

EARTHQUAKE ENGINEERING RESEARCH INSTITUTE LEARNING FROM EARTHQUAKES (LFE) PROGRAM

COMMITTEE CHARGE AND ORGANIZATION

VERSION 2
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BACKGROUND:

The Earthquake Engineering Research Institute (EERI) is an international, nonprofit, technical society of engineers, geoscientists, architects, planners, public officials, and social scientists. EERI members include researchers, practicing professionals, educators, government officials, and policymakers.

The objective of EERI is to reduce earthquake risk by (1) advancing the science and practice of earthquake engineering; (2) improving understanding of the impact of earthquakes on the physical, social, economic, political, and cultural environment; and (3) advocating comprehensive and realistic measures for reducing the harmful effects of earthquakes.

EERI is a leader in earthquake investigations and in the dissemination of earthquake risk reduction information both in the US and globally in cooperation with its international partners.

MISSION STATEMENT:

The mission of the Learning from Earthquakes (LFE) Program is to accelerate and increase learning from earthquake-induced disasters that affect the natural, built, social and political environments worldwide. The mission is accomplished through field reconnaissance, data collection and archiving, and dissemination of lessons and opportunities for reducing earthquake losses and increasing community resilience.

GOALS:

The LFE Program aims to fulfill its mission by focusing on several goals, including:

- To maintain and advance EERI's internationally recognized expertise and strong standing in earthquake reconnaissance missions and dissemination of lessons from earthquakes.
- To make EERI a leader in identifying and collecting data that measure the earthquake resilience of communities impacted by earthquakes.
- To foster multidisciplinary and practice/academic partnerships in reconnaissance missions and dissemination activities.
- To encourage and explore the use of new technologies in the collection and dissemination of data from earthquake reconnaissance.
- To encourage and explore the best ways to expand the definition of earthquake reconnaissance to include recovery reconnaissance and longitudinal studies.
- To develop dissemination approaches that rapidly increase knowledge and awareness of lessons from recent earthquakes among Earthquake Professionals who are responsible for education, design, assessment, regulation, and earthquake risk reduction programs.
- To create, strengthen, and solidify EERI relations with Earthquake Professionals, Technical Societies, and International Partners worldwide, through collaborations on reconnaissance missions and dissemination activities.
- To build Institutional and Individual Member capabilities in disaster reconnaissance, and to leverage reconnaissance programs by other organizations.

- To seek opportunities for young members of EERI to learn from past earthquakes.

COMMITTEE CHARGE (FROM THE EERI BOARD OF DIRECTORS):

- Advise the Executive Director and LFE Staff in the administration of the program, including the various components funded by external agencies.
- Help the program achieve its mission and goals via feedback and refinement of ongoing activities, as well as recommendations for and development of new activities.
- Plan for and coordinate post-earthquake reconnaissance studies, including immediately after important events and in periods following events during which recovery and resilience lessons can be learned.
- Develop and conduct reconnaissance training programs.
- Ensure that the EERI membership is aware of LFE activities and how members can participate in the LFE program.
- Report progress to the EERI Board annually, or on a more regular basis when appropriate.

ORGANIZATIONAL STRUCTURE:

The organizational structure for this program will consist of the following.

1. LFE Chair: The EERI LFE Program will be led by a Chair who is appointed by the EERI Board for a term of 2 years, with an option for reappointment for a second 2 year term upon mutual agreement with the EERI Board. The Chair leads both the LFE Executive Committee and the LFE Committee. When selecting a new LFE Chair, the following criteria should be considered:
 - a. Experience and active involvement with LFE
 - b. Ability or skills needed to meet the highest priority needs of the committee*
 - c. Experience with earthquake reconnaissance
 - d. EERI Membership
2. LFE Vice Chair: The Vice Chair of the LFE Program is appointed by the LFE Chair for a two-year term, with an option for reappointment if invited by the LFE Chair. The responsibilities of the LFE Vice Chair will be mutually agreed upon with the LFE Chair and shall be designed to support the ongoing or new LFE activities and supplement the responsibilities of the LFE Chair. When selecting a new LFE Vice Chair, the following criteria should be considered:
 - a. The person's affiliation should complement that of the chair's such that the Vice chair is a practitioner if the chair is an academic, or visa versa.
 - b. The person's discipline should complement that of the chair to achieve disciplinary diversity, if possible.
 - c. The person should be available to coordinate with EERI staff during reasonable business hours, if the chair is not available during such hours (e.g. due to time zone difference from Pacific time).
3. LFE Executive Committee: The Executive Committee will be an invitational group of approximately 5-10 members who guide and make decisions for the Program. The LFE Chair invites members, with support or recommendations as needed from EERI Staff or Board. The LFE Chair is the Chair of the Executive Committee. The chair of each sub-committee is automatically appointed to the Executive Committee. Additional at-large members may be appointed at the discretion of the LFE Chair. The Executive Committee will report to the EERI Board on behalf of the Program and provide annual report of activities. An EERI Staff member will also be assigned as an ex officio member of the executive committee to support its work. When identifying members of the Executive Committee, effort should be made to yield a committee with the following characteristics:
 - a. Balance amongst members with background in academia and practice
 - b. Disciplinary diversity
 - c. International experience, connections, and involvement
 - d. Reconnaissance or post-earthquake evaluation experience

4. LFE Program Committee: This committee's membership is open to any EERI member in good standing and applications for membership are approved by the LFE chair. All Program committee meetings will be open for all EERI members to attend. The program committee is designed in this fashion to provide all EERI members the opportunity to learn more about the program, its activities, and find ways to participate. The committee will engage via regular update meetings or calls at least twice per year. Program Sub Committee Chairs are expected to report the progress of their subcommittee activities during these regular meetings.
5. Sub Committees¹: Sub Committees are tasked by the Executive Committee to achieve various actions and activities of the program. Each Subcommittee will be led by a Subcommittee Chair, who is appointed for a 2 year term (with option for reappointment) by the Executive Committee, with support or recommendations as needed from EERI Staff or the EERI Board. Sub Committees are open to any EERI member in good standing, and applications for membership are approved by the subcommittee chair, in consultation with the LFE Chair. Proposals for the establishment of new activities and sub-committees can be proposed by any EERI Program Committee member with the support/signatures of at least 6 EERI members, and must be formally approved by the Executive Committee. The Executive Committee can disband inactive sub committees at their discretion. There is no limit to the number of sub-committees. Subcommittees are expected to meet regularly (at least quarterly), and a face-to-face meeting at the EERI Annual Meeting is encouraged. Ad-hoc subcommittees can also be established by the LFE Executive Committee for short term initiatives and activities. Ad-hoc subcommittees function the same as regular subcommittees but are not expected to be active for more than approximately 1 year.
6. LFE Staff: A staff member of EERI (designated LFE staff) is assigned to work with the LFE Executive Committee as an ex-officio member and support LFE Program activities.
7. LFE Operational Specialists: EERI staff will appoint and train volunteer LFE Operations Specialists who can help implement a virtual clearinghouse and basic notices to the members on the EERI website in the event of an earthquake when EERI staff are unavailable or busy with other tasks. These specialists are most likely to be past EERI interns familiar with the EERI website and operations. At least one specialist but as many as three specialists should be appointed at all times, so they are trained and ready to act when an earthquake occurs. Ideally at least one specialist should be located outside of the Bay Area. All specialists will have their emergency contact information on the LFE Executive Committee list, and should be invited to attend any emergency calls by the committee when an earthquake response is being considered. Specialists may also serve as back up, alternate or replacement for staff when needed, especially during physical clearinghouses when days are long and rotation of staff tasks is needed to maintain continuous operation.

ASSIGNMENT OF ACTIVITIES & RESPONSIBILITIES:

Subcommittees will implement the activities of this Program along with the LFE Program Committee and LFE Executive Committee. The responsibilities of each group are indicated below:

- 1. LFE Executive Committee**
 - a. Advise the Executive Director and LFE Staff in the administration of the program.
 - b. Oversight of LFE Staff action items
 - c. Oversight of LFE Subcommittees and their activities
 - d. Reporting to the EERI Board
 - e. Ensure that the program is achieving its mission and goals

¹ As of October 13, 2015, there are 3 subcommittees: the NSF Resilience Panel (part of the NSF grant to develop a seismic resilience observatory, funding to expire in June 2016); the On-Site Learning Subcommittee (funded for 2015 by the EERI Initiatives Development committee); and the Reconnaissance Tools and Training Subcommittee.

- f. Consideration and development of new LFE activities when needed
- g. Organize Annual Meeting sessions focused on LFE activities
- h. Consider, recommend and evaluate outcomes from post-earthquake reconnaissance studies when earthquakes or earthquake-induced events occur, and in periods following events during which recovery and resilience lessons can be learned.
- i. Liaise with other reconnaissance groups and organizations in the US and abroad, before and after earthquakes.

2. LFE Staff

- a. Support implementation of Executive Committees activities.
- b. Support implementation of LFE Subcommittee activities.
- c. Ensure program protocols are up-to-date including: LFE Committee Charge and Organization Document, LFE Annual Action Plans, LFE Operations Document, etc.
- d. Consider and recommend as needed new program protocols or operational improvements that would facilitate the reconnaissance process.
- e. Ensure that the EERI membership is aware of LFE activities and how members can participate in the LFE program.
- f. Ensure LFE web presence and archives are up-to-date.
- g. Coordinate and implement post-earthquake reconnaissance studies when prompted by the Board or LFE Executive Committee.
- h. Liaise with other reconnaissance groups and organizations in the US and abroad, before and after earthquakes.
- i. Participate in the California Earthquake Clearinghouse Management Committee and report on activities to the LFE Executive Committee.
- j. Prepare and submit both progress and final reports needed by funding agencies for grant-supported tasks.

3. NSF Resilience Panel

- a. Advise the Executive Director and LFE Staff in the administration of the "Seismic Observatory for Community Resilience - A Program to Learn from Earthquakes" funded by the U.S. National Science Foundation.
- b. Advise, develop and support implementation of activities designed to achieve the grant goals, deliverables, and outcomes.

4. Reconnaissance Tools & Training Subcommittee (*formerly called CA Clearinghouse*)

- a. Develop and conduct reconnaissance training programs for the membership utilizing EERI chapters, committees, or other member groups as appropriate.
- b. Guide the development of tools for reconnaissance data collection and archival of data acquired from these tools.

5. On-site Learning Subcommittee (*new program*)

- a. Design, develop and implement an on-site field study program that allows EERI members to study real case histories in the field, learning from the local experience to earthquakes worldwide.

See the annual action plan for detailed actions and milestones for each group.