

February 25, 2015

From Admiral Glang

To: HSRP Members

SUBJECT: Addendum for HSRP Charleston meeting summary and follow-up
Including the January 13 planning meeting

This an addendum for the Charleston summary report and a follow up to the HSRP members brainstorming session and discussion on reviving and renewing the current dormant working groups in Charleston on September 18, 2015. This session was captured by the Court Reporter as close as possible to a word by word description, which can be found in the HSRP public meeting transcript for Thursday, September 18, 2014, starting on pages 235 at the following website: <http://www.nauticalcharts.noaa.gov/ocs/hsrp/archive/2014/sept/transcripts/0918NOAA.pdf>.

As required by the Charter and FACA rules, the summary report was a professionally prepared in detail report. The report was reviewed by the Chair, Designated Federal Officer and program manager. The summary document was edited for errors, names, titles, acronyms, and similar. The transcripts were not edited.

The summary captured some of the transcript information and this addendum provides a fuller description of the discussion of the session with additional actions and documents to fill in the missing pieces such as:

- A list of the currently approved working groups, their definitions and members;
- Requests and actions which are already included in the transcript and requested to be added to the summary report;
- Encouragement for broader participation in working groups both by the members and by the non-member experts.
- The legal ruling and explanation for who can and cannot sit on the HSRP FAC working groups from the Department of Commerce General Counsel;

The notes on page 2-8 are from the HSRP Charleston meeting, were provided by the Program Manager, Lynne Mersfelder-Lewis and errors or omissions belong to the author. The notes including actions requests were distributed to the HSRP members on September 24, 2015, and to the Ad Hoc planning team for their use. The addendum will be added to the summary report. The addendum, summary report, and full transcripts are available for review on the HSRP website at:

<http://www.nauticalcharts.noaa.gov/ocs/hsrp/meetings2014.htm>.

**Addendum and Update to the Charleston Public Meeting
Summary, Requests and Actions
Hydrographic Services Review Panel (HSRP) Public Meeting**

- 1) Appendix 1: Summary of the Member Discussion, September 18, 2014, Charleston, SC

HSRP Charleston request:

Review the outstanding actions from the Charleston notes and provide an update at the next planning meeting.

- 2) Appendix 2: Summary of HSRP Charter, Legislation, and DOC General Counsel opinion on HSRP working group members

HSRP Charleston request:

Establish working groups consisting of HSRP members and non-members. At the time of the meetings, all agreed this was a good or great idea.

Consider inviting experts to working group meetings to listen, speak, present, and as an alternative to being a “member” to work within our current constraints.

- 3) Appendix 3: HSRP Working Group structure, description, members

HSRP Charleston request:

The DFO requested HSRP review the current working groups and the proposed working groups, provide proposed updates to the current and proposed working group descriptions, duties, chairs, and members.

Appendix 1: Summary of the Member Discussion, September 18, 2014, Charleston, SC

HSRP REQUEST:

Review the outstanding actions from the Charleston notes and provide an update at the next planning meeting.

NOAA Response and Action:

NOAA has compiled the key actions and followup requests from Charleston as a member update.

NOAA Request to the Members:

During the Charleston there was enthusiasm to restart the working groups.

Please recommend the best ways to do so? (in writing, ask NOAA's concurrence on priorities, and vote on each one??)

Please recommend what the members and staff can do to engage external stakeholders and partners more deeply in the work of the HSRP – specifically in XX YY ZZ.

NOAA asks the HSRP to discuss with the DFO and Directors and vote on the top ...

Review and Discussion for the Recommendation Letter and Working Groups

The HSRP members had a brainstorming session and discussion on reviving and renewing the current dormant working groups. This session was captured by the Court Reporter as close as possible to a word by word description, which can be found in the HSRP public meeting transcript for September 18, 2014, pages 235- and at the following website:

<http://www.nauticalcharts.noaa.gov/ocs/hsrp/archive/2014/sept/transcripts/0918NOAA.pdf>.

The summary report was professionally prepared, reviewed by the Chair, Designated Federal Officer and program manager. The summary document was edited for errors, names, titles, acronyms, and similar.

The summary captured some of the transcript information and this Addendum provides a fuller description of the discussion of the session with additional actions and documents to fill in the missing pieces such as:

- a list of the currently approved working groups, their definitions and members,
- the legal ruling and explanation for who can and cannot sit on the HSRP FAC working groups
- encouragement for broader participation in working groups both by the members and by the non-member experts.

These are the notes from the HSRP Program Manager, Lynne Mersfelder-Lewis and errors or omissions belong to the author. The notes were distributed to the HSRP members in September

and to the Ad Hoc planning team for their use. The summary report will be and the full transcripts are available for review on the HSRP website at:

<http://www.nauticalcharts.noaa.gov/ocs/hsrp/meetings2014.htm>.

Meeting Notes and Actions from January 13, 2015 planning meeting

1. Working Groups
 - a. Formalize the working group list and send to panel members
 - b. Create working group plans and report outs, including the new proposed working groups.
 - c. It was noted there is a lack of working committee reports. The panel should have meaningful actions, a schedule to report, and a full working report.
 - d. The panel expressed a desire to meet more and to meet jointly with other related federal advisory committees. Frank Kudrna offered to contact Admiral Lautenbacher, Chair, IOOS federal advisory committee, as a follow up to discuss overlaps, capture cross cutting topics, and consider a joint meeting or other ideas.
 - e. The panel members discussed and liked the idea of inviting non-members to sit on the working groups as members of the working groups*.

Admiral Glang asked the panel to provide a succinct paragraph with the goals of the proposed working groups, the chair and the members, and to note changes to the current working groups. No one at the meeting had the description of the current working groups.

RDML Glang mentioned he does not want a top ten list and expressed an interest in a joint project or statement with IOOS FAC. RDML Glang does not find the top10 list as useful as other things the HSRP can provide and noted NOAA wants to focus on other priorities.

* The DFO made a subsequent review of the current working groups, the HSRP HSIA legislation, charter and consultations with DOC general counsel. The HSRP cannot appoint non-members to serve on working groups. NOAA strongly encourages the members to actively solicit and invite experts to participate in HSRP working group meetings and request their opinions. See Appendix 2.

1) Arctic

- a. Implement a Capitol Investment Plan for a unique hydrographic issue – hydrographic ships for Arctic and Alaska for NOAA Ship Rainier and Fairweather:
 - i. Unique situation in the Arctic with national security relevance for vessels
 - ii. Current ships have 10-12 years, an approximate 10 year development
 - iii. Protect and enhance our economic assets and opportunities
 - iv. Evaluate future and potential future data collections: boats, launches, internally owned, contracted, shared partnership opportunities, new and relevant;
- b. Operational efficiency - availability of ships – days at sea for days at sea in Alaska and Arctic

2) Coastal Resilience and Shallow water coastal bathymetry

- a. Look at resources for data acquisition
- b. Assessment of applicability of nearshore shallow water bathymetric surveys – i.e. for coastal resilience:
 - i. Look into use of crowd-sourcing data
 - ii. AUV's – such as for shallow water
 - iii. Look at state and industry partnerships
 - iv. Is this part of a National Mapping Strategy

3) Coastal Infrastructure and Planning

- a. Prepare a “Shovel Ready” or “Survey ready” projects list
- b. 5-10 year planning cycle – with new ships, assessing and developing related new technology and industry, supporting economic development and growth for all
- c. National infrastructure plan across NOAA and others – at CMTS there's an infrastructure group considering this
- d. National Mapping Strategy – is money and sharing funds between agencies part of the strategy

4) Efficacy fully actualizing and facilitating partnerships, especially higher level attention to transfer funds

- a. Federal agency partnerships
 - i. Interagency partnerships and the FEMA Prescribed mission assignments
 - ii. USACE re data
 - iii. Action request: look at DOC review issues for NOAA-USACE agreements to receive funds from USACE
- b. Efficacy and facilitating existing partnerships
- c. Atlantic Intracoastal Waterway & Recreational Boating
 - i. Pursue building navigation data base and EHydro implementation
 - ii. To enable “ENC First” and to create better charts of the AIWW
 - iii. Explore ways to develop data with industry

5) Working Groups:

- a) Legislative and Policy Initiatives:
Chairs: Joyce Miller
Members: Evelyn Fields, Ken Barbor,
NOAA: Russ Proctor
OBJECTIVE:
OUTCOME:
TIMELINE:
- b) Strategic Mission-Centered Effectiveness:
PORTS, capitol replacement and infrastructure:
Co-chairs Ed Kelly, Ken Barbor;
Members: Gary Jeffress, Andy Armstrong,

NOAA: Capt (sel) Rick Brennan, Darren Wright
OUTCOME:
TIMELINE:

c) Emerging Arctic Navigation (Priorities):

Chair: Lawson Brigham;
Members: Gary Jeffress, Andy Armstrong,
NOAA: Capt (sel) Rick Brennan,
OUTCOME:
TIMELINE:

d) Develop a new WG for “Engagement”, develop a TOR for new WG:

Co-chair: Frank Kudrna, Susan Shingledecker;
Members: Ed Kelly,
NOAA staff: Rachel Medley, Lynne Mersfelder-Lewis
Review the SAB “Engagement” WG and the “10 most wanted list”
OUTCOME: Make recommendation to HSRP at next meeting on options
TIMELINE: meetings prior and report out prior or at Feb/ Mar

6) Charleston requests to NOAA, topics for next meeting, conference call, webinar, other:

- a. Provide an update on charting changes to the magenta line
- b. Update on NOAAs navigation services use of crowd source data
- c. Concerns about ships and timing, this could be a topic under the *Artic* category
- d. Address the National Geodetic Survey’s staffing and expertise concerns
- e. Discuss engagement with the towing and tug community
- f. There was a suggestion to prepare a new top ten list to present to the Hill in Sept

Priority topics from breakout sessions, September 17, 2014

Break Out Sessions, HSRP Public Meeting, Charleston, SC, Sept 17, 2014

1) Port & Harbor Expansion

Brief out: CAPT (sel) Brennan, (Rachel Medley)

(first we discussed value adds then addressed pre-determined questions)

Value Adds and Future needs for improved precise navigation in Port/Harbor:

- can we get USACE salinity probe data into NOAA modeling predictions
- could that be part of E-Hydro deliverable?
- drop channel condition reports and see sounding data in the channels instead of white space
- push for S-102 formats to be able to better ingest data overlays
- higher resolution data set (Band 6) harbor charts for improved precise navigation

- broadcast PORTS data over AIS
- reach out to App developers to get our data integrated into their products
- expand our webservices and the types of data NOAA makes available in more usable formats
- USACE Corp data overlays onto our ENC's (but would have to be a higher resolution "harbor" chart)
- Users would prefer soundings in the channel not channel condition report
- Overlay bathymetry to be able to set thresholds on the ENC for deep draft use
- put in higher resolution shoreline into ENC's - as opposed to the scaled raster version that is currently part of our ENC's

What must NOAA get right to meet the needs of port expansion?

- Make sure new approaches are charted quickly once determined
- Get most recent surveys onto the chart as quickly as possible with as much data as possible (actual depths in channel)
- Channel frameworks would be applied in a timely manner for expansion

Are additional PORT sensors needed to meet the needs of larger vessels?

- Additional Air-Gap sensor is going to be purchased (July 2015)

The NOAA ship Thomas Jefferson is scheduled to survey the approaches to Charleston in 2015. What else should the ship work on while in Charleston?

- Kyle Ward is working w/ Navy to get an unexploded ordinance area off the chart
- Kyle Ward is up to date on all requests

*NOAA recently created a new chart for the approaches to Charleston.

How is this new chart meeting the needs of the navigation community?*

- Will accommodate the future charted approaches for the deep draft community
- Now safer for ships to navigate into the port b/c at a larger scale and not between the "seam" of two smaller scale charts

Will greater positional accuracy be needed in the future?

- Band 6 ENC's and "Harbor" scale charts
- Salinity probes added for improved modeling

Is NOAA taking in USACE data in the best way?

- Test product with high resolution USACE data in a Band 6 ENC
- Have bathy color map w/ high res soundings

2) Atlantic Intracoastal Waterway & Recreational Boating

Russell Proctor, Kyle Ward

Brief out: RADM Ken Barbor

Suggestion for the HSRP NOAA letter:

- 1) Pursue building navigation data base and EHydro implementation
- 2) To enable “ENC First” and to create better charts of the AIWW

Requests to OCS for next meeting, possible webinar, other:

- 1) Provide an update on charting changes to the magenta line, possible webinar, or topic for the next meeting
- 2) Update on NOAAs use of crowd source data

3) Geospatial Modeling & Coastal Resilience

Report out: Mike Aslaksen, (Tiffany House)

Priority topics from breakout sessions:

- 1) High resolution imagery and elevation data for the coast, annually, and in formats that support readily available applications (GIS). Additionally pre-event collections and post event collections to support damage assessment to assess resiliency.
 - 2) Education at all levels - both at the local and policy decision levels. Examples from Sea Grant in SC - data needs to support local impacts (evacuations roads) described as coastal flooding, water quality, modeling and tied together.
 - 3) Resiliency – What is the plan? There is not a collective plan that involves partnering Gov, NGOs, Industry as well as way to prioritize R&D to develop policies. What are the metrics of resiliency? How can we maintain sustainability?
 - 4) Develop tools (Like the Digital Coast) that may be developed at the regional level can be passed on to update at the local level. (Digital Coast ex and NJ Floodmapper) (OCRM coast app storm reporter (beach front damage) and king tides reporter (super high tides).
 - 5) Data and tools that capture the entire impacts and how to design community resiliency not just individual entities or interests– especially infrastructure.
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Appendix 2

Summary of HSRP Charter, Legislation, and DOC General Counsel opinion on HSRP working group members

HSRP CHARLESTON REQUEST:

Establish working groups consisting of HSRP members and non-members. At the time of the meetings, all agreed this was a good or great idea.

NOAA RESPONSE and ACTION:

This is a follow up from the Charleston meeting request to establish working groups consisting of HSRP members and non-members. After subsequent review and researching the request with experts, NOAA learned this matter is not a current option for HSRP due to our current legislation limiting HSRP to exactly 15 members. This is a topic that can be reserved for discussion if the legislation changes.

NOAA REQUEST TO THE MEMBERS:

On working groups, advise NOAA and the DFO on a process to engage the members, experts and the public while working within our current constraints and as an alternate to the title, "member". Develop a process to engage both members and experts participation as active participants.

Please prepare written recommendations for member and NOAA concurrence.

Using the channels currently open to the HSR, please narrowly review the NOAA proposed priority tasks. Provide specific deliverables where the working groups can benefit from outside experts and achieve results. Please consider the goals you seek while working within the current working group structure.

After subsequent review and researching the request with experts, NOAA learned this matter is not a current option for HSRP due to our current legislation limiting HSRP to exactly 15 members. This is a topic that can be reserved for discussion if the legislation changes:

- * Phone call with DOC General Counsel November 2014;
- * the 2014 HSRP Charter filed with Congress;
- * a 2011 General Counsel memo from the.

Applicable sections of the Charter and memo are below for reference.

HSRP CHARTER on SUBCOMMITTEES and MEMBERS

The HSRP Charter was renewed and signed by NOAA, September 6, 2013, and filed with the U.S. Congress. It states the following with regard to membership on the HSRP Federal Advisory Committee:

13. Subcommittees:

As may be necessary, **the DFO, acting for the Under Secretary, may establish subcommittees, task forces, and workgroups consisting of HSRP members**, subject to the provisions of the Federal Advisory Committee Act (FACA), the FACA implementing regulations, and applicable Department of Commerce guidance. Chairs of subcommittees, task forces, or workgroups shall be selected by and serve at the discretion of the voting members of the HSRP. Subcommittees shall report back to the HSRP, and must not provide advice or work products directly to the Under Secretary.

DOC General Counsel memo on working group members, October 27, 2011

The composition of HSRP's working groups was discussed in 2011 as there was interest from all to establish working groups with broad representation. The question was directed to Barbara Fredericks, DOC Assistant General Counsel for Administration. Below is the excerpt from the memo on the composition of HSRP working groups, October 27, 2011, "HSRP subcommittees should only consist of HSRP members". The response is pursuant to 33 U.S.C. 892c and the Federal Advisory Committee Act (FACA) 5 U.S.C. App 2.

There is no formal policy guidance on how subcommittees are set up or organized. However, the HSRP charter states: "the [Designated Federal Officer], acting for the Under Secretary, may establish subcommittees, task forces, and workgroups" Accordingly, while it is fine to

consult with the HSRP chair about the need for subcommittees, whether subcommittees are formed is a decision of the agency to be based upon the agency's determination that the HSRP needs subcommittees to help it fulfill its advisory role to the Under Secretary and Administrator of NOAA. With respect to the selection of subcommittee chairs, the charter provides that "[c]hairs of subcommittees, task forces, or workgroups shall be selected by and serve at the discretion of the voting members of the HSRP."

In terms of membership, HSRP subcommittees should only consist of HSRP members. The use of non-HSRP subcommittee members presents several problems. First, the statute mandating the creation of the HSRP (section 892c) sets its membership at precisely fifteen members; the creation of subcommittees or task forces with non-HSRP members creates the appearance that NOAA is indirectly skirting that cap. Second, section 892c only authorizes compensation for HSRP members in carrying out HSRP duties, not subcommittee or task force members who are not otherwise HSRP members. Third, the service of outside experts on a subcommittee would put NOAA in the position of having to vet those individuals and also determine whether they were registered lobbyists to ensure that NOAA is not indirectly subverting the President's June 18, 2010, directive prohibiting registered lobbyists from serving on advisory boards. However, just as the HSRP itself can request the individual views of outside experts be provided to it for consideration, so can a subcommittee composed only of HSRP members. So, instead of outside experts serving as subcommittee members, a subcommittee could request outside experts' views and then consider those views in its deliberations before presenting its work product to the HSRP for the full panel's consideration.

APPENDIX 3

HSRP Working Group structure, description, members

CHARLESTON HSRP ACTION:

The DFO requested HSRP review the current working groups and the proposed working groups, provide proposed updates to the current and proposed working group descriptions, duties, chairs, and members.

NOAA Response:

The DFO would like to eliminate overlaps and limit the total number of working groups. He would like to shield the members from the amount of work that many working groups will create. NOAA would prefer to target focused outcomes and timeframes for the current working groups as possible.

NOAA Request to the Members:

Update working groups, each member should pick one or more groups and a full write up for each working group should be submitted to Admiral Glang and Lynne Mersfelder-Lewis. In Charleston, a partial list of duties and members was discussed and is on pages 4-5 of this report. The prior agreement on working groups is below on pages 11-12.

Please update and complete the descriptions and members, list the tasks, outcomes or deliverables, and timing. Please review in light of and work through the current working group structure as noted on the 2013 HSRP Charter and approved by Congress.

The most recent working groups memo signed by NOAA, January 2012 is below for reference.

January 6, 2012 NOAA Memo

HSRP WORKING GROUP STRUCTURE

The following three working groups are established under the National Oceanic and Atmospheric Administration's (NOAA) Hydrographic Services Review Panel (HSRP) Federal Advisory Committee. Each working group will report back to the full Panel with any relevant information or recommendations, which the HSRP will take into account in its role as an advisory committee to the NOAA Under Secretary.

Working Group #1: Legislative & Policy Initiatives

Chair: Susan Shingledecker

Group: Scott Perkins, Matt Wellslager, Joyce Miller, Ken Barbor, Paul Bradley

This working group will focus on providing expert advice and recommendations on legislative issues such as the reauthorization of the Hydrographic Services Improvement Act. Other areas are to include advice on Administrative and Federal agency policies such as the National Ocean Policy, Ocean Planning, Offshore Energy Development, and other environmental, ocean, and marine transportation related issues.

Working Group #2: Strategic Mission-Centered Effectiveness (*in New Orleans the Panel wanted to change WG#2 title to Strategic Effectiveness*)

Chair: David Jay

Group: Deborah Dempsey, Evelyn Fields, Bill Hanson, Jeff Carothers, Gary Jeffress

This working group will focus on priority issues that support NOAA's long-term goal for Resilient Coastal Communities and Economies, including a safe, efficient, and environmentally sound marine transportation. Specifically, advice to improve the efficiency and effectiveness of NOAA's products, services and information for nautical charting and hydrographic surveying; geodetic and geospatial positioning; and tides, currents and water levels. Other areas will include: the provision of climate-related services to improve coastal resilience (e.g. sea level trends, storm surge forecasts, etc.); and outreach and communications, especially through social media.

Working Group #3: Emerging Arctic Priorities

Chair: Lawson Brigham

Group: Steve Carmel, Carol Lockhart, Matt Forney

This working group will focus on emerging Arctic issues, specifically Navigation Services support for the developing Arctic marine transportation system, including the geospatial positioning infrastructure, and other emerging coastal and marine issues in the Arctic region that will rely on products provided by NOAA's Navigation Services.

Ad Hoc Planning Working Group: To develop and coordinate with full committee for input on HSRP meeting agenda/themes; HSRP strategic direction; HSRP working group activities; coordination with NOAA Navigation Managers, etc.

Group: Matt Wellslager, Scott Perkins, Frank Kudrna, and Susan Shingledecker.