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Element 7 - Coordination with Partners

Element 8 - Public Participation

Abstract: Maine has a long history of successful collaboration among conservation partners -- conducting comprehensive wildlife planning and public involvement for nearly forty years. The Maine Dept. of Inland Fisheries and Wildlife (MDIFW) began assembling a SWAP coordination team in January 2014. This planning team developed the strategies necessary to achieve the eight required elements of the 2015 SWAP. In September 2014, the Coordination Team established a SWAP Steering Committee to guide the overall development of the SWAP. The Steering Committee represented the broader partner group by providing regular and timely input into the activities and proposed strategies of the Coordination Team. The Coordination Team and the Steering Committee began preparing Maine's charter early in the update; the Steering Committee officially adopted the charter in November 2014. The Coordination Team invited 158 conservation partners to participate in the preparation of Maine's 2015 SWAP, representing 102 unique organizations and the public from July 2014 – June 2015 the partners attended five, seven-hour "conservation partner" meetings at which they collaborated in the development of elements 1-5 of the 2015 SWAP.

MDIFW sought to both inform the public of its intent to revise the Action Plan and to encourage public participation. It established a Public Outreach Subcommittee to guide its public participation efforts. The subcommittee identified effective methods for engaging and soliciting input from the public, and the Coordination Team and Steering Committee scaled these methods to make effective use of agency resources and ensure an appropriate level of public participation.

The success of Maine's 2015 Wildlife Action Plan depends on continued partner and public engagement during plan implementation. To help guide implementation of these actions and to encourage continued public involvement, MDIFW and its partners developed six outreach Programmatic Theme that relate to 1. Outreach and Engagement and 2. Program Funding and Tracking.

Differences from Maine's 2005 Comprehensive Wildlife Conservation Strategy are discussed.

Introduction

Element 7 requires the Maine Dept. of Inland Fisheries and Wildlife (MDIFW) to coordinate, to the extent feasible, with federal, state, and local agencies and Indian tribes that manage significant areas of land or water within the state, or administer programs that significantly affect the conservation of species of greatest conservation need (SGCN) during development, implementation, review, and revision of Maine's State Wildlife Action Plan (SWAP). Element 8 requires MDIFW to provide an opportunity for public participation in the development of the Wildlife Action Plan (AFWA 2012)

Developing the partnerships identified in elements 7 and 8 early in the SWAP revision, and revisiting them as often as necessary, will promote partner ownership and support, maintain positive and collaborative relationships, and ensure that the Plan is a plan for Maine, not just for MDIFW and the Maine Dept. of Marine Resources (MDMR). SWAPs must reflect the values of conservation partners (federal, state, and local agencies, Indian tribes, and the public) to be successful. This requires collaboration across jurisdictions and organizations that builds public and political support for the SWAP. Support is achieved when the Plan's revision and implementation is transparent and open to public input. To be achieved, the goals of the SWAP must be accomplished through coordinated actions undertaken in partnership. Complementary roles and actions with partners will elevate conservation actions to broader levels, leverage scarce resources, and avoid duplication of effort.

Maine has a long history of successful collaboration among conservation partners -- conducting comprehensive wildlife planning and public involvement for nearly forty years. Most notable is MDIFW's species planning process (Chapters 6, 7, MDIFW 2005). MDIFW invoked this same history in developing Maine's 2005 SWAP (MDIFW 2005), and amplified this collaboration during the 2015 revision (Table 1).

ACTION PLAN COORDINATION TEAM / ACTION PLAN STEERING COMMITTEE

SWAP Coordination Team

MDIFW began assembling a SWAP coordination team in January 2014. This planning team developed the strategies necessary to achieve the eight required elements of the 2015 SWAP. It met bi-weekly for several hours. As the planning responsibilities of the team broadened, it reached out to include additional individuals. Maine's SWAP Coordination Team was:

Judy Camuso, Director, Wildlife Division, MDIFW
Andy Cutko, Ecologist, Maine Natural Areas Program
Phillip deMaynadier, Reptile, Amphibian, and Invertebrate Group Leader, MDIFW
Clair Enterline, Fishery Biologist, Maine Dept. of Marine Resources
Amanda Shearin, Wildlife Planner, MDIFW
Mark Stadler, Wildlife Action Plan Coordinator, MDIFW (retired)
Charlie Todd, Endangered and Threatened Species Coordinator, MDIFW
Nate Webb, Special Projects Biologist, MDIFW

One of the team's initial actions was the identification of conservation partners who would be invited to participate in developing the SWAP (Table 2).

SWAP Steering Committee

In September 2014, the Coordination Team established a SWAP Steering Committee to guide the overall development of the SWAP. The Steering Committee represented the broader partner group by providing regular and timely input into the activities and proposed strategies of the Coordination Team. Because the Coordination Team was concerned largely with the week-

to-week aspects of SWAP preparation, the team asked the Steering Committee to monitor its success in accomplishing the larger, overall aspects of the SWAP (AFWA 2012). The committee reviewed the Coordination Team's strategies for developing the Action Plan prior to implementation with the conservation partners. The committee's guidance provided quality-control as development of the SWAP progressed.

The committee assisted the Coordination Team with planning conservation partner meetings (five, day-long meetings occurring from July 2014 – June 2015), providing suggestions on the meeting agenda, meeting format, and the manner in which MDIFW, MDMR, and the Maine Natural Areas Program (MNAP) might present information to the partners.

The Nature Conservancy, a member of the committee, provided Open Standards (CMP 2013) training for MDIFW, MDMR, MNAP, and several conservation partners prior to developing SGCN habitat conservation actions. Following the training, MDIFW, MDMR, MNAP, and several conservation partners met for two, day-long sessions to develop preliminary SGCN habitat conservation actions for 1) Terrestrial / Wetland and 2) Coastal / Marine / Freshwater habitats.

The Steering Committee met monthly, generally for four or five hours (Tables 3-6). MDIFW recorded the minutes of each meeting (Appendix 1). The committee consisted of representatives from:

Brunswick-Topsham Land Trust / Angela Twitchell
 Maine Audubon Society / Sally Stockwell
 Maine Coastal Program / Emily Norton
 Maine Dept. of Inland Fisheries and Wildlife / Judy Camuso, Amanda Shearin, Nate Webb, Charlie Todd, Phillip deMaynadier, Mark Stadler
 Maine Dept. of Marine Resources / Claire Enterline
 U.S. Fish and Wildlife Service / Jed Wright
 Maine Coast Heritage Trust / Tim Glidden
 Maine Forest Products Council / Barry Burgason
 Maine Natural Areas Program / Molly Docherty, Andy Cutko
 Natural Resources Conservation Service / Jeff Norment
 Small Woodland Owners Association of Maine / Tom Doak
 The Nature Conservancy / Barbara Vickery

SWAP Review and Update Charter

The Best Practices for State Wildlife Actions Plans (AFWA 2012) recommends that each state prepare a charter to formalize how conservation partners and fish and wildlife agencies will work together to develop the SWAP. The Coordination Team and the Steering Committee began preparing Maine's charter early in the update; the Steering Committee officially adopted the charter in November 2014. The charter outlines the organizational structure that MDIFW, MDMR, and partners established to accomplish the Action Plan update, as well as the process they used, and the schedule for completion of specific tasks. The charter explicitly defines and delineates key roles, responsibilities, and contributions for MDIFW, MDMR, and partners. Maine's charter is structured around six considerations. The entire document is found in Appendix 2.

1. Introduction
2. Statement of Purpose: Maine's Wildlife Action Plan

- 3. Guiding Principles
- 4. Operational Guidance for Conservation Partners, Including the Steering Committee and Subcommittees
- 5. Process Structure
 - 5.1. Conservation partners
 - 5.2. Steering Committee
 - 5.3. Subcommittees
- 6. Evaluation

COORDINATION WITH CONSERVATION PARTNERS

The Coordination Team invited 158 conservation partners to participate in the preparation of Maine's 2015 SWAP, representing 102 unique organizations and the public (Table 2).

Federal partners	14
State partners	14
Local partners	2
Tribal partners	5
Public partners	66 (includes non-governmental conservation organizations)

Table 1. Comparison of Conservation Partner Engagement 2005 and 2015

Metric	2005	2015
Approximate number of conservation partners	64	158
Approximate number of unique organizations	51	102
Number of partner meetings	3, 6-hour meetings	5, 7+ hour partner meetings, steering committee and subcommittee meetings, workshops, and others described below

From July 2014 – June 2015 the partners attended five, seven-hour “conservation partner” meetings at which they collaborated in the development of elements 1-5 of the 2015 SWAP (Tables 3-6, Appendix 3).

Coordination with Federal Partners

The Coordination Team invited 14 federal conservation partners to participate in the preparation of the 2015 SWAP (Table 2). Federal partners served on the SWAP Steering Committee, attended the five conservation partner meetings, and participated in several workshops and training sessions (Table 3). Federal partners from Region 5, USFWS provided an essential link with the tribal partners.

Coordination with State Partners

Fourteen state agency partners participated in developing the 2015 SWAP (Table 2). State partners served on the SWAP Steering Committee, attended the five conservation partner meetings, and participated in several workshops and training sessions (Table 4).

Coordination with Local Partners

MDIFW presented information about the SWAP and its ongoing update to the Brunswick Conservation Commission and also at the annual meeting of the Maine Association of Conservation Commissions (Tables 2 and 5). MDIFW invited both organizations to become involved in the SWAP update and to provide their thoughts and comments.

Coordination with Tribal Partners

The Coordination Team and Steering Committee invited five tribal conservation partners to participate in the SWAP (Table 2). Tribal partners attended one of the five conservation partner meetings (Table 5). In March 2015, Maine tribes met with staff from the USFWS and members of the SWAP Steering Committee. The day-long meeting addressed opportunities for collaboration between federal, state, and tribal partners in the development and funding of conservation programs for SGCN. The tribes requested that species of tribal cultural significance be included on Maine's list of SGCN species; and Maine revised its SGCN list to include these species.

Coordination with Public Partners, Including Non-governmental Conservation Organizations

Sixty-six public conservation partners, including non-governmental conservation organizations and academia, assisted with the preparation of 2015 SWAP (Table 2). Public partners participated in all aspects of SWAP development (Tables 6.1, 6.2, 6.3).

PUBLIC ENGAGEMENT

MDIFW sought to both inform the public of its intent to revise the Action Plan and to encourage public participation. It established a Public Outreach Subcommittee to guide its public participation efforts. The subcommittee identified effective methods for engaging and soliciting input from the public, and the Coordination Team and Steering Committee scaled these methods to make effective use of agency resources and ensure an appropriate level of public participation. Table 7 presents a summary of outreach efforts achieved via press releases, newsletter articles, and social media.

Table 7. Press Releases, Articles, and Social Media

MDIFW Press Release	November 19, 2014
MDIFW Facebook post (181 likes, 26 shares)	November 19, 2014
MDIFW Twitter	November 24, 2014
SeaCoast Online Article	November 30, 2014
Maine Association of Wetland Scientists Newsletter	February 2015
MDIFW prepared a stock newsletter article available to all partners	February 2015
Action Plan update brochure	March 2015
Press release when plan is posted for public review	July 2015
Social media posts when plan is posted for public review	July 2015

Public Presentations

During each Action Plan presentation or workshop, MDIFW asks the audience for input on ways to present plan information and what types of 'services' (e.g., web portals, technical assistance) they would find most useful for incorporating the plan into their own work. All suggestions are recorded and will be considered during plan implementation. During one such meeting, audience members suggested we hold regional workshops hosted by conservation commissions. We have contacted the Maine Association of Conservation Commissions to help with this effort.

Brochure

MDIFW developed a SWAP brochure (March 2015) that is available to agency staff for distribute at the non-SWAP meetings or presenting they attend. MDIFW also has made the brochure available to partners for distribution within their respective organizations.

Peer Review

MDIFW and MDMR asked 47 non-agency taxa specialists to provide peer review of the criteria used to identify SGCN and the draft SGCN lists generated (June 2014). They received several hundred species-specific responses. In addition, MDIFW and MDMR asked these specialists to review SGCN habitats and SGCN habitat stressors (January 2015) and received comments from three.

Maine SWAP Webpage

MDIFW established a SWAP webpage, within the agency website, dedicated to the 2015 Action Plan revision (June 2014). <http://www.maine.gov/ifw/wildlife/reports/MWAP2015.html>
The page allows the public and partners to view Action Plan documents, meeting schedules, Steering Committee and subcommittee meeting minutes, and contact information, as well as the 2005 Wildlife Action Plan. MDIFW updates the page regularly.

Email Correspondence

MDIFW created a dedicated Google email account (July 2014) posted this address on the Action Plan webpage, in press releases, and correspondence with partners. To date the public has sent five inquires to the mailbox. (This is expected to increase during the 30-day public comment period). In addition, MDIFW and MDMR have engaged in numerous email exchanges with partners and the public via staff individual maine.gov email accounts.

30-day Public Comment Period

In July, MDIFW will post the first draft of the 2015 Wildlife Action Plan on the plan's webpage and provide the public with an opportunity to review and comment on the draft.

Upcoming / Proposed Public Engagement Efforts

Regional public presentations (TBD, Audubon chapters?)

Additional presentations as opportunities arise

PUBLIC AND PARTNER ENGAGEMENT DURING PLAN IMPLEMENTATION

The success of Maine's 2015 Wildlife Action Plan depends on continued partner and public engagement during plan implementation. MDIFW and its partners identified approximately 120 outreach and education conservation actions addressing SGCN and SGCN habitats (see Element 4). To help guide implementation of these actions and to encourage continued public

involvement in the plan in general, MDIFW and its partners developed six outreach-related overarching Programmatic Actions (see Element 4). Three of these themes address plan-wide outreach and education strategies, and three themes address strategies for tracking and funding partner conservation efforts. Themes are described in greater detail below; proposed commencement timelines (short-term: early in plan implantation; mid-term: midway through plan implementation; long-term: toward the end of plan implantation) are given for each.

Outreach and Engagement Programmatic Themes

Programmatic Theme 1: Establish an Action Plan implementation committee comprised of conservation partners and agency staff to help guide implementation of the 2015 Action Plan (short-term)

As described in the beginning of this chapter, MDIFW coordinated closely with the SWAP Steering Committee during plan development. During Fall 2015, MDIFW will begin to transition this committee into a SWAP Implementation Committee comprised of interested Steering Committee members and other key partners that will work with agency staff to help guide implementation of the 2015 Action Plan and address emerging issues. The Implementation Committee will meet at least annually with additional updates provided through email and phone conferences. Within the first year of Plan implementation, MDIFW will work with the Implementation Committee to develop a charter and set goals and objectives for the group. MDIFW also will work with the Implementation Committee to establish several subcommittees (comprised of agency staff, Implementation Committee members, and other interested partners) to address specific implementation or technical needs, such as Programmatic Themes 2 and 5.

Programmatic Theme 2: Devise and implement outreach strategies, including periodic meetings, to inform and engage conservation partners and the general public on 2015 Action Plan information, accomplishments, and opportunities for involvement (mid-term)

MDIFW will work with the Implementation Committee and a to-be-established Outreach Subcommittee to develop and implement strategies that: 1) make the 2015 SWAP available to all users in accessible formats, and, 2) foster partner and public engagement in the Plan. First, the committees will explore multiple approaches (suggested by partners during plan development) for accessing plan information including online links to SGCN ecology and conservation information, SGCN habitat management recommendations, SGCN distribution data, and information modules targeted to different user groups (e.g., private landowners, land trusts, municipalities) and regions (e.g., individual ecoregions or watersheds). MDIFW also is exploring options for making the 2015 SWAP database accessible to the public. This relational database contains linked and searchable information for each SGCN including the criteria that qualified each species as SGCN, habitat and distribution information, threats to each SGCN and associated habitats, conservation actions at both species-specific and habitat scales, and species-specific notes to aid in conservation efforts. MDIFW will work with the Implementation Committee and Outreach Subcommittee to help guide development of these online and database tools as well as other formats for accessing plan information. In addition, MDIFW will continue to update the 2015 Wildlife Action Plan website and provide contact information.

To address the second task, MDIFW will work with the Implementation Committee and Outreach Subcommittee to generate outreach materials (e.g., newsletters, blog posts, social media posts) and coordinate periodic events (e.g., annual meetings, trainings) to update

partners on plan accomplishments and opportunities for involvement. MDIFW also plans to host periodic workshops with partner user groups on accessing plan information. Furthermore, MDIFW may establish a small grants program for partners implementing conservation actions (Programmatic Action 5). If implemented, this program likely will generate ongoing partner interest in the Action Plan through periodic requests for proposals (RFP) and award announcements.

Programmatic Theme 3: Develop a public survey of SWAP and non-game species awareness, concerns, and priorities (initial survey: short-term; second survey: long-term [tentative])

In a recent survey, 95% of Mainers valued protection of wildlife for the enjoyment of people but were largely unaware of how MDIFW is funded to accomplish this task (LD 225 Report 2010). Additional surveys also highlight the importance of Maine's wildlife resources to land use decisions (Butler et al. 2013) and to the state's economy (Southwick Associates 2013). However, there is little information on Maine citizens' awareness of SWAP and non-game species conservation. Public opinion surveys conducted in other states (e.g., Pennsylvania [Responsive Management 2014]) have shown increasing public concern for and awareness of non-game species. MDIFW will soon undertake a large-scale public survey effort to determine attitudes toward game and non-game species conservation, management, and funding. Survey results will help guide Departmental priorities and outreach approaches. This survey also provides a timely opportunity to highlight Maine's 2015 Action Plan and discuss options for establishing stable funding for wildlife conservation. MDIFW may also conduct a second survey toward the end of Action Plan implementation to gauge the effectiveness of public outreach and education efforts developed as part of Programmatic Theme 2.

Funding and Tracking Programmatic Themes

Programmatic Theme 5: Consider establishing a competitive small grants program to make a portion of State Wildlife Grant (SWG) funds available to partners implementing priority actions identified in the 2015 Action Plan (mid-term)

MDIFW will consider establishing a competitive small grants program to make a small portion of SWG funds available to partners. This program has two major benefits: 1) awarded funds will help leverage partners' existing or new SGCN conservation efforts; and, 2) it encourages ongoing partner involvement in the Action Plan and communication with MDIFW through periodic RFPs and reporting requirements. A small grants program also addresses conservation partner requests for greater access to and transparency on the use of SWG funds.

To establish a small grants program, MDIFW must first address several logistical and grant administration needs. Because SWG funds are limited, MDIFW will work with partners to identify the minimum award amount necessary to leverage matching funds or seed money for SGCN conservation projects. If this amount is feasible and does not compromise ongoing SWG-funded projects and personnel, MDIFW work with the Implementation Committee to develop a transparent grant advertising, selection, and reporting process.

Programmatic Theme 7: Annually compile agency and partner expenditures and seek additional match opportunities to maximize efficiency and impact of 2015 Action Plan implementation (short-term)

SWG funds are limited; therefore, MDIFW will work closely with partners to track and annually compile expenditures to ensure funds are being spent efficiently and achieving the desired conservation outcomes. To further leverage limited funds, MDIFW also will work with partners to maximize existing and identify new match opportunities. This theme will be discussed further in Elements 5 and 6.

Programmatic Theme 8: Track SWAP conservation action implementation accomplishments by agencies and partners (short-term)

With over 500 SGCN and habitat-related conservation actions, successful implementation of Maine's 2015 SWAP will require collaborative efforts among MDIFW and its many conservation partners. MDIFW will develop feedback mechanisms to track partner efforts and accomplishments and use this information to periodically assess the effectiveness of the 2015 SWAP. MDIFW is currently developing a TRACS-compliant tracking system for agency projects and may develop a similar mechanism for partners. MDIFW also will highlight Action Plan progress and successes at periodic meetings with partners and through media as part of Programmatic Theme 2. Programmatic Theme 8 will be described in greater detail in Elements 5 and 6.

List of Acronyms

MDIFW	Maine Dept. of Inland Fisheries and Wildlife
MDMR	Maine Dept. of Marine Resources
RFP	Request for Proposals
SGCN	species of greatest conservation need
SWAP	State Wildlife Action Plan
SWG	State Wildlife Grants
TRACS	Tracking and Reporting Actions for the Conservation of Species

List of Tables

Table 1. Comparison of Conservation Partner Engagement 2005 and 2015

Table 2. Conservation Partners Invited to Participate in the Preparation of the 2015 SWAP

Table 3. Extent of Coordination with Federal Partners during the Development of Maine's 2015 Wildlife Action Plan

Table 4. Extent of Coordination with State Partners during the Development of Maine's 2015 Wildlife Action Plan

Table 5. Extent of Coordination with the Tribal and Local Partners during the Development of Maine's 2015 Wildlife Action Plan

Table 6. Extent of Coordination with the Public Partners during the Development of Maine's 2015 Wildlife Action Plan

Table 7. Press Releases, Articles, and Social Media

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Appendices

- Appendix 1: Minutes of Steering Committee Meetings
- Appendix 2: Operational Charter
- Appendix 3: Agendas -- Conservation Partner Meetings

Table 2. Conservation Partners Invited to Participate in the Preparation of Maine's 2015 WAP	
Federal	
Acadia Nat'l Park Maine Army National Guard National Marine Fisheries Service [Maine Field Station] Natural Resource Conservation Service National Oceanic and Atmospheric Administration US Fish and Wildlife Service, Ecological Services USFWS Gulf of Maine Coastal Program USFWS Maine Fishery Resource Office USFWS North Atlantic Landscape Conservation Cooperative USFWS Maine Wildlife Action Plan Contact USFWS Aroostook, National Wildlife Refuge System USFWS Maine Coastal Islands NWR USFWS Moosehorn NWR USFWS Rachel Carson NWR	
State	
Baxter State Park DACF(1) Bureau of Agriculture, Resource Development Division DACF Bureau of Agriculture, Food and Rural Resources DACF Land Use Planning Commission DACF Lands for Maine's Future Program DACF Maine Coastal Program DACF Maine Forest Service DACF Maine Natural Areas Program DACF Municipal Planning Assistance Program DAFC Bureau of Parks and Lands Dept of Environmental Protection Dept. of Marine Resources Dept. of Inland Fisheries and Wildlife Dept. of Transportation, Environmental Office (1) Dept. of Agricultural, Conservation, and Forestry	
Local	
Maine Association of Conservation Commissions Maine Association of Planners	
Tribes	
Aroostook Band of MicMac Indians Houlton Band of Maliseet Indians Passamaquoddy Tribe Indian township Reservation Passamaquoddy Tribe Pleasant Point Reservation Penobscot Nation	

Table 2. Conservation Partners Invited to Participate in the Preparation of Maine's 2015 WAP

Public
Appalachian Conservation Biology
Atlantic Salmon Federation
Biodiversity Research Institute
Brunswick Topsham Land Trust
Casco Bay Estuary Partnership
Coastal Mountains Land Trust
Conservation Law Foundation - Maine Advocacy Center
Cornell University
Defenders of Wildlife
Downeast Lakes Land Trust
Downeast Salmon Federation
Ducks Unlimited
Endangered Species Coalition
Forest Society of Maine
GrowSmart Maine
Gulf of Maine Research Institute
Island Institute
Lakes Environmental Association
Maine Aquaculture Association
Maine Association of Wetland Scientists
Maine Audubon Society
Maine Birding Trail
Maine Bowhunters Association
Maine Chamber of Commerce
Maine Chapter of the Sierra Club
Maine Chapter of the Wildlife Society
Maine Coast Heritage Trust
Maine Cooperative Fish & Wildlife Research Unit
Maine Discovery Museum
Maine Farm Bureau
Maine Farmland Trust
Maine Forest Products Council
Maine Lakes Society
Maine Maritime Academy
Maine Professional Guides Association
Maine Rivers
Maine SeaGrant
Maine Tourism Association
Maine Trappers Association

Table 2. Conservation Partners Invited to Participate in the Preparation of Maine's 2015 WAP

Maine's TWW / SWG Coalition
Manomet Center for Conservation Science
MDIFW Advisory Council
Mt. Agamenticus to the Sea
National Wild Turkey Federation
Natural Resources Council of Maine
North Maine Woods
Northern Maine Partner
Orono Land Trust
Project Share
Restore: The North Woods
Royal River Conservation Trust
Ruffed Grouse Society
Senator George Mitchell Center / Sustainability Solutions Initiative
Small Woodland Owners Association of Maine
Sportsmen's Alliance of Maine
Suffolk University
The Nature Conservancy
Trout Unlimited
University of Maine at Machias, School of Marine Sciences
University of Maine Department of Wildlife Ecology
University of Maine School of Forest Resources
University of Maine, School of Biological Sciences
University of New England
University of Southern Maine
Wells Reserve
Wildlife Alliance of Maine

TABLE 3. EXTENT OF COORDINATION WITH FEDERAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Federal Agencies	Acadia National Park	Maine Army National Guard	National Marine Fisheries Service (Maine Field Station)	Natural Resource Conservation Service	National Oceanic and Atmospheric Administration	U.S. Fish and Wildlife Service, Ecological Services	USFWS Gulf of Maine Coastal Program	USFWS Maine Fishery Resource Office	USFWS North Atlantic Landscape Conservation Cooperative	USFWS, Region 5	USFWS Aroostook National Wildlife Refuge	USFWS Maine Coastal Islands NWR	USFWS Moosehorn NWR	USFWS Rachel Carson NWR	U.S. Geological Survey, Maine Cooperative Fish and Wildlife Research Unit
Month / Year	Event																
May 2014	Invited to participate in 2015 action plan update		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
July 2014	Conservation Partners Meeting #1		X					X	X			X		X		X	X
	Maine Department of Marine Resources Information Session																
August 2014	Public Outreach Subcommittee Meeting																
September 2014	Landowners Meeting																
	Keeping Maine's Forests Implementation Committee																
	Steering Committee Meeting					X				X		X					
	MDIFW Advisory Council Meeting																
	Conservation Partners Meeting #2		X			X		X	X				X	X	X	X	

TABLE 3. EXTENT OF COORDINATION WITH FEDERAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Federal Agencies														
		Acadia National Park	Maine Army National Guard	National Marine Fisheries Service (Maine Field Station)	Natural Resource Conservation Service	National Oceanic and Atmospheric Administration	U.S. Fish and Wildlife Service, Ecological Services	USFWS Gulf of Maine Coastal Program	USFWS Maine Fishery Resource Office	USFWS North Atlantic Landscape Conservation Cooperative	USFWS, Region 5	USFWS Aroostook National Wildlife Refuge	USFWS Maine Coastal Islands NWR	USFWS Moosehorn NWR	USFWS Rachel Carson NWR	U.S. Geological Survey, Maine Cooperative Fish and Wildlife Research Unit
October 2014	Stanton Bird Club Annual Meeting															
	Society of American Foresters Fall Meeting															
	Steering Committee Meeting				X			X								
November 2014	Tribal Engagement Conference Call with USFWS															
	SFI-Fisheries Improvement Network															
	Conservation Partners Meeting #3						X	X			X	X				
	Steering Committee Meeting				X			X								
	Human Dimensions Meeting															
December 2014	Unity College Herpetology Class															
	Tribal Engagement Conference Call with USFWS															

TABLE 3. EXTENT OF COORDINATION WITH FEDERAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Federal Agencies														
		Acadia National Park	Maine Army National Guard	National Marine Fisheries Service (Maine Field Station)	Natural Resource Conservation Service	National Oceanic and Atmospheric Administration	U.S. Fish and Wildlife Service, Ecological Services	USFWS Gulf of Maine Coastal Program	USFWS Maine Fishery Resource Office	USFWS North Atlantic Landscape Conservation Cooperative	USFWS, Region 5	USFWS Aroostook National Wildlife Refuge	USFWS Maine Coastal Islands NWR	USFWS Moosehorn NWR	USFWS Rachel Carson NWR	U.S. Geological Survey, Maine Cooperative Fish and Wildlife Research Unit
	Steering Committee Meeting				X				X							
	Tribal Engagement Conference Call															
January 2015	Conservation Partner Meeting #4	X						X						X		
	Steering Committee Meeting				X											
February 2015	Steering Committee Meeting								X							
	Open Standards Training				X				X							
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming								X							
	Terrestrial/Wetland Conservation Proposal Brainstorming				X											
March 2015	NE Cottontail Working Group Annual Meeting															
	Eastern Maine Sportsman Show															

TABLE 3. EXTENT OF COORDINATION WITH FEDERAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Federal Agencies													
		Acadia National Park	Maine Army National Guard	National Marine Fisheries Service (Maine Field Station)	Natural Resource Conservation Service	National Oceanic and Atmospheric Administration	U.S. Fish and Wildlife Service, Ecological Services	USFWS Gulf of Maine Coastal Program	USFWS Maine Fishery Resource Office	USFWS North Atlantic Landscape Conservation Cooperative	USFWS, Region 5	USFWS Aroostook National Wildlife Refuge	USFWS Maine Coastal Islands NWR	USFWS Moosehorn NWR	USFWS Rachel Carson NWR
	Theme Development Meeting														
	Steering Committee Review of Habitat Conservation Actions														
	Maine Land Trust Network Conference Workshop														
May 2015															
	York County Community College Environmental Science Class														
	Maine Association of Conservation Commissions Annual Meeting														
	Steering Committee Meeting				X			X							
June 2015															
	Steering Committee Meeting				X			X				X		X	
	Maine Forest Products Council Presentation														
	Landowner Meeting														
	Conservation Partners Meeting #5														

TABLE 3. EXTENT OF COORDINATION WITH FEDERAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Federal Agencies														
		Acadia National Park	Maine Army National Guard	National Marine Fisheries Service (Maine Field Station)	Natural Resource Conservation Service	National Oceanic and Atmospheric Administration	U.S. Fish and Wildlife Service, Ecological Services	USFWS Gulf of Maine Coastal Program	USFWS Maine Fishery Resource Office	USFWS North Atlantic Landscape Conservation Cooperative	USFWS, Region 5	USFWS Aroostook National Wildlife Refuge	USFWS Maine Coastal Islands NWR	USFWS Moosehorn NWR	USFWS Rachel Carson NWR	U.S. Geological Survey, Maine Cooperative Fish and Wildlife Research Unit
July 2015																
	Maine Healthy Beaches Conference and Workshop															
	30-day Public Comment Period on Draft Action Plan															
August 2015																
	MDIFW Response to Public Comments															

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies																
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard		
Month / Year	Event																	
May 2014	Invited to participate in 2015 action plan update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
July 2014	Conservation Partners Meeting #1				X		X	X	X					X			X	
	Maine Department of Marine Resources Information Session																	
August 2014	Public Outreach Subcommittee Meeting											X						
September 2014	Landowners Meeting																	
	Keeping Maine's Forests Implementation Committee																	
	Steering Committee Meeting									X								
	MDIFW Advisory Council Meeting													X				
	Conservation Partners Meeting #2				X		X	X	X		X				X	X		

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies																
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard		
October 2014	Stanton Bird Club Annual Meeting																	
	Society of American Foresters Fall Meeting																	
	Steering Committee Meeting								X									
November 2014	Tribal Engagement Conference Call with USFWS																	
	SFI-Fisheries Improvement Network																	
	Conservation Partners Meeting #3			X				X		X					X			
	Steering Committee Meeting									X								
	Human Dimensions Meeting																	
December 2014	Unity College Herpetology Class																	
	Tribal Engagement																	

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies															
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard	
	Conference Call with USFWS																
	Steering Committee Meeting								X								
	Tribal Engagement Conference Call																
January 2015	Conservation Partner Meeting #4			X	X		X		X			X		X			
	Steering Committee Meeting								X								
February 2015	Steering Committee Meeting						X		X								
	Open Standards Training						X		X			X					
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming						X					X					
	Terrestrial/Wetland Conservation Proposal Brainstorming						X		X								
March 2015	NE Cottontail Working Group Annual Meeting																
	Eastern Maine																

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies														
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard
	Sportsman Show															
	Steering Committee Meeting											X				
	Presque Isle Sportsman Show															
	Maine Association of Wetland Scientists Annual Meeting															
	Maine Tribal Engagement Meeting															
	State of Maine Sportsman Show															
	Maine Dept. of Transportation Meeting on Invasive Species Actions													X		
	Brunswick Conservation Commission Presentation															
April 2015	Steering Committee Meeting							X		X			X			
	Marine/Coastal Conservation Action Theme Development Meeting															

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies																
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard		
	Terrestrial/Wetland Conservation Action Theme Development Meeting																	
	Steering Committee Review of Habitat Conservation Actions						X		X					X				
	Maine Land Trust Network Conference Workshop																	
May 2015																		
	York County Community College Environmental Science Class																	
	Maine Association of Conservation Commissions Annual Meeting																	
	Steering Committee Meeting						X		X									
June 2015																		
	Steering Committee Meeting																	
	Maine Forest Products Council Presentation																	

TABLE 4. EXTENT OF COORDINATION WITH STATE PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		State Agencies															
		Baxter State Park Authority	DACF(1) Bureau of Agriculture, Resource Development Division	DACF Bureau of Agriculture, Food, and Rural Resources	DACF Land Use Planning Commission	DACF Lands for Maine's Future Program	DACF Maine Coastal Program	DACF Maine Forest Service	DACF Maine Natural Areas Program	DACF Municipal Planning Assistance Program	DACF Bureau of Parks and Lands	Dept. of Environmental Protection	Dept. of Marine Resources	Maine Dept. of Inland Fisheries and Wildlife, Advisory Council	Dept. of Transportation, Environmental Office	Maine Army National Guard	
	Landowner Meeting																
	Conservation Partners Meeting #5				X	X	X		X	X					X		
July 2015																	
	Maine Healthy Beaches Conference and Workshop																
	30-day Public Comment Period on Draft Action Plan																
August 2015																	
	MDIFW Response to Public Comments																
(1) Dept. of Agriculture, Conservation, and Forestry																	

TABLE 5. EXTENT OF COORDINATION WITH TRIBAL AND LOCAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Tribal Partners	Aroostook Band or MicMac Indians	Houlton Band of Maliseet Indians	Passamaquoddy Tribe, Indian Township Reservation	Passamaquoddy Tribe, Pleasant Point Reservation	Penobscot Nation	Local Partners	Maine Association of Conservation Commissions	Maine Association of Planners								
Month / Year	Event																	
May 2014	Invited to participate in 2015 action plan update	X	X	X	X	X	X	X	X	X								
July 2014	Conservation Partners Meeting #1						X			X								
	Maine Department of Marine Resources Information Session																	
August 2014	Public Outreach Subcommittee Meeting																	
September 2014	Landowners Meeting																	
	Keeping Maine's Forests Implementation Committee																	
	Steering Committee Meeting																	
	MDIFW Advisory Council Meeting																	
	Conservation Partners Meeting #2																	

TABLE 5. EXTENT OF COORDINATION WITH TRIBAL AND LOCAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Tribal Partners						Local Partners															
		Aroostook Band or MicMac Indians	Houlton Band of Maliseet Indians	Passamaquoddy Tribe, Indian Township Reservation	Passamaquoddy Tribe, Pleasant Point Reservation	Penobscot Nation	Maine Association of Conservation Commissions	Maine Association of Planners															
October 2014	Stanton Bird Club Annual Meeting																						
	Society of American Foresters Fall Meeting																						
	Steering Committee Meeting																						
November 2014	Tribal Engagement Conference Call with USFWS																						
	SFI-Fisheries Improvement Network																						
	Conservation Partners Meeting #3																						
	Steering Committee Meeting																						
	Human Dimensions Meeting																						
December 2014	Unity College Herpetology Class																						
	Tribal Engagement Conference Call with USFWS																						

TABLE 5. EXTENT OF COORDINATION WITH TRIBAL AND LOCAL PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Tribal Partners						Local Partners									
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	Steering Committee Meeting																
	Tribal Engagement Conference Call																
January 2015	Conservation Partner Meeting #4																
	Steering Committee Meeting																
February 2015	Steering Committee Meeting																
	Open Standards Training																
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming																
	Terrestrial/Wetland Conservation Proposal Brainstorming																
March 2015	NE Cottontail Working Group Annual Meeting																
	Eastern Maine Sportsman Show																

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	Steering Committee Meeting																						
	Presque Isle Sportsman Show																						
	Maine Association of Wetland Scientists Annual Meeting																						
	Maine Tribal Engagement Meeting	X	X	X	X	X	X																
	State of Maine Sportsman Show																						
	Maine Dept. of Transportation Meeting on Invasive Species Actions																						
	Brunswick Conservation Commission Presentation																						
April 2015	Steering Committee Meeting																						
	Marine/Coastal Conservation Action Theme Development Meeting																						
	Terrestrial/Wetland Conservation Action																						

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	Theme Development Meeting																						
	Steering Committee Review of Habitat Conservation Actions																						
	Maine Land Trust Network Conference Workshop																						
May 2015																							
	York County Community College Environmental Science Class																						
	Maine Association of Conservation Commissions Annual Meeting								X														
	Steering Committee Meeting																						
June 2015																							
	Steering Committee Meeting																						
	Maine Forest Products Council Presentation																						
	Landowner Meeting																						
	Conservation Partners Meeting #5																						

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		Aroostook Band or MicMac Indians	Houlton Band of Maliseet Indians	Passamaquoddy Tribe, Indian Township Reservation	Passamaquoddy Tribe, Pleasant Point Reservation	Penobscot Nation	Maine Association of Conservation Commissions	Maine Association of Planners													
July 2015																					
	Maine Healthy Beaches Conference and Workshop																				
	30-day Public Comment Period on Draft Action Plan																				
August 2015																					
	MDIFW Response to Public Comments																				

TABLE 6.1. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Members of the General Public		Partner Organizations	Appalachian Conservation Biology	Atlantic Salmon Federation	Biodiversity Research Institute	Brunswick-Topsham Land Trust	Casco Bay Estuary Project	Coastal Mountains Land Trust	Conservation Law Foundation, Maine Advocacy Center	Cornell University	Defenders of Wildlife	Downeast Lakes Land Trust	Downeast Salmon Federation	Ducks Unlimited	Endangered Species Coalition	Forest Society of Maine	GrowSmart Maine	Gulf or Maine Research Institute	Island Institute	Lakes Environmental Association	Maine Aquaculture Association	Maine Association of Wetland Scientists	Maine Audubon Society	Maine Birding Trail	Maine Bowhunters Association
Month / Year	Event																										
May 2014	Invited to participate in 2015 action plan update				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
July 2014	Conservation Partners Meeting #1						X	X										X					X	X		X	
	Maine Department of Marine Resources Information Session																										
August 2014	Public Outreach Subcommittee Meeting																								X		
September 2014	Landowners Meeting							X										X									
	Keeping Maine's Forests Implementation Committee	X																									
	Steering Committee Meeting						X																	X			
	MDIFW Advisory Council Meeting																										
	Conservation Partners Meeting #2				X				X					X			X	X						X	X	X	

TABLE 6.1. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Members of the General Public		Partner Organizations	Appalachian Conservation Biology	Atlantic Salmon Federation	Biodiversity Research Institute	Brunswick-Topsham Land Trust	Casco Bay Estuary Project	Coastal Mountains Land Trust	Conservation Law Foundation, Maine Advocacy Center	Cornell University	Defenders of Wildlife	Downeast Lakes Land Trust	Downeast Salmon Federation	Ducks Unlimited	Endangered Species Coalition	Forest Society of Maine	GrowSmart Maine	Gulf or Maine Research Institute	Island Institute	Lakes Environmental Association	Maine Aquaculture Association	Maine Association of Wetland Scientists	Maine Audubon Society	Maine Birding Trail	Maine Bowhunters Association
October 2014	Stanton Bird Club Annual Meeting	X																									
	Society of American Foresters Fall Meeting	X																									
	Steering Committee Meeting						X																		X		
November 2014	Tribal Engagement Conference Call with USFWS																										
	SFI-Fisheries Improvement Network	X																									
	Conservation Partners Meeting #3								X					X									X	X		X	
	Steering Committee Meeting						X																		X		
	Human Dimensions Meeting																										
December 2014	Unity College Herpetology Class	X																									
	Tribal Engagement Conference Call with USFWS																										

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	Steering Committee Meeting								X																	X		
	Tribal Engagement Conference Call																											
January 2015	Conservation Partner Meeting #4									X														X				
	Steering Committee Meeting																									X		
February 2015	Steering Committee Meeting								X																	X		
	Open Standards Training								X																	X		
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming									X						X									X			
	Terrestrial/Wetland Conservation Proposal Brainstorming																		X							X		
March 2015	NE Cottontail Working Group Annual Meeting	X																										
	Eastern Maine Sportsman Show	X																										
	Steering Committee Meeting								X																	X		

TABLE 6.1. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Members of the General Public		Partner Organizations		Appalachian Conservation Biology	Atlantic Salmon Federation	Biodiversity Research Institute	Brunswick-Topsham Land Trust	Casco Bay Estuary Project	Coastal Mountains Land Trust	Conservation Law Foundation, Maine Advocacy Center	Cornell University	Defenders of Wildlife	Downeast Lakes Land Trust	Downeast Salmon Federation	Ducks Unlimited	Endangered Species Coalition	Forest Society of Maine	GrowSmart Maine	Gulf or Maine Research Institute	Island Institute	Lakes Environmental Association	Maine Aquaculture Association	Maine Association of Wetland Scientists	Maine Audubon Society	Maine Birding Trail	Maine Bowhunters Association
	Presque Isle Sportsman Show	X																										
	Maine Association of Wetland Scientists Annual Meeting																							X				
	Maine Tribal Engagement Meeting																											
	State of Maine Sportsman Show	X																										
	Maine Dept. of Transportation Meeting on Invasive Species Actions																											
	Brunswick Conservation Commission Presentation	X																										
April 2015	Steering Committee Meeting																										X	
	Marine/Coastal Conservation Action Theme Development Meeting															X												
	Terrestrial/Wetland Conservation Action Theme Development Meeting																											
	Steering Committee Review																											

TABLE 6.1. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Members of the General Public	Partner Organizations	Appalachian Conservation Biology	Atlantic Salmon Federation	Biodiversity Research Institute	Brunswick-Topsham Land Trust	Casco Bay Estuary Project	Coastal Mountains Land Trust	Conservation Law Foundation, Maine Advocacy Center	Cornell University	Defenders of Wildlife	Downeast Lakes Land Trust	Downeast Salmon Federation	Ducks Unlimited	Endangered Species Coalition	Forest Society of Maine	GrowSmart Maine	Gulf or Maine Research Institute	Island Institute	Lakes Environmental Association	Maine Aquaculture Association	Maine Association of Wetland Scientists	Maine Audubon Society	Maine Birding Trail	Maine Bowhunters Association
	of Habitat Conservation Actions																									
	Maine Land Trust Network Conference Workshop	X																								
May 2015																										
	York County Community College Environmental Science Class	X																								
	Maine Association of Conservation Commissions Annual Meeting	X																								
	Steering Committee Meeting																							X		
June 2015																										
	Steering Committee Meeting																									
	Maine Forest Products Council Presentation																									
	Landowner Meeting																									
	Conservation Partners Meeting #5	X														X						X	X	X		
July 2015																										
	Maine Healthy Beaches Conference and Workshop	X																								

TABLE 6.1. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Members of the General Public		Partner Organizations	Appalachian Conservation Biology	Atlantic Salmon Federation	Biodiversity Research Institute	Brunswick-Topsham Land Trust	Casco Bay Estuary Project	Coastal Mountains Land Trust	Conservation Law Foundation, Maine Advocacy Center	Cornell University	Defenders of Wildlife	Downeast Lakes Land Trust	Downeast Salmon Federation	Ducks Unlimited	Endangered Species Coalition	Forest Society of Maine	GrowSmart Maine	Gulf or Maine Research Institute	Island Institute	Lakes Environmental Association	Maine Aquaculture Association	Maine Association of Wetland Scientists	Maine Audubon Society	Maine Birding Trail	Maine Bowhunters Association
	30-day Public Comment Period on Draft Action Plan	X																									
August 2015	MDIFW Response to Public Comments	X																									

TABLE 6.2. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Maine Chamber of Commerce	Maine Chapter of the Sierra Club	Maine Chapter or the Wildlife Society	Maine Coast Heritage Trust	Maine Discovery Museum	Maine Farm Bureau	Maine Farmland Trust	Maine Forest Products Council	Maine Lakes Society	Maine Maritime Academy	Maine Professional Guides Association	Maine Rivers	Maine SeaGrant	Maine Tourism Association	Maine Trappers Association	Maine Teaming with Wildlife – State Wildlife Grant Coalition	Manomet Center for Conservation Science	Mt. Agameticus to the Sea	National Wild Turkey Federation	Natural Resources Council of Maine	North Maine Woods	Northern Maine Partner	Orono Land Trust	Project Share	Restore: The North Woods
Month / Year	Event																									
May 2014	Invited to participate in 2015 action plan update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
July 2014	Conservation Partners Meeting #1			X	X		X						X	X	X	X	X	X	X					X		
	Maine Department of Marine Resources Information Session																									
August 2014	Public Outreach Subcommittee Meeting								X																	
September 2014	Landowners Meeting						X		X																	
	Keeping Maine's Forests Implementation Committee																									
	Steering Committee Meeting																									
	MDIFW Advisory Council Meeting																									
	Conservation Partners Meeting #2			X	X		X		X			X			X	X	X	X						X		X

TABLE 6.2. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Maine Chamber of Commerce	Maine Chapter of the Sierra Club	Maine Chapter or the Wildlife Society	Maine Coast Heritage Trust	Maine Discovery Museum	Maine Farm Bureau	Maine Farmland Trust	Maine Forest Products Council	Maine Lakes Society	Maine Maritime Academy	Maine Professional Guides Association	Maine Rivers	Maine SeaGrant	Maine Tourism Association	Maine Trappers Association	Maine Teaming with Wildlife – State Wildlife Grant Coalition	Manomet Center for Conservation Science	Mt. Agamenticus to the Sea	National Wild Turkey Federation	Natural Resources Council of Maine	North Maine Woods	Northern Maine Partner	Orono Land Trust	Project Share	Restore: The North Woods
October 2014	Stanton Bird Club Annual Meeting																									
	Society of American Foresters Fall Meeting																									
	Steering Committee Meeting								X																	
November 2014	Tribal Engagement Conference Call with USFWS																									
	SFI-Fisheries Improvement Network																									
	Conservation Partners Meeting #3			X		X		X					X		X	X								X	X	
	Steering Committee Meeting				X				X																	
	Human Dimensions Meeting																									
December 2014	Unity College Herpetology Class																									
	Tribal Engagement Conference Call with																									

TABLE 6.2. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Maine Chamber of Commerce	Maine Chapter of the Sierra Club	Maine Chapter or the Wildlife Society	Maine Coast Heritage Trust	Maine Discovery Museum	Maine Farm Bureau	Maine Farmland Trust	Maine Forest Products Council	Maine Lakes Society	Maine Maritime Academy	Maine Professional Guides Association	Maine Rivers	Maine SeaGrant	Maine Tourism Association	Maine Trappers Association	Maine Teaming with Wildlife – State Wildlife Grant Coalition	Manomet Center for Conservation Science	Mt. Agamenticus to the Sea	National Wild Turkey Federation	Natural Resources Council of Maine	North Maine Woods	Northern Maine Partner	Orono Land Trust	Project Share	Restore: The North Woods
	USFWS																									
	Steering Committee Meeting				X				X																	X
	Tribal Engagement Conference Call																									
January 2015	Conservation Partner Meeting #4											X		X												
	Steering Committee Meeting																									
February 2015	Steering Committee Meeting				X				X																	
	Open Standards Training				X																					
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming				X								X													
	Terrestrial/Wetland Conservation Proposal Brainstorming								X								X	X						X		
March 2015	NE Cottontail Working Group Annual Meeting																									
	Eastern Maine Sportsman Show																									
	Steering Committee				X				X																	

TABLE 6.2. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Maine Chamber of Commerce	Maine Chapter of the Sierra Club	Maine Chapter or the Wildlife Society	Maine Coast Heritage Trust	Maine Discovery Museum	Maine Farm Bureau	Maine Farmland Trust	Maine Forest Products Council	Maine Lakes Society	Maine Maritime Academy	Maine Professional Guides Association	Maine Rivers	Maine SeaGrant	Maine Tourism Association	Maine Trappers Association	Maine Teaming with Wildlife – State Wildlife Grant Coalition	Manomet Center for Conservation Science	Mt. Agamenticus to the Sea	National Wild Turkey Federation	Natural Resources Council of Maine	North Maine Woods	Northern Maine Partner	Orono Land Trust	Project Share	Restore: The North Woods
	Meeting																									
	Presque Isle Sportsman Show																									
	Maine Ass'n of Wetland Scientists Annual Meeting																									
	Maine Tribal Engagement Meeting																									
	State of Maine Sportsman Show																									
	Maine Dept. of Transportation Meeting on Invasive Species Actions																									
	Brunswick Conservation Commission Presentation																									
April 2015	Steering Committee Meeting								X																	
	Marine/Coastal Conservation Action Theme Development Meeting																									
	Terrestrial/Wetland Conservation Action Theme Development Meeting																									

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	Steering Committee Review of Habitat Conservation Actions																									
	Maine Land Trust Network Conference Workshop																									
May 2015																										
	York County Community College Environmental Science Class																									
	Maine Ass'n of Conservation Commissions Annual Meeting																									
	Steering Committee Meeting								X																	
June 2015																										
	Steering Committee Meeting																									
	Maine Forest Products Council Presentation																									
	Landowner Meeting																									
	Conservation Partners Meeting #5			X	X							X		X		X										X

TABLE 6.2. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE’S 2015 WILDLIFE ACTION PLAN		Maine Chamber of Commerce	Maine Chapter of the Sierra Club	Maine Chapter or the Wildlife Society	Maine Coast Heritage Trust	Maine Discovery Museum	Maine Farm Bureau	Maine Farmland Trust	Maine Forest Products Council	Maine Lakes Society	Maine Maritime Academy	Maine Professional Guides Association	Maine Rivers	Maine SeaGrant	Maine Tourism Association	Maine Trappers Association	Maine Teaming with Wildlife – State Wildlife Grant Coalition	Manomet Center for Conservation Science	Mt. Agamenticus to the Sea	National Wild Turkey Federation	Natural Resources Council of Maine	North Maine Woods	Northern Maine Partner	Orono Land Trust	Project Share	Restore: The North Woods
July 2015																										
	Maine Healthy Beaches Conference and Workshop																									
	30-day Public Comment Period on Draft Action Plan																									
August 2015																										
	MDIFW Response to Public Comments																									

TABLE 6.3. EXTENT OF COORDINATION WITH PUBLIC PARTNERS DURING THE DEVELOPMENT OF MAINE'S 2015 WILDLIFE ACTION PLAN		Royal River Conservation Trust	Ruffed Grouse Society	Senator George Mitchell Center / Sustainability Solutions Initiative	Small Woodland Owners Association of Maine	Sportsmen's Alliance of Maine	Suffolk University	The Nature Conservancy	Trout Unlimited	University of Maine, Machias School of Marine Sciences	University of Maine, Orono School of Forest Resources and Dept. of Wildlife Ecology	University of Maine, Orono School of Biological Sciences	University of New England	University of Southern Maine	Wells Estuarine Reserve	Wildlife Alliance of Maine
Month / Year	Event															
May 2014	Invited to participate in 2015 action plan update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
July 2014	Conservation Partners Meeting #1				X			X			X				X	X
	Maine Department of Marine Resources Information Session															
August 2014	Public Outreach Subcommittee Meeting										X					
September 2014	Landowners Meeting				X			X								
	Keeping Maine's Forests Implementation Committee															
	Steering Committee Meeting				X			X								
	MDIFW Advisory Council Meeting															
	Conservation Partners Meeting #2					X		X	X		X				X	

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October 2014	Stanton Bird Club Annual Meeting															
	Society of American Foresters Fall Meeting															
	Steering Committee Meeting				X		X									
November 2014	Tribal Engagement Conference Call with USFWS															
	SFI-Fisheries Improvement Network															
	Conservation Partners Meeting #3					X		X		X						
	Steering Committee Meeting						X									
	Human Dimensions Meeting									X						
December 2014	Unity College Herpetology Class															
	Tribal Engagement															

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	Conference Call with USFWS															
	Steering Committee Meeting				X			X								
	Tribal Engagement Conference Call															
January 2015	Conservation Partner Meeting #4															
	Steering Committee Meeting				X			X								
February 2015	Steering Committee Meeting							X								
	Open Standards Training							X								
	Marine/Coastal/Aquatic Conservation Proposal Brainstorming							X	X			X		X		
	Terrestrial/Wetland Conservation Proposal Brainstorming				X			X								
March 2015	NE Cottontail Working Group Annual Meeting															

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	Eastern Maine Sportsman Show															
	Steering Committee Meeting						X									
	Presque Isle Sportsman Show															
	Maine Association of Wetland Scientists Annual Meeting															
	Maine Tribal Engagement Meeting															
	State of Maine Sportsman Show															
	Maine Dept. of Transportation Meeting on Invasive Species Actions															
	Brunswick Conservation Commission Presentation															
April 2015	Steering Committee Meeting				X		X									
	Marine/Coastal									X						

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	Conservation Action Theme Development Meeting															
	Terrestrial/Wetland Conservation Action Theme Development Meeting															
	Steering Committee Review of Habitat Conservation Actions				X			X								
	Maine Land Trust Network Conference Workshop															
May 2015																
	York County Community College Environmental Science Class															
	Maine Association of Conservation Commissions Annual Meeting															
	Steering Committee Meeting							X								
June 2015																
	Steering Committee Meeting															

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	Maine Forest Products Council Presentation															
	Landowner Meeting															
	Conservation Partners Meeting #5			X		X	X									
July 2015																
	Maine Healthy Beaches Conference and Workshop															
	30-day Public Comment Period on Draft Action Plan															
August 2015																
	MDIFW Response to Public Comments															

Appendix 1: Minutes of Steering Committee Meetings

**2015 Maine Wildlife Action Plan
Steering Committee – Meeting #1
September 18, 2014**

Attendees: Judy Camuso (IFW), Phillip deMaynadier (IFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Mitch Hartley (USFWS), Jeff Norment (NRCS), Mark Stadler (IFW), Sally Stockwell (Maine Audubon), Charlie Todd (IFW), Angela Twitchell (BTLT), Barbara Vickery (TNC), Nate Webb (IFW), Jed Wright (USFWS)

Summary of Discussion

- MDIFW staff gave a brief overview of Wildlife Action Plan revisions with particular emphasis on themes identified in national guidance as well as MDIFW expectations.
 - Action Plan is a Conservation Plan for Maine, not just IFW
 - Plan will be developed & implemented in cooperation with partners
- Status report
 - 1st meeting with Conservation Partners on July 8th
 - Draft Public Outreach & Communication Plan
 - Meeting with landowners
 - Developed SGCN criteria and list (95% complete)
 - SGCN habitat associations in progress
- Monitoring Conservation Actions
 - How is success assessed/measured? What does success look like?
 - Must define metrics
 - 'Monitoring' does not mean species surveys
- Steering Committee Composition
 - Group should be small, but contain good representation.
 - Members should be broad-thinkers but do not necessarily have represent the complete diversity of partner organizations/perspectives.
 - May want to consider including a Sportsman's representative, and an Academic representative.

- Preference for face-to-face meetings as much as possible.
- Purpose of Steering Committee: Provide rapid guidance to IFW on important components of the Action Plan Update as issues arise. Review and provide input on agendas for Partner meetings. Determine the need for sub-committees.
- Action Plan Timeline: Should include Conservation Partner Meetings 4 & 5 on the timeline.
- Ad hoc “landowners committee.” Review scope of discussions from the first meeting on Sept. 11 at MDIFW.
- Marine Fauna: Need to continue work to integrate marine considerations into the Action Plan. Should have a marine-focused person on the Steering Committee. DMR is expressing more interest in becoming involved, drafted ~12 SGCN additions, still reviewing others with Maine Coastal Program, specified several specialty coastal habitats of particular significance, and identified several new partners. The need for a “marine fauna & habitats” subcommittee can be judged better after the 9/30 meeting but may help accelerate attention.
- 9/30 Meeting Agenda
 - Spend less time in background/introductions
 - Need to fully describe how the input on the SGCN list/criteria was used. Clarify why there are now 4 category groupings. Should make it clear to Partners that SGCN list concepts are now considered final unless additional SGCNs (especially marine fauna) are demonstrated to meet these finalized criteria.
 - It will be important to update partners on a conceptual new approach for plan prioritization (habitat focused / overlapping threats where possible) so they understand the importance of the habitat assignments & pending stressor classifications.
 - Need more time (2 hours) to discuss the Habitat Assignments in the break-out groups. Do not use rotations in the break session. Itemize topics to be addressed in each break out in the Meeting Agenda to generate interest & advance preparation.
 - Break-outs should include discussion of SGCN distribution (towns, watersheds, ecoregions etc.), and ways to identify priority habitats.
- Operational Charter: One charter should be developed for the entire Action Plan update process. The role of the Steering Committee (and other subcommittees) should be described within the charter.

- Decision Making: Steering Committee will attempt to reach consensus on all decisions. When this is not possible, as the administrator of the Plan, IFW will make the final decision. When/if they arise, these situations will be discussed with the full group of Partners.
- Next meeting: October 16th, 9 am-noon. Location: Viles Arboretum, Augusta.

**2015 Maine Wildlife Action Plan
Steering Committee – Meeting #2
October 16, 2014
Viles Arboretum, Augusta**

Attendees: Barry Burgason (MFPC), Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Jeff Norment (NRCS), Mark Stadler (MDIFW), Sally Stockwell (Maine Audubon), Charlie Todd (MDIFW), Angela Twitchell (BTLT), Barbara Vickery (TNC), Nate Webb (MDIFW), Jed Wright (USFWS)

1. Additional representation on steering committee

Northern Maine: Andy Whitman suggested that the committee have greater representation from Northern Maine. He suggested the following:

Jensen Bissell or Jean Hoekwater, Baxter State Park
Aaron Megquier, friends of Baxter State Park
Peter Lowell, Lakes Education Association
Matt Libby, Libby Sporting Camps
Steve Young, former Fraser wildlife biologist
Tom Pelletier, broadly-based knowledge of the NMW and wildlife

The committee decided that such representation was better suited to the conservation partner group. **MDIFW** will review this list and invite individuals as appropriate.

Post meeting action: MDIFW invited Jean Hoekwater to participate in the action plan update during the initial outreach to conservation partners. **Mark Stadler** will contact Steve Young to ask him to participate as a conservation partner representing Northern Maine.

Maine tribes: **Amanda Shearin** will talk with the Fred Corey [Aroostook Band of MicMac Indians], Sharri Venno [Houlton Band of Maliseet Indians], John Sewell [Passamaquoddy Tribe: Indian Township Reservation], Marvin Cling [Passamaquoddy Tribe: Pleasant Point Reservation], and Kristin Peet [Penobscot Nation] to ask them to select a representative for the committee.

Agriculture: The committee considered the following:

Dave Bell, Wyman Blueberries
Don Flannery, Maine Potato Board
Dave Lavway, Maine Dept. of Conservation, Agriculture, and Forestry
Tom Gordon, Soil and Water Conservation District
thomas.u.gordon@myfairpoint.net
Maine Farm Bureau
Maine Organic Gardeners and Farmers Ass'n

After discussion the committee decided that agricultural interests would likely defer until the development of conservation actions. **MDIFW** will invite agricultural interests to be involved in the development and review of conservation actions.

Post meeting action: MDIFW invited Jon Olson, Maine Farm Bureau, to participate in the action plan update during the initial outreach to conservation partners. **Mark Stadler** will

invite Dave Lavway to participate as a conservation partner representing agricultural interests.

Marine: **Charlie Todd** will invite Claire Enterline, DMR, to participate. Claire may need funding assistance to participate.

2. Maine WAP / SGCN species: consideration of flora

[Refer to Barbara's email of 10/02, sent to steering committee]

The committee considered whether flora should receive SGCN designation; if flora should be entered into the action plan fauna database to create a holistic database; and the role that flora [non-habitat] should have in the action plan.

Committee members held differing views on each of these considerations.

After discussion the committee decided that 1] flora would not be designated as SGCN, 2] MNAP would add flora listed on Maine's threatened and endangered plant list to the MDIFW / DMR faunal database, and 3] that flora would be considered in the action plan to the extent that it helps to prioritize conservation actions for SGCN or SGCN habitats, including the identification of Focus Areas. Flora and their habitat associations will be included in the action plan as an appendix.

3. Operational charter

The committee reviewed and discussed the 10/16 draft of the operational charter. Much of the discussion centered around decision-making. **Mark Stadler** will consolidate the comments and prepare a revised draft for committee review.

4. Launching public outreach & communication plan

Deferred to next meeting

5. November 18 conservation partner meeting, Spectacular Events Center, Bangor

The committee requested that **MDIFW** seek outside peer review of habitat associations, and simultaneously commence discussion of habitat prioritization. It also asked **MDIFW** to provide it with a draft proposal for the mechanism to prioritize habitats.

The committee discussed the agenda and format for the 3rd conservation partner meeting.

Goals:

- Further consideration and wrap-up of SGCN habitat associations, element 2
- Introduction to criteria used to assess SGCN / habitat stressors, element 3
 - Review, discuss stressor assessment for priority 1 SGCN
 - Review, discuss stressor assessment for habitats
- Discuss process that the partners will use to prioritize 1) habitats and 2) habitat-stressors for conservation action.

Format:

- Morning plenary
- Two rounds of afternoon breakout groups
 - SGCN priority 1 threat assessment
 - Habitat threat assessment
- Breakout groups reports
- Element 4, conservation actions
- Wrap up discussion

6. Action Plan timeline and progress to date

Deferred

7. Archived AFWA/TWW SWAP webinars
Deferred

8. Next meeting: 9:00 – 12:00, November 20, 2014, at MDIFW

**Maine Wildlife Action Plan Steering Committee
November 20, 2014
0900 - 1200
MDIFW, Augusta**

Minutes of Meeting

~Review and approval of previous minutes:

10/16/2014 meeting minutes, #3, page 2: "The committee requested that **MDIFW** seek outside peer review of habitat associations..." Was revised to read that MDIFW will post the SGCN habitat associations online for public comment and it will notify conservation partners and the taxa specialists via email when the associations are posted.

The steering committee approved the minutes of the 09/18/2014 and the 10/16/2014 meetings.

~Additional members

Tribes

No nexus between tribal grants and state grants; tribal grants are competitive and have no requirement for match. What would be role of tribal rep on the steering committee -- helping to steer the plan itself; will one representative be able to adequately represent all of the tribes?

MDIFW will discuss with D.J. Monette, USFWS tribal liaison in the Northeast Region. Include USFWS liaison in contact w/ tribes.

Other discussion:

Sheri Venno, WAP conversation w/ tribes; she is contacting tribes for a group presentation.

Potential for individual focus groups: tribes, forestry, agriculture?

Roll out WAP to tribal councils. When is the right time to begin contact?

Northern Maine

Steve Young was invited to participate in conservation partner process and accepted. MDIFW will also invite Rich Hoppe and Amanda Demusz into the process.

Marine

The committee would like to invite Claire Enterline, DMR, to serve on the committee.

Both time commitment and funding are likely complications for Claire's involvement.

Judy will review possible funding via SWG planning grant; this may lead to further discussion with Deputy Commissioner at DMR.

~Updates

ET plants entered in to fauna database: MNAP has access to database; plants still to be entered, but in progress, will commence after 11/18 partner meeting

MDIFW will post Steering Committee minutes and subcommittee minutes on the action plan website. MDIFW and MNAP are preparing subcommittee minutes for posting.

The steering committee decided that Claire's "marine group" would not to be considered a subcommittee, but rather considered review by "outside experts" similar to review of SGCN list by outside taxa experts.

MDIFW will post SGCN habitat associations on the action plan website for additional partner and public review; MDIFW will send email to partners and taxa specialists when posted. MDIFW will wait until stressor assessment is completed and then will post both together. The committee discussed posting format and review process. Upon conclusion of review, MDIFW will post any changes with responses as appropriate. MDIFW will notify partners via email when changes are posed.

~Update from focus area review subcommittee: status report

- analysis
- freshwater aquatics
- coastal / marine

Andy Cutko, MNAP, presented an overview of the current work of the focus area review subcommittee. History of focus area, focus area selection criteria; under representation of aquatic and marine coastal resources. Holistic review of all existing focus areas; are we missing other high priority areas, also assess redundancy for finer prioritization for conservation action. Angela asked about the ability to assess conservation success within focus areas. Aquatic subcommittee, coastal subcommittee have been meeting since 07/2014. Have new and better information available. Subcommittee has conducted several rounds of review and assessment of existing focus areas. Able to assess the habitats types [habitat representation] contained across the spectrum of focus areas. Habitats in wildlife management areas. Discussion of criteria to identify focus areas, assess redundancy, consider prioritization mechanism. Discussion of time line for completion. [Andy's PowerPoint is posted on WAP webpage]

~Operational Charter – The steering committee approved the draft of the operational charter. MDIFW will post it on the action plan website.

Conservation partners, element 7

~Discussion of 11/18 conservation partner meeting

Stressor ranking matrix for both species and habitats needs further discussion. IUCN threat characteristic table --> severity, reversibility, [also consider spatial extent, immediacy?]; develop rules-of-thumb about how spatial extent and immediacy will be considered. MDIFW, DMR, MNAP will meet to develop a common approach for the assessment of stressor severity and reversibility.

Discussion of reconciling the action plan's 10-yr horizon with the need to begin addressing stresses and to make progress during the 10-year life of the plan. Should habitat stressors have modifier to capture seral stage considerations? No, these can be addressed in comments field.

MDIFW, MNAP, and DMR will complete stressor for SGCN P1 and P2 and for habitats. MDIFW will proceed with SGCN P2 threat assessment down to IUCN tier 2 and capture specific concerns in detailed comments. The committee discussed the need for consistency in the use of the "comments" field of the database; they suggested the use of key words.

~4th conservation partner meeting week of 01/20/2015

Discussion deferred to next steering committee meeting.

Public outreach, element 8

Deferred -- MDIFW presented an overview of the action plan public outreach process at the 11/18/2014 conservation partner meeting in Bangor.

~Other items

Maine Coast Heritage Trust / The Maine Land Conservation Conference

~Wrap-up thoughts, suggestions / next meeting

Barbara Vickery requested a presentation on regional conservation opportunity areas [RCOAs], conservation opportunity areas [COAs], and their requirement for specific spatial mapping. Next steering committee 12/16/2014, 0900-1200. MDIFW, Augusta

Maine Wildlife Action Plan Steering Committee
December 16, 2014
0900 - 1200
MDIFW, Augusta

Present: Barry Bergason (MFPC), Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Don Katnik (MDIFW), Jeff Norment (NRCS), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Sally Stockwell (Maine Audubon), Charlie Todd (MDIFW), Angela Twitchell (BTLT), Barbara Vickery (TNC), Nate Webb (MDIFW), Chandler Woodcock (MDIFW), Jed Wright (USFWS)

Bold = action item

~Welcome by Commissioner Woodcock

~Minutes of 11/20/14 Meeting: Approved as written

~Additional members

Tribes: MDIFW had a conference call with D.J. Monette, USFWS tribal liaison in the Northeast Region to discuss a process to integrate the tribes in to Maine's action plan update. D.J. suggested that Maine meet with the tribes as a group to 1) introduce them to the update process, 2) discuss how the tribes can be involved in the update, and 3) consider how the Maine and tribal action plans can be integrated. Sherri Venno is currently coordinating this event which is tentatively scheduled for February. D.J. will come to Maine to attend and facilitate discussion. Next steps for **MDIFW**: follow-up call with D.J. to prepare for the February meeting. Molly suggested that Maine's update should assess the contribution that tribal lands provide for the conservation of SGCN.

DMR: The committee would like to invite Claire Enterline, DMR, to serve on the committee. Both time commitment and funding are likely complications for Claire's involvement. MDIFW and DNR are developing an MOU for Claire's time and financial support with funding from the SWG planning grant. Judy is exploring how to obtain the required match. Molly indicated that Maine Natural Areas Program [MNAP] may be able to help leverage match.

Northern Maine: MDIFW invited Rich Hoppe and Amanda Demusz [MDIFW Region G] to participate.

Sportsmen: Judy talked with Dave Trahan, Sportsmen's Alliance of Maine, regarding involvement of sportsmen and women in the action plan update. He indicated that Gary Corson is SAM's representative for fisheries consideration; Dave said that he or his designee may attend the next partner meeting to represent SAM's wildlife interests.

~Updates

MNAP has completed entry of plant data [and taxonomy] in the fauna/flora database, including linkages to habitat types. Not sure if reporting functions are complete yet.

Posting online: MDIFW has posted steering committee minutes. **MDIFW and MNAP** are preparing subcommittee minutes for posting. The steering committee requested that **MDIFW**

post habitat types, SGCN habitat associations, and SGCN / habitat stressor assessment on the action plan website for additional partner and public review. MDIFW plans to post ~370 reports by the end of December or early January. Marine habitat associations are being completed this week and next. Terrestrial associations are finished (in draft form). Fisheries / freshwater information is ready for posting; MDIFW will notify Gary Corson and Jeff Reardon when posted. DMR is continuing to develop the applicable marine information. **MDIFW** will send email to partners and taxa specialists when posted. Upon conclusion of review, **MDIFW** will post any changes with responses as appropriate. MDIFW will notify partners via email when charges are posted.

The steering committee suggested that **MDIFW / MNAP** consider developing a brief "users guide" to the posted data to facilitate partner and public review.

~Regional Conservation Opportunity Areas [RCOAs] – Phillip

An effort of the North Atlantic Landscape Conservation Cooperative [NALCC] with NE Wildlife Diversity Technical Committee to identify regional "focus areas" for the conservation of NE biodiversity – the focus is the conservation of SGCN, especially regional SGCN. Regional SGCN are those for which the NE has a high regional responsibility and those species with high vulnerability in the NE. Steve Fuller, USFWS, leads the effort; the first meeting was 12/15. There are ~20 representatives across NE. Phillip, Barbara, and Andy are the Maine representatives.

Regional SGCN list based on regional responsibility and regional vulnerability (how many states in NE included it as an SGCN). Based on 2005 SGCN lists. Does not include invertebrates. Includes a high % of our 2005 SGCN. Not a regulatory program or requirement of our Action Plan.

How will RCOAs interface with Maine's focus areas? Yet to be determined.

~SGCN habitat distribution – Don Katnik

MDIFW, MNAP, DMR are reconciling the NEHTCS and the NALCC regional GIS habitat map and finalizing identification / classification of habitats and SGCN habitat associations. Necessary to accomplish this prior to mapping distribution. Mapping SGCN distribution and their habitats; what part of Maine does each SGCN inhabit; identify by towns and sub-watersheds [HUC12]. Generating maps via observational data, GAP distribution data, and looking at habitats types that biologists have associated with each SGCN and the habitat type occurrence in Maine. Randy Boone's GAP data thorough and intensive, but dated. Concern about observational data bias --> considering just geographic spread of the observations helps to reduce this. These maps are "living documents" that can / will be modified as better data becomes available.

Maine's habitat classification will be slightly out of synch with other NE states, but Maine will be able to cross-walk back to NE "standard" habitat types. NALCC has released a revised/updated habitat map; they have renamed some habitats.

Steering Committee requested that the marine habitat classification system be circulated for broader review [**DMR**]. Partners will have a chance to review distribution maps. Initial posting will consist of PDFs, but in the future, data will be accessible via an online viewer. The distribution maps are color-ramped.

Other discussion:

Compiling individual species maps into a multi-species assessment.

Build in expected changes in distribution caused by climate change - perhaps this can be accomplished as a conservation action item.

Archiving process is important to store data so changes in species distribution through time can be tracked.

~Reporting on elements 1-3 / deferred

~Next conservation partner meeting

01/20/15 at Maple Hill Farm. An email notification will go out to partners in the next day or two.

The steering committee discussed the objectives, format, and agenda for the 4th conservation partner meeting. It desired to move forward with the completion of elements 1-3 and to begin the consideration of conservation actions, element 4.

Agenda for 01/20/2015 partner meeting:

~Overview of public outreach and communication, element 8

Stakeholders, targeted surveys, focus groups, and analysis.

~Prioritization of SGCN habitats, element 2 [brief overview to prepare for breakout group discussion]

~Update on the process for identifying distribution of SGCN

~Overview of the threat assessment process and results, element 3

~Break-out groups

1] SGCN / habitat stressor assessment

2] Possibilities for habitat prioritization*

3] Public communication and outreach

~Break-out group reports

~Introduction to conservation actions, element 4**

*The committee suggested the need to run through several of the habitat prioritization options and present these for discussion in the break-out groups.

****MDIFW** should present options for organizing sub-groups to develop conservation actions, and conclude the next partner meeting with an agreed upon process.

Of particular interest was the process to be used to develop conservation actions; the committee desires to consider spend much of 01/08/2015 meeting discussing possible approaches to developing conservation actions. The committee requested that **MDIFW** prepare a menu of approaches that it could consider; and it requested that **MDIFW** prepare a list of possible conservation actions. The committee discussed the development of a guidance document to set the tone for conservation action development. The group decided that the operational charter, approved at the last committee meeting, serves that function.

The committee requested that **MDIFW** prepare an assessment / review of 2005 conservation actions to determine progress and success for previous conservation actions. It also requested that **MDIFW** prepare a summary of Maine's on-going collaborative conservation actions.

The discussion turned briefly to element 5, monitoring. This topic will receive greater consideration at subsequent steering committee meetings.

~Public Outreach: Will be addressed at the 01/20/2015 partner meeting as part of the morning plenary and as an afternoon break-out group discussion.

~Wrap-up thoughts, suggestions

Barry: was spruce budworm considered during the assessment and identification of SGCN?
MDIFW: no, but budworm should be considered a stressor when applicable. [NOTE: did MNAP consider budworm as a habitat threat? It seems to fit under the 'invasive and other problematic species' category.]

Barry asked about the possibility of setting up a public outreach display at the 01/20/15 partners meeting to inform the partners of the anticipated outbreak. [NOTE: it does not appear that the steering committee made a formal decision on Barry's request. Would the committee recommend allowing partners to set up information displays at partner meetings? If so, should we build time into the agenda for partners to explore the displays, e.g., like a poster session at a conference or provide that opportunity during the lunch break?]

Next steering committee 01/08/2015, 0900-1200, MDIFW, Augusta

Maine Wildlife Action Plan Steering Committee
January 8, 2015
0900 - 1130
MDIFW, Augusta

Present: Barry Burgason (MFPC), Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Jeff Norment (NRCS), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Sally Stockwell (Maine Audubon), Charlie Todd (MDIFW), Barbara Vickery (TNC), and Nate Webb (MDIFW).

Bold = action item

~Welcome by Commissioner Woodcock

~Minutes of 12/16/2014 Meeting: Correct spelling of Barry's last name to Burgason. Minutes approved as noted.

~Additional members

Tribes: Sherri Venno is coordinating a meeting with Maine tribes to occur in February. Sherri will also talk with D.J. Monette, USFWS tribal liaison in the Northeast Region to discuss a process to integrate the tribes in to Maine's action plan update. She also plans to seek input from the Native American Fish and Wildlife Society. **Amanda** will stay in contact with Sherri. [Note: at the 12/16/2014 steering committee meeting Molly suggested that Maine's update should assess the contribution that tribal lands provide for the conservation of SGCN.]

DMR: MDIFW will be able to use SWG planning grant funds to provide financial support for Claire Enterline, DMR, to represent marine resources and coastal issues in the action plan update. **MDIFW** will invite Claire to also serve on the steering committee.

~Reporting on elements 1-3 / Phillip

MDIFW has posted the SGCN list, SGCN habitat associations, and stressors affecting SGCN and their habitats on the action plan website. This will provide partners and the public the opportunity to review the information. Phillip handed out examples of the draft reports for Katahdin Artic butterfly, New England Cottontail, and the alpine ecosystem macrogroup. Phillip explained that the reports – for individual SGCN and habitat macrogroups - integrate action plan elements 1-3 in a single, unique document. MDIFW is considering several mechanisms to prioritize stressors.

The committee expressed its satisfaction with the reports, and offered several recommendations to **MDIFW**.

- Provide a "users guide" with terms, definitions e.g., "actionability"
- Change "threats" to 'stressors' in the database reports
- Provide definitions of the threat characteristics
- Editorial review of the reports to ensure consistency of format and terminology
- Announce and describe the reports to the partners at the January meeting
- Send an email to partners informing them that the reports are available on the website.

~Agenda 01/20/2015 partner meeting // Maple Hill Farm, Hallowell

The steering committee discussed the objectives, format, and agenda for the 4th conservation partner meeting. The committee developed the agenda below. Each morning session will provide time for floor discussion.

9:00 Welcome

9:15 Overview of public outreach and communication, element 8
Stakeholders, targeted surveys, focus groups, and analysis.

10:15 Update on the process for identifying distribution of SGCN, element 1

10:45 Break

11:00 Overview of the threat assessment process and results, element 3

12:00 Lunch

1:00 Prioritization of SGCN habitats, element 2 [results of habitat prioritization options]

1:30 Break-out groups

Habitat prioritization: partner review and feedback

Coastal / marine

Wetlands

Freshwater / aquatics

Terrestrial

3:00 Break

3:15 Break-out group reports

3:45 Introduction to conservation actions, element 4

Options for organizing sub-committees to develop conservation actions

Process that sub-committees will use to develop conservation actions

4:15 Wrap-up thoughts, suggestions

Where are we in the process

Closing comments from the floor

Select date of next partner meeting – tentatively week of 02/09/2015

4:30 Adjourn

~Development of conservation actions, element 4 // Mark

At the December meeting, the committee asked MDIFW to prepare

1. An assessment / review of 2005 conservation actions to determine progress and success of previous conservation actions
2. A summary of Maine's on-going collaborative conservation actions
3. A list of possible conservation actions
4. A menu of approaches for the development of conservation actions that it could consider

1] Mark distributed *Maine's State Wildlife Action Plan: 10 Years of Enhanced Wildlife Conservation*, an MDIFW summary of projects accomplished with SWG funding since the award of Maine's first grant. He also provided the committee with an excerpt from Maine's 2005 action plan [Chapter 6.0, *Conservation Actions*, pages 3-11]. This document provides a summary of priority conservation actions identified in the 2005 plan. Based on the SWG summary report, Mark highlighted within Chapter 6.0 the 61 SGCN receiving conservation action.

The committee indicated that in the future **MDIFW** should develop a system to identify all work (not just funded by SWG) that addresses conservation actions. They noted that there are many things that partners accomplish that are not highlighted in the SWG program summary. **MDIFW** should also review its survey and monitoring data for each SGCN to determine which require additional effort and which do not.

2] *Maine's State Wildlife Action Plan: 10 Years of Enhanced Wildlife Conservation* provides an overview of Maine's on-going collaborative conservation actions. [Note: In the 2005 action plan Chapter 9.0, *Coordination with Conservation Partners* provides an assessment of collaborative efforts.

3] Mark distributed "Examples of Possible Conservation Actions" a document highlighting ~120 potential conservation actions developed from notes taken by MDIFW staff at various national, regional, and Maine action plan meetings.

The committee requested that **MDIFW** provide its members with a digital version of the list for their review and comment. It also requested that **MDIFW** prepare a matrix of conservation actions by broad ecosystem group [terrestrial, aquatic/freshwater, wetland, and marine coastal]. **Mark** will prepare the matrix and forward to members via email.

4] MDIFW proposed that the 2015 conservation actions be developed by ecosystem sub-committees [terrestrial, aquatic/freshwater, wetland, and marine coastal] facilitated by MDIFW staff and interested / capable partners. The committee concurred, but also requested a fifth sub-committee considering broad, big picture conservation actions.

Best Practices for State Wildlife Action Plans and the *Northeast Lexicon* provide guidance for the development of conservation actions. Mark provided the committee with a written overview of the suggestions contained in these documents. In particular he presented conservation-planning information from the *Open Standards for the Practice of Conservation* and SMART.

The committee discussed both processes at length. It concluded that the Open Standards provides a coherent way to develop conservation actions; however, there are simpler approaches that achieve essentially the same result. It suggested that the starting point for generating conservation actions should be the information developed to meet the requirements of elements 1-3. The committee requested that **MDIFW** prepare a guidance document for the development of conservation actions to be used by the five sub-committees. The document will set the parameters for the development of conservation actions.

MDIFW and interested **steering committee** members will meet to discuss facilitation of sub-committees and the development of actions. **Mark** will schedule this meeting prior to the next steering committee meeting.

~Development of monitoring protocols / *Best Practices for State Wildlife Action Plans*, 3 levels of monitoring:

- Species and habitats,
- Effectiveness of conservation actions, and
- Implementation of adaptive management as necessary.

~Updates

February conservation partner meeting: the morning of 02/12/2015; half-day meeting in the Augusta area. **MDIFW** will explore options for Skype for those who can't attend.

Online posting of WAP information

- Sub-committee minutes to be posted shortly
- SGCN habitat associations and stressor assessment has been posted; MDIFW has yet to draft the "users guide." **MDIFW** will develop by next partner meeting. Guide will facilitate partner and public review. The guide will have an introduction and it will address online navigation and definitions of terms. The committee suggested that the inclusion of screen shots would be beneficial.
- Maine habitat classification system, marine habitat associations are posted under draft documents
- **Mark** will notify partner that MDIFW has posted these materials.

Regional Conservation Opportunity Areas

Phillip, Andy Cutko, and Barbara participated in an RCOA conference call yesterday. The goal is to develop a methodology to identify RCOAs, not actually designate the RCOA polygons. The NE Landscape Conservation Cooperative will develop a lexicon on how states might develop RCOAs. It is also updating RSGCN list based on states 2015 action plan update. At this time there is little nexus with the 2015 Maine action plan.

Maine Land Conservation Conference

MDIFW awaiting notification from Maine Coast Heritage Trust

Spruce budworm display at partner meeting

Barry told the committee that his request was on-hold

~Wrap-up thoughts, suggestions

Steering committee assignments

Review list of possible conservation actions

~Next meeting: 02/05/2015. MDIFW, 0900-1130

Maine Wildlife Action Plan Steering Committee
February 5, 2015
0900 - 1230
MDIFW, Augusta

Present: Barry Burgason (MFPC), Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Emily Norton (MCP), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Nate Webb (MDIFW).

Phone-in: Sally Stockwell (Maine Audubon), Angela Twitchell (BTLT), Barbara Vickery (TNC), and Jed Wright (USFWS)

Bold = action item

~Minutes of 01/08/2015 Meeting: Deferred so the committee could move directly to review and discuss *A Process for Developing Conservation Actions for Maine's 2015 SWAP* brought forward by MDIFW.

~MDIFW proposal: *A Process for Developing Conservation Actions for Maine's 2015 SWAP* (see attached)

Following the January partner meeting, MDIFW staff met to review the success and accomplishments of the meeting and to consider partner comments and suggestions. Staff concluded that it is difficult for partners to assimilate large amounts of information and then to draw from this information to review and/or develop action plan elements. MDIFW felt the most progress was made when it presented partners with a proposal for their consideration, rather than starting with a blank slate and asking partners to develop an element from the beginning. In response, MDIFW reviewed its current thinking on the process for developing conservation actions (see previous minutes). It decided to prepare a revised process and present it to the steering committee for discussion.

The committee spent two and one-half hours discussing the draft process. During the opening discussion several members voiced concern about the ability of the partners to be actively involved in the development of conservation actions under the process. Mark responded that MDIFW felt that greater progress would be made if the partners had a draft proposal for consideration than if they were asked to start with a blank slate. Several committee members also felt that a proposal for partner consideration would be the most productive. Further discussion followed. Mark asked the committee if there was "modified consensus" to proceed with preparing a list of potential conservation actions for partner consideration. All members present indicated that there was.

Barbara noted that the proposed process did not include a consideration of "big picture" conservation actions, which had been a consideration in earlier discussions. Judy said this was still included in the process and that the actions developed in steps 1A and 1B would serve as a springboard for that discussion.

The following is an outline of that proposal. Committee discussion is recorded under the applicable "steps."

Step 1A: MNAP develop list of conservation actions for habitats / DMR develop list of conservation actions for marine habitats

Jed asked about status of stressor assessment. Amanda said that MDIFW posted it for review last week, but has received little comment to date. He also asked if outside expertise in climate change should be invited to assist with developing habitat actions.

Barbara suggested that steering committee members be able to participate in step 1A, that the development of coastal conservation actions should draw from outside expertise as necessary, and that more representation from the partners should be incorporated in to the development of conservation actions. The members concurred. **Steering Committee** members will provide a list of suggested partner representatives to MDIFW by February 5th.

Molly suggested that professional facilitation of the process to develop habitat conservation actions may be appropriate.

The committee felt that preparation of conservation actions would be best accomplished if the actions were crafted around a goal, clearly articulating their purpose and intent. This led to a discussion of SMART (specific, measureable, achievable, realistic, and time-bound) planning and of *The Open Standards for the Practice of Conservation*. The committee concluded that it would be advantageous if all of the individuals preparing conservation actions were working from a common understanding of basic planning and of goals and objectives. **Barbara** has prepared a training seminar, based on the *Open Standards*, for presentation to the committee, MDIFW, MNAP, and DMR. She will provide training to individuals crafting conservation actions for both habitats and species on Thursday, February 12th from 0900 – 1200 at the Arboretum, Augusta.

Note: refer also to Step 1B below.

Step 1B: MDIFW develop list of conservation actions for priority 1 and priority 2 SGCN

Add DMR to Step 1B: MDIFW and DMR develop list of conservation actions..."

The steering committee agreed with the process outlined in 1B – that MDIFW and DMR will develop conservation actions for SGCN and bring them forward for steering committee consideration.

Emily said that they would also like to develop actions for priority 3 marine SGCN. Phillip responded that including P3 species would be a significant departure from the established procedure. Discussion followed. The committee concluded that it would be acceptable to advance "broad" conservation actions for P3 species, e.g., "necessary research."

Barbara asked what was the criteria and guidance that would be used by those assigning conservation actions to one of the three importance tiers. Phillip said the assignment would be based on the professional judgment of the individual doing the assessment and that purely biological considerations would inform the professional judgment.

Note: refer also to Step 1A above.

Step 2: MDIFW, MNAP, and DMR combine SGCN and habitat conservation actions

Combine steps 2 and 3 into a single step.

Add MNAP and DMR

Move the categorization of conservation actions from step 4, to step 2. MDIFW and the steering committee will place the actions in the appropriate categories.

Step 3: MDIFW, MNAP, DMR, and steering committee review and prioritize SGCN and habitat conservation actions

Add MNAP and DMR

Combine steps 2 and 3 into a single step.

Tom expressed concern that the step 3 deadline was too tight.

What criteria will we use to prioritize conservation actions? Discussion. **Mark** will review the *Best Management Practices for State Wildlife Actions Plans* for guidance and assemble concepts into draft for steering committee consideration.

Step 4: Conservation partners review draft conservation actions and select subset of actions for the 2015 plan [and select a subset of conservation actions to bring forward to the conservation partners]

Move the categorization of conservation actions from step 4, to step 2. MDIFW and the steering committee will place the actions in the appropriate categories.

Send conservation action proposals to partners prior to this meeting, providing them with enough time to assimilate the information.

Meeting format:

--Morning plenary:

Focus Areas

Overview of process to draft conservation actions

1A - habitats

1B - specie

Guidance to break-out groups

--Break-out groups – two separate break-our session: habitats followed by species

Habitats

- coastal / freshwater,
- terrestrial / wetlands,
- freshwater/aquatics marine/freshwater

Species

- birds,
- mammals / reptiles, amphibians, invertebrates
- inland fish and marine

Provide more time in breakouts to discuss conservation actions.

Step 5: MDIFW and steering committee prepares conservation actions for 2015 plan

Step 5: [numbering error in document] Partners review and provide comments to MDIFW list of conservation actions

Begin application of the *Open Standards* to the process earlier than step 5.

Modify 2nd sub-bullet to read "Finalize SMART goals and objectives..."

Step 6: MDIFW reviews and incorporates partner comments

Step 7: MDIFW prepares 1st draft of 2015 action plan

~MDIFW proposal: *Public Outreach Plan Moving Forward* (see attached)

Following the January partner meeting, MDIFW reviewed its outreach and public participation plan (element 8), considering comments and suggestions offered by the partners. MDIFW decided to develop a proposal modifying its plan and to present the proposal to the steering committee.

Amanda presented an overview of what each state is required to accomplish to successfully complete element 8 (*State and Tribal Wildlife Grants Program*). Next, she provided a quick comparison of efforts in 2005 and those to date for 2015. Finally, she reported on specific public outreach accomplishments in the preparation of the 2015 plan, listed in several broad categories.

- Presentations and Public/Partner Meetings
- Press Releases / Articles / Social Media / Print
- Email Correspondence
- Peer Review of elements 1-3
- Dedicated 2015 action plan website
 - Draft and final versions of action plan elements
 - Upcoming and past meeting information
 - Contact information

She told the committee that MDIFW will exceed the official requirements for element 8, and that Maine has surpassed the accomplishments attained during preparation of the 2005 plan. Given this, MDIFW proposes to adjust its future outreach and public participation efforts to the following:

- Complete public opinion survey, summer 2015
- Action plan presentations as requested or opportunities arise
- 1st draft of action plan posted on-line for 30-day public comment period
- The public outreach sub-committee will focus on outreach during implementation of the actions plan.

Amanda said that MDIFW is continues to pursue input from Maine's Native American tribes.

Judy told the committee that Sheridan Olden, a member of the Commissioner's Advisory Council, is an invited conservation partner. Judy periodically also provides the Advisory Council with updates on the status of the action plan. The 2015 action plan was also a topic during MDIFW's introduction to the Legislature at the beginning of the current session.

The steering committee supported the proposed modification to the outreach effort. It suggested that additional outreach to the executive committee of the Maine Forest Products Council was important to solicit its input. The committee asked **MDIFW** to notify partners of this change before their next meeting.

~Next conservation partner meeting

March 25-27 possible dates

Location: Augusta area

~Other items: none

~Wrap-up thoughts, suggestions: none

~Next meeting:

Monday, March 9 1300-1700

Maine Wildlife Action Plan Steering Committee
March 9, 2015
1300 - 1630
MDIFW, Augusta

Present: Barry Burgason (MFPC), Judy Camuso (MDIFW), Claire Enterline (DMR), Tim Glidden (MCHT), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Sally Stockwell (MAS), Angela Twitchell (BTLT), Nate Webb (MDIFW), Jed Wright (USFWS).

Phone-in: Phillip deMaynadier (MDIFW)

Bold = action item

~Review minutes of 02/05/2015 meeting / Approved

~Review of action items from 02/05/2015 meeting

- The committee asked MDIFW to advise partners of the revision of the outreach effort -- **MDIFW** will notify partners of this change with the email announcing the next partner meeting.
- The committee requested that MDIFW draft criteria to prioritize conservation actions for its consideration. MDIFW has prepared a draft prioritization process. Discussed later in the minutes.
- *Open Standards* training – Barbara volunteered to train agency staff and invited conservation partners in the use of the *Open Standards* to develop conservation actions. Presented later in the minutes.

~Updates for steering committee

- Friday, 03/13/2015 is the deadline for committee members to provide comments on the threats presented in SGCN, Habitat Reports.
- MDIFW will meeting with the USFWS and Maine Tribes (all tribes invited) to discuss Tribal Wildlife Grants, Maine's Wildlife Action Plan, and the North Atlantic Landscape Conservation Cooperative. The meeting is scheduled for March 26, 2015 at Indian Island. Amanda told the committee that the meeting will be similar to our earlier meeting with landowners – providing an opportunity to discuss tribal and state wildlife / fisheries programs and areas of potential collaboration. Judy advised the committee that the Attorney General said MDIFW should not engage in discussion of jurisdictional issues. Tribal grants are competitive and don't require the preparation of a wildlife action plan.

Given the amount of work that has been accomplished to date on Maine's action plan up, Sally suggested that MDIFW provide the tribes with the necessary background and information prior to the meeting. Jed suggested a brief call to the tribes might be in order to facilitate this. The committee considered the possibility that species of concern to the tribes may not be included in Maine's list of SGCN. It concluded that this was unlikely, but should it occur, there is the option of expanding Maine's SGCN list to include species that are important to the culture and heritage of the tribes. Angela asked if there were examples of this in the action plans of other states. Sally wondered what other culturally important species other groups might have.

Barbara said she would like to attend the meeting. All agreed that this would be beneficial for the committee's deliberations and would also show the committee's support for collaborative efforts between Maine and the tribes.

- *Open Standards* training - using *Open Standards* to develop conservation actions. Barbara provided a summary of the training session that she and John Morrison [WWF] provided to MDIFW and MNAP staff, several steering committee members, and a few members from the broad group of conservation partners. She and John concluded that all grasped the process quickly and were able to use it to develop a conceptual model for the training exercise. Barbara told the committee that there is continued opportunity for coaching and more intense training. Jed suggested this may be an appropriate conservation action for inclusion in the 2015 plan.
- Step 1A, *A Process for **Developing** Conservation Actions for Maine's 2015 SWAP*
Amanda and Nate provided a summary of the process and accomplishments of the freshwater / aquatic; marine / coastal; terrestrial; and wetland habitat groups in preparing conceptual models for habitats within their assigned group. The successful effort occurred during two, 1-day sessions attended and facilitated by individuals from MDIFW, MNAP, DMR, the steering committee, and conservation partners. The morning sessions were devoted to training and the afternoon sessions to break-out groups developing conceptual models. (See handouts provided, which are included.)
Claire asked whether developing the conceptual model flowcharts or the conservation actions is the highest priority. The committee concluded that developing the actions is most important, and that they should include as much detail as possible. Jed suggested that this may be a point to check back in John Morrison for ideas.
Nate presented an onscreen overview of a conceptual model developed during a habitat breakout session. The models developed during the Step1A break-out sessions are a flowchart mapping out the impact of various threats to the habitat and the strategy to eliminate or diminish that impact.
Amanda gave a summary of the completed habitats, those requiring additional work, and those yet to be started. The committee requested that **MDIFW** complete all unfinished work by the end of the week; then provide a five-day opportunity for members of the break-out groups to review the completed models; and then modify as appropriate to reflect review and provided the final conceptual models to MDIFW / RAS and DMR for consideration in their Step 1B work.
- Step 1B, *A Process for **Developing** Conservation Actions for Maine's 2015 SWAP*
Phillip provided a summary of the Step 1B process currently ongoing at MDIFW. He wondered if the conceptual models prepared to date (Step 1A) are specific enough; he concluded that likely they are not for most strategies.
MDIFW will develop conservation action proposals for species, guilds, and habitats; staff will enter these into the database. Staff will be specific in their proposals and will also consider the 2005 action plan and its level of specificity. This work is scheduled for completion on March 23, 2015.

Barbara asked when the Step 1A information would be provided to RAS/DMR. Phillip responded that this effort is ongoing and a priority, but has not occurred yet.

The Steering Committee will meet on March 27, 2015 at Maine Forest Products Council to review, discuss, prioritize, and categorize (Step 2) the conceptual models developed in Steps 1A, 1B. MDIFW and partners will use the conceptual models to develop conservation actions.

*~A Process for **Prioritizing** Conservation Actions for Maine's 2015 SWAP*

Mark introduced a draft process for prioritizing conservation actions. The proposal is a system of 1) criteria to score proposed actions and 2) based on score, assignment of the conservation action to one of four tiers. (The proposal is included with the minutes.) A lively discussion ensued. No attempt is made herein to capture the extent of this discussion, but it revolved around three significant issues: process, scoring, and the prioritization criteria. At conclusion, the committee asked **MDIFW** to develop a revised draft reflecting its comments for its further review and consideration.

~Next conservation partner meeting

Possible dates: April 15-17

Location: Augusta area

~Other items

~Wrap-up thoughts, suggestions -None

~Next meeting

Thursday, April 9, 2015, 9:00 -11:30 am, MDIFW, Augusta

Maine Wildlife Action Plan Steering Committee
April 23, 2015
0900 - 1200
SWOAM, Augusta

Present: Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Tom Doak (SWOAM), Molly Docherty (MNAP), Claire Enterline (DMR), Emily Norton (MCP), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Charlie Todd (MDIFW), Barbara Vickery (TNC), and Nate Webb (MDIFW),

Bold = action item

~Conservation action "themes" –Amanda / Nate / Steering Committee participants in working groups

-Review and discuss the results of the work completed by:

-coastal / marine work group

-terrestrial / wetland group (the committee had begun on April 9th and asked MDIFW to complete)

-freshwater / aquatic work group

-Committee discussion of themes and which are applicable across multiple habitats

-Who (or which entities) are likely to be the key leads in undertaking a particular theme

Amanda and Nate provided the committee with handouts listing all themes identified for marine / coastal, freshwater / aquatics, and the terrestrial / wetland habitats groups; they then explained the information presented in the handouts.

The steering committee liked the concept of themes and will move forward with them within the 2015 plan. Discussion followed, largely concerning prioritization of themes and/or conservation actions.

Tom - what is the relationship of themes to SGCN? How can we prioritize without knowing the SGCN that will benefit?

Barbara - add a column to the handout with the number of P1, P2, and P3 SGCN. Amend themes to reflect that the theme is focused on SGCN.

Phillip – the prioritization process is purely biological and is linked to the number of SGCN rather than feasibility (operational, social, political, and conservation scale considerations).

Judy – prioritization might also consider management of lands in conservation ownership and opportunities to obtain federal match, etc.

Phillip - yes, but prioritization should be driven by biological need and the impact of the theme on biological need.

Claire - the marine / coastal work group had difficulty considering biological priority separately from feasibility for its themes; the group integrated biological priority with feasibility, preferring to consider them together.

Judy – prioritization should consider those themes / actions that are highly actionable and have a high likelihood of success, i.e., high feasibility

Amanda – we can add 3 columns to the handouts detailing the number of SGCN, feasibility, and the actual impact of the action.

Barbara – we need to prioritize themes or actions - how are we going to do this? Has MDIFW established a prioritization process?

Mark – no, there are differing opinions within in MDIFW regarding prioritization.

Amanda - how do we prioritize themes?

Claire - ignore priority for now; rather, consider the themes and discuss how SGCN will integrate into the theme.

Tom - do we need to prioritize themes? Shouldn't the conservation actions within themes be the target of prioritization?

Barbara - make themes as specific as possible.

Tom – again, is it necessary to prioritize themes? But rather the actions within the theme that are important to SGCN.

Phillip – (providing a summary of the discussion) **MDFIW** will add the information discussed to the tabular handouts; MDIFW and DMR will present SGCN-specific conservation actions by taxa rather than by a theme. MDIFW and DMR will consider if there are SGCN-specific actions that can be integrated into the habitat themes. He repeated that prioritization of themes or actions should be driven by their biological priority and their likely impact on the conservation target rather than by their feasibility.

Barbara –we must also consider the actions likely impact on conservation target. How does the action address the threat? What is the severity of the threat?

Prioritization could consider any of these: number of SGCN, SGCN/habitat biological priority, feasibility, and threat severity.

Amanda - sequencing of actions within themes, recognizing that some actions serve as the building blocks of a comprehensive strategy, may be an efficient prioritization process.

The committee recommended adding these themes:

- Diversification of the available non-federal match to better leverage State Wildlife Grant funds
- Ensure that the Maine SWAP is considered within other funding mechanisms, e.g., LMF, MOHF, NRCS, and that decision-makers are aware of the action plan
- Establish a SEG-funded small grants program

~Finish Step 2 for habitats and SGCN –Steering Committee

-what information will the committee forward to the conservation partners

-consider the organization, format, and presentation of the information

-discuss desired outcomes for the Step 3 partners' meeting

The committee asked **MDIFW and DMR** to develop a plan and a process for presenting the habitat and SGCN conservation actions to the partners. The committee will consider this at its next meeting, tentatively planned for May 12th.

~Considering / incorporating cultural SGCN in to Maine's list –Amanda

The tribes would like to have “culturally” significant species represented on Maine's SGCN list. Amanda provided background to the committee addressing the tribes' concern for “cultural” species; she also distributed the supporting information provided by the tribes.

After discussion, the committee concurred that the addition of tribal cultural species to the SGCN list was warranted. Phillip told the committee that this could be done by **adding another criteria to the SGCN** assessment process that would automatically recognize these species as P3 (priority 3 SGCN).

Next meeting: tentatively planned for May 12th.

The meeting adjourned at 12:30 p.m.

**Maine Wildlife Action Plan Steering Committee
May 20, 2015
0900 - 1200
MNAP, Augusta**

Present: Barry Burguson (MFPC), Judy Camuso (MDIFW), Phillip deMaynadier (MDIFW), Molly Docherty (MNAP), Jeff Norment (NRCS), Emily Norton (MCP), Amanda Shearin (MDIFW), Mark Stadler (MDIFW), Sally Stockwell (MAS), Charlie Todd (MDIFW), Barbara Vickery (TNC), and Nate Webb (MDIFW), Jed Wright (USFWS)

Bold = action item

Agenda: Conservation Actions and preparation for the final conservation partners meeting

~MDIFW / DMR presentation of the tabular data for 1) habitat conservation actions – categorized by theme and for 2) SGCN-specific conservation actions – categorized by taxa. Each data set includes the additional information requested by the committee.

-- Discuss content and output format for habitat conservation actions / Amanda

Amanda opened with a PowerPoint presentation explaining the content and format of the habitat related conservation actions and themes; she also provided explanatory handouts. She reviewed the habitat threat analysis, which considered specific threats at both the habitat and species level to determine the breadth and efficacy of conservation actions. The assessment considered only moderate and high threats to SGCN. She explained the information presented is not intended to be a prioritization process, but rather another way to look at the information as Tom requested.

Amanda explained the tabular information. She commented that habitat theme TW11 likely applies to all habitat groups and actions, as does the development and distribution of outreach materials. The steering committee discussed the tabular information and requested that **MDIFW** revise the table's title to reflect that the information considers only moderate- and high-level threats to SGCN. The committee considered the need to develop an additional table that addresses "super" themes -- those themes that cut across all habitat groups -- by habitat group and lead agency. Discussion followed on suggested modifications to the tables and the breakdown of the information presented, especially in regards to information concerning the numbers of P1, P2, and the total number of SGCN by habitat. Phillip suggested "rolling up" this information. The committee requested that **MDIFW** remove "supporting partners" from the table; it was concerned about offending a partner by omission. The committee suggested that an alternative may be to list *partners we hope to work with during implementation*. Landowners are a significant partner and they desire to know how they can benefit wildlife conservation. The committee suggested that the 2015 plan might outline how landowners and others could specifically participate in the action plan.

-- Discuss content and output format for SGCN actions / Nate

Nate opened with a live database presentation and explained the process for P1 and P2 threat assessment and the resulting conservation actions. He noted that, where appropriate, MDIFW used guilds for efficiency of data entry and analysis – and so, the data analysis and presentation

address either species or guilds. He said there are ~205 unique species conservation actions. MDIFW is finishing up data quality control and he anticipated that this would require several more days. Nate told the committee that the species conservation actions identified ~2 dozen regulatory actions, which were rewritten as non-regulatory actions if possible or excluded from the list of actions if not. These revisions or exclusions were in keeping with the specifications of the 2015 action plan operational charter concerning regulatory action. Nate also told the committee that MDIFW/DMR proposed not to include the specific details of survey and monitoring actions within the table (and he did not include these actions in the handout), but rather to access these via hyperlink.

The committee reviewed the species information and had asked Nate follow-up questions. In particular the committee was interested in what seemed to be inconsistencies in the information. These were addressed. Sally suggested that the tables not include the "threats addressed" column, and the committee concurred. She then asked how useful is the "category" column? Nate responded that it allowed MDIFW / DMR staff to add additional categories. The committee thought the column should remain part of the table. Molly suggested that **MDIFW** / DMR should consider ways to consolidate the tables to reduce the number of pages, and she provided several options.

Nate told the committee that a number of species actions referenced *Beginning With Habitat* and he asked the committee how this might be addressed. The committee suggested these action might be revised to reference "...*Beginning With Habitat* and other such programs. **Judy** said that she would seek guidance from Commissioner Woodcock and Jim Connolly, Director of the Bureau of Resource Management.

-- Discuss next steps for Feasibility and Biological Impact Considerations / Barbara

Barbara provided the committee members with the draft *Considerations When Prioritizing Conservation Actions for Maine's 2015 WAP*. She explained that it provided guidance and specific criteria that could be used to assess the feasibility of a particular conservation action as well as its biological impact. She said it is intended to be a set of "considerations" for use by both MDIFW and partners in assessing which conservation actions to implement during the development of the 2015 plan as well as providing criteria to review actions that come forward during its 10-year life. It is not a strict ranking protocol. The committee suggested that **MDIFW** consider including the document in the 2015 plan with an accompanying explanation. Molly suggested that the colored box and its content be deleted from the draft. Barbara replied she felt a cost-benefit analysis should remain within the draft.

-- Discuss MDIFW proposal for developing greater specificity (measurable, SMART objectives) for a small subset (~3) of high priority conservation actions

Phillip suggested that MDIFW and the committee develop SMART / Open Standards objectives for several cross-cutting themes and use these as examples for the manner in which all themes / actions would be developed as they becomes actionable. He said both partners and MDIFW would follow these examples in developing actions for implementation. The committee discussed these apparent cross-cutting themes: habitat mapping, habitat connectivity, and invasive species. Who will develop the SMART objectives for these themes?

Sally suggested that MDIFW prepare examples for a theme, guild, habitat, and species. Charlie suggested that MDIFW / DMR prepare SMART objectives for actions addressing imminent

threats to SGCN or their habitats. Barbara concurred with Charlie and added that MDIFW / DMR identify these and advise committee. Judy asked if it would be possible to develop SMART objectives after the mid-June partner meeting. Phillip said he believed it was, but that MDIFW / DMR must assemble the teams and start the process now. It was pointed out that before this can begin MDIFW /DMR must first select its priorities, possibly from those discussed. The committee suggested that MDIFW / DMR consider imminent threats, a habitat, and a theme. As an alternative to the previous discussion, Phillip suggested that **MDIFW** review several of the approved action plans to assess how other states have considered conservation actions goals and objectives and to also review the formal requirements for preparing action plans. The committee concurred with his suggestion.

~Final partners meeting (mid-June) /Mark

Mark reviewed the proposed format and objectives for the final partner meeting in mid-June. It will follow the pattern of previous meetings with a morning plenary session followed by afternoon breakout groups. During the afternoon breakout sessions, addressing identified conservation actions for habitats and species, the partners would have the opportunity to review the full list of actions and 1) identify any actions missed, 2) revise existing actions as necessary, and 3) identify partnerships that will bolster action implementation and success.

The committee suggested that the partners should also consider those over-arching implementation actions necessary to move the 2015 plan forward, and that MDIFW should provide partners with a brief overview of the public comment period for the draft plan. **MDIFW** agreed and will add these to the agenda. The committee discussed other additions to the agenda: partner review and concurrence with the conservation action feasibility considerations; partner input on how they would like the information in the action plan presented for accessibility and ease of use; and partner input on how they could remain involved in the action plan during its implementation, and the possibility of having a one-year-out meeting.

Adjourn 12:30

Appendix 2 Operational Charter

**2015 Maine Wildlife Action Plan
Conservation Partners / Steering Committee / Subcommittees****Operational Charter
October 2015**

1. Introduction

Congress instituted the State Wildlife Grant (SWG) program in 2001, which provides wildlife conservation funds to the 50 states. States use these to develop and implement management programs that benefit wildlife and their habitat, including species that are not hunted or fished. Since inception of the SWG program, Maine has received close to \$8 million in SWG funding and accomplished over 50 research, management, and conservation projects. To receive SWG funding, Maine must have a comprehensive wildlife conservation strategy, now commonly known as a state wildlife action plan (the plan). The U.S. Fish and Wildlife Service (USFWS) approved Maine's first plan in 2005. The plan identified species and habitats in greatest conservation need, significant threats to wildlife and habitat, and the conservation actions required to prevent endangered species listing and to spur the recovery of endangered species. <http://www.maine.gov/ifw/wildlife/reports/wap.html>

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he SWG program requires that Maine update its plan by October 2015 and forward it to the USFWS for review and approval. The plan must be developed by the Maine Department of Inland Fisheries and Wildlife (MDIFW) in collaboration with Maine citizens and wildlife conservation partners. Partners are private landowners, federal and state agencies, Native American tribes, non-governmental organizations, and academicians that have a role in the conservation of Maine's wildlife and habitat. MDIFW invited 73 partners to participate. Over the next 12 months, partners will collaboratively develop Maine's 2015 plan. MDIFW and partners will also solicit and consider advice and recommendations from the public. Following plan approval by the USFWS, MDIFW and partners together will implement the plan.

2. Statement of Purpose: Maine's Wildlife Action Plan

Maine's plan embodies the shared vision of MDIFW, its conservation partners, and the public. It is Maine's blueprint for achieving our common goal of conserving healthy wildlife populations. The plan

- articulates clear conservation goals and defines the actions required to best conserve species at risk, manage habitats, prevent the listing of rare and imperiled species, and keep common species common,
- outlines strategies to perpetuate regional and state biodiversity,
- provides opportunities for partners to lead in its implementation,
- adapts to changing environmental conditions affecting fish, wildlife, and habitat, and

- establishes efficient and effective stewardship of Maine's natural heritage that is responsive to the public trust and to private landowner rights.

3. Guiding Principles

As it develops the 2015 plan, the partners will ensure that the plan

- is built on a foundation of sound scientific principles and is feasible,
- recognizes that the public has a genuine stake in the plan -- wildlife belongs to the public and is held in the public trust,
- is developed in an open, transparent, and inclusive process that encourages and facilitates the involvement of all partners,
- respects property rights and recognizes that landowner participation is critical for the successful development and implementation of the plan,
- provides opportunities for conservation actions by multiple partners and partnerships across the state,
- develops and implements conservation actions that are voluntary, based on incentives rather than constraints,
- does not rely solely on land acquisition, but also incorporates conservation actions on private land,
- identifies opportunities for conservation and management of landscapes, watersheds, and habitats that address the needs of multiple species, wherever possible, especially in light of climate change, and
- prioritizes actions for implementation by species and habitat.

4. Operational Guidance for Conservation Partners, Including the Steering Committee (5.2) and Subcommittees (5.3)

Meetings: MDIFW recognizes that travel expenses impinge upon the budgets of state, federal, tribal, and non-governmental organizations. It will keep the number of meetings to the minimum required to develop an approvable plan.

Partners will be notified of meeting dates at least 30 days in advance.

MDIFW will post all documents distributed at partner meetings or by email or as follow-up to partner meetings on the action plan website.

<http://www.maine.gov/ifw/wildlife/reports/MWAP2015.html>

Timelines: Partners have the responsibility to move the process forward. MDIFW and partners will establish timelines to ensure completion of the plan on time. Each will adhere to established timelines for submittal of requested materials and information and for the completion of assigned tasks.

Mutual Respect and Trust: the strength of the partners is their diverse knowledge and experience. Partners will base their work upon collective contributions and expect others to abide by the following

- encourage participation by all partners,
- avoid hidden agendas and to be open about potential conflicts of interests,
- ensure all partners are respected and treated fairly, respect all contributions and ideas, and direct critiques at the idea not the person,
- avoid speaking while others are speaking, avoid side-bar conversations, wait until there is an appropriate time to provide your comment,
- keep to the topic,
- avoid creating distractions, and
- place cell phones on silent mode, if receiving a call, minimize disruption to the group.

Decision-making: Unanimous consensus is the goal, but not a requirement.

Partners represent the diverse interests of their agencies and organizations. It may be possible that all do not fully agree on specific aspects of the update. MDIFW and partners will strive to be open-minded and creative. As differences arise, partners will listen to other views and rationale. Partners will make decisions based on the general "modified consensus" of those present (i.e., if a partner disagrees with the rest of the group, he can nevertheless "live with" the decision and will not oppose the decision or stand in the way of moving it forward.)

MDIFW will resolve all decisions that do not receive this minimal level of support and will provide a written explanation for its decision to the partners. MDIFW will post the explanation on the action plan website; the explanation will note the degree of consensus reached by partners before the decision was handed to MDIFW for resolution.

Decisions reached by conservation partners are advisory and represent recommendations to MDIFW. If MDIFW decides not to accept a recommendation from the conservation partners, it will provide a written explanation for its decision and post the explanation on the action plan website.

Concurrence: Partners agree to participate as specified in this charter.

Travel Expenses: Partners are responsible for their travel expenses.

Partner funding: Participation will not provide an advantage in securing SWG funds.

Copyrighted or Restricted Material: All such material must be acknowledged and properly referenced.

Acknowledgement: The 2015 plan will acknowledge and recognize the contributions of participating partners and their organizations.

5. Process Structure

5.1. Conservation partners

Conservation partners will develop the 2015 action plan in collaboration with MDIFW and Maine citizens.

MDIFW invited 73 partners to participate in the development of the 2015 action plan. Partners are private landowners, federal and state agencies, Native American tribes, non-governmental organizations, and academicians that have a role in the conservation of Maine's wildlife and habitat.

5.2. Steering Committee

The steering committee (committee) will guide the development of the action plan. MDIFW assembled a steering committee from the ranks of the conservation partners. Membership was by invitation. Committee members are broadly representative of key conservation partners. The committee may recommend additional members, but their participation must be approved by MDIFW. The committee is limited to no more than fifteen members.

MDIFW recognize that members have obligations to their agency or organization. MDIFW will strive to minimize members' time commitment; however, it is expected that those who agree to participate will endeavor to attend meetings. The committee may meet either in person or by conference call.

5.2.1. Steering Committee Function

The steering committee

- serves as the initial sounding board for MDIFW on both overall process and initial plan components and drafts,
- provides feedback to MDIFW between partner meetings on time-sensitive issues involving the plan update,
- establishes the timeline for the plan update and ensures that the timeline is met, and
- ensures that the process follows the charter's statement of purpose (2.) and guiding principles (3.).

Members present during committee meetings or conference calls are encouraged to participate fully. Not all members may be able to attend and participate in all discussions. As decisions are made or conclusions reached, those not present agree to move forward as a team and not to retrace discussions or decisions.

Members will strive to attend conservation partner meetings.

The committee may designate and establish subcommittees.

The committee may ask partners or its members to develop new materials, provide existing resources, gather information, or complete tasks necessary to the update. The committee will

schedule dates when tasks are to be completed by consent of the members present. Members will share tasks and responsibilities by

- volunteering for tasks, especially those for which they have special expertise or interests,
- providing information that can fill data gaps and advance ideas, and
- keeping current with the update, even if unable to attend all discussions.

5.3. Subcommittees

The committee may designate and establish subcommittees.

Prior to the formation of the steering committee, MDIFW established a Public Communications and Outreach Committee and MDIFW / Maine Natural Areas Program established a Focus Area Review Committee. Both are now considered subcommittees functioning under the guidance of the steering committee.

The committee will designate individuals to chair each subcommittee. Subcommittees must be chaired by a partner or MDIFW, but subcommittee members may be from outside the participating partners.

Subcommittee chairs report to the committee. Chairs will ensure that steering committee members receive information about the activities of their subcommittee, such as minutes and copies of pertinent correspondence.

Subcommittee chairs are responsible for coordinating their meetings and conference calls. Subcommittees dissolve when they have accomplished their designated purpose.

6. Evaluation

To be successful, the steering committee and partners must complete the plan update, accomplishing the requirements and objectives specified by the USFWS, prior to October 2015. It is important that committee members and partners are committed to success. The committee must ensure that the plan update remains on schedule and meets deadlines.

Previous sections of the charter guide the deliberations of partners and the committee, and therefore, provide a basis to gauge success. The committee will evaluate periodically the progress of the action plan update and adherence to the requirements of the charter. The committee will conduct the evaluation by a method that it deems appropriate. The committee will use the following attributes to evaluate success.

Participation: MDIFW staff, partners, and committee members are engaged in the plan update; they volunteer to assist with tasks, especially those for which they have special expertise or interest; they are proactive in providing information that fills data gaps and advances ideas; and they keep current with the planning process, even if they are unable to participate in all discussions.

Schedules: MDIFW staff, partners, and committee members develop new materials, provide existing resources, gather information, or complete other necessary tasks as requested and scheduled.

Outreach: Partners and committee members engage the members of their organizations in the plan update, using their outreach mechanisms to inform their members and to solicit comment. MDIFW provides regular updates to the steering committee and partners and provides opportunities for broad participation by other organizations and citizens.

Subcommittees: Subcommittee chairs conduct meetings and accomplish assigned tasks as scheduled, report to the committee, and ensure that the committee is fully informed of its activities.

Appendix 3. Agendas – Conservation Partner Meetings
In Preparation.