

**Panama Canal Stakeholder Working Group**  
**Operating Principles**  
**June 29, 2012**

**Purpose**

The expansion of the Panama Canal will double the capacity of the Panama Canal by 2014 by allowing more and larger ships to move through the canal. Texas intends to ensure that it is well-positioned to maximize this economic opportunity.

The Texas Department of Transportation (TxDOT) has convened a group of stakeholders, representing a full range of interests, to address this issue. This group is known as the Panama Canal Stakeholder Working Group (PCSWG)

The charge of the group is to recommend short, mid, and long-term TxDOT transportation improvements that will better position the state of Texas to take advantage of the Panama Canal expansion and enhance Texas' role in global trade.

**Membership**

The PCSWG includes 15 representatives from various interests:

Texas Association of Manufacturers	Jack Todd
Texas Port Association	John LaRue,
Port of Houston Authority	Leonard Waterworth
BNSF	Fred Malesa
Texas Motor Transportation Association	John Esparza
Texas Economic Development Council	Carlton Schwab
Texas Oil and Gas Association	Jim Greenwood
Texas Farm Bureau	Kenneth Dierschke
Harris County Judge's Office	Honorable Judge Ed Emmett, Chair
City of McAllen	Rigoberto Villarreal
Alliance Texas	Steve Boecking
Cameron County	Honorable Judge Carlos H. Cascosm, Vice Chair
Union Pacific	Joseph Adams
East Harris County Manufacturers Association	Jim Griffin
Office of the Governor, Economic Development & Tourism	Aaron Demerson

**Schedule**

Seven meetings are planned:

June 29	Austin
August 1	Corpus Christi
August 27	Houston/Galveston/Freeport
August 28	Beaumont/Port Arthur
September 7	Dallas/Ft. Worth
September 14	Brownsville
November 12 & 13	Austin

## Roles and Responsibilities

### 1. PCSWG members will:

- **Attend meetings** – Each member will make their best efforts to participate in the meetings in order to maintain continuity and understanding of the issues.
- **Commit to creative problem solving** – Keep an open mind. Be willing to consider all possibilities and approaches. Disagreements will be regarded as creative opportunities. Reach past compromise to creative solutions.
- **Respect each participant and their views** - Everyone will respect the personal integrity and values of each participant. The motivations and intentions of participants will not be questioned. Focus on the issues.
- **Honor open and timely communication** - Listen to each other without interrupting; listen fully before responding. Be concise and take time to communicate clearly. Repetition of previous points should be avoided.
- **Make recommendations** – to TxDOT.

### 2. Core Team

- The PCSWG chair, TxDOT project manager, TTI administrator and public process facilitator are known as the Core Team. The Core Team's responsibility is to plan and debrief each meeting and ensure that the PCSWG meets its objective and the process is as enjoyable and productive as possible for all members.
- Any press releases sent by TxDOT will be provided to Core Team members for comment prior to the release of materials.

### 3. PCSWG Chair, *Judge Ed Emmett* will:

- **Chair the meetings** – Ensure that ground rules and agenda are followed.
- **Serve as spokesperson** - Speak to the media or other organizations on behalf of the work of the PCSWG.
- **Supervise the completion of the PCSWG final report** - TTI will prepare the draft for PCSWG review and comment. The final recommendations will be included in the report and signed by the chair on behalf of the PCSWG.

### 4. TxDOT Project Manager

Eduardo Hagert, Special Projects Coordinator, International Relations Office, will serve as the PCSWG project manager. He will:

- **Coordinate communication** between the Chair, stakeholders, TTI, the Facilitator, and TxDOT's Technical Work Group.
- **Ensure that all requests for information** and questions that the Stakeholder group may have will be answered in a timely manner.
- **Ensure that the project is progressing** and established deadlines are met.

## 5. Public Process Facilitator

Dr. Marty Rozelle, under contract to Texas Transportation Institute, will facilitate the PCSWG meetings. Specifically she will:

- **Remain neutral** and create an environment where all parties are comfortable
- **Lead the group through specific processes** to reach desired objectives.
- **Coordinate with the Core Team** in developing agendas, processes, and direction for the PCSWG

## 6. TxDOT Technical Work Group

- **Provide research support** and technical information to the Panama Canal Stakeholder Working Group.

## 7. Texas Transportation Institute will:

- **Compile and maintain PCSWG roster** –and make the current roster available to all participants. The roster will include each participant's name, address, voice and cell numbers, and email address.
- **Finalize and distribute meeting agendas** – Agenda items for the next PCSWG meeting will be discussed at the end of each meeting. The final agenda will be distributed to PCSWG members via email prior to the next meeting. TTI will also coordinate with the speakers prior to each meeting.
- **Prepare meeting documentation**– Every effort will be made to accurately convey PCSWG members concerns and perspectives. Meeting summaries will also include action items, work tasks, deadlines and schedules. Draft meeting summaries will be posted to the website prior to the next meeting. They will also be distributed to work group members at the start of each meeting. At that time, group members can review them and provide comment. A revised summary will be posted to the website and provided at the following meeting.
- **All meeting arrangements** – TTI will secure meeting rooms, lunch, supplies, AV support, and all other arrangements required to support each meeting.

- **Draft final report** – to include all recommendations from the PCSWG. After input from the work group, finalize the report. The report will be finalized by November 30, 2012, and it will be presented to TxDOT’s Commission at their meeting on December 13, 2012.

## **Operations**

### **1. Decision Rule**

The work group will make recommendations by consensus. In this context, consensus does not require that everyone be in complete agreement, but only that all be willing to accept – consent to – a recommendation. If consensus cannot be reached, then the reasons for the dissent will be noted in the meeting summaries. Voting is not anticipated.

### **2. Communication outside PCSWG**

- The chair, Judge Emmett, is the spokesperson for the PCSWG.
- Participants are free to communicate with press and interested organizations regarding their **own** views. Comments should accurately reflect the PCSWG’s activities as documented in the meeting summaries. No comments or statements should be made that could negatively impact the work group’s ability to accomplish its mission.
- PCSWG members are expected to communicate with and share feedback from their governing bodies or constituents about PCSWG activities.

### **3. Role of Alternates**

- PCSWG members may designate an alternate to sit at the table in their absence. Members are urged to keep alternates fully informed, so they can remain current in the group’s activities.

### **4. Role of Observers and the Public**

- Meetings will be open to the public and the public will be welcomed to provide written or oral comments as designated times on the agenda.

### **5. Maintain master file of documents**

- TTI will maintain a file of all materials presented at PCSWG meetings. This will include agendas, meeting summaries, reports, presentations, memos and handouts distributed at the meetings.