



Chesapeake Bay Program
Science. Restoration. Partnership.

June 12, 2025

GIT: 6 Beyond 2025 Phase II Structure and Governance

Management Board Update

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Feedback from May 7-8 Management Board Retreat

- ✓ Implement meeting best practices / logistics now.
- ✓ Begin geographic program reviews.
- ✓ Identify critical skillsets and expertise needed for top five priorities and bring to MB on June 12.
- MB will prioritize organizational structure conversation at July 10 meeting.

Feedback from May 23 PSC Meeting

- GIT 6 continues work on **1) meeting best practices, 2) geographic program reviews, and 3) skillsets needed** for addressing top structure and governance priorities, as directed by the PSC.
- **Support for** rapid assessment approach for **geographic program reviews.**
- **GIT 6 move forward with implementing meeting best practices,** with recognition that not all changes will require PSC approval.
 - Share list of completed actions and proposed best practices for implementation to the PSC at June 27 meeting.

Meeting Best Practices to Implement Now

Practice	Result
Define roles and responsibilities of chairs, coordinators, staffers, interested parties, and voting/non-voting members <i>in the context of meetings</i>	<ul style="list-style-type: none">• Clear definitions of leadership roles, decision-making authority, and required logistics for meetings• Consistent representation and expectations for participation
Establish list of common ground rules	<ul style="list-style-type: none">• Respectful meeting culture and collaborative environment• Varied viewpoints are valued and considered• Relationships built on trust and willingness to find solutions
Consider effective meeting size for purpose and delegate attendance; participants reflect expertise needed for discussion	<ul style="list-style-type: none">• Meetings are run efficiently with strategic purpose; task-driven• Avoids meeting fatigue and resolves schedule conflicts
Standardize agendas and meeting documentation using Management Board format	<ul style="list-style-type: none">• Clear meeting objectives, roles, key takeaways, actions, decisions, and deadlines• Enhanced accountability and consistency

Meeting Best Practices to Implement Now

Practice	Result
Utilize <u>CBP Meetings Calendar</u> to provide advance notice (1-2 weeks) and post relevant materials <ul style="list-style-type: none">Meeting summaries/minutes posted within one week	<ul style="list-style-type: none">Builds searchable archive for primary materialsParticipants are prepared prior to meetingEnsures appropriate parties present for decision-makingTransparency in meeting topics and accountability for outputs
Update group page information and core membership lists on <u>CBP website</u> every 6 months, if needed.	<ul style="list-style-type: none">Serves as core email distribution list and provides accurate contact infoAppropriate representation in membership
Suggest common meeting and file sharing platforms and engagement tools	<ul style="list-style-type: none">Microsoft Teams and Zoom used for hosting meetingsMicrosoft Teams/SharePoint and Google Drive used for file sharing and editingEnhanced engagement during meetings and collaboration between meetings
Utilize <u>CBP Accessibility Best Practices</u> for meeting materials, facilitation, and communication	<ul style="list-style-type: none">Adherence to program guidelines for accessibilityAccommodations to ensure comprehensive participation

Future Deliverable for Best Practices

- Appendix in CBP Governance Document with key practices and standards to support groups at all levels of organizational structure
 - PSC supported
 - Informed by Staffer Feedback Document, CBP Governance Document, and external resources

Geographic Program Reviews

- **Objective:** Review other geographic programs to gain insights for developing Scope(s) of Work.
- **Approach:** Rapid assessment with 5-6 related regional partnerships.
Example questions include:
 1. How was the Program formally established? (e.g., statutes)
 2. Organizational structure? What guides the Program?
 3. Funding mechanisms; deployment and prioritization of resources?
 4. How are you measuring success?
 5. Lessons learned?
 6. Tribal engagement?

Geographic Program Reviews

1. Informational discussions and comparative exercise in June.

- Individuals set up meetings with identified partnerships.
- Review Program materials (e.g., strategic plan, org chart).
- Discuss issues of interest; inform of CBP approach and seek feedback.

Programs: Puget Sound Partnership, San Francisco Estuary Partnership, Long Island Sound Study, International Joint Commission (Great Lakes), Great Lakes Restoration Initiative, Delaware Center for the Inland Bays, Gulf Coast Ecosystem Restoration Council

2. Informational small group discussion(s) with Partnerships' external stakeholders, if desired.

Process for Developing Top Five Priorities

Steps:

1. GIT 6 formed three small teams to brainstorm structure, governance, and process issues.
2. Categorized and ranked issues.
3. Developed one-pager with top five priorities for MB and PSC.
4. Compiled list of skillsets needed for developing scopes of work for priorities.

Resources Used:

- CBP Governance and Management Framework
- ERG Evaluation Report
- STAC CCSR Report
- CBP Logic Model
- Beyond 2025 Steering Committee Report

Products: Key Issues Log, Top Priorities One-pager

Priority: Strengthening communication, engagement and integration across the Program to build trust, align goals, and enhance coordination among program units

- **Potential Lead:** Strategic Engagement Team
- **Experience Needed:** communications strategy, network management, facilitation, cultural competence

Priority: Establishing a logical framework and governance structure to produce results that align with the goals and outcomes of the Chesapeake Bay Watershed Agreement

- **Potential Lead:** Management Board w/ input from STAC and STAR
- **Experience Needed:** theory of change, science policy integration, resource planning, governance design, monitoring and evaluation

Priority: Clarifying membership roles, responsibilities, and definitions of Chesapeake Bay Program groups to strengthen accountability and adaptability

- **Potential Lead:** Management Board, Signatories
- **Experience Needed:** network science, organizational design, facilitation, accountability framework development, decision-making

Priority: Refining decision-making processes to ensure broad representation, agile science-based decision making, and integrative participatory practices

- **Potential Lead:** Management Board w/ input from STAC
- **Experience Needed:** collaborative governance, consensus-building, process design, science policy integration, conflict resolution, participatory practices, decision-making

Priority: Revising the Strategy Review System to ensure regular assessment, adaptability in tactics and goals, and clear alignment of actions and responsibilities

- **Potential Lead:** Management Board w/ input from SRS Workgroup and GIT Chairs
- **Experience Needed:** strategic planning, adaptive management, program performance, data analysis, systems thinking, communications

Seeking support or guidance for the proposed next steps:

1. GIT 6 will share draft appendix for meeting best practices to MB and PSC. Listed practices can be implemented now.
2. Small group will continue planned discussions for geographic program reviews through end of June.
 - Provide update at June 27 PSC meeting.
 - Provide update at July 10 Management Board meeting.
3. Next steps for structure and governance issues...