

**DRAFT**

DUTIES OF LTRMP ADVISORY TEAM  
November 1990

Overall: guide in the LTRMP planning approach and set priorities for activities by defining products and reviewing progress.

Specific Duties:

- o Communicate needs and desires of states/agencies
- o Provide focal point for state/agency coordination
- o Suggest methods
- o Assist in quality control/quality assurance
- o Review products and reports
- o Coordinate related activities of state/agency with EMTC
- o Assist in scopes of work

water

- Assist / Dev. Rev. G&O op. Plan/plan
- Oversight of Team in G&O

RECOMMENDATIONS OF THE ECOLOGICAL ADVISORY TEAM  
1987 TO PRESENT

October 1987

- o Highest priority should be given to trends analysis, 1 component, 3 pools, and cooperative agreements and procedures manual.

February 1988

- o Need to emphasize QA/QC
- o Add bathymetry
- o Approved procedure manual
- o Provided guidance on data set inventory
- o Identified GIS priorities: a) Brown's survey, 2) new bathymetry data, 3) land use/land cover
- o Recommended smaller group to address problem solving priorities

June 1988

- o Approved ISWS navigation effects scope of work

February 1989

- o Identified priority GIS themes: 1) landcover, 2) aquatic areas, 3) bathymetry
- o Recommended acquisition of LANDSAT and aerial photography in FY89
- o Suggested task force select a classification system
- o Identified need for a strategic plan for CRIC
- o Requested 30 day review period. All members would comment including "no comment" with copies circulated to other team members
- o Level of detail in the procedures manual o.k.
- o Affirmed role of team as described in the Operating Plan
- o Recommended that Corps be accountable for LTRMP funds used for internal coordination
- o Suggested joint meeting with the Science Review Committee
- o Deferred discussion of HREP monitoring to EMP-CC
- o Concurred in elimination of key HREP project concept from Operating Plan
- o Recommended that Problem Solving Work Group not be reconvened
- o Reviewed and approved Scopes of Work
- o Need to accelerate development of scopes of work by seeking additional assistance. Suggested a portion of FY89 problem solving budget be used to hire or contract completion of scopes for FY90 and FY91

October 1989

- o Travel costs for QA/QC appropriate
- o Approved position paper on implications of less than full funding and need for full funding
- o Delayed selection of HREP projects to be monitored
- o Stressed need for joint EAT/CRICAT meeting
- o Suggested scope of work format

May 1990

- o Need more clear justification for requests for additional funds
- o Need an information package of clearly readable goals, objectives, and products of LTRMP
- o Comments on problem solving tasks
- o Identified concern for HREP monitoring

July 1990

- o Merge EAT and CRICAT with chair rotating among states and assistant chair rotating among federal representatives
- o Consensus that role of Advisory Team was to identify goals for the program and to review tasks and timetables to accomplish
- o Agreed that LTRMP database must be adaptable and answer a variety of needs

IDEAS TO ASSIST LTRMP ANALYSIS TEAM  
November 1990

1. Adopt standard agenda for each meeting

INTRODUCTIONS

APPROVAL OF PREVIOUS MEETING MINUTES

CHAIRMAN/VICE CHAIRMAN REPORT

PROGRAM MANAGER REPORT

- Summary of Requested Action Items for Meeting
- Funding Status
- Annual Report
- Annual Work Plan
- Staffing Status
- Achievement Towards Goals and Objectives

SCIENCE REVIEW COMMITTEE REPORT

TRENDS ANALYSIS REPORT

- Field Station Status
- QA/QC Report and Needs
- Procedures Manual
- Report status
- Issues and Needs

PROBLEM SOLVING REPORT

- Update on Work in Progress
- Scopes of Work under Development
- Review of Future Tasks
- Emerging Issues
- Issues and Needs

CRIC REPORT

- Operation Update
- Technical Assistance Update
- Report Status
- Emerging Issues
- Issues and Needs

STATE/AGENCY REPORTS

- Similar work in progress
- Coordination status
- Issues and Needs

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2. Status report relative to the above agenda be provided by the EMTC prior to the meeting including identification of Advisory Team action items. If no action items identified, cancel meeting.
3. Provide a sequence chart showing interrelationship of all program elements and time period to accomplish. Key all status reports to chart.
4. Circulate all scopes of work as approved and identify contractor.
5. Contract or seek assistance to achieve drafting scopes of work for FY+2

6. Need some follow-up on loose-ends relating to:
- River Ecology Training Course
  - Pool 10 work
  - Use of FWS Coop Units, scope of works and contracts
  - River Habitat Classification scheme
  - Procedures Manual and distribution
  - Organizational chart
  - Follow-up on invertebrate workshop