

AZ BLM Conservation Programmatic Agreement

Steering Committee Meeting

March 1, 2018



Objectives

- Identify agency purpose and need for a Programmatic Agreement
- Establish team roles and responsibilities for developing a Programmatic Agreement
- Develop conceptual draft of project charter
- Develop an initial list of activities to be covered by the PA
- Develop initial list of consulting parties
- Identify information needs



AGENDA

- **Welcome, Objectives, and Introductions**
- **Facilities, Safety, and Logistics**
- **Background, Purpose, and Objectives for the Process**
 - US Bureau of Land Management
 - Arizona Association of Conservation Districts
- **Team Roles, Responsibilities, and Meeting Schedule**
 - Monthly Project Management Group
 - Monthly Steering Committee
 - Consulting Party Group
 - Writing Group
- **Programmatic Agreement Process**
 - PA Process and Components
 - List of Undertakings
 - Writing and Review Protocol
- **Communication Protocol**
 - Project Charter
 - Points of Contact and Back-Ups
 - Document Access and Process Record
- ***Break for Lunch: 1 Hour, On Your Own***
- **Working Session: Project Charter**
 - Identify Agency Objectives
 - Identify Communication and Decision Making Protocol
 - Identify Preliminary list of Undertakings
 - Identify Information Needs
- **Next Steps/Action Items**



Meeting Objectives

- ✓ Identify agency purpose and need for a Programmatic Agreement
- ✓ Establish team roles and responsibilities for developing a Programmatic Agreement
- ✓ Develop conceptual draft of project charter
- ✓ Develop an initial list of activities to be covered by the PA
- ✓ Develop initial list of consulting parties
- ✓ Identify information needs



Agency Purpose and Need

- US Bureau of Land Management
- Arizona Association of Conservation Districts



Team Roles and Responsibilities

BLM Conservation Programmatic Agreement

CORE TEAM

Bureau of Land Management, Arizona Association of Conservation Districts,
Galileo Project (facilitator)

STEERING COMMITTEE

Core Team, Federal & State Agencies

CONSULTING PARTIES

Consulting parties in the 106 process (36 CFR 800.2)

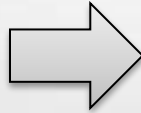
WRITING GROUP

Archaeologists & Others from the Core Team and represented State and Federal
Agencies



PA Project Teams: Overview

CORE TEAM *Meets Monthly*



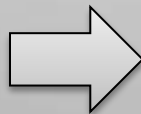
- High-level project planning and decisions
- Project and schedule management
- Information exchange, data needs
- Directs work of the Writing Group

STEERING COMMITTEE *Meets Monthly*



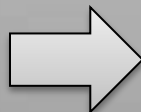
- Project and schedule management
- Regulatory compliance and agency coordination
- Identify and resolve project issues
- Information exchange, data needs, PA reviews
- Advises Core Team on what the PA should include
- Identifies potential Cooperating Agencies
- Directs work for the Writing Group

CONSULTING PARTIES *Meets at Milestones*



- Provide input on the PA process
- Comment on drafts of the PA
- Provide specific data and/or expertise

WRITING GROUP *Meets as Needed*



- Prepare and edit drafts of the programmatic agreement
- Follow Core Team direction on PA content
- Provide feedback to core team on PA progress and needed data



Project Timeline - TBD

Steering Committee Kickoff	March 1, 2018
Draft Charter Review	
Consulting Party Meeting Invites Out	
Finalized Charter	
Consulting Party Meeting	
Writing Group Workshop	
Internal Draft PA review	
Consulting Party PA Review	
Consulting Party PA review meeting	
Comments to Writing Group	
Writing Group Revision workshop	
Comment Response Review Meeting	
Internal Review of Final PA review meeting	
PA sent to Consulting Parties for Signature	
Executed PA	



Programmatic Agreement

- PA Process and Components
- List of Undertakings
- Writing and Review Protocol
 - Internal Drafts
 - Consulting Party Reviews
 - Response to Comments



Communication Protocol

- Project Charter
- Points of Contact and Back-Ups
- Document Access and Process Record
 - Web Sites
 - FTP Sites
 - Process Record





Items for the Project File - If You Do Nothing Else

Forward e-mails for the Decision File to: grace.ellis@galileoaz.com
and blm_conservation_pa@blm.gov

Include attachments referenced in the e-mail.

Include "BLM Conservation PA:" in the subject of the email.

Make sure that meeting notes include date, location, and the full names of attendees, and their affiliations.

Indicate if items you are submitting are Privileged or Confidential.

Submit items for the Decision File on a regular basis.

Keep in mind that other people will see these files, sometimes out of context.

Paper copies of files for the Decision File should be submitted to:

Galileo Project
ATTN: BLM C PA Team
4700 S. McClintock Dr., Suite 100
Tempe, AZ 85282



Working Session: Project Charter

- Identify Agency Objectives
- Identify Communication and Decision Making Protocol
- Identify Preliminary List of Undertakings
- Identify Information Needs

