



Lower Columbia Region Harbor Safety Committee

Issue Vetting and Resolution Procedures



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Emergency Issues

1. Emergency issues shall be immediately referred to the agency(ies) responsible for immediate issue mitigation.
2. An Officer of the LCRHSC shall be notified by voice or email when an emergent issue has been referred to an agency by a person acting in the capacity of a member of the LCRHSC. The LCRHSC Officer shall refer the emergency issue to the Vice Chair for consideration as a potential issue for resolution.

Issue Vetting Procedures

Managing Board Vice-Chair Duties

The Issue Vetting Process is administered by the LCRHSC Vice-Chair. The Vice-Chair submits an Issue Vetting Report to the Managing Board through the Secretary Treasurer, detailing the answers to the following questions. The Issue Vetting Report may be partially prepared by any concerned Stakeholder.

Definition of Issue

1. What is the precise issue?
2. Is it a LCRHSC Waterways Safety Issue?
3. Is it Significant and Solvable?

Identification of Stakeholders

1. Who is bringing the issue to the LCRHSC?
2. What is their contact information?
3. Who are the other Stakeholders?
4. Are all Stakeholders represented, available and ready to work towards resolution?

Identification of Resources

1. What resources are required by the LCRHSC to resolve the issue?
2. Are the resources available to the LCRHSC?

Recommendations concerning the definition of the Path to Resolution

1. Does the issue fall under the purview of the Managing Board or a current Sub Committee?
2. If not, should a Sub Committee be formed?
3. Who(m) in the LCRHSC is most suited to Chair the Sub Committee?
4. What is an appropriate timeline for this issue to be resolved?
5. What indicator will be used to judge that the issue is resolved?



Issue Resolution Procedures

Secretary Treasurer Duties

The Secretary Treasurer will:

1. Receive the Issue Vetting Report from the Vice-Chair in electronic format, and
2. Distribute it to the members of the Managing Board once received, and
3. Maintain all submitted reports and Sub Committee Work Product in electronic format.

Sub Committee Chair Duties

All Committee work will be conducted in accordance with the guidelines contained in the LCRHSC Sub Committee Working Guidelines.

No resolutions (or deals) will be made in the name of the Sub Committee or the LCRHSC without the approval of a Quorum of the LCRHSC Managing Board.

The Sub Committee Chair will maintain a brief and complete Sub Committee Work Report documenting issue resolution progress in an electronic format acceptable to the Managing Board Officers.

The Sub Committee Chair will:

1. Advertise meeting schedules to the members of the Managing Board and members of the Sub Committee,
2. Convene and chair Sub Committee Work Meetings
3. Manage the progress of Sub Committee work,
4. Assure that Sub Committee work is properly documented in a Sub Committee Work Report.

Sub Committee Members Duties

Sub Committee members will assist the Sub Committee Chair by submitting their work product to the Sub Committee chair in an electronic format acceptable to the Sub Committee Chair and the Managing Board Officers.



Opening, Closing and Distribution of the Sub Committee Work Report

Sub Committee Work Report

The Sub Committee shall generate a Sub Committee Work Report containing all the major work progress and product of the Sub Committee.

Opening the Sub Committee Work Report

The Sub Committee Chair will assure that the Sub Committee Work Report is:

- Started and updated, and distributed in accordance with these guidelines;
- An accurate and balanced representation of the progress of the work of the Sub Committee;
- On-point with the mission of the Sub Committee, and is
- Presented in a manner acceptable to the LCRHSC and the community it represents.

Content of Sub Committee Work Reports

Sub Committee Work Reports shall contain dated notes including:

1. Names of those contacted by Sub Committee members,
2. Brief recaps of both sides of pertinent conversations,
3. Any documentation sent out and received,
4. Indications of potential resolutions put forward in the course of work.

Personal information not necessary to the resolution process shall be redacted from the dated Sub Committee Work Report prior to submission to the Managing Board.

Submission of Updates of the Sub Committee Work Reports

1. The Sub Committee Chair will submit an updated Sub Committee Work Report to the Managing Board membership via e-mail on a weekly basis.
2. Managing Board members will submit any comments concerning the content of the Sub Committee Work Report to the LCRHSC Vice Chair and Secretary Treasurer.
3. The LCRHSC Vice Chair will assure that the Sub Committee Work Report are an accurate representation of the progress of the work of the Sub Committee, on-point with the mission of the Sub Committee and is presented in a manner acceptable to the LCRHSC and the community it represents.
4. The LCRHSC Vice Chair will authorize the Secretary Treasurer to submit the Sub Committee Work Report for posting.
5. The LCRHSC Secretary Treasures will forward the approved Sub Committee Work Report to the administrators of the Homeport, Merchant's Exchange and CRSOA websites for immediate posting.

Closing of the Issue Resolution Process

A Quorum of the Managing Board will determine by vote (upon the advice of the Sub Committee Chair) when an issue has met the criteria for resolution. Upon issue resolution, the Secretary Treasurer will close, posted as directed by the Managing Board and filed the Sub Committee Work Report for future reference.



Issue Vetting Report

To: Managing Board Vice Chair
Lower Columbia Region Harbor Safety Committee

Date:
From:

Please review the facts presented below concerning an issue of importance to safety in waterways within the Lower Columbia Region Harbor Safety Committee area of responsibility:

Definition of Issue

What is the precise issue?

Is it a Lower Columbia Region Waterways Safety Issue?

Is it Significant and Solvable?

Identification of Stakeholders

Who is bringing the issue to the LCRHSC?

What is their contact information?

Who are the other Stakeholders?

Are all Stakeholders represented, available and ready to work towards resolution?

Identification of Resources

What resources are required by the LCRHSC to resolve the issue?

Are the resources available to the LCRHSC?

Recommendations concerning the definition of the Path to Resolution

Does the issue fall under the purview of the Managing Board or of a Sub Committee?

If not, should a Sub Committee be formed?

Who(m) in the LCRHSC is most suited to Chair the Sub Committee?

What is an appropriate timeline for this issue to be resolved?

What indicator will be used to judge that the issue is resolved?



Issue Vetting Report

Additional Comments

Reporting Party additional comments:

LCRHSC Vice Chair additional comments:



Amendment History

No.	Issue Date	Amendment	
		Page	Description
1.	07.07.08	1	Draft document.
2.	11.03.08	All	Updated with change of name from Columbia Region Harbor Safety Committee to Lower Columbia River Harbor Safety Committee. Added references to Issues Sub Committee. Deleted references to Standing and Ad Hoc Committees in favor of the agreed term Sub Committee.
3.	02.03.09	7	Changed Issues Vetting Report to go to Managing Board Vice Chair