

hold a meeting to discuss the Agency's Effluent Guidelines Program. The meeting is open to the public.

DATES: The meeting will be held on Tuesday, May 4, 1999 from 9:00 a.m. to 5:00 p.m., and Wednesday, May 5, 1999 from 8:30 a.m. to 3:00 p.m.

ADDRESSES: The meeting will take place at the Radisson Barcelo Hotel, 2121 P Street, NW, Washington, DC.

FOR FURTHER INFORMATION CONTACT: Beverly Randolph, Office of Water (4303), 401 M Street, SW, Washington, D.C. 20460; telephone (202) 260-5373; fax (202) 260-7185.

SUPPLEMENTARY INFORMATION:

Pursuant to the Federal Advisory Committee Act (Pub. L. 92-463), the Environmental Protection Agency gives notice of a meeting of the Effluent Guidelines Task Force (EGTF). The EGTF is a subcommittee of the National Advisory Council for Environmental Policy and Technology (NACEPT), the external policy advisory board to the Administrator of EPA.

The EGTF was established in July of 1992 to advise EPA on the Effluent Guidelines Program, which develops regulations for dischargers of industrial wastewater pursuant to Title III of the Clean Water Act (33 U.S.C. 1251 *et seq.*). The Task Force consists of members appointed by EPA from industry, citizen groups, state and local government, the academic and scientific communities, and EPA regional offices. The Task Force was created to offer advice to the Administrator on the long-term strategy for the effluent guidelines program, and particularly to provide recommendations on a process for expediting the promulgation of effluent guidelines. The Task Force generally does not discuss specific effluent guideline regulations currently under development.

The meeting is open to the public, and limited seating for the public is available on a first-come, first-served basis. The public may submit written comments to the Task Force regarding improvements to the Effluent Guidelines program. Comments should be sent to Beverly Randolph at the above address. Comments submitted by April 23, 1999 will be considered by the Task Force at or subsequent to the meeting.

Dated: March 26, 1999.

Tudor T. Davies,

Director, Office of Science and Technology.
[FR Doc. 99-8336 Filed 4-2-99; 8:45 am]

BILLING CODE 6560-50-P

ENVIRONMENTAL PROTECTION AGENCY

[FRL-6320-2]

Notice of Process Improvements Under Project XL

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice; clarification and streamlining of the process used for developing XL projects.

SUMMARY:

What is Project XL?

Project XL, which stands for eXcellence and Leadership, is a national initiative that tests innovative ways of achieving better and more cost-effective public health and environmental protection. XL pilot projects must meet certain criteria (see **SUPPLEMENTARY INFORMATION** section of this Notice), but are built around three key elements: (1) Stronger environmental performance; (2) meaningful stakeholder involvement; and (3) flexibility in EPA regulations, policies, or procedures. Project XL challenges the regulated community—facilities, business sectors, government agencies, and communities—to find cleaner, cheaper and smarter ways of protecting the environment. As of February 1999, ten projects are being implemented and over 20 more are in development. Project sponsors have already achieved a number of significant benefits by participating in Project XL, including increased environmental protection, substantial cost savings, improved operational flexibility, and better stakeholder relations.

What Is the Purpose of This Notice?

EPA is announcing new operating guidance for XL's project development process. Project XL is an evolving program where EPA applies "lessons learned" in a timely way. Comments are always welcome. This guidance will not be "finalized" through additional notices, but will be revised, when necessary, based on comments and input. This Notice provides a very brief description of the new guidance and announces the availability of three specific documents that describe the key changes in greater detail. These documents are available on Project XL's website: www.epa.gov/ProjectXL as well as from XL's information line at 202-260-5754.

Why Is This New XL Guidance Needed?

When Project XL was launched in 1995, there were no models to draw upon for such an innovative effort. Since that time, EPA has learned a great

deal about how to carry out cross-media, cross-Agency experiments and can now be more specific on what a quality proposal should contain, how decisions should be made, and what a stakeholder process should entail. Building on that practical experience, EPA has worked hard with representatives from industry, environmental organizations, states, and other interested groups over the last several months to improve how XL pilot projects are developed and implemented. These improvements have already led to reductions in the "transaction costs" of all participants in projects where they have been utilized.

How Has the New Process Produced Better Results?

After a step-by-step evaluation of the old process, the "re-engineering" work group created a new process that is faster and clearer, and spells out the roles and responsibilities not only for EPA, but also project sponsors and stakeholders. Improvements have been seen in several XL projects currently under development where these changes have been utilized. For example, in one recent project several of the new techniques were applied resulting in a quality proposal that will have an agreement signed nine months after initial discussions began.

What Changes Have Been Made?

The old process needed—

—Greater clarity in determining what makes a good proposal and how to involve and assist stakeholders more effectively;

—Better management of proposal development activities and decision-making in EPA, the states, and other regulators outside of EPA; and

—More commitment to an expeditious process by all parties at all levels.

The new process is now—

—clearer, more predictable, and faster and is described in detail in the following documents:

(1) A Best Practices Guide for Proposal Development

This guide is designed to help project sponsors submit Project XL proposals that will go through the review process as quickly and smoothly as possible. The guide is intended to: (a) let project sponsors know in clear terms what information to put into a proposal; (b) help sponsors understand why EPA needs this information from project sponsors; and (c) give sponsors some initial sense of whether their idea is a likely candidate for Project XL.

(2) A Stakeholder Involvement Guide

Surveys of project sponsors have indicated that the stakeholder involvement process has been very beneficial to them, but that the process could benefit from clear guidance on how to do it and what's involved. This XL-specific guide to stakeholder involvement is designed to clarify the roles and responsibilities of sponsors and stakeholders, enumerate guiding principles, and provide ideas and tools to help develop, negotiate, and implement successful XL projects.

(3) Manual for EPA XL Project Teams

XL projects require expeditious coordination among several organizations within EPA. This manual guides the internal EPA process, and improves the Agency's ability to make

decisions quickly and move XL projects effectively through the development process. It consists of two parts: (a) Ground Rules for EPA XL Teams, outlining ground rules found to be essential for EPA project teams to perform effectively; and (b) The XL Process Steps for EPA's XL Teams, which provides a step-by-step breakdown of the process and delineates internal responsibilities for each step.

EPA has developed additional tools and techniques to assist during proposal development:

- Project management schedules with milestones are now developed and tracked for every project;

- EPA senior management participate early during proposal development;

- The roles and responsibilities for all participants are now clearer;

- Training is available for new EPA XL project teams;

- Assistance is available through an EPA contractor to project sponsors who would like to use an impartial facilitator to help get the stakeholder involvement process off to an open, well-organized, and productive start.

- Task-specific technical assistance can also be provided for stakeholder groups under certain conditions through the Institute for Conservation Leadership (telephone number 301-270-2900).

How Fast is "Faster"?

The revised XL process is divided into shorter, more focused project phases, with estimated time frames of six months to a year, compared to 18 months or more for the old process.

THE NEW PHASES OF THE XL PROPOSAL PROCESS

Phase	Estimated number of days*	Description
Pre-Proposal	20-30	Informal discussions between EPA, State(s), and potential sponsors.
Proposal Development	50-75	EPA and the relevant State(s) help the sponsor develop proposal concepts into complete proposal package.
EPA & State Proposal Review	40-60	States and EPA decide whether the project is acceptable for developing a Final Project Agreement (FPA).
Final Project Agreement Development, and a Federal Register Notice to solicit comments, with the appropriate legal mechanism, where necessary (such as a permit or site specific rule)	90-180	EPA, the sponsor, the State(s), and the stakeholders work to develop the Final Project Agreement (FPA).
Total:	200-345*	

Provided the project sponsor and the State agree with the proposed schedules.

DATES: April 5, 1999.

FOR FURTHER INFORMATION CONTACT: (1) For XL projects: Contact Christopher Knopes, Office of Reinvention Programs, United States Environmental Protection Agency, Room 1029, 401 M Street SW, Mail Code 1802, Washington, DC 20460. The telephone number for the Office is (202) 260-5754; the facsimile number is (202) 401-6637.

(2) For general information, including documents referenced in this document, other EPA policy documents related to Project XL, EPA regional contacts, application information, and descriptions of existing XL projects and proposals, please turn to Project XL's website—<http://www.epa.gov/ProjectXL> for private and federal facilities, states, and business sectors; and for communities, turn to <http://www.epa.gov/ProjectXLC>.

SUPPLEMENTARY INFORMATION:

How are XL Projects Selected?

Much information on Project XL has been provided in previous **Federal Register** documents. In Project XL's first

Federal Register Notice on May 23, 1995 (60 FR 27282), EPA described Project XL as a program that offers a balanced set of benefits to the environment, the regulated community and the public, and issued a general solicitation for proposals. In that Notice, EPA also defined the eight criteria by which proposals are selected for participation. In addition to these criteria, a project sponsor must have a solid record of compliance.

The criteria help evaluate whether the project can:

- (1) Produce superior environmental results;
- (2) Produce benefits such as cost savings, paperwork reduction, and operational flexibility;
- (3) Garner stakeholder involvement and support;
- (4) Achieve innovation and multi-media pollution prevention;
- (5) Be transferable to other facilities, sectors, communities, etc.;
- (6) Be feasible (technically and administratively);

(7) Identify monitoring, reporting, accountability, and evaluation methods; and

(8) Avoid shifting of risk burden.

In addition to these criteria, there are three criteria that are specific to community-sponsored XL projects:

- (9) Build capacity for community participation;
- (10) Create economic opportunity; and
- (11) Promote community planning.

How Can You Get More Information?

For more detailed definitions of the XL criteria, please refer to the **Federal Register** documents of May 23, 1995 (60 FR 27282) and April 23, 1997 (62 FR 19872), which provide further guidance and clarification. Additional information on XL (program policy, projects, project ideas, publications, and legal questions) can be obtained from the **Federal Register** document of June 23, 1998, from Project XL's websites <http://www.epa.gov/ProjectXL> and <http://www.epa.gov/ProjectXLC>, and by calling 202-260-5754.

Dated: March 23, 1999.

Jay Benforado,

Acting Associate Administrator, Office of Reintervention.

[FR Doc. 99-8338 Filed 4-2-99; 8:45 am]

BILLING CODE 6560-50-P

EQUAL EMPLOYMENT OPPORTUNITY

Sunshine Act Meeting

AGENCY HOLDING THE MEETING: Equal Employment Opportunity Commission.

DATE AND TIME: April 13, 1999 at 2:00 P.M.

PLACE: Federal Reserve Bank Auditorium, 10 Independence Mall, Philadelphia, PA, 19106.

STATUS: The meeting will be open to the public.

MATTERS TO BE CONSIDERED:

1. Announcement of Notation Votes, and
2. Panel Discussion of Equal Pay Act (EPA) Enforcement.

Note: Any matters not discussed or concluded may be carried over to a later meeting. (In addition to publishing notices on EEOC Commission meetings in the **Federal Register**, the Commission also provides a recorded announcement a full week in advance on future Commission meetings.) Please telephone (202) 663-7100 (voice) and (202) 663-4074 (TDD) at any time for information on these meetings.

CONTACT PERSON FOR MORE INFORMATION: Frances M. Hart, Executive Officer, on (202) 663-4070.

Dated: March 30, 1999.

Frances M. Hart,

Executive Officer Executive Secretariat.

[FR Doc. 99-8343 Filed 3-31-99; 4:40 pm]

BILLING CODE 6750-06-M

FEDERAL COMMUNICATIONS COMMISSION

Notice of Public Information Collections Being Reviewed by the Federal Communications Commission

March 25, 1999.

SUMMARY: The Federal Communications Commission, as part of its continuing effort to reduce paperwork burden invites the general public and other Federal agencies to take this opportunity to comment on the following information collection, as required by the Paperwork Reduction Act of 1995, Pub. L. 104-13. An agency may not conduct or sponsor a collection of information unless it displays a currently valid control number. No person shall be subject to any penalty for failing to comply with a collection of information subject to the Paperwork

Reduction Act (PRA) that does not display a valid control number.

Comments are requested concerning (a) whether the proposed collection of information is necessary for the proper performance of the functions of the Commission, including whether the information shall have practical utility; (b) the accuracy of the Commission's burden estimate; (c) ways to enhance the quality, utility, and clarity of the information collected; and (d) ways to minimize the burden of the collection of information on the respondents, including the use of automated collection techniques or other forms of information technology.

DATES: Written comments should be submitted on or before June 4, 1999. If you anticipate that you will be submitting comments, but find it difficult to do so within the period of time allowed by this notice, you should advise the contact listed below as soon as possible.

ADDRESSES: Direct all comments to Les Smith, Federal Communications Commission, 445 12th Street, SW, Room 1-A804, Washington, DC 20554 or via the Internet to lesmith@fcc.gov.

FOR FURTHER INFORMATION CONTACT: For additional information or copies of the information collections contact Les Smith at (202) 418-0217 or via the Internet at lesmith@fcc.gov.

SUPPLEMENTARY INFORMATION:

OMB Control Number: 3060-0095.
Title: Annual Employment Report—Cable Television.

Form Number: FCC 395-A.
Type of Review: Extension of currently approved collection.

Respondents: Business or other for-profit entities.

Number of Respondents: 2,564.
Estimated Time per Response: 0.25 to 2.42 hours.

Frequency of Response: Annual reporting requirement.

Total Annual Burden: 4,683.
Total Annual Costs: None.

Needs and Uses: The Annual Employment Report (FCC 395-A) is a data collection device used to assess and enforce the Commission's EEO requirements. The report identifies employees by gender, race, color and/or national origin in nine major job categories. Every cable entity with six or more full-time employees and all Satellite Master Antenna Television Systems serving 50 or more subscribers and having six or more full-time employees must file annually a full FCC 395-A. However, cable entities with five or fewer full-time employees must only file Sections I, II, and IX of the FCC 395-A, and thereafter need not file again

unless its employment increases. In addition, cable entities with six or more full-time employees will file a Supplemental Investigation Sheet once every five years. The data are used by FCC staff to monitor a cable unit's efforts to afford equal employment opportunity in employment. The data are also used to assess industry trends.

OMB Control Number: 3060-0574.

Title: MVPD Annual Employment Report.

Form Number: FCC 395-M.

Type of Review: Extension of currently approved collection.

Respondents: Business or other for-profit entities.

Number of Respondents: 155.

Estimated Time Per Response: 0.25 to 2.42 hours.

Frequency of Response: Annual reporting requirement.

Total annual burden: 232 hours.

Total annual costs: None.

Needs and Uses: Section 22 (e) of the Cable Television Consumer Protection Act of 1992 (1992 Cable Act) amends the definition of "cable operator" for EEO purposes to include program packages of multiple video program distributors (MVPD) using owned or leased transport facilities in the multipoint distribution service (MDS), multichannel, multipoint distribution service (MMDS), direct broadcast satellite (DBS), television receive only (TVRO), and video dialtone facilities to provide multiple channels of video programming. The MVPD Annual Employment Report (FCC 395-M) is a data collection device used to assess and enforce the Commission's EEO requirements. The report identifies employees by gender, race, color, and/or national origin in nine major job categories. The FCC 395-M contains a grid which collects data on full and part-time employees, collects hiring and promotion data for senior upper-level job categories, and a list of job titles within each of the 15 job categories. MVPD units may submit computer-generated lists of job titles which are currently maintained for internal recordkeeping purposes. Every MVPD unit with six or more full-time employees must file annually a full FCC 395-M. However, MVPD units with five or fewer full-time employees must only file Sections I, II, and IX of the FCC 395-M, and thereafter, need not file again unless its employment increases. In addition, MVPD units with six or more full-time employees will file a Supplemental Investigation Sheet once every five years.

The data are used by FCC staff to monitor an MVPD unit's efforts to afford