

## **Appendix K: SCPN Charter**

### **I. Background and Purpose**

The purpose of the National Park Service Inventory and Monitoring Program is to develop scientifically sound information on the current status and long-term trends in the composition, structure, and function of park ecosystems. Scientifically credible data is necessary to make decisions and support management actions, and knowing the condition of natural resources is fundamental to protecting and managing National Park Service (NPS) lands.

The Inventory and Monitoring (I&M) Program is part of the Natural Resource Challenge, a legislative and administrative mandate to undertake a program of inventory and monitoring of NPS resources. As part of its strategy for implementing the Natural Resource Challenge, the NPS has created 32 networks of parks linked by geography and shared natural resource characteristics to facilitate collaboration, information sharing, and economies of scale in natural resource management. The strategic network approach was adopted because natural resource inventory, monitoring, and other management actions identified in the Natural Resource Challenge need to be initiated as soon as possible in all parks with natural resources to meet service goals and Congressional mandates.

The Southern Colorado Plateau I&M Network (SCPN) comprises 19 park units in the states of Arizona, New Mexico, Colorado, and Utah: Aztec Ruin National Monument (AZRU), Bandelier National Monument (BAND), Canyon de Chelly National Monument (CACH), Chaco Culture National Historical Park (CHCU), El Malpaís National Monument (ELMA), El Morro National Monument (ELMO), Glen Canyon National Recreation Area (GLCA), Grand Canyon National Park (GRCA), Hubbell Trading Post National Historic Site (HUTR), Mesa Verde National Park (MEVE), Navajo National Monument (NAVA), Petrified Forest National Park (PEFO), Petroglyph National Monument (PETR), Rainbow Bridge National Monument (RABR), Salinas Pueblo Mission National Monument (SAPU), Sunset Crater National Monument (SUCR), Walnut Canyon National Monument (WACA), Wupatki National Monument (WUPA), and Yucca House National Monument (YUHO).

Core funding for the SCPN comes from the Natural Resource Challenge. The NPS Washington Office (WASO) has provided funding to the SCPN for biological inventories and vital signs monitoring. This funding can be combined with financial resources from parks and other sources to build a successful inventory and long-term monitoring program. A plan for inventory of the vascular plants and vertebrate animals in parks of the SCPN was completed in September 2000. Inventory funding was available to the network on a one-time basis from FY2001 through FY2004. The development and implementation of Vital Signs monitoring is permanently funded through the NR-PRO program, with a target recurring budget of \$1.33 million, beginning in FY2003.

The purpose of this charter is to define how the SCPN is organized to develop and execute an Inventory and Monitoring Program that is fully integrated with park natural resource programs and that supports the objectives of the Natural Resource Challenge.

### **II. Organization and Responsibilities**

A multi-level organizational structure has been identified to ensure that an effective I&M Program is created and implemented for the SCPN. This organizational structure comprises a Board of Directors, Technical Advisory Committee, Scientific Panel, and SCPN Staff. This organization is consistent with the recommendations of the associate Director, Natural Resource Science and Stewardship in the memo to the Regional Directors dated October 13, 2000 (Subject: New Park/Network Monitoring Program: Vision and Implementation plan).

**Board of Directors (BOD)**

The SCPN Board of Directors provides guidance, oversight and advocacy in the development and implementation of the I&M Program for the 19 NPS units within the network. Major responsibilities of the BOD are as follows:

- Provide general guidance and input on strategies for network inventory and monitoring.
- Promote accountability for the I&M Program by reviewing progress and providing quality control for the network.
- Review and approve SCPN I&M Plans, annual workplans and budgets, and staffing plan proposals recommended by the Technical Advisory Committee.
- Review, approve, and distribute annual accomplishment reports to the Intermountain Regional Office (IMR) and WASO.
- Advocate an active and effective biological inventory and natural resource monitoring program for the network.
- Decide on strategies and procedures for leveraging network funds and personnel to best accomplish the natural resource inventory and monitoring and other needs of network parks.
- Ensure that the network inventory and monitoring work is fully integrated with park resource management programs and other NPS natural resource funding initiatives.
- Facilitate communication and coordination about network inventory and monitoring activities with natural resource managers in the network and region.
- Serve as liaison to Cluster Leadership Council(s) and the IMR Regional Stewardship Advisory Team.
- Identify and help develop internal and external partnerships to meet the goals of the Natural Resource Challenge and NPS I&M Program.

*Membership and Terms.* The BOD has five voting members and comprises superintendents or assistant superintendents from five of the 19 NPS units within the SCPN. The Chairperson of the SCPN I&M Technical Advisory Committee and the SCPN Program Manager will serve as non-voting members. To ensure effective coordination and communication with the NPS Intermountain Region Office and the Colorado Plateau Cooperative Ecosystem Studies Unit (CP-CESU), the Intermountain Region I&M Coordinator and the CP-CESU Leader will serve as non-voting members.

The superintendent members of the BOD will be nominated and elected by the full complement of superintendents for the SCPN NPS units. Nominations will be taken and elections conducted by polling all of the SCPN superintendents at a meeting or through e-mail. Each SCPN superintendent may submit one nomination. Self nomination is permitted. Each voting superintendent will be allowed the same number of votes as there are positions to be filled. The candidates receiving the most votes will serve on the SCPN BOD. In the case of a tie for the position(s), the member(s) will be selected by drawing a name(s) from those who tied.

BOD superintendents will serve two-year terms. Terms are staggered so that some, but not all, positions expire each year. Members may serve two consecutive terms, followed by a one term break in service before again being eligible. If a position becomes vacant, the SCPN superintendents will appoint a voting member to fill the remainder of that term.

*BOD Chair.* The BOD will be chaired by a superintendent, who will be selected by the BOD superintendents. The Chair will serve a two year term, and may serve up to two consecutive terms, followed by a one term break in service before again being eligible.

*Meeting Procedures.* The BOD will meet in-person one or two times a year, with continuing business conducted by e-mail, conference calls, or other means as necessary. Funding for travel to meetings may be requested and provided from SCPN Program funds on an as-needed basis. The SCPN Program Manager will assist the BOD Chair in scheduling and organizing meetings. Three voting members will constitute a quorum to conduct official business or vote on any issues. If a member is unable to attend, another park superintendent currently not serving on the BOD may be selected. It is the goal that all decisions will be made by consensus. Where this is not possible, a majority vote will be used as an

alternate means of arriving at a decision. All decisions will be documented in meeting minutes. Formal or otherwise structured rules of order will be adopted and used by the group if and when necessary to make meetings more productive and efficient.

### **Technical Advisory Committee (TAC)**

The SCPN Inventory and Monitoring Technical Advisory Committee is responsible for the scientific and technical planning aspects, park-based logistic support, and resources management applications of the I&M Program for the 19 NPS units within the network.

*Major responsibilities of the TAC are as follows:*

- Review and recommend annual workplans, budgets, and staffing plan proposals for approval by the BOD.
- Review and recommend annual accomplishment reports for approval by the BOD.
- Assist the SCPN Program Manager and staff with developing and implementing the SCPN Vital Signs Monitoring Plan.
- Compile and summarize existing information about park resources.
- Host meetings, workshops, and other activities needed to develop and implement the SCPN I&M Program.
- Solicit professional guidance, as needed, from scientific panel members and other individuals and organizations.
- Ensure that SCPN inventory and monitoring activities are integrated into the planning and compliance process within network parks in accordance with regulations and NPS policy.
- Organize and facilitate periodic program reviews.
- Work with individual park staff (particularly in other resource areas) to build support for a fully integrated inventory and monitoring program.
- Ensure that the network inventory and monitoring work is fully integrated with park resource management programs and other NPS natural resource funding initiatives.
- Develop and foster partnerships with other agencies and organizations which support overall I&M objectives.

*Membership.* The TAC comprises NPS natural resource representatives from the 19 SCPN NPS units, plus the CP-CESU Research Coordinator and the SCPN Program Manager. Other SCPN staff members may participate in TAC meetings at the discretion of the Program Manager. The superintendent or chief of resources management for each SCPN NPS unit may designate one representative to the TAC. The representative should be a park-based natural resource specialist, technical specialist, scientist, or a position with natural resource project management as a collateral duty. The designated park representatives will be members of the TAC on a continuing basis as long as directed to do so by their respective superintendent or chief of resources management.

*TAC Chair.* The TAC will be chaired by one of the park-designated TAC representatives. The Chair also serves as an ex officio member of the BOD. The TAC representatives will nominate and elect a Chair through e-mail. Each TAC representative may submit one nomination. Self nomination is permitted. Each TAC member will be allowed one vote. The nominee receiving the most votes will serve as the TAC Chair. In the case of a tie, the Chair will be selected by drawing a name(s) from those who tied. The Chair will serve a two year term, and may serve up to two consecutive terms, followed by a one term break in service before again being eligible. During the interim, the former Chair may continue to serve as a designated representative to the TAC.

*Procedures.* The TAC will meet in person one to three times a year, with continuing business conducted by e-mail, conference calls, or other means as necessary. Funding for travel to meetings may be requested and provided from SCPN Program funds on an as-needed basis. The SCPN Program Manager will assist the TAC Chair in scheduling and organizing meetings. Five park-based TAC representatives constitute a quorum. It is the goal that all decisions will be made by consensus. Where this is not possible, a majority vote will be used as an alternate means of arriving at a decision. All committee decisions will be documented in meeting minutes.

### **Scientific Panel (SP)**

A scientific peer review panel representing key disciplines (biological, physical, etc.) will be appointed to assist the network in planning for vital signs monitoring. Panel members will include scientists from the USGS- Biological Resource Division, academic institutions and others. The primary purpose of the scientific panel will be to provide guidance to the SCPN in the design and implementation of inventory and vital signs monitoring and other management activities related to the Natural Resource Challenge. It is expected that the CP-CESU will facilitate linkages with the local scientific community. The SCPN may share the scientific panel (or some members of the panel) with the Northern Colorado Plateau Network (NCPN); benefits from this approach include maintaining consistent scientific methodologies across the entire Colorado Plateau and reducing competition for the limited time scientific advisors may have to dedicate to NPS needs. Meetings with panel members will be scheduled as needed. The SCPN (in cooperation with the NCPN if appropriate) may assist with funding for travel and honoraria for the panel members.

### **SCPN Staff**

The SCPN currently has 4.5 permanent employees and 3 term employees. A fully staffed monitoring program is envisioned to have a staff of 8 to 9 FTEs, some permanent and some term positions. The SCPN Program Manager works directly to support the work of the SCPN NPS units, BOD and TAC in meeting the goals of the Natural Resource Challenge Inventory and Monitoring Initiative and Prototype Monitoring Program. The SCPN staff work for all parks in the network, although these positions are based at the CP-CESU in Flagstaff.

## **III. Network Operations**

*Administrative Considerations.* Staff hired under this program will be supervised and administratively supported by the park or office at which they are stationed. The CP-CESU (currently at Northern Arizona University) serves as host to the SCPN staff. The CP-CESU and the SCPN currently share a program assistant position to meet the administrative needs of the network. Any additional costs to cover administrative support provided by Northern Arizona University will be negotiated on an annual basis.

*Strategic Plan.* The Phase III Vital Signs Monitoring Plan will serve as a strategic plan covering the scope and goals of the SCPN I&M Program, its relationship with other NPS programs and with the inventory and monitoring efforts of other land and resource management agencies. The draft plan will be completed in December 2005 and a final plan approved in October 2006. It will serve as the basis for Annual Work Plans for a period of five years.

*Annual Work Plan.* Working with the SCPN Program Manager, the SCPN TAC will present a proposed Annual Work Plan to the BOD for discussion, modification and approval no later than December of each year. The Annual Work Plan will identify specific goals and products, responsible individuals and deadlines, I&M program funding, and additional potential funding sources (both NPS and others).

*Annual Report.* Working with the SCPN Program Manager, the SCPN TAC will recommend a yearly Annual Report to the BOD for review and approval. The Annual Report will detail specific accomplishments and products, lessons learned, coordination with others, and a budget summary. The Annual Report will be released no later than January 31 of each year. This Annual Report will be widely distributed to parks, IMR and WASO Inventory and Monitoring staff, external partners, and other interested parties.

*Funding.* Natural Resource Challenge I&M funding will be managed via the NR-PRO program. All funds are held in a regional office account and distributed to the network annually per the network I&M work plan. All I&M program funds will be strictly accounted for and these funds may only be applied to I&M projects and activities approved by the board. I&M funding will not be used for existing park positions and projects. Additionally, other funds contributed by parks, other NPS programs and other sources will also be tracked and reported.

*Data Management.* A primary goal of the NPS I&M Program is to provide park managers with comprehensive, scientifically-based information about the nature and status of selected natural resources in a easily useable form. The network will place a high priority on the use of new technologies to ensure that data are easily accessible and useable. Biological and environmental data generated by the SCPN will be standardized across all SCPN parks and will be managed in compliance with national data standards where applicable. The SCPN Data Manager will work with all network parks in developing a multi-year data management plan to ensure that biological, environmental, spatial, tabular and bibliographic data are comparable and of high quality. Data repositories will be centralized, but available to all network parks. Data management responsibilities will be shared between network and park staff.

*Communication and Information Sharing.* The network will emphasize open communication and information sharing throughout all aspects of this project. The SCPN Program Manager will keep BOD and TAC members and others apprised of all pertinent developments relating to inventory and monitoring. Periodic updates will be circulated by the Program Manager via email. In addition, websites established at the CP-CESU at Northern Arizona University will be updated with new information (reports, data, proposals, etc.).

*Five Year Program Review.* The SCPN will undertake a comprehensive program review, in FY2011, and every five years thereafter. The review will be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office.

#### **IV. General Provisions**

*Term of Charter.* This charter will remain in effect throughout the duration of the NPS Inventory and Monitoring Program.

*Amendments.* Any signatories, BOD or TAC members may propose changes to this charter. Any change will be in the form of an amendment and will not take effect until all signatories have agreed to and signed the amendment. The Regional I&M Coordinator will be notified of proposed amendments.

*Periodic Review.* The signatories and/or BOD will review this charter at least every three years to assess its adequacy, effectiveness, and continuing need.

## V. Approval Signatures

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Dennis Carruth, Superintendent, Aztec Ruins NM

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Date

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Darlene Koontz, Superintendent, Bandelier NM

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Date

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Scott Travis, Superintendent, Canyon de Chelly NM

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Date

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Barbara West, Superintendent, Chaco Culture NHP

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Date

\_\_\_\_\_  
Kayci Cook, Superintendent, El Malpais NM,  
El Morro NM

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Date

\_\_\_\_\_  
Kitty Roberts, Superintendent, Glen Canyon NRA,  
Rainbow Bridge NM

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Date

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Joe Alston, Superintendent, Grand Canyon NP

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Date

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Nancy Stone, Superintendent, Hubbell Trading Post NHS

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Date

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Larry Wiese, Superintendent, Mesa Verde NP,  
Yucca House NM

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Date

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Roger Moder, Superintendent, Navajo NM

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Date

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Lee Baiza, Superintendent, Petrified Forest NP

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Date

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Joseph Sanchez, Superintendent, Petroglyph NM

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Date

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Glenn Fulfer, Superintendent, Salinas Pueblo Missions NM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Palma Wilson, Superintendent, Sunset Crater NM,  
Walnut Canyon NM, Wupatki NM

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Date