

## HO-03\_ Work Plan – WorkGroups -(Groupings as Identified under-5-Year-WorkPlan Tasks)

The items/objectives below were drawn from the approved Work Plan to solicit volunteers to serve from among the Steering Committee members or senior staff member from their organizations.

### #1. Programmatic Alignment & Strategic Engagement Work Group

- **Objective 2.5** Identify all key, relevant representatives (individuals and organizations) of regional community of practice, and actively engage and solicit participation in identifying common species/habitat priorities /shared values
- **Objective 3.2** Identify, prioritize, and leverage existing opportunities to address these communities of practices at ongoing meetings and events
- **Objective 3.2** Identify, prioritize and leverage opportunities to communicate to their constituencies and plug into their existing communications channels
- **Objective 3.2** Define how broad and deep our reach needs to be (e.g., engaging county/municipal government and other civil society organizations)
- **Objective 4.1** Provide a strategic assessment that both identifies gaps in existing SC Member goals and actions, and offers the greatest potential return on AppLCC investment
- **Objective 4.2** Define an engagement strategy for each identified opportunity that includes recruitment, expectations, and a formal agreement of cooperation for use with identified entities
- **Objective 4.7** Identify and integrate an ongoing process to help integrate the Steering Committee insights and reflection on organizational commitments to refine the “Who/What/Why” of AppLCC and effectively communicating what we are about
- **Objective 4.7** Design meetings, events, and virtual opportunities that ensure ongoing opportunities for Steering Committee Member sharing and dialogue
- **Objective 4.9** Identify and, through the work and decisions of the SC, actively seek opportunities to align and engage regional water, energy and land use planning entities

## #2. Communications Work Group

- **Objective 3.2** Identify prioritize and leverage opportunities to communicate to their constituencies and plug into their existing communications channels
- **Objective 3.3** Host an Annual Stakeholder Meeting as a listening and feedback session to reach/access the Steering Committee (ongoing) – Steering Committee with Staff support (GS/contractor support)
- **Objective 4.3** Develop and implement a targeted communications campaign that conveys brand awareness of AppLCC as the focal point for Appalachian landscape conservation
- **Objective 4.7** Design specific communication strategy, processes, and tools for improving internal communication within Member organizations
- **Objective 4.7** Develop concise messaging on Steering Committee identified topics for Member’s use with their legislators and key constituents

## #3. Science/Technical Data and Design Issue Work Group

- **Objective 1.2** Assist efforts to assemble each SC member organizations’ existing data protocols, data sharing contracts/agreements, and data sensitivity issues
- **Objective 1.2** Develop a concise and transparent data sharing policy (defining “Whys” and “Hows” of data sharing) and submit to full Steering Committee for approval and adoption
- **Objective 1.5** Facilitate efforts to identify, and access long-term regional monitoring data sets that would also to feed into the Science Centers efforts
- **Objective 2.8** Develop the Charter to guide the “Integrated Planning Team” of landscape-level conservation planners and modeling experts to serve as a standing Advisory Team to support the work of Staff and facilitation of consultation and integration of assessments and recommendations from the various COP

**#4. Financial Oversight Work Group**  
**- [assigned Role of the Executive Sub-Committee]**

- **Objective 4.8** Establish a Finance Committee to monitor, review and make recommendations to the Steering Committee and Members regarding funding for AppLCC and AppLCC Member initiatives
- **Objective 4.8** Establish an annual review of AppLCC SC Member- and related Partner-funding support for Steering Committee consideration
- **Objective 4.8** Establish non-Federal funding mechanism to allow AppLCC (as a partnership organization) to seek and manage outside grants and funds

**#5. Governance Work Group – [transition from ‘Interim’ – review of Charter, Organizational Structure, and Membership Requirements and Representation.]**

- This Work Group helps to fulfill the Interim Governance/Charter which stipulated that Steering Committee and Charter to be finalized within 2-years of the date of adoption of Interim Charter (adopted September 2011.)
- Issues to review and make recommendations to be considered by the full Committee include: 1-agency/1-vote; frequency of calls/meetings; membership and organizational/sectoral representation; decision on absentee members/point-of-contact.