

U.S. Coast Guard and American Waterways Operators Atlantic Region Quality Steering Committee Charter

The U.S. Coast Guard (Coast Guard) and The American Waterways Operators (AWO) Atlantic Regional Quality Steering Committee (ARQSC) will serve as a focal point of the Coast Guard –AWO safety partnership providing the regional leadership necessary to ensure that the partnership is implemented successfully. The ARQSC will:

1. **Provide coordination and support to the Coast Guard –AWO safety partnership, at the regional level.** Ensure that specific actions taken under the auspices of the partnership are consistent with the objectives and processes laid out by the National Quality Steering Committee (NQSC).
2. **Promote the partnership at the regional level of both the Coast Guard and AWO organizational structures.** Foster a high level of organizational commitment and attention to ensure successful implementation of the partnership; and,
3. **Serve as a forum for regional Coast Guard –Industry dialogue.**

Functions

The specific functions of the ARQSC are laid out in the July 1995 Coast Guard –AWO Quality Action Team (QAT) report. At its discretion, the ARQSC may also elect to delegate sub-responsibility in any of these functional areas to appropriate Coast Guard /AWO ARQSC members while preserving an overall oversight role and responsibility in these areas:

1. **Review proposed “Opportunities For Improvement” (OFIs) and identify those issues warranting the establishment of local subject–specific QATs.** At least two times a year, the ARQSC should review proposed OFIs submitted by Coast Guard and Industry representatives and identify those issues warranting cooperative Coast Guard-AWO attention. In addition to reviewing OFIs submitted from Coast Guard or Industry sources, members of the ARQSC may propose individually suggested OFIs for consideration by the ARQSC. The ARQSC should consider and agree upon the mechanism by which proposed OFIs will be presented, including feedback communication to the contributors of such OFIs. Outside resources, governmental agencies and stakeholders may be consulted when discussing QATs.

2. **Review the results of regional subject-specific QAT work for completeness, and the implications for other regional Coast Guard-AWO activities.** The ARQSC should ensure that the work of regional subject-specific QATs reflects appropriate adherence to guidance provided by the NQSC. The ARQSC should also consider the implications and applicability of QAT work products to other regional and local Coast Guard /AWO activities.
3. **Communicate, disseminate, and support the implementation of appropriate QAT recommendations.** The ARQSC should ensure that once validated the results of subject-specific QAT work is communicated to the appropriate Coast Guard and/or Industry target audiences and receive appropriate attention from stakeholders in the QAT recommendations. Industry should facilitate the implementation of QAT recommended improvements, if desired.
4. **Plan and monitor the implementation of QAT recommended improvements and oversee the regional and local measurement of quality results.** After the recommendations from a subject specific QAT have been reviewed and endorsed by the ARQSC, the QAT will retain initial responsibility for measuring and validating its proposed improvements, unless otherwise directed by the ARQSC. A broader based measurement process will be important in determining whether QAT recommendations have in fact been successful in producing the desired results defined in the QAT statement of work. The ARQSC should establish a mechanism to ensure the necessary tracking and measurement of QAT results.
5. **Recommend a mechanism for reporting and recognizing individual contributor(s) instrumental in exceptional QAT results.** The ARQSC will submit to the NQSC for consideration exceptional individual contributors.
6. **Conduct an annual Assessment of the success of the partnership and make recommendations to the NQSC for improving the ARQSC.**

Procedural Issues

Consistent with the objectives of the September 1995 memorandum of agreement, the ARQSC should consider the procedures and method of operation which will best enable it to carry out its responsibilities as define above.

1. Meeting Frequency – The ARQSC will meet at a minimum of twice a year, at a date and location designated prior to adjournment of the in-session meeting.

2. Staff Support – The ARQSC should identify an ARQSC coordinator within both the Coast Guard and the AWO who will interface with the NQSC Secretariat. The ARQSC should consider and agree upon the nature of support needed in each of these functional areas and ensure that these staffing needs can be accommodated within the existing Coast Guard and AWO staff structures.

Membership

Coast Guard participants on the ARQSC will include the Atlantic Area Prevention function and Prevention Division Chiefs of the First, Fifth, and Seventh United States Coast Guard Districts or their designees. Industry participants will be designated by the AWO. AWO and Coast Guard teams will be comprised of a minimum of three but not exceeding five members. Membership on the ARQSC may be rotated at an interval mutually acceptable to Coast Guard and AWO memberships. Additional agencies or industry stakeholders can be included in QATs where necessary. An appropriate regional representative(s) from the United States Army Corps of Engineers may be included where possible.

Chairmanship

The ARQSC will be co-chaired on an annual rotation by the Atlantic Area Prevention function and Prevention Division Chiefs of the First, Fifth, or Seventh United States Coast Guard Districts and on a permanent basis by the Vice President, Atlantic Region of the American Waterways Operators.

Authority for this Charter

The Charter is authorized under the provisions of 14 U.S.C. Section 93(d), which authorized the Coast Guard to cooperate with private agencies

Amendments to the Charter

This Charter may be amended upon the mutual written consent of the participating agencies.

Termination


This Charter may be terminated upon a 30-day advance written notification by either entity.

Exemption from the Federal Advisory Committee Act

1. The Working Group is intended to be exempt from coverage by the Federal Advisory Committee Act (FACA), is established and will be operated as a non-FACA committee. Specifically:
2. The Coast Guard will not control or influence AWO's selection of individuals or groups to represent AWO in the Working Group;

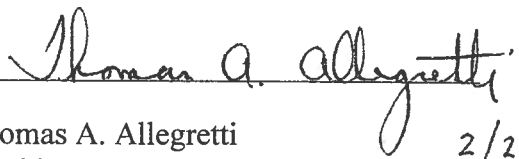
3. In carrying out the Working Group's tasks, Working Group members may set individual agenda items which will not be determined or controlled by the Coast Guard as an entity.
4. The Coast Guard will not fund the participation of AWO or AWO's representatives in the Working Group;
5. The parties do not expect and the Coast Guard does not intend to solicit any consensus advice or any recommendations from the Working Group unless specifically requested by the Coast Guard and mutually approved by the NQSC.

Approved by:



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Robert C. Parker
Vice Admiral, U.S. Coast Guard
Commander, Atlantic Area



2/21/12

Thomas A. Allegretti
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