



U.S. Department of
Transportation
Pipeline and Hazardous Materials Safety Administration

VIS WG Breakout Group Instructions

Purpose: The purpose of the breakout group discussion is to develop a preliminary strategic mission statement for the full committee's consideration. Breakout group brainstorming discussions will allow the committee an opportunity to discuss and develop a preliminary strategic mission statement for the full committee's input and refinement. No deliberations or voting will take place in breakout group discussion.

Parameters: Address the scope in the mandate

Three Breakout Group Rooms (8-9 members in each):

- Breakout Room 1 (Group 1) - [Gallery Ballroom](#)
- Breakout Room 2 (Group 2) – [Ballston Room](#)
- Breakout Room 3 (Group 3) – [Masters Ballroom](#)

Duration: The groups will meet for 1-1.5 hr. max. After one hour, each breakout group will provide a status update to see if additional time is needed.

Materials: Projector, screen, laptop, flip charts, post-its, markers

Document Templates Provided:

- Breakout Group Questions (developed by committee on Day 1)
- Breakout Group Report Out Template

Breakout Questions/Facilitation:

- Develop a common set of [Breakout Group Questions](#) related to the strategic mission statement (consider the committee will develop these on Day 1, during the Committee Preparatory Discussion)
- These breakout group discussions will not be transcribed.

Committee Participation:

- Committee members will be divided up into three groups with balanced representation (see the proposed Breakout Group list below).
- Committee members attending by phone will be able to participate in any breakout group.
- Each breakout group will select a committee member to report out lead.

Breakout Group Report Outs:

- Each breakout group will have 30 minutes each to report out key takeaways and preliminary strategic mission statements for full committee consideration and discussion.
- Use the [Breakout Group Report Out template](#) to capture a record of who participated in each breakout group discussion.



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- The group lead present the [Breakout Report Out](#) on the key takeaways with other group members providing support context, as needed.
- Breakout Reports should be saved to a thumb drive and emailed to Christie Murray.
- Breakout Group Committee Leads will report out and breakout group members can join in the dialogue to help explain the details.

PHMSA Support:

- Facilitators: PHMSA staff (3): One for each Breakout Group. Recommend the DFO and Alternate DFOs. Get together to meet in the evening/morning prior to the breakout group work.
- Scribes: PHMSA staff (3) will serve as scribes for the breakout sessions using a [Report Out template](#) to capture notes and preliminary strategic statements. (bring your laptop and plan to email the report out document to Christie Murray and whoever will work the projector)
- Legal Support: PHC staff (2) will float between each breakout group.

Public Participation:

- The public is invited to participate in any breakout group or float between them to hear the discussions.
- The public will be in observation mode only and should allow the committee to discuss the topics.
- The public will be allowed an opportunity to comment during the report out.
- **Public Disclaimer:** The FACA meeting is being adjourned so that smaller groups of members can do preparatory work, the small group discussions will be open to the public, and that the full committee will reconvene later to deliberate/vote on the issues raised by the small groups. Because these discussions would be outside of FACA, there would be no legal requirement to record the breakout sessions on the verbatim transcript (though if it is possible, doing so would be advisable).



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Proposed Breakout Group List

Breakout Group 1
Meeting Room: Gallery Ballroom

Facilitator: Christie Murray

Scribe: Sherry Borener

No	Break Out Group 1	Stakeholder Group	Planning Committee
1	Diane Burman	Regulator - State	X
2	Mark Hereth	Industry	X
3	Bryce Brown	Industry - Inspection Technology Vendor	
4	Walter Jones	Labor Representative	
5	Dr. Simona Perry*	Safety Advocacy Group	
6	Robert Buchanan	Industry – Coating/Cathodic Vendor	
7	Randy Parker	Industry - Operator	
8	Mike LaMont	Industry - Pipeline Inspection Organization	

* by phone



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Breakout Group 2
Meeting Room: Ballston Room

Facilitator: Chris McLaren

Scribe: Nancy Scibek

No	Breakout Group 2	Stakeholder Group	Planning Committee
1	Alan Mayberry	Regulator - Federal	X
2	Dan Cote	Industry - Operator	X
3	Michael Bellamy	Industry - Inspection Technology Vendor	
4	Dr. Yiming Deng*	Research Institution	
5	Eric Sherman	Labor Representative	
6	Michelle Thebert	Regulator - State Pipeline Safety Inspector	
7	Holly Pearen	Other Entity (Environmental)	
8	Mark Zunga	Industry - Inspection Technology Vendor	

* by phone



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Breakout Group 3
Meeting Room: Masters Ballroom

Facilitator: Nancy White

Scribe: Max Keiba

No	Breakout Group 3	Stakeholder Group	Planning Committee
1	Kate Blystone	Safety Advocacy Group	X
2	Eric Amundsen	Industry - Operator	X
3	Joe Subsits	Regulator - State Pipeline Safety Inspector	
4	Leif Jensen	Industry - Operator	
5	Jason Cradit*	Industry - Inspection Technology Vendor	
6	John MacNeill	Labor Representative	
7	Michael Keller	Research Institution	
8	Alicia Farag	Industry - Inspection Technology Vendor	
9	Christopher Warner	Industry – Coating/Cathodic Vendor	

* by phone