

Task Force Members:

This is a draft for discussion at the September 28 Task Force meeting. Included are a revised Vision, revised Principles, and potential Policies (1st level bullets) and Procedures (2nd level bullets). The Principles are grouped in 5 categories (A-E) to ease discussion. Key questions to ponder:

- Is the revised Vision an appropriate scope (length, detail, focus)? At whom is public participation directed (individuals, groups, institutions)?
- Will these Policies and Procedures help Fermilab live up to its Principles? Are additional Policies and Procedures needed?
- Are there categories of Principles that are of particular interest to you? At the meeting, you will likely spend time in small groups discussing the contents of a specific category.

Fermilab Vision for Public Participation

Fermilab is a multidimensional institution that impacts the lives of many stakeholders. These stakeholders have diverse values, priorities, and outlooks. Fermilab's success as an institution is highly dependent on its ability to integrate these values, priorities, and outlooks into its operations and decision making.

Practices and procedures already exist to provide many stakeholders the opportunity to influence decisions about Fermilab and its programs:

- Fermilab is a national laboratory that advances the understanding of the fundamental nature of matter and energy. As such, the taxpayers of the United States are Fermilab's primary stakeholders and are represented in budgeting and long-range planning by Congress and the U.S. Department of Energy Office of Science.
- Numerous elected officials and agency staff have access to legal and regulatory mechanisms that influence the operations at Fermilab. These stakeholders represent their collective constituencies and include the State of Illinois, as well as the counties and municipalities surrounding Fermilab's facilities.
- Fermilab is the employer for over 2100 people. Fermilab's decisions and programs have profound and immediate impact on the lives of these stakeholders and their families. Labor unions, human resource services, and other internal structures provide influence to these employees.
- Fermilab is a leading member of the national and global scientific community. Laboratory leaders participate in many international initiatives, technical societies, and scientific working groups that provide a voice to scientists and other technical experts in decisions regarding Fermilab's current and future programs.

Fermilab also has a significant impact on the lives of individuals who live and work in the surrounding communities. As the manager of a large property and extensive physical facilities, the operations of Fermilab affect the quality of life and environment for these stakeholders. Likewise, as a major employer and purchaser of goods and services in

the region, Fermilab influences the economies and character of the surrounding communities. Fermilab believes it is a right of these individuals to have a meaningful voice in the decisions that directly impact their lives. Fermilab further believes that the insight and support of these stakeholders is integral to its long-term success. Public participation is the means through which these stakeholders' values, priorities, and outlooks influence planning and decision making for the programs and operations of Fermilab.

Fermilab's vision for public participation is the integration of a variety of proactive mechanisms and procedures into its planning and decision-making processes, which meaningfully and honestly engage local community members in identifying issues, sharing information, evaluating options, and reaching conclusions. Fermilab realizes this vision through its adherence to its Principles for Public Participation and advocates for these principles in its collaborations with other organizations and entities.

Fermilab Principles for Public Participation

These principles provide criteria by which the success of public participation will be judged:

A. Relationship with the Community

- 1. Public participation is part of an overall effort to build and maintain trustful, mutually beneficial relationships with the stakeholder communities.**
 - Develop a comprehensive communications plan, which includes goals and objectives for outreach, education, and public participation.
 - At least annually, convene a panel of Fermilab's leadership, local community stakeholders, and at least one expert in public communications to review the effectiveness of the plan and degree to which it is used by all of the Fermilab community. Participants in the panel should not be members of the standing task force (see #4).
- 2. Openness and honesty are key qualities of public participation efforts.**
 - For each decision, communicate to stakeholders how a decision will be made, a timeline for key components of the decision process, and who will be involved in the process.
 - Clarify the process that is required to move a project from planning to implementation and identify which phase the project is in.
 - The way and degree to which public participation will or will not affect a decision will be clearly communicated at the beginning and throughout the process.
- 3. Because diverse voices and viewpoints are valued, dissenting views are welcomed and documented.**
 - Establish open communication with opposition groups and encourage them to engage in the public participation process.

B. Scope of Participation

4. **All interested stakeholders have opportunities to influence decisions that could affect their lives and communities.**
 - Assess each situation to determine how best to identify and reach stakeholders.
 - Use a variety of participation strategies and techniques for each project to effectively involve the full array of interested stakeholders.
 - A standing task force of community stakeholders will meet at least quarterly to be briefed on current issues and short-range and long-range plans. The task force will provide recommendations on how best to inform and interact with the local stakeholders. The members of the task force will also be a source of information and insight for local stakeholders.

C. Integration of Participation in Decision Making

5. **Public Participation is incorporated into all activities conducted and decisions made at Fermilab.**
 - Include public participation activities and resources needed in the budgets for each program area and budget.
 - Communicate laboratory management and key leadership support for public participation to all laboratory employees and users.
 - Integrate the Public Participation Principles into each program area's planning processes.
 - Provide a Public Participation Handbook to project and management personnel.
 - Provide program areas and projects access to individuals who are trained and/or experienced in public participation techniques and strategies.
 - Incorporate performance requirements for Public Participation in annual performance appraisals for all managers.
 - Ensure that contractors conform to public participation strategies developed for each project or program.
6. **Input from stakeholders is actively sought on a continual basis during planning and decision-making processes.**
 - For each project or program, clearly define public participation roles and who will fill those roles.
 - Directly contact stakeholders that will be impacted by projects and ask for their input.
 - Continually evaluate whether stakeholder needs are being considered and what could be gained through public participation.
 - Establish and maintain contacts with local governments and major interest groups (environmental groups, recreational groups, chambers of commerce, homeowner organizations, etc.).
 - Provide stakeholders with regular updates on projects and provide opportunities to provide input throughout the planning process.

7. Stakeholders provide input early in the planning process, when there is ample opportunity to influence decisions.

- Conduct participation when there are still opportunities for public input to change a project.
- Contact stakeholders as soon as the scope of a project is understood and potential impacts can be identified.

D. Role of Information

8. Understandable and user-friendly information is available to stakeholders.

- Explain technical constraints that limit how much stakeholder input can change a project.
 - Establish and publicize a web site that contains information pertinent to the decision process.
 - Establish and publicize a central clearing house for information.
- Designate and publicize a specific individual to serve as the contact for a project or public participation effort.
 - Ensure that the contact person has information readily available.

E. Implementing Participation

9. Stakeholders help define the scope of issues and decisions that require public participation.

- Involve stakeholders in the conceptual stages of a project, to identify potential concerns.
- Provide stakeholders opportunities to inform the laboratory about issues on which they would like to provide input.

10. Stakeholders help determine program and project-specific public participation processes and strategies.

- Involve stakeholders in the conceptual stages of a project, to identify appropriate participation strategies.
 - Use a variety of methods for gathering public input, including small informal gatherings and large public events.
- Use public participation strategies that match project conditions and meet the needs of stakeholders.

11. Public participation seeks consensus that minimizes disruption and maximizes value to stakeholder communities.

- Recognize that potential impacts perceived by the public might be very different from the impacts anticipated by scientists.

12. Stakeholders are provided with feedback regarding the results of a decision process and how their input affected the outcome.

- When appropriate, use mailing lists to directly contact stakeholders that have provided input on a project.
- Post feedback on a relevant web site.