1.1. Management Board

1.1.1. *MB Mission*  
Provides strategic planning, priority setting, and operational guidance through implementation of a comprehensive, coordinated, accountable implementation strategy for the CBP using the CAP and a management system based on adaptive management principles.

1.1.2. *MB Key Functions and Responsibilities*

 Implementation through translation of direction provided by the EC and PSC into specific actions for the CBP

 Frames the issues and ensures that the critical data, information, options and analyses are performed to support effective decisions by the PSC/EC

 Drives implementation through the GITs and holds the GIT leadership responsible and accountable. Example questions for the GITs include:

o Does the Goal strategy reasonably reflect the environmental objectives of the Goal, consistent with C2K?

o What are the critical priorities and expected outcomes of the GIT?

o Are all the critical partners at the table to support the GIT

o Has the GIT created the necessary implementation workgroups to achieve the results?

o What are the critical priorities of the GIT? Is there a management dashboard for each of the critical implementation priorities that reflect the expected progress and results?

o Do resources of the partners reflect the critical priorities of the GIT?

 Assures that resources of the partnership are aligned with strategic priorities to the greatest extent possible without infringing on the sovereign budget and programmatic authorities of partner organizations.

 Acts as coordinating and cross-program integrating body in the context of partner collaboration, not dictating how partners will manage their own resources.

 Improves the performance of the program using an adaptive management system

 Creates and commissions Action Teams as needed. Appoints leaders of Action Teams

 Provides input and guidance on the EPA CBPO budget and identifies key gaps in resource needs to achieve priority actions.

1.1.3. *MB Leadership and Membership*  
The MB is chaired by the Director of the EPA CBP Office. Membership of the MB includes:

EPA CBP Office Director, Chair

Chesapeake Bay Commission

Advisory Committees - CAC and LGAC as full members, STAC in advisory role only

State Partners:   
State of Maryland

Commonwealth of Pennsylvania

Commonwealth of Virginia

District of Columbia   
State of Delaware \*

State of New York \*

State of West Virginia\*

Core Federal Agency Partners:

National Resource Conservation Service

U.S. Forest Service

National Oceanic and Atmospheric Administration

U.S. Geological Survey

National Park Service

U.S. Fish and Wildlife Service

U.S. Army Corp of Engineers

Department of Defense

U.S. Environmental Protection Agency

*\*The explicit role of the Headwater States in the CBP is described in Appendix 4. In summary, Headwater States are not EC members, but are full partners on water quality-related issues.*

*Organizational level of members*

In general, the highest level below that represented on the PSC is required. Typically this indicates Assistant Secretary, Office Director, Executive Director, Chief, or equivalents.

*Duration of membership and leadership*

The Chair and members are appointed for indefinite terms.

*Staffing of Management Board*

EPA CBPO will provide a Coordinator and staff support to the MB.

1.1.4. *MB Operations*

*Meetings*

The meeting time of the MB is for decision-making, time-critical discussions, and hearing summary results of the GITs or Action Teams. On a regular basis, the MB conducts strategy and operations reviews using performance dashboards provided primarily by the GITs and the TSS unit. The purpose of these reviews is to evaluate the performance of the groups and address problems and short-term barriers to progress, to identify areas of coordination with other GITs, and to allow for strategy adjustments based on learning or changes in the external environment.

*Ground rules*

The MB may adopt its own rules of order and business conduct, however, this document provides a starting point for MB operations. In addition, the MB has the following special considerations for its ground rules:

 An agenda and decision documents are circulated at least 14 days (2 work weeks) before the meeting.

 The agenda spells out specific goals for the meeting, e.g. to make a decision on a specific matter; to decide whether to add or subtract a task force; to analyze whether the Action Teams are meeting their objectives; to decide on how resources should be spent.

 Focus is on the CAP and the CBP, always balancing individual States’ needs with the greater good for the Bay.

 Each State and Federal partner has one voice in decision-making.

 When the MB Chair is not able to lead the meetings, he/she will designate an executive-level person to take his/her place.

*Attendance*

Meeting attendance may be in-person or by conference call. Members who are not able to attend are expected to designate an alternate. A quorum of 50% of those on the MB, regardless of Federal and State proportions, must be present for decisions to be made.

*Frequency and Duration*

Meetings are held monthly and alternate between in-person meetings and teleconferences. A schedule for meetings will be determined at the beginning of the year and the scheduled format (i.e., in-person or teleconference) will be maintained to the greatest extent possible.

*Reporting, Accountability and Performance Metrics*

*Setting Priorities*

For general operation of the MB, it is the responsibility of the Chair and the Coordinator to track and facilitate discussion on the highest MB priorities following input from the entire group. With regard to the MB’s role in establishing restoration priorities, priorities should be those that are feasible and provide multiple benefits to the restoration effort. Procedures for priority setting should be based on information such as analysis of options, costs, ability to influence and potential benefits performed by the GITs and presented to the MB Established restoration priorities are to be matched with measures to allow ongoing assessment of progress.

*Budgeted Resources*

The EPA CBPO provides funding to the MB on an as-needed basis. Example MB activities that may be funded include special studies, contract support for high priority projects, and facilities for extended off-site meetings. Requests for EPA funds will be processed by the MB Chair.

*Staffing and Support*

The EPA CBPO provides significant staffing and logistic support to the MB. A senior member of the CBPO is assigned as MB Coordinator. One or more of the staff members of a non-government organization supported by a grant from EPA (currently the Chesapeake Research Consortium) will be assigned to provide administrative and research support. In addition, there is a close and supportive relationship between the MB and the Enhancing Partnering, Leadership, and Management GIT. This GIT provides significant coordination of the adaptive management system cycle and facilitates the MB’s responsibility in overseeing the system. The Enhancing Partnering, Leadership, and Management GIT keeps the cycle of the system on schedule and provides the MB the information it needs to use the system as a management framework and a method for continually improving program performance.

1.1.5. *MB Key Issues and Questions to be Resolved*

*Should the GIT Chair/ Vice-Chairs be members of the MB?*

The Transition Team has debated two approaches. Some suggest that the GIT Chairs should be members of the MB to foster direct input and to enhance coordination across the GITs. Others suggest that the MB’s role is to guide and oversee the GITs and therefore GIT Chairs should not be members of the MB. The recommendation of the Transition Team is to strive for having GIT chairs that are not members of the MB however, where individuals are not forthcoming to fill all MB and GIT leadership positions, the same person can chair a GIT and represent their agency on the MB. When attending an MB meeting as a member, a GIT chair is representing the jurisdiction or agency they are assigned to represent on the MB unless the agenda or the topic at-hand requires them to represent the GIT that they chair.

Sector and Nongovernment Organization Representatives (at-large members with standing invitation)

*The Transition Team proposes that the concept of sector/NGO MB members as listed below be removed due to concerns over the ability of one person to fairly represent an entire sector. In addition, the Transition Team feels that important sector perspectives can be gained through advisory committees, GIT strategic operations and Action Teams as needed. This issue is to be considered by the MB at the March 2009 MB meeting.*

Agricultural representative

Development representative

Waste Water Treatment facilities representative

Private Funding Network representative

Non-government organization representative

Biological/Ecological viewpoint representative

*What is different from existing structure?*

The MB replaces the Implementation Committee (IC) with more robust operating procedures and clarified roles. The adaptive management system framework specified in the CAP provides new approaches to the systematic alignment of strategic priorities and the resources of the partnership and reviewing progress to improve accountability of the meeting goals. This new structure clarifies the role of Headwater States and adds core Federal agencies.

*How will transition occur?*

Prior to the switchover to the new structure, a request will be made to the PSC for nominations for MB members. At the first meeting of the MB, the MB is expected to constitute itself and adopt the CBP governance document while noting outstanding organizational issues that require continued analysis and discussion. The MB will approve the GIT chair and vice chair appointments. The chairs and vice chairs will be responsible for coordinating membership and convening the GITs.