

MIDDLE RIO GRANDE ENDANGERED SPECIES COLLABORATIVE PROGRAM
UNM-ARID Program Portal Roles and Responsibilities
Prepared for January 14, 2025 EC Meeting

The following responsibilities are taken directly from the relevant sections of the University of New Mexico's task order scope of work with Kearns & West (prime contractor with the DOI CADR office, through which the contract is being administered).

Program Portal

The UNM-ARID PST will keep the Program Portal up-to-date in coordination with USGS and USACE. This includes maintaining the following:

- Events calendar
- Document library
- Datasets as provided by signatories
- Subpages for Science Symposia and Collaboratories

The Program Portal backend and development will be done by USGS. UNM-ARID will, in coordination with USGS and USACE, provide input on future development needs regarding the Program Portal.

Executive Committee Support

- distributing agendas and read-aheads 1 week prior to the meeting via electronic calendar appointments with links to where information is posted on the Program Portal;
- uploading material to the Program Portal and providing links to all material and presentations given at EC meetings within three (3) days after the meeting.

Fiscal Planning Committee Support

- drafting and distributing agendas and read-aheads 1 week prior to the meeting via electronic calendar appointments with links to where information is posted on the Program Portal;
- uploading material to the Program Portal and providing links to all material and presentations given at EC meetings within 3 days.

Administrative Ad Hoc Group Support

- distributing agendas and read-aheads 1 week prior to the meeting via electronic calendar appointments with links to where information is posted on the Program Portal;
- uploading material to the Program Portal and providing links to all material and presentations given at EC meetings within three (3) days.

Record-keeping and Administrative Record

The Collaborative Program's administrative records, including final and approved meeting agendas, read ahead materials, presentations, minutes, and various planning documents will be maintained on the Program Portal.

UNM-ARID will provide Reclamation a draft complete annual Administrative Record for review within one month following the end of the annual contract. Within 2 weeks of Reclamation's review, UNM-ARID will upload the final complete annual Administrative Record to the Program Portal and Reclamation will be notified with a link to the information.

Annual Report

The annual report will be developed and distributed as shown in the Biennial Schedule and will be made available electronically on the Program Portal.

Science Symposium and Collaboratory

UNM-ARID will promote the Symposium or Collaboratory using the Collaborative Program's listserv, arrange for registration, and post the event abstracts and agendas on the Program Portal at least 2 weeks prior to the event. At the end of the Symposium or Collaboratory, the UNM-ARID PST will collect evaluations from participants. After each event, the UNM-ARID PST will add slides and recorded presentations to the Program Portal within 2 weeks.

Seminar Events

UNM-ARID will promote the events to appropriate groups with emails and calendar invites at least two weeks prior to the events and will post meeting presentations to Program Portal within 3 days after each event.