

**NOTES  
FROM THE SEPTEMBER AND OCTOBER MEETINGS  
OF THE  
PROVISIONAL STEERING COMMITTEE  
OF THE  
BAY-DELTA MODELING FORUM  
November 29, 1993**

The following notes are a consolidation of committee reports at the September and October meetings of the Provisional Steering Committee.

## Stakeholder/Decisionmaker Committee

### Alternative Communication Approaches

Conduct an annual Stakeholders Meeting, in late February or March (after EPA standards and Delta smelt Biological Opinion) and format as outlined below. There should be a facilitator for this meeting.

Before the Stakeholders Meeting, hold informal one-on-one meetings with key stakeholders or special groups of stakeholders, perhaps relying on those who showed the most interest. Discuss the upcoming Stakeholders Meeting agenda with special emphasis of stakeholders' needs. Follow up with selected meetings after the annual Stakeholders Meeting.

Conduct periodic meetings, perhaps on specific issues for specific stakeholders.

### Suggested agenda for the Stakeholders Meeting

Overview of the Forum

Description of technical issues related to

Western Delta salinity standard (X2)

QWEST, hydrodynamic and biological aspects

The purpose would not be to resolve these issues, but to demonstrate that the Forum can deal with the technical aspects of controversial subjects without getting into the politics of them.

Recent technical findings, especially those with considerable relevance to stakeholders' stated interests. There could be sessions on specific issues.

Implications: Whatever information is presented, its management implications should be highlighted. This is a very important consideration if we want to hold the interest of stakeholders.

Stakeholder needs: We will need to figure out how to solicit stakeholders' interests and needs. Some sort of structured discussion/survey is needed, with results presented at the Stakeholders Meeting. One-on-one meetings with key stakeholders could be a source of information of stakeholders needs.

### Planning for meetings

Establish a five-person team from the Steering Committee to plan the Stakeholders Meeting.

Stakeholder/Decisionmaker Committee (continued)

Establish a two-person team from the Steering Committee to plan one-on-one meetings with selected decision makers.

Technical groups should provide input for technical subjects to be covered at the Stakeholders Meeting.

**Ideas for consideration**

Use of press release and other public relations efforts

Publication of newsletter of ongoing activities and findings

Survey of stakeholder/decision maker needs

Send "invitations" rather than notices for the Stakeholders Meeting.

## Technical Meetings Committee

Technical meetings should be focused, say, one-day workshops on key topics

Emphasize linkage/communication across disciplinary boundaries, e.g., fishery biologists/transport modelers.

These meetings should be a mixture of presentation and discussions.

We should kick off this effort after our 12/6 meeting. (Some possible topics are listed below. The Steering Committee would decide on topics)

Road map of models used, with the intent of producing a guide to all the common models, so that stakeholders and others with more technical interest would know what was available.

Striped bass, other Delta fish, and hydrodynamic transport as related to Delta water project operations

Salmon and hydrodynamic transport as related to Delta water project operations

Integration of operations and transport models for Delta salinity, in other words, what is the appropriate linkage between the models that simulate project operations and models for salinity, that is, how could we link up relevant real time data with project operations, using transport models as the bridge.

Integration of real-time data, transport models and operations for salinity/fish, closely related to the topic immediately above

Integration of surface and ground water models in the Central Valley

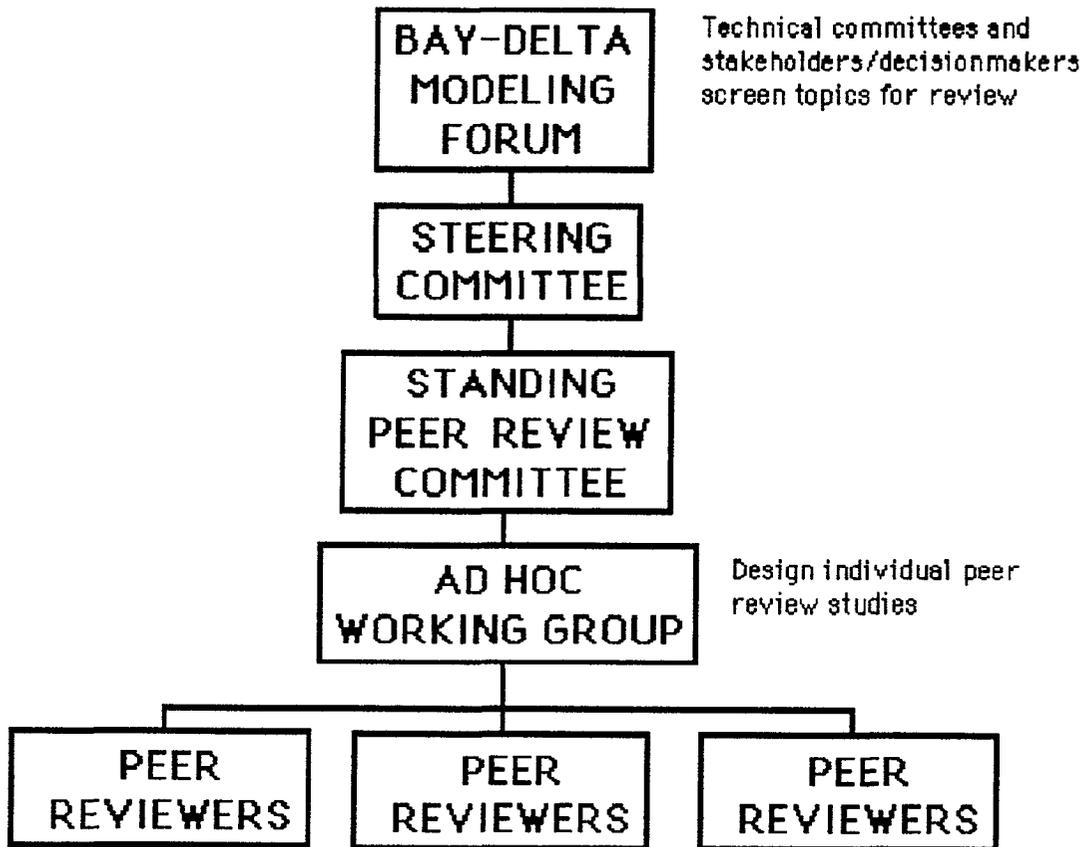
Facilitate small group meetings on very narrow topics, e.g., flow through Threemile slough, could lead to a workshop

How do we factor economics and policy into the modeling effort? How can we take the stakeholders' needs and translate them into a form that affects the modeling effort?

What are the boundaries? We have said we would stay somewhat open-ended on this issue, letting the stakeholders define the boundaries, but how do we set boundaries for the workshops?

Outstanding issue: Should Technical Committees be responsible for producing a product, say, a report?

## ORGANIZATIONAL STRUCTURE FOR PEER REVIEW



## Peer Review Committee (continued)

### Considerations

Classes of models rather than an individual model should be the subject of peer review.

The following characteristics of the review depend on the class of models being reviewed:

Perspective of review--Is the review an overview to define general model capabilities, or is it a detailed, critical technical review? Is it directed at specific potential uses of the classes of models and whether these uses are appropriate? In other words, what questions are we asking about the class of models under review.

Level of detail and depth of review of the review

People, that is, who are the reviewers?

Budget: How much is allocated to a particular peer review?

Schedule: How long should the review last? How does its completion fit into the broader efforts of the Forum? Possibly reviews should be scheduled in time for annual meetings.

Design of Review: A mechanism is suggested below for how to do this.

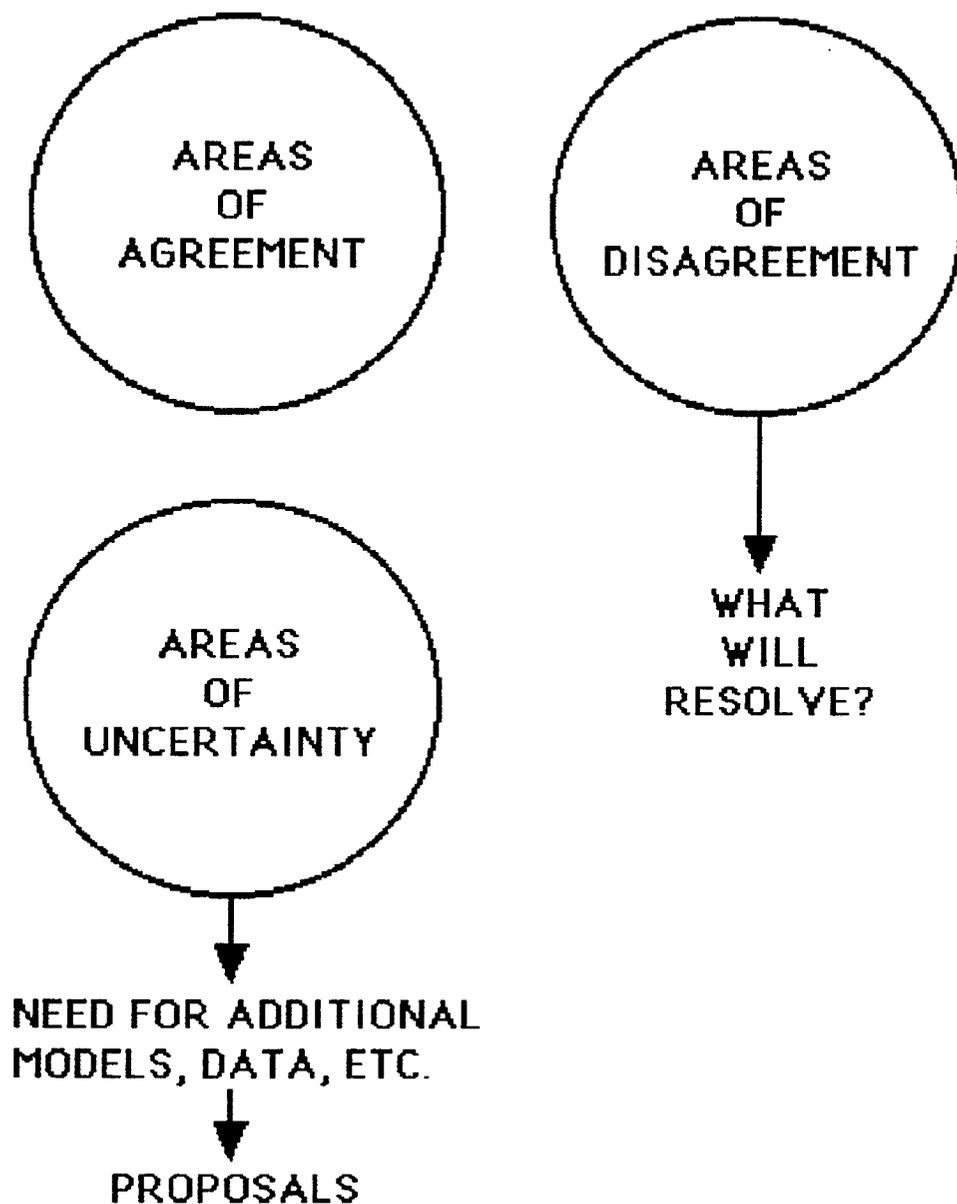
### Sequence of events in the peer review process

1. Identify class of models to review
2. Form ad hoc working group
3. Working group writes proposal for the peer review, including recommendations for peer reviewers
4. Endorsed by Steering Committee (and Forum?)
5. Arrangements are made with the reviewers and they are given their charge.
6. Reviewers carry out the peer review and prepare a draft report
7. Reviewers meet with working groups to refine draft report
8. This draft is presented to an appropriate technical committees.
9. The report is revised and put into final form.

Peer Review Committee (continued)

Conceptual depiction of a peer review report

**PEER REVIEW REPORT**



## Peer Review Committee (continued)

### Tenets of Peer Review

The perspective of the review should be explicit, that is, just what is the nature of the review? Broad or detailed? Critical or explanatory? Directed at specific uses?

Model "owner" must cooperate

Role of analyst, the one who might be expected to use the model, must be defined

Four parts of review for each model

1. Theoretical structure (conceptual, statistical, ecological, etc.)
2. Application history
3. Documentation, including availability of documentation
4. Usefulness, including strengths and weaknesses

Rebuttal by owner?

### Unresolved issues

How is peer review funded?

How do we identify the need for additional models?

### Goals for the first peer reviews

The selected model class should be on interesting one.

It should be capable of review within reasonable period.

The completed review should provide an example to the Forum.

The first reviews should require minimum financing.

The Provisional Steering Committee Peer Review Committee should be the initial Ad Hoc Working Group for the first peer reviews.

The first two classes of models for peer review should be:

Salinity transport models

Fisheries models

At the December 6 Plenary Session, present an outline of the review for these two classes of models, as described above.

## Organizational Committee

### Membership

#### Purpose

Membership should be broad.

There should be membership dues.

Four categories of members and their respective conditions of membership

Individual and Corresponding members: \$30/year + individual members agree to abide by Bay-Delta Modeling Forum Tenets

Organizational: \$500/year + commitment to abide by Bay-Delta Modeling Forum Tenets

Sponsor (Gold Club) member: \$1,000-\$10,000/year

#### Invitation for membership

Cover letter with form for information

Separate letter for Steering Committee membership

#### Initial annual budget

200 individual members @ \$30:	\$6,000
10 organizational members @ \$500	\$5,000
10 sponsors @ \$1,000	<u>\$10,000</u>
Total	\$21,000

#### Supplemental Budget

Another \$25,000, source(s) not yet identified

Special events/programs, examples below, funded by special grants

Peer review

Stakeholder meetings

Housing of the forum?

#### Invitation for Membership

Send out formal invitations after December 6 meeting, assuming Plenary Session approves dues structure.

Organizational Committee (continued)

Steering Committee

Membership of the Steering Committee

Memberships will be for one year, renewable at the end of the year.

Members from the designated agencies will be selected by their respective agency.

The 12 rotating members of the Steering Committee will be elected at the plenary meeting by each of four groups that they represent.

Organization of the Steering Committee

The Steering Committee will have a convenor (no power, coordination only), and the position will rotate.

Treasurer: CUWA temporarily

Staff duties will include

Minutes

Mailings

Assistance in coordination

Functions of the Steering Committee

Carry out the business of the Forum as delegated by the Plenary Session, except where plenary approval is required.

Raise money and approve budgets for special projects

Accept grants

Develop procedures for plenary ratification

Appoint all committees

Peer Review

Interaction with Stakeholders

Technical Meetings

Organizational Committee (continued)

Role of the Plenary, i.e., the membership at large

Select non-organizational members of the Steering Committee (see above)

Develop, approve, and modify by-laws by 2/3 vote

Set dues structure

Approve operating budget

Approve policy statements

No consensus on whether Plenary should approve peer and technical review reports.

Housing of the Bay-Delta Forum

Possibilities

UC Water Resources Center

Aquatic Habitat Institute

Lawrence Livermore Laboratory

Interagency Ecological Studies Program

USGS

Resources Agency/Cal EPA

Minimum Requirements for Housing

Administrative assistant, 1/4 time

Some/all accounting functions

Low or no overhead charges (<10%)

Meeting rooms not required

Unbiased group

(Housing Group would get \$10,000 for mailing)

Organizational Committee (continued)

Form ad hoc group to visit Water Resources Center at UCD and report on December 6.

CUWA on a temporary basis

Several months required to decide on permanent housing

A multi-step process

Discuss the issue

Prepare a request for proposals from those interested in housing the Forum

Presentations

Decision

Initiate this process at the next Steering Committee meeting?