

**Glen Canyon Dam Adaptive Management Work Group**  
**Agenda Item Form**  
**May 25, 2016**

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Agenda Item

Federal Advisory Committee Act Overview: FACA 101 – Managing People and Process

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Purpose

This overview of the Federal Advisory Committee Act (FACA) is designed to help AMWG members better understand the Act under which they are organized, their role, and their purview; facilitate discussion among them; and assist them in making recommendations to the Secretary.

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Action Requested

Information item only.

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Presenter

Jill Nagode, FACA Group Federal Officer, Bureau of Reclamation

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Previous Action Taken

By AMWG:

During the February 2016 AMWG meeting, a presentation was made regarding the recently completed Assessment Report. One recommendation from the report was that an orientation be provided for AMWG members, to ensure at least a minimum level of understanding on the many issues that the group addresses. That recommendation was generally agreed to by the group, and this overview is part of that orientation.

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Relevant Science

N/A

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Summary of Presentation and Background Information

Jill Nagode, Bureau of Reclamation Group Federal Officer, has prepared a brief overview of the Federal Advisory Committee Act (FACA) that includes fundamental information regarding laws and regulations that apply to Federal advisory committees established within the executive branch. More topics of her presentation include how Federal advisory committees are renewed; charter amendments; how Federal advisory committees are managed; roles and responsibilities; how to ensure a fairly balanced membership; meeting and record keeping requirements/procedures; public access to discussion, deliberations, records, and documents; opportunity for the public to provide, at a minimum, written comments; and how to provide collective advice and recommendations to the Secretary of the Interior.

The presentation by Ms. Nagode will provide guidance to those who are new to the field of committee management, as well as an overview for those who have served on the AMWG Federal advisory committee. Topics specific to AMWG will be covered throughout the presentation.