

GLEN CANYON DAM
TECHNICAL WORK GROUP
OPERATING PROCEDURES

FOREWORD

The Grand Canyon Protection Act (GCPA) of October 30, 1992, (Public Law 102-575) directs the Secretary of the Interior (Secretary) to “establish and implement long-term monitoring programs and activities that will ensure that Glen Canyon Dam is operated in a manner consistent with that of section 1802” of the Act. “The monitoring programs and activities shall be established and implemented in consultation with the Secretary of Energy; the Governors of the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming; Indian tribes; and the general public, including representatives of academic and scientific communities, environmental organizations, the recreation industry, and contractors for the purchase of Federal power produced at Glen Canyon Dam.”

In order to comply with the consultation requirement of the GCPA, the Glen Canyon Dam EIS recommended formation of a Federal Advisory Committee and a Technical Work Group. To fulfill this requirement the Glen Canyon Dam Adaptive Management Program (GCDAMP) and the Adaptive Management Work Group (AMWG) was established. The AMWG held their first meeting on September 10-11, 1997 and officially formed the Glen Canyon Dam Technical Work Group (TWG) as a subgroup. The TWG is comprised of technical representatives of the various stakeholders on the AMWG. The TWG shall comply with the Federal Advisory Committee Act (Public Law 92-463). Staff resources for the TWG shall be provided by the Bureau of Reclamation (Reclamation). Meetings of the TWG are not to be viewed by Federal agencies as meeting their government-to-government consultation requirement with participating Tribal entities.

The Technical Work Group’s main function is to provide technical assistance to the Adaptive Management Work Group. The TWG shall perform those tasks charged to them by the AMWG. Standing responsibilities of the TWG, as assigned by AMWG, is to consult with GCMRC in developing criteria and standards for monitoring and research programs; develop resource management questions for the design of monitoring and research administered by the Grand Canyon Monitoring and Research Center (GCMRC); and provide information, as necessary, for preparing annual resource reports and other reports, for the AMWG. Generally, technical reviews and deliberation will occur at TWG meetings and not at AMWG. This technical analysis will help AMWG understand the basis for the TWG recommendations and will serve as companion information to the AMWG evaluation of policy implications.

The TWG will identify opportunities to increase dialogue among members. Educating each other about our different perspectives is crucial. One purpose of the GCDAMP is to bring together disparate points of view to better inform decision-making, but we must understand each other in order to take full advantage of these differences.

OPERATION

1. Meetings. The TWG will hold meetings quarterly or more frequently as necessary. This includes the use of webinars or other conference calls when appropriate. When possible meetings will be scheduled 3-6 months in advance. Sixteen members (or their alternates) must be present at any meeting of the TWG to constitute a quorum. This includes one non-voting member from each DOI agency in the quorum. Reclamation is responsible for arranging meetings and for other duties associated with operation of the TWG. They will arrange for meeting location, provide staff for the Chairperson, prepare minutes and Federal Register Notices, and provide support for other operational requirements of the TWG.

Meetings of the TWG will generally be held in or near Phoenix, Arizona, to allow for better travel accessibility for the members as well as provide greater opportunity for the public to attend. However, the Chairperson may decide upon a different location as he/she deems appropriate with consultation with Reclamation and input from the members. The Chairperson will draft and provide a reminder meeting notice, including a revised agenda, to the TWG members and Reclamation will distribute it at least 10 days prior to the TWG meeting. Meeting format will be in accordance with these Operating Procedures.

2. Members. The TWG membership shall consist of one representative from each member of the AMWG. Each TWG member shall be nominated by its AMWG member, and approved or rejected by the Secretary's Designee. There will be no term limitations as long as the organization is a member of the AMWG. A list of TWG members and alternates will be maintained by Reclamation and posted on the Reclamation GCDAMP website. Each TWG member should have a technical background to sufficiently represent its stakeholder organization, to adequately evaluate scientific proposals and make technical recommendations to the AMWG. TWG members are expected to participate fully to the extent of their abilities and time allows. This includes participation in ad hoc groups, participating in discussions at the TWG, and working to reach consensus with other TWG members.

3. Alternate Members (Alternates). A TWG Alternate shall be nominated by each AMWG member, or organization, and approved or rejected by the Secretary's Designee. There will be no term limitations as long as the organization is a member of the AMWG. Alternates can fully participate in any TWG ad hoc group meeting, but only one vote is provided for each TWG organization within the ad hoc. The officially designated Alternate, in the absence of the Member, is allowed to fully participate and vote in TWG meetings without prior notification and will be counted in the quorum.

4. Chairperson. The TWG will elect its own Chairperson from the current membership of the TWG (including alternates). The Chairperson shall be elected at the summer meeting of the TWG, prior to the start of the fiscal year, if possible. The Chairperson will be elected by vote for a 1-year term, which will run from October 1 - September 30 of the following year. The Chairperson may be re-elected at the end of a term, with no term limitations. The current Chairperson will serve until the new Chairperson takes office. The elected Chairperson shall have the option of appointing an alternate member to represent the stakeholder at the table for their term, however, the stakeholder shall have only one vote and is expected to refrain from advocacy while its alternate sits at the table. With the recommendation of the TWG, compensation for the Chairperson may be provided from GCDAMP funds.

Chairperson responsibilities:

Attend all TWG and AMWG meetings when possible.

Prepare draft agendas.

Represent a neutral position, advocating only for sound science and management actions to support the program, all members, and the public.

Facilitate TWG meetings by leading discussions, arranging for an outside facilitator when necessary and as funding allows, and inviting input from TWG members, technical experts, and the public.

Organize or disband ad hoc groups per TWG direction.

Ensure recognition of consensus or voting on decision items as appropriate, including development of minority opinion papers when consensus cannot be reached.

Present overview of TWG activities and recommendations at AMWG meetings.

5. Reclamation Vice-Chairperson. The Reclamation Vice-Chairperson will assist the Chairperson, and will be the Reclamation TWG member or its alternate. The Vice-Chairperson will ensure requirements of federal regulations are met and provide assistance to the TWG. Reclamation will advise the TWG on which staff person will hold this position.

Reclamation Vice-Chairperson responsibilities:

Attend all TWG and AMWG meetings when possible. Will preside over the TWG if the Chairperson and TWG Vice-Chairperson are not available.

Assist the Chairperson in drafting agendas. Provide the agenda to TWG 10 days before meeting.

In the absence of a TWG-Vice Chairperson, contact speakers, ad hoc committee chairpersons, and other contributors at least four weeks before each TWG meeting to review assignments and determine how much time should be allotted for presentations. Ensure complete meeting preparations (e.g., posting of documents to web site, meeting room, audio visual equipment, recording of minutes, etc.).

Assist the Chairperson in facilitating the TWG meetings. Help promote participation by all TWG members and the public, and assist the Chairperson in achieving consensus on action items.

Review and distribute TWG products to AMWG.

6. TWG Vice-Chairperson: The TWG may elect a second vice-chairperson if the Chairperson desires the additional assistance. The TWG Vice-Chairperson will be elected by a vote of the TWG from its membership or alternates, and will serve for a 1-year term on the same annual schedule as the Chairperson.

TWG Vice-Chairperson responsibilities:

Attend all TWG and AMWG meetings when possible. Will preside over the TWG if the Chairperson is not available.

Help the Chairperson prepare draft agendas.

Help track and coordinate contributions of products for TWG/AMWG review with members, GCMRC, ad hoc groups, and others.

Contact speakers, ad hoc committee chairpersons, and other contributors at least four weeks before each TWG meeting to review assignments and determine how much time should be allotted for presentations.

Assist the Chairperson in facilitating the TWG meetings. Help promote participation by all TWG members and the public, and assist the Chairperson in achieving consensus on action items.

7. Facilitation. The TWG may employ a facilitator for meetings as funds allow and the TWG believes it to be helpful. If utilized, the facilitator will work for all members of the TWG, including the Chairperson, in a process designed to ensure, as much as possible, that all interests are heard and considered and all participants can support the outcomes. The facilitator will help the TWG to reach consensus whenever possible, and be innovative in using methods to help the TWG accomplish this goal.

8. Grand Canyon Monitoring and Research Center (GCMRC). GCMRC will provide technical support for the TWG and administer the science program for the GCDAMP.

9. Agenda. The TWG Chairperson and Vice-Chairperson(s) will work cooperatively to develop the TWG agenda, and will include the facilitator and a steering committee ad hoc group as needed. The Chairperson will have the lead on drafting the first list of agenda items for discussion. TWG members will be asked at the end of each meeting for suggestions of agenda items for future meetings. A draft agenda will be sent to TWG members by Reclamation six weeks in advance, with a week for members to send in additions or changes to the agenda via email. The revised TWG agenda will be sent out by Reclamation three weeks in advance of the meeting, and the final meeting materials will be distributed to TWG members by Reclamation and posted on the TWG website 10 calendar days in advance of the meeting. Agendas will be developed to support the actions requested by AMWG with the goal of achieving consensus, and will provide adequate time for discussion of agenda items.

10. Guidelines for Discussions. Members will endeavor to arrive, return from breaks, and depart the meeting on schedule. Any person needing to continue private discussions after the meeting has been called to order will take their business outside the conference room. Members, Alternates, and visitors wishing to address the TWG will wait to be recognized by the Chairperson or designated discussion leader before speaking. Speakers will make their points succinctly and yield the floor to the next speaker, waiting to again be recognized for rebuttals. Comments are to be applicable to the topic and not repetitive to presentations, group discussion or other comments previously presented. Discussions of new or unrelated business will be postponed until the appointed time on the agenda, or future meetings.

11. Voting. Members will commit to achieving consensus. In order to achieve consensus, it is imperative to understand the other Members' points of view and find ways to address everyone's concerns. This involves listening to each other during meetings, and the willingness to commit the time to explore avenues to satisfy all the concerns at the table. Agendas will be structured in order to allow for a reasonable time to reach consensus, and will be flexible to allow action items to be postponed to a follow-up meeting.

Motions may be made verbally or submitted in writing in advance of the meeting and included on the agenda, and must be seconded before discussion. The maker of a motion must clearly and concisely state and explain his or her motion, and it must be related to an agenda topic. The public may be given opportunity to comment during the discussion period per the Chairperson's discretion, generally once all TWG Members have had the chance to speak. Comments shall address the motion and not be repetitive to presentations, group discussions or other comments previously presented. The motion must be fully documented for the minutes and restated clearly by the Chairperson before the question is called, either via consensus or vote.

All reasonable efforts will be made to bring the TWG to a consensus decision or recommendation, including, for example, formation of ad hoc groups. In the event that consensus is not possible, a vote should be taken. Voting shall be by verbal indication or by raised hand. Approval of a motion requires a simple majority of members present and voting. DOI members do not vote on motions and are not counted toward the number voting. Members may abstain from voting and are not counted toward the number voting. A simple majority recommendation will go forward along with a minority opinion report

containing the alternate recommendation and identification of who constitutes the minority. An Ad hoc group consisting of the dissenting members may be formed as needed to prepare minority opinions. Each appointed TWG Member is expected to communicate issues prior to and following TWG meeting to its respective AMWG member.

Recommendations will be summarized by the Chairperson in a brief report for each AMWG meeting, will contain relevant background material on the issues, and will include a brief summary of previous discussions related to the issue (e.g., ad hoc group or TWG discussions). Reports and recommendations forwarded to the AMWG will be identified as having been approved through consensus of the entire TWG, or made by vote with a description of the dissenting opinions. The TWG Chairperson may invite a representative of the minority group to present the minority opinion to the AMWG.

The TWG will track, in an annual report to be provided to the AMWG, the number of times consensus is reached or not reached, how often the dispute resolution process was invoked, and the outcomes of the dispute resolution process. During retreats or other time set aside for this discussion, TWG should consider how to improve the operation of these processes.

12. Dispute Resolution. In a collaborative process, it is inevitable that some issues will never be resolved through the normal discussion and deliberation processes. To handle such cases, the TWG will use a dispute resolution process that members may invoke if they feel their views are not represented in the proposal being considered. If there are disagreements at a TWG meeting, and there is no additional time for discussion, a member may request a caucus with the Chairperson to explore options. The Chairperson may request that a small group of members, representing all points of view, work on the issue and bring a recommendation to the full TWG.

13. Minutes. Detailed minutes of each meeting will be kept by Reclamation and reviewed by the Chairperson, Vice-Chairpersons, and facilitator, as appropriate. The minutes will contain a record of persons present and a description of pertinent matters discussed, conclusions reached, and actions taken on motions including minority opinions. Minutes shall be limited to approximately 5-15 pages and will not be a complete transcript of the discussions. The corrections and adoption of the minutes will be made by a consensus of the TWG at the next meeting.

14. Public Involvement. All meetings will be open to the public. Interested persons may appear in person, or provide written statements to the TWG. Public comments can be on any issue related to TWG agenda items. A specific time for public comment will be identified in the agenda, usually the last 10 minutes of each day. The Chairperson may allow the public to participate in individual agenda items as time allows, and only after TWG members have had a chance to speak. Advance requests for presentations to the TWG may be allowed per the Chairperson's discretion, but speaking time may be limited. Written comments will be attached to the meeting minutes if they are identified with the name, address, and affiliation of the provider. Minutes of the TWG meetings and copies of reports submitted to the TWG will be maintained for public review at Reclamation's GCDAMP website (www.uc.usbr.gov/amp).

15. Meeting Materials. TWG members, or others (including GCMRC and Reclamation) responsible for materials for an upcoming meeting shall forward them to the designated staff, including the Chairperson, 15 days in advance of the meeting. Materials may be provided via e-mail or hard copy, although e-mail is preferred. All meeting materials will be posted to the Reclamation TWG website (http://www.usbr.gov/uc/rm/amp/twg/twg_index.html) 10 days prior to the meeting. Hard copies of meeting materials generally are not provided to members unless specifically requested. Staff, members, and public providing materials for distribution at the meeting should bring at least 30 copies. Meeting documents distributed at the meeting are to be provided first to the meeting recorder, TWG members and Chairperson, and the GCMRC Chief. Copies of all handouts will be placed in a designated location for

meeting attendees. If action is anticipated to be taken on or as a result of that material, all reasonable effort will be made to provide those materials to TWG Members in advance of the meeting. In the event materials are not provided in advance of the meeting for the 10-day posting, action on this topic may be delayed at the Chairperson’s discretion. Individuals making presentations at TWG meetings shall notify Reclamation of any special audiovisual equipment or supply needs at least two weeks before the meeting.

A mailing list containing TWG Members’ mailing addresses, phone numbers, fax numbers, and e-mail addresses, will be maintained and distributed by Reclamation. A copy of the roster of TWG members and alternates attending any meeting of the TWG shall be attached to the minutes, and shall include a list of all others in attendance.

16. TWG Meeting Logistics. Meeting locations will generally be in Phoenix, AZ. Reclamation will arrange meeting rooms and audiovisual equipment, and block a number of hotel guest rooms. Meeting rooms will be arranged so that each TWG member can be seated around the table. Alternates representing an absent TWG member should take their place at the table. Additional seating will be provided around the margin or rear of the room for Alternates who are attending with the Member, and for other meeting attendees..

17. Ad Hoc Groups and Meetings. Ad hoc groups shall be formed by the Chairperson with input from the Members, with official membership consisting of TWG members, or their Alternates. The Chairperson shall maintain a list of ad hoc groups, their task, and membership, and with the help of Reclamation will provide an update on status of the ad hoc groups at the beginning of each TWG meeting. Ad hoc groups shall be terminated by the Chairperson as soon as the assigned task is completed. Ad hoc groups may invite technical advisors outside the TWG membership to participate and advise, and participation will be encouraged and welcomed. These groups may meet to discuss assignments from the TWG and minutes are recommended, but not required. The TWG Chairperson is responsible for overseeing progress of all ad hoc groups and the ad hoc groups shall report on their deliberations and findings to the TWG.

18. Payment of Travel and Expenses. While engaged in the performance of official business at TWG and TWG ad hoc group meetings away from home or their regular places of business, all TWG Members or TWG ad hoc group members shall, upon request, be reimbursed for travel expenses in accordance with current Federal Travel Regulations. Alternates representing the Member may also receive compensation for travel expenses. An accounting of the expenses for operation of the TWG shall be maintained by Reclamation.

Approved: _____
Chairperson Date