

# Facilitation Support Services Information for Applicants

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The Department of Water Resources (DWR) offers facilitation support services to help local water management groups address pivotal issues. Professional facilitators are sometimes needed to help foster discussions among diverse water management interests and jurisdictions for the implementation of integrated water management (IWM) goals.

Requests for facilitation should support IWM goals to encourage local water management agencies, other organizations, and stakeholders to work together to develop and implement integrated water management solutions to improve the quality, quantity, reliability, and environmental benefits of water resources, and improve public safety. Suitable IWM goals include: developing or improving Integrated Regional Water Management (IRWM) Plans, Groundwater Management Plans (GWMPs), and Groundwater Sustainability Plans (GSPs). These efforts may also include developing governance structures and conducting stakeholder assessments toward the formation of Groundwater Sustainability Agencies (GSAs).

## ***ELIGIBILITY FOR FACILITATION SUPPORT SERVICES***

Minimum eligibility requirements for receiving professional facilitation support services are:

1. Local agencies and/or other organizations have agreed to work together in an open, inclusive, and collaborative manner toward the development, improvement, or implementation of an IRWM Plan, GWMP, GSP, GSA formation, or other appropriate integrated water management goal or project.
2. The supported activity will be carried out using an “inclusive process” that seeks, promotes, encourages, and welcomes the involvement of all stakeholders and interested parties in the water resource planning process.
3. Local agencies and/or other organizations have committed to meet regularly and diligently work toward a clear, defined goal. There is a clear and defined need for professional facilitation support services.
4. Local agencies and/or other organizations have committed to handling administrative aspects of facilitation efforts, such as meeting notice publication, distribution of meeting minutes, outreach materials, and other project materials. Local agencies must also commit to providing meeting space that is suitably located and sized.
5. A completed Application for Facilitation Support Services has been received and approved by the Facilitation Support Review Panel.

## **SCOPE OF SERVICES**

The scope of facilitation support services will vary depending upon the specific facilitation needs of each requesting group. Below is a list of typical facilitation support services available.

### *Stakeholder Identification and Engagement*

- Assist with the identification of stakeholders
- Develop stakeholder information materials (pamphlets, press releases, and surveys) as a means to inform the public and various groups about prospective planning efforts and how stakeholders can become involved
- Conduct forums to inform stakeholders about prospective planning efforts and encourage involvement

### *Stakeholder Assessment*

- Identify stakeholder interests and concerns through discussions with individual stakeholders
- Analyze and document stakeholder input, interests, and concerns
- Develop plans to further engage stakeholders and encourage meaningful involvement in planning efforts
- Assist the group in identifying and developing common planning goals and objectives
- Help the group establish an appropriate governance system

### *Stakeholder Liaison and Mediation*

- Improve stakeholder understanding and interest through ongoing individual or collective engagement of stakeholders
- Help resolve disputes and other possible impediments to continued participation in planning efforts through ongoing individual or collective engagement of stakeholders

### *Meeting Facilitation Support Services May Include:*

- Design meeting processes and set meeting goals and agendas
- Develop attendance requests/invitation lists
- Identify and brief speakers and key participants
- Monitor and control meeting schedules
- Stimulate group discussions and processes
- Encourage participation by individuals
- Prevent speaker domination and prevent excessive side-tracking of discussions
- Foster discussion of differing points of view
- Promote collaborative methods for stakeholders to discuss and analyze topics
- Mediate conflicts and support group discussions toward consensus, when appropriate, and
- Prepare and review documentation of meeting discussions, conclusions, agreements, action items, assignments, and unresolved issues.