
CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER: 051.00

EFFECTIVE DATE: October 17, 2006

CATEGORY: Data Management

SUBJECT: Processes and Procedures for Conducting Public Accessed PDT, RECOVER & Programmatic Level Activity Workshops and Meetings

DESCRIPTION:

This memorandum provides guidance to both Jacksonville District, U.S. Army Corps of Engineers (USACE) and South Florida Water Management District (SFWMD) staffs on the protocols and procedures for conducting public accessed Project Delivery Team (PDT) meetings and workshops. The purpose is to define roles, responsibilities and processes for the execution of successful PDT meetings when the public is invited. This protocol may change based on evolving programmatic requirements or concerns.

The requirements, procedures and processes described in this CGM have, to the greatest degree possible, been described in a manner to accommodate all concerned partners associated with CERP. It is expected that all project meetings will be conducted using the guidance generated by the U.S. Army Corps of Engineers, Jacksonville District (CESAJ) and the South Florida Water Management District (SFWMD) in this CGM.

Definitions

PDT - Project Delivery Team membership is defined in CGM 18.00 as any governmental (local, State & Federal) agency personnel that attend the PDT meetings or workshops. For purposes of this CGM, PDT meetings shall include any PDT, PDT sub-team, RECOVER team or any Programmatic Level Activity (PLA) meetings.

PDT Sub-team meetings – Are working team meetings that will be posted on Evergladesplan.org (meaning the public is invited) if personnel from more than the following agencies (Corps, SFWMD and Fish and Wildlife Service (FWS)), are engaged. It is not intended to include meetings where the two PM's or other team members, may wish to conference with any partnering agency personnel.

This document provides working level guidance to assist Project Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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Gatekeeper – The Gatekeeper is responsible for ensuring that all components of the notice have been provided, including the telephone call-in number. The Gatekeeper will initiate the automated process to promote the meeting notice and all associated documents to the CERP web.

Workflow – A workflow is a defined set of electronic procedures in the Documentum database that will automatically route and promote a document.

GUIDANCE:

In accordance with the procedures outlined in the Master Program Management Plan (MPMP), dated August 2000, the Water Resources Development Act of 2000 (WRDA 2000) and the Design Agreement between the Secretary of the Army and the South Florida Water Management District, interdisciplinary Project Delivery Teams have been established to develop the products necessary to deliver the Comprehensive Everglades Restoration Plan (CERP) projects.

DESCRIPTION OF THE MANAGEMENT PROCESS

This section describes the management process and procedures required to incorporate public participation and comments into CERP PDT meetings. All PDT meetings are required to comply with CGM 11.02, Federal Advisory Committee Act (FACA) Requirements for PDT's.

Notice of Meeting

All PDT meetings will be noticed on the CERP public web site known as the "CERP Web" and currently addressed as www.evergladesplan.org. Meeting notices will be posted to the CERP Web site and calendar at least two (2) weeks prior to the meeting date, if possible. Timing and other factors may prohibit the use or capability of using other forms of media for notification purposes. For this reason, the CERP Web will be the only official PDT meeting notification tool used. Meeting notices will be provided to the Gatekeeper for review and processing prior to web posting.

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Meeting Information

Agendas, presentations and other forms of information pertaining to any PDT meeting will be published in the Electronic Document Management System for CERP (Documentum) by the Gatekeeper, within 30 days after the meeting date. All meeting notice information will be provided to the appropriate web location for access by the public. Meeting information will be submitted to the Gatekeeper NLT 48 hours prior to the date of the meeting. Meeting information will be accessible via the CERP Web up to 30 calendar days after the date(s) of the meeting. Any further requests for meeting information and documents will be provided through the Freedom of Information Act (FOIA) process.

Registration

Registration forms will be provided at each PDT meeting to register the general public who wish to make comments. Comments from the public will be taken only at the end of the meeting and only from those members of the public who have completed a registration form. Person(s) who access the meeting via telephone call-in or other electronic media, must first provide the registration information prior to addressing their comment. The registration form can be found in Appendix A. Registration forms completed at the meeting will be collected and their information will become a part of the meeting's documentation.

Meeting Access

All PDT meetings will be accessible by the general public. The meeting location will be provided as a part of the CERP Web meeting notice information. Telecommunications access will be provided via a 1-800 telephone number, which will be posted on the web site along with the meeting notice.

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Comments

All written comments from the public will be collected at each meeting. Electronic comment submissions will be saved and provided to the meeting sponsor along with the written comments within 1 week after the conclusion of the meeting. The meeting sponsor is responsible for ensuring that all public comments made via the 1-800 or other telecommunications device are captured as part of the meeting documentation.

APPLICATION:

Effective as of the date of this CERP Guidance Memorandum, the staffs of CERP partners, including their contractors or designated representatives, will implement this guidance in accordance with the information provided herein for conducting PDT meetings when the public has access.

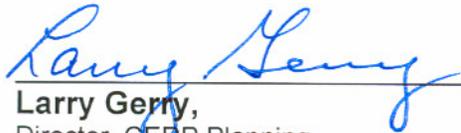
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APPROVALS:



Larry Gerry,
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South Florida Water Management District
DATE: 10/9/06



Dennis R. Duke, PE
CERP Program Manager,
U.S. Army Corps of Engineers
DATE: 10/17/06

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APPENDIX A

PDT MEETING REGISTRATION FORM

Full Name:

Address:

City, State, Zip:

Telephone Number:

Email Address:

Comment Topic:

Comment:

DO NOT WRITE BELOW THIS LINE

Project:

Project Manager:

Reply Date:

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APPENDIX E PDT MEETING NOTICE PROCESS



Timeline of the CESAJ Review/Approval/Dispute Resolution Process.

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