

U. S. Shorebird Conservation Plan Council

Terms of Reference

5 April 2002

Introduction

The U. S. Shorebird Conservation Plan Council (Council) serves as the steering committee for the U. S. Shorebird Conservation Plan (Plan) and oversees the implementation of the regional, national, and international goals of the Plan. The Council is open to all private and public organizations who support implementation of the goals and objectives developed in the Plan. These Terms of Reference, designed by the Council to guide its operations, were originally adopted by the Council on 17 March 2001 and were amended on 5 April 2002.

Vision

The vision of the U. S. Shorebird Conservation Plan, which guides the work of the Council, is to ensure that stable and self-sustaining populations of all shorebirds are distributed throughout their range and diversity of habitats in the U. S. and across the Western Hemisphere, and that species which have declined in distribution or abundance are restored to their former status to the extent possible at costs acceptable to society.

Goals

The Council endorses all of the hemispheric, national, and regional goals established in the Plan. The Council also endorses additional goals identified in the regional shorebird conservation plans.

Philosophy

The Council believes that the most effective way to advance the conservation goals of the Plan is through cooperative partnership efforts. This approach of cooperative action will guide all efforts related to implementation of the Plan. Council members agree to work openly and cooperatively toward these common goals and to support the work of partner organizations whenever possible.

Purpose

The purpose of the Council is to provide guidance and support for the implementation of all aspects of the U. S. Shorebird Conservation Plan. The Council exists to perform the following major functions:

- 1) provide coordination among the partner organizations who are implementing the Plan,

- 2) support regional working groups and technical committees,
- 3) monitor the progress toward implementing objectives of the Plan and evaluate achievement of goals at five-year intervals,
- 4) help support shorebird conservation work of individual partner organizations by guiding development of coordinated implementation programs, sharing information on opportunities for funding, and coordinating fund-raising efforts where appropriate,
- 5) provide input to the International Association of Fish and Wildlife Agencies Shorebird and Waterbird Working Group on shorebird conservation issues and needs, and
- 6) select and provide guidance to the Plan representative on the U. S. North American Bird Conservation Initiative Committee.

Participation

The Council includes representation from a wide variety of public and private organizations, including industry, who support the conservation of shorebirds. Participation on the Council is open to any organization committed to implementing objectives of the Plan. New members can be officially added at any regular meeting of the Council and are approved by the current members. Each participating organization will determine who should represent them on the Council and the term of appointment. The list of Council members is provided in Addendum 1.

Council members may participate on three standing working groups, Research, Outreach/Education, and Monitoring or on any ad-hoc working group appointed by the Council to address specific issues.

Chair and Vice-Chair

The Council will appoint two members to serve as Chair and Vice-Chair for two-year terms that can be renewed at the discretion of the Council. The Chair is responsible for governing Council meetings, overseeing Council business, and reporting on the activities of the Council to other national and international conservation initiatives as appropriate. The Vice-Chair will support the Chair in conducting regular duties, and will assume responsibility for the duties of the Chair if requested to do so by the Chair.

Executive Committee

The Executive Committee will be responsible for assisting in organizing and planning meetings of the Council, and for assembling an agenda for Council meetings from the suggestions of Council participants. The Executive Committee will consist of 11 members. Designated positions on the Executive Committee include the Chair, the Vice-

Chair, a representative to the NABCI Committee, a Chair of the IAFWA Waterbird/Shorebird Working Group, a Joint Venture representative, and the three technical working group chairs. The Committee, excluding the three technical working group chairs, is composed of at least two representatives of state agencies, at least two representatives from non-governmental organizations, and between two and four representatives from Federal agencies. Executive Committee members will serve fixed three-year terms, commencing in April 2002, and can be renewed at the discretion of the Council.

Because the Council meets only twice annually, situations may arise where timely action on behalf of the Council is appropriate. The Chair and Vice-Chair will determine whether specific situations warrant Council action and will determine an appropriate course of action by convening the Executive Committee. The Executive Committee will consult with the full Council whenever practical but is authorized to act on behalf of the Council if necessary.

Technical Working Group Chairs

The Outreach and Education, Monitoring, and Research Working Groups will implement objectives identified in their respective plans. Each working group will be administered by a chair that is approved by the Council. A separate Terms of Reference for general operating procedures of technical working groups has been developed (Addendum 2). As Executive Committee members, chairs will serve three-year terms, which can be renewed at the discretion of the Council.

Staff

The USFWS National Shorebird Coordinator will serve as the staff person for the Council. The duties of the Coordinator will include:

- 1) compiling and distributing minutes of Council meetings and reporting on progress of action items identified by the Council,
- 2) developing and maintaining a website that provides updated information on the U. S. Shorebird Conservation Plan,
- 3) keeping a current list of contact information of Council members and others interested in implementation of the U. S. Shorebird Conservation,
- 4) supporting the Chair, Vice-chair, and Executive Committee in developing Council meeting agendas and facilitating discussions of issues,
- 5) assisting regional working groups in meeting conservation objectives, and

6) serving as liaison between the Council to other national bird conservation initiatives, international shorebird initiatives, and other bird conservation groups as appropriate.

Meetings

The Council will meet twice annually, and meetings will be planned to coincide with other events attended by Council participants to facilitate attendance. A quorum of 6 of 10 members of the Executive Committee is required to conduct business. Council participants, particularly Executive Committee members, are urged to attend each meeting. If a Council participant is unable to attend a meeting, a proxy may be designated to serve on their behalf who will be authorized to participate fully in the Council discussions. Meetings will be open to participants, alternates, staff working with participants, other people invited by council participants, and the general public. The Council may choose to hold meetings, or portions of meetings, that are not open to the general public if appropriate to encourage discussion on complex topics.

The staff person, or a designated alternate, will keep minutes of each meeting. Minutes will include items that were discussed and any actions that were agreed upon. Minutes will be distributed to all Council participants and others interested in implementation of the Plan (Addendum 3).

Decision-making

The Council will strive to obtain consensus on all issues and to work cooperatively to advance the goals of the Plan. In situations where consensus is not possible, but a decision or action is required, the Council will take official action only with approval by seven Executive Committee members.

Amendments to the Terms of Reference

These Terms of Reference can be amended by the Council at any regular meeting. Proposals for amending the Terms of Reference must be provided to the Executive Committee at least two weeks prior to the regular meeting so that they can be distributed to Council members.

Addendum 1. U.S. Shorebird Conservation Plan Council Members

Executive Committee

Chair: Jon Andrew, Chief, Division of Migratory Bird Management, USFWS
Vice-Chair: Catherine Hickey, Point Reyes Bird Observatory
Steve Miller, Wisconsin Department of Natural Resources - NABCI representative, Chair
IAFWA Waterbird/Shorebird Working Group
Carol Lively, Prairie Pothole Joint Venture
Stephen Brown, Manomet Center for Conservation Sciences
Keith McKnight, Ducks Unlimited, Inc.
Susan Skagen, Midcontinent Ecological Science Center, USGS
State Agency Representative: OPEN
Monitoring and Research Working Group Chair: Jon Bart, Snake River Field Station, USGS
Education and Outreach Working Group Chair: Heidi Luquer, WHSRN, Manomet
Research Working Group Chair: OPEN

Council Staff

Brad Andres, Division of Migratory Bird Management, USFWS

Organizations and Agencies

Bureau of Land Management: Cal McCluskey
Canadian Shorebird Plan: Garry Donaldson, CWS
Department of Defense PIF: Chris Eberly
Bird Conservation Region Coordinators: Don Paul
IAFWA: Len Ugarenko
IAFWA Bird Conservation Committee: Gary Myers
IAFWA Migratory Shore and Upland Game Bird Subcommittee: Ron George
U. S. NABCI Coordinator: David Pashley
National Audubon Society: Frank Gill
Alaska Audubon Society: Stan Senner
National Park Service: Loyal Mehrhoff
North American Waterbird Conservation Plan: Melanie Steinkamp
Partners in Flight: Terry Rich
Point Reyes Bird Observatory: Gary Page
Shorebird Sister Schools Program: Hilary Vinson Chapman
The Nature Conservancy: David Mehlman
USFWS Division of Bird Habitat Conservation: David Smith
USFWS Refuges: Mary Anne Young
USFWS Nongame Coordinators: Bill Howe/Stephanie Jones
USFWS Division of International Conservation: Heather Johnson
USFS Taking Wing: Cindy Ragland
USGS Patuxent Wildlife Research Center: Marshall Howe
WHSRN: Jim Corven

Regional Working Group Coordinators/Contacts

Northern Atlantic

Larry Niles/Kathleen Clark (New Jersey Division of Fish and Wildlife)
Stephen Brown/Brian Harrington (Manomet Center for Conservation Sciences)

Southeastern Coastal Plain/Piedmont

Chuck Hunter (U.S. Fish and Wildlife Service)
Jaime Collazo (North Carolina State University)
Brad Winn (Georgia DNR Wildlife Resources Division)

Lower Mississippi Valley/Western Gulf Coast

Randy Wilson (U.S. Fish and Wildlife Service)
Keith McKnight (Ducks Unlimited, Inc.)

Upper Mississippi Valley/Great Lakes

Bob Russell (U.S. Fish and Wildlife Service)

Northern Plains/Prairie Potholes

Lisa Gelvin-Innvaer (Minnesota Wildlife Division)
Genevieve Thompson (National Audubon Society)

Central Plains/Playa Lakes

Suzanne Fellows (U.S. Fish and Wildlife Service)

Intermountain West

Larry Neel (Nevada Division of Wildlife)
Lew Oring (University of Nevada - Reno)

Southern Pacific

Catherine Hickey (Point Reyes Bird Observatory)
Gary Page (Point Reyes Bird Observatory)

Northern Pacific

Lora Leschner (Washington Department of Fish and Wildlife)
Maura Naughton (U.S. Fish and Wildlife Service)

Alaska

Brian McCaffery (Yukon Delta National Wildlife Refuge)
Bob Gill (U.S. Geological Survey)

Hawaii/Pacific Islands

Maura Naughton (U.S. Fish and Wildlife Service)
Andrew Engilis, Jr. (University of California - Davis)

Addendum 2. Terms of Reference for Technical Working Groups

Purpose

The purpose of Technical Working Groups is to provide guidance and technical support to the Council for the implementation of all aspects of the U. S. Shorebird Conservation Plan. Three standing working groups have been identified: 1) the Monitoring Technical Working Group, [(2) the Research Technical Working Group]], and 3) the Outreach and Education Technical Working Group. These Terms of Reference were developed to guide operation of the working groups and were approved by the Council on 5 April 2002.

Participation

The Technical Working Groups include representation from a wide variety of public and private organizations who are interested in these specific areas of shorebird conservation. Participation in Technical Working Groups are open to any individual or organization committed to implementing objectives of the Plan. Participants in working groups need not reside in the U. S.

Administration and Operation

Technical Working Groups will be chaired by an appointee that is approved by the Council. Chairs will be responsible for arranging meetings, developing agendas, and implementing actions identified in their respective plans. Chairs will maintain a list of working group participants and will include the National Coordinator in all correspondence related to working group business.

The chairs will assemble 10 to 12 active members who will serve as a core committee for development and implementation of plans within the working groups. Outreach and Education Technical Committee members Monitoring Technical Committee members, and [[Research Technical Committee members]] are expected to review actions, plans, and recommendations that are submitted by the Chairs to the Council for approval. Lists of Technical Committee members will be reviewed and approved by the Council, if necessary, at each Council meeting. Terms for members on Technical Committees are indefinite.

The working groups will strive to obtain consensus on all issues and to work cooperatively to advance the goals of the Plan. In situations where consensus is not possible, or for actions needed outside of scheduled meetings, recommendations can be forwarded to the Council by an approximate two-thirds approval by Technical Committee members (7 of 10, 7 of 11, or 8 of 12 members approving).

Amendments to the Terms of Reference

Suggestions to these Terms of Reference can be submitted to the Council at any regular meeting. Proposals for amending the Terms of Reference must be provided to the Council Executive Committee at least two weeks prior to the regular meeting so that they can be distributed to Council members. Additional working groups that may be formed will adhere to these terms.

Addendum 3. Contacts for Implementation of the U. S. Shorebird Conservation Plan

U.S. Fish and Wildlife Service - Nongame and Shorebird Sister Schools Program Coordinators

REGION 1 (HI, CA, ID, NV, OR, WA)

Populations: Maura Naughton, Migratory Bird Management, Portland, OR
SSSP: Sue Thomas, Migratory Bird Management, Portland, OR

REGION 2 (AZ, NM, TX, OK)

Populations: Bill Howe, Migratory Bird Management, Albuquerque, NM
SSSP: Bonnie Swarbrick, Buenos Aires NWR, Sasabe, AZ

REGION 3 (IA, IL, IN, MI, MO, MN, OH, WI)

Populations: Bob Russell, Migratory Bird Management, Minneapolis, MN
SSSP: Rebecca Hinkle, Ottawa NWR, Oak Harbor, OH

REGION 4 (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN)

Populations: William (Chuck) Hunter, Migratory Bird Management, Atlanta, GA
SSSP: Garry Tucker, Regional Refuges Office, Atlanta, GA

REGION 5 (CT, DE, NH, MA, MD, ME, NJ, NY, PA, RI, VA, VT, WV)

Populations: Scott Johnston, Migratory Bird Management, Hadley, MA
SSSP: Sally Bowden, Chincoteague NWR, Chincoteague Island, VA

REGION 6 (CO, KS, MT, NB, ND, SD, UT, WY)

Populations: Suzanne Fellows, Migratory Bird Management, Denver, CO
SSSP: Suzanne Fellows, Migratory Bird Management, Denver, CO

REGION 7 (AK)

Populations: Kent Wohl, Migratory Bird Management, Anchorage, AK,
SSSP: Tamara Mills, Migratory Bird Management, Anchorage, AK,

REGION 9 (Washington Office)

Populations: Brad Andres, Migratory Bird Management, Arlington, VA
SSSP: Hilary Vinson Chapman, Shorebird Sisters Schools Program,
NCTC

North American Waterfowl Management Plan Joint Venture Coordinators

Pacific Coast Joint Venture (coastal CA, OR, WA; south coastal AK; HI)
Carey Smith, Vancouver, WA

San Francisco Bay Joint Venture (central coast CA)
Beth Huning, Novato, CA

Central Valley Habitat Joint Venture (central CA)
Bob Shaffer, Sacramento, CA

Intermountain West Joint Venture (east CA, OR, WA; southwest MT; ID, WY, NV, UT, north
AZ; west NM, CO), Jim Cole, Salt Lake City, UT

Sonoran Desert Joint Venture (southern CA, AZ; Baja California Norte, Baja California Sur; Sonora)
Robert Mesta, Tuscon, AZ

Playa Lakes Joint Venture (east CO, NM; west KS, OK; north TX)
Mike Carter, Brighton, CO

Rainwater Basin Joint Venture (southern NE)
Steve Moran, Grand Island, NE

Northern Great Plains Joint Venture (east MT; southwest ND; west SD)
Andy Schollett, Bismarck, ND

Prairie Pothole Joint Venture (northern MT; eastern ND, SD; northern IA; western MN)
Carol Lively, Denver, CO

Upper Mississippi River and Great Lakes Region Joint Venture (east MN, IA; north MO; IL, IN,
MI, OH, WI), Barbara Pardo, Minneapolis, MN

Gulf Coast Joint Venture (coastal TX, LA, MS, AL)
Greg Esslinger, Albuquerque, NM

Lower Mississippi Valley Joint Venture, (eastern KY, TN, MS; eastern OK; northeastern TX; northern
LA, AR), Charles Baxter, Vicksburg, MS

Atlantic Coast Joint Venture, (ME, NH, VT, MA, RI, CT, NY, PA, NJ, DE, MD, WV, VA, NC,
SC, GA, FL, PR), Andrew Milliken, Hadley, MA

National Joint Venture Coordinator
Seth Mott, Arlington, VA

National NABCI Coordinator
Bob Ford, Arlington, VA

Regional Partners in Flight Coordinators

Northeast - Ken Rosenberg, Ithaca, NY Southeast - Dean Demarest, Forsyth, GA
Midwest - Greg Butcher, Brookfield, WI West - Carol Beardmore, Phoenix, AZ

Bird Conservation Region/Other Joint Venture Contacts

Central Hardwoods - Jane Fitzgerald, American Bird Conservancy
Great Basin - Don Paul, Intermountain West JV
Northern Rockies - Dan Casey, American Bird Conservancy
Northern Pacific Rainforest - Bob Altman, American Bird Conservancy
Shortgrass Prairie - Christopher Rustay, Rocky Mountain Bird Observatory
Southern Pacific Shorebird Region - Catherine Hickey, Point Reyes Bird Observatory
Riparian Habitat Joint Venture - Ann Chrisney, Point Reyes Bird Observatory

State Contacts

Alaska	John Wright	North Carolina	David Allen
Alabama	Keith Guyse	North Dakota	Steve Dyke
Arkansas	Karen Rowe	Nebraska	John Dinan
Arizona	Troy Corman	New Hampshire	John Kanter
California	Dean Kwasny	New Jersey	Larry Niles
Colorado	Gary Skiba	New Mexico	Sandy Williams
Connecticut	Julie Victoria	Nevada	Larry Neel
Delaware	Karen Bennett	New York	Bryan Swift
Florida	Nancy Douglass	Ohio	Mark Shieldcastle
Georgia	Brad Winn	Oklahoma	Mark Howery
Hawaii	Paul Conry	Oregon	Martin Nugent
Iowa	Jim Zohrer	Pennsylvania	Dan Brauning
Idaho	Rex Sallabanks	Puerto Rico	Jose Chabert
Illinois	Glen Kruse	Rhode Island	Chris Raithel
Indiana	John Castrale	South Carolina	Tom Murphy
Kansas	Helen Hands	South Dakota	Eileen Dowd-Stukel
Kentucky	Shawchyi Vorisek	Tennessee	Troy Ettl
Louisiana	Nancy Higginbotham	Texas	Brent Ortego
Massachusetts	Scott Melvin	Utah	Frank Howe
Maryland	Glenn Therres	Virginia	Ruth Boettcher
Maine	Lindsay Tudor	Virgin Islands	Judy Pierce
Michigan	Ray Rustem	Vermont	Steve Parren
Minnesota	Lisa Gelvin-Innvaer	Washington	Lora Leschner
Missouri	Brad Jacobs	Wisconsin	Sumner Matteson
Mississippi	Randy Spencer	West Virginia	Bob Tallman
Montana	Dwight Bergeron	Wyoming	Andrea Cerovski