

Planning Group Process to Develop a MRRIC Charter
(Missouri River Recovery Implementation Committee)

DRAFTING TEAM MEETING

Monday, August 27, 2007 - 8:30 am - 5:00 pm
Tuesday, August 28, 2007 - 8:30 am - 5:00 pm

Billings Hotel and Convention Center
1223 Mallowney Lane, Billings, Montana 59101
406.248.7151

DRAFT AGENDA, v3

The co-chairs and the facilitation team anticipate that the Drafting Team will modify and adjust this agenda during the course of the meeting to match its discussion needs and related progress on the various sections of the emerging draft charter for MRRIC. Times and topics may change over the course of the two-day meeting.

Meeting Goals:

- To gain consensus on the outline for the MRRIC charter - *action item*
- To develop language for specific charter components for MRRIC in the areas of Scope and Purpose, Convening Authority, Membership, Decision Making, Logistics, and Science
- To endorse the locations and approach for the November public workshops - *action item*
- To adopt the meeting schedule and locations for the Planning Group for November and December 2007 - *action item*

Monday, August 27th

8:30 am Meeting Opening and Introductions

Goals: To open the meeting with a moment of silence and the Pledge of Allegiance
To introduce meeting participants and conduct a roll call of seats and interests represented at the table
To review the agenda and meeting purposes and goals
To adopt the agenda and meeting goals for this two-day meeting - *action item*

8:45 am Adoption of July Meeting Summary and Minutes

Goal: To adopt the meeting summary and minutes from the June Drafting Team meeting - *action item*

REQUEST: *Those with suggested revisions to the July summary and minutes are strongly encouraged to contact Doug Huston (accuedit@comcast.net or 503.629.8809) of the facilitation team by Thursday, August 23rd.*

Handout (1): Draft meeting summary and minutes from the July meeting

- 9:00 am **Draft Charter Outline for MRRIC and Committee Updates**
- Goals: To review the draft charter outline for MRRIC
 To acknowledge the work and contributions of the six Drafting Team committees over the past month
 To receive updates from the committees: Scope and Purpose, Convening Authority, Membership, Decision Making, Logistics, and Science
- Handout (1): Draft charter outline for MRRIC containing draft proposed language for specific sections as developed by the six committees.*
- 10:15 am **BREAK**
- 10:30 am **Scope and Purpose**
- Goals: To review and discuss proposed language and wording options on the Purpose and Scope of MRRIC
 To discuss key questions raised by the Scope and Purpose Committee related to the desire for broad vs. specific charter language, the Water Resources Development Act (WRDA), and the difference between restoration and recovery
- 11:30 am **Input from Members of the Review Panel**
- Goal: To provide members of the Review Panel an opportunity to share input and insights with the Drafting Team
- 11:40 am **Input and Updates from Members of the Federal Working Group**
- Goal: To provide members of the Federal Working Group an opportunity to share input and insights with the Drafting Team
 To provide an update from the Federal Working Group on recent conference calls and other activities and announcements
- 11:50 am **Public Comment**
- Goal: To provide members of the public an opportunity to share thoughts, ideas, and concerns with the Drafting Team
- 12:00 noon **LUNCH**
- 1:15 pm **Membership**
- Goals: To discuss MRRIC membership issues in light of the desired purpose and scope of MRRIC, including issues identified by the Membership Committee concerning size, balance, stakeholder mix, and the role of federal, state, and tribal organizations
 To discuss possible categories of stakeholder interests
 To identify next steps for drafting MRRIC charter language related to membership

2:15 pm **Logistics**

Goals: To review and discuss proposed language and wording options on the Roles and Responsibilities/Governance and Leadership; Communications, Record Keeping, Documents, and Reports; and Budget and Finance from the Logistics Committee (*some of this overlaps language from the Convening Authority Committee*)
To discuss key issues identified by the Logistics Committee related to the draft language

3:15 pm **BREAK**

3:30 pm **Public Workshop Proposal**

Goal: To agree upon the purpose and desired outcomes for the November 2007 public workshops
To give the facilitation team guidance on the format and ground rules for the public workshops
To discuss the meeting schedule and locations for the public workshops
To do all of the above in preparation for a Drafting Team decision the next day

Handout (1): Public Workshop Proposal developed by the facilitation team in response to a Drafting Team request at its July meeting

4:15 pm **Planning Group Meeting Schedule**

Goal: To discuss the meeting schedule and locations for the Planning Group for November and December 2007 in preparation for a Drafting Team decision the next day

Handout (1): Revised Meeting and Administrative Schedule

4:45 pm **Wrap Up and Closing**

Goals: To review the day's accomplishments and commitments
To preview tomorrow's agenda
To invite feedback on today's meeting and suggestions for tomorrow

5:00 pm **ADJOURN**

Tuesday, August 28th

8:30 am Meeting Opening

Goals: To review the day's agenda meeting purposes and goals
To recap and reflect on yesterday's progress and accomplishments

8:45 am Convening Authority

Goals: To review and discuss proposed language from the Convening Authority Committee (*some of which overlaps language from the Logistics Committee*)
To discuss key issues identified by the Committee related to the draft language

9:30 am Decision Making

Goals: To review and discuss proposed language on consensus and decision making from the Decision Making Committee

10:15 am BREAK

10:30 am Science

Goals: To review and discuss proposed language on committees and independent panels from the Science Committee
To discuss key issues identified by the Committee

11:30 pm Other MRRIC Charter Components

Goal: To review the remaining sections in the draft MRRIC charter outline and to determine which sections require additional work
To assign follow-up work, as necessary

12:00 noon LUNCH

1:15 pm Draft Charter Outline for MRRIC

Goals: To come to consensus on the charter outline for MRRIC - *action item*

2:15 pm Input from Members of the Review Panel

Goal: To provide members of the Review Panel an opportunity to share input and insights with the Drafting Team

2:25 pm Input from Members of the Federal Working Group

Goal: To provide members of the Federal Working Group an opportunity to share input and insights with the Drafting Team

2:35 pm **Public Comment**

Goal: To provide members of the public an opportunity to share thoughts, ideas, and concerns with the Drafting Team

2:45 pm **Endorsement of Public Workshop Proposal**

Goal: To endorse the meeting schedule, format, and locations for the public workshops in November 2007 - *action item*

3:15 pm **BREAK**

3:30 pm **Planning Group Meeting Schedule**

Goal: To adopt the meeting schedule and locations for the Planning Group for November and December 2007 - *action item*

Handout (1): Revised Meeting and Administrative Schedule

4:00 pm **September Drafting Team Meeting**

Goals: To confirm the date and location for the next meeting:
 September 25-26, Minneapolis, Minnesota
To identify the major topics and activities for the next meeting
To assign preparation and homework for the next meeting

4:30 pm **Wrap Up and Closing**

Goals: To acknowledge accomplishments and progress made at this meeting
To review commitments made at this meeting
To identify and confirm follow-up activities
To evaluate this meeting:
 - What did participants like and want to see continued?
 - What do participants suggest be changed or improved?

5:00 pm **ADJOURN**