

Implementation of Budget Formulation Process Improvement Recommendations

7/30/19

Overview

1. Draft TIBC New Member Orientation Plan
2. Draft Communications Plan
3. Draft Technical Leads Selection Process
4. Accountability mechanism approach
5. Draft STAC Structure and letter

New Member Orientation Plan

Goal: to ensure that each new TIBC member is given the opportunity to learn about TIBC's role and responsibilities, the federal budget process, and their role as a member of the TIBC.

- Step 1) BIA regional office informs BIA Headquarters of new TIBC members.
- Step 2) BIA HQ informs NCAI of new members and need for orientation.
- Step 3) Within 3 weeks of being notified of new TIBC member representatives, NCAI will reach out individually to each of the new members. They will provide them with the link to access the recorded orientation webinar, the link to download the orientation packet items and answer any questions they may have.

New Member Orientation Plan, cont'd

- Step 4) NCAI and BIA will offer an in-person new member orientation at TIBC gatherings at least once per year. The orientation should cover the following items and provide each new member with a takeaway cheat sheet:
 - Snapshot of TIBC history, role, full meeting protocols, and voting rules
 - Overview of TIBC attendance policy
 - Overview of Sub-Committee protocols, including membership, attendance, and voting
 - Current list of TIBC members
 - Key contact phone numbers for relevant NCAI and BIA staff.

New member orientation items should be included in TIBC new member packets for each in-person meeting.

Step 5) The NCAI/TIBC website should include a special section with all new member orientation materials.

Draft Communications Plan: TIBC Tribal Reps

This strategy is meant to serve as a guide for TIBC Representatives and federal officials regarding their communication to and from tribal nations and to the federal government.

FOR TIBC REPRESENTATIVES

- TIBC Representatives have a responsibility to represent tribal nations within their region at the three annual TIBC meetings, to keep tribal nations in their region apprised of the work of TIBC, and to keep federal officials apprised of any budget formulation issues raised by tribal nations in their region.

Draft Communications Plan: TIBC Tribal Reps

TIBC Representatives' Role in Communication to Federal Officials

- Responsible for working with the BIA Regional Office to analyze and finalize the region's priority ranking tool results before they are transmitted by the BIA Regional Office to the BIA Headquarters.
- Responsible for explaining the priority ranking tool results at the March TIBC meeting to the TIBC membership and federal officials.
- Responsible for communicating concerns about the budget formulation process from tribal nations to federal partners whenever received.
- Responsible for working with the BIA Regional Office on opportunities to connect with tribal nations throughout the region on the work of TIBC.

Draft Communications Plan: TIBC Tribal Reps

TIBC Representatives' Role in Communication to Tribal Nations in their Region

- Responsible for working with their BIA Regional office, intertribal organization leaders, and/or NCAI to secure time on the agenda of their region's intertribal gatherings, if applicable, two times per year to update tribal nations on the work of TIBC, including:
 - Following finalization of the national roll up and results of the BIA's priority ranking tool,
 - Following launch of the BIA's priority ranking tool.
- TIBC Representatives should work with their BIA Regional Office to update tribal leaders via email/fax/mail/etc following every TIBC meeting. The mailing should include, at minimum:
 - Agenda,
 - Minutes,
 - Any budget policy developments requiring tribal review,
 - Budget updates (both Congressional and Executive branch).

Draft Communications Plan: TIBC Fed Reps

FOR FEDERAL OFFICIALS

- **Federal Officials Role in Communication to Other Federal Officials:**
- Federal Officials at BIA Headquarters are responsible for communicating with BIA Regional offices following each of the three annual TIBC meetings to provide the meeting's:
 - Agenda,
 - Minutes,
 - Any budget policy developments requiring tribal review,
 - Relevant budget updates (both Congressional and Executive branch)
 - Finalized tribal ranking tool results roll up following the March TIBC meeting.
- BIA Regional Offices are responsible for transmitting their region's priority ranking tool results to the BIA Headquarters in a timely manner.

Draft Communications Plan: TIBC Fed Reps

Federal Officials Role in Communication to TIBC Membership

- BIA Regional Office officials are responsible for working with TIBC Representatives to analyze and finalize the region's priority ranking tool results before they are transmitted by the BIA Regional Office to the BIA Headquarters.
- BIA Regional Office officials are responsible for working with TIBC Representatives, intertribal organization leaders, and/or NCAI to secure time for TIBC Representatives on the agenda of their region's intertribal gatherings, if applicable, two times per year to update tribal nations on the work of TIBC, including:
 - Following finalization of the national roll up and results of the BIA's priority ranking tool,
 - Following launch of the BIA's priority ranking tool.

Draft Communications Plan: TIBC Fed Reps

Federal Officials Role in Communication to Tribal Nations

- BIA Regional Office officials and BIA Headquarters officials are responsible for ensuring that the BIA priority ranking tool is sent to all tribal nations nationally.
- BIA Regional Office officials are responsible for working with TIBC Representatives to ensure that tribal nations are updated on the BIA priority ranking tool process on a regular basis.

Sub-Committee Technical Leads Selection

Recommended strategy to identify and select technical leads:

- Co-Chairs or NCAI on behalf of Co-Chairs will send an email to each of the Sub-Committee leads with the attached information and solicit nominations for an appropriate technical lead, preferably a non-TIBC member who has consistently attended the Sub-Committee meetings in the past.
- Sub-Committee leads send their recommendations to the Co-Chairs or to NCAI on behalf of the Co-Chairs. The Co-Chairs will indicate their support or opposition. In the case of multiple nominations for a single technical lead position, the Co-Chairs will select one primary candidate and one alternate.
- Co-Chairs will work with NCAI to confirm each technical lead's ability and willingness to perform the duties required.
- Once confirmed, the technical leads will be announced to the full TIBC at the November meeting.
- Technical leads will be re-visited at each July TIBC meeting. If a technical lead is no longer able to fulfill their responsibilities, the TIBC Co-Chairs will request that the Sub-Committee lead designate a replacement. If the Sub-Committee lead cannot produce a nominee, the TIBC Co-Chairs will ask the full TIBC membership for recommendations.

Sub-Committee Technical Leads Selection

Requirements for technical leads:

TIBC Sub-Committee Chairs should consider the following criteria when selecting a nominee:

- availability to fulfill responsibilities,
- understanding of the TIBC's responsibilities and the federal budget process,
- nominee should be a non-TIBC member,
- strong history of Sub-Committee attendance as a non-Member,
- ability to participate in all Sub-Committee meetings,
- strong organizational and coordination skills,
- ability to schedule interim Sub-Committee convenings remotely between full TIBC meetings, if necessary,
- and ability to fulfill responsibilities without federal support.

Sub-Committee Technical Leads Selection

Estimated time commitment:

- Three Full TIBC meetings per year
- 24 hours of prep and coordination after each TIBC meeting
- 4 hours of prep and coordination prior to each TIBC meeting
- Total: 36 hours per year + 3 full TIBC meetings.

Accountability Mechanism

In order to ensure that the budget formulation improvement recommendations are implemented effectively into the future, NCAI proposes to the Co-Chairs and full TIBC that they assist in ensuring there is accountability in the process of fully integrating recommendations by:

- tracking and reporting on compliance with the updated protocols and other new standards to streamline TIBC's process and strengthen efficacy,
- ensuring that attendance is taken, absences are noted and addressed,
- ensuring that subcommittees are complying with new streamlined standards,
- ensuring that communication standards are implemented,
- ensuring that subcommittee technical lead positions are filled,
- and ensuring that selection of new TIBC Representatives follows updated standards.

STAC Structure & Accompanying letter

The hard copy of the STAC letter to Secretary of DOI Bernhardt does the following:

- Overview of TIBC, history and purpose.
- Specifies the agencies that currently maintain a STAC or tribal advisory group.
- Discusses the TIBC Budget Formulation Improvement Process.
- Outlines what minimum attributes a new DOI STAC should possess.

STAC Structure & Accompanying letter

The letter specifically requests that a new STAC be structured along the following lines:

- A Secretary-level committee comprised of an elected tribal leader from each of the 12 BIA regions who are *selected* by Tribes from each region versus by the Department. Tribes from each region should also select alternates.
- Several policy-related subcommittees that include, at minimum: law enforcement, education, and transportation/infrastructure.
- Elevation of TIBC and its membership to a body that sits beneath and advises the Secretary-level advisory committee and has the option to present tribal budget recommendations to the Secretary each spring.