

# United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**

1250 (OR-910) P

Supersedes: IM-OR-2004-004

dated 10/15/03

July 13, 2004

EMS TRANSMISSION 07/14/2004

Instruction Memorandum No. OR-2004-096

Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs  
Attn: Oregon/Washington State Leadership Team

From: Associate State Director, Oregon/Washington

Subject: Oregon/Washington State Leadership Team Meeting Organizational Procedures DD:

**Program Area:** Oregon/Washington State Leadership Team

**Purpose:** To communicate changes in Oregon/Washington State Leadership Team documentation.

**Policy/Action:** This Instruction Memorandum supercedes IM-OR-2004-004 due to the fact that additional procedures are listed. Attached are the revised Oregon/Washington State Leadership Team meeting organizational procedures, including a timeline for meeting planning purposes, roles and responsibilities, and logistical information. The responsible entity for aspects of meeting development is clearly identified. Time frames are noted as goals for when certain administrative details should be completed, realizing there will always be some variability.

**Timeframe:** Immediately.

**Budget Impact:** None.

**Background:** After the June 2002 Oregon/Washington State Leadership Team Meeting in Portland, Chuck Wassinger, Stephanie Sprague, Anita Bilbao, Desi Hummel and Sherry Wilkinson met to discuss the roles and responsibilities of the State Director's Office staff for the leadership team meetings. This group also discussed ways to improve and document the meeting planning process in order to make it easier on meeting planners. This information has now been updated.

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**Manual/Handbook Sections Affected:** Oregon/Washington State Leadership Team Reference Guide.

**Coordination:** The ASD Staff Assistant will update materials for the Oregon/Washington State Leadership Team on an annual basis.

**Contact:** Desi Hummel, ASD Staff Assistant, OR-910, (503) 808-6026 or Division of Management Services (OR-950) at (503) 808-6092.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining

obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
James G. Kenna  
Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

#### 5 Attachments

- 1 - [Outline](#) (3 pp)
- 2 - [Agenda Format](#) (1 p)
- 3 - [Issue Paper Format](#) (1 p)
- 4 - [Meeting Notes Format](#) (1 p)
- 5 - [Roles and Responsibilities](#) (2 p)

#### Distribution

WO-800 (MS-5617MIB) – 1

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## Standard Operating Procedures for Arranging OR/WA State Leadership Team Meetings

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### 1. 90 Days Prior to Meeting

#### **Lead: District Host Office or Division of Management Services**

- a. Procure meeting room
  - Minimum of 1,100 sq. ft. for 25-30 attendees
  - Available on a 24-hour basis (if possible)
  - Adequate sound-proof walls/dividers (avoid rooms next to kitchen/other large meetings)
  - Good wall space for hanging flip charts
  - U-shape set up with open end at head of room
  - Small table in center to accommodate overhead projector
  - Adequate electrical outlets (extension cords acceptable)
  - Table close to front off to the side for recorder (near computer/electrical source)
  - Second table off to the side for hand-out materials and supplies
  - Provide coffee and water service (ongoing) with soft drinks for the afternoon break (if possible)
- b. Make lodging arrangements
  - Preferably, the lodging and meeting space should be in the same facility
  - Reserve a block of rooms for out-of-town attendees, including facilitator(s)
  - Provide hotel information to attendees so they can confirm their own reservations
- c. Coordinate with the facilitator
  - The OR/WA Leadership Team has an appointed facilitator that serves a two year term
  - Initiate contact with the facilitator to consult on meeting objectives and supporting agenda

### 2. 60 Days Prior to Meeting

**Lead: District Host Office or Division of Management Services**

- a. Issue request for agenda topics on current issues to OR/WA Leadership Team members. Topics to be submitted in the following format: *(See Attachment 2 for agenda format.)*
  - Title:
  - Objective:
  - Leader:
  - Decision:
- b. Consider other aspects of agenda development
  - Follow up on assignments from previous meetings
  - Status reports from State Safety Committee and State Human Resources Development Committee (HRDC)

Attachment1-1

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- District Managers breakfast with the State Director (SD) and Associate State Director (ASD)
  - Goal development and strategies for the future
  - Team building and leadership development (work with facilitator)
  - Training (statewide)
  - Information sharing (utilize roundtable when appropriate)
  - Meeting evaluation
  - Community Outreach

3. 30 Days Prior to Meeting

**Lead: District Host Office or Division of Management Services**

- a. Finalize draft agenda topics
- b. Review draft agenda with the ASD who serves as Chair of the OR/WA Leadership Team
- c. If last minute agenda topics are added at the discretion of the ASD or SD, other agenda items may be postponed to another meeting or monthly OR/WA Leadership Team conference call
- d. Once the ASD/SD have approved the final agenda topics, advise topic leaders to submit **fully staffed** briefing papers to the District Host Office or Division of Management Services no later than 15 days prior to meeting; *(see Attachment 3 for briefing paper format)*

4. 15 Days Prior to Meeting

**Lead: District Host Office or Division of Management Services**

- a. Final review and concurrence of agenda and briefing papers by ASD
- b. Consider other meeting logistics
  - Logistics for social event(s) and/or meals
  - Transportation options from airport to meeting or lodging site
  - Transportation for attendees meeting duration
  - Fax and copying services
  - Prepare list of activities/restaurants within meeting area
  - Development of District or OR-950 website as one-stop source of SLT meeting information

5. 10 Days Prior to Meeting

**Lead: District Host Office or Division of Management Services**

- a. Duplicate materials, print dividers, and assemble 3-ring binders with agenda and briefing papers for all attendees

- b. Send complete package to members, facilitator and recorder or insure that complete package is posted on website;  
*(see OR/WA Leadership Team Charter for list of current members)*

Attachment 1-2

- c. Suggest taking five extra sets of materials to the meeting
- d. Arrange for equipment and supplies *(determine what the hotel/meeting space will provide)\**
- Equipment needed by each presenter
  - Flipcharts (2)
  - Flipchart paper (2 extra pads)
  - Overhead projector & screen
  - Name cards for table (with names on both sides)
  - Name tags
  - Laser pointer
  - Laptop projector (1 extra bulb)
  - Laptop w/CD ROM installed
  - Extension cord

*\*The OR-910 note-taker brings small supplies such as markers, tape, pens, pads of paper, clock, etc.*

6. 3/5 Days Following Meeting Adjournment

**Lead: Recorder from State Director's Office**

- a. The recorder is responsible for creating the meeting notes and should get a copy of all handouts provided during the meeting. With the preparation of Issue Briefing Papers there is no need for detailed notes. The notes are to contain sufficient detail to provide an understandable record of the meeting. The notes should follow the order of the agenda items and the format in attachment 4-1. For each agenda item described, a corresponding section on "Decisions and Assignments" will be included to list follow up assignments. Particular emphasis should be placed on clearly defining the *what*, *who*, and *when* for each follow up assignment to identify who has responsibility for the assignment and dates by when it should be completed.
- b. The recorder will prepare draft final notes and submit them to each presenter for review/concurrence within three working days after the meeting. Presenters need to get comments/concurrence back to the recorder within two working days.
- c. The recorder will forward final notes electronically to the OR910 Mailbox within five working days with a request for the ASD's final review/concurrence.
- d. The recorder should notify the facilitator of submissions of draft and final notes.

7. 10 Days Following Meeting Adjournment

**Lead: State Director's Office Staff Assistant**

Upon finalization by the ASD, the OR-910 Staff Assistant will:

- a. Prepare an Information Bulletin transmitting the final notes to the OR/WA Leadership Team
- b. Post the final notes on the SD's intranet home page

*NOTE: Review current OR/WA Leadership Team Charter for further clarification.*

Attachment 1-3

**AGENDA**  
**OR/WA STATE LEADERSHIP TEAM MEETING**  
**Date**  
**Location**

**Name of Meeting Place**

X:XX-X:XX	<b>Welcome, Introductions, and Expectations Administrivia</b>	ASD/ Meeting Host
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
XX:XX-XX:XX	BREAK	
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
XX:XX-XX:XX	LUNCH	
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
X:XX-X:XX	<b>Title:</b> Objective: Leader: Decision:	
X:XX-X:XX	<b>Closeout, Review Decisions and Assignments</b>	ASD

Attachment 2-1

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**OR/WA STATE LEADERSHIP TEAM  
BRIEFING PAPER FORMAT**

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**Issue:** (Indent)

**Background/History:** (Indent)

**Alternatives and Discussion:** *(Indent)*

**Recommendation:** *(Indent)*

**OR/WA State Leadership Team**

**Record of Decision:** \_\_\_\_\_ *Concur with recommendation*

\_\_\_\_\_ *Concur with option* \_\_\_\_\_

\_\_\_\_\_ *Need more information on:*

Attachment 3-1

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**NOTES  
OR/WA STATE LEADERSHIP TEAM MEETING**

**Date  
Location  
Name of Meeting Place**

<b>Decisions/Assignments</b>	<b>Topic Title/Presenter Name/ Brief Description</b>


**ROSTER OF ATTENDEES**

<b>Name</b>	<b>Location</b>	<b>Name</b>	<b>Location</b>
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Attachment 4-1

**ROLES & RESPONSIBILITIES FOR STATE DIRECTOR'S OFFICE**

<b>TASK</b>	<b>LEAD</b>
<i>Administrative</i>	
<ul style="list-style-type: none"> <li>▪ Maintain, update, and distribute SLT Reference Guide (Charter, Bios, IMs, etc.) – <i>Annual/As Needed</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>▪ Maintain mailing lists – <i>As Needed</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>▪ Update State Director's website with SLT documentation (including posting meeting notes) – <i>After SLT meetings/As Needed</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>▪ Receive meeting handouts/binders from note taker and update/maintain Institutional Record – <i>After SLT meetings/As Needed</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>▪ Send draft meeting minutes to facilitator, and</li> </ul>	SD Staff Assistant

any internal presenters for review, then forward to ASD for finalization, distribute finalized notes to SLT – <i>After SLT meetings</i>	
<ul style="list-style-type: none"> <li>Facilitation of meeting logistics: ensure OR 950 or host district is following 90-day meeting planning process – <i>Before SLT meetings</i></li> </ul>	Facilitator
<ul style="list-style-type: none"> <li>Distribute meeting agenda via email to all invitees</li> </ul>	OR-950 or Host District
<ul style="list-style-type: none"> <li>Monthly conference calls: collect agenda items, distribute agenda, call-in information, and briefing papers – <i>Week before SLT conference calls</i></li> </ul>	SD Staff Assistant
<ul style="list-style-type: none"> <li>Taking meeting notes and developing draft meeting notes – <i>During SLT meetings</i></li> </ul>	SD Staff Assistant
<ul style="list-style-type: none"> <li>Distribute future SLT meeting dates &amp; locations to SLT in IB format – <i>Once per year/As Needed</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>Assignment tracking – <i>Ongoing</i></li> </ul>	ASD Staff Assistant
<ul style="list-style-type: none"> <li>Key Messages – send draft to notetaker before meeting; email to all employees from SD inbox within 6 business days</li> </ul>	SD, Natural Resource Advisor & Facilitator
<b>Future SLT Meetings</b>	
<ul style="list-style-type: none"> <li>Determine dates and locations for future SLT meetings &amp; Joint FS/BLM meeting – <i>Once per year</i></li> </ul>	Associate State Director, ASD Staff Assistant, SD Staff Assistant
<b>Logistics</b>	
<ul style="list-style-type: none"> <li>See “Arranging OR/WA State Leadership Team Meetings” (on State Director’s website) for specifics – <i>90-zero days before SLT meeting</i></li> </ul>	OR-950 (if meeting in Portland) Host District (if meeting at a District)

Attachment 5-1

<b>Funding</b>	
<ul style="list-style-type: none"> <li>Provide funding for costs associated with SLT meeting (i.e., meeting room)</li> </ul>	OR-950 (if meeting in Portland) Host District (if meeting at a District)
<b>Meeting Facilitation</b>	
<ul style="list-style-type: none"> <li>Coordination with meeting host on facilitation needs and logistics – <i>Before SLT Meeting</i></li> </ul>	SLT Facilitator
<ul style="list-style-type: none"> <li>Meeting facilitation – <i>During SLT Meeting</i></li> </ul>	SLT Facilitator

