

SCOPE OF WORK

PLANNING AND EXECUTION OF THE 2003 LOWER COLUMBIA RIVER and ESTUARY RESEARCH NEEDS IDENTIFICATION WORKSHOP FEBRUARY 18-19, 2003

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Background

The Corps of Engineers, in collaboration with other regional agencies, is sponsoring the 2003 Lower Columbia River and Estuary Research Needs Identification Workshop. The purpose of the workshop is to review the current knowledge base and identify research needs in the lower Columbia River and estuarine system and apply the findings to the planning and implementation of future research initiatives, salmon recovery efforts, and ecosystem conservation and restoration activities.

General Scope

The workshop will occur over a period of two days with 100-150 persons expected to attend. Battelle Pacific Northwest Laboratory (PNNL), with the Portland District of USACE and other regional authorities, will plan and execute the workshop. PNNL will also, with the assistance of the USACE, acquire abstracts, presentation materials, and other workshop products and assemble the collected materials into a handbook documenting the workshop and its findings.

The USACE wishes to utilize PNNL to plan and execute the Lower Columbia River and Estuary Research Needs Identification Workshop due to PNNL's detailed technical knowledge of the USACE Columbia River Fish Mitigation Program and other related programs such as the Columbia River channel maintenance programs and the capabilities of the various research entities that perform contract work for the USACE and other regional authorities. Of additional importance, is PNNL's technical familiarity with the various research efforts of the principal estuarine investigators. This knowledge is required to efficiently organize the workshop program, deal with the various research organizations, review the technical communications between USACE technical representatives for the various estuary program elements and researchers, and to detect and expedite corrections in technical communications related to the workshop. The role PNNL will fill is similar to that of an editor for a technical journal who must competently review the technical content of material submitted for publication.

The USACE does not have technical resources it can divert from the effort required to startup their FY03 programs to accomplish this task and, due to the high level of technical contributions by PNNL over the years, has faith in the ability, of PNNL, to manage this aspect of an important element of the Columbia River Fish Mitigation Program.

Task Overview

Site Selection and Set-up

PNNL shall secure a facility large enough to accommodate a 2-day session of the Lower Columbia River and Estuary Workshop. Dates and times will be arranged, audio/visual equipment rented and set-up arrangements made before the event date. PNNL will act as point-of-contact (POC) for the site vendor and will be on site each morning before the meeting begins to deal with unforeseen concerns and issues.

Materials

PNNL shall obtain or create a variety of necessary materials, including: nametag materials, general signage, transparencies and other designated materials necessary for the workshop.

Workshop Section Planning and Technical Review of Submitted Materials

PNNL shall assist the USACE as requested to technically review submitted workshop materials, including but not limited to presentation abstracts, and their organization into a cohesive review of the state of knowledge of estuarine physical and biological processes.

Web site development

In coordination with an ASACE Northwestern Division Webmaster, PNNL shall develop a web site to be viewed by attendees before and after the AFEP review. Information to be included on the web site will consist of: 1) updates concerning the meeting time and place, 2) agenda, 3) travel directions and accommodation information, 4) abstracts, 5) overview of the Workshop, and links to any pertinent sites and/or program partners.

Prior to placement on the web site it will be necessary that each abstract be reviewed for scientific integrity and its value to the aforementioned workshop. To achieve this goal, PNNL will utilize over 10 years of direct hands-on experience and expertise in all phases of the Columbia River anadromous fish passage issues as they pertain to the USACE and the Pacific Northwest in general.

Workshop agenda and abstract handout

Upon receipt of the final workshop agenda and abstracts from the USACE, its collaborators, and workshop presenters, PNNL will prepare a handout for workshop attendees containing these materials. A mirror image of the handout will be published on the workshop website.

Workshop Handbook

PNNL will accumulate workshop abstracts, PowerPoint presentations, section facilitator notes, and any summarizing documents and assemble the materials into a handbook documenting the workshop and its findings. Assembly will include technical review of submitted materials for content and completeness. A mirror image of the handbook will be published on the workshop website.

Mailing List

Using materials submitted by the USACE and regional agencies, PNNL will develop a mailing list consisting of physical addresses and/or e-mail addresses of attendees and presenters.

Note: Detailed tasking is located in schedule section.

Schedule

All tasks, including deliver to the USACE of the workshop handbook, must be completed by March 31, 2003. The schedule is very tight and will require both PNNL and the USACE to meet task completion dates. Almost all PNNL tasks require review and approval by the USACE for completion.

Task #	Task Description	Estimated Completion Date
1	Confirm venue – walk through if necessary – requires coordination with USACE	1/7/03
2	Obtain all contact information for potential attendees from USACE.	1/10/03
3	Complete mailing list – submit to USACE for review	1/15/03
4	Final workshop agenda received from USACE (identifies invited or designated presenters, session facilitators, and other key workshop personnel)	1/24/03
5	Web site submitted to USACE webmaster for review (contingent upon receipt of workshop agenda)	2/6/03
6	Submission of email alert and call for abstracts to USACE for review	2/7/03
7	Completion of USACE website review	2/7/03
8	Call for abstracts – deadline 3/7/03	2/10/03
9	Update of mailing list	2/10/03
10	Email alert to attendees – contingent on tasks 8 and 9	2/10/03
11	Web site goes live – contingent on completion of USACE review – task 7	2/10/03
12	Email alert to workshop facilitators, presenters, and other participants – reminder for abstracts and other similar materials	3/3/03
13	<ol style="list-style-type: none"> 1. All materials required for preparation of workshop received <ol style="list-style-type: none"> a. Materials to include into or “guiding” remarks from conveners and session leaders in addition to presenters’ abstracts 2. Close on all AV equipment. 	3/7/03
14	Completion of technical review of received materials and integration into handbook	3/11/03
15	Submission of workshop handbook (incorporating received materials) to the USACE for review	3/13/03
16	Completion of USACE review of workshop handbook	3/17/03
17	Workshop handbook to printer	3/18/03
18	Receipt of handbooks from printer, delivered to WTC	3/21/03
19	Written deficiency report to the USACE and task milestone update for critical path tasks - as needed	3/21/03
18	USACE response to deficiency report (reprioritization/reschedule of incomplete tasks if necessary) – as needed	3/21/03
19	Day 1 of Estuary Workshop – set-up	3/24/03
20	Day 2 of Estuary Workshop – breakdown	3/25/03
21	Completion of mobilization for workshop	4/18/03

Reporting Requirements

Written weekly updates, by task, noting completion and contingencies will be provided by email to Blaine Ebberts. Reporting will occur each Monday by COB and will summarize activities through Friday of the preceding week.