OTHER DOCUMENT 2

Purpose

The goal of ~~this document~~these guidelines is to develop an internal mapping of key communication processes for a clearer expectation and understanding of roles and responsibilities. ~~This plan is~~These guidelines are intended to help facilitate better communication between the Trinity Management Council (TMC) members, Trinity River Adaptive Management Working Group (TAMWG) members, and Trinity River Restoration Program (TRRP) staff and workgroups.

Primary Components

Trinity Management Council

The purpose of the TMC is to function as a board of directors by ~~providing overall guidance and direction~~ being the decision-making body for ~~to~~ the TRRP in order to manage the Trinity River basin of the Central Valley Project. The authority, duties, and functions of the TMC derive from ~~reports to~~ the Secretary of the Interior ~~through the Mid-Pacific Regional Director of the Bureau of Reclamation and the Pacific Southwest Regional Director (Region 8) for the Fish and Wildlife Service~~though member agencies retain their existing authorities and rights to comply with internal policies and procedures. The eight partner members are the U.S. Bureau of Reclamation, the U.S. Fish & Wildlife Service, the Hoopa Valley Tribe, the Yurok Tribe, the California Natural Resources Agency (Department of Fish and Wildlife and Department of Water Resources), Trinity County, the National Oceanic and Atmospheric Administration: National Marine Fisheries Service, and the U.S. Forest Service.

Trinity Adaptive Management Working Group

The purpose of the TAMWG is to act in an advisory capacity to the TMC by providing a forum for a diverse group of stakeholders to make policy and management recommendations with the goal of restoring and maintaining the natural production of salmon and steelhead on the Trinity River mainstem downstream of Lewiston Dam. TAMWG consists of 12-20 members and exists at the appointment and discretion of the Secretary of the Interior for three-year terms. A Designated Federal Officer (DFO) is appointed to administer all TAMWG and subcommittee meetings.

Trinity Restoration River Program Staff

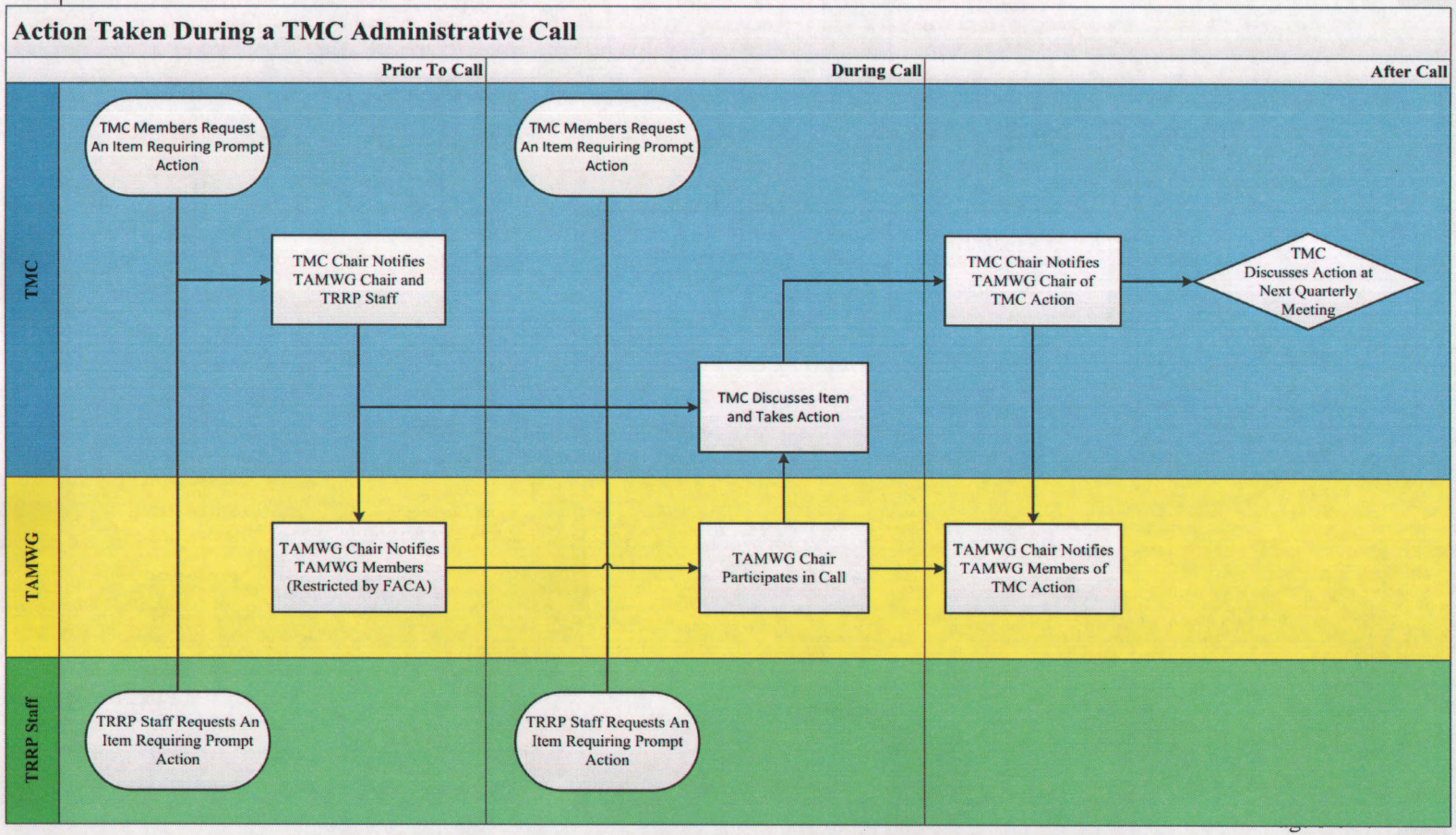
Key staff of the TRRP includes the Executive Director (ED), the Science Coordinator, and the Implementation Branch Chief. The Executive Director is responsible for creating workgroups to meet the technical needs of the TRRP and functions as a conduit for scientific and technical information between workgroups and the TMC. The Science Coordinator/Implementation Branch Chief serve as the liaisons between workgroups and provides oversight of all workgroup activities, including development of meeting agendas and identification of desired outcomes of the meeting. The Science Coordinator/Implementation Branch Chief ensures the proceedings of each workgroup meeting are appropriately documented and posted on the TRRP website to ensure effective communication among workgroups.

DRAFT

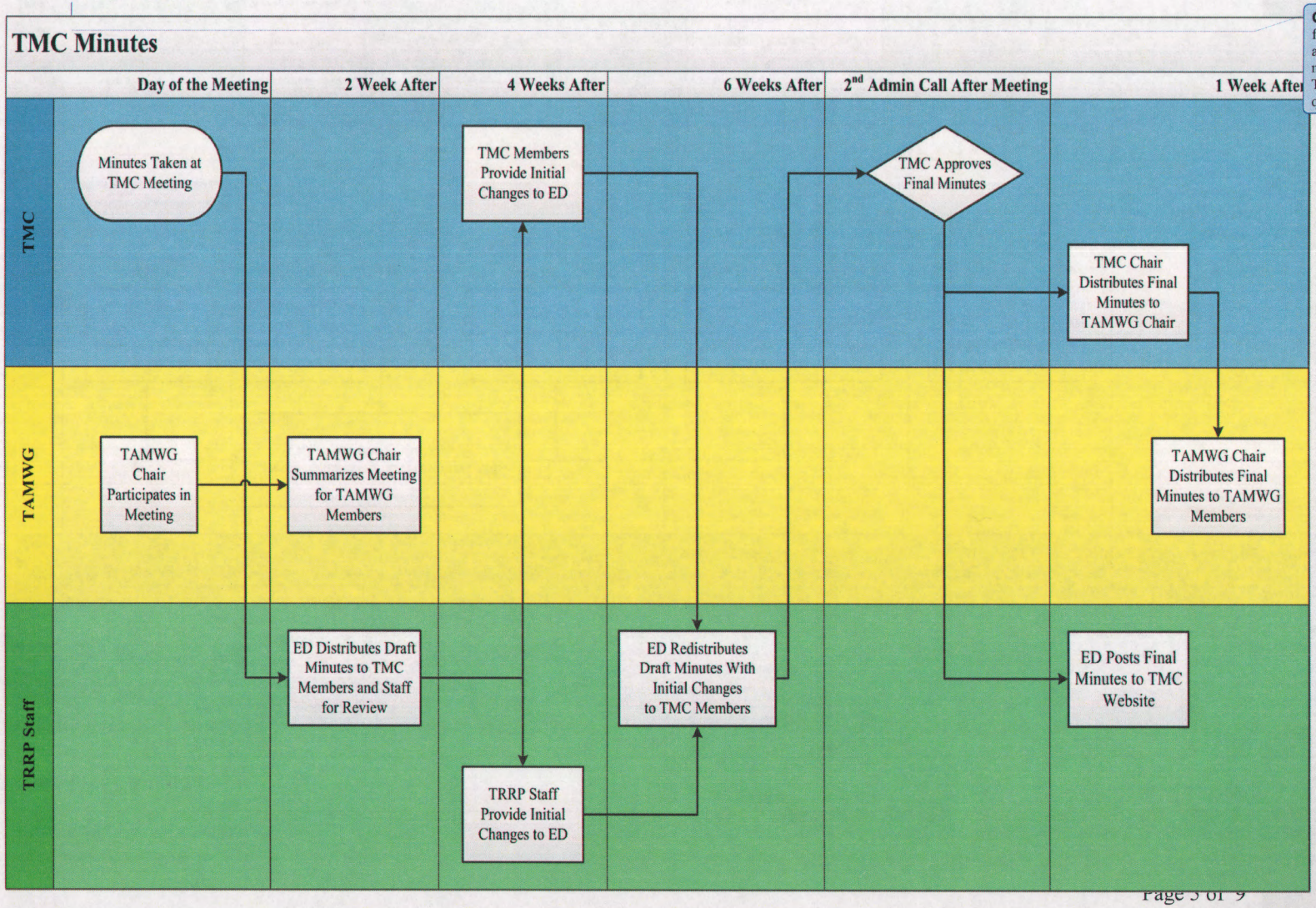
Communication Processes

Administrative Calls

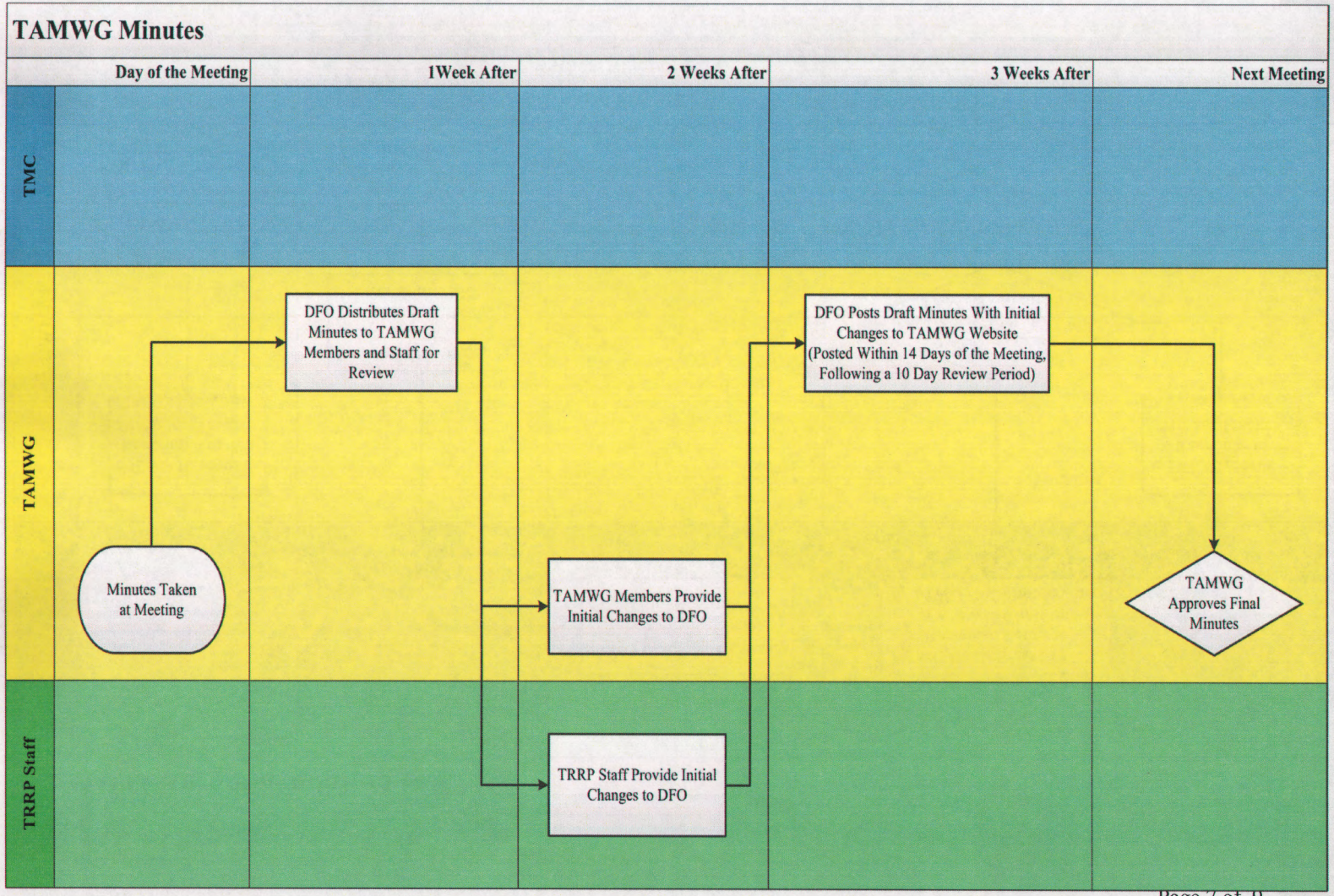
Administrative calls are a tool used by the TMC and the TAMWG, which are not open to the public, to address ~~non-substantive~~ issues in between regular quarterly meetings. Due to the Federal Advisory Committee Act (FACA), TAMWG cannot have any substantive discussion or take any action outside of a public meeting. The TMC is not constrained by FACA and can make decisions/take action, as needed.~~, but since the calls are administrative in nature, substantive discussion and formal actions are avoided.~~



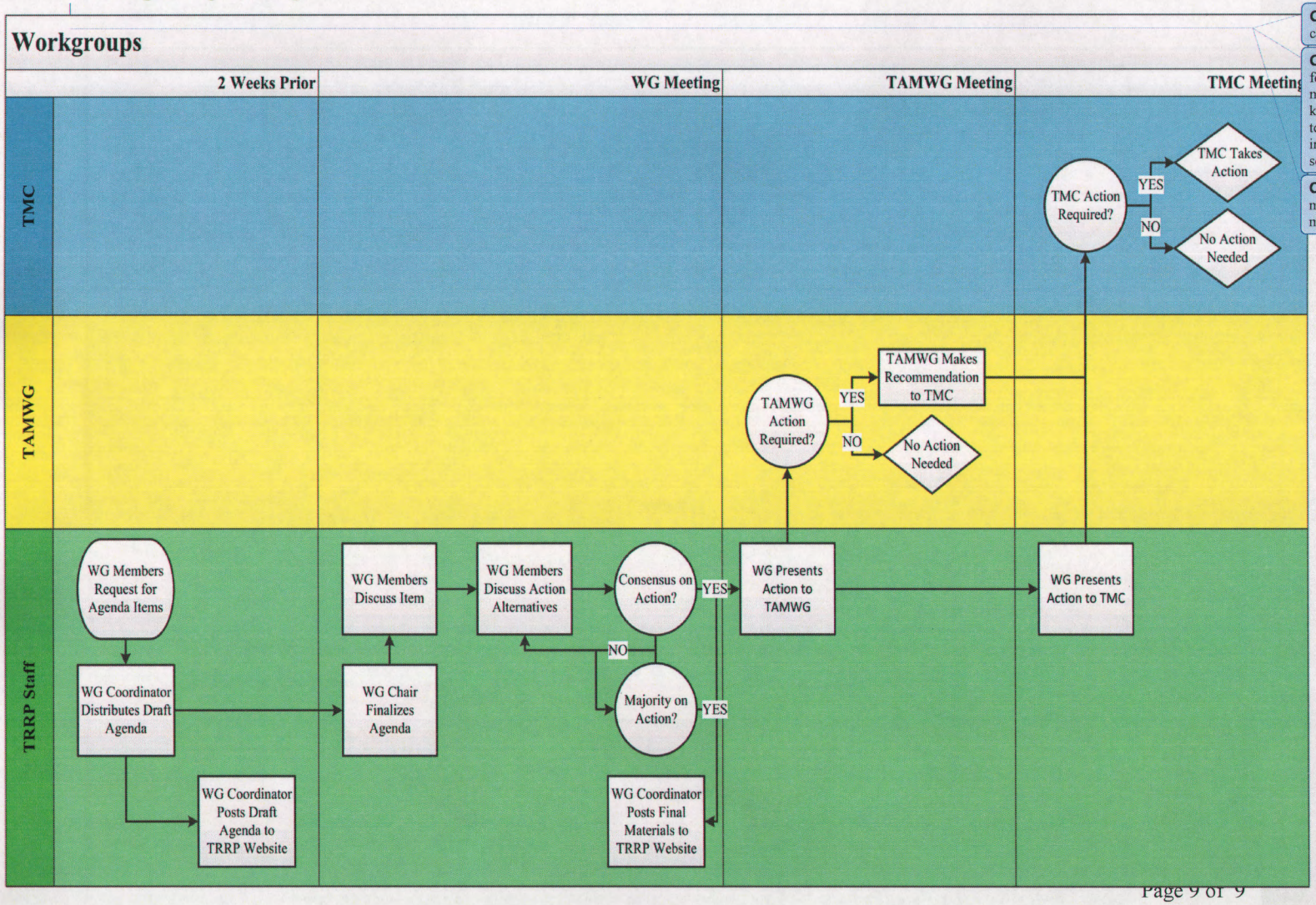
TMC Minutes



Comment [DJ2]: Timeline redesigned allowing for more time for review. Goal is to have minutes approved at the 2nd monthly call after the quarterly meeting so that the minutes can be reviewed by TAMWG before they set their agenda for their next quarterly meeting


TAMWG Minutes
Day of the Meeting
1Week After
2 Weeks After
3 Weeks After
Next Meeting
TMC
TAMWG
TRRP Staff
DFO Distributes Draft Minutes to TAMWG Members and Staff for Review
DFO Posts Draft Minutes With Initial Changes to TAMWG Website (Posted Within 14 Days of the Meeting, Following a 10 Day Review Period)
Minutes Taken at Meeting
TAMWG Members Provide Initial Changes to DFO
TAMWG Approves Final Minutes
TRRP Staff Provide Initial Changes to DFO

Working Group Meetings



Comment [DJ4]: "Preferred Alternative" changed to "Action"

Comment [DJ5]: WG Coordinator is responsible for posting the agenda prior to the workgroup meeting. This is so stakeholders and the public know what will be discussed in case they would like to participate or provide a comments on the item (the inability to do so in the past has been a complaint by some stakeholders)

Comment [DJ6]: WG Coordinator posts meeting materials (final agenda, minutes, etc) after the meeting has been added