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August 31, 2004

MEMORANDUM

TO: Fish and Wildlife Committee

FROM: Steve Waste, Manager Program Analysis and Evaluation

SUBJECT: Charter of the Pacific Northwest Aquatic Monitoring Partnership

Action

Council has received a request to sign the attached Charter for the Pacific Northwest Aquatic Monitoring Partnership.

Recommendation

Staff recommends the Council signal its support for the principles of the Partnership by signing on as a "charter" member of the Pacific Northwest Aquatic Monitoring Partnership.

Background

Monitoring is a science-based approach that provides information on the health of fish populations and the watersheds they inhabit. If properly designed, it can help identify limiting factors to salmon recovery and provide feedback to managers and to the public about how management plans and activities are affecting species and the environment, and how those programs can be adapted to reduce their negative effects. Monitoring also provides the basis for establishing program priorities, and for ensuring accountability for program expenditures.

In the Pacific Northwest government agencies and other organizations are conducting a variety of different monitoring efforts. Typically, these are independent efforts that address questions and management problems that are specific to each agency. Such monitoring efforts have often included little or no coordination with other agencies. Federal, state, tribal, local, and private monitoring programs independently have evolved in response to different organizational mandates, jurisdictional needs, issues and questions. These programs often use different monitoring approaches and protocols and do not collect and present information in a manner that can be shared across different agencies. In some cases, the programs are measuring the same (or similar) things in the same streams with little coordination or awareness of each other's efforts. These independent, uncoordinated approaches do not realize their full potential for supporting

policy and management objectives that could be achieved if the information could be combined and shared across the different agency efforts.

The Pacific Northwest Aquatic Monitoring Partnership (PNAMP) represents a new effort to create and/or enhance technical products and facilitate policy coordination across existing monitoring programs. PNAMP is a voluntary, non-directive, self-organizing forum committed to developing a unified approach to monitoring in the Pacific Northwest. PNAMP provides a forum for collaboration as involved parties work towards developing a coordinated approach to monitoring. PNAMP can provide a durable structure for facilitating the development of cross-party linkages. PNAMP attempts to acknowledge the different mandates, jurisdictions, issues and questions of its partners, but capitalize on the areas of shared interests and needs, coordinate programs and schedules to avoid duplication, and apply common guiding principles to greatly support policy and management with scientifically valid monitoring. By carefully stating and implementing a shared plan for coordinating monitoring, PNAMP hopefully brings a level of competence and completeness to scientific resource management that has not previously been realized.

To help meet these objectives PNAMP honored a request from the Regional Coordinating Group by providing the region with a guidance document “*Considerations for Monitoring in Subbasin Plans*,” in May of 2004. PNAMP is now developing a strategy that builds upon those recommendations to develop a coordinated regional approach to monitoring of fish and watershed health. The purpose of the strategy will be to provide a cost effective regional approach to the coordination and networking of regional monitoring programs that will facilitate implementation by the appropriate federal, state, and tribal governments. No other monitoring forum is addressing these demands given the breadth of geographic areas represented by the partners (areas across Pacific Northwest region from Northern California to Canada). The diverse membership of PNAMP is one of its strengths. Over 30 different entities have participated to date in varying capacities, and PNAMP is seeking signatures from 25 of the larger players. To date, significant players have included the following state, tribal, and federal entities:

Washington Governor's Salmon Recovery Office
Washington Salmon Recovery Funding Board
Oregon Watershed Enhancement Board
Idaho Department of Fish and Game
California Department of Fish and Game
Columbia Basin Fish and Wildlife Authority
Columbia River Intertribal Fish Commission
Northwest Indian Fisheries Commission
Upper Columbia United Tribes
U.S. Environmental Protection Agency
U.S. Forest Service
U.S. Geological Survey
US Bureau of Reclamation
Bonneville Power Administration
NOAA Fisheries

Analysis

In an effort to evolve from an ad hoc, technical working group, into a more formal group with staff support, PNAMP has developed a Charter, statement of business practices, and is completing work on a strategy document that comprises a work plan. The Charter was developed by the Partnership's Steering Committee, in which Council staff fully participates. The PNAMP Charter will be reviewed periodically as the Steering Committee or the Executive partners deems appropriate.

The PNAMP Charter formally established the Pacific Northwest Aquatic Monitoring Partnership or PNAMP on September 3, 2004. The charter entities include federal, state, and tribal governments with a common interest in coordinating monitoring efforts of watershed condition, fish population, and project effectiveness monitoring. The members of PNAMP recognize that monitoring will be improved if: all programs use consistent monitoring approaches and protocols; follow a scientific foundation; support monitoring policy and management objectives; and collect and present information in a manner that can be shared. Specific benefits of PNAMP include:

1. Provides a forum to coordinate monitoring activities and develop common monitoring approaches.
2. Acknowledges different mandates, jurisdictions, issues and questions of its partners.
3. Focuses coordination effort on shared interests and needs.
4. Coordinates programs and schedules to avoid duplication.
5. Applies common guiding principles to provide significant support to policy and management with scientifically valid monitoring.
6. Provides the framework for coordinated monitoring that each PNAMP partner may implement within its legal and jurisdictional boundaries.
7. Partners decide their own individual management questions, which then guide development of PNAMP monitoring strategies.
8. Partners will make reasonable efforts to incorporate PNAMP recommendations into their respective programs.
9. Partners support the partnership through allocation of staff time to participate in PNAMP and by contributing resources for administration of the effort, as appropriate.

PNAMP Guiding Principles - The charter follows the principles set forth in "*Recommendations for Coordinating State, Federal, and Tribal Watershed and Salmon Monitoring Programs in the Pacific Northwest*," a draft coordination plan for monitoring in the Pacific Northwest, presented by PNAMP to the Council in December of 2003 in response to the letter from the four governors.

Structure of PNAMP - The structure of PNAMP includes existing Executive partners, a Steering Committee, and workgroups deemed warranted by the Steering Committee. The Executive partners are the executives of participating federal, state, and tribal entities signing this Charter and will provide policy direction and support to PNAMP through the Steering Committee as needed. The Steering Committee functions as an advisory group to the Executive partners and consists of an appointee for each partner signing the Charter, and workgroup leads. Appointees represent their respective Executive partners on matters of coordinated monitoring policy and planning. The Steering Committee forms workgroups as needed to perform tasks consistent with PNAMP's principle and will solicit appropriate expertise for the workgroups.

Administration of PNAMP - The Steering Committee will establish procedures for setting meeting times, developing agendas, communications, selecting leadership of workgroups, making and completing work assignments, and making and publishing Committee products (see attached PNAMP Business Practices for more details). The Steering Committee will oversee establishment and administration of the PNAMP coordination function and will function as an advisory group to the executive partners regarding decisions needed for the achievement of PNAMP goals and strategies. In addition, the Steering Committee will serve as a vehicle for communicating executive partner decisions. The Steering Committee will develop proposals for annual funding and staff support for consideration by Executive partners each year.

Staff recommends that Council support the efforts of PNAMP to develop a regional approach to monitoring by continuing staff participation in the Steering Committee. In regards to funding through a future project selection process, Council staff has communicated to PNAMP that the Council will likely support monitoring work at a programmatic scale that will have clear benefits to the Fish and Wildlife Program in general and subbasin planning in particular.

Accountability - The Steering Committee will complete a written report annually to the Executive partners on development and implementation of activities in support of PNAMP's strategic objectives and will make recommendations as needed to Executive partners in a timely manner. Workgroups will report to the Steering Committee as needed.

Attachments:

1. Cover Letter Requesting Signature for PNAMP Charter
2. Charter of the Pacific Northwest Aquatic Monitoring Partnership
3. PNAMP Business Practices
4. Signatories to the PNAMP Charter

Attachment 1. Cover Letter Requesting Signature for PNAMP Charter

August 11, 2004

Pacific Northwest Aquatic Monitoring Partnership
C/o U.S. Geological Survey
Western Regional Office
5501-A Cook Underwood Road
Cook, WA 98605

Dear PNAMP Participating Agency,

The purposes of this letter are to request your concurrence with the attached Charter for the Pacific Northwest Aquatic Monitoring Partnership (PNAMP), and to indicate your organization's commitment to the principles of the Partnership by signing on as a "charter" member. The Charter was developed by the Partnership's Steering Committee.

Federal, state, tribal, local, and private aquatic monitoring efforts have independently evolved in response to different organizational mandates, jurisdictional needs, issues and questions. Increased coordination and awareness is needed in cases where programs are measuring the same (or similar) things in the same streams. Coordinated approaches to monitoring that allow information to be combined and shared will better support policy and management objectives. Importantly, resource management questions are increasingly being asked that require an understanding of resources at large-scale landscape levels. Simultaneously, new management questions are being posed that make greater demands on the region's technical and institutional resources.

To help meet these demands the PNAMP is coordinating and guiding monitoring strategies or plans in order to reduce redundancy, increase efficiency, and help meet the goals and objectives of the various entities involved in monitoring. No other monitoring forum is addressing these demands given the breadth of geographic areas represented by the partners (areas across Pacific Northwest region from Northern California to Canada).

Please sign and return the attached Charter by September 3rd. For more detail on operations of the PNAMP, the associated Business Practices are attached. If you have any questions on these materials or other aspects of the PNAMP please contact your PNAMP agency participant on the Steering Committee.

We look forward to continuing our work with your organization as an active and formal member of PNAMP.

Sincerely,



Jennifer Bayer
PNAMP Coordinator

Attachments

- Charter
- Business Practices
- List of Participants

Attachment 2.

Charter of the Pacific Northwest Aquatic Monitoring Partnership

ESTABLISHMENT

The participating entities signing this Charter hereby establish the **Pacific Northwest Aquatic Monitoring Partnership (PNAMP)** on September 3, 2004. The Charter entities include federal, state, and tribal governments with a common interest in coordinating monitoring efforts of watershed condition, fish population, and project effectiveness monitoring.

This Charter formally establishes the foundation of **PNAMP** including principles; structure and participation; business practices; and reporting.

BACKGROUND

Federal, state, tribal, local, and private aquatic monitoring programs in the Pacific Northwest have evolved independently in response to different organizational mandates, jurisdictional needs, issues and questions. Planning and coordination of federal, state and tribal monitoring activities have evolved slowly but steadily over the past ten years. In 2003 leaders of aquatic monitoring programs formed an alliance as the *ad hoc* Pacific Northwest Aquatic Monitoring Partnership (**PNAMP**) group. The geographic area of this coordination includes the Pacific Northwest region from Northern California to Canada where the participating entities are implementing monitoring efforts. The basis of this group is that monitoring will be improved if: all programs use consistent monitoring approaches and protocols; follow a scientific foundation; support monitoring policy and management objectives; and collect and present information in a manner that can be shared.

BENEFITS

PNAMP:

- Provides a forum to coordinate monitoring activities and develop common monitoring approaches.
- Acknowledges different mandates, jurisdictions, issues and questions of its partners.
- Focuses coordination effort on shared interests and needs.
- Coordinates programs and schedules to avoid duplication.
- Applies common guiding principles to provide significant support to policy and management with scientifically valid monitoring.
- Provides the framework for coordinated monitoring that each **PNAMP** partner may implement within its legal and jurisdictional boundaries.
- Partners decide their own individual management questions, which then guide development of **PNAMP** monitoring strategies.

- Partners will make reasonable efforts to incorporate **PNAMP** recommendations into their respective programs.
- Partners support the partnership through allocation of staff time to participate in **PNAMP** and by contributing resources for administration of the effort, as appropriate.

GUIDING PRINCIPLES

1. Resource Policy and Management: The purpose of monitoring efforts is to provide the most important scientific information needed to inform public policy and resource management decisions.
2. Efficiency and Effectiveness: Cooperative monitoring will enhance efficiencies and effectiveness of our respective and collective efforts.
3. Scientifically Based: Environmental monitoring must be scientifically sound.
4. Shared Information: Monitoring data must be accessible to all participants on a timely basis.

STRUCTURE AND PARTICIPATION

1. The structure of **PNAMP** will include existing **Executive** partners, a **Steering Committee**, and workgroups deemed warranted by the **Steering Committee**.
2. The **Executive** partners are the executives of participating federal, state, and tribal entities signing this Charter. The **Executive** partners will provide policy direction and support to **PNAMP** through the **Steering Committee** as needed.
3. The **Steering Committee** functions as an advisory group to the **Executive** partners.
4. The **Steering Committee** consists of an appointee for each partner signing the Charter, and workgroup leads. Appointees represent their respective **Executive** partners on matters of coordinated monitoring policy and planning.
5. The **Steering Committee** forms workgroups as needed to perform tasks consistent with **PNAMP's** principles. The **Steering Committee** will solicit appropriate expertise for the workgroups.

ADMINISTRATION

1. The **Steering Committee** will establish procedures for setting meeting times, developing agendas, communications, selecting leadership of workgroups, making and completing work assignments, and making and publishing Committee products (See **PNAMP Business Practices**).

2. The **Steering Committee** will oversee establishment and administration of the **PNAMP** coordination function.
3. The **Steering Committee** will function as an advisory group to the executive partners regarding decisions needed for the achievement of PNAMP goals and strategies. In addition, the Steering Committee will serve as a vehicle for communicating executive partner decisions.
4. The **Steering Committee** will develop proposals for annual funding and staff support for consideration by **Executive** partners each year.
5. The **PNAMP** Charter will be reviewed periodically as the **Steering Committee** or the **Executive** partners deems appropriate.

REPORTING

1. The **Steering Committee** will complete a written report annually to the **Executive** partners on development and implementation of activities in support of **PNAMP's** strategic objectives.
2. The **Steering Committee** will make recommendations as needed to **Executive** partners in a timely manner.
3. Workgroups will report to the **Steering Committee** as needed.

Signatory

Name and Agency

Attachment 3.

Pacific Northwest Aquatic Monitoring Partnership

Business Practices

Note: This document is appended to the PNAMP Charter, providing additional detail on operation and administration.

I. Role of the network of Executive partners

- Participants represent signatories to the PNAMP Charter
- Provide distributed point(s) of contact for the Steering Committee on policy issues and products associated with PNAMP interests and tasks

Conduct meetings in accordance with their respective operational needs. The Steering Committee will meet with **Executive** partners as appropriate at times and places identified by each entity.

II. Role and structure of the Steering Committee

Each signatory to the PNAMP Charter will appoint an individual to serve as a member of the Steering Committee, and will identify an alternate if available.

Members of the Steering Committee have decision-making authority on behalf of their respective organizations for all PNAMP matters consistent with their respective mandates, except funding decisions that are governed by separate agreements.

Leads of standing technical workgroups will be members of the Steering Committee

The Steering Committee provides the science-policy interface between the **Executive** partners and technical workgroups, guides work of technical workgroups, obtains resources needed to accomplish tasks, and directs the activities of the Coordinator

The Steering Committee will use the consensus decision-making process as per section IV

The Coordinator is the internal and external point of contact for PNAMP, and

Conducts regularly scheduled meetings, and organizes ad hoc meetings as needed

Develops meeting agendas, meeting notes, keeps track of PNAMP documents and records, compiles and edits draft PNAMP documents, facilitates completion of work plans, tracks budgets, and manages PNAMP internal and external communications

The Steering Committee will prioritize PNAMP tasks, subject to and consistent with the consensus decision-making process in section (IV)(e) below

III. Roles and structure of technical workgroups

- a. As identified by the Steering Committee, workgroups will be used to accomplish PNAMP tasks

Standing workgroups are watershed condition monitoring, effectiveness monitoring, fish population monitoring, and data coordination

Ad hoc workgroups will be convened on an as needed basis

- The Steering Committee will identify leadership (lead and/or co-leads) of workgroups
- Workgroups will develop work plans and products, will operate under the guidance of the Steering Committee, and will be assisted as needed by the Coordinator
- Participants on workgroups (including key scientists) will have expertise appropriate to the involved tasks
- To the extent possible, workgroups will use the consensus decision-making process developed for the Steering Committee (see section (IV))

IV. Steering Committee consensus decision-making process

- a. Decisions at regular meetings are made by consensus
 - i. Consensus will be defined as accomplished when there is no further strenuous dissent. The Coordinator will facilitate discussion, call for objections and confirm each decision reached by consensus.
 - ii. For members unable to attend a regular meeting and for decisions made outside of regular meetings, consent email will be sent to all members with 5 business days allowed for any objections.
 - 1. Any member must object in writing/email to an item on a properly circulated consent email. A written objection to consensus on a consent email request must contain the reasons for the objection. An objection received by the Coordinator regarding an item for which consent approval is requested shall be considered an objection to consensus.
 - 2. Consensus places a heavy responsibility on the dissenter to participate fully in the deliberative process and work with others to find an alternative approach acceptable to all.
 - iii. At the request of any Member, the Coordinator may place an item for which consensus was not achieved on the regular business agenda for a subsequent Steering Committee meeting.
 - iv. A Member must be physically present (includes participation via telephone) or represented at a Steering Committee meeting to object to consensus on a business agenda item if the item previously was removed from the consent agenda or a consent mail request but was placed on the regular business agenda for a subsequent Steering Committee meeting.
- b. Following coordination on all issues, consensus positions will be sought pursuant to section (IV)(a) before Members actions are communicated (verbally or in writing) as a PNAMP product. When consensus is not attained, the PNAMP product will clearly represent the fact that consensus was attempted and will set forth the differing positions of the Members.
 - c. Any Member may abstain or be absent from the consensus process without it becoming a dissenting opinion.
 - d. A Member who chooses not to participate in the consensus process, either by not objecting to a consensus decision in writing under section (IV)(a)(ii), or in person under subsection (IV)(a)(iv), shall be deemed to have abstained from the decision-making process.

- e. As new ideas or proposals to re-prioritize existing tasks arise, person(s) sponsoring the new concept will provide information to all members of the Steering Committee including: task description, explanation of benefit/or "fit" to PNAMP mission; proposed participants; timeline; and expected outcome/products.

V. General participation

- a. Interested parties not signatory to the Charter are encouraged to participate in PNAMP, through involvement in appropriate workgroups, and in the broader deliberations of PNAMP.

VI. Communications

- a. Internal – The Coordinator and workgroup leads will use electronic means to facilitate informal routine communications to the extent possible; other methods will be explored as dictated by need.
- b. External – The Steering Committee and Coordinator will provide external communications via electronic means (email documents and notices) including development and use of Internet access to PNAMP products and information, and will develop letterhead and “signature” authority on behalf of PNAMP for written communications.

VII. Modification

- a. Business practices will be reviewed by the Steering Committee on at least an annual basis and modified as needed

Attachment 4.

Pacific Northwest Aquatic Monitoring Partnership Charter Signatories

PNAMP Partners	PNAMP Steering Committee Representative	Executive Signatory to PNAMP Charter
Bonneville Power Administration	Jim Geiselman	
California Department of Fish and Game	Scott Downie	
Columbia River Intertribal Fish Commission	Phil Roger	
Columbia Basin Fish and Wildlife Authority	Rod Sando	
Confederated Tribes of the Colville Reservation	Keith Wolf	
Environmental Protection Agency	Dave Powers	
Idaho Department of Fish and Game	Sam Sharr	
NOAA Fisheries	John Stein	
National Park Service	Reed Glesne	
Northwest Indian Fisheries Commission	Bruce Davies	
Northwest Power and Conservation Council	Steve Waste	
Oregon Department of Environmental Quality		
Oregon Department of Fish and Wildlife		
Oregon Department of Forestry		
Oregon Watershed	Becci Anderson	

Enhancement Board		
US Army Corps of Engineers	Paul Ocker	
US Bureau of Land Management	Al Doelker	
US Bureau of Reclamation	Michael Newsom	
US Fish and Wildlife Service	Dan Avery	
US Forest Service	Steve Lanigan	
US Geological Survey	Dave Busch	
Upper Columbia United Tribes	Keith Wolf	
Washington Department of Ecology	Steve Butkus	
Washington Department of Fish and Wildlife		
Washington Governor's Salmon Recovery Office	Steve Leider	
Washington Salmon Recovery Funding Board	Bruce Crawford	