

Over the past year, the Bonneville Power Administration (BPA) has hosted a series of workshops for fish and wildlife contractors. Our next set of workshops has been scheduled for early August. Unlike past workshops, these sessions are targeted toward project and program managers, and will not be focused on accounting requirements. Also, given the range of topics and past requests to allow more time for questions and dialogue, we are extending the sessions to an all-day format. Please see below for the workshop schedule, locations, agenda and instructions for registration.

Workshop Schedule and Locations:

NOTE: All workshops cover the same topics. You only need to attend ONE session.

Friday, July 30, 2004 - Portland, Oregon

Doubletree Hotel, 1000 NE Multnomah, Portland, OR 97232, (503) 281-6111
9:00 am -- 4:00 pm **NOTE: Fee parking at the Doubletree Hotel lot.

Tuesday, August 3, 2004 - Boise, Idaho

Red Lion ParkCenter Suites, 424 East ParkCenter Boulevard, Boise, ID 83706
(208) 342-1044, Cottonwood IV-V Rooms
9:00 am -- 4:00 pm

Friday, August 6, 2004 - Spokane, WA

Hampton Inn Spokane, 2010 South Assembly Road, Spokane, WA 99224
(509) 747-1100, Sunset C Room
9:00 am -- 4:00 pm

We will not be offering phone bridges or a videoconference option for these sessions. However, BPA will reimburse travel costs (lodging and airfare or car mileage) for up to 2 persons from each organization (agency, tribe, or entity). To make arrangements for reimbursement, please contact Molly Moreland at 503-230-3501 or mrmoreland@bpa.gov. While reimbursement is limited to 2 persons per organization, there are no restrictions on the number of attendees. All are welcome to participate.

Workshop Agenda:

1. Introduction to the three types of contracting agreements available for fish and wildlife contracts.
 - a. Guidance for preparing Statements of Work, Budgets, and Work Schedules for FY05 for each of the agreement types.
2. BPA's new project management information system
 - a. Standard work categories and tasks to describe work
 - b. Progress reporting
3. Biological reporting: capturing metrics (required for FY05)

Registration:

It is important that you register for the workshops in advance, so that we can guarantee enough chairs and materials for everyone. To register, please contact Geri Kozicki at 503-230-5215 or gakozicki@bpa.gov. Please register by July 23rd. Thank you.