

## **AQUATIC INVASIVE SPECIES STRATEGY TEAM**

[www.AISstrategyteam.org](http://www.AISstrategyteam.org)

### **Process to Develop the 4-5 page action Plan**

**DRAFT: January 11, 2005**

The Aquatic Invasive Species Strategy Team is charged with developing a 4-5 page action plan by summer, 2005. The action plan can include supporting documents.

It is proposed that the AIS Strategy Team use the following process to develop its 4-5 page action plan:

1. Initial conference call (with entire strategy team) will take place on January 11, 2005, to agree on the issue areas to be covered in the AIS Strategy Team Action Plan. It is proposed that these issue areas be based on AIS vector (e.g., ballast water, canals, organisms in trade). For each vector, other issues (e.g., rapid response, monitoring) will be discussed. (The vector list and issues to address are provided below.)
2. For each vector, a drafting team will be assembled. Each drafting team will have a leader or co-leaders, should consist of no more than 5 or 6 members, and should strive to represent a range of AIS Strategy Team participants (e.g., Federal, Tribal, State, NGO representatives on each drafting team). The AIS Strategy Team Co-Chairs will select the drafting team leader(s). Those interested in serving on a drafting team will volunteer through the web site ([www.AISstrategyteam.org](http://www.AISstrategyteam.org)) by January 18<sup>th</sup>, 2005. The final composition of each team will be determined by the co-chairs and the team leader(s).
3. Each drafting team will write an action plan (not to exceed 5 pages) and append supporting documents. Each drafting team must follow the outline provided and should include a prioritized list of recommendations. Drafting team leader(s) are responsible for attaining consensus among the drafting team members. If consensus cannot be reached, the drafting teams should ask the AIS Strategy Team co-chairs for guidance.
4. Drafting team conference calls will occur as determined by the leader(s) of the drafting teams. The purpose of the calls will be to discuss progress and specific issues and to attain consensus on the draft action plans for each team.
5. The entire AIS Strategy Team will discuss, via conference call, each draft action plan from the drafting teams. Conference calls will occur weekly or bi-weekly, as appropriate. Each AIS Strategy Team-wide call will focus on one vector and should not last longer than two hours. Tuesdays and Thursdays at 10:00 a.m, Eastern Time, is the default time for AIS Strategy Team-wide conference calls, though participants should check the AIS Strategy Team website for up-to-date information.
6. After the drafting teams have produced their plans, and after they have been discussed by the AIS Strategy Team, the co-chairs and their staff will compile the action plans and distill them into the final document.
7. Subsequent conference calls will occur to develop consensus on the final document.