



CHARTER

COASTAL MULTI-SPECIES CONSERVATION AND MANAGEMENT PLAN STRATUM STAKEHOLDER WORKING GROUPS

August 2012

I. Purpose/Scope of the Stakeholder Working Groups

As part of the process to develop a Coastal Multi-Species Conservation and Management Plan (Coastal Species Plan), the Oregon Department of Fish and Wildlife (ODFW) is establishing four stratum stakeholder working groups to assist and advise the Department on management programs and actions for inclusion in the Coastal Species Plan. This collaborative process will precede and inform the formal public participation connected with adoption of a Coastal Species Plan by the Oregon Fish and Wildlife Commission.

The four groups are organized to correspond to species stratum comprising the Coastal Species Management Unit: North Coast, Mid-Coast, Umpqua and Mid-South Coast. Each Stakeholder Working Group will include representatives of a broad range of stakeholders selected by ODFW.

Through a consensus building process, each Stakeholder Working Group will provide recommendations to ODFW for hatchery and harvest programs/actions (in the context of their risk to wild populations and effect on fishing opportunity) and, to a lesser degree, predator and habitat issues. More specifically, the role of the Stakeholder Working Groups will be to:

- Determine meeting logistics and schedules to ensure recommendations are completed by Winter 2012.
- Facilitate communication and gathering and exchange of information needed to develop recommendations in response to ODFW proposed management programs and actions..
- Bring the concerns and perspectives of stakeholder constituencies to the Stakeholder Working Group meetings for discussion and consensus building.
- Communicate with their respective constituencies on the substance of discussion, activities occurring, and decisions to be made at the Stakeholder Working Group meetings.

II. Meetings and Expectations for Participation

Meeting Schedule and Notice

It is expected that the Stakeholder Working Groups will meet according to the following schedule:

▪ **August 7 or 16** **Orientation Sessions**

This will be a full day session with two optional dates and locations provided to facilitate access for working group members and provide an alternate date for members unable to attend the session targeted for their group. Working Group members are expected to attend one of the two sessions as these meetings will be an integral part of the planning process. In the case where a member is unable to attend either, efforts will be made to provide one-on-one orientation as time/work load allows. The program will be identical for both sessions.

▪ **September-October Individual Group Meetings**

Rather than a series of monthly or bi-monthly meetings, meetings in each stratum will be compressed into a short period of time, moving from one stratum to the next. These will be conducted over 3 consecutive days, with a ½ day session on the first day, followed by a full day session, concluding with a ½ day session.

To ensure the availability of ODFW staff and the completion of four sets of individual work group meetings by November, the following schedule of meetings has been established (locations to be determined):

- September 4 – 6 Mid-South Coast Stratum Group
- September 17 – 19 Umpqua Stratum Group
- October 1 – 3 North Coast Stratum Group
- October 15 – 17 Mid-Coast Stratum Group

Efforts will be made to coordinate with local events that members and their families may be interested in participating in.

▪ **November Integration Session**

This is expected to be a full day meeting with a limited number of representatives from each Working Group participating on behalf of that group. Date and location to be determined.

▪ **November-December Follow-Up Meetings**

If needed, 1-2 additional meetings of each group could be scheduled to resolve issues arising from the Integration Session or to address non-consensus recommendations.

The Stakeholder Working Groups will attempt to follow an agenda at each meeting that balances the need to expeditiously complete the task and provide a forum for discussion and action on issues. Draft agendas will be posted on the ODFW website and mailed to Stakeholder Working Group members and members of the public subscribed to the Coastal Species Plan listserv prior to Working Group meetings. There will be an opportunity for the public to provide written or oral comment at every Stakeholder Working Group meeting.

Every effort will be made to give notice of meetings at least one week before the meeting and notices will be posted to the ODFW website and listserv for the public. Meeting summaries will be circulated to group members before being finalized and final summaries and meeting materials will be posted to the ODFW website for the public.

Attendance Expectations

Members are expected to make a good faith effort to attend all meetings. Because of the collaborative nature of the meetings and the compressed timeframe for this effort, it is important to have the members attend every meeting so that progress can be continued with the same group. Members who decide not to attend a meeting will provide notice and explanation to the facilitator.

Members who choose not to attend a meeting may not seek to revisit issues from the missed meeting that were noticed on the agenda and on which discussion was completed at the missed meeting.

Alternates

Members may propose an individual who could attend in their place to represent their interests

(an alternate). Authority to approve proposed alternates rests with ODFW. Once approved, alternates are expected to adhere to this Charter. Alternates must be approved prior to the initial meeting at which they participate. The alternate should be knowledgeable about the issues to be discussed at the meeting and be willing to discuss and work with others over potentially contentious issues. The alternate's primary responsibility is to inform the member about the deliberations at the conclusion of the meeting. It is the responsibility of the member to prepare the alternate for the meeting.

Withdrawal

In the case of withdrawal of a member from the Stakeholder Working Group process, the decision to replace that member will depend on factors such as how far along the group is in the process, whether addition of a new member would be disruptive, and whether the loss of the interests represented by the withdrawing member creates a serious gap on the group in terms of expertise and/or interests. Authority for decisions about replacing members rests with ODFW, which may consider recommendations from the group.

III. Roles and Responsibilities

Representatives

All Stakeholder Working Group representatives will actively participate in the consensus-building process to make recommendations to ODFW regarding management programs and actions for inclusion in the Coastal Species Plan. Representatives will attend and engage in the Stakeholder Working Group meeting discussions and will vote on issues, as necessary. In addition, members commit to:

- Represent the interest group for which they are listed, and being responsible for keeping that group informed. Staff can assist with such networking where desired.
- Engage alternates in the consensus-building process when necessary.
- Prepare for and participate in all meetings to the extent possible.
- Support Working Group products if they have concurred in it.

Facilitator

Meetings will be led by a neutral, professional facilitator selected by ODFW. The facilitator will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. Information disclosed in confidence will be kept confidential by the facilitator. To the extent issues arise with the process, group members are encouraged to approach the facilitator or agency staff.

Members will not interfere with the facilitator's conduct of meetings. Concerns regarding how meetings are being facilitated may be brought to the attention of ODFW staff and the facilitator in manners and at times that they do not disrupt meeting activities, e.g. during breaks in meetings or between meetings.

Staff

ODFW staff will attend all meetings of the Stakeholder Working Groups, assist in developing the meeting agendas with the facilitator, provide materials and proposals for review, provide technical and staff support, provide guidance on the timeline and process for development of the Coastal Species Plan, and prepare summary minutes that reflect key issues, agreements and other aspects of meetings. ODFW will also help ensure Stakeholder Working Group members adhere to the charter.

The facilitator and project manager will serve as the primary contacts for Stakeholder Team members.

- Jim Owens, Facilitator
Cogan Owens Cogan, LLC
503-225-0192 x 204 (o); 503-201-4205 (c)
- Tom Stahl, Project Manager
thomas.stahl@state.or.us
503-947-6219

Primary contacts for the public and the media will be:

- Ed Bowles, Fish Division Administrator
ed.bowles@state.or.us
503-947-6206
- Tom Stahl, Project Manager
thomas.stahl@state.or.us
503-947-6219

IV. Commitment to Decision-making Process

The Stakeholder Working Groups will endeavor to reach consensus on decisions regarding management programs and actions to be included in the Coastal Species Plan. Consensus is a participatory process whereby, on matters of substance, the representatives strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- Stakeholder Working Group members agree that consensus has a high value and that the group should strive to achieve it. As such, decisions on Stakeholder Working Group recommendations will be made by consensus of all present participating members in their representative capacity.
- The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all.
- When consensus cannot be reached, the facilitator may initiate or entertain a motion to vote on the issue. Representatives may make motions and seconds. All motions must be seconded to be acted upon.
- If no consensus is reached on an issue for proposed Stakeholder Working Group recommendation, minority positions will be documented after a vote takes place. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.
- Meetings will be conducted in a manner deemed appropriate by the facilitator to foster collaborative decision-making and consensus building. Robert's Rules of Order will be applied when deemed appropriate by the facilitator.
- Stakeholder Working Group members will honor decisions made and avoid re-opening issues once resolved.
- The Stakeholder Working Groups will strive to make decisions within the agreed-to timeframe.

Stakeholder Group members acknowledge that their recommendations are advisory to ODFW and that final decisions on the contents of the draft Coastal Species Plan that goes before the Oregon Fish and Wildlife Commission for adoption rest with the agency.

At the end of the process, the facilitator will draft a report that outlines the issues discussed, the areas in which there is consensus, and any remaining issues on which consensus was not reached. Included in that report will be the summary notes from each Stakeholder Working Group meeting.

IV. Open Process

All meetings of the Stakeholder Working Groups will be open to the public. The Stakeholder Working Groups, with the assistance of the facilitator, will decide the level of participation of the public and observers attending meetings, taking into consideration the length of the agenda and the opportunity for members to speak on all issues.

V. Ground Rules for Conduct of Stakeholder Working Group Members

All participants agree to act in good faith in all aspects of these discussions. This includes being honest and refraining from undertaking any actions that will undermine or threaten this process. It also includes behavior outside of meetings. Expectations include:

- Members agree to be respectful at all times of other representatives, alternates, staff, the facilitator, and audience members. They will listen to each other to seek to understand the other's perspective, even if they disagree.
- One person will speak at a time. Side conversations and other meeting disruptions will be avoided.
- Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- Members agree to refrain from personal attacks, intentionally undermining the process, and publicly criticizing or mis-stating the positions taken by any other participants during the process. Concerns regarding personal attacks or intentional misinformation will be brought to the attention of the facilitator or ODFW. If evidence justifies, the offending member will be advised of such concerns. Continued violations of these ground rules may result in removal by ODFW of the member from the Stakeholder Working Group in consultation with the facilitator.
- Any written communications, including e-mails, blogs and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives. Members are reminded that e-mail, blogs and other social networking media may be considered public documents. E-mails and social networking messages meant for the entire group will be distributed via the project team.
- Individual Stakeholder Working Group representatives and alternates agree to not present themselves as speaking for the Stakeholder Working Group, without specific direction and approval by the Stakeholder Working Group.
- Non-members may attend meetings as observers, provide comments during public comment periods, and submit written comments for distribution to the Stakeholder Working Group, but may not otherwise participate in the Stakeholder Working Group deliberations.

- Requests for information made outside of meetings will be directed to the facilitator. Responses to such requests will be limited to items that can be provided within a reasonable amount of time.