

## **CBP DEIJ Implementation Plan Performance Tracking and Accountability Framework**

**Introduction:** The DEIJ Action Team presents the following recommendations for a Performance Tracking and Accountability Framework (DEIJ Accountability Framework) to enable implementation of the DEIJ Strategy implementation plan. The DEIJ Accountability Framework sets out a vision for how the Chesapeake Bay Program will track progress towards its DEIJ goals and ensure accountable ownership for implementation throughout the partnership. It describes a review, reporting and update cycle for the plan, the targets and metrics upon which success will be measured, and the roles and expectations for partners.

**Implementation and Tracking Leads:** Entity or entities leading implementation and tracking effort.

**Recommendation:** A DEIJ Coordinator leads implementation and supports partnership wide DEIJ efforts in collaboration with the Diversity Workgroup. The Management Board provides accountability for ensuring that action leads and program entities (e.g., GITs, workgroups) are taking steps to implement pertinent actions and build in activities to advance DEIJ. The Management Board identifies DEIJ “Champions” to help provide oversight and strategic direction. The Diversity Workgroup with support from the DEIJ Coordinator will collect and compile information about DEIJ activities submitted by action leads and program entities.

**Frequency of Reporting:** How often information will be reported and by whom.

**Recommendation:** Goal Implementation Teams (GITs) and Workgroups submit descriptions of DEIJ-related efforts and activities to the Management Board during [Strategy Review System](#) (SRS) Quarterly Progress Meetings. Other program entities that are not part of the SRS, including Advisory Committees, Action Teams, and the Communications Workgroup report on DEIJ-related efforts on an annual basis. The DEIJ Coordinator will provide regular updates on partnership DEIJ activities to the advisory committees. Based on these updates, the Citizens Advisory Committee (CAC) will present the PSC with semi-annual recommendations for advancing DEIJ at the Chesapeake Bay Program and in watershed communities through its mission-related work. Jurisdictions and signatories of the Chesapeake Bay Agreement share their DEIJ activities, outcomes, and needs to the Management Board semi-annually. The DEIJ Coordinator develops an annual report capturing the information being tracked and summarizing partner outcomes (note: consider incorporating annual reporting into the State of the Program report).

**Process/Schedule for Updating Implementation Plan:** How the implementation plan will be evaluated, and new priorities, actions, and timeframes defined.

**Recommendation:** Implementation and Tracking Leads review progress and outcomes every two years and refine the DEIJ Strategy Implementation Plan as needed based on feedback, lessons learned, and resource availability. During the first two-year implementation cycle, the Implementation and Tracking leads will conduct a mid-cycle evaluation to determine if updates are needed. The partnership may consider conducting a second DEIJ Readiness Assessment or DEIJ audit to evaluate organizational DEIJ growth and to identify priority areas for improvement.

**Performance Measures:** The information and targets upon which progress will be measured.

**Recommendation:** It is important to measure both implementation actions and their impact, as some actions may take time to achieve quantifiable change. We recommend that the partnership track implementation actions that have been taken and evaluate progress against the performance metrics identified in the plan, using the scoring system employed in the DEIJ Readiness Assessment conducted during development of the DEIJ Strategy.

The partnership should continue to track progress towards the long-term target to increase the percentage of people of color participating in the CBP partnership to 25%, with 15% in leadership, by 2025. The partnership should develop additional quantifiable impact metrics as the program roles out best practices, tools, and resources and develops methodologies for measurement and data collection. The DEIJ Coordinator would be responsible for developing these impact metrics, with support from GIT6, the Diversity Workgroup, and contractors as needed.