

NTHMP SUBCOMMITTEE STRUCTURE AND WORK LOAD ANALYSIS PAPER – RECOMMENDATIONS FOR CC CONSIDERATION AND ACTION

Topic of Concern	Recommendation	Applicable NTHMP governing document	Actions required to implement recommendation	Leadership and accountability	Comments, additional thoughts
<p>Recommendation #1</p> <p><u>Related to CC questions #1, #2, and #3</u></p> <p>NTHMP meetings are not specifically meant to address only grant-funded topics, yet this seems to be a direction we’ve gone lately. The NTHMP is a forum for all tsunami topics for all members and should continue to expand capabilities based on new knowledge, experience, and opportunities to develop coordination and consistency among member states and territories.</p>	<p>Convene some existing meetings to coincide with science (AGU), engineering (EERI), and emergency management (IAEM) conferences and leverage authoritative and collective non-member expertise to benefit the program.</p> <p>Invite SMEs from various disciplines including mitigation, engineering and more to participate with NTHMP.</p> <p>May consider leveraging existing meeting as described above with NTHMP workshops.</p>	<p><i>NTHMP Strategic Plan (Mission & Vision)</i></p>	<ol style="list-style-type: none">1. Discuss and plan at coordinating committee meeting(s).2. Plan for future meetings on a trial basis (year 1)3. Alternate among conferences? (Science, Emergency Management, Engineering)4. Overcoming logistical obstacles.	<p>CC Approval of calendar and location recommendations</p>	<p>We can test and discuss effectiveness after trying this at least once or twice.</p> <p>Not talking about new meetings – talking about existing meetings.</p> <p>NTHMP Administrator’s comments:</p> <p>Per NOAA General Counsel, NOAA/NWS grant funds cannot support registration fees for AGU, EERI, IAEM, or similar meetings because they are not specific enough to tsunami.</p> <p>A plan to convene meetings at other conferences should not place an unfunded mandate demand on NTHMP members to register for a conference that grant funds cannot support.</p> <p>Meeting space for NTHMP not available in same locations where large conferences are held.</p> <p>See separate backgrounder on this matter.</p>

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<p>Recommendation #2 <i>Note: similar to Rec. #3</i> <u>Related to CC Q#4</u> States in the Pacific have some specific needs that could use focus of a Caucus meeting opportunity to coordinate capability, share ideas, learn/share expertise, and develop actions. Relevant topics include “hard mitigation” needs, building code, land-use planning, Recover planning, policy and legislative recommendations, and more.</p>	Form a Pacific Caucus to provide an NTHMP-sanctioned forum	<i>NTHMP Rules of Procedure</i>	<ol style="list-style-type: none">1. Get commitment from states to participate2. Nominate leader(s)3. Create accountability measurement reporting process4. Obtain CC approval	<p>Decide who will lead the Caucus and obtain agreement to serve.</p> <p><i>The leader(s) of this Caucus should not also be a leader of any other subcommittee or caucus.</i></p> <p>Develop accountability measurement tool, such as an Annual Work Plan</p> <p>Provide periodic progress reports to the CC</p>	<p><i>Subcommittees Work Group suggests two hour meeting held concurrently with Island Caucus. Virtual meetings may occur throughout the year.</i></p> <p>After 1-year trial, if successful, will need to develop Caucus <i>Terms of Reference</i> to codify how Caucus will operate.</p>
<p>Recommendation #3 <u>Related to CC Q#4</u> <i>Note: similar to Rec. #2</i> Addressing mitigation and recovery planning</p>	Form a trial workgroup within the NTHMP to look at ways to address M&R for states that want to pursue this	<i>NTHMP Rules of Procedure</i>	<ol style="list-style-type: none">1. Get commitment from members/states to participate in trial workgroup2. Nominate leader(s)3. Create accountability measurement reporting process/ document to develop4. Obtain CC approval	<p>Decide who will lead the workgroup and obtain agreement to serve.</p> <p><i>The leader(s) of this Work Group should not also be a leader of any other subcommittee or caucus.</i></p> <p>Develop a goal for the first year to test if a workgroup is the best format for this effort</p> <p>Provide periodic progress reports to the CC</p>	<p>After 1-year trial, if successful, will need to develop into a caucus or formal subcommittee in the <i>Terms of Reference</i> to codify how a caucus or subcommittee would operate.</p>

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Recommendation #4 <u>Related to CC question #5</u> Not enough people participate in various collaborative/cross-state initiatives, work groups, meetings, and projects between the two face to face meetings.	<ol style="list-style-type: none"> Beginning with subcommittee meetings, rotate meeting responsibility among member states (as opposed to solely Co-Chairs). For instance, have an annual rotating Secretary who sets the agenda, coordinates the meeting, and serves as a note-taker. Funding to pay for hours by a grant-funded staffer to serve as Subcommittee Secretary (MES, MMS, WCS). Partners should be compensated for time spent away from state-specific activities for the greater good of the nation. 	<i>NTHMP Rules of Procedure, Grant Allowable Activities</i> Each position would have to be identified in January, added to a grant proposal, be recommended for funding, be awarded, then work only within the grant performance period from September 1 to August 31. This schedule is different from when Co-Chairs are elected (as it stands now.)	<ol style="list-style-type: none"> Discuss at Annual Meeting with all three subcommittees together Three different states or territories would need to designate one person for this role who will commit to carrying out this activity within a grant performance period. Bring to CC Motion and vote at CC 	<ol style="list-style-type: none"> Subcommittee Co-Chairs will lead State / territory partners will commit personnel and include necessary cost figures in grant proposal. NTHMP CC will confirm. NTHMP Administrator will coordinate the work of these support personnel. 	1 year selections in first year. Subcommittee Work Group estimates 400 hours/year for staff time to serve as Subcommittee Secretary. This establishes a precedent on grant funding that will require review and approval by NOAA General Counsel. Funding that goes with it must be related to the cost of that person's time per the individual's salary, fringe benefit and indirect rates. Based on actual salaries, fringe benefits, and indirect cost rates from FY18 grants, 400 hours of staff time can range from \$8,800 to \$25,900 each depending on employer.
Recommendation #5 <u>Related to CC question #15</u> Limited amount of time for current NTHMP members to lead, organize, and manage the workload currently on the plate of each subcommittee.	Recommendation: <ol style="list-style-type: none"> Do a strategic review of all activities of each subcommittee. Review should be done by an external SME. Develop a list of priorities for these activities. What activities address national tsunami capabilities? Which activities are specific to one or a few states? 	<i>NTHMP Subcommittee Terms of Reference</i> Informing Document: NTHMP "Should Dos" list	Develop recommendations for the Coordinating Committee to enable a deliberate decision on what activities will be taken on by subcommittees and which ones will not be done based on available resources (people, funding, time.)	<ol style="list-style-type: none"> Subcommittee Co-Chairs will lead Who conducts the review needs to be decided by the CC. Recommendations developed for CC. NTHMP CC will confirm 	NTHMP Administrator Comments: The subcommittees need to be strategic on deciding priorities for work to be done with acknowledgement to available resources (time, personnel, funding.) Alternate to external SME doing this work should to be determined by the CC (e.g., Chair-apptd Work Group.)

Questions for the Coordinating Committee not currently addressed in Recommendations

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<u>CC question #1</u> What can be done to make meetings more open (free-flowing) for participation by attendees who have different interests?	No specific recommendation made.	None (Can already be done)	CC decision on what to do, if anything.	NTHMP Administrator NTHMP Chair NTHMP CC	
<u>CC question #5</u> There has been a recommendation to engage local emergency managers and NWS WCMs beyond inviting them to various meetings. How can we engage these people given the constraints on travel for in-person meetings?	Alt 1: States hold local stakeholder meetings. Invite NTHMP leadership to participate in-person or remotely. Alt 2: Having an “at large” and “rotating” seat for local representation at existing NTHMP Annual and Summer Meetings. This could be funded using existing allowable grant activities, for example: Funded guest travel by meeting host state on their grant – or through outside funding.	None (can already be done)	Alt 1: States plan semi-annual or annual stakeholder meetings. Identify and invite appropriate subcommittee leader(s) to share information during those meetings. Alt 2: identify who is eligible to serve as an “at-large” representative.	Subcommittee Co-Chairs State/territory partners CC approval.	<u>Alt 1: Remote presentation capability necessary since NTHMP representatives cannot travel to all state or territory meetings.</u> <u>Alt 2: Grant-funded travel may not be extended to Federal Government employees such as WCMs and TWC staff mentioned as being specifically wanted at NTHMP meetings in the Analysis paper.</u> NTHMP designation of “at-large” NOAA employee does not guarantee NOAA travel funding support. A source of “Outside funding” is not known to be available from anywhere.
<u>CC question #6 and #17</u> The learning curve to participate fully is steep. What can be done to increase participation from a few core participants and be more inclusive of new members?	Develop an NTHMP Mentoring Program to link new people with experienced veterans	None (can already be done)	Prepare a document describing how an NTHMP Mentoring Program would work (for both the mentor and the mentee.)	NTHMP Chair requests report from Mentor and Mentee on how the process worked after 6, 12, and 24 months.	<u>NTHMP Administrator could link up mentee with mentor.</u> <u>Commitment to serve as a mentor should be voluntary with no additional cost to NOAA grant.</u>

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<u>CC question #7</u> How do we build on the strength and caliber of the knowledge being developed rather than “hold back” the entire organization to the level of most basic capability of newer partners?	Discuss at a CC meeting	None (can already be done)	This is a philosophical issue for discussion by the CC. Why is supporting national capacity-building for the nation’s public safety considered “holding back” states that are more advanced?	NTHMP Chair leads discussion	No specific outcome, but greater understanding of partner participation and adjustment of perceptions.
<u>CC question #8</u> Should anything be done differently regarding frequency of subcommittee meetings (in-person and virtual?)	Each subcommittee discuss and decide how to address this in respective subcommittee Annual Work Plan <i>if needed. It may not be.</i>	Subcommittee Terms of Reference	Subcommittee recommend any changes to make on scheduling of meetings	Subcommittee Co-Chairs	NTHMP Administrator comments: the Chair has requested all subcommittees to hold regular conference calls. This is practiced unevenly.
<u>CC question #9</u> How should the NTHMP balance interests of serving the nation vs. serving individual states, particularly the Pacific states? Should the NTHMP be structured by geographic area rather than subject area?	?	<i>NTHMP Rules of Procedure</i> Subcommittee Terms of Reference	?	?	NTHMP Administrator Comments: see history Appendix of Analysis paper. Organizing by geographic area was attempted in 2006 – 2008 and was not successful. NTHMP Administrator has received comments about Pacific states being domineering.
<u>CC question #10</u> Should anything be done regarding subcommittee leadership and frequency of Co-Chair change?	Each subcommittee discuss and decide how to address this matter during a business meeting, then make recommendation to CC <i>if needed. It may not be.</i>	Subcommittee <i>Terms of Reference</i>	CC reviews recommendation and votes to accept.	Subcommittee Co-Chairs	Currently, Co-Chairs serve on two-year terms and terms are staggered to provide overlap for continuity.

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<u>CC question #11</u> Given the constraints on travel funding, should anything be done regarding subcommittee Membership?	Each subcommittee discuss and decide how to address this matter during a business meeting, then make recommendation to CC <i>if needed. It may not be.</i>	Subcommittee <i>Terms of Reference</i>	CC reviews recommendation and votes to accept.	Subcommittee Co-Chairs	Note: there is no restriction on membership to serve on subcommittees. Anyone may serve upon acceptance by the respective subcommittee.
<u>CC question #12</u> Considering a perceived drift from original expectations, should subcommittee statements of purpose and duties (found in each subcommittee’s <i>Terms of Reference</i>) be revised?	Each subcommittee discuss and decide how to address this matter during a business meeting, then make recommendation to CC <i>if needed. It may not be.</i>	Subcommittee <i>Terms of Reference</i>	CC should revisit subcommittee statements of purpose and affirm or revise if necessary. CC reviews recommendation and votes to accept.	Subcommittee Co-Chairs	NTHMP Administrator comments: Have some states asserted their interests over the good of the whole? Perhaps the drift needs to be reset and “drifted back”?

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<u>CC question #13</u> What can/should be done regarding subcommittee workload? <u>CC question #14</u> How does the Coordinating Committee support maintaining the duties assumed by the subcommittees and ask them to take on new responsibilities with the limited funding, time and participation we have? <u>CC question #16</u> What does the Coordinating Committee recommend be done about the workload and a path forward to address gaps and weaknesses identified in the Subcommittee Analysis?	Discuss at a CC meeting	<i>NTHMP Rules of Procedure Subcommittee Terms of Reference</i>	This is a philosophical issue for discussion by the CC or an appointed Work Group – only after above recommendations are acted on, implemented, and if more adjustments are perceived to be needed.	NTHMP Chair leads discussion All CC members participate	
<u>CC Question #18</u> How can the NTHMP be expanded given constraints described in this paper?	Discuss at a CC meeting	<i>NTHMP Rules of Procedure Subcommittee Terms of Reference</i>	This is a philosophical issue for discussion by the CC	NTHMP Chair NTHMP Administrator All CC members participate	NTHMP Administrator comments: All states/territories are already included, so this is about expansion to more Federal agencies. No other Federal agencies (besides NOAA, FEMA, USGS) at the national (headquarters level) are interested in being involved.