

Report-out from 2005 PRiMO Navigators' Meeting

Argonaut Hotel, San Francisco, CA

December 13 – 15, 2005

This document summarizes the decisions made and information shared at the 2005 PRiMO Navigators' Meeting¹. The document is organized by key topic. The topics served as the meeting's agenda over the three days. Read on. If we missed you in San Francisco, you missed a lot. Highlights from the meeting included:

Governance Issues **Page 2**

Addressed questions re: membership, decision making practices & other expectations

Communication Tools for Up-reach & Outreach **Page 4**

Agreed on a plan and communications package for securing support for PRiMO

Hui Projects, Leadership and Support **Page 6**

Reviewed and commented on each Hui's accomplishments, plans and needed supports.

Funding and Other Supports for PRiMO **Page 6**

Identified needs and planned for overcoming challenges to shared support for PRiMO

Joint Efforts Worth Pursuing **Page 8**

Decided to advance a collaborative initiative – Hazard Ready and Resilient Communities.

Annual PRiMO Meeting – March, 2006 **Page 9**

Agreed upon goals, desired outcomes, pre-meeting action items and assignments

Participants included: Cheryl Anderson (UH); Alan Mikuni (USGS); Bill Thomas, Kristina Kekuwa, and Russell Jackson (PSC); Jeff Payne and Becky Smyth (CSC); Sally Zolkowski and David Kenard (FEMA); John McCarroll (EPA); and a special appearance by Margaret Davidson (CSC).

¹ Resource documents used during the meeting as well as agency specific updates are treated as separate attachments to this report for ease of use. Navigators are asked to familiarize themselves with the full report and the attachments, especially if they were unable to attend the meeting.

GOVERNANCE ISSUES – CREATING SHARED EXPECTATIONS

Stated Goal of the Session: Develop shared expectations and operating procedures for Navigators - how do we approve things?, how often do we meet?, how many must be present to make decisions?, addition of new agencies?, what obligations come with membership?, plans for institutional support?

Decisions re: Leadership Structure–

- Navigators' Council will be chaired by an individual from a partner agency (not PSC) for a term of two years.
- Nominations for Chair are open at this time. Eileen has accepted the nomination. An email will be sent to all navigators inviting other nominations. Proxy votes will be taken prior to the meeting for anyone no planning to attend in March. A decision will be made at the 2006 PRiMO meeting.
- PSC will draft a description of the Executive Directors role and the role of the Navigators' Chair.²
- Chair and chair elect will be nominated and elected by the council. Chair-elects will be put into place at least 6 months before the chair vacates the position.
- The chair will collaboratively design the agendas and then will lead navigator meetings and serve as a champion and spokesperson for the council.
- Chair is not an agency decision, but rather a person decision. They need to have passion, commitment and be willing to be a champion.
- Russell Jackson is named the Executive Director of PRiMO.
- The Navigators' Council is to be referred to as the “executive council” when speaking to the uninitiated.

Decision making rules for remote and on-site decision making

- Decisions will be made using a modified consensus approach. Polling rights extend to agencies, not individuals. Therefore, multiple members from a single agency should put forward one response to polling. A decision can carry if two-thirds of the partners agree. However, no decision will be adopted where a key agency needed for successful implementation is in opposition.
- The agreed upon decision rule will apply to remote decision making as well. A process for dialogue should precede the call for a decision, with a cut-off date made clear. Decision proposals, once put forward, will require active sign-off, not passive, and will designate a decision cut-off date.
 - Decision requests will be sent with a return receipt request.
 - If there is insufficient response to the email prompt, The Chair, PSC and the person raising the issue will be empowered to decide on behalf of the group.
 - Text needing approval (i.e., press releases, grant proposals, PRiMO communications tools text) will be shared for review, comment and endorsement with key concepts “lassoed” and protected throughout an agency clearance process.

² Highlighted items represent actions to be taken.

- Time sensitive material will be developed by PSC staff on behalf of the navigators and shared FYI.
- Hui's submit requests for recommendations/decisions to their designated Navigator for attention by the Navigators. Navigators should consult the Chair, as needed.

Decisions re: Expansion of the Navigators Council – New Members

- While the possibility of expanding the group's membership was raised, the group decided to delay expansion at this time with noted exception of extending an invitation to DOI and offering Ex-officio membership to SOPAC and SPREP. This decision will be revisited if time sensitive opportunities or needs present themselves. Rationale: The need for common understanding is crucial at this time of seeking support. For this reason alone, it is important to work with those already informed, engaged and ready to advocate for PRiMO.
- Based upon 2004 agreement to include DOI, Alan Mikuni will contact DOI's OHA and OIA folks re: PRiMO. Bill Thomas and John McCarroll will determine how to approach Karen Koltas, Nik Pula or David Cohen regarding joining the Navigators' Council.
- Greater Pacific Regional Reps will be invited to serve as ex-officio members (SOPAC, SPREP) PSC will make the invitation. Ability to attend the March meeting is the ex-officio members' responsibility and an obligation of membership.

Ex-officio members will be welcomed to the annual Navigator Meetings but in the event that funding for travel is not available, continuing connection will be made via meeting documentation, phone and email.

Navigators Include:

Jeff Payne	NOAA CSC	Dave McKinnie	NOAA OAR
Eileen Shea	NOAA IDEA	Alan Mikuni	USGS
Sally Ziolkowski	FEMA	Cheryl Anderson	UH
Dave Kennard	FEMA	Bill Thomas	NOAA PSC
Stan Boc	USACE	John McCarroll	EPA
Ed Young	NOAA NWS		
Eddie Bernard	NOAA PMEL		
		<u>Executive Director</u>	
		Russell Jackson	NOAA PSC

Ex-officio

Howard Diamond NOAA NESDIS
SOPAC
SPREP

Preparing for Eventual Expansion

Future expansion should consider including the following below. In the meantime, PRiMO Navigators can begin doing outreach to these groups, starting with invitations to share information, inviting them to the March meeting and possibly into the huis.

- CDC
- Red Cross
- USDA
- State Civil Defense
- University of Guam
- Coast Guard
- Navy
- PIHOA (Pacific Islands Health Officers Association)
- USAID - Office of Foreign Disaster Assistance
- Reps of Territorial Governments
- NGO reps
- IBHS - Insurance Industry / Private Sector

Obligations of Membership

- Who determines if members have lived up to their expectations and takes action on that? The Chair makes a call.

Frequency and Timing of Navigators' Council Meetings

- We propose quarterly meetings – with March being a face-to-face meeting; June being a conference call; July – September a second face to face; and then January/February as the final conference call.

COMMUNICATIONS TOOLS FOR UP-REACH AND OUTREACH

Stated Goal of the Session: Agree on package of tools for use in securing support for PRiMO and sharing information to key audiences. Agree on plans for using the tools. Agree on Action items for Up-reach and Outreach.

Up-Reach/ Out-Reach Materials

- We want to develop a brand, an identity and a look for PRiMO? This will be done via use of repetitive common elements of a design.
- Priority Outreach Pieces
 - Power point
 - Display
 - Give-away
 - Talking Points – FAQ's
 - Brochure
- Content of the materials should emphasize the following:
 - Existing success stories emphasizing communication links and evidence of a “higher degree of wisdom” being used with quantifiable benefits.
 - Examples of ways to integrate indigenous knowledge with modern science and operate in more culturally effective ways.
 - A description of end-user needs for data and decision support tools

- A PRiMO Promotional DVD capturing Navigator, Hui and End-user reactions and perspectives. Emphasizing the benefits of membership in PRiMO, which include:
 - Fellowship: “we are not alone”
 - A forum for issues and ideas, plus the identification of allies
 - Credit in your Organization and the larger surround
 - Access to end-users
 - The materials should answer anticipated questions such as : Will this hurt me? Will this help me? Can I do without this?
- Other collateral pieces will be developed such as buttons magnets, key chains, etc., perhaps using the tag line “PRiMO has Impact”,

Places for Up-reach Action before March 2006 include:

- Explore with the new Senate Disaster Subcommittee the possibility of giving PRiMO visibility during the hearings. (i.e., PRiMO witness, materials on hand, etc.) Jeff Payne and Margaret D.
- The events below should be built into master PRiMO Calendar and distributed to all Navigators for possible additions
 - National Hurricane Conference, April in Florida (Sally and David)
 - Hurricane Conference Inter-agency Coordinating Committee, Island Group (NOAA CSC participates)
 - ESRI Users Conference, San Diego in August, 2006
 - 2007 Coastal Zone Meeting in Portland Oregon, July 2007 (PSC and CSC)
 - Natural Hazards conference in Boulder, CO “Vulnerability Assessment Techniques Workshops” “End-user Needs Workshops” makes a Caribbean connection (Russell)
 - American Meteorological Society in 2007; AMS Climate Variability and Change Committee 2006(Eileen)
 - NEMA in DC areas, February 2006 (FEMA, Ed Texiera)
 - ASFPM Conference in NM in June, 2006 (Russell)
 - San Francisco Quake 100 Year Anniversary Event, Moscone Center April 17, 2006
 - USGS Open-house in Menlo Park in June, 2006
 - American Society for Photogrammetry and Remote Sensing in Reno, NV May 1-5, 2006
 - American Planning Association in April, 2007
 - Pacific Telecommunications Council in Honolulu, Jan 16-20, 2006
 - American Society of Civil Engineers 2007
 - Coral Reef Task Force
 - EPA Regional Meeting
- **New PRiMO Calendar:** <http://www.myway.com/> (select the “calendar” link at the bottom of the page and then login)
 - Username: pacprimo
 - Password: kamanaonahui (all lowercase)
 - Please use this calendar to update each of the Navigators on upcoming events.

HUI PURPOSE, PRIORITY PROJECTS AND NEEDED SUPPORTS

Stated Goal of the Session: Navigator review and comment on each Hui's responses to the planning template. After deliberation, determine common themes and decide how to best support the Huis.

Navigator Adoption of a Hui.

It was agreed that each Hui will be adopted by a Navigator. Hui adoption by navigators is intended to nurture the hui, support the leadership, and make sure that the hui's efforts are integrated into the larger purpose of PRiMO. Specifically the Adoptive Navigator is responsible to:

- Represent the hui to the Navigators council
 - Provide guidance to the steersperson on behalf of the objectives of PRiMO (Assist the steerspersons lead coordinating agency in monitoring hui efforts and holding them accountable for accomplishment, securing needed supports).
 - Look for opportunities/issues for hui cross pollinating.
- The Data Analysis and Decision Support Tools Hui was adopted by PSC
 - The Training Hui was adopted by PSC.
 - The Observations and Data Management Hui was adopted by NOAA IDEA Center.
 - The Communications Hui was assumed to be adopted by NWS (need to okay with Ed Young).
 - The Traditional Knowledge and Practices Hui was adopted by USGS.
 - The Risk Reduction and Post Disaster Evaluation Hui was adopted by FEMA.

Cross-cutting Needs Identified from the Review of Hui Planning Templates

- Need to Impact decision makers use of data and tools
- Need to Understand End-Users needs and habits
- Need Cross Hui coordination and integration
- Need attention on Traditional Knowledge and Cultural factors
- Need to address data storage, maintenance and updating needs

FUNDING AND OTHER SUPPORTS FOR PRIMO -

Stated Goals for the Session: Inventory the needs and each agency's ability to respond; identify impediments to agency support - strategize on overcoming challenges.

Options for Governmental Funding – Securing agency funding for PRIMO is a priority. However, it is recognized that the partner agencies have unique situations that will impact the approach to be used in securing support. Four options for support are recognized. Each agency will consider the possibilities and pursue appropriate action, given their circumstances.

1. Out Year Budget Planning (Possibly NOAA; USGS at this time)
2. Authorization and Appropriations—S-50
3. Earmark (through Congressional Member)
4. Cross Cutting Initiative

Funding Related Actions to be Taken

- Navigators will ask their agency grant staff to search for possibilities (i.e., keyword searches)
- Navigators will check to see if any agency allocates or has priorities that fit PRiMO's needs
- PSC/CSC will explore CSC re-invigorating it's grants programs
- PSC will get PRiMO on the agenda at the Executive Conference & the Retired Executive's Conference.

Existing Government Project with Common Priorities

- RISA (resilience and extreme events)
- Army Corp of Engineers
- Science Impact Programs (USGS)
- IOOS/PACIOOS/PACNEON
- IDEA Center/PRIDE
- Climate Database Modernization Program
- EPA Star Grants

Other Possible Funding Avenues: A number of sources exist that may offer possible support for PRiMO supported efforts. This list is not considered to be exhaustive but provides a starting point. These include competitive grants, foundations and charitable arms of banks and other financial institutions. **A plan needs to be developed for pursuing these resources.**

- Competitive Grants
 - EPA
 - NSF
 - FEMA/UH
 - OESD
- Foundations - Use key words "Community Resilience" "Natural Capital" "Traditional Knowledge/Cultural Preservation"; "Cross Cultural Dispute Resolution" "Social Capital" "Partnership"
 - Hewlett
 - Andres Family Fund
 - Robert Wood Johnson Foundation
 - Kellogg Foundation
 - Five Mountains
 - Friends of the Future
 - Castle & Cooke
 - Alexander & Baldwin
 - Groves Farm
 - Campbell Estates
 - Bishop Estates
 - Maui Pine (Steve Case)
 - World Bank & other investment/development Banks

- Banks/Financial Institutions
 - Bank of Hawaii
 - First Hawaiian
 - City Bank
 - American Savings Bank
 - Central Pacific
 - Bank of Guam
 - Bank of Pohnpei

Proposal re: Non-governmental Funding – Non-governmental funding is a priority of PRiMO. However, a fiscal sponsor would be needed to house and administer such funds. Sponsoring funds for federal agencies requires certain requirements be met, Therefore, finding the right sponsor would be essential. A general phased approach to evolving this capacity was delineated. It begins with identifying and engaging the NGO community as part of the PRiMO partnership.

- Engage NGO Community as partners in the PRiMO effort
- Identify needs for fiscal sponsorship based upon PRiMO needs
- Identify the right partner/sponsor for specific needs
- Negotiate reasonable indirect rate

CONNECTING WITH END USERS AND OTHER JOINT EFFORTS

Stated Goals for the Session - Consider actions that can be taken to advance shared needs for engaging end-users; consider other strategic opportunities that need traction and action

A Decision to Support a Priority Joint Effort

- It was decided that a joint effort on “Resilient Communities” will serve the partner needs and has high potential for synergistic action.
- Some of these partner connections to this theme include:
 - Margaret Davidson’s responsibility to work on a Community Resiliency Index
 - Nate Wood at USGS is working on resiliency planning.
 - Section 8 in the Tsunami bill may provide a link to this resilient community work
 - FEMA’s Project Impact Initiative was a strong grass roots effort that is no longer operating, but there is a community of interested folks that might embrace a revival of this effort. FEMA has archive files via the FEMA website and Sally Zs office.
 - CSC has created tools from work in the Pacific that can be used in this effort.

In-Kind Contributions

- Training facilities
- Pursuit of existing Fellowships and Assistance to support PRiMO
 - CSC Fellowship – Jeff Payne is investigating
 - PSC Internship – Bill
 - NWS Pacific Fellow – Ed Young

- UH Disaster Program – Cheryl
- USGS Post-doc Program – Alan
- FEMA Post Disaster Employment Program - Sally
- EWC Fellow - Community Service Component/ paid part time work – Eileen
- Kohala Center Research Interest– MAPPING Change

Other Possible Joint Efforts and Existing Opportunities

- An end-user project or initiative (Needs assessments, training, etc)
- Jointly-funded PRiMO Fellowship
- Workshop with DOI and possibly USIEDR's Udall Center on lessons learned and critical issues re: Integration of tradition knowledge (intellectual property rights, collection and storage of Data, trust, continuity, community access, engaging the indigenous community, etc.)
- A PRiMO conference on a chosen theme, emphasizing connection with end-users
- RISA Proposal as a PRiMO effort - Eileen
- PRiMO welcome to new USGS Director, once the director is appointed- Alan
- DURP (UH) Research Agenda?- Cheryl
- UH Research workshop on Indigenous Integration for next years conversation? Partnership?-Cheryl

ANNUAL PRIMO MEETING – MARCH, 2006

Stated Goals for the Session: Develop outline for meeting; shape meeting objectives and outcomes, format and approach; agree upon general location, venue issues, need for breakout rooms, etc.; determine desired participants, invitational travel, keynote speakers; Discuss one really good outcome from March that we can be proud of; consider a possible field trip.

Proposed Elements of the Agenda

- Navigator's Update
 - Induction of Leaders
 - Hazard Resilient Communities Joint Effort Roll-out and Discussion
- RANET Demonstration
- Cross Hui Steersman's meeting – recommendation to Navigators
- Steersman Training,(e.g., facilitation, grant writing, etc.)
- Have HUIs do a focused presentation on the theme
- Keep focus on measurement, evaluation and evidence of impact success (Jeff lead)
- Panel on economic and other considerations in resiliency planning (Nate USGS/Dave K FEMA)
- Share information regarding post event recovery (2005 events) being learned now
- Lessons Learned from Hurricane Iniki - Share the Kauai story using reps across the community sectors
- Presentation from Project Impact Kauai (Cheryl, Eugene Imai National Guard, Karen Taketa, Mark Marshall)

- Share stories of the spirit—the impact of community in crisis—through recovery “the Human Connection”
(possible contacts include: Mayor of Kauai; Wayne Fukino; NGOs; Private Sector; Botanical Gardens; Bill Carwile)
- Field Trip/Site Visits (Mark Mashall)
- Cultural Sharing (Hula Halau that performed for Project Impact Kauai)
- MEDIA TRAINING (Cheryl, Eileen)

NAVIGATOR REACTION TO HUI PLANNING TEMPLATES

Hui's were asked to complete the planning template begun at the 2005 PRiMO annual meeting on the island of Hawaii. Each hui's work was reviewed and commented upon. The Hui's PURPOSE and PRIORITIES were summarized. Then, PLUSES of the hui's work was commented upon as well as areas in need of attention and support, captured below as DELTAs.

Tools Hui (adopted by PSC)

PURPOSE - Support decision making through better tools

PRIORITY - is to complete the inventory; share it via an internet based inventory of tools; review the applicability of the tools in the inventory; conduct a GAP analysis; collaborate on ways to fill

PLUS – Active participation across agencies

DELTA – Limited in their ability to impact local decision makers around using the tools; need for cross-hui coordination; lack of cultural responsiveness of the tools; no plans for joint plans or tasks that could lead to shared funding and effort

Training Hui (adopted by PSC)

PRIORITY – Conduct an inventory of existing training; post it to the web in searchable format; eliminate duplication of training in GIS and other areas; looking for funding to develop materials

PLUS – Create a useful resource via the inventory; Reduce duplication, and make the best use of existing resources

DELTA – Needs cross-hui coordination – they are waiting for info from each to set priorities to determine how best to meet compelling needs; maybe they have narrowed their focus from education to training - resulting in a very technical focus; hoping to link to PAC IOOS; Navigators haven't looked at the training needs across hazard areas; this hui may need to think about training and capacity building needs for the larger PRiMO group (NIMS standards, How to do Up-reach, Using performance measures, group facilitation and project design, evaluation and management, proposal writing, etc.).

Obs and Data Management (adopted by NOAA IDEA Center)

PURPOSE: Regionally coordinate data collection and sharing

PRIORITIES: Coastal Ocean and Atmospheric Observations; refining a hazards data information structure and framework; refine the inventory of data holdings re: ocean risk management data holding and then more general data holdings; leverage support from PRIDE and PAC IOOS; agreed to serve as the risk management product team for PAC IOOS; looking for information needs and data gaps, - this involves getting out to end users and assessing PRiMOs ability to assist in assessing GAP needs in their user communities as well as within PRiMO itself.

PLUS: Able to get upreach through very specific projects; they are exploring meta-issues through first-cut products; Pac NEON connection is being explored – this will support the broadened attention to terrestrial; They have attached themselves to partner programs where there is funding.

DELTA: Heavily focused on Ocean obs and needs to address terrestrial obs and other hazards; check on the hui's contribution to developing components to I-Plan; Leadership has been narrow and can benefit from drawing other agency folks into leadership roles; connections needed between training hui, decision support tool hui, risk assessment hui and communications hui; still needing to address technical issues regarding maintaining and storing data; needs to carefully consider issues regarding intergration of indigenous and traditional knowledge; look for an agency home for maintaining, storing and facilitating access to PRiMO data sets such as the IDEA center – this is a resource intensive process and we don't have a way to support this yet.

Communications, Education and Outreach (request adoption by NWS)

Purpose: Assist providers of hazards and warning info to disseminate info in appropriate ways given geographic, educational and cultural considerations

Priorities: Create a network and seek funding for the expansion of the network; updating communities re: EMWIN & RANET systems; demonstration projects with capturing lessons learned; looking for additional communication networks to extend the reach of existing infrastructure;

Plus: They are meeting once a quarter and posting their notes on the web for broad dissemination; looking at international connections for partners and having a presence at international meetings;

Delta: Focus is currently limited to technical telecommunications issues to the exclusion of broader communications, education and outreach concerns for the greater PRiMO; need to address traditional knowledge issues; would be good to have their info shared on the PRiMO listserv to better share and integrate with other hui; they could be training folks in other hui and in partner agencies to get greater reach in a cost effective way; need to address capability and accessibility of their network for both operators and end-users;

Traditional Knowledge (adopted by USGS)

Purpose: To integrate traditional knowledge and practices with modern science into all that PRiMO does in a respectful way

Priorities: Conduct a workshop; create an inventory of efforts doing this; develop a council of practitioners where knowledge resides; cross-hui needs

Plus: They have thought through a number of the challenges

Delta: Challenges are so large that no action has been taken on resolving them; liaison structure has not been optimized

Risk Reduction & Post Disaster Evaluation (adopted by FEMA)

Purpose: Lead our efforts to understand impact and communicate our efforts to respond

Priorities: Integrate traditional knowledge; Build a Pacific Island Disaster Experience Data Base;

Plus: natural cross-over between the hui; The theme of disaster-resistant region is a strong theme supportive of existing needs and emerging opportunities (policy, programs, grants, etc);

Delta: Need to link to other hui; over coming the “tyranny of urgency” so much a part of this hui’s focus – design and manage for this reality of the membership; leadership transition challenges and needed structure to move the work forward; needs to revisit membership for this hui; need to use some kind of survey tool re: the data base to attract contributions and participation; need outreach to the primary responders; get back to tasks already identified as essential in earlier discussions; have connections to Hawaii and broader pacific civil defense personnel