

RTOC Current State Assessment Worksheet

Please return during the meeting or, if you take a copy back to fill out later, no later than February 14, 2017 to Alan Bacock, Tribal RTOC Co-Chair at a.bacock@bigpinepaiute.org.

The RTOC is sharing this worksheet to help participants evaluate the current value of the meetings, whether there are changes to consider that would improve the value for RTOC membership or tribal leaders, and what the scope of needed changes might be. The RTOC will compile information captured on worksheets; summary information will be shared with the Tribal Caucus not later than March 1, 2017 to allow the Caucus time to deliberate and arrive at the May RTOC meeting prepared to offer suggestions, if warranted, to an informed dialogue on the topic lead by Acting Regional Administrator Alexis Strauss.

1. Who is responding? Your name is not required; however, please specify if you are an elected RTOC representative and whether you are tribal environmental staff, a tribal leader, or an EPA RIPSC Representative.

Mission, Goals, and Objectives

RTOC Mission:

- Assist EPA in meeting its trust responsibility to the Tribes;
- Provide support for the Tribal Program in the Region;
- Strengthen Tribal environmental and public health programs;
- Enhance responsiveness to Tribal needs;
- Assist with the communication and information exchange between Tribes, the TOC and EPA.

RTOC Mission Assessment

2. Are you satisfied that the mission of the RTOC as described in the Charter is relevant and applicable?
3. Does the mission address your needs individually and your perception of the needs of the RTOC?
4. Does the mission need to be expand or evolve? If so, how?

RTOC Goals Assessment

5. Please assess the goals of the RTOC as described in the Charter using the table below.

Current Goal	Is this goal being met? Is it on the right track?	Does it need to be revised? If so, how?
Enhance government-to-government relationships between all Tribes and EPA.		
Promote and strengthen the inherent ability and continuing efforts of Tribes to manage programs to provide environmental and public health protection.		
Assist EPA in meeting the principles of the EPA Indian Policy of 1984.		
Foster and encourage a partnership, promote understanding, and bridge gaps between Tribal and EPA government cultures, and build relationships to improve environmental and public health protection on Indian lands.		
Demonstrate leadership in Tribal government and federal agency relations by developing strategies and recommendations for Regional resources and operating policies, based on Tribal and EPA experiences.		

- How can EPA and Tribes use RTOC to better advertise all the tribes and EPAs accomplishments to the other EPA regions and headquarters.

Structure, Format, and Frequency

Structure:

The RTOC currently consists of a three-day meeting (8-hour Tribal Caucus Meeting, 8-hour RTOC Meeting, 4-hours of Concurrent Workgroup Sessions, and an optional 4-hour tour).

Structure Assessment

- Are you satisfied with the current meeting structure?
- What are the benefits of the current meeting structure?
- What are the drawbacks of the current meeting structure?
- What ideas do you have that could bring more value to our time together related to the structure of the meetings?
- We often experience attrition during the RTOC meeting – we have observed that participation in the last half of the RTOC Meeting day is significantly thinner than morning participation, and participation on workgroup sessions and tours are very small. What ideas do you have to improve participation?
- RTOC meetings are typically setup with a large head-table in the shape of a "U" for the RTOC Reps (about 40 individuals) and the rest of the RTOC participants are seated facing the head-table. Does this setup still work for RTOC? If not, what limitations do you see with this setup and do you have any suggestions for overcoming those limitations.

Format:

Currently, RTOC Meetings follow a fairly prescribed agenda, with many of the items being predetermined, with a few gaps for new discussion topics to be included, as reflected below:

Tribal Caucus Meeting	RTOC Meeting	Workgroup Sessions/Tour Day
Opening Prayer	Opening Prayer	Concurrent Workgroup Sessions
Introductions	Introductions	Concurrent Workgroup Sessions
RTOC Updates	Opening Remarks	Concurrent Workgroup Sessions
Environmental Managers Reports	Issues Review	Concurrent Workgroup Sessions
Environmental Managers Reports	NTOC Report and Updates	Concurrent Workgroup Sessions
<i>(placeholder for unique topics)</i>	Tribal Caucus Report	Concurrent Workgroup Sessions
<i>(placeholder for unique topics)</i>	<i>(placeholder for unique topics)</i>	Concurrent Workgroup Sessions
Lunch	Lunch	Lunch
NTOC Report and Updates	<i>(placeholder for unique topics)</i>	Optional Tour
<i>(placeholder for unique topics)</i>	EPA Response to Tribal Caucus Report	
RTOC/Workgroup Reports	<i>(placeholder for unique topics)</i>	
New Issues Review	New Issues Review	
Adjourn	Closing Comments, Adjournment	

Format Assessment

- Are you satisfied with the current meeting format?

14. What are the benefits to you of the current meeting format?
15. What are the drawbacks of the current meeting format for you?
16. What changes do you suggest that could make better use of our time together?
17. Do you find the repetition of some topics on both the Tribal Caucus and RTOC Meeting day productive, or could we reformat the meetings to make better use of your time as a participant?

Frequency:

The RTOC is a quarterly meeting (every three months) at locations alternating between EPA's San Francisco Regional Office and locations in tribal communities throughout the Region.

Frequency Assessment

18. How satisfied are you with the meeting frequency?
19. What are the benefits to you of quarterly meetings?
20. What are the drawbacks of quarterly meetings for you? Would there be potential benefits (and associated drawbacks) for you with less frequent meetings?
21. What are the potential benefits to you of virtual meetings?
22. What are the drawbacks for you of virtual meetings?

Content

Content is delivered to the RTOC via work groups, reports, and various presentations.

23. Are you satisfied with the content of the RTOC meetings?
24. Are there previously discussed topics that could use re-visiting, or new topics you would like to see added to the queue?
25. Are there specific kinds of field trips or tours that would improve your own understanding of the work of tribes and EPA in partnership, or that would improve your own ability to be effective and productive at work?
26. Are there specific kinds of training that you would like to see delivered concurrent with the RTOC? Some training themes that have been floated include Grants Administrative Requirements, Leadership, Project Management, Scientific Writing, and Grant Writing – do you have specific needs in any of these areas?
27. Do you prefer to have trainings held the day before the Tribal Caucus (Monday), the day after Workgroups (Friday), or concurrent with Caucus or Workgroups?
28. Are there technical needs of your program that could be addressed while you are attending the RTOC (for example time to engage with EPA programs on in-depth topics unique to your tribe)?
29. What kinds of RTOC discussions would your tribal leadership find valuable?

RTOC Representatives

Tribal RTOC Representatives Goals Assessment

Below is a list of the RTOC Tribal Rep’s goals, as described in the RTOC Representative handbook, which involve interaction with their respective representative Tribes. Please provide input that may assist the RTOC Tribal Representatives in successfully achieving these goals.

	Is this role & responsibility being met? Is it on the right track?	Does it need to be revised? If so, how?
Be willing to provide verbal engagement and representation of Tribes when discussion is occurring		
Be persistent to get an answer and provide feedback to all tribes as needed		
Periodically update Tribal contact lists and share with RTOC Co-Chair and Tribes		
Disseminate information pertaining to Tribal issues not only on local basis but regional as well (requirement to maintain contact information for tribes represented and get on state, federal, local agency lists serves).		
Are there more roles & responsibilities that should be added, that might improve efficiency of Tribal representation to EPA, by the RTOC Tribal Representatives? Please describe:		

Please provide input to the goals of the RTOC, as described in the Charter, that may enhance or strengthen the role of RTOC Tribal Representatives in assisting to successfully achieve these goals.

Current RTOC Goal	Are the RTOC Tribal Rep’s effectively assisting in meeting this goal through representation of their delegated Tribes?	How can RTOC Tribal Rep’s increase effectiveness in representing Tribes for this goal?	How can Tribes work with RTOC Tribal Rep’s to assist them in accurately representing them, for this goal?
Enhance government-to-government relationships between all Tribes and EPA.			
Promote and strengthen the inherent ability and continuing			

efforts of Tribes to manage programs to provide environmental and public health protection.			
Assist EPA in meeting the principles of the EPA Indian Policy of 1984.			
Foster and encourage a partnership, promote understanding, and bridge gaps between Tribal and EPA government cultures, and build relationships to improve environmental and public health protection on Indian lands.			
Demonstrate leadership in Tribal government and federal agency relations by developing strategies and recommendations for Regional resources and operating policies, based on Tribal and EPA experiences.			

Other

30. What other suggestions do you have regarding the RTOC?