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Charter

Wetlands Regional Monitoring Program for the San Francisco Estuary

Program Principles, Structure, and Governance

ACKNOWLEDGEMENTS

This document was prepared by WRMP staff in consultation with a working group of WRMP Steering Committee members, and with valuable feedback provided by additional Steering Committee members. The WRMP Steering Committee approved the WRMP Charter on June 22, 2021, and revised it on December 6, 2022.

GLOSSARY OF TERMS

“Administering entity” is the organization/s designated to carry out the administration of the WRMP, including Program Governance and core activities identified in the Work Program, as approved by the SC (see Section 5).

“Collaborating Partners” entities working to support and sometimes implement tasks within the WRMP.

“Community-based Organization” - For the purposes of this program, we will use a definition provided by the University of Michigan¹. “ A Community-based Organization is one that is driven by community residents in all aspects of its existence. By that we mean:

- The majority of the governing body and staff consists of local residents,
- The main operating offices are in the community,
- Priority issue areas are identified and defined by residents,
- Solutions to address priority issues are developed with residents, and
- Program design, implementation, and evaluation components have residents intimately involved, in leadership positions."

“Environmental non-governmental organizations” are private nonprofit entities that focus on environmental issues that relate to WRMP goals.

“Funders” are organizations or agencies that provide funding for wetland restoration projects in the San Francisco Estuary.

“Land managers” are managers of land within the scope of the WRMP.

¹ What is a CBO - Definition found at: <https://sph.umich.edu/ncbon/about/whatis.html>

“Native American Tribes” includes all Bands, Tribes, Nations, and other Indigenous groups whose ancestral homelands overlap with the scope of the WRMP, regardless of federal or non-federal recognition status.

“Project implementers” are organizations, agencies and/or land owners that manage wetland restoration projects in the San Francisco Estuary.

“Regulatory agencies” are government agencies that issue permits or other regulatory approvals or authorizations for wetland restoration projects in the San Francisco Estuary.

“Representatives” are individuals who represent an organization, agency or stakeholder group on a WRMP Committee or workgroup.

“Science institutions” are organizations or agencies whose primary focus is conducting scientific studies and monitoring.

“Special districts” are local government entities that provide specialized services, such as mosquito abatement, flood control, etc.

“WRMP” or “the Program” refers to the Wetlands Regional Monitoring Program for the San Francisco Estuary.

“WRMP staff” or “Program staff” are staff of the implementing entity(ies) of the WRMP whose role is to administer all aspects of the WRMP.

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1 INTRODUCTION

This Charter describes the purpose and function of the Wetland Regional Monitoring Program for the San Francisco Estuary (WRMP). The WRMP began a development process in 2017 and released the WRMP Plan in 2020.

Program Goal: The WRMP will improve wetland restoration project success by putting in place regional-scale monitoring to increase the impact, utility, quality, cost effectiveness, consistency, and application of permit-driven monitoring to inform science-based decision-making. The Program is a robust, science-driven, collaborative regional monitoring program that includes: (a) Monitoring site network, (b) Open data sharing platform, (c) Comprehensive science framework, and (d) Communicate findings to a wide range of end users.

2 GUIDING PRINCIPLES

In support of the Program goals listed above, the following guiding principles define the approach and expectations of WRMP participation, including representatives of the Steering Committee and Technical Advisory Committee as well as Program staff.

Guiding Principles:

- Recognize the suite of end users of the WRMP: funders, regulatory agencies, resource agencies, project sponsors, community-based organizations, tribes, special districts, environmental non-governmental organizations, and science institutions.
- Develop scientifically objective, technically sound, and broadly comparable information that supports the goals and objectives of the WRMP.
- Support the independence of science and monitoring activities.
- Engage the variety of wetland stakeholders, including community organizations, regulatory agencies and restoration practitioners through collaboration and Bay-Delta regional coordination.
- Operate in a transparent manner that considers the breadth of scientific opinion and informed decision-making.
- Support restoration projects in meeting their regulatory requirements through coordinated monitoring and recommendations based on best available science.
- Develop actionable science to support decision-making by supplying needed information to end users.
- Help end users to evaluate the effectiveness of efforts to sustain healthy aquatic habitats and resources.
- Build upon the extensive restoration project, science, and monitoring history and expertise of the region.

3 GOVERNANCE STRUCTURE

3.1 OVERALL PROGRAM STRUCTURE

3.1.1 Overview

The WRMP governance structure is composed of a Steering Committee, Technical Advisory Committee and workgroups. Program staff implement the direction of these bodies. These Committees work in conjunction with each other through staff coordination to ensure scientific guidance informs programmatic decision-making and vice versa. In all areas of the WRMP governance structure, Program representatives strive for interdisciplinary, inclusive engagement that welcomes a variety of perspectives and experiences and uses consensus-based decision-making approaches.

3.1.2 Duties and Responsibilities of Steering Committee

The WRMP Steering Committee is a consensus-based decision-making body that guides the overall priorities of the Program. It is the ultimate decision-making body for the WRMP. All recommendations and information from various groups in the WRMP governance structure ultimately flow to the Steering Committee to inform and support its decision-making.

3.1.3 Duties and Responsibilities of Technical Advisory Committee

The Technical Advisory Committee is an advisory body that provides technically sound guidance to the Steering Committee. The Technical Advisory Committee implements the Scientific Framework developed initially in the WRMP Plan, which is subject to update over time.

3.1.4 Coordination between the Steering Committee and Technical Advisory Committee

The Steering Committee and Technical Advisory Committee work together to achieve the goals and guiding principles of the WRMP. Though the focus areas of the two Committees are distinct, they do include some subject area overlap. For example, though the primary role of the Technical Advisory Committee is to advise on the scientific and technical focus areas of the WRMP, the Steering Committee ensures the science is aligned with the Management Questions. In addition, though community outreach and communication to diverse audiences is a primary focus of the Steering Committee, the Technical Advisory Committee will provide important guidance on translation of technical material to diverse audiences or on best practices related to community participatory research or other areas.

3.2 STEERING COMMITTEE

3.2.1 Steering Committee Focus Areas

The primary tasks of the Steering Committee include:

- Update and maintain the WRMP Guiding and Management Questions.
- Approve the Program Work Plan, which will include 3-5 Year Program Priorities. Program Priorities will cover several topic areas and will incorporate guidance from the Technical Advisory Committee, including: Guiding, Management and Monitoring questions, a list of approved priority special studies, implementation of the monitoring network, scope and priorities for workgroups.
- Approve the Program Budget, including allocating funding priorities and providing guidance on potential future funding opportunities.
- Communicate and engage a variety of audiences about the WRMP, including regulators, land managers, scientists, community leaders and the general public to inspire engagement on wetland restoration science in the San Francisco Estuary.
- Establish workgroups in conjunction with the Technical Advisory Committee, regarding any programmatic, strategic or scientific content of the WRMP.
- Track overall progress of the WRMP to ensure program success and sustainability.

3.2.2 Steering Committee Formation, Structure, Membership Criteria and Expectations

3.2.2.1 *Steering Committee Formation*

In the initial program development phase, the Steering Committee was established to represent various stakeholder perspectives that were critical to the success of the Program. Now, as part of the formal program structure, the Steering Committee is currently composed of organizational members of key stakeholder groups: regulatory agencies, project implementers, land managers, special districts, funders, community-based organizations, Native American tribes, and environmental non-governmental organizations. Science institutions will primarily serve on the Technical Advisory Committee but may be eligible for seats on the Steering Committee as determined by the Steering Committee based on Program needs. This includes the following organizational members or standing seats, listed in alphabetical order:

- CA Department of Fish and Wildlife (1)
- Community-based Organization Representative (2, each representing a different geographic region and/or interest) – Unfilled/Rotating

- Delta Stewardship Council (1)
- Ducks Unlimited (1)
- East Bay Regional Parks District (1)
- Environmental Non-governmental Organization Representative (2) – One currently held by Save the Bay and one unfilled
- Mosquito Abatement District Representative (1) – Currently Alameda County Mosquito Abatement District
- National Marine Fisheries Service (1)
- SF Bay Conservation and Development Commission (1)
- SF Bay Regional Water Quality Control Board (1)
- SF Bay Joint Venture (1)
- SF Bay National Estuarine Research Reserve (1)
- South Bay Salt Pond Restoration Project (1)
- State Coastal Conservancy (1)
- Tribal Representative (2) - currently held by Association of Ramaytush Ohlone and the Confederated Villages of Lisjan Nation
- US Army Corps of Engineers (1)
- US Environmental Protection Agency (1)
- US Fish and Wildlife Service (1)
- US Geological Survey (1)

3.2.2.2 Steering Committee Structure/Chair/Vice Chair

The Steering Committee will be governed by a Chair and Vice Chair that are selected/approved through consensus by the Steering Committee. If multiple candidates express interest, an election of the seat/s will be held. The term for the Chair and Vice Chair is a minimum of 2 years and a maximum of 5 years. These limits are set as a benchmark to ensure rotation of leadership. However, if a Chair or Vice Chair wishes to extend their term beyond 5 years, the Steering Committee could consider shorter-term extensions if it is agreeable to all parties. As a Chair or Vice Chair rotates off, an invitation will be made for any Steering Committee member to express interest in replacing the seat and will be selected using WRMP decision-making procedures (Section 4.2).

Meeting agendas will be developed by WRMP staff in consultation with the Chair and Vice Chair of the Steering Committee. Steering Committee members may suggest agenda items to the Chair, Vice Chair, or WRMP staff. The Chair will facilitate each meeting. If the Chair is absent, the Vice Chair will facilitate the meeting. If both the Chair and Vice Chair are absent from a meeting, the representatives present will select a temporary Chair for the meeting.

3.2.2.3 Steering Committee Representative Criteria, Members and Alternates

Each participating organization may have a member (primary representative) and alternate that they select in the manner of their own choosing. Members and alternates are expected to coordinate on meeting participation and upcoming items, and communicate WRMP outcomes with relevant staff and stakeholders.

3.2.2.4 Steering Committee Member Expectations

Steering Committee members are expected to be engaged and active participants in the WRMP, including reading the agenda packet and being prepared to discuss and act on recommendations from the Technical Advisory Committee, and other issues related to the Steering Committee's primary tasks. Steering Committee members are expected to attend as many meetings as possible and follow the ground rules described in Section 4.1.

3.2.2.5 Steering Committee Member Terms, Resignation, Removal and Replacement

If a member needs to resign before their term expires, they must submit a written or verbal explanation to the Chair or Vice Chair. The member's alternate may serve as their replacement, or the Chair or Vice Chair may request that the resigning member assist with finding a replacement.

Alternates are encouraged but not required for each organization. If there is a change in alternate representation, the participating organization will notify the Steering Committee Chair, Vice Chair or WRMP staff of the change.

The Steering Committee can add or remove seats over time based on a recognized need for broader representation, organizational interest and alignment with WRMP goals. Organizations wishing to add or remove their seat can reach out to the Chair, Vice Chair or WRMP staff.

If a Steering Committee member is not meeting their commitments, the following steps will be taken:

- The Chair or Vice Chair will contact them to better understand the circumstances.
- The Steering Committee member in question (and agency/organization) will be allowed time, as determined by the Chair or Vice Chair in consultation with the agency/organization, to resolve their participation challenge and fulfill their commitments to the process.
- If after the determined period of time, the member in question does not resolve their participation challenges, the Chair will

provide a removal recommendation to the Steering Committee for discussion.

- The Steering Committee will use its standard decision-making procedures (Section 4.2) to consider removal of the member and/or organization and to start member replacement steps.

3.3 TECHNICAL ADVISORY COMMITTEE

3.3.1 Technical Advisory Committee Focus Areas

The Technical Advisory Committee pursues several related, parallel and sequential focus areas to accomplish its role in implementing the WRMP Science Framework and advising the Steering Committee. The Technical Advisory Committee responsibilities and focus areas include:

- Recommend, review and suggest updates to the Monitoring Questions as understanding of the estuary processes increase, including WRMP indicators and metrics contained within the Master Matrix.
- Establish workgroups independently or in conjunction with the Steering Committee regarding any technological, scientific or engineering content of the WRMP.
- Advise on the development, adoption and maintenance of Standard Operating Procedures for the collection, quality control and quality assurance (QAQC), management, visualization, analysis, and interpretation of WRMP empirical monitoring data, routinely used modeling tools and model outputs.
- Develop, recommend and periodically revise a prioritized list of Special Studies to address information gaps relevant to the Management Questions.
- Develop and/or advise on Quality Assurance Program Plans (QAPPs) to meet requirements as determined by the US Environmental Protection Agency, State Water Resources Control Board, SF Bay Conservation and Development Commission, and other pertinent funders and regulatory or resource agencies.
- Recommend indicator and metric training and guidance for the different parties involved in data collection and analysis in order to ensure consistency.
- Recommend a process(es) for analyzing and interpreting WRMP data through a reporting framework that is peer reviewed and can be branded as a “WRMP product.”
- Ensure the scientific, technological and engineering excellence of the WRMP content and findings, according to its Guiding Principles, using formal and informal peer review and related practices to the degree appropriate and possible.

3.3.2 Technical Advisory Committee Formation, Structure, Membership Criteria and Expectations

3.3.2.1 Technical Advisory Committee Formation

The Technical Advisory Committee established during Program development will continue to operate in its existing form unless and until relevant sections of this document are revised. New representatives will be approved by the Technical Advisory Committee Chair and Vice Chair, with consultation (if needed) from Program staff and the Steering Committee.

It is anticipated that the expertise embodied by the Technical Advisory Committee will include, but will not necessarily be limited to, the following major fields of study:

- Estuarine science and modeling, especially intertidal hydrology, geomorphology, ecology;
- Watershed science and modeling, especially fluvial hydrology, geomorphology, ecology;
- Environmental chemistry, especially water quality and estuarine toxicology;
- Environmental social sciences, including ecosystem service evaluation, economics, social ecology, geography or political science;
- Community-based or community participatory science;
- Public health, especially environmental health and safety;
- Geospatial science, especially GIS and remote sensing;
- Baylands habitat restoration and nature-based climate change adaptation project design, management, and implementation;
- Environmental monitoring design, especially spatial and temporal integration; and
- Informatics, especially data management systems and data visualization.

3.3.2.2 Technical Advisory Committee Structure/Chair/Vice-Chair

The Technical Advisory Committee will be governed by a Chair and Vice Chair . The term for the Chair and Vice Chair is a minimum of 2 years and a maximum of 5 years. These limits are set as a benchmark to ensure rotation of leadership. However, if a Chair or Vice Chair wishes to extend their term beyond 5 years, the Technical Advisory Committee could consider shorter-term extensions if it is agreeable to all parties. . If the current Chair or Vice Chair steps down, the Technical Advisory Committee will select a new Chair or Vice Chair using WRMP decision-making procedures (Section 4.2).

The Technical Advisory Committee Chair and Vice Chair will serve as liaison between the Technical Advisory Committee, Program staff and the Steering Committee. The Chair or Vice Chair shall participate in Steering Committee briefings and deliberations to champion Technical Advisory Committee recommendations but will not vote. The Chair or Vice Chair will present and explain Technical Advisory Committee and workgroup findings and recommendations to the Steering Committee, and will convey Steering Committee requests and responses to the Technical Advisory Committee.

Technical Advisory Committee meeting agendas will be developed by WRMP staff in consultation with the Chair or Vice Chair. The Chair or Vice Chair will facilitate each Technical Advisory Committee meeting. If both the Chair and Vice Chair are absent from a meeting, the representatives present will select a temporary Chair for the meeting.

3.3.2.3 *Technical Advisory Committee Representative Criteria, Members and Alternates*

The following criteria will guide the selection of candidate Technical Advisory Committee members. The Technical Advisory Committee may recommend revision of these criteria at any time. The criteria for Technical Advisory Committee membership include the following:

- Will commit to the success of the WRMP and has no political or financial conflicts of interest with Technical Advisory Committee deliberations or resulting findings and recommendations;
- Has the capacity in time and resources to meet the demands of active Technical Advisory Committee participation; and
- Is generally not a member of the Steering Committee although at the discretion of the Steering Committee and Technical Advisory Committee Chair and Vice Chair, individuals from small organizations with specific expertise may serve on both the Technical Advisory Committee and Steering Committee in rare circumstances.

To ensure continuity and broad attendance of Technical Advisory Committee meetings by its members, Technical Advisory Committee members may use alternates on an as-needed basis. Members and alternates are required to coordinate on meeting participation and share relevant information between meetings.

3.3.2.4 *Technical Advisory Committee Expectations*

All Technical Advisory Committee members work in partnership with each other to fulfill the duties of the Technical Advisory Committee. Members will strive to attend and actively participate in as many

Technical Advisory Committee meetings as possible. Members are expected to prepare for each Technical Advisory Committee meeting by reading the meeting materials and adequately preparing for Technical Advisory Committee discussions and decisions. Members are also expected to keep their respective organizations, including Steering Committee representatives, informed about Technical Advisory Committee activities, and to bring constituent views into the Technical Advisory Committee discussions in an informed and transparent manner.

3.3.2.5 *Technical Advisory Committee Member Terms, Resignation, Removal and Replacement*

Technical Advisory Committee members will have no term limits, but should commit to serving a minimum of 2 years. If a member needs to resign before their term expires, they must submit a written or verbal explanation to the Chair or Vice Chair. The member's alternate may serve as their replacement, or the Chair or Vice Chair may request that the resigning member assist with finding a replacement.

Technical Advisory Committee members are expected to uphold Technical Advisory Committee expectations as described in Section 3.3.2.4. If a Technical Advisory Committee member is not meeting their commitments, the following steps will be taken:

- The Chair or Vice Chair will contact them to better understand the circumstances.
- The member (and agency/organization) will be allowed time, as determined by the Chair or Vice Chair in consultation with the agency/organization, to resolve their participation challenge and fulfill their commitments to the process.
- If after the determined period of time, the member in question does not resolve their participation challenges, the Chair and Vice Chair will make a removal determination.
- The Chair and Vice Chair will decide whether or not to replace a removed or resigned member.

3.4 WORKGROUPS

Workgroups are established to meet special technical needs of the Technical Advisory Committee and/or Steering Committee and can be disbanded when the needs have been fulfilled. Workgroups can be formal or informal. Formal workgroups are long-standing groups established with joint coordination and approval of the Steering Committee. Informal workgroups are established for a short time period to address specific science or management needs and are disbanded after completing their scope. Both the Technical Advisory Committee and Steering Committee can establish informal workgroups. Workgroups may include Technical Advisory Committee or Steering

Committee representatives as well as other qualified, external experts. All Steering Committee representatives may attend workgroup meetings, whether or not they serve as members of the workgroup.

Workgroups will decide on their own Chair(s) and operational rules. Workgroup meetings can be held either in-person or via teleconferencing to ensure adequate attendance.

4 MEETINGS AND PROCEDURES

4.1 MEETING GROUND RULES

All WRMP Committees and workgroups shall strive for a constructive, collaborative process, with active participation of all members and will conduct meetings according to the following ground rules:

- All representatives take responsibility for the overall conduct and outcome of each meeting
- Every perspective deserves to be heard
- Be honest and respectful
- Take sidebar conversations out of the room
- Do not repeat points
- Step up, step back (speak up to make your point, but make sure to not dominate the conversation)
- W.A.I.T (ask yourself “Why Am I Talking?” to carefully reflect on what, when and why you want to share) before speaking
- Have fun!

4.2 DECISION-MAKING PROCEDURES

The following decision-making procedures apply to the Steering Committee, Technical Advisory Committee, and all WRMP workgroups. There are no meeting quorum requirements for decisions. Decisions are made by representatives that are present at the meetings (members or their alternates). If a member and alternate from the same entity are present, they will share one vote. Proxies may be provided if neither a member nor their alternate can attend a meeting. Representatives shall designate their proxies in writing to their Committee or workgroup’s Chair, Vice Chair or WRMP staff prior to the meeting. The Committee or workgroup shall strive for a participatory process in discussing issues and arriving at a decision using a consensus-based approach. In consensus decision-making, consensus does not always mean agreeing to a preferred option. It can mean accepting a proposal that a participant can “live with” for the good of the group.

The consensus-based approach used in this process will allow for two dissenters, or unanimity minus two. This means that all the participants support the decision except

for (up to) two. If there are more than two dissenting opinions, consensus will be blocked and Program staff will be directed to a) see if concerns can be addressed at the current meeting to reach consensus, or b) collect input from representatives and revise the proposal for a future meeting. If consensus is reached with one or two dissenting opinions, those individuals may record their viewpoints for consideration in the meeting minutes.

Consensus may be reached by taking a poll using “thumbs up” or “thumbs down” on a particular topic. If consensus is not reached, the concerns will be discussed and the proposal will be adapted accordingly, either at the current meeting or for a future meeting.

Consensus can also be achieved between meetings if needed. This should only be used in rare circumstances. A call for consensus will be made over email with a deadline. Otherwise, all consensus procedures will be applied.

4.3 MEETING SCHEDULE

A calendar of Steering Committee and Technical Advisory Committee meetings will be provided to the respective Committee representatives in the Fall of the prior year and will be posted on the WRMP website. Conference calls and web-based conferencing may be used to enable representatives to attend meetings remotely.

4.3.1 Steering Committee Meetings

Steering Committee meetings are held on a quarterly basis at minimum, with meeting frequency modified on an as-needed basis to support Program requirements.

Meetings are open to the public. Notice is provided to the public through an interested parties mailing list. Members of the public and WRMP staff can attend meetings to share information, but do not participate in decision-making. Decisions are made by Steering Committee members or alternates only.

4.3.2 Technical Advisory Committee Meetings

Meetings are held approximately every six weeks to allow for two Technical Advisory Committee meetings in between each Steering Committee meeting. Meeting frequency can be modified from year to year on an as needed basis.

Though Technical Advisory Committee meetings are not public, additional interested parties may be invited or may request to attend meetings, subject to the Chair and Vice Chair's discretion. All Steering Committee representatives may attend Technical Advisory Committee meetings.

4.4 MEETING MATERIALS AND RECORDKEEPING

Program staff prepare meeting agendas for the Steering Committee, Technical Advisory Committee and workgroup meetings in consultation with the respective Committee or workgroup Chair and/or Vice Chair. Steering Committee meeting materials will be

emailed to representatives at minimum one week prior to the meeting. Technical Advisory Committee meeting materials will be emailed to representatives approximately one week prior to the meeting. Meeting materials will also be posted on the WRMP website.

Program staff also take meeting notes, which will generally include a list of attendees, decisions or recommendations made and action items. Steering Committee and Technical Advisory Committee meeting summaries are made available to representatives within two weeks of the meeting. Steering Committee meeting summaries will be subject to corrections and Steering Committee approval at the following meeting.

5 ADMINISTERING AND COORDINATING ENTITIES

The entities administering the WRMP are the San Francisco Estuary Partnership and the San Francisco Estuary Institute. These two entities work in close coordination to administer implementation of the Program Charter and Work Program. Both organizations manage grants and other funding sources that support the program. Several coordinating entities receive (or will receive) funding to complete core work of the WRMP, such as the SF Bay National Estuarine Research Reserve, SF Bay Joint Venture, and US Geological Survey.

6 FINANCES

The WRMP Funding Strategy was finalized in December 2020 and provides a three-year workplan and budget, as well as a strategy for attaining long-term sustainable program funds. Currently, the program development process is funded through grants and donations. The Funding Strategy lays out additional options to support sustainable funding for the program, including an optional monitoring fee. Additional funding sources and funding streams will be added as feasible for the Program.

Steering Committee and Technical Advisory Committee members are expected to play an active role in advising on possible long-term, sustainable funding sources for the WRMP but are not expected to individually acquire funding for the program. The WRMP Steering Committee and Technical Advisory Committee (TAC) will collaborate with staff in vetting and guiding the development of new funding sources for the Program.

7 COLLABORATION AND LEVERAGE OF EXISTING RESOURCES

The WRMP is inherently a collaborative program. To the greatest extent possible, Program staff, Committee and workgroup members will seek to coordinate with existing forums, programs and specialists to carry out WRMP priorities. This includes the Interagency Ecological Program, Bay Regional Monitoring Program and the Delta Regional Monitoring Program, as well as those entities represented on the Steering Committee and Technical Advisory Committee.

This also includes, to the greatest extent possible, utilizing existing workgroups, SOPs and models established and managed outside the WRMP and identifying coordinating data from project sites.

Knowledge sharing, such as through informal and formal peer review, will increase opportunities for collaboration and partnerships and ensure technical soundness of the Program. Forms of peer review may include discourse among Technical Advisory Committee representatives and with external colleagues, presentation at conferences and other professional events and venues and publication of WRMP findings in refereed journals and other independently reviewed sources.

8 CHARTER REVISIONS

The Steering Committee, as the primary decision-making body of the WRMP, may amend this Charter by following the decision-making procedures described in Section 4.2 above. Charter amendments may be proposed by Steering Committee or Technical Advisory Committee representatives, or Program staff, either during or between meetings. Any proposed amendments will be placed on the Steering Committee meeting agenda for discussion and possible action or decided through email or conference call communication if feasible and appropriate.

This Charter will be reviewed in 2024 to consider necessary and appropriate revisions. At that time, the interval for subsequent revisions will be considered by the Steering Committee.

Previous Revisions

- June 2021