

WORKGROUP REVIEW DRAFT 7-5-02

EPA proposes to implement this action plan at the next public/WG meeting, and the full WG must agree on an action plan before that meeting. The next WG meeting will begin with an introduction of Vicki Rosen, EPA's new facilitator, and a discussion of how the meeting will run and the procedures to be followed. The actual presentation and discussion of procedures in the WG meeting will be developed later, but will include the following conceptual topics:

- Acknowledgment that the WG meetings have been dysfunctional;
- Acknowledgment and validation of underlying causes, specifically noting the frustration of the community with the length of time that it is taking to get to the final cleanup, and that this is a reason to use this time wisely and move the process forward rather than spending time arguing;
- The purpose of WG and meetings - to serve the community by providing information to them and receiving their feedback;
- The WG's intent to be constructive and keep things moving, and that the public's cooperation is needed to help make future meetings better;
- WG shares responsibility with community, and seeks to lead by example;
- In that context, the WG has taken some steps to improve our meetings so that we can better fulfill our purpose
- The meeting format - including time constraints generally, time set aside for public feedback and discussion, and the need for respecting those time constraints
- Going over Ground Rules (to be posted) developed by the WG, and ask for buy-in:
 - Maintain common courtesy
 - Keep disagreement respectful;
 - Respect the agenda and schedule, including time limits for speaking;
 - Stay on-topic and not go off on a tangent
 - One person speaks at a time and allow each other to finish speaking before you start; no interruptions, heckling, or shouting from the audience, please. Specifically, everyone is asked to allow each presentation to be completed before asking questions or making comments unless something needs clarification. To obtain clarification, please raise your hand for recognition by the facilitator;
 - No personal attacks
 - No offensive language such as vulgarity or profanity;
- If someone does not observe these ground rules and disrupts the meeting, Vicki will step in and bring the meeting back to order;
- The WG DOES invite the public to speak their mind at an appropriate time, but ask that time limits be respected, and that comments be constructive and not obstructive - don't just complain about a problem, but search for solutions to them;
- A "Parking Lot" board will be used for subjects we need to check on or come back to at a later date;
- Video cameras: At the last meeting, some videotaping was intrusive and distracting. Please avoid this by staying within or behind the chairs for the audience. If a video camera comes closer to the WG, WG discussions will stop until the camera returns to the audience area;

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The entire WG will share the responsibility of recognizing disruptive behavior and asking Vicki to intercede. The ultimate decision to terminate a meeting will be made by the EPA team at their discretion, with input from the whole WG.

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**ROCKETDYNE SSFL WORK GROUP
ACTION PLAN
JULY 12, 2002**

1. Materials and supporting data for agenda items at Work Group meetings shall be sent to WG members two weeks in advance of the meeting or the item will be removed from the agenda. If materials are distributed four weeks in advance, other WG members wishing to present materials in response shall present those materials to the WG members two weeks before the meeting. Supporting documents with new data (with citations to existing data) go to Dan Hirsch in Santa Cruz. Exceptions will be considered **ONLY** if the presenter discusses distribution difficulties with the WG and the group agrees to make an exception. [An alternative schedule has been proposed since the conference call: a three-week lead time for materials to be distributed, with responding materials distributed one week prior to the meeting.]
2. A one-hour open house will precede each WG meeting (attendance by WG members is encouraged but not mandatory).
3. The basic meeting format will be retained. However, there will be at least three opportunities for public comment during WG meetings, with the first session happening within the first hour of the meeting. Following each agenda item, there will be a specific time allowed for public discussion of that item or related issues. At the end of the WG meeting there will be a final opportunity for public discussion of issues related to anything connected with the project.
4. The WG table will be arranged so that no one's back is to the audience (arc or U-shape).
5. Videographers will remain within the audience area during the meeting. EPA will request a copy of any such videotape for training purposes.
6. Plainclothed security will attend the next WG meeting and remain unobtrusive, intervening only if there is an imminent threat of physical attack or at the request of the WG members.
7. WG members will treat everyone with civility and common courtesy. WG members and the public will be asked to consider that what they say and how they say it has an impact on the productivity of not only the meeting, but the project in general. This is not intended to discourage people from saying what they think, including expressing frustration and anger.
8. Dealing with disruptions will be at the discretion of the facilitator and with consultation with the WG members if necessary.
9. The WG will consider holding additional meetings to cover a backlog of pertinent issues that will not fit into one meeting.