

CBP Watershed Agreement: Process for Updating Management Strategies and Workplans

Final 2-28-18

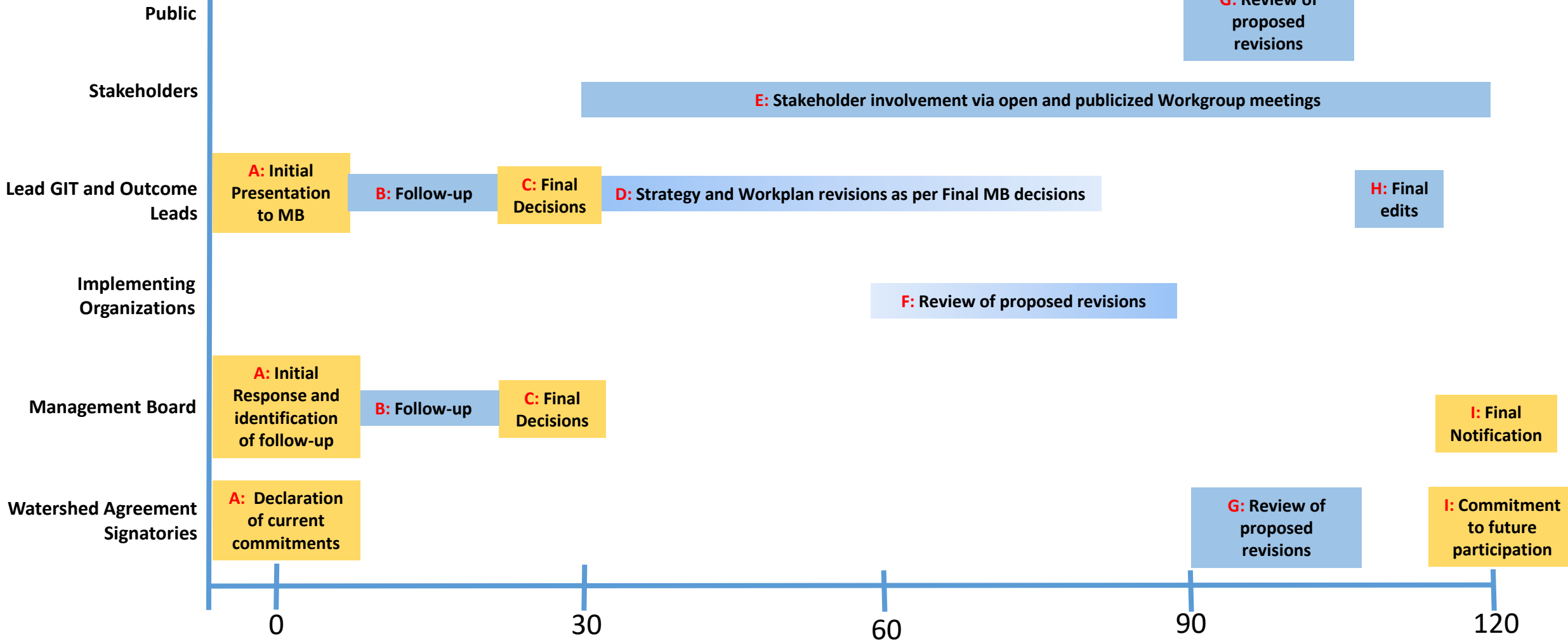
Legend

Gold = Steps that occur during Management Board Meetings

Blue = Steps that occur in-between Management Board Meetings

Key Partners
(See Table 1)

Key Steps
(See Table 2)



Quarterly Progress Meeting (at Day 0)

Follow-up MB meeting (at Day 30)

Days

NOTE: Dates are approximate. Some may fall on weekends, holidays, etc. In those cases, the due dates will be adjusted accordingly

Table 1: Key Partners

Note: Groups identified below are not mutually exclusive. Most involved individuals, agencies, and organizations will serve in more than one of these groupings.

Who	Description
Public	Everyone – any member of the public who wishes to review and potentially comment on revisions to the Strategies and Workplans
Stakeholders	Individuals and groups who may not be regular participants in CBP GITs and Workgroups, but are more involved and have a greater level of interest in the Strategies and Workplans than the public in general. Consist primarily of “Interested Parties Lists” generated during initial Strategy development plus newly identified stakeholders.
Lead GIT	Goal Implementation Team assigned as lead for the Outcome being reviewed and revised. The Lead GIT is the responsible party for conducting the Outcome review, presenting to the Management Board, and implementing agreed-upon revisions to Strategies and Workplans.
Outcome Lead(s)	CBP Workgroup or other CBP entity directly responsible for drafting, tracking, and revising an Outcome Strategy and Workplan. Outcome Lead is generally a subset of, and reports to, the Lead GIT.
Implementing Organization(s)	Any organization (federal, state, local, private, non-profit, etc) identified in the Outcome Workplan as responsible for implementing a portion of the Workplan.
Management Board	CBP Management Board
Watershed Agreement Signatories	Members of the Management Board who represent the 9 signatories to the Watershed Agreement.

Note 1: Dates are approximate. Some may fall on weekends, holidays, etc. In those cases, the due dates will be adjusted accordingly.

Table 2: Key Steps

Note 2: Lead GIT may request additional time from the Management Board for implementing any step if necessary.

Step	Who	What	When (see Notes above)
A:	Lead GIT and Outcome Leads	Present lessons learned and recommended actions to MB as per Strategy Review System process.	Quarterly Progress Review Meeting: Day 0
	Management Board (MB)	Initial response to presented recommendations and identification of follow-up action items.	
	Watershed Agreement Signatories	Reminder of current commitment to Outcome, and declaration of intent to participate in Strategy and Workplan revisions over next 120 days.	
B:	Lead GIT and Outcome Leads	Act on follow-up items identified in Quarterly Progress Review meeting	Day 1 – Day 29
	Management Board	Act on follow-up items identified in Quarterly Progress Review meeting	
C:	Lead GIT and Outcome Leads	Final decisions on recommendations made at Quarterly Progress Review meeting	Follow-up MB Meeting: Day 30
	Management Board	Final decisions on recommendations made at Quarterly Progress Review meeting	Follow-up MB Meeting: Day 30
D:	Lead GIT and Outcome Leads	Revise Strategy and Workplan as per final MB decisions in close coordination with Implementing Organizations.	Day 31 – Day 80
E:	Stakeholders	Participate in Strategy and Workplan revisions through public Workgroup process. <i>(Stakeholders notified of intent to revise and invited to participate by GIT on Day 31).</i>	Day 31 – Day 119
F:	Implementing Organizations	On-going review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	Day 60 – Day 89
G:	Public	Review and solicitation of comments on final draft of revised Strategy and Workplan. <i>(Public notified of opportunity to review final draft via CBP website, social media, and outreach through CAC).</i>	Day 90 – Day 109
	Watershed Agreement Signatories	Review of final draft of revised Strategy and Work Plan	
H:	Lead GIT and Outcome Leads	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments	Day 110 – Day 119
I:	Management Board	Receives final notification of Workplan revisions	MB Meeting: Day 120
	Watershed Agreement Signatories	Final declaration of commitment to participate in revised Outcome Strategy and Workplan	
	CBPO Web Team	Post revised Strategy and Workplan on ChesapeakeProgress	Day 121

Table 2 Addendum: Key Dates for Lead GIT and Outcome Leads (Stewardship, November 2017*)

Step	What	When
A:	Present lessons learned and recommended actions to MB as per Strategy Review System process.	November 16, 2017
B:	Act on follow-up items identified in Quarterly Progress Review meeting.	November 17, 2017 – December 6, 2017
C:	Final decisions on recommendations made at Quarterly Progress Review meeting	December 7, 2017
D:	Revise Strategy and Workplan as per final MB decisions (in close coordination with Implementing Organizations).	December 8, 2017 – February 5, 2018
E:	Stakeholders participate in Strategy and Workplan revisions through public process (<i>notified of intent to revise and invited to participate by GIT on Day 31</i>).	December 8, 2017 – March 15, 2018
F:	Implementing organizations participate in ongoing review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	January 15, 2018 – February 16, 2018
G:	Public and Watershed Agreement Signatory review and solicitation of comments on final draft of revised Strategy and Workplan.	February 19, 2018 – March 9, 2018
H:	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments.	March 10, 2018 – March 15, 2018
I:	MB receives final notification of Workplan revisions. Watershed Agreement signatories make final declaration of commitment to participate in revised Outcome Strategy and Workplan.	March 16, 2018
	Management Strategy and Workplan posted to <i>ChesapeakeProgress</i> .	March 19, 2018

*The outcomes that presented in the [Healthy Watersheds cohort \(May 2017\)](#) and the [Aquatic Life cohort \(August 2017\)](#) should follow this schedule for updating management strategies and workplans.

Table 2 Addendum: Key Dates for Lead GIT and Outcome Leads (Next Generation Stewards, February 2018)

Step	What	When
A:	Present lessons learned and recommended actions to MB as per Strategy Review System process.	February 8, 2018
B:	Act on follow-up items identified in Quarterly Progress Review meeting.	February 9, 2018 – March 7, 2018
C:	Final decisions on recommendations made at Quarterly Progress Review meeting	March 8, 2018
D:	Revise Strategy and Workplan as per final MB decisions (in close coordination with Implementing Organizations).	March 9, 2018 – April 27, 2018
E:	Stakeholders participate in Strategy and Workplan revisions through public process (<i>notified of intent to revise and invited to participate by GIT on Day 31</i>).	March 9, 2018 – June 7, 2018
F:	Implementing organizations participate in ongoing review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	April 9, 2018 – May 8, 2018
G:	Public and Watershed Agreement Signatory review and solicitation of comments on final draft of revised Strategy and Workplan.	May 9, 2018 – June 1, 2018
H:	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments.	June 4, 2018 – June 13, 2018
I:	MB receives final notification of Workplan revisions. Watershed Agreement signatories make final declaration of commitment to participate in revised Outcome Strategy and Workplan.	June 14, 2018
	Management Strategy and Workplan posted to <i>ChesapeakeProgress</i> .	June 15, 2018

Table 2 Addendum: Key Dates for Lead GIT and Outcome Leads (Water Quality GIT, May 2018)

Step	What	When
A:	Present lessons learned and recommended actions to MB as per Strategy Review System process.	May 10, 2018
B:	Act on follow-up items identified in Quarterly Progress Review meeting.	May 11, 2018 – June 13, 2018
C:	Final decisions on recommendations made at Quarterly Progress Review meeting	June 14, 2018
D:	Revise Strategy and Workplan as per final MB decisions (in close coordination with Implementing Organizations).	June 15, 2018 – July 30, 2018
E:	Stakeholders participate in Strategy and Workplan revisions through public process (<i>notified of intent to revise and invited to participate by GIT on Day 31</i>).	June 15, 2018 – September 12, 2018
F:	Implementing organizations participate in ongoing review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	July 9, 2018 – August 7, 2018
G:	Public and Watershed Agreement Signatory review and solicitation of comments on final draft of revised Strategy and Workplan.	August 8, 2018 – August 27, 2018
H:	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments.	August 28, 2018 – September 12, 2018
I:	MB receives final notification of Workplan revisions. Watershed Agreement signatories make final declaration of commitment to participate in revised Outcome Strategy and Workplan.	September 13, 2018
	Management Strategy and Workplan posted to <i>ChesapeakeProgress</i> .	September 14, 2018

Table 2 Addendum: Key Dates for Lead GIT and Outcome Leads (Change and Resiliency, August 2018)

Step	What	When
A:	Present lessons learned and recommended actions to MB as per Strategy Review System process.	August 9, 2018
B:	Act on follow-up items identified in Quarterly Progress Review meeting.	August 10, 2018 – September 12, 2018
C:	Final decisions on recommendations made at Quarterly Progress Review meeting	September 13, 2018
D:	Revise Strategy and Workplan as per final MB decisions (in close coordination with Implementing Organizations).	September 14, 2018 – October 26, 2018
E:	Stakeholders participate in Strategy and Workplan revisions through public process (<i>notified of intent to revise and invited to participate by GIT on Day 31</i>).	September 14, 2018 – December 5, 2018
F:	Implementing organizations participate in ongoing review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	October 8, 2018 – November 6, 2018
G:	Public and Watershed Agreement Signatory review and solicitation of comments on final draft of revised Strategy and Workplan.	November 7, 2018 – November 26, 2018
H:	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments.	November 27, 2018 – December 12, 2018
I:	MB receives final notification of Workplan revisions. Watershed Agreement signatories make final declaration of commitment to participate in revised Outcome Strategy and Workplan.	December 13, 2018
	Management Strategy and Workplan posted to <i>ChesapeakeProgress</i> .	December 14, 2018

Table 2 Addendum: Key Dates for Lead GIT and Outcome Leads (Local Action, November 2018)

Step	What	When
A:	Present lessons learned and recommended actions to MB as per Strategy Review System process.	November 15, 2018
B:	Act on follow-up items identified in Quarterly Progress Review meeting.	November 16, 2018 – December 5, 2018
C:	Final decisions on recommendations made at Quarterly Progress Review meeting	December 6, 2018
D:	Revise Strategy and Workplan as per final MB decisions (in close coordination with Implementing Organizations).	December 7, 2018 – February 4, 2019
E:	Stakeholders participate in Strategy and Workplan revisions through public process (<i>notified of intent to revise and invited to participate by GIT on Day 31</i>).	December 7, 2018 – March 13, 2019
F:	Implementing organizations participate in ongoing review of draft revisions to Strategy and Workplan in close coordination with Lead GIT and Outcome Leads.	January 14, 2019 – February 12, 2019
G:	Public and Watershed Agreement Signatory review and solicitation of comments on final draft of revised Strategy and Workplan.	February 13, 2019 – March 4, 2019
H:	Final edits to revised Strategy and Workplan as per Lead GIT, Implementing Organizations, MB, Public, and Watershed Agreement Signatories' comments.	March 5, 2019 – March 13, 2019
I:	MB receives final notification of Workplan revisions. Watershed Agreement signatories make final declaration of commitment to participate in revised Outcome Strategy and Workplan.	March 14, 2019
	Management Strategy and Workplan posted to <i>ChesapeakeProgress</i> .	March 15, 2019