

Desert Tortoise Recovery Implementation Teams: North-East Mojave In-Person Meeting Agenda

October 16-17, 2012
Las Vegas, Nevada

LOCATION: Southern Nevada Water Authority, 100 City Parkway, Ste. 700, Las Vegas, Nevada

MEETING PURPOSE: For each workgroup to develop science-based, prioritized actions, as well as recommendations for effectiveness monitoring/research for the RIT's Recovery Action Plan (v.1). Additionally, to allow in-person interaction between workgroups in order to foster collaboration as well as describe anticipated next steps for the desert tortoise recovery planning process.

DAY 1: October 16, 2012

TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
1:00	I. Welcome, Introductions, Meeting Importance, Overall Goals & Terms of Reference <ul style="list-style-type: none"> a. Purpose and importance of meeting b. Goals for Recovery Implementation Teams (RITs) c. Review key points of Terms of Reference 	Roy Averill-Murray, <i>Desert Tortoise Recovery Office</i> <i>Discussion</i>
1:20	II. Meeting Logistics & Agenda and Ground Rules Overview (Attachment 1)	Chris Mullen, <i>Desert Tortoise Recovery Office</i>
1:25	III. Setting the Stage <ul style="list-style-type: none"> a. Review of overall RIT process b. Overview of expected outcomes and process for the meeting c. Description of next steps 	Cat Darst, <i>Desert Tortoise Recovery Office</i> <i>Discussion</i>
2:00	IV. Workgroup Breakout Session #1 – Recovery Action Review & Refinement <ul style="list-style-type: none"> a. Introductions of workgroup participants and staff b. Discuss and review proposed site specific recovery actions c. Review, refine, consolidate and add recovery actions to proposed list <ul style="list-style-type: none"> i. Questions about location/action specificity ii. Suggestions for consolidating actions that are the same or similar iii. Are there any actions that anyone would like to add 	Workgroup Specific <i>Action</i>
3:30	V. Break / Printing of Consolidated Recovery Actions	All

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3:45	VI. Instructions for Individual Prioritization of Recovery Actions & Identification of Actions Recommended for Effectiveness Monitoring (Attachment 2) a. Review of prioritization criteria b. Process for tabulating results; need for input from all	Roy and Cat <i>Discussion</i>
4:15	VII. Individual Prioritization of Recovery Actions & Identification of Actions Recommended for Effectiveness Monitoring [worksheet to be distributed at meeting]	Individual <i>Action</i>
5:00	VIII. Adjourn	
5:30	IX. Informal Reception: Meeting place near venue	All

DAY 2: October 17, 2012

TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
8:30	I. Welcome and Overview of Day 2 a. Instructions for Workgroup Breakout Session #2 b. Review of Dissenting Opinion Worksheet (Attachment 3)	Roy and Cat <i>Discussion</i>
8:45	II. Workgroup Breakout Session #2 – Action Prioritization & Monitoring Results a. Review and discussion of draft prioritized action plan [created by input from Day 1] i. Does workgroup accept and support prioritization rankings? ii. Rationale behind outlier rankings b. Development of draft prioritized set of actions for workgroup including explanation of any dissenting opinions (note: use worksheet for documenting dissent; Attachment 3) c. Review and discussion of effectiveness monitoring research topics	Workgroup Specific <i>Action</i>
10:15	III. Break	All
10:30	IV. Workgroup Breakout Session #2 – Prioritization Results & Monitoring Results – continued	All
12:00	V. Lunch	All

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TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
1:00	VI. Facilitated RIT Discussion on Prioritized Recovery Actions & Effectiveness Monitoring Topics a. Identification of similarities & differences between workgroups b. What were the easy & difficult actions to prioritize c. Which actions rose and which dipped in prioritization as you discussed them? d. Which actions, if any, received dissenting opinions? e. Which effectiveness monitoring topics were of most/least interest?	All <i>Information Sharing</i>
2:00	VII. Workgroup Breakout Session #3 – Revisit Prioritization & Monitoring Priorities a. Based on what was presented by other workgroups are any modifications to prioritized recovery actions and recommended effectiveness monitoring topics desired?	Workgroup Specific <i>Action</i>
2:45	VIII. Break	All
3:00	IX. Recap and Next Steps a. Draft Recovery Action Plan v.1 to be sent out to RIT members within 1 month for review b. Managers and RIT meeting non-attendee’s input summarized and presented to MOG with Draft Recovery Action Plan v.1 at yet to be scheduled meeting c. Plans will be publicly available for comment d. Public feedback will be considered in update to Recovery Action Plans	All <i>Discussion</i>
3:30	X. Meeting Feedback a. What has worked well for you during this process and what would you like to see revised? b. Completion of confidential RIT process evaluation worksheet (to be distributed at meeting)	All <i>Action</i>
4:00	XI. Adjourn	All

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Attachment 1: In-Person Meeting Ground Rules

There will be continuous opportunities for group discussion. You are asked to subscribe to several key meeting ground rules to allow for productive discussions and outcomes:

USE COMMON CONVERSATIONAL COURTESY - Don't interrupt; use appropriate language, no third party discussions, etc.

HUMOR IS WELCOME AND IMPORTANT – But, humor should never be at someone else's expense.

ALL CONSTRUCTIVE IDEAS AND POINTS OF VIEW HAVE VALUE – But, you may hear something you do not agree with or you think is "silly" or "wrong." Sometimes it is best to simply listen, even if you do not agree. Please remember that the purpose of the forum is to develop 5-Year Action Plans and to facilitate recovery implementation.

PARTICIPANTS MAY CHANGE THEIR MIND - During the course of the session, some participants may change their perspective regarding one or more items. Group members reserve the right to change their mind and not be held to a previous position.

BE PRESENT– All participants have demanding responsibilities outside of the meeting room. Your attention is needed for the full meeting. Please turn cell phones, blackberries, smart phones, or any other communication item with an on/off switch to “silent.” If you do not believe you will be able to participate fully, please discuss your situation with the facilitator.

BE COMFORTABLE - Please feel help yourself to refreshments or take personal breaks. If you have other needs please let the facilitator know.

HONOR TIME - We have an ambitious agenda, in order to meet our goals it will be important to follow the time guidelines and deadlines provided to the workgroups.

AVOID EDITORIALS - It will be tempting to analyze the motives of others or offer editorial comments. Please talk about YOUR ideas and thoughts.

Attachment 2: Priority Category Criteria for Recovery Actions & Effectiveness Monitoring/Research Topics

Please assign each recovery action a priority 1, 2, 3 or either "5-Yr Not Applicable" or "No Opinion". Actions in priority categories 1 and 2 are **all** actions that you believe are important to be initiated for desert tortoise recovery over the next five years. Actions in priority category 3 are also desirable to be implemented in the five year action planning timeframe, but are of lower priority for implementation. The "5-Yr Not Applicable" category is for those actions that you do **not** think can or should be implemented in this five year action planning period. In the Recovery Action Plan, actions prioritized 1, 2, and 3 will all be presented as the actions that should be initiated within the first action planning period. The "5-Yr Not Applicable" actions will also be presented with a short explanation of why the action was deemed Not Applicable.

Priority 1 actions are those that are the highest priority for implementation. These actions have the highest expected effectiveness for contributing to tortoise recovery and/or need to be completed first to allow for other actions to be implemented. In some cases, these actions may already be underway or planned for implementation within the next five years.

Priority 2 actions are those that are the next highest priority for implementation after priority 1 actions have been initiated. These actions might also already be planned for implementation within the next five years in some cases.

Priority 3 actions are those that are the lowest highest priority for implementation, but that the workgroup would still like to see implemented in this five year planning period. These actions are the lowest priority due to their anticipated effectiveness and/or potential for implementation. These actions are to be pursued only after priority 1 and 2 actions have been implemented.

5-Yr Not Applicable actions are those that you do **not** think can or should be implemented in in this five year action planning period. The "5-Yr Not Applicable" designation will also be assigned to any actions suggested by any RIT member who was not present at the in-person meeting and who proposes a new action that was not part of the In-Person meeting collection of actions.

No Opinion is for actions that you have no knowledge or opinion as to whether or not they should be included in the Action Plan.

The "EM Research Topic" stands for "Effectiveness Monitoring/Research Topic". Please select up to five topics that you believe are the most important for effectiveness monitoring/research in order to improve our understanding of the effects of said activity on tortoise recovery. Monitoring will inform future updates to the Recovery Action Plans.

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Attachment 3: Priority Action Dissenting Opinion Worksheet

If you do not support the prioritization category assigned by the workgroup to a particular recovery action, please answer the following questions. Your responses will be documented in the Recovery Action Plan to reflect your opinions.

Workgroup: _____

TCA: _____

Name & Organization (optional): _____

Recovery Action Category: _____

Specific Recovery Action: _____

Your Assigned Priority Level for Action: ____

Workgroup's Average Priority Level for Action: ____

Why do you disagree with Workgroup's assigned prioritization for this action (be as detailed as you can):
