

HO_11 – Goal 4 Work Plan Report Card

Goal 4. Steering Committee Function and Leadership

**FY2014 Annual Steering Committee Meeting
5-Year Work Plan (“Report Card” updated August 2014)**

Notes:

- Several of the identified Tasks actually focus on work towards integration as part of the National LCC Network or Regional Coordination with neighboring LCCs or DOI Climate Science Centers. These Tasks are identified by the notation **[Network]**.

Goal 4: Assess and align conservation goals and actions that reflect the Cooperative Members’ common and shared vision			
Ranking {2.4}	Objective 4.1 -- Ensure LCC planning products are coordinated in consideration of Member goals	Completed	Update
Task 4.1.1	Prepare and update the information that reflects the conservation recommendations derived from Goal 1. [Data] & Goal 2. [Landscape Planning] for prioritization by Steering Committee approval. (ongoing)	(ongoing)	FY14 update: (contributes information towards): [Conservation Planning] RFP
Task 4.1.2	Provide a strategic assessment that both identifies gaps in existing SC Member goals and actions, and offers the greatest potential return on AppLCC investment. (ongoing)		FY14 update: (contributes information towards): [w/ State Adjunct]
Ranking {1.5}	Objective 4.2 -- Manage Cooperative Membership	Completed	Update
Task 4.2.1 +[Network]	Identify strategic linkages and opportunities for Steering Committee representation or engagement.		
Task 4.2.2	Define an engagement strategy for each identified opportunity that includes recruitment, expectations, and a formal agreement of cooperation for use with identified entities.		
Task 4.2.3	Determine most effective means and most appropriate individuals for implementing the strategy [4.2.2].		
Ranking {3.8}	Objective 4.3 -- Be THE FORUM which integrates science and	Completed	Update

	management to achieve landscape-level planning and coordinated conservation delivery		
Task 4.3.1 +[Network]	Facilitate development of landscape-level planning guidelines.		FY14 update (contributes information towards): [Conservation Planning] RFP [Cultural Resources /Human Dimensions] Staff working with NPS and SAMAB partners (Sept SC Workshop)
Task 4.3.2 +[Network]	Integrate and coordinate with other landscape planning entities or initiatives.	<i>(ongoing)</i>	FY13 update (ongoing): [GIS & Planning - Integration] Staff development & delivery of GIS training materials, resources http://applcc.org/gis-planning FY14 update (ongoing): Dedicated “Data” delivery tab & organization of site to map to FWS SHC (Strategic Habitat Conservation) Framework.
Task 4.3.3	Develop and implement a targeted communications campaign that conveys brand awareness of ApplCC as the focal point for Appalachian landscape conservation.		
Ranking {2.2}	Objective 4.4 -- Assist, support and utilize State Wildlife Action Plans (SWAPs) and other planning documents to assist with landscape-level integration	Completed	Update
Task 4.4.1 +[Network]	Appoint a Work Group, drawn from the SC Members, to identify relevant information and opportunities to integrate information from the State Wildlife Action Plans (SWAPs) and other planning document into landscape-level plans, models, and efforts to set conservation targets. [The work of the Work Group may be informed by the guidance provided in “SWAP Best Practices” produced by AFWA.]		FY14 update (contributed towards): [Data Needs] RFP deliverable – Final: Report & State SWAP analyses] FY14: Initiated [w/ State Adjunct. Analysis on Species of Greatest Conservation Need.]
Ranking {2.5}	Objective 4.5 -- Proactively identify threats and develop policies/strategies to get ahead of them	Completed	Update

Task 4.5.1	Carryout ongoing review and refinement of conservation targets and objectives.	<i>(ongoing)</i>	FY14: Initiated [Conservation Planning] RFP
Task 4.5.2	Establish and conduct ongoing threats assessment briefings/communications for Steering Committee Members and key partners to develop proactive AppLCC organizational policies and strategies.		FY13 update (contributes information towards): [Threats Assessment] Initiated in IAA with USFS/Southern Research Center Threats Assessment Center (a) threats and (b) environmental services assessment. FY14 update (ongoing): IAA initiated late in the year
Ranking {3.85}	Objective 4.6 -- Align existing Member conservation investments to maximize AppLCC impact	Completed	Update
Task 4.6.1	Assess ways to more fully align conservation efforts via shared human and other resource capacities contributing toward identified AppLCC priorities and make recommendations to the full Steering Committee.	<i>(ongoing)</i>	FY 13 update (ongoing): Chair’s effort to reinforce this at the April 2013 Workshop “skin in the game” messaging. FY14: (contributes information towards): [w/ State Adjunct. Analysis /info integrated into Sept 2014 Steering Committee Workshop.]
Task 4.6.2	Review recommendations (4.6.1) and take appropriate actions. (ongoing)		
Ranking {3.3}	Objective 4.7 -- Design the mechanism to improve LCC specific in-reach communication to member agencies and organizations	Completed	Update
Task 4.7.1	Design specific communication strategy, processes, and tools for improving internal communication within Member organizations.	<i>(ongoing)</i>	FY13 update (ongoing): Staff began initial discussions with FWS Region-5 SA & EA Communication staff to outline internal strategy, processes, tools for improving internal communication with FWS and other LCC member organizations. FY14 update (ongoing): [Web Support - Expertise database] Worked with Companion

			site partners to integrate (flow information /records) between sites, sent out focused request to key applcc.org partners to help update Professional Profiles (Expertise database functionality/resource).
Task 4.7.2	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.	<i>(ongoing)</i>	
Task 4.7.3	Develop concise messaging on Steering Committee identified topics for Member’s use with their legislators and key constituents.	<i>(ongoing)</i>	FY13 update: (contributes to) Staff develop messaging on “The Cooperative” – About Us - page of our Web Portal.
Task 4.7.4	Design meetings, events, and virtual opportunities that ensure ongoing opportunities for Steering Committee Member sharing and dialogue.	<i>(ongoing)</i>	FY13 update (ongoing): Both Staff and operating funding limitations imposed FY14 update (ongoing): Both Staff and operating funding limitations imposed
Ranking {3.2}	Objective 4.8 -- Sustain and enhance AppLCC and Member organization conservation funding	Completed	Update
Task 4.8.1	Establish an annual review of AppLCC SC Member- and related Partner-funding support for Steering Committee consideration.	<i>(ongoing)</i>	FY13 update (ongoing): Both Staff and operating funding limitations imposed FY14 update (ongoing): Both Staff and operating funding limitations imposed
Task 4.8.2	Establish a Finance Committee to monitor, review and make recommendations to the Steering Committee and Members regarding funding for AppLCC and AppLCC Member initiatives.	<i>(ongoing)</i>	FY13 update (ongoing): April approved Executive Steering Committee members would serve as the Finance Committee. FY14 update (ongoing): FY14 funds received very late and some funds applied to State Adjunct agreement. Review at Full Steering Committee meeting Sept
Task 4.8.3	Establish a fiscal mechanism to allow AppLCC (as a partnership		

	organization) to apply for, and to manage, grants and support from outside Federal sources		
Note: {Aligns w/ Objective 3.2}	Objective 4.9 -- Establish ongoing process for dialogue, engagement, and alignment with regional planning entities	Completed	Update
Task 4.9.1 +[Network]	Through active engagement and participation in National fora, to monitor and align the work and decisions of the AppLCC with National strategy being created for connecting to regional land and water planning entities.	<i>(ongoing)</i>	FY14 update (ongoing): AppLCC Chair serving on (National/International) LCC Council. AppLCC staff and Steering Committee members participated in National LCC Network meeting (Aug) to develop Strategic Plan and Science Agenda.
Task 4.9.2 +[Network]	Identify and, through the work and decisions of the Steering Committee, actively seek opportunities to align and engage regional water, energy and land use planning entities.	<i>(ongoing)</i>	
Note: {Aligns w/ Objective 3.1}	Objective 4.10 -- SC Members provide leadership and guidance to the broader Cooperative and Members to proactively engage communities of practice	Completed	Update
Task 4.10.1	Establish an Steering Committee Work Group to identify and encourage organizational representation and engagement of subject-matter experts (communities of practice) to participate in and assume membership-specific actions/tasks.	<i>(ongoing)</i>	
Task 4.10.2	Provide ongoing guidance toward coordinating efforts to consider key science and issues and initiatives assigned to communities of practice.	<i>(ongoing)</i>	

Details

Task 4.7.3	<p>Develop concise messaging on Steering Committee identified topics for Member’s use with their legislators and key constituents.</p> <ul style="list-style-type: none">• FY13 update: (contributes to) AppLCC Communication staff brought together (virtually) communication coordinators/specialists from around the region, staff helped to develop concise messaging on the identity of the Appalachian LCC for Steering Committee member use. The messages were reviewed and revised by Steering Committee during April Workshop and unanimously approved by members during June 2013 call. Messages were shared with each member and can be found on “The Cooperative” – About Us - page of our Web Portal.
Task 4.8.2	<p>Establish a Finance Committee to monitor, review and make recommendations to the Steering Committee and Members regarding funding for AppLCC and AppLCC Member initiatives.</p> <ul style="list-style-type: none">• FY13 update (ongoing): at the April 2013 meeting it was decided/approved that the elected body (Executive Steering Committee) members would serve as the Finance Committee. Formal review of budget has not happened outside the FY13 RFP budget decision and application of covering FY13 meeting expenses (generally considered Program/1410-related items) covered with carry-over FY12 (Project/1420) funds.• FY14 update (ongoing): FY14 funds received very late and some funds applied to State Adjunct support (i.e., to address limited LCC staffing capacity needs). Review at Full Steering Committee meeting Sept