APPENDIX B -- PROCEDURE FOR CONSULTATION WITH THE NATIVE HAWAIIAN COMMUNITY

Step 1: Assessment – Is Consultation Needed or Advantageous?
- What is the Federal Action and its scope?
- Is it controversial or precedent setting?
- Is the Native Hawaiian Community (NHC) aware of the Action?
- What is the NHC level of awareness of the Action?
- What are the NHC implications, if any? (if none, then stop)
- How would the NHC be affected, both adversely and positively? (if none, then stop)
- How might the NHC offer unique solutions?
- Is consultation required by statute or policy?
- Are there other concurrent Federal Actions or circumstances in Hawai‘i that could affect the Action? Are there advantages or disadvantages to consulting with the NHC on the Action at this time?
- What is the Office’s role (lead or technical assistance to another office)?
- If consultation is necessary or advantageous, move to Step 2.

Step 2: Planning – Develop a Consultation Plan
- Identify the types of consultation meetings by goal or purpose.
- Identify the mode(s) of consultation (in-person, e-remote, written).
- Identify the staff to attend the meeting(s) and assign roles.
- Determine if a facilitator is needed for in-person or e-remote meeting(s).
- Determine if other bureaus or agencies should play a role.
- Consider NHO or HBA assistance in planning.
- Identify number of consultation meetings & capacity needed, including:
  - Geographic locations and venue capacities for in-person meetings.
  - Call-in capacity for e-remote meetings.
- Establish a budget for conducting consultation.
- Develop informational materials (FAQs, maps, graphics, etc.).
- Consultation Plan should, at a minimum, include:
  - The basis and rationale for consultation;
  - A description of how NHC input will be used & reported for the Action;
  - An agenda/outline of the consultation meetings(s); and
  - The mode, location(s), and schedule with key milestones.

Step 3: Notification – Invitation to Consult
- Draft consultation invitation and notice, including:
  - Description of the Action and its scope;
  - General description of how comments will be used by the Office;
  - Supporting information and materials;
  - Point-of-contact email, telephone, and mailing address;
  - Date(s) and time(s) for consultation meeting(s);
  - Location(s) of the consultation meeting(s), and/or e-remote call-in or log-in information; and
  - The deadline date and time for written comments.
- Distribute consultation invitation and notices. At minimum, send to the Office’s NHO and HBA lists.
- Invitations & notices should be posted no less than 30-days before the consultation meeting. Provide explanation for shorter notice.

Step 4: Dialogue - Conduct Discussion(s)
- On the day of in-person consultation:
  - Arrive early to set up and test equipment.
  - Review agenda & double-check materials.
  - Confirm agenda & double-check materials.
  - Confirm any cultural protocol.
  - Reconvene meeting support services.
- On the day of e-remote consultation:
  - Email participant reminders, if needed.
  - Ensure communication systems are operating and connectivity is established.
  - Conduct tests of presentations, facilitation controls, as necessary.
  - Log-in / call-in early to greet participants.
- During the consultation meeting:
  - Have a sign-in sheet with contact information.
  - Greet participants as they arrive & assist them as needed.
  - Allow for cultural protocol (opening & closing).
  - Allow for self-introductions & remarks, if possible.
  - Provide historical context for the Action.
  - Discuss the regulatory process and milestones.
  - Remind participants of how to submit comments.
  - Remind participants about how their comments will be used by the Office.
  - Remind participants to leave contact information.
  - Review schedule and next steps after consultation.

Step 5: Input – Receiving Information
- On the day of e-remote consultation:
  - Review schedule and next steps after consultation.
  - Remind participants to leave contact information.
  - Allow for cultural protocol (opening & closing).
  - Decide on agenda for the meeting.
  - Enforce speaking time limits and meeting length.
  - Manage participant expectations.
  - Maintain focus on agenda - minimize digressions.
  - As appropriate, allow NHC leaders to consult w/each other.
  - Thank participants for their comments and attendance.

Step 6: Consideration – Review & Deliberate Comments
- Review all information received during consultation.
- Organize comments per issues & aspects of the Action.
- Manage non-responsive comments, perhaps as “Other”
- If necessary, seek clarification of comments received.
- Protect sensitive information regarding human burials and associated funerary objects.
- Adhere to established timeframes or justify extension.
- Prepare a Consultation Report that, at a minimum, includes the following summaries:
  - Federal action necessitating the consultation;
  - Comments received through consultation; and
  - Interim and preliminary recommendations and decisions, when applicable.

Step 7: Reporting – Notify & Disseminate
- Is the Consultation Report a stand-alone report or will it be integrated into the notice of final decision?
- Distribute and post the Consultation Report:
  - Transmit copies to consultation participants;
  - Post copies on the Office website; and
  - Include a copy in the administrative record.