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Melinda S. Eden
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Bruce A. Measure
Montana

Rhonda Whiting
Montana

November 1, 2007

TO: Council Members

FROM: Lynn Palensky, program planning and special projects coordinator
Patty O'Toole, program implementation manager

SUBJECT: Update on Fish and Wildlife Program amendment process

Staff will provide a brief update on the program amendment process at the November Fish and Wildlife Committee and Council meetings. We will update the Council members on:

- The November 1st notice of the call for recommendations
- Council website updates
- Outreach plan
- Reminder of public record procedures (see attached memo and form)
- Science-policy exchange questions

Staff is interested in receiving feedback from Council members regarding the draft questions arising from the recent science-policy exchange. The intent is to post these questions on the program amendment webpage to as considerations for developing recommendations for amendments. We would appreciate Council member comments by November 20th.

w:\po\major topics, multiple file types\2007 program amendments\nov pr ammend update council memo 110107.doc

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October 24, 2007

MEMORANDUM

TO: Council Members; Council Staff

FROM: John Shurts, Kendra Coles, and Judi Hertz

SUBJECT: Fish and Wildlife Program Amendment Process:

- Administrative record
- Form for recording oral communications

This is to remind you that once the Council releases the request for program amendment recommendations, and we are officially into a program amendment process, all communications and documents relevant to amending the program need to be circulated to all involved and need to make their way into the administrative record.

Kendra Coles will be the keeper of the administrative record, as well as the person in charge of making sure material is circulated appropriately. Judi Hertz will back up Kendra.

If something comes to you in writing that is about or related to amending the program, please make sure a copy is forwarded to Kendra. If by e-mail, please forward the e-mail to Kendra. If you have an oral communication, by telephone or in a meeting, please make a brief record of the conversation and forward that to Kendra. We have attached a handy form for this purpose.

If you are unsure whether something should be in the administrative record, assume that it is or might be, and send it along. John Shurts will be the final decider as to what needs to be in the administrative record, in cases of question.

If you have any questions, please call any one of us.

Thank you.

Amendment Process for the *Columbia River Basin Fish and Wildlife Program*

Oral Communication Record

Your name: _____

Date of communication: _____

Who was the communication with? (Include names and affiliations or attach attendance list.)

This was a: _____ meeting.
 _____ phone call.
 _____ other _____

Main subjects discussed:

Summary of communication: (Use additional pages as needed.)

c:\z-js\2008 program\admin record.doc (John Shurts)