

CHARTER

PURPOSE

The U.S. Department of Energy (DOE) National Transportation Stakeholders Forum (NTSF) is the mechanism through which DOE communicates at a national level with states and tribes that may be affected by the department's shipments of unclassified radioactive waste and materials, as well as occasional high-visibility shipments that are nonradioactive. Classified shipments are included in the NTSF in accordance with classified information protection requirements. The purpose of the NTSF is to bring transparency, openness, and accountability to DOE's offsite transportation activities through collaboration with state and tribal governments. DOE will work through existing agreements and networks to ensure stakeholder participation.

GOALS & OBJECTIVES

The NTSF will bring DOE and its transportation stakeholders together to accomplish three main goals:

Goal	Objective
Inform all levels of affected governments about ongoing, upcoming, or tentatively planned DOE shipments or shipping campaigns that may have an impact on their jurisdictions.	<ol style="list-style-type: none">1. DOE programs with high visibility shipment campaigns ongoing or planned will report to the NTSF on their activities at annual meetings and semi-annual briefings (e.g. webinars, regional meetings, STGWG).2. Information from shipping programs will be shared electronically with stakeholders through mechanisms like DOE's semi-annual Projected Shipment Report (PSR) and Waste Information Management System (WIMS).3. The information to be provided to stakeholders will include, at a minimum, the 14 topics identified in DOE M 460.2-1A as suitable content for transportation plans.
Obtain from affected governments information about concerns, needs, or logistics that is relevant to shipment planning and execution.	<ol style="list-style-type: none">1. Annual meetings and webinars will include a session during which DOE shipping programs will solicit specific input from participants.2. In the interim between meetings and webinars, stakeholders may provide input to DOE shipping programs directly or through regional cooperative agreement groups or other coordinating elements.
Identify emerging issues for DOE and its	<ol style="list-style-type: none">1. Annual meetings and webinars will

<p>transportation stakeholders that may affect shipment planning, preparedness, and execution, including intergovernmental consultation and cooperation.</p>	<p>include a session during which stakeholders and DOE personnel have an opportunity to raise issues of concern for discussion.</p> <ol style="list-style-type: none"> 2. Throughout the year, as issues, concerns, or stakeholder needs arise, participants will contact the DOE chairperson to relay information. Identified issues will be brought to the attention of the Planning Committee for potential action. 3. Ad hoc working groups will convene within one month of the NTSF identifying an issue as a priority. Ad hoc working group members will develop a timeline for resolution at the first meeting.
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ORGANIZATION

A DOE chairperson will lead the NTSF and will be responsible for overall operation of the group. A Planning Committee will assist the chairperson with developing the agenda for annual meetings and webinars. Ad hoc working groups will form as necessary to work on specific tasks, such as issue resolution.

RESPONSIBILITIES

DOE chairperson: The chairperson is responsible for providing feedback from the NTSF to the Assistant Secretary for Environmental Management and various DOE elements such as the Environmental Management Advisory Board and Environmental Management corporate boards. The chairperson is also responsible for organizing annual meetings and webinars, following up on action items, and coordinating participation by DOE shipping programs and other elements.

DOE representatives: DOE programs with ongoing or upcoming shipments will attend annual meetings and webinars, provide comprehensive information (for classified shipments, in accordance with classified information protection requirements) regarding their shipping plans, identify a single point of contact for information on shipments, serve on ad hoc working groups as requested, and respond to stakeholder requests for information in a timely manner.

State and tribal participants: Representatives of all levels of government who participate in the NTSF will attend meetings and webinars, provide their feedback on DOE's shipping campaigns, respond to requests for information in a timely manner, coordinate with other agencies in their jurisdictions, and serve on ad hoc working groups as requested.

Planning Committee members: The Planning Committee will consist of designees representing federal, state, and tribal governments. The DOE chairperson will designate the members of the Planning Committee on a rotating basis. Participants that serve on the Planning Committee will solicit input from other NTSF participants, participate in regularly scheduled conference calls,

assist with the development of the agenda for annual meetings/webinars, and monitor the progress made by DOE and its stakeholders in resolving emerging issues related to transportation.

PARTICIPANTS

The NTSF is open to participation by representatives of potentially affected state and tribal governments. Meetings and webinars will be particularly relevant for personnel with responsibilities in transportation, emergency management, inspection and enforcement, and radiation protection.

Participation on ad hoc working groups will reflect the number of affected state and tribal governments. Participation will be limited to affected state regional group coordinators and one representative from each affected state/tribe.