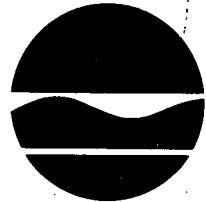


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New York State Department of Environmental Conservation
50 Wolf Road, Albany, New York 12233



Thomas C. Jorling
Commissioner

To: Citizens working on public participation workplan for NR/LOTMP
From: Lois New *LN*
Subject: Next stage of public involvement workplan

As you are aware, the Coordination Committee approved our public involvement plan in November and has asked us to develop work commitments and a budget to be presented at their April meeting. Accordingly, the public participation committee has developed a workplan which we hope will contribute to the successful implementation of the Niagra River/Lake Ontario Toxics Management Plan. We have tried to reflect your comments and concerns about the Toxics Management Plan in this workplan.

On February 15, we presented this draft workplan to the Secretariat. Attached is a summary of the plan. This draft identifies the time frame and who is responsible for each activity. The workplan includes: things to schedule and commit to doing, mailing list improvements, written materials, workshops and improved support for the media.

As always, we invite your review and comment on this workplan. A list of acronyms and their meanings has been included for clarity. Please send your comments and suggestions to us by April 1, 1990, as we are in the process of finalizing the workplan and will present it to the Coordination Committee at their next meeting. We hope you choose to attend this meeting. If you prefer to phone in your comments, Lois New and/or Louise Knox can be reached at (518)457-0669 and (416)973-9736, respectively. Thank you for your continued involvement in this process.

- DEC: Department of Environmental Conservation
- DOE: Department of Environment/Environment Canada
- EPA: Environmental Protection Agency
- MOE: Ministry of the Environment
- NR/LOTMP: Niagra River/Lake Ontario Toxics Management Plan
- CC: Coordination Committee
- RAP: Remedial Action Plan
- GLU: Great Lakes United
- LOON: Lake Ontario Organizing Network

SCHEDULE/COMMIT TO DOING

	<u>Time Frame</u>	<u>Responsible Parties</u>
1) Include NR/LOTMP articles in RAP newsletters and expand their distribution	2x per year	DEC/DOE
2) Plan dates & locations of CC meetings and associated workshops	NR-every 6 mnths. LO-1 per year	
3) Develop travel reimbursement plan consistent w/ standard govt. practice	in progress	EPA/DEC DOE/MOE
4) Develop a statement @ citizen membership on technical subcommittees	in progress	DOE/EPA
5) Schedule visits by Secretariat members to the RAP sites	annual	Secretariat
6) Develop feature articles for newspapers	on hold	
7) Develop logo	on hold	
8) Announce significant events in citizen groups' newsletters	when needed	GLU/LOON others

MAILING LIST IMPROVEMENT

1) Inventory current list; collapse duplicate lists; make needed additions	May	DEC/EPA MOE/DOE
2) Citizens review for completeness	May	LOON/GLU
3) Implement	July	DOE/EPA

IMPROVED MEDIA SUPPORT

	<u>Time Frame</u>	<u>Responsible Parties</u>
1) Develop press releases announcing CC meetings and workshops	2 weeks before workshop	alternate with sponsor country
2) Provide press coordinator for each meeting or workshop		"
3) Develop press features with Secretariat approval	on hold	

WRITTEN MATERIALS

	<u>coordinate production</u>	<u>review document</u>	<u>distribute</u>
1) Project Overview Document	EPA	4 agencies	DOE/EPA
2) Time Table	DOE	4 agencies	DOE
3) Flyer for potentially involved public	DEC	4 agencies	DOE/EPA

WORKSHOPS

	<u>Time frame</u>	<u>Responsible Parties</u>
1) Develop issues for discussion		DEC/DOE work with Secret.
-distribution of document	3 weeks prior to workshop	DEC/DOE LOON/GLU
2) Develop Responsiveness Summary Document	following each workshop	DEC/DOE advise Secretariat
3) Manage logistics of workshop		Sponsoring Country EPA/DOE