

## Amador Calaveras Consensus Group (ACCG)

### ACCG MOA Update | Work Group Charges

*January 2020*

**Background:** In the ACCG 5-year Strategic Plan and 2019 Collaborative Engagement Strategy, the ACCG emphasized the need to refine the ACCG governance structure, principles, policies, and procedures that increase the effectiveness of the group and to achieve the ACCG priorities and pursue opportunities. The ACCG specifically recommended updating the MOA to redefine, as needed, work groups' structure, charge, and interactions between and among work groups.

In fall 2019, the US Forest Service Regional Office requested the ACCG to propose focal areas that dramatically increase the pace and scale of needed treatments on the landscape ([refer to 10/21/2019 MOTOR M2K meeting summary](#)). In response, the ACCG Admin Work Group (WG) developed a draft proposal ([refer to 11/12/2019 Admin WG Increasing Pace and Scale draft proposal to the ACCG](#)) that recommended a stepwise approach which included strategies/tools such as a project support evaluation tool, a project mapping workshop, and refining the ACCG work group structure.

The current ACCG work groups are:

- Admin WG
- Planning WG (w/ SLAWG subgroup)
- Monitoring WG
- Funding Coordination WG (proposed)

*(note: No Finance WG or Operations WG)*

### Work Group Charge Review:

As you review the MOA update, consider how your work group's **governance structure, charge, and processes** enable the whole ACCG to:

- Enhance the collaborative capacity of the ACCG
- Achieve all-lands approach and meet ACCG's triple bottom line
- Increase the pace and scale for achieving ACCG objectives
- Ensure work groups interact with one another to support effective and as streamlined as possible processes for project development and implementation
- Support long-term sustainability of the ACCG (e.g., after CFLR funding ends)

Specific Questions to Consider:

- **Effective, Stream-Lined Operations.** Think of various tasks your WG makes and that the full ACCG makes, and the process for fulfilling your charge (develop recommendations, etc.). What are the benefits and barriers to the work group functioning more effectively and in a more streamlined manner?
- **Increasing Pace and Scale.** How can your WG help increase pace and scale for achieving ACCG objectives (e.g., landscape treatments, community resilience, etc.)? What are some of the challenges your WG could help address? What would you need from the other WGs?
- **Responsive to Current and Future Conditions.** How well does the WG utilize/leverage its current resources to respond to ACCG's current priorities and needs? How well are we preparing for future conditions (e.g., once CFLR funds expire)?

Based on your discussion to the above questions, would you make changes to your WG's:

- Charge
- How your WG operates/functions
- Who's on the WG (Are the right people/entities involved?)

## **Excerpts from the Draft ACCG MOA Revision Document:**

### ***Work Groups***

The day-to-day functions of the ACCG are largely guided by work groups. Each work group is open to participation by any interested member. The ACCG shall strive to include members representing economic interests, environmental interests, and social/community interests in each standing or ad hoc work group. The ACCG may establish, modify or drop any work group. Currently the work groups and their responsibilities are:

#### *Administration*

The Administration Work Group provides guidance for the day-to-day management of the ACCG, including oversight of any ACCG administrator or coordinator, developing monthly agendas, scheduling and coordinating ACCG meetings, internal and external communication, media relations, recordkeeping, member education and training, and evaluating and recommending policy and budget options.

#### *Planning*

The Planning Work Group provides research and analysis for policies, projects, and plans to advance the mission of the ACCG.

#### *Landscape Assessment*

The Strategic Landscape Assessment Work Group (SLAWG), a subgroup of the Planning Work Group, coordinates and guides efforts to conduct a landscape-level assessment of the ACCG footprint and develop processes and tools to help advance projects aligned with the ACCG's all-lands, landscape-scale vision and triple bottom line mission.

#### *Monitoring*

The Monitoring Work Group provides ecological, economic, and social monitoring oversight to 1) meet the objectives for the CFLR program and ACCG, and 2) translate the benefits and lessons learned from restoration efforts to future management activities. The work group accomplishes this in a collaborative multi-party environment to oversee the monitoring strategy and monitoring activities on the ground.

#### *Funding Coordination*

The Funding Coordination Work Group promotes more collaboration and less competition in seeking funding in order to maximize the ACCG's funding potential and capacity to pursue grants. The work group helps the ACCG work toward financial sustainability of the group.

Further information on the current work groups can be found in *Appendix 2*.

## ***Draft MOA Revision Document, Appendix 2: Work Group Functions***

### ***Administration***

The administrative function provides management for executing the policies and decisions of the governance function, assures documentation and management of the organizations' information and records, manages the balance between the Group's different functions, oversees accountability, develops and manages procedures for the policies and practices of the ACCG. It provides key coordination of communications and documentation through the management information system. The ACCG Administration Work Group is responsible for this organizational function. The Administration Work Group consists of no fewer than five (5) willing signatories or representatives appointed by the ACCG members.

- Appointments are for one year and made at the last ACCG meeting of the year for the upcoming year.
- Individual work group members may be reappointed for continuity. However it is the intent of the Group to rotate standing work group appointments annually to share in the organization's support.
- For coordination and liaison three of the seven appointed Administration Work Group members are also each an appointee to the Planning, Monitoring, and Funding work groups.
- Similar to the full ACCG meetings, Administration Work Group meetings and activities are not limited only to appointees directly responsible for the administrative function.
- One willing member of the Administration Work Group or a third-party facilitator will be responsible for taking ACCG meeting minutes and managing ACCG documents storage and access (i.e. signed MOAs, meeting minutes, agendas, reports, email distribution lists, etc.).
- The work group establishes its own meeting schedule as and when needed to coordinate development and timely distribution of ACCG meeting agendas.
- Agenda development includes but is not limited to collecting and reviewing supporting materials for agenda items, commenting on and/or recommending actions on items as appropriate, coordinating regular status and monitoring reports on ACCG approved standing or ad hoc work group activities.
- The Administration Work Group also researches, deliberates and recommends on issues of policy, procedure and other items referred to it by the ACCG.
- The work group assesses meeting needs and provides appropriate space and technology for facilitating ACCG meetings.
- The work group resolves communications and coordination issues that may arise between work groups to minimize duplication of effort or working at cross purposes.
- The work group also recommends training activities to improve members' abilities to participate effectively and to be able to cooperatively self-organize projects that implement ACCG supported activities.

### ***Planning***

The Planning Work Group provides research and analysis for policy and program development, designs implementation projects consistent with approved policy and resources reasonably available, prepares project proposals, drafts position papers and assesses opportunities. The Planning Work Group is responsible to the ACCG for this function. The Planning Work Group consists of no fewer than three (3) willing signatories or representatives appointed by the ACCG.

- Appointments are for one year and made at the last ACCG meeting of the year for the upcoming year.
- Individual work group members may be reappointed for continuity. However it is the Group's intent to rotate standing work group appointments to share in the organization's support.
- The Planning Work Group selects a willing member to represent the group as a member of the Administration Work Group.
- Similar to the full ACCG meeting, Planning Work Group meetings and activities are not limited only to appointees specifically responsible to the full ACCG for this function.
- The work group establishes its own meeting schedule as and when needed to research, deliberate, and recommend on issues of strategic and implementation planning, monitoring, and evaluation for ACCG supported projects and other items referred to it by the Group.
- The work group assesses planning, monitoring, and evaluation needs and provides background and recommendations to ACCG meetings.
- They oversee and maintain a comprehensive ACCG public archive (database) of available information (e.g. reports, studies, plans, data, analysis, surveys, etc.) related to local healthy and sustainable natural environments, communities and economies.
- They assess and coordinate planning and reporting issues that may arise between projects to minimize duplication of effort or working at cross-purposes.
- The Planning Work Group also acts as the liaison contact with regional, state, federal and corporate entities as appropriate for coordinating planning and research activities.
- They oversee a long-term ACCG effort to identify and/or develop metrics and best practices for monitoring and measuring local indicators for a healthy and sustainable equilibrium between local natural environments, communities and economies.
- The work group communicates and coordinates with the Funding Coordination Work Group to seek and share information about funding opportunities applicable to initiatives or project plans supported by the ACCG.

#### *Landscape Assessment*

The Strategic Landscape Assessment Work Group (SLAWG), a subgroup of the Planning Work Group, coordinates and guides efforts to conduct a landscape-level assessment of the ACCG footprint and develop processes and tools to help advance projects aligned with the ACCG's all-lands, landscape-scale vision and triple bottom line mission.

#### *Monitoring*

The Monitoring Work Group provides ecological, economic, and social monitoring oversight to 1) meet the objectives for the CFLRP program and ACCG, and 2) translate the benefits and lessons learned from restoration efforts to future management activities. The Monitoring Work Group accomplishes this in a collaborative multi-party environment to oversee the monitoring strategy and monitoring activities on the ground. The Monitoring Work Group consists of no fewer than three (3) willing signatories or representatives appointed by the ACCG.

- Appointments are for one year and made at the last ACCG meeting of the year for the upcoming year.
- Individual work group members may be reappointed for continuity however, it is the intent of the Group to rotate standing work group appointments annually to share in the organization's support.

- The work group selects a willing member to represent the group as a member of the Administration Work Group.
- The work group establishes its own meeting schedule as and when needed to research, deliberate, and recommend on issues of monitoring oversight in support of the CFLR program, informing future management activities, and other items referred to it by the Group.
- Similar to the full ACCG meeting, work group meetings and activities are not limited only to appointees specifically responsible to the full ACCG for its monitoring function.
- The work group supports and ensures post-project monitoring for ACCG-supported projects to ensure an essential lessons learned feedback loop to inform future project activities.

### *Funding Coordination*

The Funding Coordination Work Group promotes more collaboration and less competition in seeking funding in order to maximize the ACCG's funding potential and capacity to pursue grants. The work group helps the ACCG work toward financial sustainability after CFLR funding ends. The Funding Coordination Work Group consists of no fewer than **NUMBER (#)** willing signatories or representatives appointed by the ACCG.

- Appointments are for one year and made at the last ACCG meeting of the year for the upcoming year.
- Individual work group members may be reappointed for continuity however, it is the intent of the Group to rotate standing work group appointments annually to share in the organization's support.
- The work group establishes its own meeting schedule as and when needed to research, deliberate, and recommend on issues of funding coordination for ACCG supported projects and other items referred to it by the Group. The group is expected to meet at least quarterly at the beginning of its first convening.
- Similar to the full ACCG meeting, work group meetings and activities are not limited only to appointees specifically responsible to the full ACCG for its finance function.
- The work group assists the ACCG to leverage the members' resources and identify priorities, which enable the collaborative to be more opportunistic in pursuing funding.
- The Funding Coordination Work Group also acts as the liaison contact with local, regional, state, federal, and corporate entities as appropriate for coordinating funding activities.
- The work group will help address funding obstacles and challenges for increasing pace and scale of treatments on the landscape, including but not limited to:
  - Lack of forest products infrastructure
  - Limited capacity of major land managers in the ACCG footprint (e.g., US Forest Service and Bureau of Land Management)
  - Limited funding
  - Lack of adequate/current conditions data (e.g., LIDAR)
  - CEQA/NEPA
  - Contracting challenges