



THE PREVENTION WORKGROUP CHARTER



Introduction: This charter reestablishes the Prevention Workgroup (PWG) between the U.S. Coast Guard (USCG) and the Bureau of Safety and Environmental Enforcement (BSEE). The PWG, along with the Response Workgroup which was established by a separate charter, were created in 2011 to more effectively carry out the action items identified during the USCG/BSEE Quarterly Meetings attended by the senior officials responsible for Outer Continental Shelf (OCS) safety within each agency. The goal of the PWG is to ensure the safety of those engaged in oil and gas exploration, development, and production in the OCS through focused interagency communications and alignment of USCG and BSEE operations and activities, including regulatory development projects. Authority for establishment of the PWG is pursuant to 14 U.S.C. § 93(a)(20) and 14 U.S.C. § 141.

Organization: The PWG will consist of a Steering Committee (SC) and General Membership (GM) led by two Co-Chairs, one from BSEE and one from the USCG. The SC can also set up Sub-Groups (SGs) as necessary to address specific identified tasks. SGs may include subject matter experts from outside of the PWG membership.

Co-Chairs

Director of Commercial Regulations and Standards (CG-5PS)
2100 2nd Street SW, Stop 7126
Washington, D.C. 20593-7126

Chief, Office of Offshore Regulatory Programs
1849 C Street, NW; Mail Stop 5438
Washington, D.C. 20240

Agency representation for the remaining membership of the PWG is summarized in Table (1).

Responsibilities: The Co-Chairs will ensure the PWG meets on a quarterly basis and will conduct or designate an interagency liaison to conduct all meetings of the PWG.

The Steering Committee will provide strategic direction, prioritize PWG activities, designate SGs, assign SG tasks as necessary, and follow up on action items identified at the PWG meetings. The SC will also determine which PWG work items are to be briefed at the USCG/BSEE Quarterly Meetings attended by the senior officials responsible for OCS safety within each agency, to provide them with updates on PWG activities, obtain direction on action items for follow up, and to obtain agency rule-making and policy decisions as appropriate.

The General Membership will provide technical and policy advice and guidance during discussions at the PWG General Membership meetings and, depending on the expertise needed, participate on BSEE and USCG Sub Groups.

The Sub Groups will meet on an as-needed basis to complete their assigned tasks. The updated work of the SGs will be briefed at each of the PWG meetings.


The PWG responsibilities are to:

1. Provide subject matter expertise for the periodic review and update of the existing Memorandum of Understanding (MOU) and Memoranda of Agreements (MOAs) between BSEE (formerly the Minerals Management Service and the Bureau of Ocean Energy Management, Regulation and Enforcement) and the USCG, and for the creation of new MOAs as appropriate.
2. Review and discuss ongoing draft OCS-related regulatory and policy development initiatives to help assure both organizations are aware of regulatory and policy changes prior to them being finalized by the responsible agency.
3. Coordinate Safety and Environmental Management Systems (SEMS)/Safety Management Systems (SMS) including the development and implementation of regulations and recommendations on gaps and inconsistencies.
4. Establish and implement a schedule for routine communications between USCG field offices and BSEE regional and district offices with regulatory and oversight functions on OCS facilities. Share agency required reports, notifications and information between USCG and BSEE to increase transparency of current operations on the OCS.
5. Provide updates on USCG and BSEE inspections on fixed and floating facilities, to summarize and develop recommendations relating to safety and accident trends, to analyze the distribution of workload related to the Fixed Platform Self Inspection Program, and to identify any gaps in each of the agencies' inspection programs and identify any areas for interagency follow-up training.
6. Conduct other activities as identified in Quarterly meetings attended by Senior USCG and BSEE officials.

Affected supervisors are authorized to recruit staff with appropriate skills and knowledge to participate on PWG as necessary. At a minimum, a representative from each of the offices shown in Table (1) is assigned to the PWG and instructed to participate as appropriate in required research, meetings, conference calls, writing assignments, or other tasks as assigned based on their subject matter expertise.

Table (1) – PWG Representation

USCG	BSEE
PWG – Co-Chairs	
CG-5PS – Director of Commercial Regulations and Standards	Chief, Office of Offshore Regulatory Programs (OORP)
PWG – Steering Committee	
<ul style="list-style-type: none"> • CG-OES – Office of Operating and Environmental Standards (<i>interagency liaison</i>) • CG-ENG – Office of Design and Engineering Standards • CG-CVC – Office of Commercial Vessel Compliance 	<ul style="list-style-type: none"> • Offshore Safety Improvement Branch (OSIB) (<i>interagency liaison</i>) • Regulations and Standards Branch (RSB) • Safety and Environmental Management Systems (SEMS) Branch
PWG – General Membership	
<ul style="list-style-type: none"> • CG-OES-1 – Merchant Marine Personnel Standards Division • CG-OES-2 – Vessel and Facility Operating Standards Division • CG-ENG-1 – Human Element and Ship Design Division • CG-ENG-3 – Systems Engineering Division • CG-CVC-2 – Foreign and Offshore Compliance Division • CG-INV – Office of Investigations and Analysis • Coast Guard Marine Safety Center • CG-0941 – Office of Maritime & International Law • CG-0943 – Office of Regulations and Administrative Law • Outer Continental Shelf National Center of Expertise • Eighth Coast Guard District (Dpi) • Eleventh Coast Guard District (Dpi) • Seventeenth Coast Guard District (Dpi) 	<ul style="list-style-type: none"> • Offshore Safety Improvement Branch (OSIB) • Regulations and Standards Branch (RSB) • Safety and Environmental Management Systems (SEMS) Branch • Emerging Technologies Branch (ETB) • Offshore Training Branch (OTB) • DOI Solicitors Office, Division of Mineral Resources • Gulf of Mexico OCS Region • Pacific OCS Region • Alaska OCS Region
PWG – Sub-Groups	
Subject matter experts, as needed	Subject matter experts, as needed

 Date 9/28/12

Joseph A. Servidio
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Prevention Policy

 Date 9/28/12

James A. Watson
Director
Bureau of Safety and Environmental Enforcement

Copy: CG-DCO-D
CG-5P
CG-5PS
CG-5PC
CG-094
Commander, CG LANTAREA
Commander, CG PACAREA
Commander, CG District Eight
Commander, CG District Eleven
Commander, CG District Seventeenth
BSEE
Prevention Workgroup Steering Committee Members