

USDA FOREST SERVICE
COLLABORATIVE FOREST LANDSCAPE RESTORATION PROGRAM
ADVISORY PANEL'S INAUGURAL MEETING: July 20 - 22, 2010
 Holiday Inn Capitol, 550 C Street, SW, Washington, DC

Objectives:

- Jointly evaluate FY 10 proposals
- Recommend which proposals should receive FY 10 funds
- Recommend allocation of \$10 million in FY 10 funds across specific proposals

DAY 1	Topic	Lead
8:15	Arrive, sign in	
8:30	<u>Opening Remarks</u>	
	<ul style="list-style-type: none"> ▪ Welcome and introductions <ul style="list-style-type: none"> ○ Designated Forest Officer ○ Other key roles & contacts ▪ Overview of agenda, meeting norms, & arrangements for public comment ▪ Housekeeping matters <ul style="list-style-type: none"> ○ Travel reimbursement procedures ○ FACA requirements re: minutes ○ Identification of CFLRP Secretary ○ Comments/Feedback Form ○ Safety 	<ul style="list-style-type: none"> ▪ Tom Peterson ▪ Facilitator (Marci DuPraw) ▪ Sandy Henning
9:30	<u>Ethics Training</u>	
	<ul style="list-style-type: none"> ▪ Presentation ▪ Q&A opportunity 	<ul style="list-style-type: none"> ▪ Jack Fisher ▪ Facilitated
10:30	<u>BREAK</u>	
11:00	<u>Legal & Policy Context for Panel's Work</u>	
	<ul style="list-style-type: none"> ▪ Overview of Omnibus Public Land Management Act of 2009 (Title IV, PL 111-11) ▪ Overview of Federal Advisory Committee Act's rules & regulations <ul style="list-style-type: none"> ○ Define / confirm quorum is present ○ Conflict of interest statements ○ Talking to media & public ▪ Role of Advisory Panel <ul style="list-style-type: none"> ○ Charter ○ Project selection timeline ▪ Q&A opportunity ▪ Appoint Chair 	<ul style="list-style-type: none"> ▪ Tom Peterson ▪ George Vargas ▪ Tom Peterson ▪ Facilitated ▪ Tom Peterson
12:30	<u>WORKING LUNCH</u> (complete above if needed)	

Day I (Cont'd)	Topic	Lead
1:30	<u>Approach for Evaluation & Consensus-Building</u> <ul style="list-style-type: none"> ▪ Overview of proposals received ▪ Pre-meeting scoring activities ▪ Steps for remainder of this meeting ▪ Q&A opportunity 	<ul style="list-style-type: none"> ▪ Sandy Henning ▪ Sandy Henning ▪ Facilitator ▪ Facilitated
2:30	<u>BREAK</u>	
2:45	<u>Initial Proposal Sifting</u> <ul style="list-style-type: none"> ▪ Orientation to spreadsheet showing pre-meeting scores (projected via PowerPoint; available hard copy) ▪ Proposals scoring so high they will clearly be recommended (set aside temporarily) ▪ Proposals scoring so low they will clearly not be recommended (eliminate) 	<ul style="list-style-type: none"> ▪ Sandy Henning ▪ Facilitated discussion ▪ Facilitated discussion
3:30	<u>Discussion of 7 of the "Middle" Proposals</u> <i>(10 min total / proposal)</i> <ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned introduces proposal (2 min.) ▪ Opportunity for clarifying questions (2 min.) ▪ Flip chart strengths and weaknesses; confirm proposals meet eligibility criteria (6 min.) 	<ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned for pre-meeting scoring ▪ Facilitated discussion
4:45	<u>Summary Remarks</u> <ul style="list-style-type: none"> ▪ Progress made today ▪ Plans for Day II 	<ul style="list-style-type: none"> ▪ Tom Peterson ▪ Facilitator
5:00	<u>Public Comment</u> (sign up at back of room to comment; time limits depend on number of people who wish to speak, but plan on up to 5 min. / group.)	<ul style="list-style-type: none"> ▪ Facilitated
5:30	<u>Adjourn</u>	

DAY II	Topic	Lead
8:15	Arrive, sign in	
8:30	<u>Getting Organized</u> <ul style="list-style-type: none"> ▪ Agenda review ▪ Any changes based on public comment? 	<ul style="list-style-type: none"> ▪ Facilitator
8:45	<u>Discussion of 10 of the "Middle" Proposals</u> <ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned introduces proposal (2 min.) ▪ Opportunity for clarifying questions (2 min.) ▪ Flip chart strengths and weaknesses; confirm proposals meet eligibility criteria (6 min.) 	<ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned for pre-meeting scoring ▪ Facilitated discussion

<u>Day II</u> <u>(cont'd)</u>	<u>Topic</u>	<u>Lead</u>
10:30	<u>BREAK</u>	
10:45	<u>Discussion of 9 of the "Middle" Proposals</u> <ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned introduces proposal (2 min.) ▪ Opportunity for clarifying questions (2 min.) ▪ Flip chart strengths and weaknesses; confirm proposals meet eligibility criteria (6 min.) 	<ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned for pre-meeting scoring ▪ Facilitated discussion
12:15	<u>LUNCH</u>	
1:30	<u>Discussion of Any Remaining "Middle" Proposals & Any Very Highly-Scored Proposals Set Aside on Day I</u> <ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned introduces proposal (2 min.) ▪ Opportunity for clarifying questions (2 min.) ▪ Flip chart strengths and weaknesses; confirm proposals meet eligibility criteria (6 min.) 	<ul style="list-style-type: none"> ▪ Member of subgroup to which proposal was assigned for pre-meeting scoring ▪ Facilitated discussion
2:30	<u>Final Scoring: Part 1</u> <ul style="list-style-type: none"> ▪ Each member gets 10 stickies, pre-numbered 1-10 ▪ Individual members roam room, review flip charts, & put their 10 stickies on flip charts displaying strengths & weaknesses of the 10 proposals they consider strongest (with sticky marked "10" going to the proposal the member most strongly prefers) 	
2:45	<u>BREAK</u> <ul style="list-style-type: none"> ▪ Meeting support staff tabulates stickies 	
3:15	<u>Final Scoring: Part 2</u> <ul style="list-style-type: none"> ▪ Meeting support staff project spreadsheet results on screen in front of room ▪ Review & discuss results / adjust if there is full Panel consensus to do so 	<ul style="list-style-type: none"> ▪ Facilitated
4:45	<u>Summary Remarks</u> <ul style="list-style-type: none"> ▪ Progress made today ▪ Plans for Day II 	<ul style="list-style-type: none"> ▪ Tom Peterson ▪ Facilitator
5:00	<u>Public Comment</u> (sign up at back of room to comment; time limits depend on number of people who wish to speak, but plan on up to 5 min. / group.)	<ul style="list-style-type: none"> ▪ Facilitated
5:30	<u>Adjourn</u>	

<u>Day III</u>	<u>Topic</u>	<u>Lead</u>
8:15	Arrive, sign in	
8:30	<u>Get Organized</u> <ul style="list-style-type: none"> ▪ Agenda review / reflections from Day 2 ▪ Any changes based on public comment? 	<ul style="list-style-type: none"> ▪ Facilitator
8:45	<u>Approach for Developing Recommended Funding Allocation Across Proposals</u> <ul style="list-style-type: none"> ▪ Proposed approach ▪ Discussion / refinement 	<ul style="list-style-type: none"> ▪ Facilitator
9:30	<u>Possible Funding Allocation, Option #1</u> <ul style="list-style-type: none"> ▪ Meeting support staff project spreadsheet on screen in front of room showing how many & which projects would be funded if highest scored proposal received full funding & so on down the list until funds were fully allocated. ▪ Panel reviews & discuss results – would this be acceptable? Does Panel wish to explore alternative allocations? 	<ul style="list-style-type: none"> ▪ Facilitated
10:30	<u>BREAK</u>	
10:45	<u>Possible Funding Allocation, Option #2</u> <ul style="list-style-type: none"> ▪ Panel identifies a subset of projects that will not be recommended for funding (in addition to any particularly low-scoring proposals set aside Day 1). ▪ Meeting support staff project spreadsheet on screen in front of room showing distribution of funds across remaining projects if funds were to be evenly distributed among those remaining on the list. ▪ Panel reviews & discuss results – would this be acceptable? Does Panel wish to explore alternative allocations? 	<ul style="list-style-type: none"> ▪ Facilitator
12:15	<u>WORKING LUNCH</u>	
1:30	<u>Other Possible Funding Allocation Scenarios</u> <ul style="list-style-type: none"> ▪ Alternative proposals from members ▪ Consensus-building on recommended funding allocation ▪ Closure on recommended funding allocation 	<ul style="list-style-type: none"> ▪ Any Panel member ▪ Facilitated
2:45	<u>BREAK</u>	

<u>Day III</u> <u>(cont'd)</u>	<u>Topic</u>	<u>Lead</u>
3:15	<u>Summary Remarks</u> <ul style="list-style-type: none"> ▪ Summary of Panel's recommendations ▪ What happens next ▪ Comments/Feedback Form 	<ul style="list-style-type: none"> ▪ Tom Peterson
3:30	<u>Public Comment</u> (sign up at back of room to comment; time limits depend on number of people who wish to speak, but plan on up to 5 min. / group.)	<ul style="list-style-type: none"> ▪ Facilitated
4:00	<u>Adjourn</u>	