

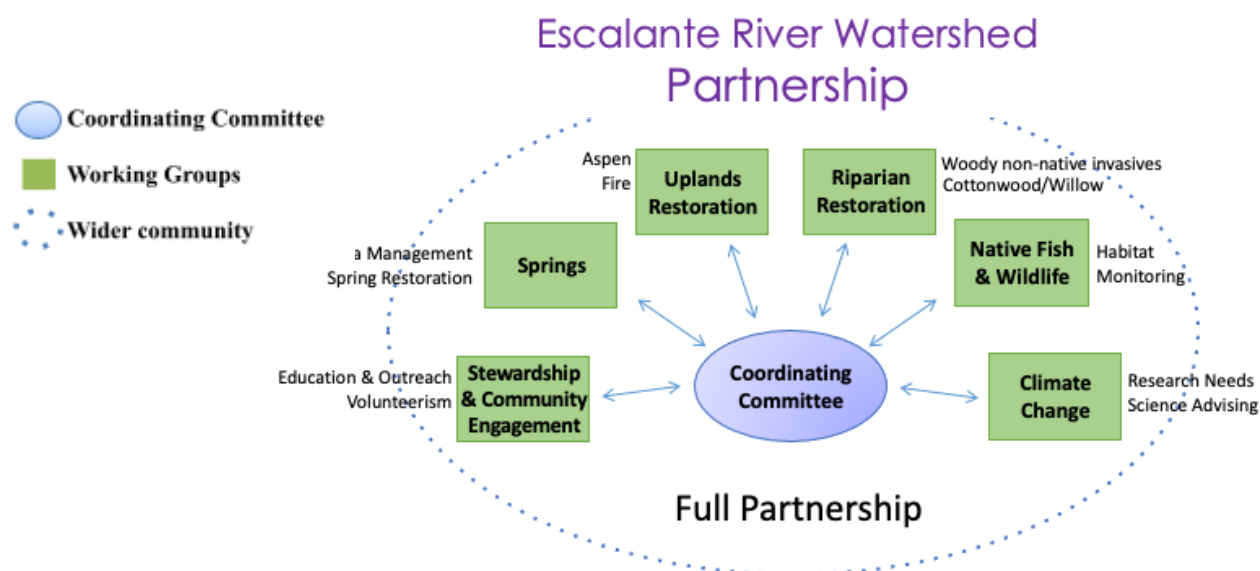
# Escalante River Watershed Partnership

## CHARTER

*Approved June 1, 2022*

The Escalante River Watershed Partnership (ERWP) was formed in 2009 to restore and maintain the natural ecological conditions of the Escalante River and its watershed and involve local communities in promoting and implementing sustainable land and water use practices. The partnership is composed of diverse governmental and non-governmental stakeholders working together for the benefit of the Escalante River watershed in southern Utah.

### Partnership Structure



### ERWP Participants

#### *Expectations:*

- Support and promote the mission of the ERWP, including providing information to their constituents and the public (as appropriate) about the ERWP's efforts
- Work to increase awareness and support for ERWP's objectives (e.g., letters of endorsement, funding proposals, participation in media activities, public support via print and digital marketing materials, etc.)
- Share expertise, lessons learned and resources as appropriate
- Secure support of ERWP through any public media or other education/outreach efforts
- Participate in regularly scheduled meetings of the ERWP and its committees
- Follow through on agreements and assigned tasks

## **Coordinating Committee**

### *Purpose:*

- Work with the facilitator to convene meetings, prepare agendas and coordinate with members, as needed
- Work towards a comprehensive and collaborative approach to riparian restoration in the Escalante Watershed
- Clarify and facilitate tasks for ERWP to implement the Annual Plan of Work
- Speak on behalf of the ERWP, communicating ERWP progress and milestones
- Assume responsibility for special tasks
- Represent the partner agencies and organizations of ERWP

*Co-chairs:* The Coordinating Committee will appoint two co-chairs to represent the Partnership in staggered 2-year terms. The co-chairs will be members of the Coordinating Committee and ideally represent one governmental and one non-governmental partner. Their primary role is to serve as signatories on the charter and any financial agreements or contracts on behalf of the Partnership with approval from the Coordinating Committee. The co-chairs also coordinate with the facilitator to help craft agendas and facilitate meetings in the absence of a facilitator.

### *Current Members:*

- National Park Service, Glen Canyon National Recreation Area
- Bureau of Land Management, Grand Staircase-Escalante National Monument
- US Forest Service, Dixie National Forest
- Utah Division of Wildlife Resources
- The Nature Conservancy
- Grand Staircase Escalante Partners
- RiversEdge West
- A private landowner representative

### *Member Selection:*

- Representatives of other core partner entities may be added with consensus approval of the Coordinating Committee based on interest, dedication to the ERWP mission, and ability to participate regularly.
- Membership is reviewed annually.

### *Expectations:*

- Guide the partnership by working actively and collaboratively.
- Participate in at least 4 Coordinating Committee meetings and the Annual Retreat each year. If participation becomes difficult, the Coordinating Committee will speak with the member about designating a new representative.
- Hold sensitive and/or proprietary information in confidence.

### *Meetings:*

- 3 virtual and 2 in-person meetings and an in-person Annual Retreat. Additional calls may be organized as needed.
- See schedule of meetings below.

<b>Month</b>	<b>Meeting Type</b>	<b>Special Topic(s)</b>
<i>January</i>	Coordinating Committee Annual Retreat (in person)	<ul style="list-style-type: none"> <li>● Annual Work Plan</li> <li>● Review charter and CC membership</li> <li>● Plan Full Partnership meeting</li> </ul>
<i>February</i>		
<i>March</i>	Full Partnership (in person)	<ul style="list-style-type: none"> <li>● Share Annual Work Plan</li> </ul>
	Coordinating Committee (in person)	<ul style="list-style-type: none"> <li>● Field visit (weather permitting)</li> <li>● Review accomplishments</li> </ul>
<i>April</i>		
<i>May</i>	Coordinating Committee (virtual)	<ul style="list-style-type: none"> <li>● Budget review for upcoming fiscal year</li> </ul>
<i>June</i>		
<i>July</i>	Coordinating Committee (virtual)	<ul style="list-style-type: none"> <li>● Contract review (facilitation, GIS, etc.)</li> </ul>
<i>August</i>		
<i>September</i>	Coordinating Committee (virtual)	<ul style="list-style-type: none"> <li>● Plan Full Partnership meeting</li> </ul>
<i>October</i>		
<i>November</i>	Full Partnership (in person)	<ul style="list-style-type: none"> <li>● Report on Annual Work Plan progress</li> <li>● Field visit (weather permitting)</li> </ul>
	Coordinating Committee (in person)	<ul style="list-style-type: none"> <li>● Plan Annual Retreat</li> </ul>
<i>December</i>		

## **Standing Committees**

*Purpose:* Convene partners to collaborate on priority topics and focused projects to further the mission of the ERWP.

*Formation:* Committees can be formed and dissolved as needed by the Coordinating Committee.

*Leadership:*

- Standing Committees are self-managing and report project work to the Coordinating Committee and Full Partnership on a semi-annual basis.
- Each Committee is led by two co-coordinators, one of which must be a member of the Coordinating Committee.

*Current Committees and Co-coordinators:*

- Riparian Restoration – *Grand Staircase Escalante Partners & Conservation Legacy*
- Upland Restoration – *Dixie National Forest*
- Native Fish and Wildlife – *Utah Division of Wildlife Resources*
- Springs – *Springs Stewardship Institute & National Park Service*
- Stewardship & Community Engagement – *Grand Staircase Escalante Partners*
- Climate Change – *Grand Staircase Escalante Partners & private landowner*

## Facilitation

The ERWP is facilitated by a third-party professional facilitator in order to ensure neutrality and bring collaboration expertise to the partnership. The ERWP facilitator is expected to move the partnership efficiently toward outcomes and provide the space for all partners to have an equal voice.

### *Roles:*

- Agenda development
  - Set workable agendas for the Full Partnership and Coordinating Committee meetings with support and feedback from the Coordinating Committee
- Facilitation
  - Facilitate Full Partnership and Coordinating Committee meetings
  - Facilitate and support Standing Committee meetings as requested by Coordinating Committee
  - Ensure that meeting agendas are followed, discussion items are brought to decision as needed, and enforce ground rules as necessary to maintain constructive conversation
- Work plan
  - Work with Coordinating Committee to establish annual goals
- Communication
  - Draft meeting summaries that capture the meeting highlights including list of participants, record of critical events, assignments, decisions, etc.
  - Share draft meeting summaries with Coordinating Committee for review (within 2 weeks following the meeting) before distribution and posting of the corrected summaries
  - Follow up with partners between meetings to track action item implementation, as requested by Coordinating Committee
- Administration
  - Maintain the website
  - Conduct public outreach including an annual newsletter, with additional outreach tasks as requested by Coordinating Committee

## Conflict of Interest

ERWP seeks to avoid conflicts of interests and be perceived as fair by all partners. For-profit businesses may participate as official partners. With approval, businesses may also join the Coordinating Committee in an advisory capacity, but only when providing services free-of-charge to avoid a conflict of interest.

## Decision-Making

ERWP decisions will be made with input, guidance, and support of ERWP members.

*Coordinating Committee decisions:* Decisions that affect the full Partnership will be made by consensus of the Coordinating Committee, with input from the full partnership and relevant committees.

*Committee decisions:* Committee level decisions - goals, action plans, funding, partner roles, etc. - will be made by consensus of active members of the committee and shared with the Coordinating Committee. The co-coordinators will provide updates to the full Partnership during meetings.

*Full Partnership decisions:* The full partnership will be consulted about all important ERWP decisions and provide guidance to the Coordinating Committee in their consensus-based deliberations.

*Individual Partner decisions:* ERWP members retain their own decision authority as appropriate for their respective agency/organizational programs.

### **Consensus-based decision making**

ERWP decisions will be made by consensus whenever possible. Consensus has been reached when everyone agrees they can accept whatever is proposed after every effort has been made to meet the interests of all participants. If consensus cannot be reached, points of agreement and disagreement will be noted and the facilitator will work with the Coordinating Committee to determine how best to proceed (e.g., using a fallback decision method, assigning a task group to work on the issue, etc.).

## **Budgeting Process**

Each committee will develop an annual budget for projected work. The ERWP Coordinating Committee's Budget Team will coordinate the overall fundraising process with individual partners also fundraising to address priority actions in the Escalante Watershed. The Coordinating Committee will oversee cost sharing for partnership-wide needs.

### **Partnership-wide cost sharing**

*ERWP Facilitation/Coordination:* The Coordinating Committee will be responsible for covering costs for ERWP facilitation using a shared funding model where core partners cost share through annual contributions and/or grant funds. The third-party facilitator will directly invoice each partner agreeing to contribute funds annually, and provide quarterly financial reports to the Coordinating Committee.

*Data/GIS services and other needs:* For other partnership-wide services, such as GIS, the Coordinating Committee will be responsible for covering costs with help from relevant committees.

### **Committee and partner funding**

- Committees develop their own annual work plans and budgets and share with the Budget Team to include in the consolidated ERWP budget.
- Committee partners, co-coordinators and the Budget Team share responsibility for grant writing, fundraising, and/or cost sharing.
- Each partner is encouraged to continue to secure funds that meet the goals and objectives set forth in the Strategic Plan and subsequent Annual Work Plans and will regularly share

information about their independent efforts with the Budget Team to ensure strategic and coordinated submission of funding requests, and to assist in identifying potential funding matches.

- Grant proposals submitted by partners on behalf of ERWP must benefit the ongoing work of the Partnership and be reviewed and supported by the Budget Team.

## **Behavioral Norms**

In order to facilitate an open and collaborative discussion, ERWP members will follow these behavioral norms:

- Only one person will speak at a time and no one will interrupt when another person is speaking.
- Each person will express his or her own views and/or those of their constituents or organization, rather than speaking for others at the table.
- No one will make personal attacks or issue statements blaming others for specific actions or outcomes.
- Each person has an equal right to speak and be heard.
- Members will speak briefly and clearly and avoid grandstanding and digressions.
- Side conversations are unacceptable, as they prevent others from participating fully in group discussions. Side conversations can be held before or after the meeting, or during breaks.
- Meetings will begin and end on time, unless there is group consensus to continue discussion past the agreed-upon ending time.
- If an ERWP member cannot attend a regularly scheduled full partnership meeting, they will try to send an alternate or provide relevant information before the meeting via email. Partnership decisions made during a member's absence will not be revisited.

## **Amending the Charter**

This Charter can be amended as needed by consensus agreement of the Coordinating Committee.