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January 9, 2007

MEMORANDUM

TO: Council Members

FROM: Lynn Palensky

SUBJECT: Status Report on Coordination Proposals

BACKGROUND: At the November Council meeting, you approved five proposals for regional coordination activities. The sponsors of these proposals are: Columbia Basin Fish and Wildlife Authority (CBFWA), Upper Columbia United Tribes (UCUT), Columbia River Inter-Tribal Fish Commission (CRITFC) and the Kalispel and Spokane Tribes. As a condition of funding, Council members asked for: 1) review of regional coordination activities after one year of performance; 2) Sponsors to work also on defining the menu of appropriate coordination function and needs for the program for future funding; 3) monthly expenditure reports, and 4) quarterly progress reports (through contracting). The status of each condition is provided below.

STATUS:

1. Review of coordination activities after one year:

Bonneville is anticipating starting the five coordination contracts in April 2007. Staff and project sponsors have been working with the contracting officer on creating appropriate work elements prior to final contracting. Streamlining similar work elements and tasks defined by the sponsors will help to: create a consistent way to track and report on these tasks in Pisces; evaluate the work performed after one year; and to further define the tasks for coordination -- generally, and specifically. Four of the five work plans have been updated to better fit into the Pisces format for contracting. The four work plans are attached.

2. Defining the menu for appropriate coordination needs and tasks:

Funding and tasks are in place for the next year and are deliverables based. Funding for 2008 and 09 will be based on evaluation of work performance. However, regional coordination, or coordination functions need to be further assessed in the long-term -- in the context of the Fish and Wildlife Program amendments. This week CBFWA will be facilitating a meeting with the coordination sponsors to begin defining work elements for coordination, but also looking how

we might integrate coordination work into the next program. Over the next months, they hope to develop a draft set of work elements for the amendment process.

3 & 4. Monthly Expenditure reports and quarterly reports:

Quarterly reports are required through contracting and will be submitted to Bonneville. Staff will track those reports and the Council members can suggest how they would like to be updated on progress and performance. Staff is also working on an on-line simple expenditures report that the sponsors would submit directly to the Council.

| Work Element Name | Work Element Title | Description | Deliverable Title | Deliverable Specification |
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| Regional Coordination | Coordinate with Northwest Power and Planning Council to develop definition of Regional Coordination | CBFWA staff will be meeting quarterly with Council members and project sponsors of other coordination proposals to report progress in developing a definition for regional coordination for the Fish and Wildlife Program. At each quarterly meeting, CBFWA staff will present a report on the number and purpose of meetings facilitated/attended by CBFWA staff, products completed, and number and purpose of meetings planned for the next quarter. | Quarterly presentation to Council. | Summary of number and purpose of meetings facilitated/attended and products completed or under development. |
| Regional Coordination | Coordinate regional groups - staff | Coordinate and assist fish and wildlife managers in the Columbia River Basin in developing and advocating consensus positions on regional fish and wildlife issues relating to the Northwest Power and Conservation Council's (NPCC) Fish and Wildlife Program. This effort includes the Columbia Basin Fish and Wildlife Authority's (CBFWA) coordination of the Collaborative Systemwide Monitoring and Evaluation Program (CSMEP), Fish Screen Oversight Committee (FSOC), Resident Fish Advisory Committee (RFAC), Anadromous Fish Advisory Committee (AFAC), Wildlife Advisory Committee (WAC), Members Advisory Group (MAG), Regional Coordination Group (RCG), Members, 13 Tribes, Lamprey Technical Workgroup (LTWG), White Sturgeon Biological Risk Assessment Team (BRAT), Fish Passage Advisory Committee (FPAC), as well as other groups. | Documentation of meeting coordination. | Archive record of meeting agenda, attendance sheet, and action notes from each meeting with supporting material. |
| Regional Coordination | Coordinate with outside CBFWA groups - staff | The CBFWA staff participates, on behalf of the interests of the CBFWA membership, in relevant workgroups to inform them about the regional issues as they pertain to the fish and wildlife managers. Workgroups that the CBFWA staff participates in include the PNAMP, LTWG, BOG, BiOp Remand RME, NPCC, and BPA. | Staff level participation in regional work groups. | Provide informed input into discussions and development of policies/issues external to CBFWA. |
| Regional Coordination | Members' participation in regional groups | The CBFWA members participation in the CBFWA committees (i.e., RFAC, AFAC, WAC, MAG, and Members, and other ad-hoc workgroups that are formed when necessary) provides the fish and wildlife managers, representing their agencies and tribes interests, an opportunity to benefit from the collective expertise of a comprehensive group. Due to the collective-nature of the CBFWA committees, the managers are provided with an opportunity to be better informed, relative to the interests of others, which results in an improved decision-making process for the region. The CBFWA members also participate in other regional groups (e.g., RCG, LTWG, BOG, PNAMP, CSMEP, Implementation Team (IT), Technical Management Team (TMT), System Configuration Team (SCT), and other ad-hoc groups that are formed when necessary). | Active and informed member participation in CBFWA decision making with the ability to represent the Agency/Tribes policy perspective. | Invoices for participation are required to include a travel claim and time sheet and attendance is verified against attendance sheets collected at meetings. |
| Manage and Administer Projects | Administration and oversight of contracts | Provide staff administration and oversight of the CSMEP, Habitat Evaluation Procedures (HEP), Northwest Environmental Database (NED) Data Coordinator, CBFWA Member, communications, and CBFWA Workplan contracts. Administrative and oversight services include preparing respective proposals, contract Statements of Work (SOW), budgets, accrual estimates, and BPA billings. | Contract and subcontract oversight and administration. | Efficient and effective implementation of contracts tied to specific deliverables. |
| Outreach and Education | Host workshops | Organize and convene workshops/symposiums at which project sponsors present project-specific results or provide site visits that provide managers in the Columbia River Basin an opportunity to evaluate the progress of projects, exchange ideas, and learn new techniques that will allow them to better implement their projects. Information gathered from these events assist in the development of the Status of the Resources and Project Implementation reports. Workshop agendas, attendance, and proceedings are available to the public. | Facilitation and documentation of publicly accessible workshops. | Archive record of workshop agendas, meeting attendance, and proceedings available on web site. |
| Outreach and Education | Host workshops | Organize and convene workshops/symposiums to address specific issues of interest in the Columbia River Basin. Examples of past workshops of this type are the Resident Fish Symposium, Kookanee Workshop, Fish Screening Workshop, White Sturgeon Workshop, and Data Management Workshop.. Workshop agendas, attendance, and proceedings are available to the public. | Facilitation and documentation of publicly accessible workshops. | Archive record of workshop agendas, meeting attendance, and proceedings available on web site. |
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| Outreach and Education | Maintain CBFWA website | The CBFWA website, which is accessible to the public, is database-driven and includes a fish and wildlife manager directory, event calendar for fish and wildlife meetings/events, fish and wildlife job postings, CBFWA committee webpages, interactive conference webpages, topics/current events webpage, access to project histories (includes proposals, CBFWA, ISRP, NPCC, BPA reviews/recommendations, and funding history), and access to current and historic documents. | Active and current website that is user friendly to non- fish and wildlife managers. | Staff maintains a website that is current and useful for participants in the Fish and Wildlife Program and to the general public interested in fish and wildlife protection and restoration in the Pacific Northwest. |
| Outreach and Education | Maintain CBFWA Status of the Resource website | The CBFWA Status of the Resource website is accessible to the public and provides access to current and historic status and trends information for focal species and associated biological objectives, access to project information, and access to current and historic subbasin planning information. | Active and current website that is user friendly to non- fish and wildlife managers. | Staff maintains a website that is current and useful for participants in the Fish and Wildlife Program and to the general public interested in fish and wildlife protection and restoration in the Pacific Northwest. |
| Outreach and Education | Reports (Project Implementation Reports and Status of the Resource Project) | Develop, produce, and distribute an annual resource status and trends report of focal species (fish and wildlife) relative to biological objectives in subbasin plans. In addition, develop (i.e., summarize existing data and analyses from existing reports and personal interviews), produce, and distribute a project implementation report that tracks and assess the implementation and success of fish and wildlife projects funded through Fish and Wildlife Program. | CBFWA reports and data published on website. | Deliver an annual paper report and maintain an active web site with access to fish population, wildlife habitat unit, and project information. |
| Provide Technical Review | Members' participation in providing technical reviews | The CBFWA members participation in CBFWA committees, Pacific Northwest Aquatic Monitoring Partnership (PNAMP), LTWG, CSMEP, RCG, Budget Oversight Group (BOG), NPCC, and BPA workgroups include technical reviews and analyses of fish and wildlife data/reports as well as policy-oriented recommendations. Reviews conclude in consensus approved final reports that are transmitted to the appropriate parties via written correspondence. If warranted, CBFWA members provide oral presentations coordinated by the CBFWA staff. | Contribution by significant technical staff of the agencies and tribes on issues relevant to the Fish and Wildlife Program. | When reimbursed through CBFWA, invoices for participation are required to include a travel claim and time sheet and attendance is verified against attendance sheets collected at meetings. |
| Provide Technical Review | Staff technical reviews | The CBFWA staff provides the CBFWA members and regional forums with technical input/ recommendations. Through the requests of the CBFWA members, the CBFWA staff compiles technical information pertaining to regional fish and wildlife populations and policies, performs analyses, and subsequently prepares draft summaries, reports, white papers, and policy recommendations. The CBFWA staff coordinates and facilitates the CBFWA members review and consensus approval of the documents. | Technical data compilation and analyses by CBFWA staff. | Technical reviews are transmitted via memos, letters, white papers, and reports. |
| Provide Annual Report | F&W Program Project Implementation Report | Develop, produce, and distribute a project implementation report that tracks and assess the implementation and success of fish and wildlife projects funded through the Fish and Wildlife Program. The report will provide a comprehensive assessment of the status of projects and the associated resources. Past reports have been used by regional entities in developing coordinated project recommendations during project solicitations. | Facilitation and implementation of project reviews during or between project selection processes. | Memos, letters, or reports that contribute to implementation of individual projects or general programs within the Fish and Wildlife Program. |
| Provide Annual Report | Status of the Resource Report | Develop, produce, and distribute an annual report that illustrates the status and trends of focal species (fish and wildlife) relative to biological objectives in subbasin plans. Information for the report will be gathered from existing reports as well as from interviews with fish and wildlife managers. The information that is collected will be summarized and compiled into a report that is organized by province, subbasin, and focal species. | Publication of an annual Status of the Resource Report. | Annual snapshot of existing information that supports implementation of the Fish and Wildlife Program. |
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| Provide Annual Report | CBFWA Project Implementation Report | Provide an annual report summarizing the activities and products (e.g., reports, workshops, etc.) that were completed through the CBFWA contract. | Annual report of CBFWA activity through PISCES. | Annual report detailing activities and products produced through CBFWA. |
| Provide PISCES Status Report | Provide status reports to BPA in the Pisces program | Submit monthly status reports to BPA COTR through PISCES indicating progress towards completion of work elements. | Monthly reports on CBFWA activity through PISCES. | Red, yellow, green varification of work element progress. |
| Produce/Submit Scientific Findings Report | Produce white papers as requested by CBFWA members and regional groups | The CBFWA committees (i.e., RFAC, AFAC, WAC, and MAG) provide the CBFWA Members and regional forums with technical input/recommendations. Through the requests of the CBFWA Members, the CBFWA committees and MAG compile technical information pertaining to regional fish and wildlife populations and policies, performs analyses, and subsequently prepare white papers for CBFWA Member consideration and consent. | Staff facilitated draft issue documents. | Technical reviews are transmitted via memos, letters, white papers, and reports. |
| Produce/Submit Scientific Findings Report | Recommendations on regional issues | Communicate recommendations on regional issues that affect fish and wildlife via memos, letters, or reports. | When consensus agreement is achieved, transmit policy or technical recommendations to NPCC Members, BPA Adminstrator or others. | Provide an annual list of letter dates and topics where consensus was achieved and transmitted. |
| Create/Manage/Maintain Database | Maintain data base(s) | Perform daily maintenance of the website to ensure information (e.g., fish and wildlife status and trends data, Fish and Wildlife Program-related information, etc.) is posted to the appropriate web pages so that it is easily accessible to the public and facilitates information exchange. New web pages are created as needed to address the needs of the region. | Maintain current and accurate data on CBFWA website, accessible to the general public. | Maintain quality control and accessibility to CBFWA data bases via the web. |
| Disseminate Raw/Summary Data and Results | Make data publicly available | Provide data from various databases, including historical project proposal information, fish and wildlife calendar, fish and wildlife directory, fish and wildlife jobs, historical budget information, project modification proposals, project implementation reports, and focal species status and trends information to the region via email and through the CBFWA website. | Make data widely available and easily accessed to interested parties. | Maintain an active and current web site. |

| Columbia River Inter-Tribal Fish Commission Wy-Kan-Ish-Mi Wa-Kish-Wit (Spirit of the Salmon) | | | | | |
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| ID # | Work Element Name | Work Element Title | Description | Deliverable Title | Deliverable Specification |
| 189 | Regional Coordination | Participation and monitoring processes to promote coordination between member tribes with region's co-managers, CBFWA, BPA and NPCC. | Participate, facilitate and support discussions in various forums, workgroups and meetings involving state, federal, and tribal entities on fish, wildlife, and water issues in the basin. | Documentation of participation. | Attendance at meetings and provide briefings and reports to tribes and CRITFC staff at routinely scheduled weekly and monthly meetings. |
| 189 | Regional Coordination | Provide support for collaboration with tribal and CRITFC staff on Fish and Wildlife Program planning and implementation and its linkages with other processes. | Provide technical and policy assistance and information to tribes on regional processes and the Fish and Wildlife Program linkages with other efforts under the BPA rate case, remand collaboration, Bi-Op, <i>US V. OR</i> , NOAA recovery planning, PCSRF, PSC, etc. | Documentation of participation. | Attendance at meetings and provide briefings and reports to tribes and CRITFC staff at routinely scheduled weekly and monthly meetings. |
| 189 | Regional Coordination | Work to incorporate principles of <i>Wy-Kan-Ish-Mi Wa-Kish-Wit</i> into Fish and Wildlife Program. | Participate in regional processes such as rate case, program reviews, program amendments, and development of future measures, proposals and selection processes. | Documentation of participation. | Provide presentations, public comments, etc. and staff support to advance the principles of <i>Wy-Kan-Ish-Mi Wa-Kish-Wit</i> . |

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| 189 | Regional Coordination | Promote cost-sharing with governmental (non-BPA) and non-governmental entities. | Work with federal, state and local governments to secure and maintain funding that provides cost-sharing opportunities. Work with CRITFC's Spirit of the Salmon to develop capacity, strategies, and proposals for private funding. | Documentation of cost-sharing efforts. | Explore new sources of governmental funding and protect existing sources of funding. Develop fundraising campaign strategy and proposals for private funding. |
| 189 | Regional Coordination | Participate in a review and update of <i>Wy-Kan-Ish-Mi Wa-Kish-Wit</i> . | Work with CRITFC and tribal staff in a review of <i>Wy-Kan-Ish-Mi Wa-Kish-Wit</i> and update as appropriate. | Documentation of efforts to review and revise <i>Wy-Kan-Ish-Mi Wa-Kish-Wit</i> . | Complete review and present draft revisions for CRITFC approval. |
| 189 | Regional Coordination | Defining and evaluating regional coordination efforts. | Work with CBFWA, NPCC, BPA and other coordinating entities on a common definition and understanding of coordinating efforts under the NPCC's Fish and Wildlife Program. | Documentation of participation. | Quarterly presentations to NPCC and develop of "coordination" standards. |
| 99 | Outreach and Education | Prepare information on behalf of CRITFC and member tribes for distribution to external audiences. | Assist in developing and coordinating joint briefing papers, testimony, presentations, press releases and maps as requested by tribal, state and federal entities. | Documentation of effort. | Maintain updated list of documents, reports, presentations, etc. |
| 99 | Outreach and Education | Publish and distribute outreach materials. | Prepare brochures and maps of tribal projects for distribution and posting on CRITFC website. | Documentation of effort. | Distribution of information and postings on website. |

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| 99 | Outreach and Education | Assist with public outreach through meetings, workshops and tours. | Participate in conferences and event planning and delivering presentations to diverse audiences including lectures, conferences, tours and other public outreach activities. | Document outreach and education efforts. | Completion of 2007 events involving Celilo Falls, Oxbow Salmon Festival, Spirit of the Salmon Gala, etc. |
| 122 | Technical Review | Provide tribal staff with technical review and analysis as requested on project development and implementation. | At the request of member tribes assist in review of ongoing and new projects for next funding and planning cycle. | Documentation of participation. | Input to staff and member tribes on ongoing and new project proposals. |
| 185 | Pisces Status Report | Contract administration. | On-line submission of quarterly reports as required under BPA contract. | Status reports. | Quarterly status reports. |
| 132 | Annual Report | Contract accomplishment reporting. | Prepare and submit quarterly reports as required under BPA contract. | Annual report. | Submit quarterly reports and end of year report. |
| 160 | Create/Manage/Maintain Database | Maintain project tracking data base for tribal projects. | Maintain up-to-date project information and provide information on website. | Information availability. | Updated tribal project maps and summary available on CRITFC website. |