

Central Valley Landscape Conservation Project (CVLCP)

Organizational Charter

September 30, 2014 Draft

Table of Contents

1. Charter Purpose.....	1
2. Project Goals.....	1
3. Deliverables.....	1
4. Organizational Structure and Roles.....	2
5. Decision-making.....	3
6. Process Agreements.....	4

1. Charter Purpose

This Charter describes the goals, deliverables, organizational structure, roles, and operational protocols for the Central Valley Landscape Conservation Project (CVLCP). A Project Development Team and Data Management Team will carry out a majority of the work, with assistance from support staff and in consultation with, and final approval by, a Steering Committee.

2. Project Goal and Approach

The purpose of this project is to identify actions that will maximize adaptive capacity of species, habitat, and ecosystem services to support an ecologically connected Central Valley landscape. This will be accomplished using a collaborative process that identifies conservation goals and resource priorities across a broad set of partners, synthesizes existing information on those priorities, applies climate models, and develops adaptation strategies that the partners agree to and can implement on the ground. This project will use a [climate-smart](#) approach to meet these objectives by incorporating climate information, cooperatively developing forward-looking goals and by linking actions to key impacts and vulnerabilities.

3. Deliverables

A detailed work plan for the development of deliverables is provided in the Process Outline document. Deliverables include:

1. Identification of priority resources collectively developed by a broad set of partners.
2. Vulnerability assessments and/or scenario planning for identified priority resources based on existing data and climate information.

3. Climate-smart adaptation strategies developed for the priority resources based on vulnerability assessments and/or scenario planning.
4. Building from the adaptation strategies, spatially explicit conservation options that will support resilience and adaptation of priority resources.
5. An online toolbox and outreach plan to help partners use and apply the adaptation strategies and conservation options for their organization.
6. A “lessons learned” document to inform similar efforts within the CA LCC and other LCCs.

4. Organizational Structure and Roles

The CVLCP structure includes a Steering Committee, Project Development Team, Data Management Team and staff support. Additionally, information and updates will regularly be sent to the Central Valley partners.

Steering Committee

The Steering Committee represents a broad set of leaders, including scientists and conservation practitioners, who have decision-making authority within the Central Valley. The Steering Committee makes the decisions for the CVLCP through approval of documents and deliverables. The Steering Committee will consider recommendations from the Project Development Team, and the Data Management Team when appropriate, for each step of the CVLCP.

The Committee will include 10 – 15 people from partner agencies that make up the CA LCC Steering Committee and the Central Valley Joint Venture Management Board, as well as others.

Project Development Team

This Team reviews and revises recommendations developed by project staff on the process, priorities, and products, for the Steering Committee to review and approve. This Team will not direct the day-to-day project activities.

The members of this team are scientists and natural resource managers who have interest in applying the CVLCP process and products within their organization. There will be 10-15 people on this team from key partner organizations including technical staff from members of the CA LCC Steering Committee and the Central Valley Joint Venture Management Board. The Team will seek additional expertise on issues as needed.

This team will meet regularly via conference call during the project and will review and comment on documents via email as needed.

Data Management Team

The Data Management Team assists the Project Development Team in identifying and clarifying the technical needs for each step of the CVLCP process. The Team provides data management, analysis, and access to information. It will provide products to support the workshops and will draft spatially explicit conservation options for review by the Project Development Team. The Team will consist of 5-8 members with the appropriate technical expertise from the partner organizations and will add expertise as needed.

This team will meet regularly via conference call during the project.

Staff Support. This staff oversees and conducts the day-to-day project activities. The staff participates in regular phone calls and assists with coordination information across teams. The staff will be responsible to ensure Teams are meeting regularly and filling the guidance and recommendations given by the Steering Committee. The staff reports to the Steering Committee and consists of the CA LCC Staff and facilitation staff.

- **CA LCC Staff -**
 - **Debra Schlafmann**, CA LCC Coordinator – liaison to the Steering Committee and oversees Project Staff.
 - **Rebecca Fris**, CA LCC Science Coordinator, – oversees the Project Development Team and Data Management Team
 - **Deanne DiPietro**, CA LCC Data Manager – leads the Data Management Team with support from **Zhahai Stewart**, CA LCC Data Manager
 - **Andrea Graffis**, CA LCC Communications Coordinator – provides support for all Teams and oversees communications for the CVLCP

- **CVLCP Facilitators – Dorian Fougères and Meagan Wylie**, Center for Collaborative Policy, workshop facilitation and process design. Facilitators will develop meeting agendas and meeting materials through conversation with LCC staff, manage the meetings, and develop a high-level meeting summary that includes key issues, any decisions or agreements, and action items. Facilitators are neutral with regard to the content being discussed; at the same time, facilitators will provide guidance on the collaborative process and associated best practices, such as ensuring balanced participation, mutual understanding, shared responsibility, and inclusive solutions.

5. Decision-making

All Teams associated with the CVLCP will work diligently to find common ground and seek consensus on issues. The definition of consensus spans the range from strong support to neutrality, to abstention, to “I can live with it.”

When a Team reaches consensus on findings and recommendations, the Steering Committee is highly likely to advance these findings and recommendations. If a Team

cannot reach consensus on an issue, and has made a determined, good faith effort to fully explore the issues, understand the information available, and develop inclusive solutions, it may recommend two or more options to the Steering Committee. The Steering Committee will then decide which direction to go or recommendation to advance. The different recommendations will be included in the meeting summary or decision document.

6. Process Agreements

- **Participants agree to act in good faith in all aspects of this process and to communicate their interests.** Participants agree to make a concerted effort to provide requested information to other participants or to explain the reason why not. Tentative or sensitive information will be treated appropriately.
- **Participants agree to address the issues and concerns of all the participants.** All participants have a stake in the issue at hand. Participants agree to validate the issues and concerns of other parties, and work to develop agreements that include all the issues under consideration.
- **Participants will express concerns and support in meetings that are consistent with concerns and support they express in other forums, including in sessions with the press.** Outside of meetings, participants will represent comments made in these meetings as Team comments, and not attribute them. Personal references will be avoided, and members will only speak for themselves. If requested, a participant can refer an inquirer to other participants, so they can also speak directly for themselves.
- **Participants agree to only make commitments that they intend to keep.** All members will be expected to have the passion, time, and resources needed to complete actions they agree to complete.
- **Meeting notes will be prepared with a focus on key points, ideas, and action items rather than as transcripts.** Unless very specific to understanding the content, references will generally be made to the content rather than the participants. Meeting notes will be circulated to all participants of the Teams within two weeks of meetings. Meeting notes can be shared publicly on request.

Central Valley Landscape Conservation Project Organization Chart

