

Agenda - Voluntary Information-Sharing System Working Group
(Wednesday) October 3, 2018, 8:30 a.m. to 5:00 p.m. (ET)
Virtual Meeting (In-person guests also welcome)
DOT HQ Building (Media Center): 1200 New Jersey Ave SE, Washington, DC 20590
Open Public Meeting

Conference Call No: (800) 260-0719; Participant Code: 455123
Skype Presentation Link: <https://meet.dot.gov/christie.murray/PYZCDNFD>

- Welcome & Safety Brief: (8:30 a.m. – 8:35 a.m.)** DFO, Dr. Christie Murray
- Committee & Staff Introductions: (8:35 a.m. – 8:45 a.m.)** Chair, Commissioner Diane Burman
- Call to Order/Open Statement: (8:45 a.m. – 8:50 a.m.)** Chair
- Opening Remarks: (8:50 a.m. – 9:00 a.m.)** PHMSA – Leadership

Committee Business

- Agenda Item 1: (9:00 a.m. –12:00 p.m.)**
- Guidance on recommendation report outs and voting
Subcommittee Report Outs
- Mission and Objectives
 - Regulatory, Funding, Legal
 - Process Sharing
 - Best Practices
 - Technology/R&D
 - Competency, Awareness, & Training
 - Reporting
- Discussion and Q&A: *(possible Voting)* Committee

Lunch (12:00 p.m. 1:00 p.m.)

- Agenda Item 2: (Presentation): (1:00 p.m. – 4:30 p.m.)**
- Subcommittee Report Outs (Continued)
Discussion and Q&A: *(possible Voting)* Committee

- Agenda Item 3: (4:30 p.m. – 5:00 p.m.)**
- Committee Preparatory Discussion
Action Item Recap and Closing Remarks
- Chair/Committee
DFO/Committee Chair

Adjourn

Recommendation Report Out Process

- Parent and subcommittee members should review the **Consolidated Recommendation Matrix** prior to the October 3rd VIS WG meeting.
- Subcommittee Report Outs:
 - Subcommittee chairs will present and summarize their subcommittee recommendations for parent committee review and consideration.
 - Be concise in your summaries and work to stay focus on the substantive issues.
 - Document decisions and update recommendations based on feedback parent committee.
- Parent Committee Members:
 - Please review the consolidated list of recommendations and come prepared with your clarifications and questions to have a more targeted and focused discussion.
 - Consider focusing your comments on the substantive content and less on wordsmithing each recommendation. Some focus suggestions include:
 - Recommendation context/actions proposed
 - Understanding if the recommendations are practical, reasonable, achievable
 - Ensuring the recommendations are clear and understandable
 - Plain language, grammatical (flag these but move on)
- Voting (approved with edits, not approved, further discussion needed)
 - Chair will decide on the voting approach based on how the meeting is going
 - Approach
 - Vote on non-controversial items
 - Identify recommendations that need further discussion
 - Vote on items with other subcommittee recommendations
 - Types of Voting
 - Vote on all recommendations at once
 - Vote per recommendation
 - Vote on groups of recommendations
 - Vote along with other subcommittee recommendations

2018 VIS WG Face-to-Face Meeting Dates

Meeting Location:

DOT Headquarters

1200 New Jersey Ave SE, Washington, DC 20590

2018 VIS Face-to-Face Meeting Dates
November 8, 2018 (Subcommittee Meetings only)
November 9, 2018 (Advisory Committee Public Meeting)
December 18, 2018 (Subcommittee Meetings only)
December 19, 2018 (Advisory Committee Public Meeting)

Note: Participants should register for meetings at: <https://primis.phmsa.dot.gov/meetings/>