**EFCOG Communications Working Group – Charter Revision 0**

# Purpose

The EFCOG Communications Working Group (CWG) serves as a User Group of Subject Matter Experts (SME) and technical resource for the benefit of all projects within the Department of Energy (DOE) and National Nuclear Security Administration (NNSA) complex. The purpose of this group is to promote excellence in all aspects of communications and stakeholder interface in support of DOE and NNSA missions through consistent exchange of information, best practices, and corresponding improvement activities.

# Objectives

This group is chartered to:

1. Conduct peer reviews of project-level communications and stakeholder outreach efforts at DOE and NNSA sites based on EFCOG’s Best Practices in Risk Communications and Government/Stakeholder Relations (2019)
2. Provide ongoing training to communications staff at headquarters and in the field based on emerging trends, challenges and incidents
3. Develop and update best practices on project specific topics such as risk communication for open air demolition projects
4. Provide continued emphasis and awareness of communication activities within EFCOG.
5. Interface with Contractor Management and staff on varying concepts, practices, and concerns associated with communication issues, concerns, and response needs to better understand their perspectives and support their needs.
6. Interface with key DOE managers (both headquarters and field) on varying concepts, practices, and concerns associated with communication needs and processes to enable better understanding of customer needs and concerns.
7. Interface with other external organizations including the Energy Communities Alliance and Nuclear Energy Institute on varying concepts, practices, and concerns associated with communication practices.
8. The CWG will formally meet at least two times per year at predetermined times and places. Between formal meetings, the group will hold periodic conference calls to share lessons learned and best practices and discuss other group business. Decision-making will be by consensus and a quorum will be required for decisions and actions. A quorum will consist of the Chair or Deputy Chair and greater than 50% of other formally designated contractor members. Group activities will be transparent and open to DOE Observers.