

## Oregon Department of Fish and Wildlife Commission

### Trap Check Work Group

## Charter – DRAFT 6-22-21

### Mission/Purpose

The Trap Check Work Group will develop recommendations to the Oregon Department of Fish and Wildlife Commission to consider regarding ODFW policies, practices, and programs relating to trap check time intervals in Oregon.

### Scope of Authority

The Work Group will focus on addressing outstanding issues relating to trap check time intervals. The Work Group may include consideration of other local, state, and federal agencies as well NGO's programs and policies as they relate to greater coordination, communication, and potential partnerships to address identified issues.

### Work Group Membership

The Work Group is composed of the following members:

<b>Name</b>	<b>Affiliation</b>
Mary Anne Cooper	Oregon Farm Bureau
Lauren Smith	Association of Oregon Counties
Kelly Peterson	Humane Society of the United States
Jim Soares	Oregon Trappers Association
<i>Doug Nichol (alternate for Jim Soares)</i>	<i>Oregon Trappers Association</i>
Tyler Dungannon	Oregon Hunters Association
<i>Amy Patrick (alternate for Tyler Dungannon)</i>	<i>Oregon Hunters Association</i>
Bob Sallinger	Portland Audubon
Quinn Read	Center for Biological Diversity
Jill Zarnowitz	ODFW Commission
Greg Wolley	ODFW Commission
Derek Broman	ODFW Wildlife Biologist
Shannon Hurn	ODFW Deputy Director
<i>Kevin Blakely (alternate for Shannon Hurn)</i>	<i>ODFW Deputy Administrator</i>

## Support

The Trap Check Work Group is supported by a facilitation team from Kearns & West. Agendas and meeting materials will be developed by the project team project team comprised of the facilitation team, ODFWC representatives, and lead ODFW staff with input from the Work Group. Agendas and materials will be distributed by the facilitation team to the Work Group the week prior to a meeting. Meeting summaries will be distributed to the Work Group within one week after each meeting.

The facilitation team will coordinate with Work Group members by email and phone to schedule meetings, coordinate logistics, and distribute meeting information and materials. Work Group members will do their best to respond to requests for scheduling and other coordination in a reasonable amount of time.

## Meeting Guidelines

The Work Group will meet up to twice a month for (on average) two hours. The group may consider longer work sessions and field meetings as appropriate (exact schedule TBD).

Due to COVID-19, meetings will be held via teleconference until restrictions are lifted.

Meeting attendance is considered a priority and Work Group members are expected to notify the project team in advance if they cannot attend. Work Group members can designate an alternate to attend on their behalf with advance notice to the project team.

Work Group members agree to the following guidelines:

- **Fully participate in Work Group meetings.** Communicate with the project team in advance if unable to attend. If you have an alternate, prepare them for attending the meeting and follow up with them afterwards.
- **Come prepared for meetings.** Read materials in advance of the meetings. Contact the project team for questions or additional assistance.
- **Participate in an open and mutually respectful way.** Share ideas, views, and information on topics and issues related to the mission/purpose of the group and within the group's scope of authority.
- **Strive for a balance of speaking time.** Be mindful of sharing time and space with your fellow Work Group members.
- **Serve as a liaison to your larger community of interest.** Share information from the community of interest you represent, including their concerns, ideas, and experiences. Keep your communities of interest informed on the work of the Work Group and bring input back to the full group.
- **Act in good faith.** Treat each other with respect and acknowledge the unique and varied experiences and knowledge each work group member brings with them. Work to understand differences in opinions, ideas, and approaches to address issues. Work toward shared understanding among the members. Work group meetings are considered a safe space to have an open dialogue.

## Decision Process - DRAFT PROPOSED

The Work Group will strive for consensus on their recommendations using a consensus scale system.

Option 1: Use green, yellow, and red cards to indicate their level of support as follows:

**Green** Support (the proposal, recommendation and/or moving forward) – no need to speak further on the topic.

**Yellow** Questions or outstanding concerns to share, or support with reservations.

**Red** No support/propose alternative.

Option 2: Use fingers to convey level of support as follows:

1 finger- Support (the proposal, recommendation and/or moving forward) – no need to speak further on the topic.

2 fingers - Questions or outstanding concerns to share, or support with reservations.

3 fingers - No support/propose alternative.

## Public Input and Presentations to the ODFWC

The Work Group has been appointed by and serves at the will of the Oregon Department of Fish and Wildlife Commission. As such, information about the Work Group including media inquiries, will be managed by the communications team at the ODFW in compliance with state agency communication protocols.

Meeting summaries and Work Group materials will be made publicly available through the ODFW website.

Public notice of presentations about the Work Group to the ODFWC and opportunities for input at ODFWC meetings will be made publicly available as part of regular communications to the public about ODFWC meetings.

Work Group members may be asked to consider presenting updates and outcomes from the Work Group to the ODFWC.

## Work Plan and Schedule

A preliminary schedule of meetings and topics is as follows:

### ODFW Trap Check and Beaver Work Groups – Work Plan and Schedule Outline

2021

	April	May	June	July	August	September	October	November	December
<b>Process Steps</b>		Assessment interviews	Charter Key Issues to Address	Data gathering Science review	Options to address issues; data gaps	Draft Proposals	Refine Proposals	Recommendations	
<b>Beaver Work Group</b>		Meet with work group members individually	6/28 Mtg #1	7/30?					
<b>Trap Check Work Group</b>			6/29 Mtg #1						
<b>Research Panel</b>			Consult with research experts on key questions and issues to address						
<b>ODFW Commission</b>	Meet with commission leads		18 <sup>th</sup> ODFWC Meeting Update	9 <sup>th</sup>	6 <sup>th</sup> ODFWC Meeting Update	17 <sup>th</sup>	15 <sup>th</sup> ODFWC Meeting Update	19 <sup>th</sup> ODFWC Meeting Draft Report	17 <sup>h</sup> ODFWC Meeting Final Report
<b>Public Information and Input</b>			↑		↑		↑	↑	↑