

*Leadership Committee of the Region 10 RRT
-and Northwest Area Committees*

LEADERSHIP COMMITTEE CHARTER

Purpose

The Leadership Committee of the Region 10 RRT and Northwest Area Committees will ensure there is coordination, collaboration, and consistency among the plans and planning processes in the three-state area including Washington, Oregon, and Idaho, to fulfill the requirements pursuant to the National Oil and Hazardous Substances Pollution Contingency Plan. The Committee will be responsible for assuring ~~the Sector-USCG Coastal Zone~~ Area Plans, [EPA Inland Area Plan](#), and Regional Contingency Plan present cohesive and compatible information. Further, the Committee will work to delineate between regional and area issues using a defined process for the purposes of inclusion in the relevant plans. Through these responsibilities and by ~~providing recommendations making final decisions~~ on high-level area and regional issues, including sign-off on plans, the Committee will provide overarching ~~considerations direction and for~~ decision-making ~~authorities for the of the Regional Response Team and~~ Northwest Area Committees.

Membership

The Committee's members will be persons who have decision-making authority on behalf of the agencies that make up the [Regional Response Team and Inland](#) Area Committees: US Environmental Protection Agency, US Coast Guard District 13, ~~Sector Puget Sound, Sector Columbia River~~, US Department of Interior, US Department of Commerce (National Oceanic and Atmospheric Administration), Tribes, and the States of Washington, Oregon, and Idaho.

Each Committee member will be responsible for coordination and consultation with their respective agencies, ~~to include USCG District 13 with the USCG Federal On-Scene Coordinators at Sector Columbia River and Sector Puget Sound regarding USCG Coastal Zone Area Committees and Area Contingency Plans~~. In the case that the representative for an agency on the Committee cannot be present for a meeting, they will delegate the responsibility to an agency official at the department head-level (or analogous role).

Meetings

The Committee will meet three times per year at decision-making junctures, including for the signing of [the Northwest Regional Contingency Plans](#) and other key developments and updates in the planning processes. These meetings will be conducted in conjunction and co-located with other meetings of the [Regional Response Team and Area Committees](#).

Meetings will be set around clearly defined outcomes and objectives to ensure efficiency and reduce the necessary time commitment for members. All committee members will be provided timely notice of meetings or work sessions, and timely review periods for copies of drafts or final work products to allow for coordination/consultation with their respective constituencies.

Structure

Leadership Committee members have an equal voice in steering the coordination processes.

~~[Section could include leadership/ chairing of the Committee, responsibilities of leaders/ chairs, and other information related to decision making processes and roles/ responsibilities.]~~

Commented [ML1]: We can flesh out this concept and section in future versions.

Interaction with other Governing Bodies

The Leadership Committee will liaise closely with the Steering Committee, which will remain in place as the working group to address identified tasks and continue advancing the planning process through updates and regular meetings. The Steering Committee will bring forward high-level issues, matters for final approval, and other directional issues to the Leadership Committee. As the Leadership Committee is stood up, the Core Planning Team will be dissolved, and the decision-making role will be handed over to the new Committee.

Effective Date

The first meeting of the Leadership Committee will take place in ~~XX of 202X~~. The Committee's role is described in the Northwest Regional Contingency Plan in Section 9101.

Commented [ML2]: We can work on scheduling this meeting over the next few months before the plan is signed.