

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

## DRAFTING TEAM MEETING

Tuesday, September 25, 2007 - 8:30 am - 5:00 pm  
Wednesday, September 26, 2007 - 8:30 am - 5:00 pm

Ramada Mall of America  
2300 East American Boulevard  
Bloomington, Minnesota 55425  
952.854.3411

### *DRAFT AGENDA, v1*

*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 develop language for specific charter components for MRRIC on in Convening Authority, Membership, Logistics, and Science  
To gain consensus on the draft MRRIC charter to discuss with the Review Panel at the October Planning Group meeting - *action item*

Tuesday, September 25th

8:30 am **Meeting Opening and Introductions**

Goals: 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 goals for this two-day meeting - *action item*

8:45 am **Adoption of August Meeting Summary and Minutes**

Goal: To adopt the meeting summary and minutes from the August 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](mailto:accuedit@comcast.net)) of the facilitation team by Thursday, September 20th.*

***Handout:*** *Draft meeting summary and minutes from the August meeting*

- 9:00 am      **Membership**
- Goal: To discuss MRRIC membership issues and draft charter language
- Handout: Revised draft charter outline for MRRIC*
- 10:15 am      **BREAK**
- 10:30 am      **Membership, continued**
- Goal: To discuss MRRIC membership issues and draft charter language
- Handout: Revised draft charter outline for MRRIC*
- 12:00 noon      **LUNCH (on your own)**
- 1:15 pm      **Science**
- Goals: To review and discuss proposed language on sub-committees, independent panels, work plans, and reporting from the Science committee
- Handout: Revised draft charter outline for MRRIC*
- 2:15 pm      **Logistics and Convening Authority**
- Goal: To review and discuss proposed language from the joint work of the Logistics and Convening Authority committees
- Handout: Revised draft charter outline for MRRIC*
- 3:15 pm      **BREAK**
- 3:30 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
- 4:15 pm      **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
- 4:30 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

- 4:40 pm      **Public Comment**
- Goal: To provide members of the public an opportunity to share thoughts, ideas, and concerns with the Drafting Team
- 4:50 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**

**Wednesday, September 26th**

- 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      **An Overview of Agencies and Organizations Involved in Recovery Work**
- Goal: To share basic information on the programs and budget related to recovery work in the Missouri River basin  
To identify the agencies and organizations involved in this work and their relationship to each other
- 10:15 am      **BREAK**
- 10:30 am      **Development of Consensus on MRRIC Charter Language**
- Goal: To gain agreement on draft MRRIC charter language on Science, Convening Authority, and Logistics - *action item*
- 12:00 noon      **LUNCH**
- 1:15 pm      **Development of Consensus on Membership Issues and Charter Language**
- Goal: To gain agreement on membership issues and draft MRRIC charter language - *action item*
- 2:15 pm      **Preliminary Draft Charter for MRRIC**
- Goals: To come to consensus on the preliminary draft charter for discussion with the Review Panel at the October Planning Team meeting - *action item*

- 2:45 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 **BREAK**
- 3:30 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
- 3:40 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
- 3:50 pm **Public Comment**
- Goal: To provide members of the public an opportunity to share thoughts, ideas, and concerns with the Drafting Team
- 4:00 pm **October Planning Group Meeting (Drafting Team and Review Panel)**
- Goals: To confirm the date and location for the next meeting:  
October 17-18, Kansas City, Missouri  
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**