

Central Valley Landscape Conservation Project (CVLCP)
Organizational Charter
April 20, 2017, version 2

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1. Project Goal and Approach

The Central Valley Landscape Conservation Project (CVLCP) will – in partnership with natural resource managers, local interest groups and experts – identify climate-smart conservation actions that will maximize the adaptive capacity of priority species, habitat, and ecosystems to support an ecologically connected Central Valley landscape. This will be accomplished using a collaborative process that identifies climate-smart conservation goals and priority natural resources, synthesizes existing information on those priorities, applies climate science information on the landscape, and develops adaptation strategies that can be implemented on the ground.

2. Charter Purpose

This Charter describes the goals, deliverables, organizational structure, roles, and operational protocols for the CVLCP. This Charter will be periodically reassessed by the Leadership Team. A Project Development Team and Data Management Team will carry out a majority of the work, with assistance from support staff and in consultation with, and final approval by, a Leadership Team.

3. Deliverables

A detailed work plan for the development of deliverables is provided in the Process Outline document (see Appendix A). Deliverables include:

1. Identification of priority natural resources collectively developed by a broad set of partners.
2. Vulnerability assessments and scenario planning for identified priority natural resources based on existing data and climate information.
3. Climate-smart conservation strategies developed for the priority natural resources based on vulnerability assessments and scenario planning.
4. Spatially explicit options for actions that will support resilience and adaptation of

priority natural resources.

5. An online toolbox and outreach plan to help partners and others apply and improve the adaptation strategies and conservation options for their agency or organization.
6. A “lessons learned” document to inform similar efforts within the CA LCC and other LCCs.

4. Organizational Structure and Roles

The CVLCP structure includes a Leadership Team, Project Development Team, Data Management Team and staff support (see Appendix B). The collective membership of all project teams yields a collaborative network of partners who will both develop products and implement actions identified by the project. Additionally, information and updates will regularly be sent to Central Valley partner agencies and organizations.

Leadership Team

Leadership Team Purpose

The Leadership Team will meet periodically to assess project progress and provide direction to the CVLCP on project decisions and work products. The Leadership Team will provide updates and receive feedback from partners on the project and approve final work products.

Leadership Team Roles and Responsibilities

1. Provide review, feedback, strategic guidance, and recommendations to the Project Development Team (PDT) and (as appropriate) the Data Management Team (DMT) regarding decisions and work products.
2. Periodically review and provide feedback to the PDT on project progress.
3. Participate in workshops of the CVLCP.
4. Help communicate and distribute work products developed through the CVLCP.
5. Support the sharing and use of products developed through the CVLCP.
6. Serve as liaisons to their communities of practice for sharing news and receiving feedback.

Leadership Team Representation

The Leadership Team represents a broad set of leaders, including scientists, conservation practitioners, and natural resource managers who speak on behalf of their organization within the Central Valley. The Leadership Team includes approximately 20-25 people from partner agencies that represent conservation partnership groups in the Central Valley and the CA LCC Steering Committee.

Members may designate an alternate to attend a meeting if needed. In this case, the primary member must brief the alternate on discussions to date and issues under consideration. If a member cannot participate regularly, they will recommend a replacement.

This team will meet when needed, and no more than quarterly, via conference calls to review and approve recommendations and products.

Project Development Team

Project Development Team Purpose

The purpose of the Project Development Team (PDT) is to develop, review and revise products for each step of the CVLCP.

Project Development Team Responsibilities

This Team will work together on the following products:

1. Provide a list of species and habitats that their organization considers important.
2. Provide a list of land and resource management priorities for land management and planning agencies.
3. Participate in identification of Priority Natural Resources workshop.
4. Participate in Vulnerability Assessment workshop.
5. Participate in Scenario Planning workshop.
6. Help guide the work of the Data Management Team and any consultants conducting analyses; review products from Vulnerability Assessment and Scenario Planning and other materials supporting Adaptation Strategy development workshop.
7. Participate in Adaptation Strategy development workshop.
8. Provide input for and review spatially explicit conservation options.
9. Review and provide input on any products developed for application of priority actions.
10. Review a lessons learned document.
11. Assist in delivery of products to partners for implementation.

Project Development Team Representation

The members of this team are technical experts including scientists, natural resource managers, planners, and others who have interest in applying the CVLCP process and products within their organization. Membership may change over the course of the project to best meet project needs. The Team will seek additional expertise on issues as needed.

This team will meet primarily via workshop and meeting participation and will review and comment on documents via email as needed.

Data Management Team

Data Management Team Purpose

The purpose of the Data Management Team (DMT) is to facilitate access to data, information, tools, documentation, and other resources that are needed for the CVLCP, and to facilitate the use of the CVLCP final products by conservation managers and others.

Data Management Team Responsibilities

1. Work with the Project Development Team (PDT) to define and develop project deliverables as outlined in the Project Process Document;
2. Respond to the PDT's short-term needs for data and information by developing maps and summarizing existing knowledge;
3. Curate shared data resources by cataloging, summarizing, standardizing, documenting, presenting, and hosting them in shared data management platform(s) appropriate to the needs being served;
4. Make recommendations on techniques for data analysis for the CVLCP;
5. Work with any external analysts contracted for the project, and assist as needed in getting input data required for analysis;
6. Create a Data Management Plan for the project's analysis;
7. Seek opportunities for collaboration on data development, analysis, and stewardship across partner organizations in order to further the goals of the CVLCP.

Data Management Team Representation

Data managers and informatics professionals from the CVLCP partner organizations.

Membership may change over the course of the project to best meet project needs and address specific tasks.

This team will meet approximately once per quarter to address project phases, in-person with option for telephone conferencing.

Staff Support

The staff oversees and conducts the day-to-day project activities. The staff participates in regular phone calls and assists with coordination information across teams. The staff will be responsible for the products developed based on the recommendations of the Teams. The staff reports to the Leadership Team and consists of the CA LCC Staff and facilitation staff.

- **CA LCC Staff -**
 - **Debra Schlafmann**, CA LCC Coordinator – liaison to the Leadership Team and oversees Project Staff.
 - **Claudia Mengelt**, CA LCC Science Coordinator, – oversees the Project Development Team and Data Management Team
 - **Kat Powelson**, CA LCC Science Communication Coordinator – provides support for all Teams and oversees communications for the CVLCP
 - **Deanne DiPietro**, CA LCC Data Manager – leads the Data Management Team with support from **Zhahai Stewart**, CA LCC Data Manager
- **CVLCP Facilitators – Meagan Wylie**, and others from the Center for Collaborative Policy. Facilitators will develop meeting agendas and meeting materials through conversation with LCC staff, manage the meetings, and develop a high-level meeting summary that includes key issues, any decisions or agreements, and action items. Facilitators are neutral with regard to the content being discussed; at the same time, facilitators will provide guidance

on the collaborative process and associated best practices, such as ensuring balanced participation, mutual understanding, shared responsibility, and inclusive solutions.

5. Decision-making

All Teams associated with the CVLCP will work diligently to find common ground and seek consensus on issues. The definition of consensus spans the range from strong support to neutrality, to abstention, to “I can live with it.”

When a Team reaches consensus on findings and recommendations, the Leadership Team is highly likely to advance these findings and recommendations. If a Team cannot reach consensus on an issue, and has made a determined, good faith effort to fully explore the issues, understand the information available, and develop inclusive solutions, it may recommend two or more options to the Leadership Team. The Leadership Team will take reasonable steps to achieve consensus. Should consensus not be reached, decisions will be made by a simple majority vote. Minority opinions and concerns will be recorded.

Appendix A.

Central Valley Landscape Conservation Project Process Outline January 23, 2015

This document outlines the process for meeting the Central Valley Landscape Conservation Project (CVLCP) goal and objectives. This CVLCP is a dynamic **process** for partners to define strategic climate-smart adaptation goals, objectives, strategies, and actions for the Central Valley landscape. Result will be **products** that include integrated information, maps, and tools that help partners identify the locations at which the adaptation strategies and actions will provide the most benefit.

Project Goal

In partnership with natural resource managers and scientists, identify climate-smart conservation actions that will maximize the adaptive capacity of priority species, habitats, and ecosystems to support an ecologically connected Central Valley landscape.

Conservation Objectives

Objective 1. Conserve resilient and adaptable ecosystems that sustain future Central Valley biodiversity.

Objective 2. Promote landscape-scale connectivity and ecological and physical processes that function within current and future ranges of variability to support diverse and thriving Central Valley.

Objective 3. Reduce the impacts of climate change and other co-occurring stressors to Central Valley ecosystems.

Iterative Steps

Steps one, two, and three will be completed through this project. Step four will be completed by the project partners. Step five will be completed with assistance of the California Landscape Conservation Cooperative (CA LCC) after implementation of adaptation actions.

Step 1 – Define Goals and Identify Priority Natural Resources

Step 2 – Assess Vulnerability of Priority Natural Resources

Step 3 – Identify Adaptation Strategies and Actions

Step 4 – Partners Implement Adaptation Options

Step 5 – Monitor Effectiveness and Revise Strategies, & Actions

Deliverables

Building off of decades of conservation efforts in the Central Valley, this project will develop:

1. Lists of priority natural resources that will be representative of the Central Valley and the focus for this project.
2. Vulnerability assessments and scenario planning for identified priority natural resources.
3. Adaptation strategies developed for the priority natural resources.
4. Spatially explicit options for conservation action that will support resilience and adaptation of priority natural resources.

5. An online toolbox and outreach plan to help partners use and apply the adaptation strategies and conservation options.
6. A “lessons learned” document to adjust current efforts and inform future work on climate smart conservation and adaptation strategies.

Process Outline

Step 1 – Define Goals, Objectives and Identify Priority Natural Resources

- 1.1** Collect existing conservation goals, objectives, and priority natural resources (species, habitats, and ecosystems) identified by partners

- 1.2** Develop forward-looking, climate-smart conservation goals and objectives to guide the project.

- 1.3** Use scenario planning to visualize future conditions in the Central Valley.

- 1.4** Based on future conditions, identify priority natural resources that will focus efforts for this project.

Step 2 – Assess Vulnerability of Priority Natural Resources

- 2.1** Synthesize and review existing data, information, and models regarding the future capability of the landscape to support priority natural resources.

- 2.2** Conduct scenario planning and vulnerability assessments to evaluate the adaptive capacity of priority natural resources.

- 2.3** Reassess goals, objectives, and priority natural resources.

Step 3 – Identify Adaptation Strategies and Actions

- 3.1** Develop spatially-explicit climate-smart conservation strategies and actions for land protection, land management, and restoration actions.

Step 4 – Implement Adaptation Strategies and Actions

- 4.1** Develop an outreach plan to assist with sharing the strategies.

- 4.2** Partners cooperatively implement climate-smart conservation actions.

Step 5 - Monitor Effectiveness and Revise Strategies & Actions

- 5.1** Periodically survey partners to gather data on actions taken and update spatially-explicit climate-smart conservation strategies.

5.2 Develop lessons learned which can be used to revise current process and improve climate-smart adaptation strategies elsewhere.

5.3 Review and revise climate-smart strategies and actions.

Central Valley Landscape Conservation Project Organizational Chart

