Draft Charter, Greater Sage-Grouse Usual Suspects Team Charter

Purpose

This team will strengthen communication and collaboration between team leads of the different subteams and working groups who are engaged in greater sage-grouse status review tasks;. By promoting communication and collaboration between the working groups, the team will ensure consistency, create opportunities for collaboration, and provide a forum for sharing experiences and lessons learned.

Team Membership:

The "Usual Suspects" are the individuals who devote the majority of their time to greater sage-grouse work. They are team leads or individuals who work primary on the 2015 greater sage-grouse status review; this team does not include members of upper management such as the Regional Directors or Assistant Regional Directors. The "Usual Suspects" include Service and Solicitor personnel.

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For the most complete and updated roster, please visit: https://portal.doi.net/usfws/SG/Lists/Roster/all.aspx

Team Roster

Name	Role	Reg	Title	Leading Team(s)	email	Phone
Kate Norman	Lead	HQ	Sage-Grouse Project Manager	Project Management	kate_norman@fws.gov	703-358-1871, 703-927-2445
Dawn Davis	Member	1	Biologist	-	-	-
Jesse DElia	Member	1	Western Sage-Grouse Coordinator	DPS	jesse_delia@fws.gov	503-231-2349
Anna Harris	Potential Member	1	Public Affairs Specialist	-	anna_harris@fws.gov	-
Kathy Hollar	Member	1	Fish and Wildlife Biologist	CED	kathy_hollar@fws.gov	503-231-6156, 503-961-3993
Pat Deibert	Member	6	National Greater Sage-grouse Coordinator	Biologists, DPS	pat_deibert@fws.gov	307-772-2374 ext. 226, 307-256-2156
Kevin Doherty	Member	6	Spatial Ecologist	Modeling	kevin_doherty@fws.gov	701-355-8528
Craig Hansen	Member	6	Biologist	SPR	craig_hansen@fws.gov	303 236-4749
Theo Stein	Member	6	Public Affairs Specialist	Communications	theodore_stein@fws.gov	303 236-4336, 303 906 8607

Team Roster						
Name	Role	Reg	Title	Leading Team(s)	email	Phone
Jennifer Sturdivant	Member	6	Records Manager	Records Management		
Kris Tita	Member?	6	Solicitor	Solicitor	kris.tita@sol.doi.gov	303-231-5353 ext.260
Trina Vigil	Member	6	Administrative Assistant	Administrative Support	trina_vigil@fws.gov	303-236-4255
Lief Wiechman	Member	6	Biologist (GRSG specialist)	_	lief_wiechman@fws.gov	307-772-2374 ext. 236
Mary Grim	Member	8	Listing Biologist	Species Report, Data Call	mary_grim@fws.gov	916-414-6574, 530-320-1300
Carey Galst	Potential Member	HQ	HQ, Listing Biologist	HQ	carey_galst@fws.gov	703-358-1954

Communication

Meetings

The Usual Suspects will have a standing conference call each week for 30 minutes. If more conversation is needed, a secondary call will be scheduled by the parties involved.

Cancelling Calls

Kate Norman will manage these meetings and maintain the calendar invitation. If no business needs to be discussed or if the majority of individuals are not available, the call may be cancelled. Other times, the call may end early if little needs to be discussed.

Standing Agenda for Weekly Calls

- Opportunity for members to discuss the current status of existing team projects, their specific team tasks, upcoming deadlines, and workload.
- Forum for updates → Opportunity to coordinate between team, so well informed on the various the processes.
- Summary and discussion on the current status of existing projects.
- Summary of impending deadlines and assignment of workload to appropriate teams
- Review of prior week's tasks
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Comment [CMH1]: See above. What are potential tasks for team members?

Still have this question.

Moved up [1]: Impending deadlines and assignment of workload to appropriate teams

Other Communication

- Email will be used to schedule calls, meetings, and for points of clarification.
- Review of documents will be completed using Track Changes on documents stored on the SharePoint Site: https://portal.doi.net/usfws/SG/

- The team will follow the GRSG SOPs for communications and records management (link to sharepoint).