

November 9, 2010; and
June 1, 2011 (minor editorial revisions and annotations by Angela Kantola)

ANNUAL SUFFICIENT PROGRESS MEMO PROCESS AND FORMAT PROCESS

At the [August 11, 2010, Management Committee meeting](#), the Service/Program Director's office agreed to prepare a memo on a proposed revised process for completing each year's sufficient progress memo for consideration at the [November 9, 2011 Management Committee meeting](#).
(*Note: the Management Committee then approved this process at that meeting.*)

Objective: Address both Service and Management Committee comments on each year's draft sufficient progress memo, complete the memo as expeditiously as possible, and reduce the need for extensive changes to the Service's draft memo.

Revised Process:

1. ~March 31: [RIPRAP revisions and assessment](#) are completed and approved by the Program.
2. ~April 15: Program Director's office distributes a draft of the following elements of the sufficient progress memo (with final RIPRAP assessment attached) to the Service and Management Committee:
 - a. the population status update;
 - b. list of accomplishments and shortcomings; and discussion and recommended action items.
3. ~April 30: Management Committee web conference to review and comment on the draft elements of the sufficient progress memo.
4. ~May 7: Service web conference to review and comment on the RIPRAP and draft elements for sufficient progress memo. The Service will consider the Management Committee comments during the review.
5. ~May 15: Program Director's office prepares final draft sufficient progress memo/determination for Service review.
6. ~May 30: Service sends Management Committee the final draft sufficient progress memo primarily for informational purposes. The Management Committee will notify the Service if members have any significant issues/concerns.
7. ~June 15: Service finalizes sufficient progress memo.

Note: The dates shown above were suggested based on dates over the last five years when the Program Director's office has sent out the RIPRAP (and in bolded years, Program Guidance) materials, and the dates (early April in most years) that those materials have been approved by the Management Committee (by proxy for the IC).

Year	Sent by PD	Approved by MC	Date Suff. Prog. memo signed
2010	2/11	4/7	7/16
2009	2/7	4/2 (web conf)	6/10
2008	2/1	3/31 (final comments due 4/11)	7/3
2007	2/21	4/5	June or July
2006	2/22	4/11 (conf call)	11/15
2005	2/1	3/1	9/14

The established work planning calendar context (shown here for 2011) is:

1/15	Annual researchers' meeting held no later than this date.
2/1	Due from Program Director to technical committees (and their consultants and interested parties) and Management Committee:
	Draft RIPRAP assessment
	Draft revised RIPRAP; and
	Draft FY 12-13 Program guidance (including recommendations for new, ongoing, and ongoing-revised projects).
2/15	Technical committees' review/recommendations on draft RIPRAP assessment draft revised RIPRAP and draft Program Guidance due to Management Committee.
2/28	Management Committee review/recommendations draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance due to Implementation Committee (or IC may delegate approval to MC).
3/10	Implementation Committee approval by this date (if not delegated to MC).
3/15	Program Director issues final RIPRAP assessment, revised RIPRAP and FY 12-13 Program Guidance.
4/30	All (new, revised, and ongoing) FY 12-13 technical scopes of work due from principal investigators to Program Director. Coordinators begin working (with technical advisory panels and principal investigators) to review and refine technical scopes of work and develop recommended FY 12-13 technical work plans.
6/20	Recommended FY 12-13 technical work plans and refined technical scopes of work due from Program Director to technical committees.

FORMAT

Based on comments received on the 2010 sufficient progress memo (see below), the Service has suggested that the Management Committee also discuss the format for future sufficient progress memos.

Items to consider are:

- Intended audience of the sufficient progress memo.
- Where/how to reflect population status (in the annual sufficient progress memo, in the Service's 5-year status reviews, in the annual Program Highlights document, in the research framework report, etc.).

Comments received:

- NPS: Tie each accomplishment to the criteria on page 1 of the sufficient progress memo. "The Service used the following criteria to evaluate whether the Recovery Program is making "sufficient progress" toward recovery of the four listed fish species:
 - actions which result in a measurable population response, a measurable improvement in habitat for the fishes, legal protection of flows needed for recovery, or a reduction in the threat of immediate extinction;
 - status of the fish populations;
 - adequacy of flows; and
 - magnitude of the impact of projects."
- Environmental groups: Provide more graphical representation of population numbers. Provide more specific details/quantitative data in the population status tables and related discussion (environmental groups).

(Note: The Service revised the sufficient progress memo format in 2011 to respond to these comments.)