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[Federal Participant Information Sheet.doc](#)

Hi Everyone-

Please find attached a draft of an information sheet on how we expect the listening sessions to run. It sounds like we may have some representatives from BLM, Forest Service, and possibly one or two other agencies who may not have participated in consultations or listening sessions before... so hopefully this will help familiarize them with the protocol.

Please feel free to provide me with any edits or comments by Monday COB if possible so we can finalize in time to distribute to Feds attending ATNI.

Thanks!

Liz

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Information for Federal Agency Participants in Tribal Listening Sessions on National Monument Review

The Tribal listening session is between the Tribal Government and Federal Officials. The main purpose of the session is to hear Tribal representatives' input.

- There is a registration table outside the room for officials to sign in. DOI-IA will serve as registration staff to welcome participants, ask them to sign in, and provide copies of the E.O., Federal Register notice, and one-page information sheet
- DOI staff at the registration table will also do their best to limit participants to only Tribal and Federal Officials.
- The listening session sessions are closed to press unless the Tribal participants agree to open the session to press. Signs are posted informing members of the public and the media/press that they may not sit in on the Tribal listening session. DOI staff at the registration table will alert the IA representative of any press seeking to sign in so that the IA representative may ask Tribal representatives at the start of the meeting whether they prefer the session to be open or closed.
- During the Tribal listening session, any members of the public may protest peacefully outside of the facility as long as it does not disrupt the listening session.
- Anyone who enters the session and disrupts the meeting will be asked to leave (by security if necessary).

Panelist Table

- The panelist table is limited to Federal agency leaders or their designees. Any additional Federal agency members are asked to sit among the audience.

Notes for All Federal Participants

- Please direct your attention to Tribal representatives who are providing comments.
- Please place your cell phones on mute.
- If someone hands you written comments, please provide them to the DOI-IA staff at the registration table.
- If you would like to take pictures throughout the meeting, please ask if anybody objects prior to the start of the meeting.
- If someone has a question specifically for your agency, please answer if doing so will help inform the Tribes' input. If you need to follow up with the individual afterward, make sure to provide your contact information.

Items for Lead Agency (Indian Affairs) to Note for Tribal Participants

- At the registration table, there is a sign in sheet for all attendees.
- If the session is especially crowded, work with staff at registration about whether to require participants who wish to make a comment sign in on a separate "speakers' sheet."

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- Then announce that Tribal representatives who would like to make a comment should add their names to the speakers list at the registration table.
- Comments from the Tribes will be in the order of the list, except:
 - If there are two or more individuals from the same Tribe who wish to make a comment, we may rearrange the order to hear from the different Tribes first before calling on those individuals who represent the same Tribe who already spoke.
 - We may rearrange to ensure the Tribal Official (Governor, Chairman, etc.) has the opportunity to speak before additional members of the same Tribe (Tribal Historic Preservation Officer, Cultural Resource Coordinator, Tribal Council, etc.).
- The room is set up in theater or classroom style only to ensure that we can accommodate a large number of Tribal participants; otherwise, we would have the seating in a circle.
- A court reporter will be transcribing the session.
 - The transcripts will be posted to www.regulations.gov as soon as they are available (usually a week or two after the session).
- Written comments from Tribes are to consultation@bia.gov and will be considered when received; however, note that the Secretary's interim report, including the report on Bears Ears, is due June 15, 2017.

Agenda

Welcome & Introduction of Tribal Leader¹
Indian Affairs

Opening Prayer [If applicable]
Tribal Leader

Introductions of Federal Officials
Federal Officials at Panelist Table (may also point out Federal officials in sitting throughout the room)

Introduction of Any Special Guest (e.g., Congressperson) [If applicable]
Indian Affairs

Brief Opening [If applicable]
Special Guest (e.g., Congressperson)

Overview of Purpose of the Listening Session
Indian Affairs

Open to Tribal Comment (Request Comment from First Tribal Official on Speaker List)
Indian Affairs

Tribal Comments
Tribal Officials

Summary of High-Level Themes Heard

¹ DOI may identify a Tribal leader on site to provide the opening blessing.

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Indian Affairs

Close Session

Indian Affairs