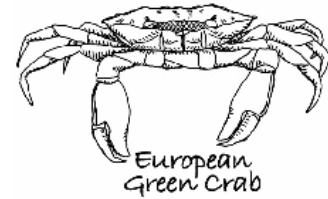


ANS Task Force



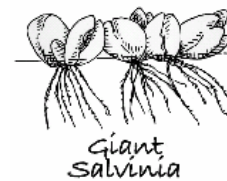
Regional Panel/Committee Policies and Procedures



Kari Duncan

Chief, Branch of Invasive Species

April 14, 2005



Background

- ANS Task Force
 - Responsible for variety of technical and complex issues
 - Issues cannot be adequately addressed by the members themselves
 - Many stakeholders have the potential to be affected
- ANSTF to encourages the development and use of Regional Panels and Committees

The Regional Panels of the Aquatic Nuisance Species Task Force

Western
(Members include: AK, AZ, CA, CO, HI, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY and Guam - Estab. 1997)



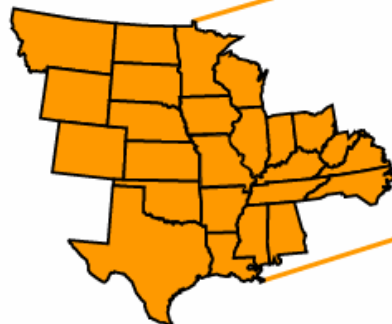
Great Lakes
(Members include: IL, IN, MI, MN, NY, PA, OH, WI - Estab. 1991)



Northeast
(Members include: CT, MA, ME, NH, NY, RI, VT - Estab. 2001)



Mid-Atlantic
(Members include: DE, DC, MD, NC, NJ, NY, PA, VA, WV - Estab. 2003)



Mississippi River Basin
(Members include: AL, AR, CO, IA, IL, IN, KS, KY, LA, MD, MN, MO, MT, NC, ND, NE, OH, OK, SD, TN, TX, VA, WI, WV, WY - Estab. 2002)

Gulf and South Atlantic
(Members include: AL, GA, FL, MS, LA, TX - Estab. 1999)



Panel/Committee Responsibilities

- Identify priorities with respect to ANS
- Make recommendations to the ANSTF
- Assist ANSTF in coordinating Federal ANS programs
- Provide advice to public and private individuals and entities concerning methods of preventing and controlling ANS infestations
- Submit annual report to the ANSTF describing activities related to ANS prevention, research, and control

Panel/Committee Meetings

- Scheduled by the chairs with the advance approval of the Designated Federal Officer, who will also approve the agenda
- Should meet at least once a year unless determined otherwise by the Task Force co-chairs
- Are open to the public and will be announced in the Federal Register

Panel/Committee Meetings

- Federal Register Notices for Meetings
 - Must be posted in Federal Register 15 days prior to a meeting
 - Information must be submitted to the ANSTF 6 weeks in advance of meeting
- Opportunity for Public Comment

Panel/Committee Meetings

- Quorum
 - 50% is necessary to conduct official business
- Decision Making
 - Consensus
 - Formal votes necessary only if consensus is unclear
 - Only panel members (or alternates) vote

Panel/Committee Meetings

- Meeting Summaries/Minutes
 - Summaries prepared for distribution to the membership and to others upon request
 - Reports of the Panel/Committee meetings will be made to the ANSTF
 - Detailed minutes available for public inspection and copying
 - recommendations made
 - studies and reports received, issued or approved

Recommendations to ANSTF

- Panels/Committees provide recommendations to ANSTF
 - Recommendations provide non-federal perspective
 - Wide variety of views and expertise
 - Panel/Committee may make recommendations only to the ANSTF
 - Panels/Committees may not represent ANSTF in matters relating to policy, legislation or regulations
 - Individual who serve on the Panels/Committees may provide input on these matters, but the Panel/Committee may not

Membership Guidelines

- ANSTF members may suggest nominations for Panel/Committee Members
 - Provide valuable expertise or unique perspectives
 - Members can include: Federal and State agencies, regional entities, Canada and Mexico, Tribes and Tribal authorities, local entities, private/commercial entities, environmental organizations, and academic institutions.
- Alternate members may be nominated.

Membership Guidelines

- Recommendations for Panel membership developed by the Panel
- Recommendations for Committee memberships developed by the Committee Chair
- The names and information about nominees are sent to the ANSTF
 - Membership approved the co-chairs of the ANSTF
 - The ANSTF co-chairs extend invitations

Membership Guidelines

- Chair/Vice- or Co-Chair – Chair(s) assist in facilitating meetings and may serve as spokespersons
 - Panel Chairs - selected from Panel membership and approved by the ANSTF co-chairs
 - Committee Chairs - selected by the ANSTF co-chairs
- Sub groups - established as needed to accomplish its goals
 - The Panels/Committees may determine procedures for establishing these work groups

Funding & Annual Reports

- Funding
 - USFWS provides financial support to the Regional Panels
 - Funding for Committees depends on the agencies participating in the committees
- Annual Reports
 - Each Panel/Committee submits annual report to the ANSTF by November including
 - Activities, decisions, and recommendations that took place during the year
 - Action plan for the upcoming year

Role of Panel/Committee Members

- Regional Panel Member Duties
 - Attend and actively participate in most Regional Panel meetings
 - Effectively represent their organization or constituency
 - Participate in at least one Working Group
 - Be open to considering varied points of view
 - Have a “broad perspective” on invasive species
 - Be considerate to other meeting participants

Role of Panel/Committee Members

- On behalf of their **individual** interests, Regional Panel Members are welcome to:
 - Testify before Congress
 - Present information about Panel/Committee and Task Force at meetings and conferences
 - Request other Panel/Committee members to endorse invasive species related proposals, etc.

Role of Panel/Committee Members

- Panel/Committee Members are discouraged from:
 - Testifying before Congress on behalf of ANSTF, unless testimony is cleared by Administration
 - Representing ANSTF as a whole, unless specifically authorized
 - Generating and disseminating unauthorized correspondence on behalf of ANSTF, Regional Panels, Committees, etc.
 - Making final recommendations in any forum other than officially-sanctioned meetings or conference calls

Panel/Committee Members as a Resource

- ANSTF staff may refer press, Congressional staff, or other federal officials to individual Regional Panel/Committee members for their specific expertise
- ANSTF welcomes all comments or suggestions on improving the way business is conducted
- Convey the message about the importance of ANS issues and current efforts