**Chesapeake Bay Program**

**Enhance Partnering, Leadership and Management Goal Implementation Team**

**2024 DRAFT Work Plan**

**Mission Statement:** The Enhance Partnering, Leadership, and Management Goal Implementation Team assists in continuously improving the operations of the Chesapeake Bay Program partnership by providing guidance on governance and accountability; ensuring that adaptive management practices are in place and implemented; engaging, developing, and supporting local leaders; and advancing the efficient and transparent use of financial resources.

**Comments from the Workgroup:**

**Vision Statement:** To provide an innovative strategic framework necessary for the Chesapeake Bay Program partnership to be the watershed restoration leader by achieving the goals and outcomes of the Chesapeake Watershed Agreement.

**Comments from the Workgroup:**

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| **Work Plan Actions** | | | | |  |
| **Green** - action is moving forward as planned **Yellow** - action has encountered minor obstacles  **Red** - action has not been taken or has encountered a serious barrier No Color - action has been completed | | | | | **Comments from the Workgroup:** |
| **Action #** | **Description** | **Performance Target(s)** | **Responsible Party** | **Expected Timeline** |  |
| **Work Theme #1: Evaluation and Adaptive Management** | | | | |  |
| **1.1** | Strategy Review System | Implement improvements to the SRS Process in response to the Biennial Meeting.   * *List steps planned for follow-through* | SRS Planning Team with input and assistance from GIT 6 Members, Management Board, STAR, STAC, GIT Chairs, Coordinators and Staffers. | Ongoing |  |
| Support Goal Teams and associated workgroups in preparation for, and follow-up from, Quarterly Progress Meetings, through adaptive management points of contact, check-in meetings with the SRS Planning Team, STAR “dry runs,” and by tracking the actions and decisions made by Management Board at Quarterly Progress Meetings. | Ongoing |  |
| **1.2** | Completing the Decision Framework | Discuss with SRS Planning and GIT 6 for ideas on additional activities |  |  |  |
| **1.3** | Independent Evaluator | Required by CBARA. PSC may still act. PSC commented NAS would be appropriate but no $s available at that time. Be at the ready – NAS?   * Look to post-Beyond 2025 for ideas/recommendations for program evaluation |  |  |  |
| **Work Theme #2: Enhancing/Improving the Partnership’s Functionality** | | | | |  |
| **2.1** | CBP Organizational Analysis (item “On Hold” pending input and approval by CBP Director). | Develop a draft “best practices” guide for checking the health of an organizational entity.   * Self-evaluation | TBD | TBD (check on with GIT) |  |
| Revise Culture of Trust Data Collection and Communication Plan to reflect comments and feedback received. Add these actions in the 2023 Workplan:   * **GIT 6 Coordinator** will contact **STAC Coordinator** about getting a few social scientists to review the Plan and distribute the survey. ***Complete*** * Revise Data Collection and Communication Plan ***Complete*** * STAC invited review ***Complete*** * After Plan is revised, brief Management Board Chair and present to Management Board for approval * Distribute survey via CBP SurveyMonkey account and implement the data collection plan. * Anticipate questions like: How did you decide on “trust” as a measure that we wanted to start with? What happens when you get the results? What can partners expect as follow-ups? * Add a response section to the survey | Greg Allen and GIT 6 Staffer | TBD |  |
| **2.2** | Local Leadership Workgroup | Continual completion of activities listed in the Local Leadership logic and action plan. | Local Leadership Workgroup leadership and members | Ongoing |  |
| Provide quarterly updates to GIT 6. | Local Leadership Workgroup leadership | Ongoing |  |
| **2.3** | Budget & Finance Workgroup | Draft and implement 2023 work plan. | Budget & Finance Workgroup leadership and members | Initial draft workplan in need of update |  |
| Provide quarterly updates to GIT 6. | Budget & Finance Workgroup leadership | Ongoing |  |
| **Work Theme #3: GIT 6 Administration** | | | | |  |
| **3.1** | Governance Document | Finalizing and publishing the next version in Fall 2022. | Governance Document Action Team | Complete |  |
| Maintain running log of suggested edits to current Governance Document. | GIT 6 Staffer | Ongoing |  |
| Continue to address the issues on the log of edits for possible 2023 revision. | Governance Document Action Team | Ongoing |  |
| **3.2** | GIT 6 Membership | * Reconcile current membership criteria with DEIJ Action Plan. * Present update of criteria and list to GIT 6 at the Spring 2023 Quarterly Meeting. | Greg Allen and GIT 6 Staffer | Ongoing |  |

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| **DEIJ Implementation Plan: GIT6 Lead** | | | | | | |
| **Description** | **Lead** | **Support** | **Timeframe** | **Status (Y, P, N)** | **Resources, Tools, Notes** | **Expected Timeline** |
| Explore using the SRS to establish process for incorporating language based on DEIJ Statement into the Management Strategies. | SRS Team, **GIT 6,** Diversity Workgroup | Management Board | Short-term | This recommendation was adapted and included in the Diversity Workgroup logic an action plan. The workgroup wrote they would work with the SRS Team to explore using the SRS process to incorporate this language. However, to date the workgroup has not made any progress on this. Following language added to the SRS Narrative Analysis: "What steps are you taking, or do you recommend, to ensure your actions and work will be equitably distributed and focused in geographic areas and communities that have  been underserved in the past?" | Note: Work with SRS Team to explore building criteria, questions, factors, etc. into the SRS process that could help guide Goal Implementation Teams and  Workgroups as they assess Management  Strategies and develop Logic and Action Plans. Note: Consider providing examples of language based on DEIJ Statement (Action 1.1) for incorporation in all Management  Strategies. Note: Management Board to initiate at quarterly review**.** |  |
| Following the adoption of the DEIJ Statement, update language in the Governance and Management Framework document to include a) explicit diversity goals for each group in their “Leadership and Membership” sections, b) language describing the role and impact of DEI and EJ considerations in the “Process for Decision Making” section, c) mechanisms for raising and addressing DEIJ issues, and d) a priority on developing long-term relationships withorganizations run by and primarily serving underrepresented communities (in addition to, and distinct from organizations that engage underrepresented communities but are not led by representatives of these communities.) | **GIT 6** | Management Board, Diversity Workgroup, DEIJ Coordinator | Short-term, Annually | As part of their contract with the CBP, Skeo  Solutions reviewed and provided suggested edits to the Governance Document. The suggested edits were presented to the GIT6 on  December 16th. | Note: Lead is Governance Document Action Team. Note: Where appropriate, include term limits for volunteers and appointees to allow space for new voices. Note: Where appropriate (e.g., Process for Decision Making), establish and clearly outline the criteria for meaningful relationships with underrepresented communities. Refer to the Jemez Principles to inform criteria. |  |
| Following the adoption of the DEIJ Statement, consider updating language in the Advisory Committee by-laws to reflect the values, goals, and commitments articulated in the DEIJ Statement. | Advisory Committees, **GIT 6** | Management Board, DEIJ Coordinator, Diversity Workgroup | Annually |  | Note: Where appropriate, include term limits for volunteers and appointees to allow space for new voices. Consider providing seats within each advisory committees for individuals from underrepresented communities. Review the process by which members are elected to advisory committees Note: Where appropriate, establish and clearly outline the criteria for meaningful relationships with underrepresented communities. Refer to the Jemez Principles. |  |
| Develop a list of documents and guidance where this language could be updated. | **GIT 6**, DEIJ Coordinator | CBPO Grants Team, Grant Making Organizations, Diversity Workgroup | Short-term |  |  |  |
| Develop suggested template language, which can be tailored to each document (may reference the DEIJ Statement). | **GIT 6**, DEIJ Coordinator | CBPO Grants Team, Grant Making Organizations, Diversity Workgroup | Short-term |  |  |  |
| Evaluate language annually for any changes needed based on lessons learned. | **GIT 6**, DEIJ Coordinator | CBPO Grants Team, Grant Making Organizations, Diversity Workgroup | Annually |  |  |  |
| Identify specific decision-points and other milestones within the GIT workplans and other governance and management processes where underrepresented groups can influence the development and implementation of the Chesapeake Bay Watershed Agreement. | **GIT 6**, SRS Team, Management Board | Goal Implementation Teams, Workgroups, Advisory Committees | Short-term |  | Note: Review SRS process and consider where engagement with underrepresented groups could be formalized into the SRS. |  |
| Review and update SRS process documentation (i.e., Narrative Analysis, Logic and Action Plan, and Plan Presentation) and/or develop an evaluation template for GITs to use during the next workplan update cycle to (1) explicitly consider the equitable distribution of benefits and improvements and (2) to explicitly consider the reduction of disproportionate adverse environmental impacts. | SRS Team, **GIT 6**, Management Board | Diversity Workgroup, DEIJ Coordinator | Short-term | Following language added to the SRS Narrative Analysis: "What steps are you taking, or do you recommend, to ensure your actions and work will be equitably distributed and focused in geographic areas and communities that have been underserved in the past?" As part of their contract with the CBP, Skeo Solutions has developed a template for incorporating DEIJ considerations into GIT workplans. This template, however, was not specifically created to evaluate the eight priority outcomes identified by the Diversity Workgroup in 2015. Instead it is broader and applicable to all outcomes. | Tool: Diversity Workgroup "Cultural Audit" tool. Research and tools developed under Action 3.2.b., including the Chesapeake Bay Environmental Justice and Equity Dashboard. Note: To extent possible, seek input on template (if created) from communities of color and other underrepresented groups.  Need to consider jurisdiction regs, policies, programs for this to have impact. |  |