**Atlantic Coast Joint Venture**

**Staff Workplan for FY2016 & 2017**

**I. INTRODUCTION**

At the direction of the Atlantic Coast Joint Venture (ACJV) Management Board, ACJV staff developed a two-year workplan to provide specific details about the activities they are involved in, and approximate time spent on each. The workplan is intended for members of the ACJV Management Board, Technical Committees, USFWS administrators, and other ACJV partners, to provide clarity and transparency about staff activities and how they link to elements in our ACJV Strategic Plan. The workplan is based on the **ACJV Biological Priorities** document that is presented to our Management Board and Technical Committees each spring. That document describes and provides a rationale for the current biological priorities and major focus of ACJV staff activities over the next two fiscal years.

We expect our workplan to change only slightly from year to year, depending on opportunities (e.g., funding sources) that arise, increases or decreases in budgets, new information, or natural events that may affect priority species or habitats. Although our workplan has a two-year scope, it is reviewed annually as follows: each winter the Biological Priorities document will be reviewed by our ACJV Technical Committees at the Atlantic Flyway Technical Section winter meeting and their feedback shared with the ACJV Management Board at their winter/spring meeting a month later, when they review and approve the current version of the Biological Priorities document. Our two-year workplan, which is based on that document, may be revised, and will be reviewed and approved by the ACJV Management Board at their summer meeting in July. If situations arise where changes in staff time are significant (e.g., >10% of collective staff efforts change between categories), the workplan will be updated and distributed to our Management Board, if those changes are made more than a few months before the next meeting.

The ACJV Coordinator and staff will report to our Management Board and Technical Committees annually on our progress towards workplan objectives. We will highlight shifts in staff effort over time as tasks are accomplished and as new priorities, objectives, and tasks get proposed in the future.

The major priorities identified in the ACJV Biological Prioritiesdocument are summarized below. Specific tasks associated with each of these objectives are detailed in Section II. Proportionate efforts of staff, and activity details, are in Section III. A glossary of acronyms and terms is included at the end.

The current priorities for ACJV staff are to:

* Conserve wetland (and associated upland) habitats via federal habitat grant programs
* Implement the Integrated Waterbird Management & Monitoring (IWMM) project
* Develop and implement the ACJV Strategic Communications Plan
* Coordinate Technical Committee(s) input into ACJV science activities
* Support the Atlantic Flyway Shorebird Business Strategy
* Complete/update bird conservation region (BCR) plans throughout the ACJV
* Develop/support partnerships to conserve high-priority habitats in each BCR
* Develop decision support tool for American Black Duck habitat conservation (non-breeding)

Two other priorities identified in past workplans (FY2014 & FY2015) have been removed due to a lack of staff capacity/funding:

* Develop/promote products of the Southeast “Designing Sustainable Landscapes” project
* Develop population & habitat objectives for representative species in all ACJV BCRs

Similarly, at least one task within a current priority is on hold for now:

* Update existing bird conservation plans in ACJV to reflect changes in the continental/ national plans, and changes in population trends, regional land-use, and threats

These activities are still considered to be priorities, and will likely be addressed in the future, as other workplan priorities are completed, or if additional funding is obtained.

**II. OBJECTIVES & TASKS**

Objective 1: Conservation of wetland (and associated upland) habitats through North American Wetland Conservation Act (NAWCA) & National Coastal Wetland Conservation grant programs

**Task 1.1. Continue to support and develop successful grant proposals under the North American Wetland Conservation Act (NAWCA) grant program.**

*Measure:* Maintain three-year average of 12 Standard and 26 Small grants per year

*Who:* Craig Watson, Mitch Hartley, Kirsten Luke

*Deadline:* Annual

Comment: **Completed for 2015**

**Task 1.2. Continue to collaborate with and support USFWS WSFR staff to develop successful proposals under the National Coastal Wetland Conservation grant program.**

*Measure:* Maintain three-year average of eight NCWC grants/year (Region 4 & 5 combined)

*Who:* Craig Watson, Mitch Hartley

*Deadline:* Annual

Comment: **Completed for 2015**

**Task 1.3. To the extent possible, develop new habitat grant partnership efforts in the highest-priority focus areas identified in our ACJV Waterfowl Implementation Plan, BCR plans, IWMM, DSL, and the Atlantic Flyway Shorebird Business Strategy.**

*Measure:* Direct one new partnership/year both in Region 4 and Region 5

*Who:* Craig Watson, Mitch Hartley

*Deadline:* Annual

Comment: **Completed for 2015**

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Objective 2. Integrate/coordinate shorebird conservation efforts in the ACJV, using Atlantic Flyway Shorebird Initiative (AFSI) priorities to guide actions

**T****ask 2.1. Identify AFSI projects that are best aligned with ACJV mission and priorities**

*Product:* List of priority projects & implementation framework with Board & Tech Committee input

*Who:* Mitch Hartley, lead; Craig Watson, ACJV Tech Committee & Board, Scott Johnston (USFWS Migratory Bird program in Region 5)

*Deadline:* **March 2015 *New deadline:* September, 2015**

Comment: This was delayed for the release of NFWF’s “Atlantic Flyway Shorebird Initiative (AFSI). A list of US projects has been drafted; we need to engage our Tech Committees to further refine it and begin planning for implementation, which will start in September, 2015.

**Task 2.2. Develop grants (e.g., NAWCA & NCWCG) with existing partners to protect and manage habitat that meets priority objectives identified in Business Strategy**

*Measure:* ≥ 2 proposals submitted per year directly linked to AFSI efforts

*Who:* Craig Watson, Mitch Hartley

*Deadline:* Annual

Comment: **Completed for 2015**

**Task 2.3. Engage states in implementing/advancing ACJV-scale conservation actions outlined in AFSI (e.g., develop coordinated coastal best management practices).**

*Measure:* ≥ 3 priority actions implemented/advanced

*Who:* Mitch Hartley, lead; Craig Watson, Nongame Tech Section Shorebird Committee, states

*Deadline:* **Begins in September 2015**

Comment: There are a few projects underway (e.g., NJ, Chesapeake Bay). We circulated a focal projects list to Atlantic Flyway Council Shorebird Committee & requested state input on actions identified in the shorebird business plan, gaps in the list, and possible new priority projects states may initiate.

**Task 2.4. Foster new partner efforts that contribute to ACJV shorebird conservation efforts**

*Measure:* ≥ 1 new partner effort per year

*Who:* Mitch Hartley, Craig Watson, Deb Reynolds

*Deadline:* Annual

Comment: Suitable progress in 2015 through habitat grants (Task 2.2 *above*) and project development (Task 2.3 *above*), plus considerable partner engagement (e.g., Communications Tech Committee).

**Task 2.5. Further incorporate shorebirds into ACJV Science Program (e.g., IWMM) to inform future conservation priorities and measure successes**

*Measure:* Shorebirds were incorporated into IWMM as part of the Mattamuskeet Decision Support Tool

*Who:* Tim Jones, Kirsten Luke, lead;

*Deadline:* **September 2015**

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Objective 3. Complete bird conservation plans for all BCRs in ACJV and update existing BCR plans to reflect new biological information and DSL products

**Task 3.1.** **Develop a bird conservation plans for BCR 31 (Peninsular Florida)**

*Product:* BCR 31 plan approved by ACJV Management Board

*Who:* ACJV staff, Florida partners, contractor(s), and ACJV Management Board

*Deadline:* **September, 2016**

Comment: Most of the funding needed is in place, though little progress to date; deadline has been pushed back to reflect delayed start.

A past task under this objective, “Updating existing BCR plans,” to include new and improved focus area maps for priority species, is still considered to be a priority in the near future. Presently we lack staff capacity to address this and our other priorities, and we also want to coordinate this effort with LCCs, and the regional habitat layers and species habitat models they are developing and refining, which are not yet available throughout the ACJV.

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Objective 4. Develop, facilitate, and coordinate partnerships, or support existing initiatives to conserve high-priority habitats in each BCR in the ACJV

**Task 4.1. Develop competitive proposals under the ACJV Great Lakes Restoration Initiative (GLRI) funding program, to address high-priority habitat needs in BCR 13**

*Measure:* ≥1 successful project/year with available GLRI funds, for conservation of grassland, shrubland, emergent marsh, or Great Lake shoreline habitat in BCR 13

*Who:* Mitch Hartley, Colleen Sculley (WSFR administrator)

*Deadline:* Annual; RFP deadline in January, awards by summer

Comment: **Completed for 2015**

**Task 4.2. Identify funding to support high-priority needs or ongoing work in each BCR**

*Measure:* ≥1 proposal/year for new funding program (i.e., not NAWCA/NCWC grants)

*Who:* Mitch Hartley, Craig Watson, Deb Reynolds, ***working with partners***

*Deadline:* Annual

Comment: Examples in 2015 include securing USGS Science Support Program funding to evaluate species-habitat models from NALCC, and seeking funds from NFWF, William Penn Foundation, and OSI for work in DE and PA. Expected future focus will be on USDA/NRCS Farm Bill programs such as the Regional Conservation Partnership Program (RCPP).

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Objective 5. Coordinate Technical Committee(s) input into ACJV science activities

**Task 5.1. Maintain list of ACJV Priority Science Needs, updated every two years, with input from and coordination with ACJV Technical Committees and Management Board**

*Product:* ACJV Priority Science Needs list, updated every two years

*Who:* Tim Jones, lead; ACJV staff, ACJV Technical Committees, Management Board

*Deadline:* **Summer, 2016**

Comment: **Completed for 2015. Science program evaluation took place in 2015, and this is influencing our science needs process, which is being revised in FY2016.**

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Objective 6. Lead, develop, and implement the Integrated Waterbird Management & Monitoring (IWMM) project in the Atlantic and Mississippi Flyways

**Task 6.1. Participate in IWMM Science Team, and Technical, GIS, and Outreach SubTeams, including regular conference calls, meetings, and assignments**

*Measure:* Regular attendance in scheduled conference calls; GIS data and model components in place

*Who:* Tim Jones, lead; Kirsten Luke

*Deadline:* Ongoing

**Task 6.2. Implement fully operational IWMM model at flyway scales, to develop information and products (e.g., maps) ACJV partners can use to inform conservation actions**

*Measure:* Fully operational IWMM model in Atlantic Flyway

*Who:* Tim Jones, lead; Kirsten Luke, IWMM teams and ACJV partners participation is essential

*Deadline:* **September, 2016**

Comment: Model re-written in program R, currently finishing efforts to verify model approach; expected completion by end of August, 2015. Expect another manuscript to be developed in Fall of 2015. New extensions to model and run to evaluate value of NWR lands for NAWMP objectives to be completed..

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Objective 7. Maintain an active and strategic outreach program to support ACJV biological priorities through effective communication to priority audiences.

**Task 7.1.** **Redesign website**

*Product:* New/updated website, ACJV.org

*Who:* Deb Reynolds, lead; Tim Jones, administrative support

*Deadline:* January, 2015

Comment: **Completed for 2015**

**Task 7.2. Maintain social media presence**

*Measure:* Biweekly posts to Facebook page; work with partners to increase visibility of our/their activities

*Who:* Deb Reynolds

*Deadline:* Ongoing

Comment: **Completed for 2015**

**Task 7.3. Develop quarterly newsletters**

*Measure:* At least four newsletters per year

*Who*: Deb Reynolds, lead; entire ACJV staff

*Deadline:* Ongoing

Comment: **Completed for 2015**

**Task 7.4. Maintain and develop fact sheets**

*Product:* Fact sheet for each ACJV state, updated annually

*Who:* Deb Reynolds, lead; entire ACJV staff

*Deadline:* Ongoing

Comment: **Completed for 2015**

**Task 7.5. Support national JV presence/JVCEO team**

*Measure:* Participate in majority of JVCEO meetings, committees; contribute to national JV products

*Who:* Deb Reynolds

Deadline: Ongoing

Comment: **Completed for 2015**

**Task 7.6 Support AMJV, SDJV, BDJV, Inter/National Bird Conservation Partnerships**

*Product:* Variable; depends on capacity, interest, and efforts of other joint ventures

*Who:* Deb Reynolds

*Deadline:* Ongoing

Comment: **Completed for 2015**

**Task 7.7. Accomplishment Reporting**

*Measure:* Annual metrics delivered to HQ on time; fact sheet info available by March each year for board meetings and hill visits

*Who:* ACJV staff, support

*Deadline:* Ongoing, but first data call to be made in November, with final call by February 1

Comment: **Not completed in 2015; will continue multi-year reporting cycle**.

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Objective 8. Black Duck Decision Support Tool

**Task 8.1. Develop Decision Support Tool (DST)**

Complete development of spatial model to identify energy (food) for black ducks available in various wetland types, factoring in competition and predicted rates of habitat loss due to land conversion (urban growth and sea-level rise), to identify where conservation efforts for black ducks would be most effective.

*Product*: DST that prioritizes areas for conservation

*Who*: Kirsten Luke, Tim Jones, Black Duck Joint Venture

*Deadline***: June 30, 2016**

**III. Proportional Effort**

**Overall Effort of ACJV Staff (5.5 FTE Combined)**

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| --- | --- | --- | --- |
| **WORK** | **TIME ALLOCATION** | | |
| **ACTIVITY** | **Current** | **Future** | ***Past\**** |
| Habitat Delivery | 19% | 18% | *18%* |
| Planning & Implementation | 13% | 18% | *13%* |
| Coordination | 8% | 8% | *8%* |
| Conservation Design | 12% | 10% | *12%* |
| Research | 1% | 2% | *2%* |
| Monitoring | 4% | 4% | *5%* |
| GIS Support | 6% | 5% | *6%* |
| Outreach | 14% | 12% | *14%* |
| Administration | 19% | 19% | *19%* |

**Individual ACJV Staff Activities & Effort**

Individual: **Craig Watson,** Assistant Coordinator SE

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past** |
| NAWCA Grant Program | Habitat Delivery | Work with partners to develop & review proposals, site visits, ranking, grant administration (e.g., NEPA, substitutions) | 35% | 40% | 33% |
| National Coastal Wetland Conservation grant program | Habitat Delivery | Work with partners and WSFR staff to develop & review proposals, site visits, ranking, coordinate Region 4 & 5 work | 5% | 8% | 5% |
| BCR Coordination & Implementation | Planning & Implementation | ACJV lead for BCR 27/SAMBI, 29, 31, 69. Develop new plan for BCR 31. Finalize plans for BCR29 & 69. Update & revise BCR 27 plan. Integrate DSL products into BCR efforts | 20% | 25% | 15% |
| Designing Sustainable Landscapes Project | Planning & Implementation | Develop workshops, website, webinars, geared to engage partners, facilitate use and integrate Board & Tech Committee input | 5% | 2% | 12% |
| LCC Coordination & Collaboration | Coordination | ACJV lead for 3 LCCs; Partnership & Steering Committee calls, review science proposals, provide ACJV priorities to LCC | 6% | 3% | 0% |
| Coordinate with USFWS Programs in Regions 4 & 5 | Coordination | Communicate across USFWS programs and regions, so that ACJV efforts are promoted to and integrated with work of other programs; assist USFWS staff and promote bird conservation | 7% | 5% | 10% |
| Outreach | Outreach | Provide content/articles for ACJV newsletter, fact sheets, web pages | 3% | 2% | 4% |
| Longleaf Pine DST & NBCI | Planning & Implementation | ACJV integration with habitat priorities of partner in Southeast; ensure partner input | 1% | 1% | 1% |
| Marine Bird Coordination | Planning & Implementation | Coordination with partners in Marine Bird Cooperative; support surveys and planning related to offshore wind energy development | 1% | 0 | 5% |
| Atlantic Flyway Shorebird Business Strategy | Planning & Implementation | Regional project development and implementation | 7% | 4% | 5% |
| Administrative Duties | Administration | Quicktime, GovTrip, regular staff meetings, USFWS committees | 10% | 10% | 10% |

**Individual ACJV Staff Activities & Effort**

Individual: Assistant Coordinator NE (*Was Caleb Spiegel, soon to be Mitch Hartley)*

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past\*** |
| NAWCA Grant Program | Habitat Delivery | Work with partners to develop & review proposals, site visits, ranking, grant administration (e.g., NEPA, substitutions) | 30% | 30% | N/A |
| National Coastal Wetland Conservation grant program | Habitat Delivery | Work with partners and WSFR staff to develop & review proposals, site visits, ranking, coordinate Region 4 & 5 work | 8% | 10% | N/A |
| BCR Coordination & Implementation | Planning & Implementation | ACJV lead for BCR 13, 14, 30. Update & revise plans for BCR p13, 14, & 30. Integrate DSL products into BCR efforts | 10% | 10% | N/A |
| LCC Coordination & Collaboration | Coordination | ACJV lead for NALCC; Partnership Committee calls, review science proposals, provide ACJV priorities to NALCC | 1% | 5% | N/A |
| Coordinate with USFWS Programs in Regions 4&5 | Coordination | Communicate across USFWS programs, so that ACJV efforts are promoted to and integrated with work of other programs (e.g., CCP planning); assist USFWS staff and promote bird conservation | 10% | 5% | N/A |
| Outreach | Outreach | Accomplishment reporting; provide content/articles for ACJV newsletter, fact sheets, web pages | 10% | 5% | N/A |
| Population & Habitat Objectives | Planning & Implementation | Develop population & habitat objectives for set of representative species of waterfowl, shorebirds, landbirds, and waterbirds, for breeding and non-breeding season | 4% | 5% | N/A |
| Atlantic Flyway Shorebird Business Strategy | Planning & Implementation | Engage ACJV partners to help meet goals of AFSBS. Develop & implement priority projects; continue flyway-wide strategy development and coordination | 15% | 15% | N/A |
| ACJV Logistical Support | Coordination | NAWCA database, mailing list | 0 | 5% |  |
| Administrative Duties | Administration | Quicktime, GovTrip, regular staff meetings, regional committees | 12% | 10% | N/A |

**Individual ACJV Staff Activities & Effort**

Individual: **Tim Jones**, Science Coordinator

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past** |
| Integrated Waterbird Management & Monitoring Project | Conservation Design | Serve on Science, Database, and Technical Sub-Teams and lead GIS Sub-Team. Help develop conceptual migration model, provide guidance on data sets to use, provide insights into evaluation of modeled outputs | 25% | 25% | 30% |
| Designing Sustainable Landscapes Project | Conservation Design | Work with principle investigators in SAMBI DSL to develop products partners can use. In NALCC DSL serve on Steering Committee, review and comment on technical issues encountered as part of project | 18% | 5% | 10% |
| LCC Science Coordination | Coordination | Serve on Partner/Technical Committees and review science proposals for NALCC and SALCC. | 5% | 5% | 10% |
| National Level Science Coordination | Coordination | Serve as ACJV representative to NSST and TrIST. Serve on national review teams (e.g., Surrogate species team) | 10% | 5% | 7% |
| Population Objectives | Planning & Implementation | Develop step-down population objectives for breeding & non-breeding waterfowl, waterbirds, shorebirds, and landbirds | 5% | 10% | 1% |
| Habitat Objectives | Planning & Implementation | Work with BDJV & Tech Committee to convert results of black duck research into habit objectives. Link population objectives to habitat  Objectives | 5% | 15% | 0% |
| BCR Planning | Planning & Implementation | Support BCR planning, coordination, species prioritization. Landscape scale assessment of existing landcover. | 5% | 5% | 5% |
| New Project Development | Research | Seek extramural funding to convert science needs into funded projects | 2% | 5% | 7% |
| Sea-level Rise Projects | Research | Project coordination with USGS researchers. Work with NALCC on SDM project | 5% | 5% | 5% |
| Atlantic Marine Assessment of Protected Species | Monitoring | Coordinate marine bird surveys (budget, pilots, crews, oversight for survey design and data management) to map the distribution, abundance and risk assessment of marine birds | 10% | 10% | 15% |
| Administrative Duties | Administration | Quicktime, GovTrip, regular staff meetings, USFWS committees | 10% | 10% | 10% |

**Individual ACJV Staff Activities & Effort**

Individual: **Kirsten Luke,** Spatial Analyst

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past** |
| Integrated Waterbird Management & Monitoring Project | Conservation Design | Member of the Science and GIS team. Provide geospatial model outputs for the Flyway model | 25% | 25% | 25% |
| ACJV Staff Support | GIS Support | Support staff requests for general GIS support, e.g., provide a map or summary data | 15% | 15% | 15% |
| ACJV Partner Support | GIS Support | Support partner requests for general GIS support, e.g., provide a map or summary data | 10% | 10% | 10% |
| Piedmont BCR Planning & Audubon Forest Initiative | GIS Support | Bird habitat block and connectivity analysis of landscapes throughout the Atlantic Flyway | 10% | 5% | 10% |
| NAWCA Accomplishment Tracking | Administration/Outreach | Manage and maintain the ACJV NAWCA database. Provide summary outputs and maps for accomplishment reporting and outreach | 10% | 10% | 10% |
| Coordinated Bird Monitoring Projects | Monitoring | Use GIS for survey design, for seabird/seaducks (i.e., create transect lines, provide maps and coordinate files to pilots and crews), secretive marshbirds (provide point array for selection across survey strata), Painted Buntings, etc. | 10% | 10% | 10% |
| Focus Area Maps | Planning & Implementation | Support BCR planning; manage and maintain the spatial and meta data; make data available for download from our website | 5% | 12% | 5% |
| GIS Steering Committee | Administration | Participate on R4 GIS steering committee; participate in meetings and help teach GIS courses at the annual training | 5% | 3% | 5% |
| Administrative Duties | Administration | Duty station assistance, ABC and USFWS staff meetings, ACJV staff support | 10% | 10% | 10% |

**Individual ACJV Staff Activities & Effort**

Individual: ACJV Coordinator (*Was Mitch Hartley, soon to be refilled***)**

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past\*** |
| Supervision of Staff | Administrative | Communication, oversight, development, and support of staff activities | 15% | 20% | N/A |
| USFWS Regional/Migratory Bird Administration | Administrative | Coordinate with R4/R5 Migratory Bird staff; other USFWS programs | 15% | 10% | N/A |
| NAWCA & NCWC Grant Programs, Neotropical Grants & Others Grant Program | Habitat Delivery | Work with partners to develop, review proposals, site visits; score & rank proposals; NEPA/NHPA clearances & grant administration issues. Similar work (with WSFR staff) on NCWC grant program | 20% | 5% | N/A |
| BCR Coordination & Implementation | Planning & Implementation | BCR planning, implementation, coordination of priority projects | 10% | 15% | N/A |
| Coordination of ACJV Management Board, Committees and Partners | Administrative | Oversee planning and implementation of regular board meetings, events, & related products for board, committees and partners | 10% | 15% | N/A |
| Outreach | Outreach | Provide content for ACJV newsletter, fact sheets, website. Coordinate Congressional outreach efforts | 10% | 10% | N/A |
| LCC Coordination & Collaboration | Coordination | Meet quarterly with NALCC & SALCC staff; participate on NALCC partner committee; interact regularly with USFWS Science Applications staff | 5% | 10% | N/A |
| Great Lakes Restoration Initiative (GLRI) Grant Program | Habitat Delivery | Work with partners and WSFR to develop, review proposals; coordinate with USFWS R3 and WSFR staff on RFP, budget, project selection; coordinate with WSFR on admin and reporting | 5% | 5% | N/A |
| Administrative Duties | Administration | Quicktime, GovTrip, regular staff meetings, USFWS committees | 10% | 10% | N/A |

\*Mitch is relatively new to the position of ACJV Coordinator; unfilled positions during his first two years resulted in his time being somewhat split between new coordinator duties and his former duties as assistant coordinator.

**Individual ACJV Staff Activities & Effort**

Individual: **Deb Reynolds**, Outreach Coordinator

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| **WORK** | | | **TIME ALLOCATION** | | |
| **PROJECT** | **ACTIVITY** | **DETAILS** | **Current** | **Future** | **Past\*** |
| Maintain ACJV Website | Outreach | Maintain ACJV website & Division of Migratory Bird website (includes support pages for Marine Bird Cooperative and Shorebirds) | 5% | 4% | 5% |
| Social Media | Outreach | Maintain ACJV Facebook page | 2% | 2% | 2% |
| E-news | Outreach | Develop quarterly newsletters | 5% | 4% | 5% |
| Fact Sheets | Outreach | Maintain/develop fact sheets for ACJV & Division for partner use and Congressional outreach | 5% | 12% | 15% |
| JVCEO Team | Outreach | Serve on JVCEO team (develops national joint venture outreach products) | 5% | 4% | 8% |
| Partner Support | Outreach | Support AMJV, SDJV, BDJV, Inter/National Bird Conservation Partnerships as needed | 5% | 2% | 5% |
| Regional/National Communication Teams | Outreach | Serve on regional Outreach teams (ES, EA, LCC) to deliver migratory bird conservation messages to a variety of audiences | 5% | 4% | 5% |
| Communication Efforts | Outreach | Implement Strategic Communication Plan | 13% | 8% | 0% |
| Administrative Duties | Administration | Quicktime, GovTrip, regular staff meetings, USFWS committees | 5% | 5% | 5% |

\*Deb is a 50% FTE for the Atlantic Coast Joint Venture; the other 50% of her time is spent working for the USFWS Division of Migratory Birds (Populations Branch) on many closely-related activities. To reflect that she is a 50% FTE, her activities above only add to 50% instead of 100%.

**GLOSSARY OF TERMS & ACRONYMS**

ACJV Atlantic Coast Joint Venture

AMJV Appalachian Mountain Joint Venture

AFSBS Atlantic Flyway Shorebird Business Strategy: an effort launched in 2012 to coordinate partner efforts to increase populations of shorebirds by implementing a set of high-priority projects

ARD Assistant Regional Director: the regional administrator for one of the USFWS programs (e.g., Division of Migratory Birds or National Wildlife Refuge System), and a member of a Regional Directorate Team

BCR Bird Conservation Region: biogeographic regions with similar habitats and avifauna; the biogeographic scale at which we focus our conservation planning.

BDJV Black Duck Joint Venture

DMB Division of Migratory Bird Populations Branch, US Fish & Wildlife Service

DSL Designing Sustainable Landscapes: comprehensive conservation design effort in the Southeastern US, that maps and models distributions of various habitats and representative species into the future, considering likely changes in climate, urban growth, and land use; a parallel effort is underway in the Northeastern US, under the auspices of the North Atlantic Landscape Conservation Cooperative.

EA External Affairs program, US Fish & Wildlife Service

ES Ecological Services program, US Fish & Wildlife Service

FTE Full-time equivalent: unit of work equal to one person working 40 hours per week

GIS Geographic information system: computer-based programs that include spatial data, maps, databases, models, and analytical tools

GLRI Great Lakes Restoration Initiative: an EPA-administered program that includes funding for USFWS programs, including grant money for projects in the ACJV

HQ Headquarters: the Washington/Arlington Office for US Fish & Wildlife Service.

IWMM Integrated Waterbird Management & Monitoring program: a conservation design effort by partners in the Atlantic and Mississippi flyways, to model distributions of migratory waterfowl, shorebirds, and long-legged waders, to improve habitat management and conservation at local, regional, and flyway scales.

JVCEO Joint Venture Communications, Education and Outreach: a national team of joint venture outreach staff

LCC Landscape Conservation Cooperative; one of the regional partnerships formed to collaborate on and fund scientific research, including mapping, modeling, and monitoring, intended to assist and improve the conservation of natural and cultural resources into the future, considering changes in climate, urban growth, land-use, etc. The ACJV overlaps with several LCCs including the North Atlantic, South Atlantic, Peninsular Florida, and Caribbean LCCs.

NAWCA North American Wetlands Conservation Act: a USFWS program to conserve wetlands and associated uplands for wetland-dependent migratory birds, by providing matching grants to partnerships.

NCWCG National Coastal Wetlands Conservation Grants (i.e., “Coastal Grants”) program: a USFWS program to conserve coastal wetlands and associated uplands; though administered by the Wildlife and Sportfish Restoration (i.e., “Federal Aid”) program, ACJV staff regularly work with partners and USFWS staff to develop and support Coastal Grants in the ACJV

NEPA National Environmental Policy Act: federal regulations and procedures to ensure that federal agencies consider the effects of their actions on the quality of the environment

NSST National Science Support Team: a working group for the North American Waterfowl Management Plan consisting of plan committee members, agency and academic scientists, and joint venture science coordinators

RFP Request for proposals: an announcement for a competitive funding opportunity

SAMBI South Atlantic Migratory Bird Initiative: the ACJV portion of BCR 27 (Southeastern Coastal Plain); SAMBI refers both to this geographic area, and to the coordinated partnership efforts underway there for the last decade

SDM Structured decision making: a transparent and quantitative approach to management based on constructing a model with parameters, weights and values that guide future actions

TrIST Tri-Initiative Science Team: : a working group for the Inter/national Waterbird, Shorebird, and Landbird partnerships, with a purpose and function similar to the NSST; consists of plan representatives, agency and academic scientists, and joint venture science coordinators

USFWS United States Fish & Wildlife Service

WSFR Wildlife & Sport Fish Restoration: the USFWS program formerly known as “Federal Aid” that distributes federal funds from the Pittman-Robertson and Dingell-Johnson Acts as grants to state wildlife agencies