

National Estuary Program

Lead Organizations Coordinating Team Charter

Background

In October 2010, the Environmental Protection Agency (EPA) solicited a Request for Proposals (RFP) to implement priority work consistent with the 2020 Puget Sound Action Agenda for the protection and restoration of Puget Sound. The RFP solicited proposals from applicants that would serve as a Lead Organization (LO) for one of four areas of emphasis. EPA selected Washington State agencies as LOs to coordinate six-year efforts to develop and implement strategies in the four areas of emphasis:

- Marine and nearshore protection and restoration (LOs - Departments of Fish & Wildlife and Natural Resources);
- Watershed protection and restoration (LOs - Departments of Ecology and Commerce);
- Toxics and nutrients prevention, reduction and control (LO - Department of Ecology); and
- Pathogen prevention, reduction, and control (LOs - Departments of Health and Ecology).

In addition, both the Puget Sound Partnership (PSP) and the Northwest Indian Fisheries Commission (NWIFC) have cooperative agreements with EPA, under the auspices of the National Estuary Program. PSP funding is focused on regional engagement and Action Agenda management. NWIFC funding is to provide sub-awards to 19 Federally-recognized Indian Tribes located within the greater Puget Sound Basin and any authorized consortium of these eligible Tribes to implement high priority projects identified in the PSP's Action Agenda, or other existing recovery plans or which will contribute directly to the restoration and protection of Puget Sound.

Purpose

Each LO entered into a cooperative agreement with the EPA. As part of the cooperative agreements, the LOs developed work plans, which had identical structures and similar tasks. **The purpose of the Lead Organization Coordinating Team (LO Team) is to collaborate on implementation of the cooperative agreements with EPA.** A great deal of the LO Team work is focused on completing common elements of the work plans, i.e. advancing common processes for subawards, developing cross-cutting proposals, and engaging with the Management Conference.

Membership

Membership to the LO Coordinating Team will consist of two levels, primary and adjunct members. One staff-level representative from each LO agency and an EPA representative for each topic area will comprise the primary team. The adjunct members will encompass a broader group such as, policy leads from each LO, additional agency representatives from each LO, additional EPA staff, Puget Sound Partnership Staff, and other state agency staff (i.e. RCO and Dept. of Agriculture).

Primary LO Team Membership:

1. One staff member from DNR representing Marine and Nearshore
2. One staff member from DFW representing Marine and Nearshore
3. One EPA member representing Marine and Nearshore
4. One staff member from Ecology representing Toxics and Nutrients
5. One EPA member representing Toxics and Nutrients
6. One staff member from Ecology representing Watersheds
7. One staff member from Commerce representing Watersheds
8. One EPA member representing Watersheds
9. One staff member from Health representing Pathogens
10. One EPA member representing Pathogens
11. One staff member from NWIFC
12. One EPA member working with NWIFC
13. One staff member from PSP
14. One EPA member working with PSP

Adjunct LO Team Membership, the Primary Team plus:

1. Policy leads from each lead organization
 - One policy lead from DNR representing Marine and Nearshore
 - One policy lead from DFW representing Marine and Nearshore
 - One policy lead from Commerce representing Watersheds
 - One policy lead from Ecology representing both Toxics and Nutrients, Watersheds and Pathogens
 - One policy lead from Health representing Pathogens
 - One policy lead from NWIFC
 - One policy lead from PSP
 - One policy lead from EPA
2. Other Puget Sound Partnership representatives
3. Other LO agency representatives
4. Other state agency representatives
5. Other EPA representatives

An email distribution list for both primary and adjunct members will be established.

Meetings

The Primary LO Team will meet two times a month at a minimum, with additional meetings scheduled as needed. The team will meet on Wednesdays from 11 a.m. to 12:30 p.m. Members will make every effort to attend the routinely scheduled meetings. If scheduling conflicts arise, members may send an alternate, or the meeting may be moved to a different date and time if all primary members agree. The meetings are intended to be face-to-face, but a conference call option will always be provided. All meetings will have an agenda. If there are insufficient agenda items, the meeting may be cancelled. Each meeting will have one facilitator and one note taker.

The responsibility for setting up the Primary LO Team meetings will rotate amongst the LO agencies and EPA on a monthly basis. The rotation schedule is as follows:

- Department of Natural Resources

- Department of Fish and Wildlife
- Department of Ecology
- Department of Health
- Puget Sound Partnership
- Environmental Protection Agency
- Northwest Indian Fisheries Commission
- Department of Commerce

Meeting Responsibilities

Facilitator:

- Develop and distribute an agenda.
- Invite others to meeting if necessary.
- Arrange for any necessary equipment.
- Arrange for conference call.
- Lead meetings, keeping discussions on track according to the agenda.
- Recruit members to work on topical subgroups. Establish deadlines for work assignments to be completed.

Note Taker:

- Take notes from meeting and circulate amongst attendees for comment
- Finalize notes and distribute to larger group (primary and secondary group).

Note: The facilitator and note taker may end up being the same person.

All Members:

- Attend regularly scheduled meetings, informing the facilitator of known absences.
- Come to meetings prepared with assignments completed.
- Update topic area core teams with relevant information from LO meetings.

Adjunct team members will receive all meeting information and notes, but their participation at any one meeting will be optional or agenda driven.

Communication/Conduct

- Members will share information about emerging issues, identify areas of critical interest, and share responsibilities for addressing them.
- Members shall conduct themselves in a professional, respectful, and courteous manner. Open and honest communication is expected.
- Members will share responsibility for completing group work, such as writing common documents, presentations or reports.

Operations

- The primary team will be limited to 14 people for manageability of scheduling and facilitation.

- Primary members will consult with adjunct members and flag issues for policy discussion outside the LO meetings. The facilitator will invite adjunct members to coordination meetings as appropriate, depending on the agenda.
- Members will bring discussion items, specific ideas and questions to the group for input and guidance. Specific agenda item requests should be forwarded to the meeting facilitator.
- Formal proceedings will not be maintained, but summary notes of meetings will be circulated.
- Specific work of the primary team includes:
 - Developing consistent process and decision-making criteria for sub-awards.
 - Discussing early investments and scope of RFPs to find areas for coordination/collaboration.
 - Reviewing sub-awards between all LOs for duplication and to find areas for coordination/collaboration.
 - Gathering advice from various parts of the management conference.
 - Working together on internal and external communication pieces to ensure consistent messaging across LOs.
 - Developing a website to create a single access point for information about sub-award opportunities.
 - Participating in PSP activities: target setting, refining indicators, Action Agenda revisions, and social strategies.
 - Identifying cross-cutting priorities and developing a process for cross-cutting sub-awards.
 - Informing team on progress developing 6-year strategies.
 - Sharing pertinent data, reports, outcomes/outputs from sub-award projects.

Decision Making

The LO Team will strive to make decisions by consensus amongst primary members. Each member will endeavor to promote consensus in a spirit of cooperation. Consensus is reached when all primary members are in agreement or when a majority of primary members agree and the minority does not strongly dissent (also known as “agree to disagree”).

If the minority strongly disagrees the following steps will be taken:

- Discussion to reach a common understanding of the issue.
- Discussion of the pros and cons of the relative positions.
- Polling of all team members for their views.
- Discussion of possible resolution.

If the primary members cannot reach consensus, the issue will be elevated to the adjunct policy lead members for resolution. All decisions will be clearly documented in the meeting notes. Members may comment on meeting notes if differences in understanding arise.

Signed:



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4/20/2011

Date

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Elizabeth Butler

4/20/11

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Marine & Nearshore, Dept. of Fish & Wildlife

Date

John Gabrielson

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Toxics and Nutrients, Dept. of Ecology

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Mike Cox

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Kim Harper

4/20/11

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Jo Henry

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Terry Wright

4/28/11

Terry Wright

Date

Tribal Implementation, Northwest Indian Fisheries Commission

Lisa Chang

4/25/11

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Date

Tribal Implementation, EPA

Kevin Anderson

4/25/11

Kevin Anderson

Date

Action Agenda Implementation, Puget Sound Partnership

Angela Grout

4/22/11

Angela Grout

Date

Action Agenda Implementation, EPA