

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

DRAFTING TEAM MEETING

Wednesday, October 17, 2007 - 8:00 am - 4:30 pm
Thursday, October 18, 2007 - 8:00 am - 4:00 pm

Hyatt Regency Crown Center
2345 McGee Street, Kansas City, Missouri
816.421.1234

DRAFT AGENDA, v2

Meeting Goals: To invite discussion and feedback from the Review Panel to the Drafting Team on the concepts in the developing draft MRRIC charter
To gain the consensus of the Drafting Team on a preliminary draft MRRIC charter to go out for public comment - *action item*

Wednesday, October 17th

8:00 am **Meeting Opening and Introductions**

Goals: To introduce meeting participants and conduct a roll call of seats and interests represented in the room
To review the agenda and meeting purposes and goals
To adopt the agenda and goals for this two-day meeting - *action item*

8:15 am **Adoption of August Meeting Summary and Minutes**

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

REQUEST: Those with suggested revisions to the August summary and minutes are strongly encouraged to contact Doug Huston (accuedit@comcast.net) of the facilitation team by noon, Monday, October 15th.

Handout: Draft meeting summary and minutes from the September meeting

8:30 am **Setting the Context**

Goal: To give an overview of the charter development process

8:45 am **Charrette #1: Purpose and Scope**

Goals: To review the proposed language in the Purpose and Scope, Convening Authority, Definitions, and Charter Amendment sections of the DRAFT MRRIC charter outline

To discuss the concepts and approaches in these sections and to gain insights and input from members of the Review Panel

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

9:45 am **BREAK**

10:00 am **Charrette #2: General MRRIC Operations**

Goals: To review the proposed language in the General MRRIC Operations section pertaining to the Meetings, Communications and Decision Making sub-sections of the DRAFT MRRIC charter outline

To discuss the concepts and approaches in these sections and to gain insights and input from members of the Review Panel

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

11:00 pm **Charrette #3: Reports, Work Plans, and Budget**

Goals: To review the proposed language in the General MRRIC Operations section pertaining to the Reports, Work Plans, and Budget sub-sections of the DRAFT MRRIC charter outline

To discuss the concepts and approaches in these sections and to gain insights and input from members of the Review Panel

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

11:45 am **Updates and Input from Representatives of the Federal Working Group**

Goals: 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

12:00 noon **LUNCH (on your own)**

1:00 pm **Charrette #4: Membership, Selection, and Terms of Office**

Goals: To review the proposed language in the Membership and Representation of Interests section pertaining to Members and Alternates, Membership Selection Process, and Terms of Office, Replacement, and Attendance sub-sections of the DRAFT MRRIC charter outline

To discuss the concepts and approaches in these sections and to gain insights and input from members of the Review Panel

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

2:00 pm **Charrette #5: Roles and Responsibilities, Staffing, and Dispute Resolution**

Goals: To review the proposed language in the Membership and Representation of Interests section pertaining to Roles and Responsibilities- Governance and Leadership, Staffing, and the Dispute Resolution Process sub-sections of the DRAFT MRRIC charter outline

To discuss the concepts and approaches in these sections and to gain insights and input from members of the Review Panel

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

3:00 pm **BREAK**

3:15 pm **Charrette #6: Interactions Outside MRRIC and Concluding Thoughts**

Goals: To review the proposed language in the Interactions Outside MRRIC section of the DRAFT MRRIC charter outline
To discuss the concepts and approaches in this section and to gain insights and input from members of the Review Panel
To gather overall reactions and final thoughts from members of the Review Panel on the DRAFT MRRIC charter outline

Questions for discussion:

1. Are the concepts in these sections understandable?
2. Are the concepts in these sections reasonable?
3. Is the approach in these sections implementable?

Handout: Revised draft charter outline for MRRIC

4:00 pm **Public Comment**

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

4:15 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

4:30 pm **ADJOURN**

5:00 pm Bus leaves for evening activities

Thursday, October 18th

8:00 am **Meeting Opening**

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

8:10 am **Purpose and Scope**

Goals: To consider the input and suggestions from the Review Panel on Purpose and Scope
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*

- 8:30 am **Membership, Selection, and Terms of Office**
- Goals: To consider the input and suggestions from the Review Panel and Federal Working Group on Membership
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*
- 9:15 am **Roles and Responsibilities, Staffing, and Dispute Resolution**
- Goals: To consider the input and suggestions from the Review Panel on Roles and Responsibilities, Staffing, and the Dispute Resolution Process
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*
- 10:00 am **BREAK**
- 10:15 am **General MRRIC Operations**
- Goals: To consider the input and suggestions from the Review Panel on General MRRIC Operations relating to Meetings, Communications and Decision Making
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*
- 11:00 pm **Reports, Work Plans, and Budget**
- Goals: To consider the input and suggestions from the Review Panel on General MRRIC Operations relating to Reports, Work Plans, and Budget
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*
- 12:00 noon **LUNCH**
- 1:00 pm **Interactions Outside MRRIC**
- Goals: To consider the input and suggestions from the Review Panel on Interactions Outside MRRIC
To gain consensus on language for DRAFT MRRIC charter to be distributed for public comment - *action item*
- 1:30 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
- 1:45 pm **Input from Representatives 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

- 2:00 pm **Public Comment**
- Goal: To provide members of the public an opportunity to share thoughts, ideas, and concerns with the Drafting Team
- 2:15 pm **BREAK**
- 2:30 pm **Preliminary Draft Charter for MRRIC**
- Goals: To come to consensus on the preliminary draft charter to distribute for public comment - *action item*
- 3:00 pm **Review of Draft Transmittal Letter for the MRRIC Charter**
- Goal: To review and discuss the draft transmittal letter being developed by the Planning Group co-chairs that will accompany the recommended MRRIC charter when it is submitted to the federal agencies.
- 3:15 pm **November Meetings**
- Goals: To give an overview of the November 8 public workshops in Omaha, NE
To confirm the date and location for the next Planning Group (Drafting Team and Review Panel) meeting: November 28-29, Denver, CO
To identify the major topics and activities for the next meeting
To assign preparation and homework for the next meeting
- 3:45 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?
- 4:00 pm **ADJOURN**