

Abandoned & Derelict Commercial Vessel Prevention Task Force Operating Protocols

For the Task Force to operate productively, it is helpful to agree at the outset on the purpose of the effort, Scope of Work and the protocols the group will use to govern its work.

PURPOSE OF THE TASK FORCE

The Oregon State Marine Board initiated the establishment of a Task Force looking at the prevention of abandoned and derelict commercial vessels along the Oregon coast, at the request of many public ports. The Task Force will include public port districts, city marinas, fishboat groups, conservation groups, law enforcement, Coast Guard, and a number of state agencies, as well as any other interests identified through this group. This diverse group is charged with working together to strategize and implement actions that will help prevent future abandoned and derelict fishing vessels, as well as a better inventory to track “vessels of concern,” and potential funding mechanisms for removal projects. The Task Force will compile a Findings Report with prevention, outreach/education, and funding strategies relating to abandoned and derelict commercial vessels that can be shared with the Governor’s Office and other interested entities.

PARTICIPATION

Timeline

It is anticipated that the Task Force will meet approximately every other month for one year, starting in February 2016.

Membership

The Task Force membership is meant to be representative of the interests, entities, organizations, and agencies necessary to fulfill the Task Force purpose. Should the need arise, the invited participants, in consultation with the Convener, may expand membership to include additional parties determined to be necessary in completing the work of the task force. Task Force members agree to:

- Attend meetings and follow through on commitments and tasks;
- Bring up concerns for discussion at the earliest point in the process;
- Share all relevant information that will assist the group in achieving its goals;
- Keep their organizations informed of potential decisions and actions and;
- Support the eventual outcome if they have concurred in it

Attendance at Meetings

Attendance expected. To maintain the continuity of the discussion, it is important to have the members attend every meeting. Members are expected to make a good faith effort to attend all meetings. The project staff will take steps to assure a missing member is provided an update about the meeting.

Withdrawal from the Task Force

Any member may withdraw from the Task Force at any time. Communication about the reasons for withdrawing, if related to the process, would be appreciated. Good faith provisions (see below) apply to those who withdraw.

Decision Making

The Task Force will strive to make decisions and recommendations by consensus. Consensus is defined as “all Task Force members can live with a decision or recommendation.” Task Force members are assumed to be contributing input on their own behalf and are not committing their jurisdictions, agencies, or government to any decision without approval by their associated decision making body.

Good Faith

All members agree to act in good faith in all aspects of the collaborative effort. **As such, members will consider the input and viewpoint of other participants and conduct themselves in a manner that promotes joint problem solving and collaboration.** Acting in good faith also requires that:

- Specific information or proposals shared in open and frank problem solving conversations not be used against any other member in the future;
- Personal attacks and prejudiced statements are not acceptable;
- Individuals not represent their personal or organization's views as views of the Task Force;
- Individuals express consistent views and opinions in the Task Force meetings and in other forums, including contacts with the press; and
- Individuals with process concerns will raise them in the group and not via the press and/or other public forums.

Media/Press/Other Public Forums

All Task Force members agree to refrain from making negative comments about or representing the views of other Task Force members in contacts with the press. They also agree to not represent or characterize the positions and views of any other party in public forums. The Oregon State Marine Board staff will serve as the primary media contact for Task Force activities.

MEETINGS

Public Participation

Task Force meetings are public meetings under Oregon's open meeting laws. Members of the public who wish to share thoughts and information to the Task Force will be encouraged to submit written comments on the work of the Task Force through email: meg.gardner@state.or.us which will then be distributed to all members for consideration. Meeting materials and notes will be posted to the project website (URL forthcoming).

Agendas

Proposed meeting agendas will be drafted by OSMB staff and Task Force facilitator as appropriate, circulated in advance of meetings, and approved or revised at the beginning of each meeting.

PROCESS SUGGESTIONS/GROUND RULES

Committee members agree to apply the following ground rules during meetings:

1. Focus on the task at hand
2. Allow for a balance of speaking time – respect time limits and facilitator's direction
3. Be civil
 - Be tough on issues and questions, not on people and organizations
 - No personal attacks
4. Listen with respect
5. Keep side conversations to a minimum.
6. One person speaking at a time

Committee members will strive to employ the following process suggestions:

- Seek to learn from each other's perspective.
- Encourage respectful, candid, and constructive discussions.
- Seek to develop respect for differences of perspective or opinion.
- As appropriate, discuss topics as a full group.
- Make every effort to avoid surprises.