

TPA Quarterly Planning Meeting

- Potential ideas moving forward:
 - Keep the TPA agencies Public Involvement Calendar check-in as a part of the PIC meeting; do not discuss the calendar at a separate TPA Quarterly Planning Meeting
 - PIC meetings are open to the public
 - Have the Quarterly Meeting as a part of or attached to Board meetings:
 - Quarterly public involvement updates could precede HAB agency updates
 - Agency reports could be shortened to accommodate these updates
 - Keep Quarterly updates issue specific:
 - Use them as opportunities to travel regionally
 - Have agencies reach out to different audiences
 - Use webinars and conference calls to involve more people
 - Solicit opinion through an online survey:
 - Distribute via TPA email list
 - Ask respondents what information they would like to see shared at Quarterly Planning Meetings
 - Discuss with stakeholders at upcoming regional Central Plateau TPA Milestone change package meetings

Page 1

WTP Communications Approach Next Steps

- Use the HAB's SharePoint site to compile information in a single place for ease of reference:
 - For use by PIC/TWC members
 - Include the purpose of the communications approach from the HAB FY 2016 WP
- TWC will continue the discussion at its December committee meeting (Wednesday, December 10)
- Issue managers will send PIC members drafts of the approach as they become available

Page 2

Public Involvement

- Follow the TPA agencies' Public Involvement Plan (e.g. be sure to provide 30-45 days advance notice for any public meetings)
- TPA agencies to take the HAB calendar (committee meetings, Board meetings) into consideration when planning for public comment periods and meetings
 - Include in planning efforts at EIC meetings and HAB Leadership Workshop

Page 1 of 2

PIC—Transcribed Flipcharts
November 3, 2015

- Arrange Hanford Site contracts to get public comment requirements in prior to the end of the fiscal year (the September 30th end of the fiscal year is a contributor to comment period/public meeting timing difficulties)
- Scrutinize the TPA agency Public Involvement Calendar and screen for potential inconsistencies
- What opportunities are available to improve the planning process for public comments and meetings?
 - Brainstorm ways to get out of routine processes
 - Solicit alternative suggestions
- PIC will discuss this issue further at the Feb. 2016 committee meeting:
 - Members to develop framing questions on the next PIC call
 - Visualization of stages of developing public meetings
 - IM Addition: Jean Vanni

Page 3

PIC Next Steps

- Debrief Central Plateau TPA Milestone change packages and agency fact sheet during the upcoming PIC call
- Send out September 2015 TWC flipchart notes for WTP communication approach discussion
- Explore a full-Board presentation on TPA public involvement efforts
- Bring the TPA tutorial from November 2015 PIC meeting to the full Board (~2 hours)

Page 4

PIC Committee Call (For Planning Purposes)

- Discuss a TPA tutorial for the full Board
- Develop framing questions for public involvement planning discussion
- Discuss WTP communication approach progress
- Discuss potential options for upcoming TPA Quarterly Planning Meetings:
 - TPA agencies will provide members with an update on the brainstorming session
- Debrief CP Milestone change package public meetings and the November 2015 HAB presentation
- Discuss HAB reports composed by Gary Garnant
- Discuss updates on HAB youth involvement (Pam Larsen)

Page 5
