



MTS Designated Federal Officers (DFO) Forum 5 August 2014 DOT Conference Center – Room 5 Washington, DC

- 1. Welcome, Introductions and CMTS Overview Helen Brohl (CMTS Executive Director)
- 2. **Review of meeting goals and facilitation process** Gary Magnuson (CMTS Sr. Advisor and Mtg Facilitator)
 - a. Gary identified the DFO Forum meeting as a way for attendees to be better informed about the breadth and scope of MTS-related Federal Advisory Committees and their activities, and to learn about the CMTS. The purpose is to consider a venue for information sharing, a possible way to receive feedback on CMTS products and initiatives, and a source of recommendations to improve the MTS. Longer term, if the group decides that the forum is useful, members will be able to leverage the expertise and initiatives of each other's FACs, as appropriate under FACA rules.
- 3. MTS Federal Advisory Committee (FAC) Overviews Each DFO presented a synopsis of the activities, structure and authorities of their Federal Advisory Committee.
 - a. Merchant Marine Personnel Advisory Committee (MERPAC) USCG Davis Breyer (Alternative Designated Federal Officer/ADFO)
 - i. Acts solely in an advisory capacity to the Secretary of DHS through the Commandant of the USCG and Director of Commercial Regulations and Standards on matters relating to personnel in the United States Merchant Marine. These matters include but not limited to training, qualifications, certification, documentation, and fitness standards. The Committee will advise, consult with and make recommendations reflecting its independent judgment to the Secretary.
 - ii. Established in 1992 and will be renewing its charter this year.
 - 1. Discretionary committee of 19 members. It meets twice annually (funding permitting). Meets once in Washington DC and the other meeting is held at locations to encourage public participation.
 - Committee has diverse maritime experience; actively sailing merchant mariners, including unlicensed mariners, licensed engineers, deck officers who work on both inland and international waters. Also includes shipping companies and members of the general public.
 - 3. In the last 20 years, made more than 675 recommendations. Not all have been accepted, but many are used at various levels.

a. USCG uses MERPAC to gather input for use by the U.S. delegation for International Maritime Organization (IMO) task teams, i.e. LNG as fuel. MERPAC will set up a task force to address specific issues in both the international and domestic realms.

b. Current tasks include:

- Consideration of utilizing military sea service for STCW credentialing (Standards of Training, Certification and Watch keeping) so that veterans can have maritime experience in military count for private sector licensing.
- ii. New Polar requirements for mariners. The rulemaking will ask MERPAC for comments and input.

b. Towing Safety Advisory Committee (TSAC) – USCG (for DHS) - Bill Abernathy (ADFO)

- i. TSAC acts solely in an advisory capacity to the Secretary of Homeland Security on matters relating to shallow-draft inland and coastal waterway navigation and towing safety. TSAC advises, consults with, and makes recommendations reflecting the Committee's independent judgment to the Secretary on matters and actions concerning shallow-draft inland and coastal waterway navigation and towing safety.
- ii. Membership is very similar to that of other safety-related FACs within USCG. Maritime industry very interested in these committees.
 - 1. There are 18 members: 7 are from towing and barge companies; 5 represent licensing (people using towing systems). Other members are shippers, port authorities and public.
 - 2. There will have been 525 recommendations by end of the year. (See handout).
 - a. Current work includes (Need to coordinate with relevant work in other committees):
 - Review of natural gas on vessels. Working with other committees.
 - ii. Addressing in-stream refueling.

c. National Offshore Safety Advisory Committee (NOSAC)- USCG Scott Hartley (ADFO)

- i. Committee provides advice and recommendations to the DHS on matters and actions concerning activities directly involved with or in support of the exploration of offshore mineral and energy resources insofar as they relate to matters within the USCG jurisdiction.
- ii. Discretionary advisory committee established in 1988.
- iii. There are 15 members representing offshore drilling, production, undersea construction and pipelines. Including one member representing the general public (Members are Special Government Employees SGE)
- iv. USCG has authority to regulate "floaters" for occupational health, safety and training.

- v. NOSAC meets twice a year. The upcoming fall meeting is in Houston (near the production). The spring 2015 meeting is in New Orleans (near contractors).
- vi. Tasks for NOSAC include:
 - 1. Providing advice on the gamut from certification of electrical equipment in hazardous areas to life boat credentialing.
 - a. USCG does not have authority over wind energy. That resides in BSEE and BOEM. However, USCG is getting involved in placement issues with wind farms as they impact navigation.
 - NOSAC is also starting to get involved in Arctic issues.
 Historically, completely focused on the Gulf of Mexico. Now with leases being considered for sale in the U.S. Arctic, NOSAC may have role there.
 - c. There has been no engagement on Law of the Sea or with other mineral rights issues. BSEE regulates offshore lease sales and drilling plans and production. Anytime a vessel is connected to the bottom (such as Mobile Offshore Drilling Units), BSEE has jurisdiction over industrial systems. USCG retains authority over crew life, health and safety issues.
 - d. Other Federal observers on NOSAC include BSEE, OSHA, and MARAD.

d. US Integrated Ocean Observing System (USIOOS) – NOAA Jessica Snowden (ADFO) –

- i. Advises the NOAA Administrator and the IOOC Interagency Ocean Observation Committee) on the administration, operation, management, and maintenance of the US IOOS; expansion and periodic modernization and upgrade of technology components of US IOOS; identification of end user communities; their needs for information provided by USIOOS, and USIOOS' effectiveness in disseminating information to end user communities and the general public; and any other purpose identified by the Administrator or the IOOC.
- ii. USIOOS is a statutory FAC established in 2012.
- iii. Advisory committee comprised of 11 non-federal regional associations; three Federal ex-officio members that rotate from IOOC.
- iv. Committee is meant to be strategic. Looks at how a national, multi-federal agency with non-federal partners can grow. To that end, developed one official recommendation, which was a vision statement.
- v. Next task to be developed is a set of guiding principles for a business model.
- vi. Coordination is improving with more Federal observing offices working together through informal, good faith communication among different offices.
- vii. NOAA attempted to get the DFOs of IOOS, HSRP, and MPA FAC together, but there did not seem to be common ground for actions among the FACs due to very different missions.

e. National Freight Advisory Council – (NFAC) – DOT Shira Bergstein (ADFO) –

i. Advises and makes recommendations to the Secretary of Transportation on matters related to Freight Transportation.

- **ii.** Discretionary committee established in 2013 by MAP-21 (Moving Ahead for Progress in the 21st Century). The Secretary of Transportation has determined that the establishment of the committee is in the best interest of the public.
- **iii.** There are 46 members on the committee representing rail, highway, water and aviation.
- iv. There have been four meetings since June 2013.
- v. Committee advises on MAP 21 freight provision implementation.
- vi. In January 2014, Secretary Foxx asked NFAC to provide input for the Department as DOT developed a National Freight Strategic Plan. 81 recommendations were provided for the consideration and development of a National Freight Strategic Plan, which are available on the NFAC website. www.dot.gov/nfac
- vii. Next meeting is a site visit to Memphis to see freight activity. Members pay for own travel, since most meetings and members are DC-based. Membership includes industry, labor, State and local government officials.

f. Marine Transportation System National Advisory Council – (MTSNAC) – MARAD Richard Lolich (DFO)–

- Make recommendations to support a safe, environmentally sound, and secure MTS that improves the national security of the US.
- ii. MTSNAC was a discretionary FAC established by DOT Secretary Mineta and reestablished and authorized in law in 2010 under a directive in the Energy Independence and Security Act of 2007 to require the establishment of a board to address challenges related to short sea shipping/Marine Highways.
- iii. There are 29 members representing ports, carriers, shippers, and Municipal Planning Organizations and academics.
- iv. MTSNAC meets twice a year in Washington, DC.
- v. An emphasis is to integrate Marine Highways Program into the national transportation system.
- vi. Provided number of recommendations.
- vii. Current actions include:
 - 1. Addressing how to better integrate the Marine Highways into a national transportation system plan.
 - 2. Developing port infrastructure and capital plans.
 - 3. Fostering reliable stream of funding for port infrastructure plans. (Many modes such as highways, airports, etc. have dedicated funding streams. Port infrastructure does not.)
 - 4. Exploring funding of LNG infrastructure at terminals for vessels.
- viii. There are three subcommittees;
 - 1. Marine Highways
 - 2. Ship building, and
 - 3. Ports.
- National Infrastructure Advisory Council (NIAC) DHS (on behalf of the President) -Nancy Wong (DFO) -

- i. Advises the President through the Secretary of Homeland Security and other relevant heads of agencies on enhancing critical infrastructure security and resilience in the face of all hazards, and support for public/private partnerships to accomplish national goals.
- ii. Discretionary committee established by Executive Order.
- iii. NIAC meets four times a year and uses tele-conferencing extensively.
- iv. NIAC is composed of 30 members at CEO equivalent, government (mayors) and academics.
- v. There are 16 critical infrastructure sectors that impact National Security.
- vi. NIAC has the authority to provide advice to any agency that has a touch-point on critical infrastructure and security.
- vii. NIAC perspective is to look at things at a strategic level. Recommendations may cause entire industries to change processes.
- viii. 22 studies in ten years with 200-300 recommendations.
 - 1. Current studies include:
 - a. Cybersecurity,
 - b. Regional resilience
 - c. Maintenance of critical infrastructure
 - d. Development in 2009 of a series of studies related to critical infrastructure and resilience in "lifeline sectors"
 - i. The "lifeline sectors" include transportation, energy, water, communications and financial services.
 - ii. There are many interdependencies among the sectors, including related work done by other committees and institutions such as National Academy of Sciences, Volpe Center, etc.
 - Maritime is one of the interdependent modes with extensive data collection and information available for NIAC's use.
 - iii. NIAC is a general council, not focused on maritime, but (because of the DFO forum) is interested in coordinating with the NFAC to accomplish a current study on the transportation sector.
- h. National Boating Safety Advisory Council (BSAC) USCG Jeff Ludwick (ADFO)
 - i. Advises the USCG on major boating safety matters.
 - ii. Statutorily established in 1971 by National Boating Safety Act (46 USC -14110). Law requires the Secretary of Homeland Security by delegation to the USCG Commandant to consult with council on federal regulations for boating safety and to provide advice on other major boating safety matters.
 - iii. There are 21 members in three categories:
 - 1. Manufacturers (7),
 - 2. State officials with oversight of boating regulations (7);

- 3. National boating safety organizations (7), of which two may be members of the general public.
- iv. BSAC meets twice a year but budget restrictions are making it challenging to meet. One meeting in DC and one meeting located to accommodate the general public. BSAS moving towards teleconferencing, and keeping engaged in broader waterway safety issues.
- v. Current activities include:
 - 1. USCG eNav initiative
 - 2. BSAC tries to be the point of contact for recreational boating, which comprise a significant of waterway users.
 - No specific recommendations for the MTS, but council working on carriage of emergency locator beacons, outside of three nautical miles.
 - Recently recommended USCG requires boaters to wear lifejackets on certain recreational vessels under 18 feet.
 - c. Updated USCG licensing requirements to accommodate recent efforts to have on-water boating training.
 - Moving toward hands on licensing, rather than classroom only.
- Merchant Mariner Medical Advisory Committee (MEDMAC) USCG Luke Harden (ADFO) –
 - i. Advises the Secretary on matters related to: medical certification determinations for issuance of licenses, certificates of registry, and merchant mariners' documents; medical standards and guidelines for the physical qualifications of operators of commercial vessels; medical examiner education; and medical research.
 - ii. Authorized in law under the USCG 2010 Authorization.
 - iii. Advises Secretary of DHS on medical certification for issuance of USCG credentials.
 - iv. Establishes medical standards and guidelines for mariner personnel on commercial vessels; medical examiner education; and resource relating to merchant marine.
 - v. Has 14 members, all of whom are Special Government Employees. There are no Federal observers on committee.
 - 1. Ten are healthcare professionals.
 - 2. Four are professional mariners representing the industry from uninspected passenger vessels to tankers.
 - 3. All have 5-year terms.
 - vi. MEDMAC has had five meetings in two years. Usually twice a year one in Washington DC and one in a regional location.
 - 1. There have been seven tasks assigned to the Committee of which four have been accepted. The four tasks are:
 - a. STCW rulemaking.

- b. Input on significant medical conditions impacting mariners.
- c. Input on forms.
- d. Input on policy for evaluation of merchant mariners develops of medical expert panel.

j. Inland Waterway Users' Board (IWUB) – USACE Mindy Simmons (DFO) –

- i. Advises the Secretary of the Army and Congress on investment recommendations and spending levels on the commercial navigation features and components for the inland and intracoastal waterways, eligible for cost sharing from the Inland Waterways Trust Fund.
- ii. Statutory committee established under the Water Resources Development Act (WRDA) of 1986.
- iii. Membership is comprised of shipper and carrier companies using the inland waterways systems. There are no Special Government Employees (SGE). All members are non-federal.
 - 1. Eleven members authorized. Currently, there is one vacancy.
 - Membership is balanced between shippers and carriers and among commodities they carry. Regional appointments are made based on tonnage.
 - 3. There are four Federal observers: ASA (CW); USDA; MARAD; NOAA. Others attend, including the USCG.
- iv. There are typically three meetings per year. Authorized to hold two.
 - 1. Rotate meetings among different locations and regions.
 - a. Next meeting in Walla-Walla, Washington.
- v. IWUB provides independent advice for investments using the Inland Waterways Trust Fund for authorized construction and rehabilitation for lock and dam projects on the inland and intracoastal waterways.
 - 1. Based on the concept of "user pays user says"
 - Users pay 20 cent /gallon. FAC provides advice on which projects and amounts to invest IWTF dollars (which are matched by Federal funds).
 - 2. Purpose to provide independent advice to USACE and Congress specifically for investment decisions.
 - a. Trust Fund receives about \$75-95 million annually through fuel tax paid by carriers. \$ 2.5 billion since established.
 - A challenge is that the fuel tax has not increased from authorized level
 of 20 cents per gallon since the end of 1994, and as a result Trust Fund
 revenues have not kept pace with necessary waterways investments
 needs.
 - 4. The IWUB does not specifically address port infrastructure, but rather inland and intracoastal infrastructure, such as locks and dams.

k. Commercial Fishing Safety Advisory Committee (CFSAC) – USCG Jack Kemerer (ADFO)–

i. Provides advice and recommendations to the USCG and DHS on matters relating to the safety of commercial fishing industry vessels.

- ii. Authorized by statute in 1988 under the Commercial Industry Vessel Safety Act.
- iii. Consists of 18 members
 - 1. Ten members from fishing industry,
 - 2. Three are SGE, consultants with expertise in fisheries,
 - 3. Five others from general categories, including manufacturers of safety equipment, marine surveyors, etc.
- iv. Meets once a year with invitational orders provided to every member.
 - 1. Meets in port area where there is a concentration of industry interests, such as New England and Seattle.
- v. Makes recommendations on specific safety operations of vessels, training, and construction standards.
- vi. Added requirements on vessels due to enactment of the USCG 2010 Authorization Act. Additional requirements include the carriage of safety and survival equipment.
 - Commercial fishing is not the highest risk occupation any more.
 Recommendation for new regulations, policies and guidance to industry has made a difference. www.Fishsafe.info

I. Marine Fisheries Advisory Committee (MAFAC) -DOC/NOAA - Heidi Lovett (DFO) -

- Advises the Secretary of Commerce on all living marine resource matters that are the responsibility of the Department of Commerce. Members represent a wide spectrum fisheries interests, including environmental, academic, State, Tribal, consumer, and other related national interests.
- ii. There are 21 members. All SGE's.
 - Represent commercial fishing, recreational fishing, aquaculture, regional tribes, American Samoa, scientific community, and nongovernmental organizations
 - a. Regionally diverse.
- iii. Meets twice a year subject to the availability of funding. All members are on invitational travel orders. One of two meetings a year is held in Washington DC.
- iv. Focuses on advice to Department of Commerce regarding all living marine resource matters under DOC jurisdiction.
 - 1. Fishing, fisheries, fish stocks, protective resources, marine mammals, sea turtles, coral.
- v. Makes major recommendations on policy and strategic direction such as:
 - 1. NOAA and Commerce aquaculture policy.
 - 2. National Ocean Policy,
 - Endangered Species Act and Section 7 consultation processes for Marine Resources under NEPA.
 - a. Through consultation process, sometimes work with regional fisheries councils.
 - Reauthorization of all major NOAA authorities, including ESA,
 Marine Mammal Protection Act, Magnuson-Stevenson Act, etc.
 with a report that provides a vision for 2020, updated in 2012.

- Marine fisheries
- ii. Habitat
- iii. Changing oceans
- iv. Climate change
- v. Sea level rise
- vi. Working waterfronts
- vii. Waterfront sustainability maintained for fishing communities. "Catch share programs" which equalizes fishing activities to prevent "derby like" conditions during the limited fishing windows for individual species.

m. Navigation Safety Advisory Committee - USCG CAPT Scott Smith (DFO) -

- i. Advises the Secretary of DHS through the Commandant of the US Coast Guard on matters relating to maritime collisions, rammings and groundings; Inland Rules of the Road; International Rules of the Road; navigation regulations and equipment; routing measures; marine information; diving safety; and aids to navigation.
- ii. Established statutorily less than 33 CFR as an outgrowth of the Rules of the Road Advisory Committee in the 1960's.
- iii. Advises on both inland and international "rules of the road", marine information diving safety and navigation systems
- iv. Authorized to have 21 members. Currently has 18 members. Membership consists of representatives from commercial fishing, vessel owners, cruise ships, professional and recreational mariners, recreational boating industry, state agencies, maritime law associations, American Pilots Association, and local pilots.
- v. The committee meets twice a year In the Spring in Washington, DC and at another location in the Fall
 - 1. This fall the meeting will be in San Francisco where there is a test bed for new ATONs.
 - 2. It will be a joint meeting with the Hydrographic Services Review Panel (HSRP).

vi. Current activities include:

- 1. Future of navigation program (specifically reviewing Aids to Navigation (AtoNs) virtual, real and synthetic.
- 2. Safety of mariners for both recreational and commercial vessels.
- 3. Best ways to get marine information to mariners; providing what they both want and need.
- 4. Unmanned vessel impacts on the rules of the road.
 - a. This task was rescinded due to the committee's inability to come to consensus. The USCG will draft the new regulation and provide it to NAVSAC for their comment.

n. Committee of Chairs of the Industry Trade Advisory Committee (ITAC) – DOC Ingrid Mitchem –

- Meets to hear reports from chairs of investment working group and European Union Registration, Evaluation, Authorization and the restriction of Chemical substances (EU REACH)
- ii. Has joint program with US Trade Representative (USTR)
- iii. Is part of USTR trade advisory system, including 28 trade advisory committees. DOC has most of them. ITAC chairs 13 committees based on economics, customs, and barriers to trade.
- iv. Established by Congress under the 1974 Trade Act as amended.
 - 1. In 2004, Congress asked to restructure committees into industry sector and functional advisory committees.
- v. Provides advice to development of trade negotiations for U.S. trade policy.

 There are close to 350 trade advisors who each serve a four-year term and must hold a security clearance. Most meetings are closed to the public unless addressing trade or trade promotion. Trade Act rules supersede FACA rules.
- vi. Include the following programmatic committees:
 - 1. LNG
 - 2. Transportation of gas for export
 - 3. Energy and services committee
 - 4. Distribution services committee
- vii. Provides joint advice to SECDOC and USTR, but will consult with U.S. Customs and DHS on security.
 - 1. Committee only addresses domestic regulations if there will be a negative impact on trade.

o. Hydrographic Services Review Panel – NOAA RADM Gerd Glang (DFO) –

- i. Advises the Secretary of Commerce on Section 303 of the Hydrographic Services Improvement Act (HSIA) of 2002, as amended, including hydrographic surveying, nautical charting, geodesy, and water level technologies relating to the operations, research and development, and acquisition and dissemination of data and measurements.
- ii. Established statutorily in 2002 under the HSIA
- iii. The committee has 15 voting members all of whom are SGEs
 - 1. Four are non-voting.
 - 2. All have four-year terms. Five members rotate off every year.
 - 3. Challenge is to build membership with areas of expertise. Including academia, industry, former government, with a geographical balance.
- iv. Committee meets twice a year.
 - 1. 16-18 SEP 2014, HSRP will meet in Charleston, SC.
 - 2. Panel has recommended to Administrator that NOAA continue to provide robust federal funding for:
 - a. Updating charts to support different industry sectors.

- b. Providing federal funding for maritime response after significant coastal and harbor events.
- Supporting the U.S. Arctic given the marine transportation system challenges in the region and the lack of available updated information and resources.

p. Shipping Coordinating Committee (SHC) - State. - CDR Mark Zlomek (DFO) -

- i. Provides advice to the US Government on International Maritime Organization (IMO) related activities. IMO is a specialized agency of the United Nations
 - Prior to each IMO meeting the committee attempts to ascertain US views from US stakeholders, industry, and NGOs, to form the US position on international regulations and shipping policy, to present to the IMO.
- ii. Has 19 members with participation from public stakeholders and subject matter experts.
- iii. Meets twice a year.
 - 1. Maritime Safety Committee
 - 2. Marine Environmental Protection Committee.
- iv. There are four subcommittees which meet more frequently.
 - 1. The SHC meets prior to all of these meetings, as needed to discuss agendas and input for the international gatherings.
 - 2. The SHC meetings are managed by relevant USCG subject matter experts, depending on topic being discussed.
 - Goal of SHC meetings is to come to a combined consolidated position.
 SOLAS (Safety of Life at Sea) and MARPOL (International Convention for the Prevention of Pollution from Ships) are the two key regulations addressed by the IMO committees.
 - 4. Development of a POLAR code. Polar is defined as the area above 60 degrees north and below 60 degrees south.
 - 5. Uniformity of regulations for international operations to facilitate commerce.

q. Lauren Wenzel (DFO) – Marine Protected Areas Federal Advisory Committee (MPA) – DOC/NOAA

- i. Authorized by Executive Order 13158 in 2003.
- ii. Provides advice and recommendations on how to fulfill responsibilities under Section 4 of the Executive Order; will deliberate on materials submitted by scientific or other working groups.

iii.

- iv. The committee has 20 members representing commercial fishing, recreational fishing, tourism, scientists, educators, and conservation organizations.
- v. The committee meets twice a year. They meet in person once a year and virtually once a year.
- vi. The scope covers areas in water that are protected for conservation by a variety of agencies.

- Development of a common set of advice for Secretary of Interior and NOAA Administrator, including
 - a. National parks,
 - b. National Marine Sanctuaries
 - c. Wildlife Refuges
 - d. State managed areas and
 - e. Fisheries.
- 2. Issues of interest include Coastal and Marine Spatial Planning, climate change, observing systems, understanding and monitoring marine protected areas.
- 3. Collaboration with recreational interests, promoting protected areas as a place to recreate and provide economic benefits to local communities.
- 4. New interests include:
 - a. Sustainable financing,
 - b. Connectivity of different spatial units into a network, and,
 - c. Capacity development.

r. Chemical Transportation Advisory Committee (CTAC) – DHS/USCG LT Cristina Nelson (ADFO) –

- i. Advises, consults with and makes recommendations concerning the safe marine transportation of hazardous materials in bulk.
- ii. Was recently reinstated as a discretionary committee.
- iii. Meets twice a year.
- iv. There are 26 members who are primarily from industry.
- v. Focuses on hazardous materials standards.
- vi. Harmonized standards with MARPOL
- vii. Finished a report recently on Marine Vapor Control Systems.
- viii. Formed new subcommittee on ship to ship transfer.

s. Great Lakes Pilotage Advisory Committee - (GLPAC) - USCG Rajiv Khandpur (DFO) -

- i. Advises the USCG on pilotage issues in the Great Lakes.
- ii. Established statutory and meets twice a year in DC.
- iii. Has seven members form industry and pilots.
- iv. Specializes on rate making regarding Great Lakes pilotage.

4. Pending Arctic Advisory Policy Board Federal Advisory Committee

- a. Administered by the USCG to provide guidance on a broad range of U.S. Arctic policy issues.
- b. To be a discretionary committee.
- c. Will be an industry led board giving policy advice to USCG.
- d. To be developed over next year. CAPT Karen Messenger is the FAC coordinator for USCG in DHS, who is working the issues.
- e. Is one of the 12 initiatives from the USCG Arctic Implementation Plan?

5. Wrap-Up

a. Was there value in this meeting and being the first step toward the development of a network of DFO's? Bottom line – Yes!

- b. Heidi Lovett suggested that the next meeting could be centered on the issues of particular interest: Arctic, Climate Change and/or Resilience.
- c. Other common themes of interest include:
 - i. Infrastructure
 - ii. Safety
 - iii. Sustained funding
 - iv. Ex parte on regulation writing
 - d. NOAA has seven advisory committees,
 - i. DFOs self-organized a group to reach out to each other to discuss challenges, best practices, etc.
 - ii. Group meetings are held every other month with a call-in number. Others meeting participants are welcome.
 - e. Use of teleconferencing is varied
 - i. If too many people on the line, difficult to manage.
 - ii. It does save significant travel costs.
 - iii. Teleconferencing requires much pre-planning and tight control of agenda and discussion.