**Amador Calaveras Consensus Group (ACCG)**

**Considerations for Future Facilitation & Administration to inform Admin WG Recommendations**

The following draft options have been prepared to assist the ACCG Admin WG as the group develops recommendations for the full ACCG’s consideration at the July 21, 2021 general meeting regarding the ACCG’s future facilitation and administration needs.

**Overall Recommendations**

* **Administration:** Overall, it appears that the ACCG would benefit from continued administrative support at a similar level to what is currently provided. ACCG members could assist with some administrative responsibilities, namely: general meeting speaker recruitment and communications and engagement to help broaden ACCG participation and community awareness about the collaborative.
* **Facilitation:** It may be beneficial for the ACCG to consider maintaining a relationship with a professional facilitator who could essentially be on retainer to assist with strategy and issue resolution on complex topics, most specifically to coordinate with the ACCG Administrator to support the Planning Work Group. Additionally, a professional facilitator could coordinate with the ACCG administrator to provide strategic support more broadly, where needed.

## General Meetings

* Currently, there is not much conflict or complexity at the general meetings; but that may change as new efforts like the forest resiliency initiative and UMRWA’s Forest Projects Plan are underway.
* A professional facilitator could be on-call for sticky issues (e.g., bringing group to consensus recommendation on a controversial project, occasional preparation/planning sessions to support the regular facilitators) but would not be the regular facilitator for general meetings.
* Regular facilitators could be a self-identified small pool of ACCG members who have an interest and receive facilitation training provided by CBI (a training task exists within CBI’s current scope and budget). The designated pool of facilitators could take turns rotating general meeting facilitation and would need to be members of the Admin WG to participate in monthly planning calls.
* Alternatively, the ACCG could consider requesting UCCE facilitation support
  + - If ACCG would like to consider this option, follow up to inquire about: 1) UCCE level of interest and capacity to facilitate the general meetings and any cost for services.
    - A UCCE partnership could provide an opportunity to leverage this relationship outside of facilitation services (strengthen partnerships, access to latest research, etc.)
* ACCG Administrator would continue taking notes and preparing high level meeting summaries and preparing materials and notifications, etc.

**Planning Work Group**

The Planning WG likely requires the highest level of facilitation support among the groups since the Planning WG is where the development and vetting of projects occurs. The Planning WG aims to reach consensus on recommendations that are taken to the full ACCG for discussion and consideration. Therefore, if issues need to be resolved, the Planning WG is the likely place where the group will engage in the conflict resolution process, as defined by the ACCG MOA. A suggested approach to facilitation for the Planning Work Group could entail:

* The ACCG Administrator serves as the regular facilitator for the Planning WG and/or the group self-facilitates.
* The ACCG Administrator would continue to: organize meetings (host/attend Zoom meetings or organize/setup/attend in-person meetings), draft and distribute meeting agendas and meeting summaries, and post materials to the ACCG website.
* The ACCG Administrator and/or a volunteer Planning WG member(s), meets monthly with professional facilitator to discuss strategy, anticipate issues and concerns, and prepare meeting materials to support effective dialogue.
* When necessary, a professional facilitator could attend Planning WG meeting to co-facilitate, as needed, and could help mediate conflicts by facilitating the conflict resolution process, consistent with the ACCG MOA, as needed.
  + - This “moderate” level of professional facilitation support might look like: monthly planning sessions (2hr/mo); on-call facilitation and mediation as needed (controversial and/or complex topics); 1-2 hours for unexpected contingency support; help develop/revise key documents as needed.

**Admin Work Group**

* Admin WG is a high functioning group that could be facilitated by the ACCG Administrator.
* If the general meetings are facilitated by a self-identified pool of ACCG member facilitators, it will be important that they participate consistently in the Admin WG.

**Funding Coordination Work Group**

* The Funding Coordination Work Group would continue to be self-facilitated. Regine Miller is currently working with Michael Pickard who will take over facilitation of that group.

**Monitoring Work Group**

* The Monitoring Work Group would continue to be self-facilitated.

**Future Key Document Preparation**

As part of a moderate level of professional facilitation, the ACCG could request support from a facilitator to prepare, revise, and update key and foundational ACCG documents as needed (e.g., Strategic Plan, implementation of the C&E Plan, project development package, other potential new documents etc.). A facilitator could also help the ACCG Administrator prepare longer term meeting/process frameworks for project planning efforts).

**Other Considerations**

* Potential opportunities to streamline activities may include: minimizing the level of detail in general meeting and Planning WG meeting summaries; soliciting ACCG member assistance with speaker coordination; maintaining a small pool of trained member facilitators to support general meetings.
* It will be important to separate the individual organizations that have been providing facilitation and administrative support when considering ACCG facilitation and administration needs.
* If the professional facilitator isn’t CBI, the ACCG will need to account for onboarding time for a new facilitator to get up to speed.
* CHIPS has evaluated its capacity to support the ACCG at the current and potential future levels. CHIPS is able to continue to manage and maintain the SLAWG tools post-2021, and would consider helping with SLAWG tool expansion post-2021, but due to capacity constraints we are stepping down from our administration and facilitation roles after 2021, but we will make an effort to assist with a smooth transition to whoever takes on the work in 2022. Therefore, a replacement Administrator for 2022 and beyond needs to be identified soon.
* It will be important to identify funding mechanisms for ongoing support for administration and facilitation. If the USFS intends to provide funding for facilitation, it will be important to explore if a professional facilitator could directly contract with the USFS rather than subcontract to reduce the cost-share requirement.

**Preparing for the transition under the existing facilitation contract**

Before CBI’s current contract expires, a toolkit would be developed to support the transition. A toolkit may include some of the following resources and tools:

* Standard slide deck/handouts for "principles for participation" aka groundrules
* Tools and handouts for a conflict resolution discussion
* Templates for planning (meeting framework, work plans, etc.)
* Several of these tools would be part of the facilitation training materials