

Trinity River Restoration Program (Program)
Riparian and Aquatic Ecology Work Group Charter
September 4, 2018

PURPOSE

The Riparian and Aquatic Ecology Work Group will focus on Program science and management issues related to aquatic and riparian ecology. The Work Group will guide monitoring and data collection, and analyze and interpret information that will inform channel rehabilitation designs, flow management, sediment management, and Adaptive Environmental Assessment and Management (AEAM) to better achieve Program goals.

AUTHORITIES

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

WORK GROUP OBJECTIVES

- Develop science-based management recommendations for the Program.
- Address priority technical uncertainties and information needs.
- Coordinate with other work groups and contribute towards synthesis and integration of Program science information through participation in the Interdisciplinary Team (IDT)
- Provide a forum to objectively discuss competing hypotheses
- Develop and implement experiments that will address or resolve competing hypotheses

MEMBERSHIP

Core members of work groups shall be scientists designated by TMC partners. These may be partner scientists or their designees (consultants). Ideally, core members should have expertise in the area of 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 a work group.

OFFICERS

The Science Coordinator shall lead coordination between work groups and oversee all 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 Science Coordinator. 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 Science Coordinator.

The Science Coordinator, 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 science 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 science 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 science topics to the Science Coordinator. 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 Science Coordinator 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 work days 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 a Programmatic Annual Science Report – Each year by December 1, the work group will provide annual contribution and participation to this report.
- Disputes – for issues that the work group is unable to resolve, the chairperson 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 chairperson’s recommended course of action and justification for that action.
- Additional Requests - the Science Coordinator and/or the IDT 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