April 7, 2025

Communications Work Group Charter

PURPOSE

The Communications Work Group will foster development of the annual communications plan by providing a collaborative forum to discuss communications issues, meet needs and develop the framework for public relations with the media, the public and other key audiences. The Communications Work Group provides expert communications recommendations regarding Trinity River Restoration Program activities in support of Program objectives, policy, science, and data through multi-media products that establish a consistent brand, targeted messaging, and collaboration with stakeholders around the watershed.

AUTHORITIES

Trinity River Restoration Program (Program) work groups are chartered under the Trinity Management Council (TMC).

Work Group Objectives

- Develop recommendations to effectively communicate science and restoration activities associated with the Program;
- Annually evaluate and identify key messages, assets and target audience gaps and opportunities;
- Contribute to the creation of an Annual Communications Plan that includes partner participation and addresses the geographic span of the Trinity River Watershed. The plan will be presented annually through the IDT to the TMC;
- Collaborate and support technical experts across other work groups to ensure clear and consistent science communication;
- Assist in the development of content for various communication assets outlined in the Annual Communications Plan, including the Program newsletter, annual report, articles and digital materials.

MEMBERSHIP

Core members of work groups shall be technical specialists or communications professionals designated by TMC partners. These members may be partners or a designee (consultants) of a partner agency. Ideally, core members should have expertise around the focus of the work group for which they are being designated for membership. A TMC partner can designate more than one person to be a member of a work group. Core members have authority to be involved in development of recommendations, decisions or actions by the work group. The Program will maintain a list of core members and this list will serve as a distribution list for agendas, pre-meeting materials, and other information (SEE ATTACHED LIST). Biographies describing the relevant experience and expertise of each core member will be posted on the Program website.

Additional members may be included and involved in work groups to promote collaboration or obtain subject matter expertise and experience from. These may be drawn from state, tribal and local governments. Additionally - with the approval of work group members - consortia, academic, industry representatives or other interested individuals may be encouraged to participate in the work group.

OFFICERS

The Implementation Branch Chief shall lead coordination between the Communications Workgroup and other work groups, including agenda development and identification of needed meeting outcomes. A work group coordinator shall be elected annually by the participants, with concurrence from the Implementation Branch Chief. The work group coordinator must themselves be a core member (pursuant Membership section above) of the subject work group. The work group coordinator presides over meetings of the assembled group and is responsible for scheduling meetings, developing agendas, ensuring that materials are provided to work group members, ensuring meeting outcomes are achieved and documented, and reporting on activities to the Implementation Branch Chief.

The Implementation Branch Chief, in collaboration with the Executive Director (ED), will ensure a note taker is appointed for each scheduled meeting.

The work group may appoint a core member other than the work group coordinator as their representative on the Interdisciplinary Team.

SUBGROUPS

The work group may establish ad hoc subgroups to accomplish narrowly defined problems or questions relevant to work group objectives. Subgroup membership should include at least one member from the work group who serves as the lead but may also include external members with the necessary expertise. Upon completion of their work, the subgroup leader will document and present their findings and/or recommendations for the work group for consideration and will subsequently dissolve their membership.

PROCEDURES

The work group coordinator will call work group meetings.

Dates for quarterly meetings will be determined at the beginning of each fiscal year. Agendas that clearly establish the meeting’s purpose and the specific questions to be addressed will be distributed at least ten working days in advance of proposed meeting date (Attachment A – Meeting Agenda Template). Materials for meeting topics will be provided via email and posted on Share Point at least ten working days prior to the meeting to allow for review by work group members. If substantial amounts of materials are necessary for a topic, then a longer review period will be warranted.

The work groups will focus on the issues associated with the discipline focus of their work group, and will avoid discussion of policy issues, technical issues outside their technical work group focus, or technical issues not on the agenda for a given meeting. The work group coordinator will be responsible for ensuring that the meeting discussions stay focused on the topics identified in the agenda. The work groups will not make decisions on any management action, funding action, or policy action. The work groups shall make recommendations on study plans, work plans, and other communications topics to the Executive Director. The work group may identify an information need and develop a recommendation on how to address this need (e.g. subgroup, external review, etc.). Work group meetings are a forum for coordination for all on-going and planned studies. Quarterly status reports will be provided at each work group meeting for all on-going projects (Attachment B – Quarterly Report Template).

Decisions shall be on the basis of consensus agreement. Where agreement is not reached, the work group coordinator, with the assistance of work group members will develop a written document to describe the unresolved issue. This document will be provided to the Implementation Branch Chief or Executive Director and scheduled for resolution pursuant to the dispute resolution process as described in the Trinity River Restoration Program Roles and Responsibilities of Partner Agencies and Governments.

The note taker will prepare work group meeting summaries that include a record of persons present, a description of topics discussed, recommendations, minority opinions on recommendations, outstanding disputes, and action items. Each meeting summary will be distributed to the work group distribution list within 10 workdays of the work group meeting (Attachment C – Meeting Summary Template). Suggested edits to the meeting summary will be accepted from work group members by work group coordinator. The work group will approve the meeting summary, including acceptable edits, at their next meeting.

REPORTS

The work group is responsible for the following products:

Meeting Agendas and Summaries - will be produced as described under “Procedures”.

Annual Work Plan - the work group shall develop a work plan each year by January 15.

Contribute to an Annual Report – Each year by March 1, the work group will provide annual contribution and participation to this report.

Disputes – for issues that the work group is unable to resolve, in consultation with the Implementation Branch Chief, the work group coordinator is to develop a written brief. Written briefs should include a short paragraph of the problem or issue; the position of partner or work group members; the work group coordinator’s recommended course of action and justification for that action.

Additional Requests – the Implementation Branch Chief may request special reports, white papers, technical papers and the like to address pertinent issues, interdisciplinary activities, informational or matters of urgency consistent with the larger Program community needs.

APPROVALS

This Charter will remain in effect until amended or replaced. Thirty days written notice is required for considerations of amendments.

______________________ ______________________

Program ED & Date

DRAFT Meeting Agenda **(name) Work Group Team**	**(date of meeting)** **(planned start time)** **(meeting location)**
Coordinators:	(coordinator(s) name(s))
Desired Outcomes:	1. (List outcomes) 2.

Agenda Items		
(day, date of day 1 of meeting)		
Time	Item/topic	Presenter
9:30	**(List agenda item/topic here: For example your start of meeting might be: Introduction / agenda review / past meeting summary / action items)** (Additional notes might include a list of materials to be read or handed out or a general goal or purpose)	(list names of presenters)
11:00	**(Continue listing your items here)** (and any notes if you want or you can leave blank)	
11:30		
12:30	**Lunch**	
1:30		
2:15		
3:15		
4:30	**Adjourn for day (see the next page)**	
(Insert next day here as day date, if a two day meeting is planned)		
9:30		

10:30		
11:00		
11:30		
12:15		
1:00	**Lunch**	
1:30		
3:30	**Adjourn**	

(List any action items that are still incomplete)

Quarterly Status Report

Status Report

Period Covered:

Project:

Principal Investigator: Vendor Name, Vendor email, Vendor phone number

Point of Contact: Vendor or Agency POC Name, email, phone number

Agreement: Type of agreement and identification name or number

i.

PROGRESS ACCOMPLISHED THIS PERIOD

In bulleted form:

Identify activities completed by task number

Problems encountered and resolutions

WORK PLANNED FOR NEXT 30-60 DAYS

In bulleted form:

Identify work elements by task number to be conducted over the next 30-60 days

Identify status of upcoming milestones or delivery of products

Include upcoming meetings, presentations, or other information exchanges

ANTICIPATED NEEDS OR ISSUES

In bulleted form:

Identify data, results, or input needed from others by specified date

Identify needed coordination with other agencies, Vendors, or others

FUNDING STATUS

Provide status of invoices; amount, dates, and for work accomplished

Provide status of expenditures; amount and

Meeting Summary
WILDLIFE/RIPARIAN WORKGROUP
Tuesday January 17, 2012
Via Webex from TRRP Office, Weaverville, CA

Tuesday, January 17, 2012; 1:00 PM

Participants

Wildlife and Riparian core members: Andrew Jensen (coordinator, CDFG), Samantha Chilcote (USFS), Jamie Stephens (USWS), John Bair (McBain and Trush), Eric Peterson, Nina Hemphill (TRRP), Chris West, (Yurok Tribe).

Other participants: and Ernie Clarke and Rod Wittler (TRRP), George Kautsky (Hoopa Valley Tribe).

Note taker: Kim Mattson (ENW).

Action Items derived during the Meeting

Action Item 3.1: Ernie Clarke will confer with Robin Schrock and D.J. Bandrowski regarding the next steps for compliance monitoring.

Action item 3.2: Andrew Jensen will place performance measures on the agenda for the next Wildlife/Riparian meeting.

Action item: 5.1: John Bair will send out last years flow scheduler to the Wildlife/Riparian Workgroup.

Action item 5.2: Ernie Clarke will send the briefing document to the Wildlife/Riparian Workgroup.

Action item 5.3: Jaime Stephens will send the comments she submitted to Andreas Krause.

Action Items Outstanding from Previous Meetings

Action item: Eric Peterson and John Bair will set up the riparian vision workshop for January. Background material from John Bair will be available in November for late Jan workshop. Wldlf/Rip

Action item: Robin Schrock will look for funding to assist in working to control invasive species and their impacts. Wldlf/Rip

Action item: The TRRP will work with CDFG on riparian vegetation and bird compliance. This needs a comprehensive document to guide the process. Wldlf/Rip

Action item: Add input to John Bair's matrix to assist in enumerating needs for inquiry for last year's flows. This will help give input to the annual flow report and knowledge assessment. Wldlf/Rip

Summary of Meeting by Agenda Items

1. Introductions / Agenda review and finalization

Andrew Jensen coordinated the meeting. The following attended at the Trinity River Restoration Program (TRRP) offices: Ernie Clark, George Kautsky, Eric Peterson, Nina Hemphill, and Rod Wittler. The following attended via the internet (Webex): Andrew Jensen, Sam Chilcote, John Bair, Chris West, Jaime Stephens, and Kim Mattson. The agenda was reviewed and George Kautsky asked about the flow recommendation issue Item 4.

2. Workgroup Procedures, Summaries, Action tracker

Kim Mattson presented some of the products being used to provide uniformity across Workgroups and to help organize Workgroup activities. He presented the TRRP Action Tracker, the Calendar, the Workgroup Charter with the attached templates for agendas, and quarterly

3. Updates for Workgroup

Andrew Jensen had provided an outline for 12 sub-items that were intended to be covered as updates. Various presenters provided updates as noted below. Not all 12 sub-items were covered in detail.

3.1. Project Update: Map and Quantify Riparian Vegetation

John Bair gave an update on these reports and their release dates.

a. **2009 report status:** The collective IHAP team is revising the 2009 draft report based on internal and external peer review comments. The Final 2009 report will be released at the end of the month or early February.

4. Workgroup Topics

Next Meeting Date was set for the week of March 5th 2012. There was interest in using a Doodle poll to choose the exact date. The meeting should be a face-to-face meeting to be ready for the March 12 flow scheduling meeting.

Agenda Topics may include flow workgroup responses and performance measures.

4:30 PM Adjourn