



Association for Conflict Resolution Environment and Public Policy Section

2011 – 2012 Structure and Plan

Overview¹

This EPP Section Structure and Plan document is different than those of recent years in both format and content. The revised committee structure outlined below was developed by the EPP Leadership Council (LC) in response to the winding down of certain committee activities and the evolving needs and interests of Section members, which were clearly highlighted during discussions at the June 2011 EPP Conference in Portland, Oregon. The changes agreed upon by the LC and the rationale for them are documented herein, as are the new committee charges and descriptions crafted by the LC. The new committee structure represents a fresh, forward-looking trajectory for the EPP Section that the LC believes will better serve Section members, help sustain their participation in ACR, and bolster enthusiasm about the future of the field of environmental and public policy dispute resolution as the next generation of practitioners transitions into leadership roles.

Section Co-Chairs

Section Co-Chairs are responsible for coordinating the activities of the Section as well as taking the lead in assessing the needs of the Section and its members, and charting the future direction of Section activities. Section Co-Chairs appoint committee chair/co-chairs and provide oversight and continuity as needed to maximize efficiency and desired outcomes. Section Co-Chairs are the primary liaisons to the ACR board and staff and are responsible for budgeting and strategic planning for the section. They participate in monthly conference calls of ACR Section Leaders, providing input on policy matters with implications on the EPP Section and its members. They are empowered to negotiate with the ACR Board to represent the best long-term interests of the Section.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Co-Chairs: Brad Spangler and Suzanne Schwartz</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide oversight and coordination, as needed, for the various programs and initiatives of the Section. 	<ul style="list-style-type: none"> • Care for the LC as an entity including conference call scheduling, coordination, and support for all initiatives. • Facilitate monthly EPP Section Leadership Council meetings. • Represent EPP Section at ACR monthly

¹ This document updates the committee structure developed in July, 2006 that is embodied in the “Transition from Interim to Permanent Leadership Council” Working Paper. That document is also undergoing revision and update by the EPP Leadership Council.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<ul style="list-style-type: none"> • Responsible for ongoing interaction with ACR as an organization including budget matters, participation in monthly ACR Leadership conference calls, requests for information/action, and communication of important topics to ACR leadership. • Garner support from ACR for critical EPP Section initiatives. • Serve a clearinghouse function for section members wishing to engage with the programs of the section. • Respond to requests for information from members or others interested in Section. 	<p>Leadership Meetings.</p> <ul style="list-style-type: none"> • Welcome and orient new LC members. • Send out individual welcome email to new section members when spreadsheet from ACR is received. • Plan and implement LC elections (using ACR guidelines--June through October). • Secure people to serve on ACR Sharon Picket Awards Committee when requested by ACR (likely in October). • Develop Preliminary 2013 EPP Section Budget and send to ACR in late September/early October. • Complete and forward the Final 2013 EPP Section Budget to ACR in December. • Review and respond to (if needed) quarterly expense reports from ACR. • Create Annual Report on the Structure and Initiatives of the Section and send to ACR in October.

Introduction to Section Committees

Committees are the vehicles used by the EPP Leadership Council to craft, refine and implement initiatives focused on Section activities and the provision of tangible benefits to the Section’s membership. The following committees are considered ‘standing’ committees of the Leadership Council. Ad-hoc committees also undertake special projects and wind down as their work is completed. This Structure and Plan document is not intended to restrict the use or creation of ad-hoc committees.

Conference Planning Committee

This committee has historically been an ad hoc committee that is germinated up to a year in advance of the annual Section conference, whether it is a standalone conference or one linked to the U.S. Institute for Conflict Resolution’s bi-annual conference in Tucson. The EPP Leadership Council has decided that it is more appropriate to structure the Conference Planning Committee

as a standing committee with at least one member from the previous year's organizing group carrying over to the following year, to maintain continuity and facilitate the transfer of institutional knowledge. Furthermore, the EPP Website Committee is in the process of creating a Web-based file storage portal, where conference planning templates and tools can be archived annually to facilitate planning efforts year to year.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Co-Chairs: TBD</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Identify and seek commitments from conference co-sponsors in the site selection process that provides stability and economies of scale and scope in the siting and logistical support of stand-alone conferences. • Plan the annual Section conference, develop a programmatic approach, and communicate with speakers and panelists selected for 2012 conference. • Communicate Section conference details to Section members. • Review ACR Conference proposals. 	<ul style="list-style-type: none"> • Develop conference work plan and budget • Link productive outcomes and momentum from previous year's conference to current conference planning. • Develop 2012 conference programmatic focus and manage logistics in collaboration with U.S. Institute for Conflict Resolution.

Ethics Committee / Point Person

The ACR governance structure recommends that each section designate a "point person or committee that compiles information about ethical issues in the Section's practice area and shares this information with Section members on a regular basis." With the understanding that the EPP Ethics Committee will be winding down and completing its work on Ethical Guidelines for EPP Section Members in the coming months, the EPP Leadership Council has set a sunset date of December 2011 for the current Committee to complete its work. After that point, the standing Ethics Committee will be eliminated and an Ethics Point Person designated to track ACR's work on the subject and represent EPP's interests as needed.

The Ethics Point Person will be appointed by the LC and participate as a member of the LC. The individual need not be a current member of the LC, but should be familiar with the current ACR ethical standards and the Ethical Guidelines for Members of the Environment & Public Policy Section developed by the EPP Ethics Committee. He/she will confer with the Co-Chairs and LC as needed if/when ethical issues arise for individual Section members and/or ACR as a whole,

and will communicate with the ACR Board of Directors as necessary. In the interest of continuity, each point person will take the job with the understanding that he or she may be called upon as “past point person” to convey institutional memory as needed. The EPP Co-Chairs will notify ACR about who the LC has designated as the Ethics Point Person once the standing committee has been officially disbanded.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Co-Chairs: Kenneth Rosenbaum and Janice Fleischer</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Compile information about ethical issues in EPP’s practice area and share it with Section members on regular basis. 	<ul style="list-style-type: none"> • Finalize the Ethical Guidelines for EPP Section Members as a best practices publication (Complete). • Assist the LC with designation of an Ethics Point person upon termination of the standing Ethics Committee

Professional Development & Member Services Committee

The EPP LC decided to merge the standing Professional Development Committee and the Diversity and Leadership Committee to form the Professional Development and Member Services Committee (PDMSC). The goal is to streamline the Section’s Committee structure and establish a clearer focus for the committee going forward. Attention to diversity and equity issues will remain the responsibility of the Section’s Diversity & Equity Point Person, who will be expected to participate on the PDMSC.

The ongoing focus of the PDMSC will be to identify, organize and implement educational, training and professional development opportunities for EPP members at all levels of practical experience. The committee will aim to help EPP practitioners address professional development needs such as enhancing facilitation and mediation skills, building professional networks, and increasing the diversity of the field. The Committee will also be responsible for identifying emerging leaders in the field, as prescribed by the Rob Williams Award for Emerging Environment and Public Policy Leaders. A co-chair of this committee or their designee is expected to participate in the Conference Planning Committee as the core focus of this committee needs to be reflected in the annual conference of the Section.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Co-Chairs: Joan Sabott and Nancy Sharpless</p> <ul style="list-style-type: none"> • Serve as liaisons with and provide support to members wishing to improve skills, network, develop mentor relationships or otherwise advance within the field. • Conduct member surveys as needed to inform the work of the committee and the Leadership Council in general. • Identify and/or organize and implement educational or training opportunities for EPP members at all levels of practical experience. • Develop mechanisms that support mid-level EPP practitioners’ ability to advance professionally. • Organize and manage the application and award process for the Rob Williams Award for Emerging Environment and Public Policy Leaders. 	<ul style="list-style-type: none"> • Conduct 2-3 webinars on topics of current or emerging interest to Section members. • Select the 2012 recipient of the Rob Williams Award for Emerging Environment and Public Policy Leaders. • Develop a mid-level practitioners peer learning network. • Coordinate with the EPP Section Conference Committee to integrate professional development activities into the conference program for 2012. • Work with the New Directions Committee to document the history of the EPP Section so that it can be effectively conveyed to future LC members.

Diversity & Equity Point Person

The ACR governance structure requires each section to “select one its members to serve as its Diversity & Equity Pint Person.” The Diversity & Equity Point Person will be appointed by the LC and participate as member of the LC. The individual need not be a current member of the LC, but should be familiar with ACR’s current diversity and equity goals. He/she will confer with the Co-Chairs and LC as needed if/when diversity and equity issues arise for individual Section members and/or ACR as a whole, and will communicate with the ACR Board of Directors as necessary.

This individual will also participate in the work of Professional Development and Member Services Committee, and support efforts to address diversity and equity among Section membership in the traditional connotation of the terms (race, ethnicity and gender), as well as in terms of expanding the diversity of practitioners in our field (background and expertise) and the types of clients that seek our services (sectors and public issues). The Co-Chairs will notify ACR about who the LC has designated as the Diversity & Equity Point Person.

Point Person & Responsibilities	Anticipated 2011-2012 Activities
<p>Point Person: Kevin Bryan</p> <ul style="list-style-type: none"> • Promote diversity in the membership of the EPP Section and among people that engage with the EPP field. • Provide guidance on diversity issues for EPP members, and support EPP members in learning how to appropriately respond to the needs of a diverse population of participants in environmental//public policy disputes and collaborative processes. 	<ul style="list-style-type: none"> • Participate in the Professional Development and Member Services Committee. • Contribute to Section initiatives and activities aimed at expanding the diversity of EPP practitioners and clients.

Web Communications Committee

The EPP LC agreed that the standing Outreach and Communication Committee had largely run its course with the conventional Section newsletter being replaced by the blog established on acrepp.org over the past couple of years, and announcements and other information also being posted to the revamped EPP website. Therefore, the EPP Leadership Council decided to eliminate the Communications and Outreach Committee, and merge its activities into the Website Committee. As noted above, the Website Committee has evolved to take on more responsibilities than it has in the past. Accordingly, the LC decided to rename the committee as the Web Communications Committee to reflect this broader role. Going forward, the committee’s charge is to facilitate communication with and among EPP members through the development and maintenance of the Section website (www.acrepp.org). Because of advances in the use of technology in providing collaborative tools, this committee also serves a clearinghouse function to facilitate the effective use of technology in supporting environmental and public policy dispute resolution efforts.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Chair: Jason Gershowitz</p> <ul style="list-style-type: none"> • Ongoing oversight of content development and maintenance of EPP Section website. • Explore and utilize the latest technology to facilitate outreach and communication with Section members and other potential 	<ul style="list-style-type: none"> • Increase activity on the theme-based blog by securing guest bloggers, linking to other blogs, or other effective means. • Develop newsletter-type content to post to blog on a regular basis. • Target and engage other professional organizations to contribute to website

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>users of acrepp.org.</p> <ul style="list-style-type: none"> • Encourage interactivity of site by ensuring users ability to respond to blogs or other content. • Interact with other organizations and institutions integrating the use of technology into the field. 	<p>content.</p> <ul style="list-style-type: none"> • Identify site administrator for 2012 (and beyond). • Work with Professional Development and Member Services Committees as requested to facilitate technology for webinars.

New Directions Committee

Discussions of leadership, neutrality and sustaining the field for neutrals practicing in the environmental and public policy sector during the 2010 and 2011 EPP Conferences led to the conceptualization of the New Directions Committee, which will focus on longer-term strategic questions of importance to Section members. Unlike other sections of ACR, EPP focuses on problem solving and durable outcomes that entail multiple sectors, science-intensive and technically complex dialogues, which may take months if not years to complete. The nature of our practices often requires different approaches, marketing and structural development than other sections that deal with more traditional two- or three-party disputes or conflicts. Recent dialogue among Section members has highlighted the need to focus on growing and evolving the field to adapt to and leverage new opportunities, partnerships and practices. It is likely that these new initiatives may also imply redefining the Section's relationship with ACR.

The work of the New Directions Committee will be more open-ended, externally focused, and driven by the larger questions facing the field, as opposed to the short-term, activity-based focus of the Professional Development and Member Services Committee. This new committee will be charged with three basic objectives: 1) exploring new ways in which EPP can add value to the practice of Section members through marketing the field and developing markets for the applied skills of EPP practitioners; 2) identifying leadership opportunities, both within ACR and in partnership with other entities (corporations, foundations, NGOs and others) in a manner that does not compromise neutrality and independence; and 3) articulating the unique needs and interests of the EPP Section to ACR. The former two tasks might include forging new partnerships and identifying new outlets to convey how EPP professionals can help solve complex public problems across sectors and scales of society. The latter goal might include proposals aimed at creating a more strategic and reciprocal relationship with ACR such that EPP Section members will glean more "bang for the buck" from their annual dues. A key area of

focus for the New Directions Committee is likely to be articulating innovative and value-driven proposals for the use of the Section’s carryover funds.²

Membership of the committee will include both EPP Section co-chairs, at least one former LC member, individuals with knowledge of the operational and budgetary aspects of how the ACR Board works, and other individuals beyond the section who bring insight and creativity to the challenge of sustaining and growing the profession. Committee members will designate a committee chair from among themselves. The creation of this committee will obviate the need for a designated ACR Liaison as that role will be absorbed by the chair of the New Directions Committee. The Leadership Council will evaluate the effectiveness of this committee prior to the submittal of each year’s budget to ACR.

Committee Chair(s) & Responsibilities	Anticipated 2011-2012 Activities
<p>Chair: John Jostes</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Explore new ways in which EPP can add value to the practice of Section members through marketing the field. • Identify and articulate the unique needs and interests of the EPP Section to ACR. • Articulate innovative and value-driven proposals for use of Section carryover funds. • Coordinate with other committee co-chairs as necessary to solicit input from Section members or implement short-term activities that contribute to the achievement of longer-term strategic goals. 	<ul style="list-style-type: none"> • Develop discussion papers focused on each of the three tasks of the Committee for presentation to the Leadership Council that articulate context, opportunities and pilot initiatives before the close of 2011. • Survey engaged section members on the topic of how ACR can add value to EPP practitioners and their career trajectories. • Work with the Professional Development and Member Services Committee to document the history of the EPP Section so that it can be effectively conveyed to future LC members. • Work with the Conference Planning Committee to involve members of the section in visioning/strategic planning for the section at the 2012 conference. • Produce a multi-year strategic plan for the committee and begin implementation of the strategic plan.

² Since the formation of ACR, the EPP Section has been one of the most successful of all ACR sections in creating value for its members and generating net revenues to the ACR organization through member services such as standalone and affiliated conferences.

