

Charter for Updating the Strategic Action Plan

Introduction

This charter describes the process for updating the 2008 Strategic Action Plan for the Mat-Su Salmon Partnership and the responsibilities of the participants that will assist with the update. Guidance for the update has been provided by the Steering Committee, following a scoping process about the need to update the plan.

Scope of the Update

The Steering Committee decided to update the plan to add threats while maintaining the goals and strategies for potential threats in the current plan. Focal issues may be reframed to improve consistency in the updated plan and to better identify stresses to salmon habitat. Based on likely Partnership strategies, the Steering Committee decided to combine invasive aquatic plants and northern pike into one threat of Invasive Aquatic Species and to lump hydropower and mining into a category of Large-scale Resource Development. For Invasive Aquatic Species, the committee anticipates that assessment and removal will be large components of partner action. For Large-scale Resource Development, the committee sees a needed role of public education about potential impacts to salmon and salmon habitat from various types of development.

Responsibilities of Participants in the Plan Update

Plan Update Manager:

Corinne Smith (The Nature Conservancy) will manage the update to the plan, including:

- Be the primary point of contact for all participants
- Establish and communicate the scope of the project to the working groups
- Establish and track project timeline and budget
- Ensure other participants know their responsibilities
- Provide background information to the working groups to describe the Conservation Action Planning (CAP) methodology that lays the foundation for the existing and updated plan
- Compile and edit the working groups' plan sections into an updated plan document
- Coordinate a review by the working groups, the steering committee, and the partnership
- Track overall progress and report to the Steering Committee

Partnership Coordinator:

Jessica Speed, the Mat-Su Salmon Partnership Coordinator, will:

- handle logistics (location, materials, & refreshments) for meetings attended by the majority of plan update participants
- assist with compilation of the planning document

Working Groups

Nine working groups have been formed to address science needs (1 group) and threats (8 groups) to salmon habitat in the Mat-Su Basin. The Science Working Group will review the three science strategies and monitoring framework in the existing plan and revise as needed. Four of the threats working groups will review the existing plan. One group will revise the existing plan to expand a threat category (i.e. invasives), and three working groups will develop new sections of the plan for new threats. The working groups will:

- attend the workshop to kick-off the plan update
- become familiar with the existing plan and how the CAP methodology informed its approach and development
- identify revisions, expansions, or additions to the plan per the guidelines in Table 2
- prepare revised or additional sections of the plan and submit them to the project manager
- decide how best to discuss the existing plan (e.g. teleconferences, email, in-person meetings) and arrange their own meetings
- monitor progress against the plan update timeline (Table 1)
- report progress on the update to the project manager
- report problems with the update or meeting the timeline to the project manager

Table 1. Work Plan for Strategic Action Plan Update

Timeframe	Milestones and Supporting Actions	Who
Oct 2012	Steering committee identifies focal issues and potential threats TNC completes scoping document based on SC comments	SC Corinne
November	Partnership discusses issues and threats at symposium - open space discussion groups form around issues and threats - participants identify to help with update - discussion group notes scanned to record and share group initial ideas	SC partnership Corinne
December	Steering Committee forms working groups - identify work groups needed based on intersection of focal issues & threats - draft working group membership based on symposium discussion groups & known expertise; id wg leaders, relying on SC members - write charter for working groups to define task, expectations, and timelines - send announcement to Partnership seeking interest by Feb 1st	Corinne, SC review Corinne, SC review Corinne Corinne
Jan 2012 - March	TNC provides CAP methodology training for working groups -3 hr workshop to introduce CAP & scope (1+ hr) + 2 hr to meet as group Revise plan table of contents to make clearer where update integrates; strategies headings updated to revised focal issues list	Corinne, Jessica working groups Corinne
	Working groups revise or create sections of the plan Science WG convened for review and measures	working groups
April	TNC compiles an updated plan draft Working groups submit revisions by April 1st TNC compiles submissions into revised plan for SC review by April 30	working groups Corinne
May	Partnership reviews updated plan draft SC reviews draft May 1 - 13 and discusses at May 14th meeting TNC makes SC revisions and sends out to Partnership review May 20 - June 4	SC Corinne
June	Steering Committee approves final updated plan TNC incorporates partner comments SC reviews and approves	Corinne SC

Table 2. Guidelines for Responsibilities of Working Groups

Working Group Topic	Focus of Work	Targets & Viability (chapters IV & V)	Threats (chapter VI)	Strategies (chapter VII)	Measures (Chapter VIII)
1 Science Needs & Measures Progress (includes 3 overarching Science Strategies)	review & possible expansion of plan	review & update	NA	review & update if needed	review overall approach; revise as needed
2 Residential & Commercial Development (including Impervious Surfaces, Stormwater Runoff, & Septic Systems)	review of existing plan	be familiar	review & update if needed	review & update if needed	review & update if needed
3 Roads & Railroads	review of existing plan	be familiar	review & update if needed	review & update if needed	review & update if needed
4 Ground & Surface Water Withdrawals	review of existing plan	be familiar	review & update if needed	review & update if needed	review & update if needed
5 Development in Marine and Estuarine Environments	review of existing plan	be familiar	review & update if needed	review & update if needed	review & update if needed
6 Invasive Aquatic Species	expansion of plan	update as needed	revise invasives section	revise invasives section	revise invasives section
7 Climate Change	new addition to plan	update as needed	write description of climate change impacts	add cc strategies to WQ & WQ sections OR new section?	add viability & threat measures as needed
8 Large-scale Resource Development	new addition to plan	be familiar	write description of resource dev impacts	add strategies to other sections OR new section?	add viability & threat measures as needed
9 Motorized Off-road Recreation	new addition to plan	be familiar	write description of off-road rec impacts	add strategies to riparian section OR new section?	add viability & threat measures as needed