

PACIFIC NORTHWEST COOPERATIVE ECOSYSTEM STUDIES UNIT
EXECUTIVE COMMITTEE MEETING

June 20, 2002

University of Washington College of Forest Resources
Center for Urban Horticulture

Review and Updating of Annual Strategic Plan

*Agency Attendees: Darryll Johnson, PNW-CESU NPS Research Coordinator
Gary Larson, USGS
Rosemary Mazaika, BLM, attending for Nancy Diaz
Tim Personius, USBR
Jim Shevock, NPS*

*Partner Attendees: John Barker, UBC, attending for John McLean
Keith Blatner WA State University
Gordon Bradley, U of Washington, PNW-CESU co-leader
Stephen Colt, U of AK-Anchorage
Bob Edmonds, U of Washington, attending for Bruce Bare
Erik Fritzell, OR State University, attending for Denise Lach
Leonard Johnson, U of Idaho
Mary Lou Madden, U of AK-Juneau
Mark Petruncio, Heritage College*

*Other Attendees: Kelley Duffield, Director of Outreach, U of Washington
Marianne Elliott, PNW-CESU web, U of Washington
Ken Mabery, Regional Ecosystem Office*

Agencies/Partners

*Not attending: EPA, USFS, USFWS, AK Department of Fish & Game,
Tuskegee U,
U of Oregon, U of Vermont, Western Washington U*

- A. Members present agreed to renew unchanged the mission and three-year goals developed in April 2001, as follows:

MISSION STATEMENT

The Pacific Northwest Cooperative Ecosystem Studies Unit (CESU) is a partnership for research, technical assistance and education to enhance understanding and management of natural and cultural resources.

THREE-YEAR GOALS (2001-2004 (not in priority order))

Establish effective ongoing communication among all partners
Demonstrate success in research, technical assistance and education
Increase minority involvement
Match partners' needs and expertise
Establish an effective and efficient organization

- B. Members present discussed one-year objectives developed in April 2001 and agreed to updates for 2002, giving responsibility to co-leaders Gordon Bradley and Darryll Johnson to assign due dates and lead responsibility for accomplishing each goal, as follows:

ONE-YEAR OBJECTIVES (June 20, 2002-June 30, 2003)

THREE-YEAR GOAL: *Establish effective ongoing communication among all members*

ONE-YEAR OBJECTIVES:

1. PNW-CESU website personnel (Gordon Bradley-lead) will continue and maintain a PNW-CESU listserv, will continue to monitor and update website for effective communication, and, by June 30, 2003, will evaluate and report on site as vehicle for effective and ongoing communication
2. By June 30, 2003, co-leaders Gordon Bradley and Darryll Johnson will explore and report on options for long-term funding to maintain PNW-CESU website.
3. By June 30, 2003, co-leaders Gordon Bradley and Darryll Johnson will a format and publication schedule for a PNW-CESU newsletter for print and web distribution.

2001 unachieved objective dropped (members present felt objective is premature) with recommendation that it be reintroduced for discussion at the 2003 executive committee meeting:

"An ad hoc Data Committee will develop a draft data exchange policy that allows data accessibility to the extent possible (e.g., limitation=copyright) and a strategy for developing and maintaining a bibliography of results. "

THREE-YEAR GOAL: *Demonstrate success in research, technical assistance and education*

ONE-YEAR OBJECTIVES:

1. By October 1, 2002, co-leaders Gordon Bradley and Darryll Johnson will develop draft guiding principles that will allow the PNW-CESU to define success in research, technical assistance, and education and distribute them to members for their review, approval, and for publication on the PNW-CESU website. Members present agreed that in defining success, criteria should include (a) well-rounded participation across reserch, technical assistance, and education arenas, (b) robust level of involvement by partners and agencies, and (c) projects that fulfill and enhance the collaborative ideal of the PNW-CESU.

THREE-YEAR GOAL: *Increase minority involvement*

1. By January 1, 2003, Darryll Johnson (lead), Mark Petruncio, and Brad Smith will identify a list of Pacific Northwest minority institutions and organizations relevant to the PNW-CESU's mission that might be interested in participation.
2. **By June 30, 2003, Darryll Johnson (lead), Walter Hill and Mark Petruncio** will assess and report on what the minority institution partners can contribute in the areas of research, technical assistance, and education and will explore mechanisms for linking these institutions with the PNW-CESU agencies.

Members present reported that accomplishments under this goal that were not listed out as specific 2001 objectives included: (a) ongoing collaboration with the AK Native Science Commission and (2) cooperative agreement signed between Tuskegee University and Oregon State U.

THREE-YEAR GOAL: *Match partners' needs and expertise*

ONE-YEAR OBJECTIVES:

1. PNW-CESU website personnel (Gordon Bradley-lead) will continue and maintain update of PNW-CESU website to provide information on available partner expertise and agency needs and by June 30, 2003, will evaluate and report on website effectiveness to present this information in a timely and effective way.
2. By February 1, 2003, PNW-CESU co-leader Darryll Johnson will convene a meeting of agency brokers to discuss agency training needs and possible ways of fulfilling these needs using the PNW-CESU structure.
3. Partner institution designated brokers will provide, on an ongoing basis, current information about training opportunities available at each institution, and by June 30, 2003 will evaluate and report on the effectiveness of using the PNW-CESU structure for delivering training.
4. On ongoing basis PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will develop mechanisms to explore collaboration with multi-agency groups, BC provincial agencies, and state agencies, and will evaluate and report on these efforts twice yearly (January 1, 2003 and June 30, 2003).

THREE-YEAR GOAL: *Establish an effective and efficient organization*

ONE-YEAR OBJECTIVES:

1. By October 1, 2002, PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will distribute via email to all partners and agencies the draft documents, approved with amendments by members present, outlining "executive committee operating principles," "project summary reporting form," and "addition of new members to the PNW-CESU." [Attachments A, B,

and C.] Upon approval by all members, these documents will be published on the PNW-CESU website.

2. By October 1, 2002, PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will distribute via email to all agencies the draft document, approved with amendments by agency members present, outlining "composition of the manager's committee." [Attachment D.] Upon approval by all agency members, the document will be published on the PNW-CESU website.
3. By October 1, 2002, PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will distribute via email to all partners and agencies draft documents developed by members present outlining "expected level of agency/partner participation," and "responsibilities of brokers." [Attachments E and F.] Upon approval by all members, these documents will be published on the PNW-CESU website.
4. By December 31, 2002, PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will direct the development of a narrative strategic plan document, incorporating the mission, goals, and objectives developed at the April 2001 and June 2002 executive committee meetings and formulating key research, training, and education issues in the region that would benefit from the PNW-CESU's collaborative, multi-agency/multi-partner resource perspective.
5. By December 31, 2002, PNW-CESU co-leaders Gordon Bradley and Darryll Johnson will set date and format of 2003 combined executive committee/manager's committee meeting, incorporating formats suggested by members present: (a) field trip; (b) mini-symposium showcasing "success stories"; (c) location near airport; (d) half-day executive committee meeting followed by half-day manager's committee meeting.
6. By January 1, 2003, each partner institution's broker will provide information on financial/administrative procedures re: cooperative agreements and make this available on the PNW-CESU website.

Attachment F: Responsibilities of Member's Designated "Brokers"

Agency brokers must be able to articulate how to get a project through PNW-CESU according to the procedures and rules of their respective agencies and to provide appropriate contact information.

Partner brokers must be able to articulate the procedures and rules of their respective institutions with regard to research, training, and technical assistance projects conducted through the PNW-CESU at their institution and to provide appropriate contact information.

Agency brokers must be knowledgeable about research, training, and technical assistance needs of their agency and represent these to PNW-CESU members.

Agency and partner brokers are responsible for "internal marketing" of PNW-CESU opportunities.

Agency and partner brokers are responsible for providing up to date information and links to keep PNW-CESU website current.

Partner brokers are responsible for reporting (on the project summary reporting form available on the PNW-CESU website) projects funded through the PNW-CESU.

Some additional notes you might want to use for cover letter:

Flip chart Manager's Committee ideas:

- Committee responsible for: general advice/guidance/evaluation/cross-fertilization/promote and encourage cooperation
- For cross-fertilization, convene as necessary
- Should, however, meet at least annually, in conjunction with Executive Committee
- Managers and Executive Committees should "piggyback" on NW Forest Plan.

Reporting Form (project summary): Some discussion of peer review problems.

Flip chart ideas re: reporting in general

- How to ensure forms are really filled out?
- Make clear that CESU projects are not contracts but are cooperative agreements
- CESU "label" should appear on cover of all coop agreement projects
- Advantages to standardized template task agreement?
- Need cross references to other task agreements
- Clarify and use consistently the terms "partner" and "agency"
- Brokers to consult re matters of interagency cooperation
- Clarify that agency/partner connections are direct and not conducted through host university

Flip chart ideas re: PNW Forest Plan

- Membership on management committee, since most participating agencies already in PNW-CESU
- Third category of PNW-CESU membership [multi agency groups]
- How long will plan exist; fit with long term commitment criteria?
- Issues with funding need to be addressed
- Education/tech transfer?