

*Chapter 4 - Appendix C*

*Invitation Letter*

## *[Invitation Letter on Sponsor Letterhead]*

[Name]  
[Title]  
[Organization]  
[Address]  
[Date]

Dear [Name]:

You are invited to participate in a Ports and Waterways Safety Assessment (PAWSA) workshop on [Days, Dates & Time] at [Location].

PAWSA is a focused risk analysis used to identify major waterway safety hazards, estimate risk levels, and evaluate mitigation measures to reduce that risk. The process requires the participation of professional waterway users from the [Waterway Name] with local expertise in navigation, mobility, and waterway safety along with waterway stakeholders to ensure important environmental, public safety and economic consequences are given appropriate attention. The workshop will take two full days and will consist of highly structured facilitated morning and afternoon sessions designed to elicit and capture panel judgments on risks and the merits of risk reduction strategies appropriate to this community.

This risk assessment workshop is part of a continuing series of Congressionally mandated local community planning sessions. Those sessions are intended to further commercial and recreational development of the community's waterways and infrastructure, while ensuring maximum protection of the marine environment. This workshop is an opportunity to continue forging a partnership between federal, state, and local governments, commercial, recreational, and environmental interests for planning and implementing improvements. Your participation in this workshop will ensure that the perspective and interests that you represent are incorporated, and that this waterway receives an appropriate allocation of improvement and development funding at the local, regional, and national levels.

The waterway risk assessment process format and agenda requires that I limit the number of participants from each participating organization to one. However, if additional members from your organization wish to attend, the session will be open to those individuals in an observer role. Maintaining consistent representation throughout the PAWSA process is essential to success, so please accept this invitation **only if you** (or another representative from your organization) **can attend both days**.

Enclosed with this letter is read ahead material that explains the PAWSA background, selection process, agenda, [and a list of the waterway community representatives invited to this workshop](#). Reviewing the read ahead material prior to your arrival is important; however, I also would recommended that you arrive early enough on the first day to review the folder you will find at your seat. Approximately 15 or 20 minutes will be needed for that review. The information in that folder will provide more specific information pertaining to the workshop and the waterway(s) under discussion. A website also has been created to provide additional details about the process and previously conducted PAWSA workshops: [www.navcen.uscg.gov/mwv/projects/pawsa/pawsa\\_home.htm](http://www.navcen.uscg.gov/mwv/projects/pawsa/pawsa_home.htm). I urge you to review that information as well so that everyone will start with a common understanding of the workshop purpose, process, and product.

I encourage you to bring any additional material / data that you think may be relevant to the workshop. Feel free to call me or [\[POC's position and name\]](#), whom I have designated as the primary point of contact for this workshop, to discuss any aspects of this effort.

Enhancing the ability of our ports and waterways to support safe, secure, and efficient transportation in the future, while protecting the environment, is a national priority. Waterway management is a matter for cooperative action between all levels of government and the private sector. This is your opportunity to be certain that your perspective and concerns are given consideration in plans for port and waterway development. I look forward to your participation.

Sincerely,

[\[Sponsor Name\]](#)  
[\[Title\]](#)

Enclosure: Read Ahead Material

[\[Note: For use outside the U.S., appropriate revisions are necessary.\]](#)