

## Memorandum

**To:** State Directors  
**From:** Duane L Shroufe, Chair, IAFWA Teaming with Wildlife Committee  
**Subject:** Two Possible Alternate Formats for Comprehensive Wildlife Conservation Strategies (Plans)  
**Date:** September 15, 2003

**Contacts:** see attachments

The TWW Committee's State Wildlife Grants Work Group has responded to requests from many States by preparing two possible outlines or formats for use in their Comprehensive Wildlife Conservation Strategies (Plans). The two suggested Alternative Formats, A and B, are attached.

These are only suggested formats. However, if followed, they should ensure that a Strategy includes all the elements necessary for acceptance by the U.S. Fish and Wildlife Service. Most importantly, however, States should develop Strategies that are relatively easy to understand and to implement with partnering agencies and organizations. Thus, variations of these formats may be used, and other formats should be considered if they would lead to smoother implementation in your State. After adopting a format, each State should delineate which sections of the Plan will deal with the eight elements, so as to not accidentally leave out something important.

The executive summary within your Strategy should meet your State's needs. It should provide the reader with all the essential contents of your Strategy, typically in no more than 5-10 pages. It should: (1) discuss the purpose and scope of the document, (2) describe how the Strategy was constructed, including input from those outside your agency; (3) summarize the primary results or central themes of the Strategy, and, (4) describe the primary recommendations or conservation actions in the Strategy. Start with a narrative outline of all of the important sections. Then edit the first draft to eliminate secondary or minor points. Remember that the executive summary should provide a justification for your proposed implementation. It should be calling the reader to action, or to support the actions of others. Make sure you answer the question, "Why is this Strategy (and its implementation) important?" to your broader publics.

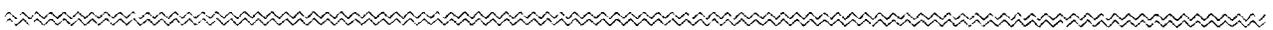
The TWW Committee hopes that you will consider these formats carefully as you develop your Strategy. Please feel free to use these formats as offered, to adapt them to meet your needs, or to use other alternative formats that provide a solid workable program implementation basis for your State.

Attachments

**Comprehensive Wildlife Conservation Strategy (Plan) Alternate Format A** emphasizes the importance of the eight critical elements necessary for inclusion in each State's Strategy (Plan). In this format, descriptions of methods or procedures should be embedded in each of the appropriate outline sections, or placed in an Appendix.

This format's primary strengths are its relative simplicity in design, and ease of review. Its primary weaknesses involve the lack of emphasis on ecosystem classification structure in describing the landscape. A State must have a solid relationship with partners and establish efficient decision-making processes with them to achieve the greatest gain with this format. However, use of this format should allow a State to feel very comfortable about meeting the programmatic Strategy requirements, and identify how other organizations and agencies intend to cooperate with the State in implementation.

Please contact Tim Hess (703-358-1849) if you have further questions about this format.



**Alternate Format "A" for a Comprehensive Wildlife Conservation Strategy (CWCS)**

- I. Foreword** (introductory remarks by an influential/important person in your State other than the authors who will identify with the importance of this work)
- II. Executive Summary** (hit the high points; should be able to be separated from your Plan and still make sense to the reader)
- III. Table of Contents**
- IV. Introduction and Purpose** (an explanatory section describing the reason for the Plan, a reference to the eight elements, and the Plan's value to your State)
- V. Public Involvement and Partnership Solicitation** (*8<sup>th</sup> Element-partial*)
  - A. Public Input**
  - B. The Identification of Partners**
- VI. Coordination with Federal, State, local agencies, and Indian Tribes** (*7<sup>th</sup> Element-partial*)
  - A. Federal Agencies**
  - B. State Agencies**
  - C. Local Agencies**
  - D. Indian Tribes**
  - E. Neighboring States and/or Countries**
- VII. Species with the Greatest Conservation Need** (*1<sup>st</sup> Element*)
  - A. The Distribution of Fish and Wildlife Species of Concern** in the State (consider ecoregional description or description by land classification type)
  - B. The Abundance of Fish and Wildlife Species of Concern** in the State

- VIII. Key Habitats and Communities for Species with the Greatest Conservation Need** (*2<sup>nd</sup> Element*) (consider describing the locations and relative conditions simultaneously)
  - A. Their Location within the State**
  - B. Their Relative Condition**
- IX. Problems Affecting the Species and Habitats Identified** (*3<sup>rd</sup> Element-partial*)
- X. Additional Research and Survey Efforts Needed to Identify Key Factors or Problems Affecting These Species** (*3<sup>rd</sup> Element-partial*)
- XI. Conservation Actions Necessary** (*4<sup>th</sup> Element*)
  - A. List in a Table, in Priority Order if Possible** (if the list is long, and some grouping of “highest” priorities is therefore necessary and important)
  - B. List partnering agencies and organizations who will likely be involved, and the expected outcomes of these actions**
- XII. Proposed Plans for Monitoring with Time Lines or Schedules Indicated** (*5<sup>th</sup> Element - partial*)
  - A. Species**
  - B. Habitats**
  - C. The Effectiveness of the Conservation Actions Taken**
- XIII. How the Implementation of Conservation Actions Will Be Coordinated Among Relevant Federal, State, Local Agencies, Indian Tribes and the Other Public and Private Partners** (*7<sup>th</sup> Element-partial*)
- XIV. How New Information Will Be Used to Help Adapt Conservation Actions Over Time** (*5<sup>th</sup> Element-partial*)
- XV. How the Strategy Will Be Reviewed and Updated** (*6<sup>th</sup> Element*)
  - A. Coordination with relevant individual Federal, State, local agencies, and Indian Tribes** (*7<sup>th</sup> Element-partial*)
  - B. Obtaining public input and partners involvement** (*8<sup>th</sup> Element-partial*)
- XVI. Glossary** (definition of terms)
- XVII. References and Acknowledgments** (sources of information and a statement of indebtedness to others)
- XVIII. Appendices** (supplemental information)



**Comprehensive Wildlife Conservation Strategy (Plan) Alternate Format B** emphasizes ecoregions in organizing conservation needs and actions.

The primary strength of this format is that it provides a biologically-based system for planning, thus allowing the State to organize its plan by areas that have similar species, habitats, and conservation needs. This format works best when accompanied by supporting maps of resources, to delineate conservation landscapes. Such maps require more time and expertise to produce, but can make for stronger plans that are easier to use. Use of this format should allow a State to focus on specific regional areas, and identify partners and conservation actions for these areas, while also meeting the programmatic Strategy requirements.

Please contact Dennis Figg (573-751-4115 ext. 3309), Elizabeth Rodrick (360-902-2696), or Mike Harris (770-761-3035) for further information about this format.

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**Alternate Format "B" for a Comprehensive Wildlife Conservation Strategy (CWCS)**

- I. Foreword** (introductory remarks by an influential/important person in your State other than the authors who will identify with the importance of this work)
- II. Executive Summary** (hit the high points; should be able to be separated from your CWCS and still make sense to the reader)
- III. Table of Contents**
- IV. Introduction and Purpose** (an explanatory section describing the reason for the CWCS, a reference to the eight elements, and the CWCS's value to your State)
- V. Approach/methods**
  - A. Organizational structure** (explanation of committees/ work groups formed, their roles in the CWCS development process, internal stakeholders, etc.)
  - B. Public involvement and partnerships** (*Elements 7 & 8*)
  - C. Coordination with other agencies and tribes** (*Element 7*)
  - D. Identifying priorities, problems, actions** (*Elements 3 & 4*)
  - E. Monitoring and adaptive management** (*Element 5*)
  - F. Plan review and revision** (*Element 6*)
- VI. State Overview - Ecological Framework** (USFS Ecological Sections and Subsections represented within the state)
  - A. Ecological Sections in the State**
  - B. Comprehensive Wildlife Conservation** (Element 1 - all wildlife and species of greatest conservation concern)
- VII. Conservation Landscape Assessments and Conservation Strategies**
  - A. Conservation Landscapes in Ecological Section A**  
(Repeat the following subsections in each landscape below)
    - 1. Habitats, Communities and Species of Greatest Conservation Need**  
(*Elements 1, 2 & 3*)
      - 1. Conservation Landscape 1**(*Element 2*)  
**Conservation Goals** (*Element 3*)  
**Conservation Strategies** (*Element 4*)  
**Partnerships to Deliver Conservation** (*Element 7*)

- Monitoring Success *(Element 5)*
- 2. **Conservation Landscape 2** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*  
**Partnerships to Deliver Conservation** *(Element 7)*  
**Monitoring Success** *(Element 5)*
- 3. **Conservation Landscape 3** *(Element 2)*  
*(Continue as above for each landscape)*

**B. Conservation Landscapes in Ecological Section B**

**1. Habitats, Communities and Species of Greatest Conservation Need**  
*(Elements 1, 2 & 3)*

- 1. **Conservation Landscape 1** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*  
**Partnerships to Deliver Conservation** *(Element 7)*  
**Monitoring Success** *(Element 5)*
- 2. **Conservation Landscape 2** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*  
**Partnerships to Deliver Conservation** *(Element 7)*  
**Monitoring Success** *(Element 5)*
- 3. **Conservation Landscape 3** *(Element 2)*  
*(Continue as above for each landscape)*

**C. Conservation Landscapes in Ecological Section C**

**1. Habitats, Communities and Species of Greatest Conservation Need**  
*(Elements 1, 2 & 3)*

- 1. **Conservation Landscape 1** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*  
**Partnerships to Deliver Conservation** *(Element 7)*  
**Monitoring Success** *(Element 5)*
- 2. **Conservation Landscape 2** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*  
**Partnerships to Deliver Conservation** *(Element 7)*  
**Monitoring Success** *(Element 5)*
- 3. **Conservation Landscape 3** *(Element 2)*  
*(Continue as above for each landscape)*

**D. Conservation Landscapes in ecological Section D**

**1. Habitats, Communities and Species of Greatest Conservation Need**  
*(Elements 1, 2 & 3)*

- 1. **Conservation Landscape 1** *(Element 2)*  
**Conservation Goals** *(Element 3)*  
**Conservation Strategies** *(Element 4)*

- Partnerships to Deliver Conservation** (*Element 7*)
- Monitoring Success** (*Element 5*)
- 2. **Conservation Landscape 2** (*Element 2*)
  - Conservation Goals** (*Element 3*)
  - Conservation Strategies** (*Element 4*)
  - Partnerships to Deliver Conservation** (*Element 7*)
  - Monitoring Success** (*Element 5*)
- 3. **Conservation Landscape 3** (*Element 2*)  
*(Continue as above for each landscape)*

**VIII. Plan Review and Revision** (*Element 6*)

**IX. Glossary** (definition of terms)

**X. References and Acknowledgments** (sources of information and a statement of indebtedness to others)

**XI. Appendices** (supplemental information)

