group by close of meeting.~~

Assist the Chairperson in drafting agendas. Finalize agenda and provide to TWG 10 days before meeting.

Ensure complete meeting preparations (posting of documents to web site, meeting room, ~~motel, audio visual equipment, recording of minutes, etc.~~).

Assist the chairperson in facilitating the TWG meetings. Help promote participation by all TWG members and the public, and assist the Chairperson in achieving consensus on action items.

Review and distribute TWG products to AMWG.

4. TWG Vice-Chairperson: The TWG may elect a second vice-chairperson to assist the Chairperson. The TWG Vice-Chairperson will be elected by the TWG from its membership or alternates, and will serve for a 1-year term on the same annual schedule as the Chairperson.

TWG Vice-Chairperson responsibilities include:

Attend all TWG and AMWG meetings when possible. Will preside over the TWG if the Chairperson is not available.

Help the Chairperson prepare a draft agenda for the next meeting.

Help track and coordinate contributions of products for TWG/AMWG review with stakeholders, GCMRC, ad hoc groups, and others.

~~Contact speakers, ad hoc committee chairpersons, and other contributors at least three~~four weeks before the next TWG meeting to review assignments and determine how much time should be allotted for their presentations.

Assist the chairperson in facilitating the TWG meetings. Help promote participation by all TWG members and the public, and assist the Chairperson in achieving consensus on action items.

~~Contact speakers, ad hoc committee chairpersons, and other contributors at least three weeks before the next TWG meeting to review assignments and determine how much time should be allotted for their presentations.~~

~~Prepare draft agenda for next meeting and provide review copies by E-mail to chairperson, GCMRC program managers, and speakers about three weeks before the next meeting. Finalize agenda and send to chairperson two weeks before meeting.~~

~~Track and coordinate contributions of products for TWG/AMWG review with stakeholders, GCMRC, ad hoc groups, and others.~~

~~5. Facilitation. The TWG will may employ a facilitator for most meetings as funds allow and it is deemed by the TWG to be helpful. TheWhen utilized, the facilitator will work for all parties, including but not only the chair, in a process designed to ensure, as much as possible, that all interests are heard and considered and all parties can support the outcomes. The facilitator will help the TWG to reach consensus whenever possible, and be innovative in using methods to help the TWG accomplish this goal.~~

~~List to consider, from Mary's AMWG presentation and TWG SOP.~~

~~General:~~

~~Pre meeting prep including development of agendas~~

~~Meeting facilitation and mediation to the extent requested by the Chairperson~~

~~Review meeting summaries and edit~~

~~Debrief and discussion of next meeting~~

~~Specific:~~

~~Helping parties obtain the data and information they need to make decisions.~~

~~Encouraging all TWG members to explain their reasoning and intent and to ask others to do the same.~~

~~Assisting the group to address the expressed concerns of TWG members.~~

~~Supporting the resolution by consensus of each item on the agenda~~

~~Maintain her focus and emphasis on the process, not the substantive aspects of discussion.~~

~~Advise the Chairperson on process questions before and during the meeting.~~

~~Making sure the resolution of each agenda item is recorded in such a way that what is agreed to is clear to all.~~

Assist with producing neutral and non-evaluative meeting notes.

Assisting during the agreement building process

Work with parties to clarify interests, priorities, and alternatives for an agreement.
Help parties explore (sometimes in private) ideas for creative solutions.

Help parties to draft motions that are clear and succinct, and to enhance the chances of the motion passing by including other parties' interests and concerns.

Encourage decision making processes that are proven to produce good decisions.

Help manage interpersonal dynamics toward the goals of improved trust, good communication, and positive long term relationships.

Keep conversations confidential as requested by parties.

Help all parties anticipate implementation problems and address future conflicts.

Help implement, to the extent feasible, the "Core Values of Public Participation" as developed and published by the International Association of Public Participation.

6. Members. The TWG membership shall consist of one representative named from each organization or agency represented in the AMWG. TWG members shall be nominated by their AMWG member, or organization, and approved or rejected by the Secretary's Designee. There will be no term limitations as long as the organization maintains membership within the AMWG. A list of TWG members will be maintained by Reclamation staff and provided to the AMWG at regular meetings and via the Reclamation web site. TWG members should have a technical background to sufficiently represent their stakeholder group, to adequately evaluate scientific proposals and make technical recommendations to the AMWG. TWG members are expected to participate fully to the extent of their abilities and time allows. This includes participation in ad hoc groups, participating in discussions at the TWG, and working to find consensus with other TWG members on action items.

7. Alternate Members (Alternates). TWG alternates shall be nominated by their AMWG member, or organization, and approved or rejected by the Secretary's Designee. There will be no term limitations as long as the organization maintains membership within the AMWG. Alternates can fully participate in any TWG ad hoc group meeting, but only 1 vote is provided for each TWG organization within the ad hoc. Alternates shall sign in on the attendance sheet

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~~noting that they are the alternate to the official member. The officially designated alternate, in the absence of the member, is allowed to fully participate and vote in TWG meetings without prior notification and will be counted in the quorum.~~

~~Ensure complete meeting preparations (meeting room, motel, audio-visual equipment, recording of minutes, etc.)~~

~~Review and distribute TWG products to AMWG.~~

~~8. Grand Canyon Monitoring and Research Center~~ Grand Canyon Monitoring and Research Center (GCMRC). GCMRC will provide technical support for the TWG and be the primary science provider.

GCMRC responsibilities include:

Develop GCMRC planning documents for TWG review including a 5-Year Monitoring and Research Plan (MRP), or similar document which describes a long-term vision for the science program.

Coordinate, prepare, and distribute high-quality technical reports and publications documenting learning and responses to GCDAMP critical questions and uncertainties.

~~Provide scientific opinions, documents, presentations, and reviews of TWG documents.~~

Develop research designs and protocols and proposals for implementing monitoring and research identified by the AMWG and TWG, including draft biennial budgets estimates and work plans for TWG review.

Provide annual scientific ~~information and~~ updates to the TWG for all resources of concern identified in the ~~EIS~~ Desired Future Conditions document and in the MRP. Prepare and forward technical management recommendations and annual reports as specified in Section 1804 of the GCPA to the TWG.

Integrate traditional ecological knowledge (TEK) into GCMRC's science program.

~~Coordinate, prepare, and distribute technical reports and documentation for review and as final products.~~

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Prepare and forward technical management recommendations and annual reports as specified in Section 1804 of the GCPA to the TWG.

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4. ~~Members.~~ The TWG membership shall consist of one representative named from each organization represented in the AMWG, with the exception of two members from the National Park Service representing the Grand Canyon National Park and the Glen Canyon Recreational Area, and one representative from the U.S. Geological Survey. ~~The TWG organizational membership was nominated by the AMWG, with the USGS representative having been nominated by the Secretary's Designee. Members were selected by the respective organization's representatives. A list of TWG members will be distributed to the AMWG at regular meetings. TWG members may designate alternates.~~

5. ~~Alternate Committee Members.~~ Alternates shall be designated by TWG members. ~~Members can designate an alternate for any TWG or Ad Hoc group meeting they will be unable to attend, or for which the alternate is better prepared to represent the organization's interests.~~9. ~~Agenda. The TWG Chairperson and Vice-Chairperson(s) will work cooperatively to develop the TWG agenda, and will include the facilitator as desired. The Chairperson will have the lead on drafting the first list of agenda items for discussion. TWG members will be asked at the end of each meeting for suggestions of agenda items for future meetings. A draft agenda will be sent to TWG members by Reclamation six weeks in advance, with a week for members to send in additions or changes to the agenda via email. The revised TWG agenda will be sent out by Reclamation three weeks in advance of the meeting, and the final meeting materials will be available on the TWG web site 10 calendar days in advance of the meeting. Agendas will be developed to support the actions requested by AMWG, support consensus building, and provide adequate time for discussion of agenda items.~~ ~~Alternates shall sign in on the attendance sheet noting that they are the alternate to the official member. The officially designated alternate, in the absence of the member, is allowed to fully participate and vote in TWG meetings without prior notification and be counted in the quorum.~~

6. ~~Agenda.~~ Members, and others, requesting an item be added to the agenda should notify the Chairperson in writing (by mail, fax, or E-mail) at least 15 days prior to the meeting. ~~The following information should be provided with each request: a discussion topic or title, the nature of the topic (e.g., sharing of information, discussion of an issue, or a proposed action), name(s) of the presenter(s), total amount of time required for presentation, and any other relevant points for meeting planning. The agenda will be finalized when the schedule is filled or when~~

~~the pre-meeting briefing documents are distributed. Requests received after the agenda is finalized may be considered under new business (time permitting), or may have to be postponed until a future meeting. An agenda will be prepared and approved by the Chairperson and forwarded to the TWG meeting recorder. The meeting recorder will distribute the final agenda (by e-mail and/or by other means) to the TWG members and others on the distribution list. Reclamation is responsible for compliance with federal regulations. Reclamation will include in the Federal Register Notice: meeting dates, times, location, and a list of meeting agenda items.~~

~~7.——10. Guidelines for Discussions. - The following ground rules will guide all discussions while the meeting is in session:~~ Members will endeavor to arrive, return from breaks, and depart the meeting on schedule. Any person needing to continue private discussions after the meeting has been called to order will take their business outside the conference room. Members, alternates, and visitors wishing to address the TWG will wait to be recognized by the Chairperson or designated discussion leader before speaking. Speakers will make their points succinctly and yield the floor to the next speaker, waiting to again be recognized for rebuttals. Comments are to be applicable to the topic motion and not repetitive to presentations, group discussion or other comments previously presented. Discussions of new or unrelated business will be postponed until the appointed time on the agenda, or future meetings.

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~~§11. Voting. - The maker of a motion must clearly and concisely state and explain their motion. Motions may be made verbally or submitted in writing in advance of the meeting. Motions may be proposed by a member in meetings where they are related to an agenda topic. After a motion and a second to the motion there shall be presentations by staff, where they are necessary or desired. Presentations shall be followed by discussion and a call for questions. The public will be given opportunity to comment during the question period as provided for in these operating procedures. Any member of the public who has asked to address the TWG, shall be provided a reasonable time to comment. The Chairperson may limit the total time allowed to the public for comments. Comments shall be applicable to the motion and not be repetitive of prior presentations, group discussions, or other comments. The motion shall be fully documented for the minutes and restated clearly by the Chairperson before seeking a determination of consensus or a vote is taken.~~

The TWG will commit to building consensus. In order to build consensus, it is imperative to understand the other members' points of view and find ways to address everyone's concerns. This involves listening to each other during meetings, and the willingness to commit the time to explore avenues to satisfy all the concerns at the table. We recognize that more time to explore differences may be uncomfortable for some stakeholders it is crucial for others. Agendas will be structured in order to allow for a reasonable time to reach consensus, and will be flexible to allow action items to be postponed to a follow-up meeting. Committing to working together to

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build consensus will allow all parties to demonstrate respect for all points of view and resolve differences as a group, instead of moving quickly to a vote.

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Motions may be made verbally or submitted in writing in advance of the meeting and included on the agenda, and must be seconded before discussion. The maker of a motion must clearly and concisely state and explain his or her motion, and it must be related to an agenda topic. The public will be given opportunity to comment during the discussion period as allowed by the Chairperson, generally once all TWG members have had the chance to speak at least once. The Chairperson can limit the total time allowed to the public for comments. Comments shall address the motion and not be repetitive to presentations, group discussions or other comments previously presented. The motion must be fully documented for the minutes and restated clearly by the Chairperson before the questions is asked, either via consensus or vote.

Consensus is the desired result. All reasonable efforts will be made to bring the group to a consensus decision or recommendation, including, for example, formation of ad hoc groups. Ifn the event that consensus cannot be achieved is not possible, a vote will should be taken. Voting shall be by verbal indication or by raised hand. Approval of a motion requires a simple majority of members present and voting. DOI members do not vote on motions and recommendations to be forwarded to the AMWG. Only members of are not counted toward the TWG or their alternate may vote. number voting. Members may abstain from voting and are not counted toward the number voting. A majority recommendation will go forward along with a minority opinion report (containing the alternate recommendation and identification of who constitutes the minority). Ad hoc groups consisting of the dissenting members may be formed as needed to prepare minority opinions. Each appointed TWG representative is expected to explain and/or clarify issues to their respective AMWG member.

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Comment [KD1]: Going to a vote should be the absolute last alternative. Shouldn't the dispute resolution language be inserted in this section? Also, greater explanation of the efforts that TWG will go through to try and reach consensus before going to the vote.

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Recommendations to the TWG or AMWG will be summarized by the Chairperson in report form an Agenda Information Form a brief report for each AMWG meeting, will contain relevant background material on the issues, and will include a brief summary of previous discussions related to the issue (e.g., ad hoc group or TWG discussions). Requests for actions associated with a briefing document will be posed as a specific written recommendation that can be approved as written, approved with modification, or not approved. Reports and recommendations forwarded to the AMWG will be identified as having been approved through consensus of the entire TWG, except when or made by vote with a minority opinion is submitted to description of the Chairperson in writing prior to the agreed date for forwarding TWG recommendations to the AMWG (generally 60 days before the next AMWG meeting). dissenting opinions. Members subscribing to the minority opinion will be listed in the minority report,

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which shall follow the same format outlined above for the consensus or majority report. The TWG Chairperson may invite a representative of the minority group to present the minority opinion to the AMWG.

Dispute Resolution

In a collaborative process, it is inevitable that some issues will never be resolved through the normal discussion and deliberation processes. To handle such cases, the TWG will use a dispute resolution process that stakeholders may invoke if they feel their views are not represented in the proposal being considered. If there are disagreements at a TWG meeting, and there is no additional time for discussion, a stakeholder may request a caucus with the Chairperson to explore options. The Chairperson may request that a small group of stakeholders, representing all points of view, work on the issue and bring a recommendation to the full group.

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~~9. Ad Hoc Groups and Meetings. Ad hoc groups can be formed by the TWG as needed with membership consisting of TWG members and alternates only. Groups may invite technical advisors outside the TWG membership to assist on some issues. These groups may meet to discuss assignments from the TWG. Ad hoc meetings will not require federal register notices. Minutes are recommended, but not required. Ad hoc groups shall report of their deliberations and findings to the TWG. Presentations of findings from Ad Hoc groups may be given by individual members of the group. Detailed minutes of each meeting will be kept by support staff. Ad hoc groups shall report only to the main body of the TWG. The AMWG may provide direction to the TWG on the flexibility they have in forming ad hoc groups. Ad hoc groups shall be formed by the consensus or vote of the TWG and shall terminate as soon as the assigned task is completed.~~

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~~10. Minutes, Reports, and Record Keeping. Minutes will be recorded by TWG staff support from Reclamation. Minutes will address the key topics of the TWG meetings including proposals, motions, voting/approval of motions, majority/minority opinions, public comments, presentations, findings from ad hoc groups, and other and reviewed by the facilitator, as appropriate. The minutes will contain a record of persons present and a description of pertinent information. Minutes matters discussed, conclusions reached, and actions taken on motions including minority opinions. Minutes shall be limited to approximately 5-15 pages and will not be a complete transcript of the discussions. An audio tape recording of the meeting will be kept~~

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~~for each meeting.~~ The corrections and adoption of the minutes will be ~~reached~~ made by a consensus of the TWG at the ~~following~~ next meeting.

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13. Public Involvement. All meetings will be open to the public. Interested persons may appear in person, or provide written statements to the TWG. Public comments can be on any issue related to operation of Glen Canyon Dam. A specific time for public comment will be identified in the agenda, usually the last 10 minutes of each day. The Chairperson may allow the public to participate in individual agenda items as time allows, and only after TWG members have had a chance to speak. Greater consideration will be given to individuals submitting discussion issues and/or requesting time in advance of the meeting to the Chairperson. Minutes, attachments, agendas, and materials for upcoming TWG meetings will be distributed according to the schedule below:

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A. Submittal of materials for upcoming TWG Meetings.

15 Business Days Prior to TWG Mtg: Responsible Person Submit To

- ~~• Agenda items~~ ~~Committee Members~~ ~~Chairman~~
- ~~• Materials for duplication & dist.~~ ~~Committee Members~~ ~~Staff~~

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~~TWG members~~ Advance requests for presentations to the TWG may be allowed per the Chairperson's discretion, but speaking time may be limited. Written comments will be attached to the meeting minutes if they are identified with the name, address, and affiliation of the provider. Minutes of the TWG meetings and copies of reports submitted to the TWG will be maintained for public review at Reclamation's Reclamation web site (www.uc.usbr.gov/amp).

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14. Meeting Materials. TWG members, or others (including GCMRC and Reclamation) responsible for materials for an upcoming meeting shall forward them to the designated staff member in time to be included with, including the distribution which will occur 10 days prior to Chairperson, 15 days in advance of the meeting. Materials may be provided via e-mail or hard copy. Where copies of material, although e-mail is preferred. All meeting materials will be posted to the Reclamation TWG web site (http://www.usbr.gov/uc/rm/amp/twg/twg_index.html)

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~~10 days prior to the meeting. Hard copies of meeting materials generally are not provided to the designated staff member in time for normal distribution, the person or organization will be responsible for making their own copies and bringing them to the meeting. They may either: (1) e-mail, fax or other means; (2) duplicate prior to and distribute at the meeting members unless specifically requested.~~ Staff, members, and public providing materials for distribution at the meeting should bring at least 340 copies. Meeting documents distributed at the meeting are to be provided first to the meeting recorder, TWG members and Chairperson, and the GCMRC Chief. Copies of all handouts will be placed in a designated location for official visitors and the public. If action is anticipated to be taken on or as a result of that material, all reasonable effort will be made to provide those materials to the members in advance of the meeting. In the event materials are not provided in advance of the meeting for the 10-day posting, action on this topic may be delayed at the Chairperson's discretion. Individuals making presentations at TWG meetings shall notify TWG Reclamation support staff of any special audio visual equipment or supply needs at least two weeks before the meeting.

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A mailing list containing members' mailing addresses, phone numbers, fax numbers, and ~~E~~-mail addresses, as appropriate, will be maintained and distributed as needed by Reclamation. ~~Updates will be prepared and the list re-distributed as appropriate.~~ A copy of the roster of TWG members ~~and~~ alternates attending any meeting of the TWG shall be attached to the minutes, and shall include a list of all others in attendance.

B. Meeting material distribution to TWG members

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10 Calendar Days Prior to TWG Meeting: _____ Responsible:

- ~~Minutes and attachments from the previous meeting~~ _____ ~~Staff~~
- ~~Agenda for the upcoming meeting~~ _____ ~~Staff~~
- ~~Materials needed for the upcoming meeting~~ _____ ~~Staff~~

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~~E-mail, regular mail, or other means shall be used for the distribution.~~

~~Reclamation will be responsible for reports and distribution of materials to AMWG, and providing copies of information to the Library of Congress. The TWG shall assist~~

~~GCMRC in preparation of the draft Annual Report to Congress pursuant to the Grand Canyon Protection Act.~~

~~Minutes, documentation from meetings, and reports shall be made available to the public at the Library of Congress in Washington, D.C. and the Upper Colorado Regional Office of the Bureau of Reclamation in Salt Lake City, Utah.~~

~~11. — 15. Arranging meetings and other duties associated with o~~Operation of the TWG. ~~Where possible, meetings will be scheduled 2-3 months in advance. All meetings shall also have a Federal Register Notice published 15 days or more in advance of any meeting. Meeting locations will be determined by the group in a preceding meeting. They generally be in Phoenix, AZ. Reclamation~~ staff will arrange meeting rooms and audio visual equipment, and block a number of hotel guest rooms. Meeting rooms will be arranged so that each of the 26 TWG members can be seated around the table. Alternates representing an absent TWG member should take their place at the table. Additional seating will be provided around the margin or rear of the room for alternates who are attending with the member, for ~~official~~ visitors and for the general public. ~~When possible side tables will be provided for GCMRC staff.~~

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~~The program will track, in an annual report, the number of times consensus is reached or not reached, how often the dispute resolution process was invoked, and the outcomes of the dispute resolution process. During retreats or other time set aside for this discussion, TWG should consider how to improve the operation of these processes.~~

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~~12. Public, Visitors, and Open and Closed Meetings. All meetings are open to the public. It is not anticipated the group will require closed sessions unless a provision is made to do so. Only members of the TWG or their alternate may participate in discussions of the group. Appropriate staff of Reclamation and the GCMRC shall provide pertinent information from their organization to respond to questions or make presentations when approved by the group. The public will be allowed to comment after discussion of each agenda item requiring a decision of that group and at the end of the TWG meeting or as provided in the agenda. Each person will be given up to 10 minutes to address the TWG members at the time specified on the agenda for public comment. Greater consideration will be given to individuals submitting discussion issues and/or requesting time in advance of the meeting to the Chairperson.~~ 16. Ad Hoc Groups and Meetings. Ad hoc groups shall be formed by the Chairperson with input from the members, with official membership consisting of TWG members, or their alternates. The Chairperson shall maintain a list of ad hoc groups, their task, and membership with the help of Reclamation staff and provide an update on status of the ad hocs at the beginning of each TWG meeting. Ad hoc groups shall be terminated by the Chairperson as soon as the assigned task is completed. Ad hoc groups may invite technical advisors outside the TWG membership to participate and advise, and in general participation will be encouraged and welcomed. These groups may meet to discuss assignments from the TWG and minutes are recommended, but not required. The TWG Chairperson is responsible for overseeing progress of all ad hoc groups and the ad hocs shall report on their deliberations and findings to the TWG. ~~Ad hoc groups shall report only to the main body of the TWG. The Chairperson will control adherence to the time limit so the meeting is not unduly prolonged. Each speaker will be expected to provide their name and affiliation for the meeting minutes. The Chairperson will accept written comments from the public, and will allow their distribution if copies are available for all members (40 copies required). Written comments will be attached to the meeting minutes if they are identified with the name, address, and affiliation of the provider.~~

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Adopted by vote of the TWG on ~~November 8-9, 2000~~, Phoenix, Arizona.

17. Payment of Travel and Expenses. While engaged in the performance of official business at TWG and TWG ad hoc group meetings away from home or their regular places of business, all TWG members or TWG sub-group members shall, upon request, be reimbursed for travel expenses in accordance with current Federal Travel Regulations. Alternates representing the official committee member may also receive compensation for travel expenses. An accounting of the expenses for operation of the TWG shall be maintained by Reclamation.

Approved: Riek Johnson 7 Sept 01

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Chairperson

Date

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