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

Step 1: Assessment – Is Consultation Needed or Advantageous? Step 2: Planning – Develop a Consultation Plan Step 3: Notification – Invitation to Consult ☐ What is the Federal Action and its scope? ☐ Identify the types of consultation meetings by goal or purpose. ☐ Draft consultation invitation and notice, including: • Is it controversial or precedent setting? ☐ Identify the mode(s) of consultation (in-person, e-remote, written). • Description of the Action and its scope; • Is the Native Hawaiian Community (NHC) aware of the Action? \Box Identify the staff to attend the meeting(s) and assign roles. • General description of how comments will be used by the Office; • What is the NHC level of awareness of the Action? Determine if a facilitator is needed for in-person or e-remote meeting(s). • Supporting information and materials; • What are the NHC implications, if any? (if none, then stop) ☐ Determine if other bureaus or agencies should play a role. • Point-of-contact email, telephone, and mailing address; • How would the NHC be affected, both adversely and positively? ☐ Consider NHO or HBA assistance in planning. • Date(s) and time(s) for consultation meeting(s); • How might the NHC offer unique solutions? ☐ Identify number of consultation meetings & capacity needed, including • Location(s) of the consultation meeting(s), and/or e-remote call-• Is consultation required by statute or policy? · Geographic locations and venue capacities for in-person meetings. in or log-in information; and ☐ Are there other concurrent Federal Actions or circumstances in Hawai'i • Call-in capacity for e-remote meetings. • The deadline date and time for written comments. ☐ Establish a budget for conducting consultation. that could affect the Action? Are there advantages or disadvantages to ☐ Distribute consultation invitations and notices. At minimum, send consulting with the NHC on the Action at this time? Develop informational materials (FAQs, maps, graphics, etc.). to the Office's NHO and HBA lists. ☐ What is the Office's role (lead or technical assistance to another office)? ☐ Consultation Plan should, at a minimum, include: Invitations & notices should be posted no less than 30-days before ☐ If consultation is necessary or advantageous, move to Step 2. • The basis and rationale for consultation; the consultation meeting. Provide explanation for shorter notice. • A description of how NHC input will be used & reported for the Action; • An agenda/outline of the consultation meeting(s); and • The mode, location(s), and schedule with key milestones. **Step 4: Dialogue - Conduct Discussion(s)** ☐ Prior to the consultation meeting: ☐ On the day of in-person consultation: ☐ During the consultation meeting: Reminders for the meeting facilitator or moderator: • Confirm consultation leader and/or facilitator. • Arrive early to set-up and test equipment. • Have a sign-in sheet with contact information. • Relax and establish rapport with participants. • Review agenda & double-check materials. • Greet participants as they arrive & assist them as needed. • Respect participants & seek understanding of their message. • Confirm Office representatives to attend. • Assign speaking roles for Office staff. • Reconfirm ground rules & speaking roles. • Allow for cultural protocol (opening & closing). • Be attentive to participant comments. • Develop ground rules for the meeting. • Confirm any cultural protocol. • Allow for self-introductions & remarks, if possible. • Be responsive to questions or create "parking lot".

• Review agenda and meeting purpose and goals.

• Discuss the regulatory process and milestones.

· Remind participants on how to submit comments.

• Remind participants about how their comments will be

• Provide historical context for the Action.

used by the Office.

• Secure any meeting support services (recording, • Remind participants to leave contact information. • As appropriate, allow NHC leaders to consult w/each other. controls, as necessary. facilities, security, etc.) • Log-in / call-in early to greet participants. • Review schedule and next steps after consultation. • Thank participants for their comments and attendance. Step 6: Consideration - Review & Deliberate Comments **Step 5: Input – Receiving Information Step 7: Reporting – Notify & Disseminate** ☐ Is the Consultation Report a stand-alone report or will it be ☐ Secure appropriate means to record and convert oral ☐ Review all information received during consultation. integrated into the notice of final decision? comments into written electronic form. ☐ Organize comments per issues & aspects of the Action. ☐ Distribute and post the Consultation Report: ☐ Secure 'Ōlelo Hawai'i translation, if needed. ☐ Manage non-responsive comments, perhaps as "Other" • Transmit copies to consultation participants; ☐ Prepare and organize written transcripts or notes. ☐ If necessary, seek clarification of comments received. · Post copies on the Office website; and ☐ Set means to receive and store written comments. ☐ Protect sensitive information regarding human burials and associated funerary objects. • Include a copy in the administrative record. ☐ Maintain files for the administrative record. ☐ Adhere to established timeframes or justify extension. ☐ Prepare a Consultation Report that, at a minimum, includes the following summaries: • Federal action necessitating the consultation; NATIVE • Comments received through consultation; and

• Interim and preliminary recommendations and decisions, when applicable.

• Reconfirm meeting support services.

• Email participant reminders, if needed.

• Ensure communication systems are operating

• Conduct tests of presentations, facilitation

☐ On the day of e-remote consultation:

and connectivity is established.

• Develop an agenda for the meeting.

• Prepare presentation materials.

☐ For in-person consultation meetings:

• Print materials for distribution (FAQs, etc.).

• Conduct practice "dry-runs" of the meeting.

• Review logistics (travel, A/V, signs, etc.).

If the Action requires multiple consultation meetings

HAWAIIAN

RELATIONS

• Set ground rules for the meeting.

• Manage participant expectations.

• Ask e-remote attendees to mute mics when not speaking.

• Create "safe" environment for open discussion.

• Enforce speaking time limits and meeting length.

• Maintain focus on agenda - minimize digressions.