

# NSST Communications Plan



*North American Waterfowl  
Management Plan*  
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*Plan nord-américain de  
gestion de la sauvagine*  
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*Plan de Manejo de Aves  
Acuáticas de Norteamérica*

According to the NSST Bylaws (Article II – Purpose) adopted on August 22, 2006, the NSST was constituted to pursue the mission and objectives established in the NSST Charter and the roles subsequently developed.

This communication plan addresses the communications responsibilities and procedures necessary to enhance all linkages required to successfully meet the purposes among the full array of constituents (Fig 1).

## **Intra-organizational Communications:**

The NSST Executive Committee shall set reasonable schedules of required feedback from appointed ad-hoc committees and others as needed to fully conduct the business of the NSST, review and approve meeting minutes before final distribution to the NSST, and otherwise oversee the activities of the NSST.

The NSST Chair shall serve as the primary point of contact in all communications with the NAWMP Coordinator. The Chair's communication responsibilities shall include exchanges between the NSST and the NAWMP Coordinator, and other bodies and the NSST, through the NAWMP Coordinator.

### ➤ **Communications Related to NSST Meetings:**

Notice of any and all meetings will be provided to the full NSST membership and to the Plan Committee **at least 45 days prior** to the date of a scheduled meeting. The Executive Committee may, by consensus, cancel or re-schedule meetings when circumstances warrant with notification to the NSST and Plan Committee **at least 15 days before** any cancellation and re-scheduling. NSST operation will be by consensus and use electronic fora whenever possible. Within reason, meetings shall be scheduled so as to accommodate the attendance of the greatest number of NSST members as set by the NAWMP Coordinator.

### ➤ **Communications Related to NSST Committees:**

The Executive Committee communicates recommendations to the NSST as necessary. The Executive Committee seeks input from all voting NSST members prior to acting on behalf of the NSST when the topic is deemed important enough and time allows. Special meetings of the Executive Committee may be called by the

NAWMP Coordinator or Chair as necessary. The Chair will open debate on it, and subsequently call for a vote.

➤ **Communications Related to Amendments:**

Amendments to the Bylaws shall be approved by a majority vote of NSST members present at a meeting at which a quorum has been met, provided that notice of the proposed change(s) be given to all NSST members for review and comment **not less than 10 days prior** to the meeting at which a vote for change(s) takes place.

## **Inter-organizational Communications:**

The NAWMP Coordinator serves as the NSST's primary representative to the Plan Committee and all other bodies (i.e., Joint Ventures, Flyway Technical Committees, AHM Working Group). The NAWMP Coordinator's communication responsibilities include two way communication exchanges between the Plan Committee and the NSST, and other bodies and the NSST. Any and all extra-organizational communications will be provided in proper format (see "Formal Extra-organizational Communications" format below).

The NAWMP Coordinator shall set all meeting dates with input from among the NSST membership, and provide the NSST with approved meeting agendas **at least 10 days prior** to a scheduled meeting to allow for adjustments, additions and deletions.

Each JV or Flyway representative automatically assumes an automatic, ongoing role as NSST representative and consultant to their respective JV or Flyway. The term of each consultant in this capacity shall be maintained for the entire period such representative is a member of the NSST. NSST representatives are encouraged to air issues and concerns from their respective JVs and Flyway bodies at NSST meetings, provided the issue has been slated for discussion on approved meeting agendas. Ongoing representation status is viewed as fostering continuity in representation and consultation regarding NSST business and decisions.

➤ **Communications Related to Extra-organizational Recommendations:**

Recommendations made to any and all bodies outside of the NSST (i.e., Plan Committee, JVs, Flyway Councils) may be proposed by any and all NSST voting members for consideration by the full NSST. A copy of each recommendation to be presented for consideration and action outside of the NSST shall be provided to each NSST member for review and comment **at least 10 days prior** to any action. Recommendations must be submitted in the appropriate format (see below) and shall be approved by a majority vote of NSST members at an official meeting. A quorum must be met to constitute an official meeting.

➤ **Recommendations and Amendments Format**

A copy of each recommendation to be presented for consideration and action outside of the NSST shall be provided to each NSST member for review and comment **at least 10 days prior** to any action. Recommendations shall be approved by a majority vote of NSST members at which a quorum has been met.

Deliverables/Milestones. The recommendation must clearly provide for commitment deliverables that are directly tied to planning milestones that are transmittable to the NSST for review. The recommendation should demonstrate a focus on efficiency and cost effectiveness; Actions and schedules should not be open-ended. For example, rather than defining the recommended scope and closure actions through an ongoing process, such as through periodic reports to the NSST, the recommendation should establish a firm structure for achieving completion. The recommendation should methodically define the entire effort, from inception to completion.

In describing intermediary deliverables or commitments, the plan should establish only that number needed to measure performance of the planned approach. Frequently, further definition of intermediary actions is needed to fully describe and measure accomplishment of a commitment. These intermediary actions should not be identified as unique commitments, but may be noted as actions contributing to commitment completion. For example, completion of a committee evaluation could include the following noted actions, if appropriate:

- ❖ Forming the committee
- ❖ Preparing the charter
- ❖ Developing the evaluation procedure
- ❖ Conducting the evaluation
- ❖ Preparing a draft report
- ❖ Resolving comments
- ❖ Preparing a final report

Only those actions considered critical to successful completion of the commitment should be identified and described.

The following information should be provided for each commitment:

- (1) A complete statement of the commitment
- (2) The party(ies) responsible for implementation
- (3) The facilities and programs to which it applies
- (4) The implementation activities and deliverables that will constitute completion
- (5) The specific due date for completion.

Due dates should correlate to the date for the responsible party(ies) to provide completed deliverables to the NSST.

The schedule should be realistic and achievable, and reflect a reasonable schedule and cost estimate. Intermediary deliverables and milestones should provide meaningful measures of accomplishment toward final issue resolution.

• **Recommendation Format:**

*Recommendations submitted to the NSST will comply with the following format-*

**Pertaining to:**

Identify the issue as a summary restatement of the problem.

**Recommendation:**

Describe the issue and its related problem statement, why the problem needs to be addressed, and how addressing the problem will provide a mechanism to the address NSST objectives in the most efficient and cost-effective manner. Description related to meeting objectives should show consistency with NSST mission and objectives.

List the recommendations in a succinct, bulleted manner. State the pertinent recommendation in specific details to address who, what, when, were and how the issue will be resolved. Demonstrate that the resolution will be responsive to the issue.

**Justification:**

Provide detailed justification for support of the recommendation.

**Adopted by:**

Following a vote of the NSST membership, official adoption by the NSST Executive Committee is noted here.

• **Amendments:**

Amendments must state clearly the line or lines in which the amendment is to be made (if it is not a whole clause); the clauses which are affected by the amendment; the kind of amendment. NSST members may propose to strike, add or insert words, phrases, or whole clauses.

• **Formal Extra-organizational Communications:**

(1.) *Memorandum format:*

MEMORANDUM
<b>To:</b>
<b>From:</b>
<b>Subject:</b>
<b>Date:</b>
 Text of the Memorandum inserted here...
cc: list names here

(2.) Letter Format:

**Letter to Recipient's name, Agency/Organization**  
**RE: Insert issue here**

Insert Date here:

Recipient's Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Dear Mr./Ms. \_\_\_\_\_ :

Insert letter text here...

Sincerely,

Your name & title

cc: List names here

**Fig 1. NSST Organizational Communications Structure**

