DESERT MANAGERS GROUP

CHARTER

May 2005

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Introduction

The California Deserts are vast, seemingly harsh yet fragile lands within a day's drive of 40 million people. Approximately 80 percent of the desert, or 20 million acres, is publicly owned and includes two national parks, one national preserve, six military bases, 72 wilderness areas, parts of five national forests, 8 counties, 37 federally recognized Native American Indian tribes, 10 state parks and the California Desert Conservation Area managed by the Bureau of Land Management. Conflicting demands for use of California desert lands make it imperative for governmental agencies to work cooperatively in support of agency missions, protection of desert resources, and public use. The Desert Managers Group (DMG) was established as the forum for government agencies to address and discuss issues of common concern. Through cooperative management each agency achieves greater operational efficiency, enhances resource conservation, and more effectively serves the public.

Vision Statement

To work together to conserve and enhance the California Deserts for current and future generations.

Mission Statement

The mission of the California Desert Managers Group is to:

A. Develop coordinated and complimentary management guidelines, practices, and programs.

B. Coordinate and integrate efforts in the California deserts to:
   1. Conserve and restore desert resources
   2. Provide high quality recreation, public education, and visitor services
   3. Provide for safety of desert users

C. Develop and integrate the databases and scientific studies needed for effective resource management and planning.

D. Promote compatibility in the application of each agency's mission.

Governing Principles for the DMG

The DMG operates under the following principles:

A. Participation in the DMG does not diminish an agency's autonomy or authority to conduct/accomplish their mission.

B. Agencies participating in the DMG will work to create opportunities and develop partnerships to effectively and efficiently manage resources.

C. Participating agencies recognize the diverse uses of the California deserts and their responsibility to the American people for being good stewards of desert resources.

D. Participants in the DMG agree to make decisions by consensus. Consensus for the DMG is defined to mean a proposed solution or decision that participants can support or live with.

E. Participating agencies recognize their responsibility to keep the public informed and provide opportunities for comment on DMG activities and initiatives.

F. DMG activities will be consistent with and/or designed to provide for the coordinated implementation of agency resource management plans (e.g., National Park Service General Management Plans; Bureau of Land Management Resource Management Plans; Department of Defense Integrated Natural Resource Plans).

Geographic Scope

The geographic scope of the DMG is the Mojave Desert and Colorado Desert ecoregions within the state of California (Figure 1). The DMG will coordinate its activities with affected/interested parties throughout the Mojave and Colorado deserts and surrounding areas to provide a consistent ecosystem approach.

Membership

The DMG is comprised of managers from agencies with land, management, or regulatory responsibilities in the California Deserts, and the U.S. Geological Survey, which serves in a scientific support role to the manager. Current members of the DMG include:

Department of the Interior

- Bureau of Land Management
- Fish and Wildlife Service
- National Park Service
- Geological Survey

State of California

- Department of Fish and Game
- Department of Parks and Recreation
- Department of Transportation

Department of Defense

- Naval Air Weapons Station, China Lake
- Edwards Air Force Base
- National Training Center, Fort Irwin
- Marine Corps Air Ground Combat Center, Twentynine Palms
- Marine Corps Logistics Base, Barstow

- Marine Corps Air Station, Yuma

Department of Agriculture—U.S Forest Service
- San Bernardino National Forest

County Governments
- Imperial County
- Kern County
- San Bernardino County

Additional members may be added to the DMG based on the consensus of the group. Federal, State, local, and tribal government agencies that are not members of the DMG may serve as members of the DMG Work Groups, subject to approval of the DMG. The DMG will promote and facilitate constructive public and stakeholder involvement in the DMG process. Current Stakeholder Involvement guidelines are contained in Annex 8.

DMG Organization

The DMG consists of a body of Desert Managers, interagency work groups, and a small coordination staff (Figure 2).

Desert Managers

This Charter establishes a body of Desert Managers to carry out the vision and mission of the DMG. Members include managers with direct authority, on behalf of their agency, for land management, resource conservation, and scientific investigations in the California Deserts. Members are listed in Annex 1. The DMG Coordinators will chair DMG meetings. However, the Manager(s) hosting the meeting will serve as Honorary Chair for that meeting and will be actively involved in planning and running the meeting in coordination with the DMG Coordinators.

Specific responsibilities of the Desert Managers include:

A. Identify opportunities for innovative and cooperative management of California desert resources;

B. Establish and review annually: cooperative goals, objectives, and a five year plan;

C. Coordinate agency budgets to implement the five-year plan;

D. Promote public, agency, and Congressional awareness and support for the DMG and its initiatives;

E. Develop and issue appropriate agency guidance to implement DMG goals, objectives, plans, and initiatives;

F. Within the scope of their authority, manage resources in accordance with decisions, principles, goals, and objectives of the DMG;

G. As needed, establish interagency work groups/ad hoc committees to implement DMG goals, objectives, plans, and initiatives. Current work groups and their mission/duties are described in Annexes. 4-7.

H. Provide clear and timely direction to allow coordinators/work groups/ad hoc committees to accomplish their tasks and responsibilities;

I. Provide sufficient staff support, expertise, and resources to allow coordinators/work groups/ad hoc committees to accomplish their tasks and responsibilities;

J. Evaluate progress and effectiveness of DMG initiatives and the activities of interagency work groups/ad hoc committees and coordinators; and

K. Facilitate resolution of significant conflicts and issues among the participants and develop consistent direction on desert-wide issues within and between participating agencies.

Coordinators

The Department of the Interior and the Department of Defense will each appoint a DMG Coordinator who will provide staff support to the DMG and coordinate its agencies' involvement in the DMG. Specific duties and responsibilities are listed in Annex 2. In addition, DMG agencies may hire or designate staff to coordinate specific programs or activities on behalf of the DMG. Current DMG Program Coordinators are identified in Figure 2. General responsibilities of the Program Coordinators are identified in Annex 3.

Interagency Executive Coordination Process

This Charter establishes an Executive Coordination Process to provide for coordination with and guidance from agency executives. The DMG will periodically hold a meeting of the Desert Managers and the following agency executives:

A. Bureau of Land Management - California State Director

B. Fish and Wildlife Service - California/Nevada Operations Manager

C. Geological Survey - Western Regional Director

D. National Park Service – Pacific West Regional Director

E. Forest Service – Regional Forester, Pacific Southwest Region

F. Military Installations
   - Commanding Officer, Naval Air Weapons Station, China Lake
   - Commander, Air Force Flight Test Center, Edwards Air Force Base
   - Commander, National Training Center, Fort Irwin
   - Commanding General, Marine Corps Air Ground Combat Center, Twentynine Palms
   - Commanding Officer, Marine Corps Logistics Base, Barstow
   - Commanding Officer, Marine Corps Air Station, Yuma, AZ

G. State of California - Secretary, State Resources Agency

H. County Governments – Chairperson, of the Board of Supervisors (participating counties)

The purpose of the meeting is to:

A. Provide policy direction and support in achieving DMG goals and objectives;

B. Review and approve DMG goals, objectives, five year plan, and associated budget initiatives;

C. Review, approve, and seek agency and Congressional support for the DMG and its initiatives; and

D. Resolve issues and/or impasses raised by the Desert Managers.

Figure 1. Geographic Scope of the Desert Managers Group

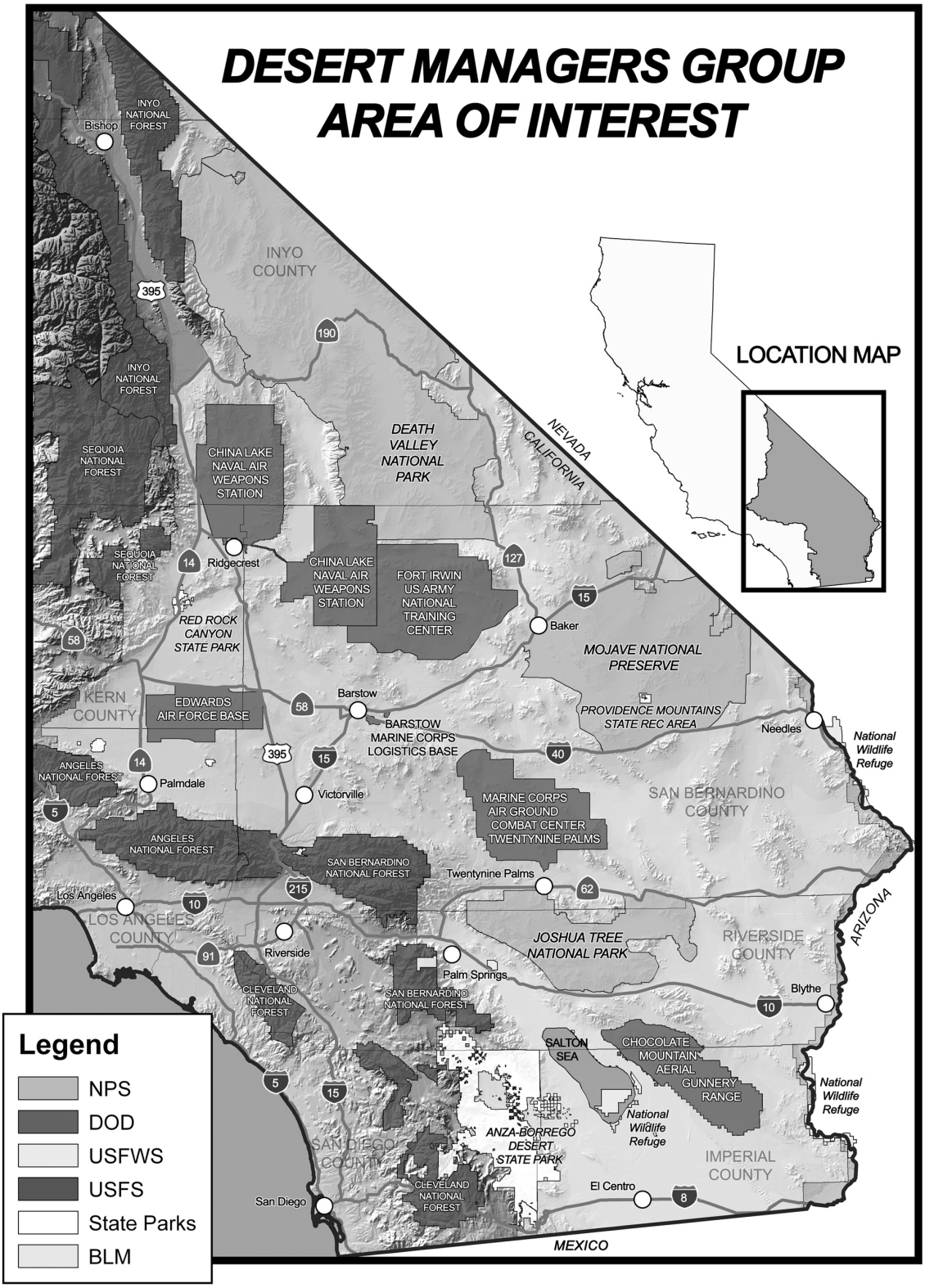
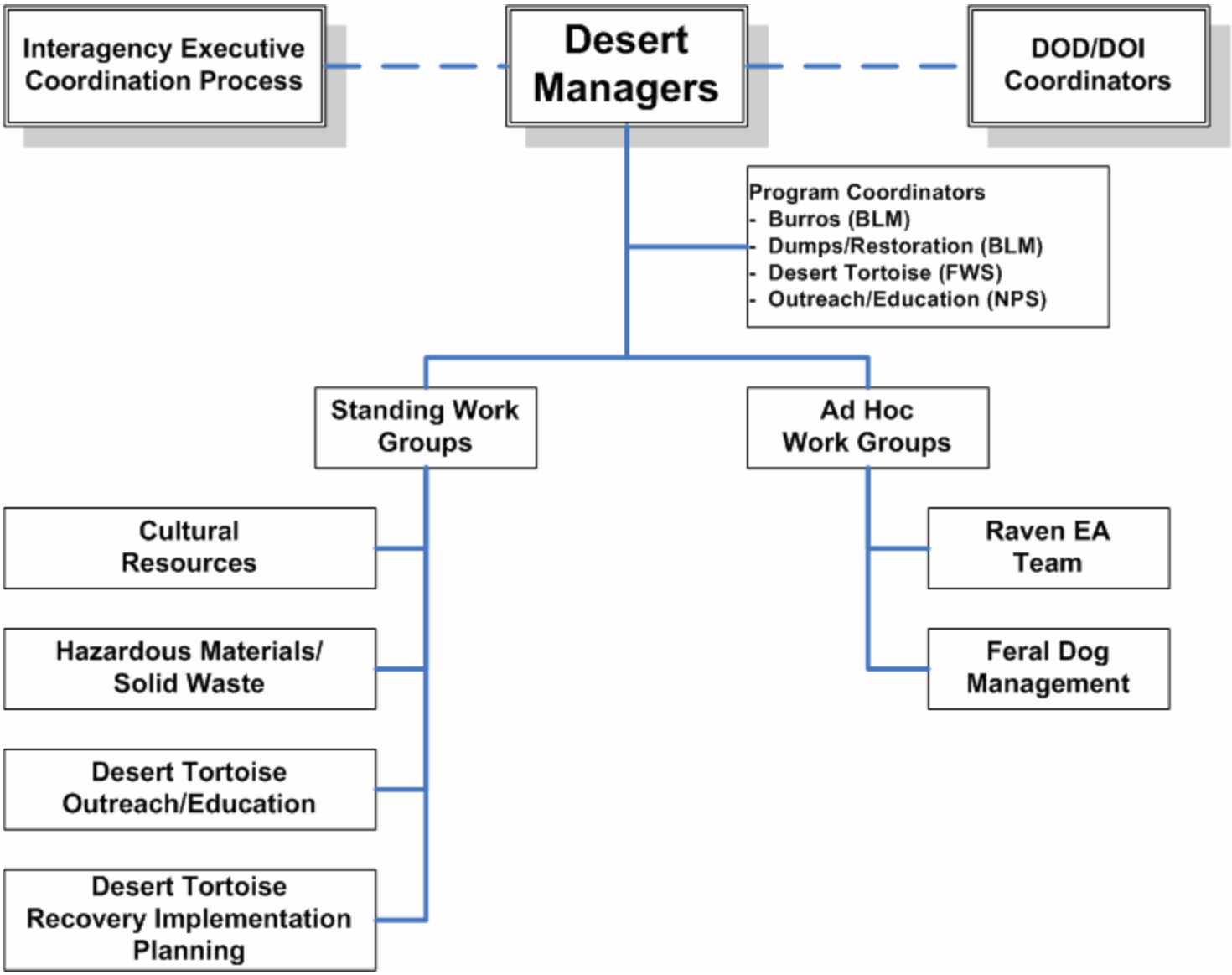


Figure 2. DMG Organization



Annex 1. Members of the DMG

Department of the Interior

- Bureau of Land Management
  - California Desert District Manager
  - Field Manager, Palm Springs
  - Field Manager, Needles
  - Field Manager, El Centro
  - Field Manager, Ridgecrest
  - Field Manager, Barstow
- Fish and Wildlife Service
  - Field Supervisor, Ventura
  - Field Supervisor, Carlsbad
- National Park Service
  - Superintendent, Death Valley National Park
  - Superintendent, Joshua Tree National Park
  - Superintendent, Mojave National Preserve
- Geological Survey
  - Regional Geologist

State of California

- Department of Fish and Game
  - Regional Manager
- Department of Parks and Recreation
  - Superintendent, Colorado Desert State Parks
  - Superintendent, Mojave Desert State Parks
- Department of Transportation
  - Senior Environmental Planner

Department of Defense

- Command Representative, Naval Air Weapons Station, China Lake
- Installation Commander, Edwards Air Force Base
- Installation Commander, Fort Irwin
- Commanding General, Marine Corps Air Ground Combat Center, Twentynine Palms
- Environmental Director, Marine Corps Logistics Base, Barstow
- Environmental Director, Marine Corps Air Station, Yuma, AZ

Department of Agriculture

- Forest Supervisor, San Bernardino National Forest

County Governments

- Imperial County, Member of the Board of Supervisors
- Kern County, Member of the Board of Supervisors
- San Bernardino, Member of the Board of Supervisors

Annex 2. Department of Defense and Department of the Interior DMG Coordinators' Duties and Responsibilities

A. Provide advice and assistance to managers on specified matters.

B. Provide administrative services and support for Desert Managers Group meetings:

1. make meeting arrangements
2. develop meeting agenda
3. distribute pre-meeting briefing materials
4. facilitate meeting conduct
5. prepare and distribute meeting summaries

C. Facilitate interagency coordination/communication.

D. Ensure lines of communication are maintained with all DMG elements, agencies, offices, and organizations associated with the DMG.

E. Develop/revise DMG goals, objectives, work plans, and budget requests for review and approval by the Desert Managers.

G. Review topics and materials prior to submittal to the full group of managers.

H. Draft, review, and endorse correspondence on behalf of the DMG.

I. Monitor agency progress on implementing DMG activities and work to ensure that agency commitments and responsibilities are met in a coordinated manner.

J. Serve as spokespersons for the DMG.

K. Support and assist ad hoc groups and standing work groups in the accomplishment of their objectives.

L. Pursue funding sources to accomplish DMG goals and objectives in coordination with Managers and agency executives.

M. Interface/coordinate with Department of the Interior and Department of Defense offices.

Annex 3. General Duties and Responsibilities of DMG Program Coordinators

Experience has shown that dedicated staff support is needed to effectively facilitate and coordinate the day-to-day implementation of projects or activities related to complex DMG goals (e.g., burro management, desert tortoise recovery, habitat restoration, etc.). Accordingly DMG agencies may hire or designate staff to coordinate specific programs or activities on behalf of the DMG. General Program Coordinator responsibilities include:

1. Provide overall leadership and coordination to achieve DMG goals/projects within their specific area of expertise.

2. Develop and oversee implementation of work plans approved by the DMG. Serves as the subject matter expert, providing guidance and assistance upon DMG and/or DMG partner request.

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3. Work to ensure that current scientific information and data are made available to land managers in a timely and efficient manner.

4. Provide staff support to the DMG and appropriate DMG work groups.

5. Regularly keep the DMG and DMG work groups apprised of program status.

6. Prepare annual and project completion reports for program area for review by the DMG.

7. Facilitate the development of the DMG's 5 year plan that describes and prioritizes actions. Develop annual work plans for review and approval by the DMG. Once approved, coordinate, manage, and/or complete work plan activities.

8. Pursue funding sources to accomplish DMG goals and objectives in coordination with Managers and agency executives.

Annex 4. Charter, Paleontology and Cultural Resource Interagency Work Group

PURPOSE and BACKGROUND: The non-renewable paleontological and cultural resources of the California Deserts are key components of a unique bioregional ecosystem. They constitute a physical, written, and oral record of past events and evolving biological and cultural adaptive strategies by humans. Because they are embedded in a natural environment, proper management and protection of these fragile resources requires integrated, holistic approaches.

MISSION

A. Establish interactive resource inventories to guide management and research objectives.

B. Provide recommendations and strategies for continued research of desert cultural resources.

C. Develop creative strategies for enhancing awareness of the sensitivity and desert wide values to paleontological and cultural resources.

D. Coordinate the development and implementation of guidelines and agreements that ensure compliance with federal and state mandated actions.

E. Promote the integrated management of both cultural and natural resources of the California deserts.

DUTIES and RESPONSIBILITIES

A. Brief the DMG on the Work Group's activities.

B. Coordinate with other DMG interagency work groups as appropriate to carry out their missions.

C. Develop annual work plan and budget for work group activities. Submission to DMG not later than July 1 for upcoming FY.

D. Assist in developing annual work plans and associated budgets by reviewing proposals to implement DMG initiatives.

E. As requested by the DMG, provide technical review of activities, projects, work plans, final reports, and major products. Evaluate the effectiveness of these activities and report results to the DMG.

F. Assist in developing, implementing, and evaluating outreach programs for DMG efforts.

G. Annually review and recommend for approval to the DMG updates to the DMG five year plan.

Annex 5. Charter, Hazardous Materials Interagency Work Group

PURPOSE and BACKGROUND: The Desert Managers Group (DMG) Hazardous Materials Interagency Work Group serves as technical advisors to the DMG on hazardous materials/hazardous waste issues. As a team, they provide technical information, guidance, and innovative recommendations on hazardous materials and solid wastes in desert areas. Agency personnel may be shared between agencies to effectively utilize scarce resources, extensive experience, and wide breath of technical knowledge. The agency managers retain their current authorities to make decisions and establish policy relating to hazardous materials and solid waste management within their jurisdiction.

MISSION

A. To provide scientific and technical expertise in the fields of hazardous materials and solid waste management needed to support the DMG in its coordinated and integrated ecosystem planning and management efforts.

B. To collaborate and cooperate in the conservation and restoration of desert resources (including biological resources, environmental quality, surface water, ground water, soils, and air quality) and the safety of desert users.

C. To develop cost effective and creative coordinated public outreach programs to encourage the awareness, appreciation, and conservation of desert resources.

D. To develop creative and innovative approaches for making effective and efficient use of public funds and agency resources, crossing agency or department boundaries when necessary.

E. To coordinate with representatives from the regulatory and enforcement community concerning hazardous materials and solid waste issues.

F. To provide technical field support for initiative work associated with hazardous materials and solid waste cleanup/removal activities, and assist with resolution of common environmental problems such as the identification, remediation, restoration, and prevention of illegal dumping activities and environmental crime sites.

DUTIES and RESPONSIBILITIES

A. Brief the DMG on the Work Group's activities.

B. Coordinate with other DMG interagency work groups as appropriate to carry out their missions.

C. Develop annual work plan and budget for work group activities. Submission to DMG not later than July 1 for upcoming FY.

D. Assist in developing annual work plans and associated budgets by reviewing proposals to implement DMG initiatives.

E. As requested by the DMG, provide technical review of activities, projects, work plans, final reports, and major products. Evaluate the effectiveness of these activities and report results to the DMG.

F. Assist in developing, implementing, and evaluating outreach programs for DMG efforts.

G. Provide a forum for discussion and resolution of issues related to their mission.

H. Annually review and recommend for approval to the DMG updates to the DMG five-year plan.

I. Provide and sponsor technical training opportunities for participating agencies.

Annex 6. Charter, Desert Tortoise Recovery Action Planning Work Group

Purpose and Background: The Mojave population of the desert tortoise (*Gopherus agassizii*) was listed as a threatened species under the Endangered Species Act in 1990. In 1994, the Fish and Wildlife Service (FWS) designated critical habitat covering 6.4 million acres of the desert tortoises range. Approximately, 4.8 million acres or 75 percent of the critical habitat occurs in California, primarily on lands administered by the Bureau of Land Management, National Park Service, the Department of Defense, and the State of California. In addition to Federal protection, the desert tortoise is the California State reptile and is listed as a threatened species under the State's Endangered Species Act.

Recovery of the desert tortoise is guided by the Desert Tortoise Recovery Plan (FWS, 1994), which outlines the actions needed to recover the desert tortoise throughout its range. In California, the primary means of achieving the objectives of the Recovery Plan will be through implementation of approved agency land and resource management plans. These plans provide for implementation of a variety of recovery actions identified in the Recovery Plan consistent with each agencies mission and statutory authority. In 2004, the FWS completed a comprehensive scientific review of the Recovery Plan and expects to complete a revision of the 1994 Desert Tortoise Recovery Plan in 2006.

Because of the many political jurisdictions involved with desert tortoise recovery, effective implementation of recovery actions will require unprecedented cooperation and coordination. A cooperative/coordinated effort among land managers will:

1. Accomplish recovery goals that would be unattainable on a local scale;
2. Reduce duplication of effort and increase the efficient use of resources and expertise; and
3. Increase support of the recovery effort by providing consistent information on the status of the tortoise and recovery implementation throughout the California desert;

The Desert Managers Group established the Desert Tortoise Recovery Action Planning Work Group (Work Group) to promote and facilitate a collaborative recovery effort for the desert tortoise among land and resource managers, scientists and partners across jurisdictional boundaries. An initial assignment of the Work Group will be to develop Recovery Action Plans for each recovery unit in California for inclusion in the revised DT Recovery Plan. The Recovery Action Plans (RAP) will identify desert tortoise recovery actions that can/will be carried out in the next 5 years based upon:

1. the best available scientific information,
2. an assessment of threats and population status in each of the recovery units, and
3. a review of the desert tortoise recovery actions included in various agency land management plans.

The RAPs will also address critical information gaps associated with each action, the research needed to fill those gaps, and how the effectiveness of the recovery action will be monitored and evaluated. The work group will utilize the knowledge and expertise of agency resource management specialists and scientists with direct experience in studying and managing the desert tortoise in the California deserts. Over the long term, the Work Group will provide the forum for land and resource management agencies to coordinate implementation of the Recovery Action Plans and to review progress towards recovery and assess the effectiveness of recovery

actions. The Work Group will rely on FWS' DT Science Advisory Committee, data management program and range-wide monitoring effort to ensure recovery actions are based on sound science and implemented using an adaptive management approach.

Mission

Identify, plan, and coordinate implementation of desert tortoise recovery, monitoring and research actions in the California deserts among managers and scientists across jurisdictional boundaries.

Duties and Responsibilities

1. Review various agency land management plans and develop Recovery Action Plans for each recovery unit in California for approval by the DMG. The Recovery Action Plans will be included in the revised Desert Tortoise Recovery Plan by FWS.
2. Plan and coordinate implementation of recovery actions, assess progress related to implementation of approved Recovery Action Plans, and evaluate the effectiveness of recovery actions.
3. Report findings, provide updates, and develop recommendations for consideration by the DMG.

Work Group Participants

- Biologists: DMG agency senior level biologists/resource specialists
- DT Scientists: USGS Science Advisory Committee representative
- Managers: One or two managers to provide management guidance to the work group and provide liaison with the DMG

Staff support

- FWS-DTRO Coordinator
- DOD and DOI DMG Coordinators
- University of Redlands Desert Tortoise Project

Annex 7. Charter, Desert Tortoise Information and Education Work Group

Purpose and Background: Declines in desert tortoise populations are attributed to a number of factors, many of which are directly related to the growth of human population in the desert. For example, predation by common ravens and free roaming/feral dogs on desert tortoise has increased in the desert with increased human populations. In addition, illegal or unauthorized off road vehicle use in the desert, often associated with residential development, is widely regarded as a serious impact to tortoises and tortoise habitat in many areas. People also commonly collect tortoises as pets which directly reduces the number of tortoises in the wild. Pet tortoises may serve as vectors for diseases when they are released back into the wild.

An educated public that appreciates the value of the desert tortoise and understands how human activities and other factors are contributing to its decline is fundamental to a successful recovery effort. Accordingly, the Desert Managers Group developed and approved a multi-faceted desert wide Information and Education Project aimed at increasing public support of and involvement in desert tortoise recovery in California. The Project will develop and disseminate objective, consistent information to the public, stakeholders, and decision makers about the factors responsible for tortoise declines and the actions needed to facilitate tortoise recovery.

In January 2005, the DMG established the Desert Tortoise Information and Education Work Group to help facilitate implementation of the Project in a collaborative manner among land and resource managers, scientists and partners.

Mission

Assist in the development and implementation of an information and education campaign about the desert tortoise to build public support for, and involvement in, its recovery.

Duties and Responsibilities

1. Review and provide recommendations on (a) implementation of the DMG Desert Tortoise Information and Education Project and (b) various products (brochures, education material, etc) developed through the Project
2. Assess public attitude, knowledge and beliefs about desert tortoise and evaluate the effectiveness of DT Information and Education strategies.
3. Assist with the deployment and dissemination of desert tortoise information and education products to identified target audience and markets
4. Report findings, provide updates, and develop recommendations for consideration by the DMG.

Work Group Members

- DMG agency information and education specialists
- DMG agency scientist or desert tortoise biologists
- One or two managers from the DMG

- Partners who support the mission of the Work Group and implementation of the Project

Staff support

- NPS Desert Tortoise Outreach Coordinator
- DOD and DOI DMG Coordinators

Annex 8. Stakeholder Invovlement Guidelines

Purpose and Background: To promote and facilitate constructive stakeholder involvement in the Desert Managers Group (DMG). The primary purpose of the DMG is to provide managers of government agencies working in the California Deserts a forum to share information and discuss and collaborate on issues of common interest. DMG meetings are not part of any legally mandated environmental or administrative hearing process (Federal Advisory Committee Act or Brown Act) that requires public involvement. For the puposes of these guidelines, a "stakeholder" is defined as an officially designated representative or member of a local government, tribe, federal or state agency who is not a member of the DMG, the general public, or a non-governmental organization (NGO).

Guidelines and Procedures

DMG meetings are working interagency staff meetings and are not required to be open to attendance by stakeholders. However, DMG agencies recognize that involving stakeholders will foster support and understanding of the DMG and help meet their agencies' responsibility to keep interested parties informed and provide opportunities for comment on DMG activities and initiatives.

Stakeholder involvement in DMG meetings will be conducted in accordance with the following procedures and guidelines:

1. As a general rule, the first day of the DMG meeting will be open to stakeholders. The second day of the meeting will be restricted to DMG members, agency staff and invited guest speakers. The meeting chair will determine what topics will be presented during open session in consultation with the DOI/DOD Coordinators and other members of the DMG. Exceptions to this general rule may be approved by the meeting chair in consultation with the DOI and DOD Coordinators.

2. Stakeholders will be invited to provide comments at designated times identified on the meeting agenda. Stakeholder comments will generally be limited to 3 minutes unless agreed to otherwise with the meeting organizers prior to the start of the meeting. Stakeholder comments should be relevant to a topic on the agenda or a goal or objective identified in the DMG 5 year plan.

3. Stakeholders who wish to attend a DMG meeting will be required to contact the DOI or DOD Coordinator prior to the meeting. Stakeholders may also suggest topics for discussion on the DMG meeting agenda to the DOI/DOD Coordinators.

4. Notification of DMG meetings will be posted on the DMG Website (www.dmg.gov) at least 30 days prior to the meeting. (Direct notification will not be provided.) Meeting announcements, a calendar of events, the DMG 5 Year Plan, and various reports, etc., will be posted and available to all interested parties through the website. Summaries of DMG meetings will be posted approximately two weeks after each meeting.

5. The goals and activities of the DMG will be identified in the DMG 5 Year Plan. The 5 Year Plan will be updated annually and broadly distributed (including via the website).

6. The DMG may invite certain federal, state, local and tribal government agencies that are not members of the DMG to participate on DMG work groups. Stakeholders who have expertise in the mission of the work group may also attend DMG work group meetings and comment on work group activities. Stakeholders interested in participating in a work group must submit a request to do so in writing to either the DOI or DOD Coordinator for DMG approval.

Additional Public Involvement Opportunities

Stakeholders are encouraged to also participate in:

1. The agency land and resource management planning process related to specific projects or areas of interest;

2. Meetings of the BLM Desert Advisory Council; and

3. Appropriate NEPA and CEQA compliance activities as specified in the guidelines for those processes.

All actions implemented or coordinated by the DMG are subject to appropriate NEPA/CEQA compliance as applicable.

Annex 9. DMG Meeting Management Rules and Procedures

Purpose: To enhance the productivity and effectiveness of Desert Manager Group (DMG) and associated work group meetings.

Meeting Rules

The following rules apply to the operation of the Desert Managers Group and all associated work groups established by and reporting to the DMG.

1. The primary means of communication within the DMG will be via email. Each Group will establish an email list server that allows sharing of information among group members using one email address. Each group participant and interested party is expected to regularly check and read their email.

2. The DOD Coordinator will be responsible for establishing and maintaining the list server for the DMG and work groups.

3. Each Group shall maintain a current list of Group members and interested parties (i.e., anyone who wants to keep apprised of the Group's activities). The DOD and DOI coordinators shall be included on the Interested Parties list. The Chair is responsible for insuring that an accurate and complete list of group participants and interested parties is provided to the DOD coordinator for inclusion in the list server.

4. Paper copies of information shall be mailed or FAXED to those individuals who are not subscribed to the list server (e.g., invited guests).

5. A final agenda with location and time of meeting shall be posted on the list server 2 weeks in advance of the meeting by the chair. Action or decision items will be clearly noted on the agenda.

6. Background information shall be sent to the chair of the Group 14 days in advance of the meeting for distribution by the chair. If it is less than 14-days before the meeting, information shall be sent directly to the group members and interested parties. If background materials are not provided prior to the meeting, the presenter shall provide copies to all meeting attendees.

7. The Chair will develop the meeting agenda in coordination with other group members. Agenda items/issues/topics will be those relevant to the group and presented in way that generates discussion. Group members shall be provided 5 working days to review recommendations/decision items in advance of the meeting. Recommendations/decision items shall be identified in the review materials. Whenever appropriate, alternative courses of action will be described and clear recommendations presented.

8. Presenter's are encouraged to utilize visual aides to enhance the quality of their presentation. Needed audio/visual equipment should be coordinated with the chair at least 7 days before the meeting.
9. Issues discussed at meetings should be brought to closure and conclusions/decisions documented.

10. Meeting summaries shall be prepared according to the following rules:
    a. The meeting summary should objectively and concisely summarize the topics discussed and conclusions/decisions reached (Meeting minutes are not required).
    b. The meeting summary should include a list of action items, the individual or individuals to whom the tasks have been assigned, and the due dates for these tasks.
    c. The meeting summary should include a list of attendees.
    d. Key documents should be referenced and dated.
    e. The summary should be sent out for review within 10 working days of the meeting, and distributed to all Group members and interested parties, meeting participants and the DOD and DOI coordinators. The meeting summary should include notification of the next meeting of the Group (location, date, and tentative agenda)
    f. Any changes to a meeting summary should be discussed and approved at the next meeting of the Group and documented in that meeting summary.