



National Transportation Stakeholders Forum Charter

Definitions

For purposes of the Charter, the following terms and definitions apply for the U.S. Department of Energy (DOE) National Transportation Stakeholders Forum (NTSF):

- **“Attendee”** means a person who registers for and attends NTSF meetings and/or NTSF webinars. Attendees may present individual advice, recommendations, or comments to the NTSF. An attendee may also be a stakeholder.
- **“Authorized inter-tribal organization”** means an organization composed of elected officers of more than one Tribal government (or their designated employees with authority to act on their behalf), which has been officially designated by the elected or duly-appointed leader of at least one federally recognized Tribal government to represent that Tribe on a particular issue.
- **“DOE members”** means DOE officials and employees who represent DOE programs and field offices with ongoing or upcoming shipments.
- **“Member”** means officers or employees of the Federal government or elected officers of State and Tribal governments (or their designated employees with authority to act on their behalf) who engage in the NTSF working groups or committees. This includes elected officers and employees of State regional groups (SRGs) and authorized inter-Tribal organizations. The NTSF Chair approves new members, as appropriate.
- **“NTSF Chair”** means a designated Federal employee of the DOE Office of Environmental Management who is responsible for management and operation of the NTSF.
- **“Planning Committee”** means a NTSF committee that consists of NTSF members serving on a rotational basis and representing Federal, State, and Tribal governments and provides input and assistance to the NTSF Chair in the management of the NTSF.
- **“Stakeholder”** means a person or organization who has an interest in DOE’s shipments of radioactive waste and materials, as well as occasional high-visibility shipments that are non-radioactive.
- **“State regional group” (SRG)** means a multi-State association or organization composed of elected officers of State governments (or their designated employees with authority to act on their behalf) from a geographic region of the United States. The SRGs support research and analysis of public policy issues to assist State governments and foster multi-State solutions to common problems, and they facilitate Federal/State discussion of shared intergovernmental program responsibilities or administration. For example, DOE has cooperative agreements with

several SRGs to facilitate communication and cooperation between the States and DOE on matters concerning shipments of radioactive waste and materials, as well as occasional high-visibility shipments of non-radioactive materials.

- **“Tribe”** means an American Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that appears on the list of federally recognized Tribes published annually by the Bureau of Indian Affairs, Department of the Interior, pursuant to the Federally Recognized Indian Tribe List Act of 1994. “Tribal” means of or pertaining to such Tribe(s).
- **“Tribal Radioactive Materials Transportation Committee” (TRMTC)** means a multi-Tribe committee of NTSF members organized for the purpose of planning and identifying topics of interest to Tribes that are relevant to the NTSF. The primary focus of TRMTC is to identify and address matters that affect Tribal communities and/or their traditional homelands that fall under their jurisdiction, relative to DOE radioactive materials and waste shipments, including packaging and transportation, emergency management, security, inspection and enforcement, and radiation protection.

Purpose

The NTSF is the mechanism through which DOE communicates at a national level with States, Tribes, other Federal agencies, and interested stakeholders about DOE’s shipments of radioactive waste and materials, as well as occasional high-visibility shipments that are non-radioactive. The purpose of the NTSF is to help ensure transparency, openness, and accountability for DOE’s offsite transportation activities and facilitate collaboration between DOE and State and Tribal governments and other Federal agencies. DOE will work through existing agreements and networks to ensure Federal, State, and Tribal government participation. NTSF meetings and webinars will be particularly relevant for personnel with responsibilities in packaging and transportation, emergency management, security, inspection and enforcement, and radiation protection.

Goals

The NTSF is intended to support communication with and engagement of a wide variety of people and organizations involved in its activities in different ways, as appropriate. To that end, the NTSF will strive to accomplish three main goals:

Goal	Methods
Inform States and Tribes and other stakeholders about ongoing, upcoming, or tentatively planned high-volume DOE shipments or shipping campaigns of radioactive materials and waste and/or high-visibility shipments that may have an impact on their jurisdictions.	<ol style="list-style-type: none"> 1. DOE will provide information about high visibility shipping campaigns, ongoing or planned, to NTSF members and attendees at NTSF meetings and other briefings, as appropriate (e.g., webinars). 2. DOE will provide information on DOE shipment activities electronically to NTSF members, via SRGs and TRMTC, through mechanisms such as DOE’s semi-annual Prospective Shipment Report (PSR).
Obtain input from States and Tribes and other stakeholders about concerns, needs, or logistics that are relevant to shipment planning and execution for radioactive materials and waste and/or high-visibility shipments.	<ol style="list-style-type: none"> 1. NTSF meetings and periodic webinars will provide an opportunity for NTSF members and attendees to provide input on DOE shipping programs.

	<ol style="list-style-type: none"> Attendees may provide individual input during the public comment portion of NTSF meetings/webinars. NTSF <i>ad hoc</i> working groups will provide opportunities for NTSF members to make group recommendations to DOE on particular transportation issues.
Identify emerging issues for DOE and its transportation stakeholders that may affect shipment planning, preparedness, and execution, including intergovernmental consultation and cooperation.	<ol style="list-style-type: none"> As issues, concerns, or stakeholder needs arise, NTSF members are encouraged to contact the NTSF Chair to relay such information. Identified issues will be brought to the attention of the Planning Committee for potential action. As issues are identified, the NTSF Chair will determine the priority for establishing an <i>ad hoc</i> working group (AHWG) with input from the Planning Committee in accordance with the process for standing up an AHWG as outlined in the NTSF Management Plan.

Organization

The NTSF Chair will lead the NTSF and will be responsible for overall operation of the group. A Planning Committee will assist the NTSF Chair with developing the agenda for NTSF meetings and webinars and prioritizing issues for working groups. *Ad hoc* working groups will be formed as necessary to work on specific tasks when issues are identified. Specific details on the management of the NTSF are described in the NTSF Management Plan.

Planning Committee and *ad hoc* working group participation is open only to State, Tribal, and Federal NTSF members, as defined herein. The NTSF Chair and NTSF committees and working groups may engage other stakeholder organizations in accordance with applicable law for the purpose of receiving information from such stakeholders or when those stakeholders are presenting their individual advice and recommendations to DOE; individuals who are not NTSF members are not permitted to participate in any group decision making process. Other stakeholders may include, but are not limited to, organizations such as science and academic institutions, labor, industry, and citizen groups. To avoid any appearance that such stakeholders are NTSF members, the provision of individual advice and recommendations does not permit the regular participation of the same individuals at every NTSF committee meeting or regular meetings of any one of its working groups.

Roles and Responsibilities

NTSF Chair:

- Manages and coordinates overall operation of the NTSF.
- Forms AHWGs and subcommittees as needed with input and assistance from the Planning Committee.
- Appoints, as appropriate, nominated members of the Planning Committee, AHWGs, and subcommittees, leads the organization of NTSF meetings and webinars, follows up on action

items, and coordinates participation of DOE program offices and other elements and/or entities as appropriate.

- Advises the Planning Committee on topics with continuing impact or interest for the operation of NTSF, such as revisions to the Charter or the Management Plan.
- Approves, as appropriate, topics and agendas for NTSF meetings and webinars and issues pertaining to management and operation of the NTSF.
- Ensures meetings and webinars are conducted in accordance with applicable law and DOE policy.

Planning Committee:

- Solicits input as appropriate from NTSF members, participates in regularly scheduled conference calls, and assists with the development of the agenda for NTSF meetings and webinars.
- Votes on changes to NTSF governance documents, establishment of AHWGs and subcommittees, and other appropriate issues raised by the NTSF Chair or other Planning Committee members.
- Planning Committee members may serve on AHWGs.

DOE members:

- Provide information and updates regarding DOE shipping plans to NTSF members through SRGs and TRMTC.
- Provide points of contact for information on DOE shipments to NTSF members through SRGs and TRMTC.
- Serve on the Planning Committee and AHWGs, as appointed by the NTSF Chair.
- Respond to State and Tribal input and requests for information or action, as appropriate, in as timely a manner as possible, with periodic updates as necessary.

Tribal and State members:

- Provide input to and receive feedback on DOE's shipping campaigns and related transportation topics of interest as appropriate.
- Respond to requests for information from DOE, as appropriate, in as timely a manner as possible, with periodic updates as necessary.
- Serve on the Planning Committee and on AHWGs as nominated by SRGs or TRMTC and appointed by the NTSF Chair.
- Act as conduits for information between DOE and their respective Tribes, States, and other stakeholders, as appropriate (e.g., local governments).

Voting

The Planning Committee may vote on NTSF issues such as revisions to the NTSF Charter or Management Plan, meeting locations and dates, proposed topics for AHWGs and subcommittees, or other appropriate issues raised by the NTSF Chair or other Planning Committee members. Votes held by the Planning Committee will be decided by a two-thirds majority of those present and voting, whether it be done in-person or via conference call. The NTSF Chair will inform all Planning Committee members about an upcoming vote with a minimum of 30 days advance written notice, which may be provided via email. The purpose of voting is to provide the NTSF Chair with insight as to the Planning Committee's recommendation. The NTSF Chair retains final approval authority for issues pertaining to the management and operation of the NTSF.

Revisions to the NTSF Charter and Management Plan

Revisions to the Charter and main body of the Management Plan may be proposed by any Planning Committee member to the NTSF Chair. The NTSF Chair also may independently propose a revision. The text of a proposed revision will be prepared by a subcommittee of the Planning Committee, as needed. The members of the subcommittee will be appointed by the NTSF Chair. The subcommittee will consist of at least one Tribal member and one State member. The subcommittee will provide the text of a proposed revision to the Planning Committee and the NTSF Chair for consideration. The Planning Committee will vote on any proposed revision to inform the NTSF Chair of the Planning Committee's recommendation. A revision becomes effective when it is approved by the NTSF Chair, in consultation with the appropriate offices at DOE.

Revisions to the Management Plan appendices may be made by the NTSF Chair as needed.

Management Plan to be attached as sole appendix.