Risk Communications Task Team

Responsibilities of Task Team Chairperson

- Understand Task Team goals and assure the team addresses each goal.

- Establish a clear plan for the team to achieve its goals.

- Assure active and constructive participation by those present who wish to participate.

- Assure changes to Team goals or areas of responsibility are communicated to the Steering Committee.

Risk Communications Task Team

Responsibilities of Task Team Chairperson

- Lead discussion of issues to achieve consensus
  - Recognize and escalate non-consensus issues to the Steering Committee
  - Assure tracking and resolution of Parking Lot and non-consensus issues

- Assure there is an alternate Chair or co-Chair to lead discussions in the absence of the Chair

- Maintain meeting order by recognizing speakers and limiting discussion by use of the "Parking Lot"

Risk Communications Task Team

U.S. Department
of Transportation

Pipeline and
Hazardous Materials
Safety Administration

Responsibilities of Cycla Staff

- Support Chairperson by facilitating Team discussions:

    – Help keep discussion moving in a constructive direction toward consensus.

    – Help assure participation by those present who wish to comment.

    – Encourage brainstorming on activities contributing to attainment of the Task Team goals.

    – Place issues that need to be addressed but that are impeding discussion in a "Parking Lot" for future study.

Risk Communications Task Team

Responsibilities of Cycla Staff

- Carry out and document studies assigned by the Task Team Chair.

- Document the major assigned actions, consensus agreements and results of each Task Team meeting.

- Coordinate and communicate to Task Team members information regarding meeting results and plans for future meetings.