

# E.O. 12866 Meeting Requests: A Video How-To Guide

## Transcript

### Slide 1 Header Slide:

EO 12866 Meeting Request: How-To Guide

Office of Information and Regulatory Affairs (OIRA)

[www.reginfo.gov](http://www.reginfo.gov)

**VOICEOVER:** Hello and thanks for watching. The purpose of this how-to guide is to explain how you, the public, can request a meeting with the Office of Information and Regulatory Affairs (or, “OIRA”) in order to share your views on a *regulation* that we are reviewing.

First, we’d like to provide you with some background to better explain why these meetings may be useful to you.

**SLIDE 2:** [*transition slide*] What is a Regulation?

**SLIDES 3-11:** [*infographic with voiceover*]



**VOICEOVER:** Federal agencies issue regulatory actions – sometimes called “rules” – to implement the laws passed by Congress.

After Congress passes a law, an agency starts by analyzing options for implementing it. In many cases the agency will then publish a draft of a new or changed policy, called a “proposed rule,” in the *Federal Register* – which is the official journal of the Executive Branch. The proposed rule is

also where the agency asks for the public’s feedback. Anyone can submit comments on a proposed rule at regulations.gov.

After the public comment period ends, the agency reviews all of the feedback and publishes a final rule, where it responds to comments from members of the public and explains its final decisions. Lastly, the rule takes effect – usually 30 or 60 days after the final rule is published.

**SLIDE 12:** [transition slide] What is Executive Order 12866?

**Slides 13-14:** [infographic with voiceover]



**VOICEOVER:** Federal regulations address a range of important issues and can affect many parts of our daily lives. Some rules are considered more impactful – or *significant* – than others.

Executive Order 12866 outlines how federal agencies should describe and assess the significant regulatory actions they are proposing. It directs OIRA to oversee this process in order to enhance the quality, transparency, and effectiveness of federal regulations.

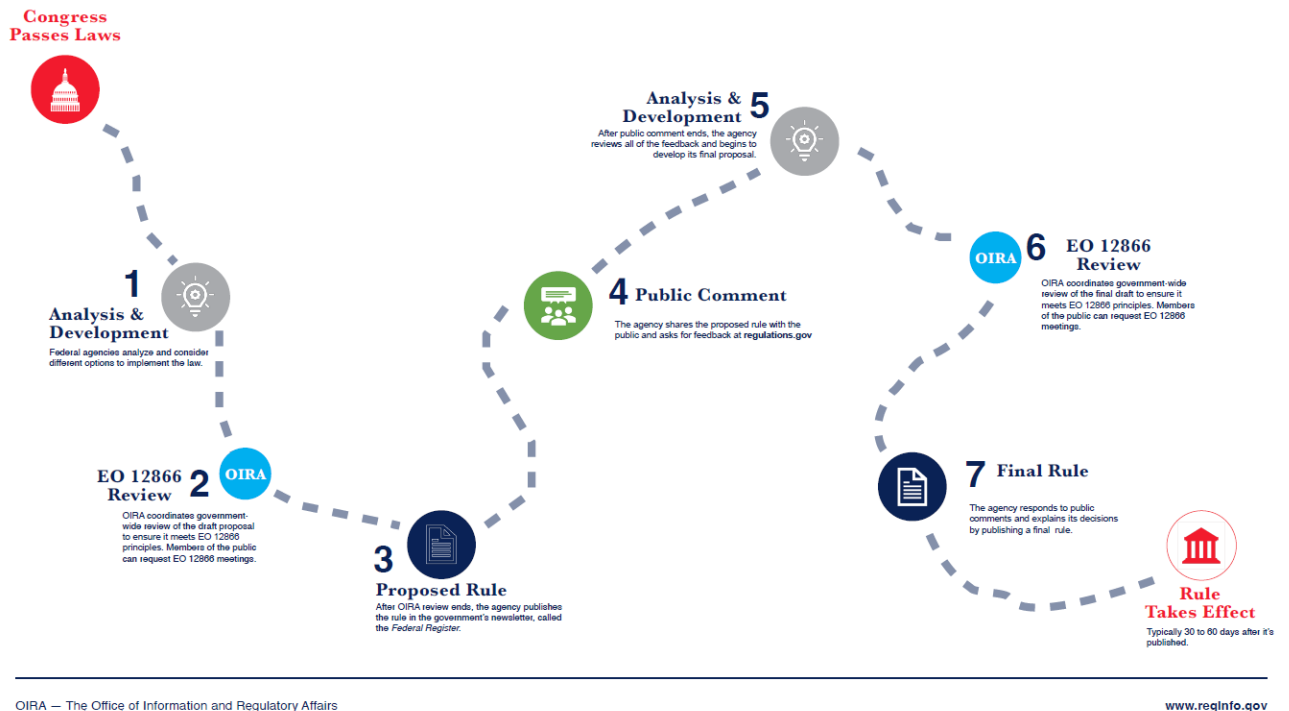
OIRA coordinates government-wide review of draft significant regulatory actions before they take effect. OIRA works with the authoring agency and other parts of the Executive Branch of the Federal Government with the goal of ensuring that agencies carefully explain what a rule would do; that they consider other options or alternatives as part of the rulemaking; and that they thoughtfully weigh benefits and costs of the rule, among other things.

The way OIRA oversees review of significant rules – including what *counts* as a “significant” rule – is governed by Executive Order 12866.

**Slide 15:** [information slide] You can learn more about Executive Order 12866 and OIRA’s role in the FAQ section of [reginfo.gov](http://www.reginfo.gov)

**Slide 16:** [transition slide] What are EO 12866 meetings in context?

**Slides 17-19:** [infographic with voiceover]



**VOICEOVER:** OIRA will typically review a draft significant rule twice: once when the rule is a proposal, prior to it being published for public comment (typically called a “proposed rule”), and again when the agency is finalizing the action after considering public comment (typically called a “final rule”). OIRA’s review of draft significant rules or other regulatory actions is called “E.O. 12866 review,” after the Executive Order, and meetings with OIRA about actions that we are reviewing are called “E.O. 12866 meetings.” A full list of every regulation OIRA is reviewing at any one time is available at [www.reginfo.gov](http://www.reginfo.gov).

Any member of the public can request EO 12866 meetings with OIRA during OIRA’s review at both the proposed and final rule stages. When someone from the public initiates a meeting request, OIRA handles the scheduling and hosts the meeting – and we also invite the agency writing the rule.

**Slide 20:** [transition slide] What should I expect during E.O. 12866 meetings?

**Slide 21:** [infographic with voiceover]

The infographic is set against a dark blue background. It features two main columns. The left column has a light blue background and is titled 'OIRA'. It lists three items: 'Listening mode' with an ear icon, 'Cannot discuss details' with a crossed-out circle icon, and 'May ask clarifying questions' with a person and question mark icon. The right column has a dark blue background and is titled 'PUBLIC'. It lists three items: 'Scientific, economic, or technical data' with a document icon, 'Individual perspectives' with a person icon, and 'Any other relevant information' with a magnifying glass icon. Below these columns is a white clock icon followed by the text: 'EO 12866 meetings are typically scheduled for 30 minutes. Meetings with OIRA are not a substitute for the public comment process.' At the bottom left, it says 'OIRA – The Office of Information and Regulatory Affairs' and at the bottom right, 'www.reginfo.gov'.

**VOICEOVER:** 12866 Meetings are *listening sessions* for OIRA, generally scheduled for 30 minutes. OIRA values diverse perspectives, and any member of the public can share their views with us about a regulatory action that we are reviewing.

E.O. 12866 emphasizes the importance of understanding the benefits and costs of an agency’s rule, so if you have relevant scientific, technical, social, or economic information you think may be important to consider, you can share that with us during the meeting.

Or, perhaps you know something important – based on your own lived experience – that could help us better understand the rule and its impacts. That kind of information can be very valuable to share as well.

During the meeting, OIRA and the agency may ask clarifying questions to better understand your comments, but remember – OIRA review is *pre-decisional and deliberative* – which means our review is occurring before final decisions have been made. If something is pre-decisional, it generally means we can’t talk about its details with the public. We’re also unable to debate anything about the rule. *We’re just here to listen and learn.*

**Slide 22:** [*transition slide*] When can I learn about the proposed rule and submit public comments?

**Slides 23-24:** [*infographic with voiceover*]



## Public Comment

Agency publishes the proposal at the Federal Register and the public can read the rule and submit comments through [regulations.gov](https://www.regulations.gov)

**VOICEOVER:** It is important to point out that E.O. 12866 meetings *are not* a substitute for submitting written comments to an agency about a proposed rule.

After an agency publishes a proposed rule, the public *does* have an opportunity to read about what the rule would do in the *Federal Register* or at [regulations.gov](https://www.regulations.gov), and to submit comments on the proposal to the agency. As the agency is developing its final rule, the agency *is generally required by law* to consider the public comments it received.

You should be sure to follow any instructions provided by the agency to understand how, and by when, you should submit a comment on a proposed rule.

**Slide 25:** [*information slide*] For more information about how and when to submit a public comment on a proposed rule or other regulatory action, please visit [regulations.gov/FAQ](https://www.regulations.gov/FAQ).

**Slide 26:** [*transition slide*] How do i request an E.O. 12866 meeting on a rule under review at OIRA?

**SCREEN RECORDING:** [*video will track with text directions*]

[Begin at [reginfo.gov](https://www.reginfo.gov) homepage]

**VOICEOVER:** There are a few different ways you can request an E.O. 12866 meeting with OIRA. First visit [reginfo.gov](https://www.reginfo.gov). Locate the navigation bar at the top of the webpage and hover over “Regulatory Review.” Next, click “Regulatory Review Dashboard.” This brings you to the full list of all regulatory actions that are currently under review at OIRA. Remember: *E.O. 12866 meetings are only available for rules that are currently under review with OIRA.*

You can further filter results by a single agency so that you can see, for example, only the rules pending review from the Department of Transportation.

[Zoom in on bar chart, click on just DOT bar]

Using the bar chart at the top, simply select the agency that interests you and that agency's rules will display below. Click "refresh" on your web browser to return to the full list of pending rules.

[Refresh; Zoom in on RIN]

Notice that each rule has a RIN – or "Regulatory Identification Number." The RIN is a unique number assigned to every regulation. It helps OIRA, agencies, and the public keep track of a rule as it moves from a proposal to a final rule. The RIN is also useful for commenting on proposed rules once OIRA's review ends, so you may want to hang onto that information for later.

[Zoom to "Request EO Meeting"]

You can request an E.O. 12866 meeting right here from the Regulatory Review Dashboard, by navigating to the rule that interests you and selecting "Request E.O. Meeting."

[Navigate back to [reginfo.gov](http://reginfo.gov) homepage]

If you already know the RIN and are confident that the rule you want to meet about is currently at OIRA for review, you can go straight to the E.O. Meeting Request page, by hovering over "Regulatory Review" on the navigation bar and selecting "E.O. 12866 Meetings" from the dropdown.

From here, click "Schedule" and enter the RIN into the box as shown.

[Navigate to "Regulatory Review" and "Search"]

Finally, if you know some basic information about the rule but are missing the RIN needed to schedule a meeting, you can also search for a rule by selecting "search" on the dropdown under "Regulatory Review."

[Enter filter options to display rule]

From here, enter the information you know – such as the agency or a keyword – and click "search." This will bring up a list of pending rules that fit those search terms. Make sure you've checked "Pending Review" under the "Review Status" filter so that you are only viewing rules currently with OIRA.

Once you have the correct rule, click on "Pending Review" for the specific rule, which brings you to the rule's information page, where you can select "Request E.O. Meeting" at the bottom.

[Navigate to the first page of the scheduler form]

All three options bring you to this meeting request form, where you will first enter your name and verify your email address.

[Navigate to add attendees]

To verify your email address, you will be sent an email with a link you should click, after which you will have an opportunity to add the names of all attendees, including yourself, who you are representing, if that applies, and organizational affiliations, if any. You will also have an opportunity to request interpretation or accessibility services, as well as upload any relevant documents.

Bear in mind that the names and affiliations of meeting participants and any documents provided for the meeting will be made public on OIRA's website.

Finally, you should submit the meeting request, and wait for OIRA to contact you with a meeting date and time.

**Closing Slide:** For more information about EO 12866 Meetings please visit [www.reginfo.gov](http://www.reginfo.gov)

**Voiceover:** If you are considering requesting an E.O. 12866 meeting with OIRA and would like more information about how to prepare – including tips for what information we find to be the most useful during these meetings – please see our written guide by visiting [reginfo.gov](http://reginfo.gov) and navigating to “E.O. 12866 Meetings” under the “Regulatory Review” tab.

Thanks for watching!