

Appendix L – Coalition Coordination Materials

The May 2025 implementation workshop was intended to be a pilot event; it was designed to test activities that could be replicated on a regular basis to facilitate information-sharing and collaboration among TRHT coalition partners. As a result of holding the meeting and collecting feedback, the consultant team developed the following guidelines and templates to be used by the coalition coordinator going forward.

Coalition Coordination Guidelines

- Coalition
 - The group of stakeholders necessary to participate in ongoing coordination form a coalition. “Coalitions: Organizations whose members commit to an agreed-on purpose and shared decision making to influence an external institution or target, while each member organization maintains its own autonomy” (What Are the Different Ways to Collaborate? Grantmakers for Effective Organizations, 2016).
- Leadership
 - Clear responsibility for coalition coordination should be designated to a person representing an organization with the capacity and the clout to ensure meetings are appropriately organized and well-attended.
 - It should be clear to all coalition members who the designated coalition coordinator is and the person filling that role should be consistent for, at minimum, one year at a time.
 - Leadership for coalition convening will be most effective from the organization that invitees perceive as having the most authority or the most consequences for ignoring.
- Meetings
 - As noted in the Communication Channels section of the Management Plan, regular meetings are recommended. Semi-annually is the minimum recommended frequency but quarterly meetings are strongly preferred; no objections to this frequency were heard from stakeholders at the implementation workshop.
 - At this frequency, the meetings will focus on the following topics:
 - Q1 project planning: What work will occur this year?
 - Q2 coordination: How are things going?
 - Q3 capital planning: Who is budgeting for what next year?
 - Q4 coordination: How are things going?
 - Each meeting of the coalition should reference these key questions: Are there any opportunities for efficiency? Are there any unresolved challenges? Are there any conflicts between projects?
- Planning
 - Alignment Exercise
 - Map projects planned for the current calendar year across time, geography, and project type. This will facilitate shared understanding of projects’ scopes and schedules, thereby identifying gaps and/or conflicts before they arise in the field.

- Segment Prioritization
 - Use the most current conditions information for recorded trail attributes (workshop attendees suggested expanding these to include more amenities and ecological data) to inform priorities.
 - Other suggested factors that prioritization should consider are listed below; multiple factors should indicate higher priority.
 - high-use areas
 - ability to lower future costs
 - connectivity of nearby communities is increased
 - timing of the project has sequencing benefits relative to other projects
 - ensures network integrity
 - funding is identified
- Tools
 - Alignment Exercise
 - Segment Prioritization