

PRIOR HAB ADVICE POINTS – STATE OF THE SITE MEETINGS

GENERAL

- Seek Board collaboration and involvement early in the SOS scheduling and design process, to ensure adequate community and HAB membership support.
- Develop and publish an SOS protocol that clearly addresses expected SOS meeting outcomes, methods of meeting evaluation, and the responsibilities of meeting participants.
- Draft guidelines that promote the effective annual scheduling of future SOS meetings for the Hanford region.

CONTENT/OBJECTIVES

- Two principles of accountability should continue to be served by these meetings:
 - The opportunity to raise questions/concerns from the public to the Tri-Party agencies' decision-makers and to receive a public response or commitment to respond from them
 - To have a dialogue regarding whether agency plans and responses reflect public values and commitments.
- Provide an overview of key/critical accomplishments, challenges, and future activities.
- Provide an overview of how the TPA Agencies used public input from the previous year's State-of-the-Site meetings.
- Receive and consider feedback from the public on the TPA Agencies' accomplishments, challenges and future activities.
- Provide an opportunity for all organizations and TPA Agencies involved with Hanford cleanup to share information and perspectives with the public.

FORMAT

- Conduct an open house one hour prior to each State-of-the-Site meeting to provide organizations and agencies with an opportunity to share information with the public. Ensure that agency senior managers are available for one-on-one conversations during the open house.
- Active facilitation should be brought in early and maintained throughout the entire process. The facilitator should work with the public and the agencies to develop a meeting agenda that addresses the principles of accountability identified previously.
- Make presentations concise, with the goal of actively engaging the public and addressing their questions and comments no later than 45 minutes after the start of the meeting (*"in order to allow adequate opportunity for dialogue with the public, formal presentations should be few and short"*).
- After the TPA Agencies have made their presentations, the opportunity for a non-agency perspective should continue to be provided.

- The meetings should be held annually in four or five cities around the region.
- The agenda should be flexible enough to allow discussion time for other issues that may arise from the public at the meeting.

OUTREACH

- Work cooperatively with the Board and its member organizations to actively promote the meetings and also provide information to those who would not or cannot attend the meetings. Increase use of:
 - The news media (for example, radio talk shows and editorial boards)
- Educational networks (for example, classroom presentations and university net working)
 - Social networking sites (for example, My Space, Facebook, Twitter, and YouTube)