Proposed format for reporting Federal agency accomplishments and progress under the Secretarial MOU

Desired outcome: Feedback from Board members on the reporting format developed by the Federal Caucus for the first Federal agency NFHP report due in September 2012.

Synopsis:

- In March 2012, the Secretaries of Agriculture, Commerce, and the Interior signed a Memorandum of Understanding (MOU) on implementing the National Fish Habitat Action Plan.
- In September 2012, Federal bureaus within the three Departments will submit the first reports on agency accomplishments and progress in support of NFHP to their respective Secretaries as prescribed by the MOU.
- The Federal Caucus has developed a template to promote consistency in reporting across bureaus and departments. The template is presented here for the Board's review.
- The template includes three sections:
  - A cover page describing the mission, goals, and implementation strategy of the Action Plan
  - A tabular report that will present brief narrative or bulleted items from each agency, organized according to the four Implementation Strategies of the Action Plan. (The template includes example bullets from BLM, FWS and NOAA.)
  - An appendix, consisting of one-page fact sheets to highlight select projects in more detail. (An example from NOAA is included in this draft)