

Desert Tortoise Recovery Implementation Teams: Upper Virgin River In-Person Meeting Agenda

December 12-13, 2012
St. George, UT

LOCATION: Washington County Administration Building, 197 E. Tabernacle, St. George, UT

MEETING PURPOSE: To develop science-based, prioritized actions, as well as recommendations for effectiveness monitoring/research for the Upper Virgin River RIT's Recovery Action Plan. Additionally, to allow in-person interaction in order to foster collaboration as well as describe anticipated next steps for the desert tortoise recovery planning process.

DAY 1: December 12, 2012

TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
9:30	I. Meeting Logistics, Agenda & Ground Rules Overview (Attachment 1)	Chris Mullen, <i>Desert Tortoise Recovery Office</i>
9:45	II. Welcome, Introductions, Meeting Importance, Overall Goals & Terms of Reference 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>
10:00	III. Setting the Stage & Instructions 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>
10:30	IV. Recovery Action Review & Refinement a. Discuss and review proposed site specific recovery actions b. Review, refine, consolidate and add recovery actions to proposed list 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	All
12:00	V. Break for Lunch / Printing of Consolidated Recovery Actions	All

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TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
1:00	VI. Instructions for Individual Prioritization of Recovery Actions & Identification of Effectiveness Monitoring/Research Topics (Attachment 2) <ul style="list-style-type: none"> a. Review of prioritization criteria b. Process for tabulating results; need for input from all 	All
1:15	VII. Individual Prioritization of Recovery Actions & Identification of Topics Recommended for Effectiveness Monitoring [worksheet to be distributed at meeting]	Individual
2:00	VIII. Turn in worksheets to staff: Break for meeting participants	All
2:45	I. Instructions for group prioritization process <ul style="list-style-type: none"> a. Review of Dissenting Opinion Worksheet (Attachment 2) 	Cat
3:00	II. Action Prioritization & Research/Monitoring Topic Identification <ul style="list-style-type: none"> a. Review and discussion of draft prioritized action plan <ul style="list-style-type: none"> i. Does RIT accept and support prioritization rankings? ii. Rationale behind outlier prioritization rankings b. Development of draft prioritized set of actions for RIT including explanation of any dissenting opinions (note: use worksheet for documenting dissent) c. Review and discussion of effectiveness monitoring and/or research topics 	All
5:00	IX. Adjourn	All

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DAY 2: December 13, 2012

TIME	AGENDA ITEM DESCRIPTION	PRESENTER(S) & INTENT
8:30	III. Welcome and Overview of Day 2 a. Quick overview of today's agenda	Chris & Cat
8:45	IV. Action Prioritization & Research/Monitoring Topic Identification– continued	All
10:15	V. Break	All
10:30	VI. Action Prioritization & Research/Monitoring Topic Identification– continued	All
11:30	VII. Recap and Next Steps (RIT Evaluation Form) a. Draft Recovery Action Plan 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 at yet to be scheduled meeting c. Upon acceptance by MOG, plans will be publicly available for comment d. Public feedback will be considered in update to Recovery Action Plans e. Completion of confidential RIT process evaluation worksheet (to be distributed at meeting)	Roy
11:45	VIII. Action Prioritization & Research/Monitoring Topic Identification– continued	All
1:00	IX. 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 RIT.

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 RIT 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 RIT to a particular recovery action, please answer the following questions. Your responses will be documented in the Recovery Action Plan to reflect your opinions.

Location: _____

Name & Organization (optional): _____

RA #: _____

Specific Recovery Action: _____

Your Assigned Priority Level for Action: ____ RIT's Decision Priority Level for Action: ____

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