



Desert Managers Group
Stakeholder Involvement Guidelines
June 16, 2004

A. Purpose: To promote and facilitate constructive stakeholder involvement in the Desert Managers Group (DMG).

B. Background: The primary purpose of the DMG is to provide managers of government agencies working in the California Deserts a forum to share information and discuss and collaborate on issues of common interest. DMG meetings are not part of any legally mandated environmental or administrative hearing process (Federal Advisory Committee Act or Brown Act) that requires public involvement.

For the purposes of these guidelines, a “stakeholder” is defined as an officially designated representative or member of a local government, tribe, federal or state agency who is not a member of the DMG, the general public, or a non-governmental organization (NGO).

C. Guidelines and Procedures: DMG meetings are working interagency staff meetings and are not required to be open to attendance by stakeholders. However, DMG agencies recognize that involving stakeholders will foster support and understanding of the DMG and help meet their agencies' responsibility to keep interested parties informed and provide opportunities for comment on DMG activities and initiatives.

Stakeholder involvement in DMG meetings will be conducted in accordance with the following procedures and guidelines:

1. As a general rule, the first day of the DMG meeting will be open to stakeholders. The second day of the meeting will be restricted to DMG members, agency staff and invited guest speakers. The meeting chair will determine what topics will be presented during open session in consultation with the DOI/DOD Coordinators and other members of the DMG. Exceptions to this general rule may be approved by the meeting chair in consultation with the DOI and DOD Coordinators.
2. Stakeholders will be invited to provide comments at designated times identified on the meeting agenda. Stakeholder comments will generally be limited to 3 minutes unless agreed to otherwise with the meeting organizers prior to the start of the meeting.

Stakeholder comments should be relevant to a topic on the agenda or a goal or objective identified in the DMG 5 year plan.

3. Stakeholders who wish to attend a DMG meeting will be required to contact the DOI or DOD Coordinator prior to the meeting. Stakeholders may also suggest topics for discussion on the DMG meeting agenda to the DOI/DOD Coordinators.
4. Notification of DMG meetings will be posted on the DMG Website (www.dmg.gov) at least 30 days prior to the meeting. (Direct notification will not be provided.) Meeting announcements, a calendar of events, the DMG 5 Year Plan, and various reports, etc., will be posted and available to all interested parties through the website. Summaries of DMG meetings will be posted approximately two weeks after each meeting.
5. The goals and activities of the DMG will be identified in the DMG 5 Year Plan. The 5 Year Plan will be updated annually and broadly distributed (including via the website).
6. The DMG may invite certain federal, state, local and tribal government agencies that are not members of the DMG to participate on DMG work groups. Stakeholders who have expertise in the mission of the work group may also attend DMG work group meetings and comment on work group activities. Stakeholders interested in participating in a work group must submit a request to do so in writing to either the DOI or DOD Coordinator for DMG approval.

D. Additional Public Involvement Opportunities: Stakeholders are encouraged to also participate in:

1. The agency land and resource management planning process related to specific projects or areas of interest;
2. Meetings of the BLM Desert Advisory Council; and
3. Appropriate NEPA and CEQA compliance activities as specified in the guidelines for those processes.

All actions implemented or coordinated by the DMG are subject to appropriate NEPA/CEQA compliance as applicable.

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