

INTERDISCIPLINARY TEAM KICKOFF MEETING

SAMPLE AGENDA

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INTRODUCTION

Why have a NEPA kickoff meeting? Most large “projects” have one, but sometimes people forget that conducting NEPA analyses and preparing the NEPA documentation is a project, too. It is vital for the success of the NEPA process that all the appropriate players engage in discussions as early as possible, to make sure everyone understands the nature of the proposed action, the NEPA process, the environmental issues, and their own roles throughout the duration of the analysis and documentation.

The sample agenda that follows is intended to be a starting place for you to customize as needed for each project. It is designed for a face-to-face meeting, but could probably be adapted for use on a local area network (LAN) or other electronic medium.

Most important, as much as possible of the nature of the proposal and the attendant environmental issues must get raised during this initial meeting, and not be left for surprises later.

SAMPLE AGENDA

0. Introductions
1. Scope of the project – what is the general nature of the proposed action?
2. Overall roles of each player
 - a. Federal agency
 - b. Third-party contractor (if any)
 - c. Client/applicant (if any)
 - d. Subcontractors (as appropriate)
 - e. Other agencies
 - Corps of Engineers - wetlands
 - FWS - endangered species
 - SHPO - cultural resources
 - EPA - air and water quality, hazardous materials
 - State -
 - County -
 - Others?
3. Tasks to be accomplished
 - a. Review existing information – maps, previous studies (including NEPA documents)

- b. Determine "proposal"
 - c. Develop "Purpose and Need"
 - d. Determine the nature of agency decision(s)
 - e. Identify known environmental issues
 - f. Role of public involvement and other scoping
 - Role of contractor
 - Extent of scoping
 - type
 - interested and affected parties
 - Method(s)
 - meetings
 - correspondence
 - press?
 - Intergovernmental coordination
 - g. IDT process
 - Staff assignments - who, what, and how much time
 - Names and phone #s -
 - Other experts
 - h. Collect data
 - Role of subcontractors
 - Role of contractor
 - Role of agency
 - i. EIS production
 - Role of contractor
 - Role of agency
 - Interdisciplinary team
 - Public affairs
 - EIS coordinator
 - Responsible official
 - Other agency levels
4. Time frame for EIS production
- a. Development of mockup
 - b. Development of graphics
 - c. Drafts of chapters:

- Purpose and Need
 - Alternatives
 - Affected Environment
 - Environmental Consequences
 - Appendices
- d. Public comment
 - e. FEIS
5. List of specific deliverables
 - a. Documents
 - b. Presentations and briefings
 - c. Meeting facilitation
 - d. Subcontractor management
 6. Project management, coordination, and communication
 - a. Who does what, when, and how
 - b. Funding, invoicing, payment
 - c. Review and approvals