Camp Lejeune Community Assistance Panel and Agency for Toxic Substances and Disease Registry: General Charter Procedures  
Date: March 23, 2016

Background:
On June 22, 1992, a Federal Register notice entitled the “Development of a Community Assistance Panel (CAP)” announced the development and formation of CAPs at selected Superfund sites (Appendix A; for more information on the Superfund Program see: http://www.epa.gov/superfund/). ATSDR may establish and decide to continue a Panel while it is conducting public health activities at a site and the Panel continues to provide mutual benefit.

Purpose:
The purpose of this document is to provide general guidance that will facilitate the effective functioning of the Agency for Toxic Substances and Disease Registry (ATSDR) Camp Lejeune Community Assistance Panel (CAP). This charter is in accordance with the previously published Federal Register Announcement (Vol. 57, No. 120; June 22, 1992; see Appendix A) and supersedes any previous guidance documents produced by ATSDR. The Camp Lejeune CAP and ATSDR will meet annually to review and make changes to this document as needed.

Objectives and Functions:
ATSDR Community Assistance Panels are non-statutory groups that provide a mechanism to exchange information with the affected community and to obtain input on the community, its public health needs and concerns, and exposure issues. The Panels establish an avenue for ATSDR to inform the community of site-specific scientific findings as they become available. In addition they provide a means for community participation in ATSDR activities. Specifically, CAPs function to:

1. Facilitate effective communication between ATSDR, local officials, and the community.
2. Convey community health and environmental concerns from the community to ATSDR regarding site-specific activities being conducted or contemplated; and, share their local knowledge.
3. Ensure that ATSDR documents accurately reflect community knowledge and concern about the site under investigation.
4. Provide an opportunity for seeking community involvement and understanding regarding scientific findings through active communication.
5. Encourage community participation in ATSDR site-specific public health activities.

Responsibilities:
ATSDR is responsible for the creation, administration, and dissolution of CAPs. ATSDR will consult with CAP members to ensure the CAP meetings address the informational needs of the community.

CAP members are responsible to serve as a voice for the affected community.
**Joint Responsibilities:**
ATSDR and the Camp Lejeune CAP will work together when determining meeting agendas, venues, publicity, and extent of media presence (such as filming at meetings). One month prior to a CAP meeting, the draft CAP agenda will be reviewed by both the CAP and ATSDR during the scheduled monthly call. (These calls are currently set for the 3rd Wednesday of each month between 12:00PM EST and 1:00PM EST).

**Scope:**
The Camp Lejeune CAP provides advice and input to the NCEH/ATSDR Director. The CAP is not a federal advisory committee and, as such, is not subject to the Federal Advisory Committee Act (FACA). The CAP does not provide consensus advice to ATSDR in carrying out its activities. CAP members do not speak for or represent ATSDR, and are not special government employees, consultants, or experts to ATSDR.

**Camp Lejeune CAP Membership:**
Camp Lejeune CAP members may include representatives of the community affected by the site and other interested stakeholders in the affected community, as well as other government officials or scientific technical advisors, as appropriate by the NCEH/ATSDR Director. If scientific technical advisors are deemed necessary, their expertise is determined by the CAP in consultation with the NCEH/ATSDR Director.

**Camp Lejeune CAP Membership recruitment and selection:**
The initial selection of general CAP members was described in the 1992 Federal Register Notice (Appendix A). The panel is generally composed of 12 to 15 individuals. Members of the CAP must be at least 18 years of age; reflect area residents’ various viewpoints as ATSDR understands them; have understanding or knowledge of the site, the contaminants of concern, or community health concerns; or have been residents of the affected area at some time when exposures occurred.

The following guidance describes the process for recruitment of Camp Lejeune CAP members (community members and technical advisors):

1. Nomination: Self-nomination of candidate or nomination by current Camp Lejeune CAP member.
2. Nominee provides resume.
3. Nominee provides written statement with the following information:
   - Information about your background and affiliation with Camp Lejeune.
   - Why you want to join the CAP?
   - What you feel you can contribute to the CAP?
5. Nominee provides a written statement that they have read the charter and understand their responsibilities.
6. Nominee package sent to CAP for 1-week review
7. CAP votes on nominee. The nominee will be selected based on majority vote.
8. CAP notifies nominee within 1 week of vote results.
9. Nominee, if selected, is passed to ATSDR for in-processing.

Members are invited to serve for an unlimited term. Members must agree to participate in CAP meetings and conference calls. CAP members should be available to attend meetings in person whenever possible. CAP members may be relieved for lack of participation in CAP activities or for failure to comply with the Rules of Conduct (see below).

Members cannot miss more than 2 consecutive in-person CAP meetings must meet the following attendance rules:

- Cannot miss more than 2 consecutive in-person CAP meetings

**Meetings**

In-person CAP Meetings will be held 3 times per fiscal year. One of those meetings will include an offsite meeting. Offsite meeting locations for CAP meetings will be determined by both the CAP and ATSDR. Agendas are developed by ATSDR with input from CAP members. CAP meetings are chaired by an ATSDR representative. A protocol for planning of the CAP meetings is provided in Appendix B. An agenda will be provided in advance of the meeting (see Appendix C for an example of an agenda template).

Meetings will be led by a facilitator when needed. The role of the facilitator is to acknowledge the speakers; to make sure that all agenda items are addressed and that discussions are in accordance with the objectives stated in the governance and on the agenda; to summarize or otherwise clarify remarks for understanding; and to be a time manager. The facilitator will be responsible to enforce the Rules of Conduct (see below, “Rules of Conduct” section).

Meetings will be open to the public and appropriately advertised on the ATSDR CAP web page. The meeting will be streamed live on the web. Representatives from other federal, state, local and tribal agencies and governments may be invited to attend.

In addition, monthly conference calls with ATSDR officials and CAP members will be conducted the third Wednesday of every month to provide the CAP members regular updates on ATSDR’s activities. Agendas for the conference call will be sent prior to the meetings.

**Rules of Conduct for CAP meetings**

In order to ensure that CAP meetings are effective and useful to ATSDR, the participants, and the public, it is necessary for all attendees to adhere to established codes of conduct, codes of professional practice, and business ethics during the meetings.

The Rules of Conduct are as follows and apply to all members and participants of CAP meetings, including the audience. All participants will:

- Be courteous and respectful of other participants at the meeting.
- Comply with any time limits established for speaking.
- Refrain from profanity or personal attacks on other CAP members, members of other federal agencies, members of the audience, or staff of ATSDR.
- Adhere to the meeting agenda.
If meeting order is not maintained, ATSDR will intervene as appropriate. Meeting participants and the members of the audience who violate the rules of conduct will be warned on the first occurrence. Subsequent violations may result in dismissal from the meeting or for repeated violations, removal from the CAP.

CAP meetings are open to the public. The members of the audience are observers; they may participate in the meeting when a CAP member asks a question to the audience and when they are recognized by the facilitator. There will be time allocated at the end of the meeting for the audience to ask questions.

**Agency Responsible**
ATSDR facilitates and provides logistical support for CAP meetings.

**Record Keeping**
Proceedings of the meetings will be transcribed and will be available on the ATSDR CAP specific website in approximately 8 weeks after the meeting.

**Funding**
All members of the CAP are reimbursed for travel expenses. Service on the CAP is a voluntary, unpaid activity except for the scientific technical advisors who receive an honorarium from ATSDR.
National Heart, Lung, and Blood Institute; Meeting

Pursuant to Public Law 92-460, notice is hereby given of the meeting of the Special Emphasis Panel.

This meeting will be open to the public to discuss administrative details relating to Special Emphasis Panel (SEP) business for approximately one half hour at the beginning of the first session of the meeting.

Attendance by the public will be limited to space available.

In accordance with provisions set forth in sections 552(b)(6) and 552(b)(10), the meeting will be closed to the public on [july 1 from 11:30 am to 1:00 pm] to adjourn for the review, discussion, and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Ms. Carole Frank, Committee Management Officer, National Cancer Institute, Building 31, room 6A08, National Institutes of Health, Bethesda, Maryland 20892, (301-480-7095), will provide a summary of meeting and a roster of committee members upon request.

Dr. Manuel Torres-Aniel, Scientific Review Administrator, Cancer Clinical Investigation Review Committee, 3535 Westbard Avenue, room 504, Bethesda, Maryland 20814, (301-480-7481), will furnish substantive program information.

(name of panel): NHLBI SEP on RFP for the Atherosclerosis Risk in Community Studies (ARCS) MRI Reading Center

Scientific Review Administrator: Dr. Lynn Arndt, Telephone 301-480-8816, Dates of Meeting: [july 7, 1992], Place of Meeting: Coast Quarters, BWI Airport, Baltimore, Maryland.

Time of Meeting: 1 p.m.

(Catalog of Federal Domestic Assistance Program Nos. 93.837, Heart and Vascular Diseases Research; 93.838, Lung Diseases Research; and 93.839, Blood Diseases and Resources Research, National Institutes of Health.)


Susan K. Feldman, Committee Management Officer, NIH.

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Social Security Administration

Disability Insurance Benefits Reduction Due to Receipt of Lump Sum Workers’ Compensation Payment—New Hampshire

AGENCY: Social Security Administration, HHS.

ACTION: Notice of Social Security ruling.

SUMMARY: In accordance with 20 CFR 422.400(b)(1), the Commissioner of the Social Security Administration gives notice of Social Security ruling 92-9e. This ruling is based on a decision by the U.S. District Court for the District of Massachusetts. The First Circuit’s decision upholds the Secretary’s policy that workers’ compensation payments for loss of bodily function, rather than wage loss, can be used to offset Social Security disability insurance benefits.

EFFECTIVE DATE: June 22, 1992.


SUPPLEMENTARY INFORMATION: Although we are not required to do so pursuant to 5 U.S.C. 552(a)(1) and (a)(2), we are publishing this Social Security ruling in accordance with 20 CFR 422.400(b)(1).

Social Security Rulings make available to the public predecilary decisions relating to the Federal Old-age, survivors, disability, supplementary security income, and black lung benefits programs. Social Security Rulings may be based on case decisions made at all administrative levels of adjudication, Federal court decisions, Commissioner’s decisions, opinions of the Office of the General Counsel, and other policy interpretations of the law and regulations.

Although Social Security Rulings do not have the force and effect of the law or regulations, they are binding on all components of the Social Security Administration, in accordance with 20 CFR 422.400(b)(1), and are to be relied upon as precedents in adjudicating other cases.

If this Social Security Ruling is later superseded, modified, or rescinded, we will publish a notice in the Federal Register to that effect.
Appendix B. Planning the CAP meetings includes the following steps:

1. ATSDR staff will:
   - Check availability of conference rooms, the facilitator, representatives from other federal agencies, ATSDR leadership, and other key staff.
   - Email CAP members the potential dates for next meeting and poll members to select and confirm date of next meeting.
   - Notify all relevant parties (e.g., CAP members and representatives of other federal agencies) of the date of CAP meeting.
   - Create the draft agenda and share with all relevant parties for comment.
   - Set up necessary logistics (travel, transcriber, IPTV, Envision, closed captioning, etc.).

2. As soon as a date is identified, ATSDR will announce the meeting on ATSDR Camp Lejeune specific website, including registration for audience members who wish to attend in person.

3. ATSDR staff will revise the agenda based on comments received, if any, and distribute to all relevant parties.

4. ATSDR will prepare the summary of last CAP meeting (based on the transcript), review for accuracy, and post to the CAP specific web site.

5. ATSDR will inform participants if there are any action items for follow-up.
Appendix C. Agenda template for CAP meetings. Approximate times will be added to each agenda item to keep the meeting on time.

Agenda Item*
  • Welcome, Introduction, Announcements
  • Action Items from Previous CAP Meeting
  • CAP Updates/Community Concerns
  • Health Assessment Activities
  • Updates on Studies
  • Wrap-up
  • Adjourn

*Other agenda items added as needed