

# Operations Guide

## *Midwest Natural Resources Group*

### *Operations*

The Group Senior Managers will meet at least three times annually, in February, May and November; to discuss policy, issues, determine future courses of action, and review results. Staff will attend the November meeting only, along with the senior managers. The Group may elect to extend the November meeting to include the Environmental Round Table. The February and May meetings will be attended by the senior managers and the lead staff member of the sub-committees.

The Group will focus on areas that the members determine to be critical areas of the Midwest. In 1999, 13 focus areas have been identified. These 13 areas are:

- |                             |                               |
|-----------------------------|-------------------------------|
| Illinois River              | Detroit River/St. Clair River |
| Minnesota River             | Fox River/Green Bay           |
| Missouri River              | Great Lakes                   |
| Ohio River                  | Saginaw River and Bay         |
| Ozark Plateau               | Southern Lake Erie            |
| St. Croix River             | Southern Lake Michigan        |
| Upper Mississippi Watershed |                               |

The Group will appoint sub-committees and Chairs to the sub-committees as needed. The Group will not establish standing sub-committees. The Group will dissolve sub-committees after they have met their goals. In 1999, two sub-committees have been formed: the Planning/Coordination Sub-Committee and the Communications Sub-Committee.

The Group will distribute minutes of its meetings in a timely fashion to all members and participants, as well as other partners where appropriate.

The Chair of the Group is elected by Group members and will rotate among the agencies on a yearly basis. The rotation will occur at the annual Group meeting in May.



# Roles and Responsibilities

## *Group Roles and Responsibilities*

1. Provide a forum for the Group, its partners and other interested parties to further the Group's purpose and discuss policy, programmatic and budgetary issues related to the Group's activities.
2. Identify and communicate the Group's policy and perspectives on agencies' activities related to the Group's purpose and goals to Congress, partners, the public and internally within each agency.
3. Seek to identify science needs and encourage collaboration by partners and stakeholders to achieve goals and objectives within the Group's focus areas.
4. Recommend reporting procedures regarding fiscal performance, project implementation, results and other key measures of performance in accordance with member agency GPRA goals.
5. Foster coordination between Group agencies, partners and other stakeholders.
6. Support focus area team activities serving the purpose and goals of the Group.

## *Agency Roles and Responsibilities*

1. Establish teams for each focus area with a chairperson who will report to the Group, and with representation from each interested agency.
2. Support agency leads (focus area teams) in furthering the purpose and goals of the Group.

## *Focus Area Team Roles and Responsibilities*

1. Actively include stakeholder (states, tribes, communities, etc.) participation through networking and appropriate collaborative activities.
2. Foster an understanding of natural resource, environmental and management issues, problems and activities in focus areas.
3. Coordinate data collection and management.
4. Coordinate reporting and publication of results with focus area team members and the Communications Sub-Committee

## *Sub-Committee Roles and Responsibilities*

### ***Planning/Coordination Sub-Committee:***

Will coordinate Group meetings, agendas and provide appropriate information and guidance to agencies and focus area groups. The Chair of this Sub-Committee will attend the February and May meetings of the Group to establish agendas, develop meeting format, report on progress of focus areas, record the meeting, distribute meeting notes and provide continuity to the Group's work.

### ***Communications Sub-Committee:***

The Communications Sub-Committee produces the overall Communications Plan for the Midwest Natural Resources Group and the Environmental Round Table. This Communications Plan focuses on integrated communication involving the 13 focus areas. The overall purpose of the Sub-Committee is to leverage the positive results of focus area projects and foster a broader base of support, understanding and recognition of key natural resource issues, opportunities, challenges and accomplishments. We expect our ultimate result to be increased attention to these matters by Congress, the public, the media and agency employees.