**STATE OF HAWAIʻI MAKAI WATCH PROGRAM STRATEGY**

**JANUARY 2013 TO DECEMBER 2016**

***Draft – May 28, 2014***

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3. **EXECUTIVE SUMMARY**

The Makai Watch (MW) concept was proposed in early 2000s by coastal communities and non-governmental organizations (NGOs and also often referred to as non-profit organizations) interested in playing a role in stewardship of marine and coastal resources. The State of Hawai’i Department of Land and Natural Resources (DLNR) received the proposal enthusiastically and MW was born. MW consisted of three mandatory components: Outreach and Education, Human Use and Biological Monitoring, and Observation and Incident Reporting.

During the development of MW it was suggested by DLNR that the program should extend to Mauka areas. For several years the program was referred to as Mauka Makai Watch. However, collaborators have recommended that there is not sufficient capacity to maintain the program for both Mauka and Makai areas. As a result the program is focusing on marine and coastal areas.

Since the formation of the MW Program as many as fifteen coastal communities have initiated MW Site Programs. Several of these MW Site Programs have achieved significant success in ocean stewardship. The MW Site Programs have resulted in greater public awareness of the ecology and status of near-shore marine environments, the cultural history and importance of MW sites, the importance of ocean stewardship, the regulations at the MW site, the benefits of proactive management, and many other aspects of the MW area. Several of these programs remain very active with a regular outreach and observation and incident reporting activities taking place in the field. These Site Programs are the core of the MW effort and have advanced the program in major ways over the past several years. Others Site Programs are currently inactive for various reasons. However, community enthusiasm for enhanced stewardship remains strong among most if not all of Hawaii’s coastal communities. Thus MW remains a priority for the State, coastal communities, and supporting organizations. The State of Hawaii DLNR greatly values the participation of citizens in ocean stewardship and supports MW as a very important aspect of this involvement. It is now more important than ever to develop and implement successful Makai Watch Site Programs given increases in the human population, expanded land use, and other growing threats to marine resources.

In 2010, it was determined that government and community understanding of MW objectives, guidelines and standards and the relationship between the State, communities, and NGOs either differed or had never been fully determined or agreed upon. It was suggested by various organizations involved in MW that explicit standards and guidelines should be created to streamline processing and communication between organizations and the State DLNR. The initial focus for standards development was on the Observation and Incident Reporting (OIR) component. A collaboration of the MW Advisory Group (formerly referred to as the MW Steering Committee), the DLNR Division of Conservation and Resource Enforcement (DOCARE), the Division of Aquatic Resources (DAR), the Hawaiʻi Community Stewardship Network (HCSN) and others developed a set of standards for OIR. While the OIR Standards were not officially approved by the DLNR Chair or Land Board, they were generally agreed to by DOCARE and formed the basis for a MW OIR Training, which was provided in several sites.

In order to build on the development of OIR standards and develop a comprehensive set of standards for a State of Hawaii Makai Watch Program (MW Program or MW), a Strategic Planning process was coordinated late in 2012 and early 2013. With the logistical support of Conservation International (CI), the MW Advisory Group, DLNR, DOCARE, DAR, Hawaiian Islands Humpback Whale National Marine Sanctuary (the sanctuary), Kuaʻāina Ulu ʻAuamo (KUA), formerly HCSN, and Site Programs participated in the Strategic Planning Process. The Strategic Planning Process consisted of: 1) A preparatory phase including a survey of the status of the MW Program; 2) A three day Strategic Planning workshop; and 3) Follow up consultation to review and agree on the outcomes of the process. A report covering the preparatory phase and the recommendations from the workshop is available from Risa Minato at: charissa@hawaii.edu.

This document, the “STATE OF HAWAI**ʻ**I MAKAI WATCH PROGRAM STRATEGY” provides a draft 2013-2016 Strategy for the MW Program. This includes a comprehensive strategy and set of standards that the collaborators felt are necessary for an effective MW program. The intent is that this strategy and standards will be formally approved by the State and fully adopted by the State and partner organizations to form the core of a formalized State of Hawaiʻi MW Program.

The MW Program has been and will remain a collaborative program whereby citizens and NGOs systematically assist the DLNR in its mandate to manage marine and coastal resources. MW will continue to be guided by an Advisory Group (formally referred to as a Steering Committee) and will include two mandatory components: Awareness Raising and Outreach (ARO) and Observation and Incident Reporting (OIR). **The third component, Biological and Human Use Monitoring (BHUM) was previously mandatory but is now optional.** However, if feasible over time, the development of a BHUM program is highly encouraged. DAR and/or other supporting organizations may provide guidance and assistance with development of BHUM programs.

To enhance organization, safety, and communications, MW Site Programs (Site Programs - as they will now be referred to) must be sponsored by legally incorporated organizations.

MW Volunteers will be volunteers of those organizations. The MW Strategy updates standards that Site Programs will meet in order to be recognized by the State. Site Programs will enter into a Memorandum of Agreement (MOA) with the State to formalize their collaboration. The advantages of obtaining State recognition are:

1. DOCARE and DAR can better manage and enforce resource regulations given the information shared by the Site Programs. This will result in improved stewardship;
2. DOCARE, DAR and Site Programs have a foundation to build the necessary relationships to mutually improve the protection and communication concerning the management of resources and cherished regions where the community is organized and engaged;
3. DLNR will assist the MW programs to access training and mentoring in MW activities;
4. Site Programs can use the State of Hawaiʻi MW name; and
5. As requested, DLNR will endorse recognized Site Programs that are in good standing as they seek financing and other support to operate their programs.

DLNR will employ a Statewide MW Coordinator (Statewide Coordinator) to coordinate the program and to assist Site Programs to access information, training, and technical assistance on the standards and other aspects of the program. A guidebook is being developed as a resource for Site Programs. The 2010 training program will be updated to incorporate this new information. The MW Strategy and Standards will increase the effectiveness and efficiency of the program including improved communication among collaborators to enhance resource management and better the condition of marine and coastal resources of the State of Hawaiʻi.



**2. MAKAI WATCH STRUCTURE, GOVERNANCE, AND COORDINATION**

**Makai Watch Site Programs:**

Since the inception of the Makai Watch Program, the following Sites have participated on the following Islands:

**Kaui:** Haena, Hanalei

**Maui:** Ahihi-Kinaʻu,Honolua Bay, Muolea, Kaʻanapali

**Oahu:** Pūpūkea-Waimea, Maunalua, Waikiki,

**Hawaii:** Miloliʻi, Hoʻokena, Honaunau, Waiopae, Kaʻupuleh and Kukio , Puakō, Kalapana.

The following sections summarize the key characteristics and objectives of the revised MW Program for the period of January 2013 through December 2016.

**A. MAKAI WATCH STRUCTURE**

Makai Watch (MW) is a program through which State recognized and incorporated organizations representing specific sites collaborate with the State Department of Land and Natural Resources (DLNR) to strengthen site based marine and coastal resource management. Makai Watch programs in the field are referred to as MW Site Programs (Site Programs). Site Programs raise awareness of the social, cultural and historic value, uniqueness and importance of the effective management of Hawaiʻi’s near-shore marine and coastal resources. This includes the awareness of the purpose, importance and compliance with all resources rules and regulations. At their core Site Programs serve to create a place based culture and relationship of respect for marine resources as the foundation for compliance and a healthy collaborative relationship with enforcement officers who are upholding the public trust.

Site Programs serve as “eye and ears” to observe incidents and violations and report these to the Division of Conservation and Resource Enforcement of the DLNR (DOCARE) to support enforcement efforts. **Site Programs do not have enforcement powers and are not a substitute for DOCARE or DLNR’s enforcement mandate.** However, they are a critical element of raising awareness, encouraging compliance, and assisting DOCARE to effectively enforce resource regulations.

An organization’s program will be officially recognized as a State of Hawaiʻi MW Site Program by the State of Hawaiʻi DLNR if it meets the State of Hawaiʻi MW Program Standards and continues to do so (see APPENDIX ONE: COMPLETE MAKAI WATCH STANDARDS). While some programs may be doing excellent work to promote ocean stewardship, the MW Standards are specific to the State of Hawaiʻi MW Program. As a result, programs that are not meeting the MW Standards will not be considered MW Programs and therefore will not be recognized by the State as such. However, the State of Hawaiʻi MW Program and its supporters are happy to assist organizations and communities that would like to work toward and meet the MW Standards.

**B. MANDATORY MAKAI WATCH COMPONENTS:**

The MW Program consists of two mandatory components and one optional component as described below. Each component has an associated section in the MW Standards and Training Module:

1. **Awareness Raising and Outreach (ARO).** The MW Program trains volunteers to provide ocean users with useful, site-specific information related to the marine ecology, geography, culture, history, applicable resource regulations, safety, best fishing practices and proper reef etiquette;
2. **Observation and Incident Reporting (OIR).** Although Awareness Raising and Outreach may help to encourage compliance with regulations and pono practices, poaching and other detrimental activities may continue in some areas. To reduce the willful disregard for laws governing marine resource use, Volunteers are trained to accurately observe, identify and report resource violations to DOCARE. MW volunteers support effective resource protection by serving as the “eyes and ears” in the community, observing and reporting potential resource violations and illegal activity to the DLNR-DOCARE.

**C. OPTIONAL COMPONENT:**

1. **Biological and Human Use Monitoring (BHUM)**.To encourage community stewardship of our coastal and marine resources, it is important that community members understand their condition, alteration, evolution and use, over time. Communities that wish to conduct BHUM are encouraged to do so as organizational capacity allows. However, it is no longer a requirement of MW. The decision to make it optional was based primarily on concerns that the past requirement was too taxing for new and under-resourced organizations that had the energy and passion to first contribute on outreach and observation and incident reporting. The focus on the two mandatory components also streamlines the MW program and increases the likelihood for program success.

This does not negate the importance of developing this component. Biological and Human Use Monitoring is very important—both from an adaptive management and accountability standpoint. However, given limited resources and capacity to support this component, it now optional, but nonetheless extremely important. It is expected that organizations will naturally grow in their desire to increase knowledge and understanding of the resources over time. Thus, if an organization has the capacity, or the ability to partner with other organizations or agencies, they are strongly encouraged to conduct and/or support BHUM.

Biological information about the MW sites will be included in the Awareness Raising and Outreach component. Educationally-oriented biological monitoring may be an important part of Raising Awareness both for MW volunteers and the general public, as it promotes active stewardship and further engagement. Additionally, Human Use monitoring may be incorporated into Observation and Incident Reporting as it can serve as an informative activity to be carried out while volunteers are making observations. General information about the value of BHUM will be included in the Awareness Raising and Outreach training sessions and support may be provided by partner organizations to help Site Programs develop this optional element.

**D. MAKAI WATCH GOVERNANCE AND COORDINATION**

1. **Governance:** Makai Watch is governed and guided by a MW Advisory Group (formally known as a Steering Committee), which consists of government, non-governmental organizations, and site-based organizations. Representatives of the State DLNR include the DLNR Chair, Administrators and staff of the primary Divisions involved in MW, DOCARE and the Division of Aquatic Resources (DAR), as well as the state co-manager of the Hawaiian Islands Humpback Whale National Marine Sanctuary (the sanctuary), which is managed jointly by NOAA and the State of Hawaiʻi through the DLNR. Representatives from the Division of Boating and Ocean Recreation (DOBOR) will be invited to join the Advisory Group. NGOs include: The Harold K.L. Castle Foundation, Hawaiʻi Wildlife Fund (HWF), Kuaʻāina Ulu ʻAuamo (KUA; formerly HCSN), The Nature Conservancy (TNC), Conservation International (CI), and the Coral Reef Alliance (CORAL). A full Terms of Reference and Charter for the Advisory Group will be developed as a short-term objective of the MW Strategy.

In summary, The Advisory Group has the following responsibilities:

* 1. Establish the strategic direction of the State of Hawaiʻi MW Program
	2. Guide the development of the MW Strategy, Standards, Communications Protocol, Training Program
	3. Work to ensure State approval of the MW Strategy and other elements.
	4. Oversee the State MW Program Strategy Implementation
	5. Represent the interests of their respective agencies in advising on the MW Program.
	6. Represent the best interests of the MW Program with their respective agencies.
	7. Represent the interests of MW Site Programs.
	8. Participate in selection and programmatic oversight of the Statewide MW Coordinator
	9. Support the effective implementation of MW Site Programs
	10. Participate in the delivery of MW training programs
	11. Seek support from key partners including State Agencies, Participating Organizations. Private Donor
	12. Participate in discussions over whether or not individual Site Programs should be recognized by the State. Final decision rests with the State DLNR
	13. Other responsibilities as mutually agreed by the Advisory Group and the State DLNR
1. **Makai Watch Statewide Coordinator:** A Statewide MW Coordinator (Statewide Coordinator) will be hired in mid 2013 with financial support initially provided by the Hawaiʻi Fish Trust Program (HFT) of CI. The Statewide Coordinator will be housed at the DLNR specifically within the DOCARE office in Honolulu and will coordinate the State’s support to the MW Program. The Statewide Coordinator will assist interested organizations and/or communities to understand and work toward meeting the State MW Standards. The Statewide Coordinator and MW Advisory Group will assess and issue an opinion to the DLNR when an organization’s program has met the Standards. The Statewide Coordinator will devote a roughly equal amount of time to supporting MW on each of the Hawaiian Islands where it is being implemented.
2. **Makai Watch Standards and State Recognition of Site Programs:** The State of Hawaiʻi will officially recognize an organization’s Site Program(s) if they meet the State of Hawaiʻi’s MW Standards. (See APPENDIX ONE: COMPLETE MAKAI WATCH STANDARDS).

The MW Standards were developed to help ensure a minimum level of safe field activity and to improve coordination between Site Programs and DLNR. The process to develop standards began in 2010 -2011 and initially focused on developing standards for the Observation and Incident Reporting only. In 2012, standards were developed for MW overall including the Awareness Raising and Outreach component. As part of the Strategic Planning process these standards were merged into one set of MW Standards. To access all of the MW Standards see APPENDIX ONE: COMPLETE MAKAI WATCH STANDARDS.

Each MW Site Program must meet the MW Standards in order to be recognized by the State. Once the MW Standards have been fully approved by the State of Hawaiʻi, the Statewide Coordinator will conduct outreach to help ensure that all existing and prospective Site Programs are aware of the standards and what they must do to meet them. The Statewide Coordinator will assist them to meet the MW Standards and conduct a simple annual evaluation of the program to ensure that they continue to meet the standards over time. If a Site Program is having any difficulty with meeting the MW Standards, the Statewide Coordinator will be on call to assist.

The process for recognition by the State is outlined in APPENDIX ONE: COMPLETE MAKAI WATCH STANDARDS.

Official recognition provides several benefits to Site Programs and the State including:

1. DOCARE and DAR can better manage and enforce resource regulations given the information shared by the Site Programs;
2. DOCARE, DAR and Site Programs have a foundation to build the necessary relationships to mutually improve the protection and communication concerning the management of resources and cherished regions where the community is organized and engaged;
3. DLNR will assist the MW programs to access training and mentoring in MW activities;
4. Site Programs can use the State of Hawaiʻi MW name; and
5. As requested DLNR will endorse recognized Site Programs that are in good standing as they seek financing and other support to operate their programs.
6. **Site Program Coordination:** Individual Site Programs must have a sponsoring organization that is incorporated and carries general liability insurance. These organizations may or may not be site-based and will provide the coordination, adequate liability insurance, and oversight of the individual MW Site programs they are sponsoring. Additionally, these sponsoring organizations must have an active MW Site Program Coordinator (Site Program Coordinator) for each site they are sponsoring. Site Program Coordinators may be paid or voluntary and may work part time or full time as long as they work a sufficient number of hours to effectively coordinate the program including ensuring the program meets all State of Hawaiʻi MW Standards.

All Site Programs must compile a Site Program Manual covering background on the culture, history, ecology, and values of the site as well as a Quick Reference Guide containing Site-specific rules and regulations. The Statewide Coordinator and several NGOs are able to help with the development of these manuals and guides.

It is highly preferable to the MW Program that there only be one Site Program per site in the Hawaiian Islands. The State DLNR can help Site Programs delineate the extent of a site and encourages that if more than one organization is interested in conducting MW in a site that they work together.

To enhance safety and security in the field, Applicants for Site Program Coordinator and volunteer positions must undergo a background screening which will include provision of character references. In addition, Site Program Coordinator applicants must undergo a criminal background check. Volunteer applicants whose character references indicate prior criminal or resource violations will be required to have a criminal background check. A background with criminal activity does not automatically disqualify a person from participating in the program. However, selection of a Site Program Coordinator or Volunteer that has been required to undergo a background check must be vetted and authorized by DLNR in order for the applicant to participate in the State of Hawaiʻi MW Program.

A Memorandum of Agreement (MOA) will detail the relationship between DLNR and the organization sponsoring the Site Program (see draft in APPENDIX TWO: TEMPLATE FOR MEMORANDUM OF AGREEMENT BETWEEN MAKAI WATCH SITE PROGRAMS AND STATE DLNR). This MOA between by DLNR and each Site Program sponsoring organization formalizes the relationship between the entities.

**3. FIELD PRESENCE**

Makai Watch (MW) is a program through which State recognized and incorporated organizations representing specific sites collaborate with the State Department of Land and Natural Resources (DLNR) to strengthen site based marine and coastal resource management. Makai Watch programs in the field are referred to as MW Site Programs (Site Programs). Site Programs raise awareness of the social, cultural and historic value, uniqueness and importance of the effective management of Hawaiʻi’s near-shore marine and coastal resources. This includes the awareness of the purpose, importance and compliance with all resources rules and regulations. At their core, these Site Programs serve to create a place based culture and relationship of respect for marine resources as the foundation for compliance and a healthy collaborative relationship with enforcement officers who are only upholding the will of the people.

DLNR/DOCARE is exploring ways to enhance their enforcement presence in specific sites including participation in joint activities such as site visits and special training, pre-planned surveillance, special duty overtime, and others. The Statewide MW Coordinator (Statewide Coordinator) and MW Site Program Coordinators (Site Program Coordinators) will work with DOCARE to organize such activities on a case-by-case basis. Currently, DOCARE cannot support Deputization (Volunteer Officers) or Ranger options due to financial and human resource constraints.

To meet State of Hawaiʻi MW Standards, each Site Program must conduct a minimum of 20 hours a month of MW field activity. This may be done by a number of volunteers. Each volunteer much conduct a minimum of 4 hours a month (on average over each year) of MW field activity.

No MW field activity is to take place at night. However, if volunteers observe an incident in the course of their normal nightly activity as individual citizens, they should fill out an incident report and contact their Site Coordinator who can determine if it is a violation and if DOCARE should be called.

1. **COMMUNICATIONS**

A major focus of MW in 2013 and thereafter is to maintain regular and effective communications including two main aspects of communication:

1. Effective communications between Site Programs, DOCARE, DAR, DOBOR, sponsoring organizations, members of the MW Advisory Group, and others as relevant.
2. An effective incident reporting protocol.

To enhance communications, the MW Program has developed two main protocols:

1. Protocol for Consistent Communications in the MW Program: This is discussed in detail below.
2. Protocol for Reporting of Incidents at MW Sites: This is included within the MW Standards under the Observation and Incident Reporting Section found in Appendix One.

**Protocol for Consistent Communications in the MW Program:**

Communication about ongoing MW activities such as field implementation, training, Standards, and program progress is very important and will be carried out according to the following protocol outlined below. The objective of this communication is to ensure that all levels of the MW program from individual Site Programs to the Advisory Group and DLNR are well informed about progress and needs in MW so they may work collectively to improve implementation of the program overall.

**1. Organizations and Positions Participating in MW Communications**

The following organizations and positions will be involved in MW communications:

1. Department of Land and Natural Resources (DOCARE, DAR, and DOBOR): Supervision of the overall MW Program, participation in the Advisory Group, hosting of the Statewide Coordinator, training of MW Volunteers, communication of any concerns or important elements from the State of Hawaii.
2. MW Advisory Group: Decisions and communications about of all MW elements outside the purview of the State, development and communications of overall MW Program direction, approval of annual work plan, advice on supervision of the Statewide Coordinator, other support and communications as agreed.
3. Statewide Coordinator: Serves as a communications conduit between Site Programs and the DLNR and Advisory Group. Responsible for sharing important program elements with all sets of stakeholders.
4. Site Program Coordinators: Trains and communicates with Site Program volunteers and the general public in and around the Site and maintains the flow of communications between the Statewide Coordinator and the Sites.
5. Site Program Volunteers: Serve as a primary communications interface with the public under the supervision of the Site Program Coordinator.
6. Sponsoring Organizations: Supervise and guide MW Site implementation, maintain logistics and administrative elements of MW Site Programs, fundraise, and enter in MOA with State DLRN.
7. Partner Organizations: Support MW overall including securing of financing, participating in the Advisory Group, providing guidance, and communicating the importance of MW to donors and others as appropriate.

**2. Communications from Site Programs to Coordinators, Advisory Group, and DLNR**

The following approach will be used for effective communications from Site Programs to Coordinators, Advisory Group, and DLNR:

1. Volunteers will report regularly to the MW Site Program Coordinator (Site Program Coordinator) through a Standard MW Field Activity Report Form that is used to summarize daily MW field activity. All volunteers will fill out and submit this form to their Site Program Coordinator on any day that they carry out MW field activity. Any incidents or suspected violations will be summarized in a MW Incident Report Form and communicated following the Incident Response Protocol discussed separately below.
2. Site Program Coordinators will maintain records of all Standard MW Field Activity Report Forms and Incident Report Forms. They will prepare short semi-annual reports summarizing this information and any additional important information about their Site Program. This short report and all other reports at different levels of the MW Program will use Standard Reporting formats to make it easy for the Coordinators to prepare reports.
3. Site Program Coordinators will meet together with the Statewide Coordinator at least on a semi-annualbasis to report and share information about existing Site Programs. The Site Program Coordinator may also communicate with the Statewide Coordinator on an as needed basis. If, for example, important activities are being planned at the site or there have been major changes in the number or nature of incidents, these should be reported to the Statewide Coordinator as soon as possible.
4. The Statewide Coordinator will further compile the information received from each island on a semi-annual basis and report to the MW Advisory Group and other interested partners. This will include collecting and synthesizing information on the effectiveness of the program at the State level, to share with relevant Division Administrators, to inform state initiatives, and provide updates to the Chair’s office. The information shared by the Statewide Coordinator on a semi-annual basis may be used for the following purposes:
	* DLNR can use information to make programmatic or administrative decisions
	* DOCARE Administrator can have informed discussions with Branch chiefs during regular meetings
	* Branch Chief uses information to help inform officer deployment, assignments of officers to specific communities with directives, and resource allocation
	* Branch Chief assigns officers to liaise with specific communities about specific concerns, provide field assistance, etc.

1. If a Site Program would like participation from DLNR in any organized MW event, they should inform the Statewide Coordinator, and Branch Chief a minimum of two weeks in advance but it is better to provide notice at least one month in advance as this will increase the probability that DLNR staff can participate

**3. Communications from Coordinators, Advisory Group, and DLNR to Site Programs:**

* 1. The Statewide Coordinator will prepare a semi-annual update of MW activity that will be shared with the Advisory Group, DLNR, and Site Programs in a semi-annual program review meeting. This update will include any relevant information on the State Program including upcoming training and a summary of progress in Site Programs overall. This update will follow a standard format so that information will be easy to access.
	2. The Statewide Coordinator will hold a minimum of semi-annual meetings bringing together Site Programs to share simple reports on their activities as well as to share any important information from the Statewide Program.
	3. DOCARE will provide a minimum of semi-annual updates on any responses that they have made to incidents that have been reported by MW programs. This may be done much more regularly and on a case-by-case basis. Each Branch will carry this out individually.

**5. TRAINING**

It is critical that all MW Coordinators and Volunteers are trained and mentored properly in order for effective field implementation. The updated MW Training includes the new Complete State of Hawaiʻi MW Standards.

Starting in approximately August of 2013, training will be provided a minimum of twice a year on each island by a combination of DLNR, MW Site Programs, organizations that are supporting MW Site Programs, supporting NGOs, and others as appropriate. DOCARE will provide the OIR training, which will include and take into account local DLNR regulations. Partner organizations and DAR will provide training on the ARO. On line or video tutorials may be provided to support training.

A schedule for training on any of the Hawaiian Islands can be secured by contacting the MW Statewide Coordinator once this position is filled by approximately June of 2013.

All MW Volunteers must be trained and pass a written and practical test prior to being approved as a volunteer. Training will include information about the relative roles of DOCARE and other DLNR agencies, as well as the constraints under which these agencies are working. The MW test will be developed in 2013 after the standard training is updated.

Volunteers will be required to take the written test once every two years. Because MW is a State sponsored program, testing options for people who have special needs will be offered.

If the semi-annual trainings include more than one Site Program they may not necessarily include site-specific ARO information. Individual Site Programs will provide and conduct their own separate site-specific training including cultural, biological, and social information about the site. However, DOCARE and DAR will still provide training on site-specific rules for each Site Program.

**6. PARTNER COMMITMENTS:**

To support a successful MW program both at the State level and in the field, MW Partners have committed to certain obligations. Through periodic review of the program these commitments may be adjusted as necessary to make the program as effective and efficient as possible.

**DOCARE has committed to:**

1. Actively participate in and support the Program.
2. Serve on the MW Advisory Group as appropriate.
3. Conduct a minimum of two trainings a year on each Island that has active MW Site Program(s) that request training. Training will include all aspects of MW. The Observation and Incident Reporting and rules training will be conducted by DOCARE. Site Program Coordinators and DAR will take care of the site-specific information and Awareness Raising and Outreach. If DOCARE can provide one or more additional trainings per year they will do so.
4. Participate in collaborative events as possible with MW Site Programs as determined by DOCARE availability. Examples include: participation at scheduled MW events, in service training on site-specific rules if requested, site-specific training, or question and answer session with the public. DOCARE will strive for collaborative participation in events with Site Programs at least once a quarter per island.
5. Provide letters of support when Site Programs apply for grants if requested within a reasonable time (two weeks before deadline).
6. Follow up on information on actions that DOCARE has taken on incidents reported on by MW and other individuals. Currently this does not include a commitment to provide feedback or information on the disposition of any particular case. This kind of information is currently difficult for DOCARE to obtain. In time, DLNR may be able to access and provide this information.
7. Work to ensure that MW Site Programs and volunteers are aware of the constraints under which DAR, DOCARE, and DLNR in general is working.
8. Fund and/or support and participate in annual MW gatherings. These gatherings will bring together MW Site Programs and agencies and organizations that are involved in the program to share and learn together regarding progress on MW implementation.

**DAR has committed to:**

1. Actively participate in and support the Program.
2. Serve on the MW Advisory Group as appropriate.
3. Participate in a minimum of two trainings a year on each island that has active MW Site Program(s) that request training. The training will include all MW aspects. The Observation and Incident Reporting and rules training will be done by DOCARE. Site Coordinators and DAR will take care of the site-specific information and Awareness Raising and Outreach.
4. Support completion of ARO Trainings Materials
5. Review ARO Manuals for individual MW Site Programs.
6. Participate in collaborative events as possible with MW Site Programs as determined by DAR availability. Examples can be participation at scheduled MW events, in service training on site-specific rules if requested, site-specific training, or question and answer session with the public.
7. Provide letters of support when Site Programs apply for grants if requested within a reasonable time (two weeks before deadline).
8. Work to ensure that MW Site Programs and volunteers are aware of the constraints under which DAR, DOCARE, and DLNR in general is working.
9. Fund and/or support and participate in annual MW gatherings. These gatherings will bring together MW Site Programs and agencies and organizations that are involved in the program to share and learn together regarding progress on MW implementation.

**Partner NGOs have committed to:**

**(Specific commitments will be determined by each NGO. This represents the collective commitment of the participating partner NGOs).**

1. Actively participate in and support the Program. This might include seeking financing and providing technical and programmatic support where appropriate.
2. Where feasible and appropriate for each NGOs program, sponsor individual MW Site Programs including providing liability insurance coverage for MW volunteers.
3. Fund the Statewide Coordinator and relevant program activities to be carried out by the Coordinator for a minimum of the first two years of this positions creation. Please note the Hawaiʻi Fish Trust program of Conservation International will provide funding for the first two years. Funds for the position will need to be sought collaborative after that point. The hope is that the position will become a permanent State position.
4. Commit to be advocates for MW, and as appropriate for DOCARE and DLNR to enhance budgets and human resources including at the legislature within the confines and any lobbying restrictions individual organizations may have.
5. Work to ensure that MW Site Programs and volunteers are aware of the constraints under which DOCARE is working.
6. Actively carry out Advisory Group responsibilities.
7. Fund and/or support annual MW gatherings. These gatherings will bring together MW Site Programs and agencies and organizations that are involved in the program to share and learn together regarding progress on MW implementation.
8. Fund and/or support stronger enforcement presence activities in certain locations as appropriate and as financial and human resources allow. This could include organizing surveillance with DOCARE and potentially paying for over-time of DOCARE Officers
9. Support MW Site Programs in the development of site-specific manuals.
10. Support training and any updates to the training materials that are needed.
11. Help resolve any complaints or problems associated with MW as appropriate and within the scope of the organizations mandate.
12. Maintain accurate records on training and status of volunteers as appropriate.
13. Remove any volunteer that fails to meet basic standards for participation as appropriate.
14. Participate in policy-making processes at legislative hearings that determine policy, which may affect the MW Program (as feasible within the organizations lobbying constraints).

**7. OBJECTIVES FOR THE MAKAI WATCH PROGRAM**

During the MW Strategic Planning, objectives for the MW Program were identified for the period of January 2013 to December 2016. The objectives are listed under five categories below. Each category summarizes the primary approaches used to achieve the objectives. Detailed activities will be developed as part of the annual MW work plan once the Statewide Coordinator is hired in early to mid 2013 and annually thereafter.

**I. State Makai Watch Program Implementation**

1. Objective 1: By July of 2013, establish and fill a Statewide Coordinator position working from the DOCARE Office in the State of Hawaiʻi DLNR. Completed
2. Objective 2: By the end of 2013, the complete MW Strategy and Program has been approved by the State of Hawaiʻi.
3. Objective 3: By the end of 2013, a direct communication mechanism with DOCARE including a regular reporting system between DOCARE and MW Site Programs is devised and under implementation.
4. Objective 4: By the end of 2013, an active and regularly updated MW website serves as a hub for MW information including all key program information, standards, Guidelines, inventory of tools and resources, and identification of State recognized MW Site Programs. The website will be updated quarterly.
5. Objective 4: By the end of 2014, a direct communication mechanism with Police Departments is developed and under implementation.
6. Objective 5: By the end of 2014, a State-sanctioned, simplified and clear process for MW signage within communities is in place.
7. Objective 6: By the end of 2015, the Statewide MW Coordinator Position is a permanent DLNR position funded by the State of Hawaiʻi.
8. Objective 7: By the end of 2016, each of the main Hawaiian Islands will have an active MW Coordinator within DOCARE on each Island.

**Approaches to Achieve the Objectives:**

The MW Advisory Group has developed a job description for a Statewide Coordinator and will initiate recruitment in mid 2013. The Hawaiʻi Fish Trust will fund this position for the first two years which will include funds for the Coordinator to pursue key objectives e.g. resources to update and maintain the MW Web-site etc. While the MW Strategic Planning process has developed objectives, a draft communication protocol, and draft standards, it will largely fall to the Coordinator and the Advisory Group to fully develop these program elements and secure support and approval for them from current MW communities and as needed from the State. Once the Statewide Coordinator has been in place for several months, the Advisory Group will begin the process to create a permanent State position and to create MW Coordinator positions on each island.

**II. Makai Watch Site Program Implementation**

1. Objective 1: By the end of 2013, the new MW Program Standards are supported by MW Site Programs, approved by relevant State agencies, and under implementation.
2. Objective 2: By the end of 2013, the Standard MW Site Program Training has been updated to reflect the updated standards, approved by the State, and are being offered at least twice per year on each of the Hawaiian Islands where requested.
3. Objective 3: By the end of 2013 and thereafter, communities interested in MW are able to develop their own Site Programs based on established standards, policies, procedures, and State guidance.

**Approaches to Achieve the Objectives:**

The Strategic Planning process has resulted in draft MW Program Standards for OIR and ARO components of MW. These Standards will be fully vetted with current MW Site Programs in early to mid 2013. Once the Advisory Group, State DLNR, and Site Programs are satisfied that the standards meet the best interests of the program, the MW Statewide Coordinator and Advisory Group will pursue the necessary approvals at the State level. This will include approval of the MOA template by the Attorney General and the MW Standards by the Heads of each DLNR Division, the DLNR Chair, and ultimately the Land Board. While approvals are being sought, the Statewide Coordinator will begin to update the MW training leaving flexibility to accommodate the outcome of final BLNR review and approval of the MW Standards. Training will be initiated in mid to late 2013 as the approval timeline allows. This training will fully support Objective three as communities interested in establishing State Recognized MW Site Programs will be able to access training at least twice per year on each island.

**III. Makai Watch Effectiveness**

1. Objective 1: By the end of 2015, a civil process and citation system for resource violations is in place and is actively used by DOCARE in the field.
2. Objective 2: By the end of 2015, Judges have a much-improved understanding of how to address natural resources violations.
3. Objective 3: By the end of 2016, at least four MW programs in each county are active and recognized by the State of Hawaii MW Program.

**Approaches to Achieve the Objectives:**

A major constraint to resource enforcement in the State of Hawaiʻi is the lack of a clear civil process for citing and penalizing resource violators. Currently resource enforcement violations are adjudicated through the criminal process, which intermingles them with crimes that are generally considered more serious in nature. This results in less judicial resources to address environmental damages and to adequately create an effective policy for future deterrence.

A civil process would help to solve this problem. To support MW, the Advisory Group and partners will work with DLNR to support efforts to create this civil process. While this is under development, the MW Program will work to raise judicial awareness to the seriousness of resource violations through one on one meetings and periodic presentations to key decision makers.

Additionally, MW partners under the leadership of the Statewide Coordinator and Advisory Group will work to support Site Programs to establish themselves. This will include a collaborative effort to support fundraising, training, technical support, and other support as needed.

**IV. DOCARE Capacity Building**

1. Objective 1:By the end of 2013, improved and adaptable guidelines have been developed for ways in which NGOs and MW Communities can act as advocates for DOCARE to enhance their funding and operations.
2. Objective 2: By the end of 2015, DOCARE has an immediately accessible data basing system, which includes access to judiciary information (i.e. case dispositions).
3. Objective 3: By the end of 2015 and thereafter, education and cultural awareness is shared by DOCARE and other DLNR staff, so the agencies serve as better employees, stewards, and partners.
4. Objective 4:By the end of 2016, DOCARE has what it needs to do its job well including a stronger budget, sufficient staff levels to support MW, and tools to improve efficiency such as mobile data terminals, a tracking system for incident reporting, and other technology that is integrated and shared between MW and DOCARE.
5. Objective 5:By the end of 2016, DOCARE has sufficient programmatic capacity to address needs in culture, education, public information and outreach. This may include the creation, hire or assignment of positions specializing in marine education (i.e. “Marine Education Specialist”).

**Approaches to Achieve the Objectives:**

To achieve these objectives, MW Supporters and Partners will establish a political action working group. The working group will first help to establish guidelines for ways in which NGOs and MW Site Programs can advocate for increased DOCARE and DLNR capacity. Within the scope of these guidelines and any NGO lobbying restrictions, the working group will systematically support efforts to increase DOCARE and DLNR’s capacity. This will largely be supported by the demonstrated success achieved through the improved MW Standards and new staff positions that support MW. Makai Watch can help to multiply DLNR’s management success. For example, if DLNR is able to secure a certain amount of budget or staffing they can multiply this greatly in terms of impact by having those positions interact with and support MW. Makai Watch Site Programs and NGO partners should be available to help sponsor periodic workshops with a focus on relevant cultural and educational topics to deepen shared awareness of these elements in field operations.

**V. Makai Watch Program Funding**

1. Objective 1: By the end of 2016, MW Partners devise a consistent long term financing mechanism for central coordination and Site Programs to include Government and major state foundations, the Office of Hawaiian Affairs, and others.
2. By the end of 2015, a non-profit entity such as a “Friends of the Hawaiʻi DLNR” will be established if it is deemed appropriate by the State DLNR. This entity could be important to help fund specific elements of the DLNR and MW programs.

**Approaches to Achieve the Objectives:**

A major constraint to long-term implementation of MW has beensecuring consistent financing. While the effort is intended to be as low cost as possible, there will always be certain recurring costs that must be met both in MW Site Programs and the centralized coordination. A major objective for the program will be to fund the Statewide Coordinator and coordination activities through a recurring State appropriation. The program will also work to establish a consistent fund to support MW Site Programs. While establishing a permanent source of recurring finance is extremely difficult, the MW Program will first focus on consistent finance and then build on programs successes toward establishing sources of permanent funding.

Efforts to raise consistent funding may include the establishment of one or more non-profit organizations or foundations such as a “Friends of DLNR” organization. This could be similar to the "Hawai'i National Marine Sanctuary Foundation."  A non-profit 501(c)(3) organization could provide a mechanism to lobby the legislature to fund DLNR programs like MW, as well as raise funds to pay for key activities such as civil service positions that are established but have not yet had government funds released.

**8. FUNDING NEEDS AND SOURCES OF FINANCE**

**Funding Needs:**

Makai Watch has two primary elements that require consistent funding:

1. Central Coordination: Central Coordination requires funding for the Statewide Coordinator, Island Coordinators, training, mentoring, technical assistance, development of tools to support Site Programs, review and recognition of Site Programs, MW gatherings, cross site learning, and reporting to the State. At a minimum, central coordination capacity for MW requires a core $175,000 annual budget to employ the Statewide Coordinator and fund a basic level of coordination, training, and technical assistance. An ideal budget for a statewide program (central and site coordination) is on the order of $600,000 to cover the following expenses: Island Coordinators in at least each County but ideally on Kauaʻi, Oʻahu, Molokaʻi, Lānaʻi, Maui, and Hawaiʻi; annual MW gatherings to share learning and build the capacity of Site Programs; cross site learning; and detailed technical assistance from one or more NGOs.

1. Makai Watch Site Programs: Makai Watch Site Programs require funds for Site Program Coordinators, DOCARE additional enforcement activity such as overtime etc., awareness raising and outreach supplies, fuel stipends, hospitality, field equipment, technology necessary for OIR, and others. Additionally, some sites with a lack of volunteers may need to provide stipends to individuals to carry out ARO and OIR. A MW Site Program with a strong volunteer force may be able to operate on as little as $12,000 annually or cost as much as $150,000 annually. A typical budget for a Site Program is approximately $40,000 to $80,000 annually. Under this scenario, a Site Program Coordinator would compensated part time and funds would be available for field activities to help the program to run smoothly.

Additionally, DLNR/DOCARE desires to employ several additional positions and build capacity to strengthen the overall success of MW. Positions include a cultural specialist, a communications specialist, public information specialist, and more administrative staff.

**Sources of Finance:**

Funding for several aspects of Central Coordination over the next two years will be provided by the Hawaiʻi Fish Trust. This will include the Statewide Coordinator, training, development of MW training materials, and support to Site Programs to meet the State Standards. Additional funds need to be raised to cover additional expenses outlined above. The hope is that within two years the State of Hawaiʻi, at a minimum, will cover Central Coordination expenses and possibly other expenses as well. If the State is not able to cover these expenses additional funding sources will need to be pursued with the hope that recurring sources can be secured.

A significant amount of technical assistance and oversight is provided by the State as part of the duties of several staff including the DOCARE Administrator, Branch Chiefs, and Officers; the DAR Administrator and several staff. Several NGOs provide ongoing technical assistance and oversight as part of their ongoing activities.

Funding for individual Site Programs are typically secured by their sponsoring organizations; however, over the years some programs have had difficulty securing long-term financial resources. The most successful Site Programs have a strong volunteer force that continue to support the program whether there is funding available or not. This does require a major commitment on the part of community members. In areas where a strong volunteer force is not available, a scenario that has been successful is: individuals commit to volunteering but when funding is available are paid a stipend for part of the hours they work. The MW Standards require each individual to conduct a minimum of four hours of MW activity per month (on average) as this is a level that seems reasonable for most volunteers.

There is a definite need to identify and secure a source of recurring financing for MW Site Programs. This could include options such as creation of a non-profit or foundation that can receive contributions from other Foundations, Corporations, NGOs as well as settlement funds generated from resource violations

The MW Advisory Group should identify and develop consistent and sustainable sources of finance for Central Coordination and the MW Site Programs. This is a major objective of the MW program as summarized above.

**9. DEFINITIONS AND ACRONYMS**

1. **Makai:** Makai means toward the Ocean or toward the sea.
2. **Mauka:** Mauka means toward the mountains or inland.
3. **Makai Watch (MW):** Makai Watch is a program through which site-based State recognized and incorporated organizations collaborate with the State to strengthen site based marine and coastal resource management.
4. **Department of Land and Natural Resources (DLNR):** The DLNR in the State of Hawaii is headed by an executive Board of Land and Natural Resources, is responsible for managing, administering, and exercising control over public lands, water resources, ocean waters, navigable streams, coastal areas (except commercial harbors), minerals, and all interests therein.
5. **Division of Resource Conservation and Enforcement (DOCARE):** DOCARE is responsible for enforcement activities of the Department of Land and Natural Resources.
6. **Division of Aquatic Resources (DAR):** The mission of the DAR is to manage, conserve and restore the state's unique aquatic resources and ecosystems for present and future generations.
7. **Division of Boating and Recreation (DOBOR):** DOBOR administers programs, manages facilities and issues permits to facilitate access to this resource and to make the near shore waters safe for everyone.
8. **Marine Managed Areas (MMAs):** MMAs are specific geographic areas designated by statute or administrative rule for the purpose of managing a variety of marine, estuarine, or anchialine resources and their use. The resources may include any type of marine life (mammals, fishes, invertebrates, algae, etc.) and their habitats. They may also include preservation of cultural or historical resources.
9. **Marine Protected Areas (MPAs):** MPAsare a subset of MMAs, and focus on protection, enhancement, and conservation of habitat and ecosystems. Some MPAs have very few fishing restrictions and allow sustainable fishing, while others restrict all fishing and are "no take" areas.
10. **Marine Life Conservation Districts (MLCD’s):** MLCDs are designed to conserve and replenish marine resources. MLCDs allow only limited fishing and other consumptive uses, or prohibit such uses entirely. They provide fish and other aquatic life with a protected area in which to grow and reproduce, and are home to a great variety of species. Fishes in most MLCDs are fairly tame and often show little fear of humans. MLCDs are most popular as sites for snorkeling, diving and underwater photography.
11. **Fishery Management Areas (FMA’s):** FMAs are designed to sustain aquatic resources for fishing, reduce habitat damage from fishing and manage over-fishing where it occurs. The specific rules for FMA’s may vary in different locations.
12. **Fishery Replenishment Areas (FRA’s):** An FRA is a designated area, where specific fish harvesting activities are prohibited.
13. **Hawaiian Islands Humpback Whale National Marine Sanctuary (sanctuary):** The sanctuaryprotects the winter breeding, calving and nursing range of the largest Pacific population of the endangered humpback whale (*Megaptera novaeangliae*). The boundary of the sanctuary encompasses approximately 1,218 square nautical miles of coastal and ocean waters around the main Hawaiian Islands. The sanctuary extends seaward from the shoreline to the 100-fathom isobath. It includes areas around the islands of Maui, Lana'i, and Moloka'i, and parts of O'ahu, Kaua'i and Hawai'i. The sanctuary is jointly managed via a cooperative federal-state partnership between the National Oceanic and Atmospheric Administration and the State of Hawai'i.
14. **APPENDIX ONE: COMPLETE MAKAI WATCH STANDARDS**

***State of Hawaiʻi Makai Watch Program Standards***

***Draft – April 1, 2013***

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**I. MAKAI WATCH**

The Makai Watch (MW) Program is a partnership effort by and between the State of Hawaiʻi Department of Land and Natural Resources (DLNR), non-government organizations (NGOs – also referred to as non-profit organizations), and local communities. The goal of the MW Program is to enhance the management of coastal and near-shore marine resources by providing community members opportunities for direct involvement in management activities.

The MW Program consists of two components, as described below and one optional component. Each of these components has an associated training module.

**II. MANDATORY MAKAI WATCH COMPONENTS:**

1. **Awareness Raising and Outreach (ARO).** The MW Program trains volunteers to provide ocean users with useful, site-specific information related to the marine ecology, geography, culture, history, applicable resource regulations, safety, best fishing practices and proper reef etiquette;
2. **Observation and Incident Reporting (OIR).** Although Awareness Raising and Outreach may help to encourage compliance with regulations and pono practices, poaching and other detrimental activities may continue in some areas. To reduce the willful disregard for laws governing marine resource use, Volunteers are trained to accurately observe, identify and report resource violations to DOCARE. MW volunteers support effective resource protection by serving as the “eyes and ears” in the community, observing and reporting potential resource violations and illegal activity to the DLNR-DOCARE.

**III. OPTIONAL COMPONENT:**

1. **Biological and Human Use Monitoring (BHUM)**.To encourage community stewardship of our coastal and marine resources, it is important that community members understand their condition, alteration, evolution and use, over time. Communities that wish to conduct BHUM are encouraged to do so as organizational capacity allows. However, it is no longer a requirement of MW. The decision to make it optional was based primarily on concerns that the past requirement was too taxing for new and under-resourced organizations that had the energy and passion to first contribute on outreach and observation and incident reporting.

This does not negate the importance of developing this component. It is expected that organizations will naturally grow in their desire to increase knowledge and understanding of the resources over time. Thus, if an organization has the capacity, or the ability to partner with other organizations or agencies, they are strongly encouraged to conduct and/or support BHUM.

Biological information about the MW sites will be included in the Awareness Raising and Outreach component. Educationally oriented biological monitoring may be an important part of Raising Awareness both for MW volunteers and the general public. Additionally, Human Use monitoring may be incorporated into Observation and Incident Reporting as it can serve as an informative activity to be carried out while volunteers are making observations. General information about the value of BHUM will be included in the Awareness Raising and Outreach training sessions and support may be provided by partner organizations to help Site Programs develop this optional element.

**IV. OVERALL MAKAI WATCH SITE PROGRAM STANDARDS (REQUIREMENTS).**

The State of Hawaiʻi MW Program Standards are requirements if a program desires to be recognized by the State of Hawaiʻi DLNR as a State of Hawaiʻi MW Site Program.

In order to provide effective support, training, implementation, and reporting, all MW activities must be managed by a recognized MW Site Program (Site Program). Site Programs shall each be represented or sponsored by legally incorporated organizations that commit to sponsoring and actively participating in MW Program activities and meet all of the following requirements:

1. **MEMORANDUM OF AGREEMENT**

Organizations seeking “official” State DLNR recognition for a Prospective Site Program will execute a standard Memorandum of Agreement (MOA) with the State DLNR. The template for this MOA will be provided by the DLNR. This MOA sets forth the nature and scope of the relationship between the State and the organization representing the prospective Site Program and defines the roles, responsibilities and commitments of each party. Execution of an MOA is contingent upon a prospective Site Program meeting and maintaining all requirements set forth below.

1. **PROGRAM ACTIVITY REQUIREMENTS**

Prospective Site Programs are required to support and actively participate in the two (2) mandatory components of the MW Program: Awareness Raising and Outreach (ARO) and Observation and Incident Reporting (OIR). Support and participation includes:

1. Adherence to Standards. Prospective Site Programs shall review, acknowledge and adhere to applicable MW Program Standards, guidelines, policies, procedures and codes of conduct.
2. Organizational Representation: All Site Programs will be sponsored, represented, coordinated, and supported by a legally recognized organization. This may be a nonprofit or for-profit corporation, a legally registered association, or a community based organization that is legally incorporated. Hereafter in this document when we refer to the activities or requirements of Site Program(s) we mean as represented by the organization(s) supporting/sponsoring MW at a particular site.
3. Program Support and Evaluation. Site Programs are responsible for identifying and seeking funding and other support necessary to operate MW Program activities. In addition, Site Programs are responsible for monitoring and evaluation of program effectiveness at least twice per year using a standard evaluation format and providing evaluation information to the Statewide Coordinator.
4. Makai Watch Site Program Coordinator (Site Program Coordinator). Site Programs shall consistently retain a designated Site Program Coordinator who will serve as the primary point of contact between the Site Program, the Statewide Coordinator and DLNR. The Site Program Coordinator shall be subject to appropriate background screening and training requirements (as discussed in Section 3 below).
5. Minimum Activity. Site Programs shall conduct a minimum twenty (20) hours of MW activity per month. Activity hours may be conducted across either of the two mandatory MW Program areas. Each volunteer will conduct a minimum of four hours of MW activity per month (in either component and on average over the course of each year).
6. Management of Volunteers. Site Programs shall be responsible for recruitment, screening, management and oversight of all Site Program volunteers, including ensuring that all volunteers comply with applicable standards, guidelines, policies, procedures and codes of conduct and minimum training and education requirements. Information related to current Site Program volunteers and any changes and updates to the same shall be communicated to the Statewide Coordinator.
7. Training and Education for Volunteers. All volunteers must attend Standard MW training provided by DLNR and successfully pass the associated test. Site Programs, in conjunction with the Statewide Coordinator, are responsible for coordination and scheduling of volunteer training activities and arranging DLNR training support. DLNR training will be provided on each of the Hawaiian Islands where requested at least twice per year. Volunteers will be required to re-take and pass the written test once every two years.
8. Site Program Manuals and Quick Reference Guides: All Site Programs must compile a Site Program Manual covering background on the culture, history, ecology, and values of the site as well. The minimum requirements for the Site Program Manual are found in Section VI. MAKAI WATCH AWARENESS RAISING AND OUTREACH STANDARDS of the COMPLETE MAKAI WATCH STANDARDS. All Site Programs must also compile a Quick Reference Guide for their site. The Quick Reference Guide will include the specific rules and regulations for the site and may include maps, photographs, and other means by which volunteers may easily understand the rules and regulations in the site. The Site Program will train their volunteers to ensure they fully understand all background on the sites as well as rules and regulations applicable to the specific site. The Manuals and Quick Reference Guides shall be reviewed and approved by DLNR prior to distribution and shall be reviewed from time to time to ensure any updates or changes to rules and regulations are accurately reflected.
9. Coordination with DLNR. In order to support a positive working relationship with DLNR, Site Programs shall maintain an active working relationship with the Statewide Coordinator and local DLNR representatives. Where State participation is required or desired, MW Site Programs shall inform the Statewide Coordinator, DLNR, and the key DLNR Division of MW related events at least ten (10) days in advance. Earlier notice will enhance the likelihood that DLNR representatives will be able to participate.
10. Recordkeeping and Reporting. Site Programs are responsible for maintaining accurate internal records of all MW Program activities, including volunteer applications and training records and observation and incident reports. In order to provide DLNR with timely, relevant data related to activities occurring within the local community, volunteer observation and incident reports, activity reports, and any other relevant information shall be compiled and submitted to the Statewide Coordinator on a semi-annual basis. Please see the Protocol for Consistent Communications in the MW Program in the Makai Watch Strategic Plan, which provides more details on the communications requirements of Site Programs and the communications commitments of the State MW Program.

**3. MAKAI WATCH COORDINATOR AND VOLUNTEER (INDIVIDUAL) REQUIREMENTS**

It is important that individuals interested in participating in MW activities understand their roles, responsibilities and the requirements of participation.

1. Application Requirements. Individuals interested in participating in a MW Site Program must complete the appropriate Standard Application Form (Coordinator or Volunteer) and provide at least three (3) professional or personal character references. Applications forms will be available from the Statewide Coordinator.
2. Background Screening. To help ensure the integrity of the program and instill a sense of security for the participants in Site Programs and the community, either organizations sponsoring MW Program activities or DOCARE will conduct a character reference check and/or background screening on all applicants for Site Program Coordinator positions and for all applicants for MW volunteer positions. Specific procedures are as follows:

**Makai Watch Site Program Coordinators (Site Program Coordinators):**

1. All those wishing to serve as Site Program Coordinators will complete the Standard State of Hawaiʻi MW Site Program Coordinator Application Form that will include provision of character references and provide consent to a criminal background check.
2. Completed forms will be provided to the Statewide Coordinator and kept on file.
3. A criminal background check must be conducted for all those applying to be a Site Program Coordinator.
4. Since the State recognized Program is new, existing coordinators who desire to become Site Program Coordinators will also provide character references and undergo a criminal background check.

**Makai Watch Site Program Volunteers (Volunteers):**

1. All those wishing to serve as Volunteers will complete a Standard State of Hawaiʻi MW Volunteer Application Form which will include character references that the Site Program Coordinator will contact to help verify good character of the volunteer.
2. The Application Form will clearly state that the Site Program reserves the right to do a criminal background check on any applicant and that a background check will only be done with their signed consent.
3. The Application Form will also state that the MW Program reserves the right not to engage any applicant and reserves the right to terminate any volunteer should they not comply with the program Standards.
4. The Application Form will ask if the volunteer has ever been convicted of a felony or any natural resource violations. If they answer yes, they will be asked to explain their answer. A yes answer will not necessarily be grounds to disqualify them for participating in the program. However, if they answer yes, a criminal background check must be conducted.
5. DOCARE will conduct and pay for the background checks.
6. Since the Statewide Program is new, all long-standing volunteers will also complete an Application Form to ensure all volunteers are on file with the State. However, The Site Program Coordinators may use their discretion as whether or not to contact character references for long-standing volunteers.

**For Site Program Coordinators and Volunteers**

Any criminal background checks will only be conducted with the written consent of the applicant and the background check material results will only be used for the purpose of the MW application and will be destroyed after decision has been made.

If there are no negative or incomplete character references and the individual has committed no resource violations or felonies in the past, the selection or rejection of an applicant for a Site Program Coordinator or Volunteer will be solely up to the organizations sponsoring the Site Program.

If there are negative or incomplete character references or the applicant has committed violations or felonies in the past, DOCARE must review and agree with the decision regarding the selection of the individual for the position for which they have applied.

1. Training and Education Requirements. Approved volunteer applicants must review and familiarize themselves with applicable State of Hawaiʻi Administrative Rules (HAR), Hawaiʻi Revised Statutes (HRS) and other laws, rules and regulations applicable to the resources, recreational and other activities in their area. In addition, Volunteers will be required to attend and complete applicable Standards and Site-Specific training sessions to be scheduled by the Statewide Coordinator. Individual volunteers may elect to participate in only one of the MW components; however, they must receive training in both components and upon completion of required trainings, volunteers shall complete and pass a written and practical assessment demonstrating proficiency in the proper implementation of training content.
2. Length of Commitment. Participation in the MW Program requires a significant investment of time and energy and the completion of targeted training and education. For this reason, a minimum commitment of at least one (1) year is strongly suggested. In connection with their volunteer service, volunteers are expected to complete a minimum of four (4) volunteer activity hours (on average) per month.
3. Adherence to Standards. All Volunteers are required to review the MW Program Strategy and Standards and acknowledge that they understand and will adhere to applicable MW Program Standards.
4. Testifying in Court: Volunteers may be asked to assist DOCARE in the prosecution of certain violations by providing written statements regarding an observed incident and, in some cases, providing eyewitness testimony in court. Volunteers who elect to participate in the Observation and Incident Reporting component of the MW Program should be aware of these expectations and are encouraged to cooperate with DOCARE in the prosecution of violations as may be necessary.
5. Limitation of Authority. Trained Volunteers act as the “eyes and ears” for DOCARE by observing resource use activities collecting information, and reporting suspected violations to DOCARE. While the purpose of the MW Program is to improve the protection of marine resources through encouraging voluntary compliance with resource rules and regulations, it is important to emphasize that MW is NOT an enforcement program and volunteers are NOT granted any enforcement or other powers.
6. **OBSERVATION AND INCIDENT REPORTING STANDARDS FOR MAKAI WATCH SITE PROGRAMS**

**1. IN-FIELD OBSERVATION AND MONITORING**

Prior to engaging in any Observation and Incident Reporting (OIR) activities, Volunteers shall read the Community Guidebook, Section 3: Activity Types: Observation and Voluntary Compliance and these Standards in their entirety. In order to ensure personal safety and the safety of others, volunteers participating in observation and monitoring activities shall adhere to the following:

* No Offensive Action: Never take any offensive action like blocking cars or attempting a citizen’s arrest.
* Never Confront: Never confront individual(s) suspected to be in violation of resource or other laws, rules, regulations.
* Never Debate or Argue: Never engage in debate or argue with individual(s). If someone tries to engage in a debate, thank him or her for their time, diplomatically disengage from conversation, and move away from the person. It is important to be very careful about how a conversation is ended. Leaving abruptly may actually make the person more upset. While each situation is different, in many cases a diplomatic way to disengage from a potentially controversial debate is to simply say in a courteous tone of voice that your role as a Volunteer is to simply share resource rules and regulations with the public to ensure a thorough public understanding of them.
* Never Provide Personal Information: Never provide anyone your last name or indicate where you live.
* Be Aware: Be aware of and document environmental conditions. For example, what are the weather and ocean conditions like? How many people are in the area and what kind of activities are they engaged in?
* Telephone Access: Volunteers must carry or have immediate access to a mobile phone while performing MW Observation and Incident Reporting activities so they have the ability to immediately call for assistance if they observe an emergent life-threatening situation, to report a suspected violation, or if they themselves feel personally threatened in any way. In the absence of a mobile phone, Volunteers should, prior to assuming any MW Observation and Incident Reporting activities, identify all nearby public or landline telephones available for reporting incidents to DOCARE, police or fire department or other public safety officials. Volunteers should also have immediate access to key phone numbers for each of these public safety officials while conducting Observation and Incident Reporting activities.
* Buddy System: Conduct Observation and Incident Reporting activities in pairs using a “buddy system” for observing, communicating and documenting observations.
* Photography: Volunteers who voluntarily elect to take photographs or video of an activity that is suspected of being a violation of a resource rule or regulation should only do so from a safe distance from the observed activity. Attempts should be made to remain out of view from the individual(s) engaged in the suspected violation while the photograph/video documentation is taking place. In addition, please review special conditions regarding social media and information sharing set forth in Item J below.
* Police Assistance: Immediately call 911 and ask for police assistance if you are subjected in any way to verbal threats or physical violence.
* Social Media and Information Sharing: Special consideration regarding the sharing or publication of social media or other publically accessible information sharing platforms must be made. In the judicial system, all citizens have due process rights (i.e. right to a presumption of innocence, right to be treated fairly under the law and judicial procedure etc). Publication of photos, video, written or other content related to suspected or actual violations must be avoided to protect the civil and legal rights of individuals. If a volunteer decides to photograph, record or otherwise document a suspected violation using video or other media, these materials shall be retained internally and provided to DOCARE for review and follow-up.
* Familiarity with Applicable Laws, Rules and Regulations: Volunteers shall fully understand applicable rules and regulations related to the area being observed and monitored including those rules specifically related to resources (e.g. poaching, size and catch limits, seasonal regulations, etc.) and common recreational and commercial activities in the area (e.g. boating rules, use of recreational thrill watercraft, various fishing methods, etc.). All Site Programs will compile a Quick Reference Guide containing these rules and regulations for use by volunteers participating in observation, monitoring and incident reporting activities. Site Programs will also provide training to ensure their volunteers fully understand Site-specific rules and regulations.

**2. INCIDENT DOCUMENTATION AND REPORTING**

Quality incident reports are critical to DOCARE and other agencies (i.e. police, fire and rescue departments, etc.) in the documentation of non-compliant activities so that the laws, rules and regulations that protect people and the environment can be more effectively enforced. Information collected by Volunteers can prove critical in assisting DOCARE in the prosecution of resource violations and may help build greater public support for additional enforcement resources. Site Programs will ensure that their volunteers collect OIR information according to the following standards.

A. Required Information: The specific information required by DOCARE to assist in the documentation of resource violations is outlined in the Standard MW Incident Report Form. This form will be used by all Site Programs for their incident reporting. This information includes, but may not be limited to:

* The name, address, and contact information of the Volunteer compiling the report;
* Physical description of the individual(s) suspected of a violation (i.e. approximate age, height, weight, hair and eye color, other physical features, description of clothing, tattoos or other identifying markings or features, etc.);
* Description of the suspect’s boat, watercraft or other vessel, vehicle or trailer including registration numbers, vehicle or trailer license plate numbers, the make, model, year of the vessel or vehicle
* Detailed description of the suspect activity or resource violation, including the type of equipment, if any, and the manner in which the equipment is being used;
* In many cases, photographs or video documentation of a suspected violation can be important, however, Volunteers should always remain mindful to collect images discretely, from a safe distance and only if they feel they are able to do so without fear of reprisal from the individual(s) suspected of a violation. In addition, please review conditions related to the publication and/or sharing of photo or video documentation set forth in Item B. of this Section.

B. Report Submission: Suspected violations and other incidents should be documented and reported. This includes reporting any ongoing incident or suspected violation to DOCARE in a timely manner following the Incident Reporting Protocol (Section 3 below).

In the event of an emergency (matters requiring urgent attention or assistance due to an immediate threat of physical harm, injury or death), including possible criminal activity or suspicious behavior, Volunteers should immediately call 911, the local police department or other emergency first responder.

C. Testifying in Court: Volunteers may be asked to assist DOCARE in the prosecution of certain violations through the provision of written or oral testimony that concerns the observed incident in court. Volunteers who elect to participate in the Observation and Incident Reporting component of the MW Program should be aware of these expectations and are encouraged to cooperate with DOCARE in the prosecution of violations as necessary.

**3. Response Protocol for Reporting of Incidents at Makai Watch Sites:**

A standard response protocol for the reporting of incidents, especially suspected violations is critical to help DOCARE carry out its enforcement mandate as efficiently as possible and to help prevent over taxing officers will too much direct information. A major purpose of training volunteers and engaging Site Program Coordinators is to help ensure that incident information that is reported to DOCARE is as accurate and meaningful as possible. This helps the division respond effectively.

The following organizations and positions will be involved in MW Site Program Incident Reporting:

1. Department of Land and Natural Resources (DOCARE, DAR, and DOBOR): Supervision of the overall MW Program, participation in the Advisory Group, hosting of the Statewide Coordinator, training of MW Volunteers, communication of any concerns or important elements from the State of Hawaii, adjusting the MW program as needed based on results from Site Program implementation.
2. MW Advisory Group: Supervision of all MW elements outside of State supervision, development and communications of overall MW Program direction, approval of annual work plan, advice on supervision of the Statewide Coordinator.
3. Statewide Coordinator: Serves as a communications conduit between Site Programs and the DLNR and Advisory Group. Responsible for sharing important program elements with all sets of stakeholders.
4. Site Program Coordinators: Train and communicate with Site Program volunteers and the general public in and around the Site and maintain flow of communications between the Statewide Coordinator and the Sites. The Site Program Coordinators serve as the main communications conduit to DOCARE.
5. Site Program Volunteers: Serve as a primary communications interface with the public under the supervision of the Site Program Coordinator.
6. Sponsoring Organizations: Set the program direction and supervise MW Site implementation, maintain logistics, administrative elements of MW Site Programs, fundraise, and enter in MOA with State DLRN.
7. Partner Organizations: Support MW overall including securing of financing, participating in the Advisory Group, providing guidance, and communicating the importance of MW to donors and others as appropriate.

The following process will be followed in reporting incidents such as suspected violations (please see the associated flow chart displaying the process graphically):

1. If a MW Site Program Volunteer observes an incident that is a suspected violation, they should take down the relevant information on the Standard Incident Report Form and contact the Site Program Coordinator to discuss if the incident is in fact a violation. The Site Program Coordinator will in turn contact the DOCARE Branch Chief or Supervisor depending on who is on Duty. The Branch Chief or Supervisor will assign the case to a Field Officer who will respond at that time or will follow up. Following this pathway of communication will help those involved to determine if the incident is in fact a violation. It is extremely important to be as confident as possible about suspected violations before dispatching a DOCARE Field Officer since their resources are limited.
2. Given that not all the links in this proposed chain of communication will always be available, it is important to have an alternative approach. For each link the chain we have a proposed alternative as follows:

It is best to follow a communications pathway that puts the Volunteer that is observing the incident in direct contact with someone with a very good understanding of the rules and regulations of the Site. This will help to confirm if the incident is in fact a violation. While it may seem logical to just call the DOCARE Hotline it is actually more efficient to discuss the incident with a well informed individual (i.e. Site Program Coordinator) and work out together whether it is something that warrants an immediate response.

If the Site Program Coordinator is not available, the Volunteer may contact the Statewide Coordinator directly. If the Statewide Coordinator is not available, they may contact the DOCARE Branch Chief or Supervisor on duty directly. If the Volunteer is not able to get in touch with anyone in this chain a direct call to the DOCARE Hotline is the best alternative approach.

As Volunteers become well known to DOCARE, they may in time be able to directly contact the Branch Chief, Supervisor, or Field Officer. This will be decided on a case-by-case basis. However, they should inform the Site Program Coordinator and Statewide Coordinator of the incident as soon as possible.

The eventual hope is that each county (or Island) will have an Island Coordinator. This position will eventually be an intermediary between the Site Program Coordinators and the Branch Chiefs or Supervisors. But given these positions may not be in place for many years the protocol as outlined above is recommended.

1. Once the case has been assigned to a Field Officer, the Officer may contact the Volunteer directly either on site or by phone to discuss the details of the incident and take the appropriate course of action. This may include a direct response at the time of the incident or follow up depending on the current availability of the Officer.
2. Site Programs should make every effort to use the communications protocol, as it will result in a more efficient Makai Watch Program overall. However, it is important to recognize that at any time any citizen of Hawaiʻi or visitor may call the DOCARE Hotline if they believe a resource violation is taking place.
3. Tracking of MW Incident Reports: A concern of several Site Programs was to understand what happens after an incident is reported to DOCARE. This topic was discussed at length during the MW Strategic Planning. It is important to recognize that DLNR/DOCARE is under numerous and significant resource and capacity constraints on their ability to access information concerning cases. However, DOCARE is committed to follow up on incidents that are reported on by MW and other individuals to inform them on what action was taken by DOCARE. This commitment does not apply to feedback on the disposition of any particular or ongoing case as this kind of information is currently either inaccessible or overly burdensome for DOCARE to obtain. In time, DLNR will work with the judiciary to try to improve their access to this information. In addition it is hoped that DOCARE will be allocated resources to add necessary capacity to improve communications on this and other key aspects of enforcement.

Contact DOCARE

Statewide Coordinator

If Site Program Coordinator can’t be reached, contact **Statewide** Coordinator

Site Program Coord.

If Statewide Coordinator can’t be reached, contact DOCARE Branch Chief or Supervisor

DOCARE Field Officer

Assign to Field Officer

DOCARE Branch Chief or Supervisor

Contact Branch Chief or Supervisor

Community Volunteer

Observe Incident/

Violation

Report Incident/Violation

Statewide Coordinator

 Contact Community Volunteer and/or respond directly and/or follow up when available

Contact Site Program Coord.

**VI.** **DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT SUPPORT FOR OBSERVATION AND INCIDENT REPORTING**

The Division of Conservation and Resources Enforcement (DOCARE) is one of ten (10) divisions of the State of Hawaiʻi Department of Land and Natural Resources. The Mission of DOCARE is *to effectively uphold the laws that serve to protect, conserve and manage Hawaiʻi’s unique and limited natural, cultural and historic resources held in public trust for current and future generations of visitors and the people of Hawaiʻi nei*. DOCARE has primary responsibility for natural resources enforcement in the State of Hawaiʻi.

In addition to enforcing Hawaiʻi’s natural resource rules and regulations, DOCARE works with other government and non-government partners to support communities in the development and implementation of volunteer programs such as MW that promote the ethical use, stewardship and sustainability of our land and natural resources. In support of the MW Program, DOCARE has committed to providing recognized MW Site Programs (Site program[s]) throughout the State with:

1. Incident Response. DOCARE officers respond to all resource incidents or violations reported by members of the community. While officers may not be able to immediately respond to every incident, DOCARE officers will conduct follow-up investigations based on reports received. Trained MW Site Program volunteers can assist DOCARE in addressing suspected violations by providing accurate, relevant, well-organized information regarding incidents they observe.
2. Training and Education for Volunteers. Local DOCARE enforcement officers provide MW Site Program Volunteers (Volunteers) with training and education on a periodic basis, including two (2) MW trainings per year on each Island where requested. In general, training sessions include, but may not be limited to, an overview of applicable local, state and federal natural resource laws and regulations; guidance on commonly observed, commonly reported violations (both general or site specific); guidelines and best Practices for volunteer observation and monitoring; guidelines and best practices for compiling incident reports, including information requirements and reporting procedures. Training sessions may include both in-classroom and field-based practice sessions.
3. Joint-Activity Participation. Depending on local DOCARE schedule availability, DOCARE enforcement officers may participate in quarterly joint-activities with Site Programs, including participation at scheduled MW events, participation in efforts to enhance field enforcement presence, site-based training and education activities, and question and answer sessions with the public.
4. Additional Support. DOCARE is committed to supporting local communities in protecting the health of Hawaiʻi’s natural resources. From time to time, DOCARE may support the efforts of recognized Site Programs by submitting letters of support for funding proposals and other activities that are aligned with the resource protection mission of the DLNR. Requests for letters of support from DOCARE should be made with a reasonable lead time of at least two weeks.

**VII. MAKAI WATCH AWARENESS RAISING AND OUTREACH STANDARDS**

**1. AWARENESS RAISING AND OUTREACH REQURIEMENTS**

Makai Watch focuses on caring for an area first and foremost by raising awareness among users of the area. Makai Watch Programs will provide a MW t-shirt and Volunteer Manual and a Quick Reference Guide to participants so they are trained and equipped to raise the public’s awareness about the importance of the area, its cultural significance, history, ecology, and regulations that are in place in the area. Many visitors to coastal communities know very little about these elements. They may be unfamiliar with how to care for the area, how to provide the appropriate cultural respect, and with the regulations. As a result, they may inadvertently break laws or engage in damaging or disrespectful behaviors.

**Required Topics to include in Site Program Manuals and Quick Reference Guides**

Site Program Manuals should include the following information as reasonably available. It is however recognized that acquisition of this information may be beyond the capacity of a Site Program. In such cases the Site Program should gather and include all information possible and revise the manual every two to three years and/or as more information becomes available.

Maps and photos should be used throughout the Manuals and Quick Reference Guides to assist with understanding of the Site. The Manuals and Quick Reference Guides shall be reviewed and approved by DLNR prior to distribution and shall be reviewed from time to time to ensure any updates or changes to rules and regulations are accurately reflected.

**Manual Contents:**

1. Cultural Significance (please consult with lineal descendent of the area)
* Traditional uses of the area and significance
* Mo'olelo (as available)
* Place names
* Cultural practices that should be followed and respected
* Any legends or stories about the area
* The current cultural significance of the area (with an emphasis on Hawaiian culture, but with reference to any other cultures that use the area)
1. History
* Historical uses of the resources in an area
* If the area is a formally managed area such as a Marine Life Conservation District, the date and objectives of designation should be taught.
* Any changes to the area’s status along with the reason for these changes
* The current objectives of the managed area
* Any other interesting historical facts
1. Physical and Ecological Characteristics
* The dominant ecosystem
* The types of organisms that are likely to be encountered (including photos to assist with identification). Volunteers should be able to easily identify all species that are regulated in their Site.
* The ahupua‘a concept: The relationship between the land and sea
* The current status of the area in terms of resources
* Organisms that may be dangerous and potentially harm resource users
* Organisms that are sensitive and thus should be avoided to reduce harm by resource users
1. Site Etiquette (responsible and appropriate behavior)
* How to conduct yourself in the water—i.e., not trampling coral, not harassing turtles and marine life
* What to take or not take out of respect for the local community. Some communities may want to decide together which practices they feel are appropriate for their area. For example, at Miloli'i on the Big Island, the community has asked that no one lay gill net in front of the halau. While it is technically legal, it is not considered appropriate by a large number of community members.
1. Safety
* Specific natural and manmade hazards of the area (i.e. water currents, uneven ramp)
* How to approach an ocean user for educational purposes
* Provide contact information for nearest medical facility, phone, life guard stand, 1st aid kit

**Quick Reference Guide Contents:**

1. Regulations (these may be included in the Quick Reference Guide to the Rules and Regulations of the Area)
* Regulations that are specific to the area
* Regulations that apply to any marine life in Hawai'i, including the particular area

**2. TRAINING AND TRACKING REQUIREMENTS**

Each MW participant shall be trained in both the Awareness Raising and Outreach and the Observation and Incident Reporting Components of the program. In addition participants will be introduced to the recommended Biological and Human-Use Monitoring component.

The MW Site Program Coordinator (Site Program Coordinator) shall be responsible to ensure that all volunteers are properly trained in the following areas:

* Content of the Site Specific Manual and Quick Reference Guide to Rules and Regulations
* Cultural Sensitivity
* Field Orientation

The training method should incorporate interpretive training principles using essential competencies, a combination of knowledge, skills, and abilities which, when acquired, allows volunteers to perform a task or function at a specifically defined level of proficiency. For more information on interpretative training programs visit the National Park Service’s web-site at <http://www.nps.gov/idp/interp/theprogram.htm>.

Each volunteer will be required to pass a written test on the information contained in the training including information on MW in general and the Observation and Incident Reporting Standards. Volunteers will be required to take the written test once every two years. Site Program Coordinators and participants are encouraged to seek out other opportunities to gain knowledge of the local resources through University and State sponsored lectures and workshops or informal information sharing from local experts, cultural practitioners, and people with a long history in the area.

For general program reporting, MW Programs will keep track of the number of volunteer hours logged, contacts with the public and other statistics as needed. This data can be used to measure the effectiveness of the program and help with future funding. A MW Volunteer Field Activity Report Form is located in the Appendix of this document.

**VIII. PROCESS FOR REVIEW AND STATE RECOGNITION OF A MAKAI WATCH SITE PROGRAM**

Once the MW Strategy, Standards and other key aspects of the program have been approved by the State, prospective site programs may begin the process of meeting the State Standards and being officially recognized as State of Hawaiʻi MW Site Program.

The process will be as follows:

1. Any prospective site program will contact the Statewide Coordinator and indicate their interest to pursue State recognition.
2. The Statewide Coordinator will provide them with a complete package of information about the State of Hawaiʻi MW Program including the Standards, the Program Strategy, a summary of the benefits of being recognized by the State, a MW Program Checklist that will guide a prospective site program on the steps they need to take to comply with the MW Standards and to be recognized by the State.
3. Once they have received and reviewed the MW Program materials, prospective site programs will inform the Statewide Coordinator if they are intending to comply with the MW Standards and apply to be recognized by the State. They will follow the MW Checklist to prepare to apply to be recognized by the State DLNR. Once they have met the requirements as specified in the Checklist, they can apply using a standard application form for recognition by the State of Hawaiʻi DLNR for recognition as a MW Program (please note, the standard application form will be developed by the end of 2013).
4. The Statewide Coordinator will be available to answer any questions about the process and to advise on any tasks that they need to complete in order to comply with the requirements to be recognized by the State.
5. Upon reviewing the application, the Statewide Coordinator will meet with the prospective site program and review their application and lay out any additional steps that they need to take to comply. This may include a schedule of technical support provide by the Statewide Coordinator and/or another MW program.
6. Once they have applied, a program will be considered a Candidate MW program and will receive the same benefits as recognized MW programs including training support, technical assistance to meet the MW Standards, support for funding applications, and other benefits as mutually agreed.
7. In the process of working to meet the MW Standards, the prospective site programs should take active steps to have all their volunteers trained at the next available MW training.
8. After the minimum number of volunteers have been trained and are active, the Candidate MW program should operate according to the MW Standards. This will include utilizing the Standard MW Forms for recording and reporting their activities.
9. The activities undertaken after training will be reported to the Statewide Coordinator as an important element of the Candidate MW program’s application to be recognized by the State.
10. The prospective MW Site Program should actively develop necessary materials and documents to support their prospective program including the Site Manual and Quick Reference Guide.
11. Certain elements of the Site Program will need to be reviewed by the MW Advisory Group and Divisions within DLNR. These include the Site Manual and Quick Reference Guide as well as training results including compiled test scores, and Activity Report Forms and Incident Report Forms.
12. All Candidates MW Site Programs must demonstrate measurable progress encouraged to progress actively toward meeting the MW Program Standards and being recognized by the State within a year of their application. This timeline may be extended with no negative implications to the Candidate MW Site Program if any delays are caused by the State of Hawai’i MW Program itself. The Statewide Coordinator will remain in regular contact and working with the Candidate MW Program to verify that progress is being made, determine when the program has fully met all MW Standards, and make a recommendation to the Advisory Group that a program is ready to enter into an MOA with the State DLNRR.
13. Once a Candidate MW Program has met all the Standards, the State DLNR and the organization representing the program will enter into an MOA.
14. This will be followed by a proposal to be officially recognized by the State Board of Land and Natural Resources as a State of Hawaiʻi MW Site Program. It is anticipated that the proposal for recognition will be heard by the Board of Land and Natural Resources within a month of completion of the MOA.

Volunteers:

1. Given that MW Training will only be provided on each island a minimum of twice per year, it is possible that some volunteers may not be able to access training for several months after they have become interested in working with the program. These individuals can still volunteer their services for the Awareness Raising and Outreach component of MW and may shadow volunteers carrying out Observation and Incident Reporting. Additionally, webinars and on-line video tutorials may be provided to support volunteers in training. However, they will be considered a volunteer in training and will not be considered a full Volunteer until they have completed the training and passed the MW test.

**APPENDIX A: EMERGENCY RESPONSE DIRECTORY**

|  |  |
| --- | --- |
| **SITUATION:** | **CALL** |
| **Swimmer in Distress at Unattended Beaches** | * Honolulu Fire Department **911**
 |
| **Scuba Diving accidents** | * Honolulu Fire Department **911**
* U.S. Coast Guard **808-541-2450**
 |
| **Boating Mishap Involving Injury** | * Honolulu Fire Department **911**
* DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
 |
| **Missing Beachgoer at Unattended Beaches** | * Honolulu Fire Department **911**
 |
| **Sewage Spill/Water Pollution** | * Honolulu City and County- Wastewater Management **808-523-4421**
* Department of Health- Clean Water Branch **808-586-4309**
 |
| **Infectious Waste (syringes/needles)** | * Department of Health- Hazardous Evaluation & Emergency Response Office **808-586-4249** (after hours call **808-247-2191**)
 |
| **Hazards to Navigation** | * U.S. Coast Guard **808-541-3218**
* DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
 |
| **Stranded, Injured Marine Mammals, Sea Turtles, Sea Birds** | * DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
* National Marine Fisheries Service **808-983-5300**
* Seals: **808-983-5715**
* Turtles: **808-983-5730**
* Whales and Dolphins: **808-973-2987**
 |
| **Overdue Boats** | * U.S. Coast Guard **808-541-3218**
 |
| **Shark Sighting** (for data collection only) | * DLNR Shark Line **58-SHARK (808-587-4275)**
 |
| **Fuel and Oil Spills (If an individual spills fuel or oil causing a visible sheen on the water, the individual is required to call the National Response Center at 1-800-424-8022)**  | * U.S. Coast Guard Marine Safety Office **808-522-8260**
 |
| **Fishing and Conservation Resource Violations** | * DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
 |
| **Thrillcraft or Other Boating Violations of Ocean Recreation Management Area Rules** | * DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
 |
| **Hazardous Debris on the Beach** | * Call local Police Department
 |
| **Blocked Beach Access** | * Honolulu City & County- Office of Information **808-523-4381**
 |
| **Dumping of Plastics, Garbage, Etc. into the Ocean**  | * U.S. Coast Guard **808-522-8260**
* DLNR Division of Conservation and Resources Enforcement (DOCARE) **808-587-0077**
 |
| **Debris Related Issues** | * Community Work Day Program- Litter Hotline **1-888-592-2522**
 |
| **Abandoned Boats, Boating Registration**  | * DLNR Division of Boating and Ocean Recreation (DOBOR) **808-587-1972**
 |

|  |  |
| --- | --- |
| **AGENCIES** | **PHONE (on Oahu)** |
| DLNR Division of Aquatic Resources (DAR) | 808-587-0111 |
| DLNR, Division of Boating and Ocean Recreation (DOBOR) | 808-587-1966 |
| DLNR, Division of Conservation & Resources Enforcement (DOCARE) | 808-587-0077 |
| U.S. National Marine Fisheries Service (NMFS) | 808-983-5300 |

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**APPENDIX B: MAKAI WATCH VOLUNTEER FIELD ACTIVITY REPORT FORM**

**DRAFT – February 7, 2013**

**Makai Watch Volunteer Field Activity**

**Report Form**

NAME: LOCATION: Time in: Time out:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |
| --- |
| Type of Makai Watch Activity \_\_\_ Education & Outreach \_\_\_ Observation & Incident Reporting *optional*: \_\_Biological Monitoring \_\_\_Human Use Monitoring |
| NUMBER OF PERSONAL CONTACTS: |
| ESTIMATED NUMBER OF PEOPLE IN THE AREA AND NOTE THE TIME:  |
| ACTIVITIES PERFORMED: KIOSK: TABLE: ROVING: OTHER: |
| DID YOU NOTICE ANY ILLEGAL BEHAVIORS? IF SO, EXPLAIN: |
| HOW DID PEOPLE REACT TO YOUR PRESENCE? |
| WHAT WERE THE GENERAL QUESTIONS ASKED? |
| WHAT CHANGES IN THE PROGRAM WOULD YOU SUGGEST? |

**3. APPENDIX THREE: TEMPLATE FOR MEMORANDUM OF AGREEMENT BETWEEN MAKAI WATCH SITE PROGRAMS AND STATE DLNR**

**DRAFT – APRIL 1, 2013**

MEMORANDUM OF AGREEMENT

STATE OF HAWAIʻI DEPARTMENT OF LAND AND NATURAL RESOURCES

AND [CANDIDATE MAKAI WATCH PROGRAM SPONSORING ORGANIZATION ]

This Memorandum of Agreement (hereinafter, the “Agreement”) is entered into this day: \_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Effective Date”) by and between the State of Hawaiʻi, Department of Land and Natural Resources, Division of Conservation and Resources Enforcement, the Division of Aquatic Resources, and [CANDIDATE MAKAI WATCH PROGRAM SITE SPONSORING ORGANIZATION].

BACKGROUND

The MW Program is a partnership effort initiated in 2005 by and between the State of Hawaiʻi Department of Land and Natural Resources (DLNR), local non-government organizations and communities. The goal of the MW Program is to enhance the management of coastal and near-shore marine resources by providing community members opportunities for direct involvement in management activities. The MW Program consists of two (2) mandatory and one (1) optional component, as described below:

Mandatory Components:

1. *Awareness Raising and Outreach (ARO)*. The MW Program trains volunteers to provide ocean users with useful, site-specific information related to the marine ecology, geography, culture, history, applicable resource regulations, safety, best fishing practices and proper reef etiquette;
2. *Observation and Incident Reporting* (OIR). While Awareness Raising and Outreach help to reduce illegal activities, poaching and other detrimental activities may continue in some areas. To reduce the willful disregard for laws governing marine resource use, Volunteers are trained to accurately observe, identify and report resource violations. Volunteers support effective resource protection by serving as the “eyes and ears” in the community, observing and reporting potential resource violations and illegal activity to the DLNR Division of Conservation and Resources Enforcement (DOCARE).

Optional Component:

1. *Biological and Human Use Monitoring.*To encourage community stewardship of coastal and marine resources, it is important that community members understand the condition of these resources, how they are being used and how they change over time. Communities that wish to conduct Biological and Human Use Monitoring are encouraged to do so under community stewardship programs as their capacity allows, but this will not be an officially required part of MW. The decision to make this component optional was based primarily on concerns that MW could become too taxing and exceed the capacity of most local organizations. However, if an organization has sufficient capacity, or the ability to partner with other organizations or agencies, they are strongly encouraged to conduct and/or support Biological and Human Use Monitoring. Biological information about the MW sites will be included in the Awareness Raising and Outreach component. General information about the value of Biological and Human-Use monitoring will be included in the Awareness Raising and Outreach training sessions.

In 2012, the State of Hawaiʻi Department of Land and Natural Resources DOCARE, DAR, and Hawaiian Islands Humpback Whale National Marine Sanctuary (sanctuary), together with The Harold K.L. Castle Foundation, Conservation International (CI), by and through its Hawaiʻi Fish Trust (HFT), The Nature Conservancy of Hawaiʻi, Kuaʻāina Ulu ʻAuamo (KUA), formerly known as the Hawaiʻi Community Stewardship Network, the Hawaiʻi Wildlife Fund (HWF), Coral Reef Alliance (CORAL) and various community organizations conducted efforts to improve and enhance the structure, organization and operating effectiveness of the MW Program through the development of guidelines and standards and a Strategic Plan that would be applied to MW Site Programs (Site Program) and their activities.

The State of Hawaiʻi Department of Land and Natural Resources now desires to formalize a process by which interested community members and their sponsoring organizations may participate in MW Programs in their area (Site). This Memorandum of Agreement will define the roles and responsibilities of the Department of Land and Natural Resources (hereinafter, “DLNR”), Division of Conservation and Resources Enforcement (hereinafter, “DOCARE”), Division of Aquatic Resources (hereinafter, “DAR”) and organizations seeking recognition by the Department of Land and Natural Resources to become a MW Site Program and clarify the working relationship thereof.

NOW THEREFORE, in consideration of the foregoing premises, the State of Hawaiʻi DLNR, DOCARE, DAR and [CANDIDATE MAKAI WATCH PROGRAM] (hereinafter, “Site Program”) agree as follows:

AGREEMENT

1. SITE DESCRIPTION. This agreement shall apply to activities that fall within [MAKAI WATCH PROGRAM SITE including any State or County designated management areas and adjacent areas as relevant] as described and shown in the Site Map in Exhibit A (attached and hereto and made a part of this Memorandum of Agreement by reference).
2. ROLES AND RESPONSIBILITIES OF THE STATE. All natural resources enforcement activities fall within the authority, jurisdiction and purview of the State of Hawaiʻi by and through its DLNR. DOCARE is responsible for the enforcement of the State of Hawaiʻi’s laws, rules and regulations related to natural resources conservation and protection. DAR is responsible for protecting and managing the marine and aquatic resources of the State of Hawaiʻi.
	1. DOCARE, as the enforcement branch of the DLNR, agrees to:
3. Respond to resource incidents or violations reported by Site Programs in a timely and reasonable manner. Response may include, but are not limited to, dispatching an officer to the scene of the incident, an immediate verbal or written acknowledgement of receipt of the complaint, and/or active follow up investigation of the incident;
4. Provide follow up communications on a minimum of a semi-annual basis to the MW Statewide Coordinator (Statewide Coordinator) and Site Programs regarding actions taken by DOCARE in response to reported incidents.
5. Communicate suggestions, interests and concerns that relate to the administration of (1) Awareness Raising and Outreach and (2) Observation and Incident Reporting activities conducted by Site Programs;
6. Establish a process and timeline to coordinate with Site Program activities, to include providing MW Program Standards, and provide an independent avenue for conflict resolution, to include meetings to discuss interests and concerns and help coordinate actions and efforts with Site Programs to ensure effective and efficient services will be provided and to ensure volunteer and public safety;
7. Provide a minimum of two (2) training sessions per year on each Island covering the MW Site Program Standards as well as local, State and Federal natural resource laws and regulations, commonly observed and commonly reported violations (both general or site specific), guidelines and best practices for volunteer observation and monitoring, guidelines and best practices for compiling incident reports, including information requirements and reporting procedures, and other applicable natural and cultural history, policy, and resource management related matters, for Site Programs.
8. Assist Site Programs in the establishment of Safety Protocols that align with the Complete MW Program Standards. (Exhibit B attached hereto and made a part of this Memorandum of Agreement by reference);
9. As possible, depending on local DOCARE schedule availability, participate in scheduled MW events, site-based training and education activities, and question and answer sessions with the public;
10. Hereafter, officially recognize the Site Program as a State Recognized MW Site Program if the Site Program meets and continues to meet the requirements of the MW Program Standards; and
11. As possible, support the efforts of recognized Site Programs by submitting letters of support for funding proposals and other activities that are aligned with the resource protection mission of the DLNR, provided, however, that any requests for letters of support from DOCARE be submitted at least two (2) weeks in advance of the desired delivery date from DOCARE.
	1. DAR, agrees to:
12. Provide support and assistance related to the definition and interpretation of State of Hawaiʻi resource regulations;
13. Assist DOCARE in providing Site Program prospective and recognized volunteers with training related to applicable local, State and Federal natural resource laws and regulations, and other applicable natural and cultural history, policy, and resource management related matters; and
14. Hereafter, officially recognize the Site Program as a State Recognized MW Site Program if the Site Program meets and continues to meet all requirements of the MW Program Standards.
15. ROLES AND RESPONSIBILITIES OF MAKAI WATCH SITE PROGRAMS as (represented by their sponsoring organizations). All participants in MW Site Programs and their sponsoring organizations agree to work collaboratively with the DLNR, DOCARE and DAR to support the goals of preservation and protection of coastal and near-shore marine resources and:
	1. Representation and Sponsorship: Be represented by an incorporated organization that is legally permitted to conduct business in the State of Hawaiʻi, sponsors and supports MW field activities, hosts Volunteers for the Site Program, and carries liability insurance that cover MW activities.
	2. Program Activity. Support and actively participate in the two (2) mandatory components of the MW Program including, Awareness Raising and Outreach, and Observation and Incident Reporting, and assist DLNR by providing information and education services related to the same. Each MW Site Programs shall conduct a minimum twenty (20) hours of MW Program activities per month with each volunteer conducting a minimum of four (4) hours per month on average, which activity hours may be conducted across any one or both of the two (2) defined MW Program areas;
	3. Meeting the Standards. Adhere to and ensure all volunteer participants adhere to applicable Complete MW Program Standards (provided in Exhibit B attached hereto and made a part of this Memorandum of Agreement by reference);
	4. Funding and Support. Identify and seek funding and other support necessary to operate MW Program Site activities:
	5. Program Evaluation. Conduct a minimum of semi-annual self-evaluation of MW Program Site effectiveness including coordination and communications with DLNR using a the Standard MW evaluation form (provided in Exhibit C attached hereto and made a part of this Memorandum of Agreement by reference) and provide evaluation information to the Statewide MW Program Coordinator, DLNR, DOCARE and DAR.
	6. Makai Watch Site Program Coordinator (Site Program Coordinator): Recruit or identify and consistently maintain a designated Site Program Coordinator who will serve as the primary point of contact between the MW Site Program, the Statewide Coordinator, DLNR, DOCARE and DAR. The Site Program Coordinator shall be subject to appropriate background screening and training requirements as described in the MW Program Standards. The Site Program Coordinator may be voluntary or compensated on a part or full time basis;
	7. Volunteer Management. Recruit, screen, and provide management and oversight of all Site Program Volunteers, including ensuring that they comply with applicable MW Program Standards (including: safety standards and response protocols), meet minimum training and education requirements, and execute necessary Liability Waiver and Release form (provided in Exhibit D attached hereto and made a part of this Memorandum of Agreement by reference);
	8. Volunteer Training and Education. Develop in coordination with DLNR, DOCARE and DAR, a site-specific Manual and Quick Reference Guide and ensure that all MW Site Program Volunteers are properly trained in both site-specific and standardized program requirements. Site Programs are responsible for coordination and scheduling of volunteer training activities and arranging necessary DLNR training support as necessary;
	9. Safety Protocols. Develop and train volunteers in a specific Safety Protocol for the Site Program as directed in the MW Complete Standards.
	10. Communication. In order to support a positive working relationship with DLNR, DOCARE, and DAR, maintain an active working relationship with the Statewide Coordinator and local DLNR, DOCARE, and DAR representatives, communicate all plans and provide updates on activities on monthly basis to DLNR, DOCARE and DAR. Communications should be carried out in accordance with the Standard Communications Protocol;
	11. Recordkeeping and Reporting. Maintain accurate internal records of all Site Program activities, including Volunteer applications and training records, MW Field Activity Report Forms, and Incident Reports Forms. In order to provide DLNR with timely, relevant data related to activities occurring within the local community, volunteer activity and observation and incident reports shall be compiled and submitted to the Statewide Coordinator on a semi-annual basis.
	12. Consent to Background Screening. To ensure the integrity of the program and instill a sense of security for the participants in MW Program and the community, conduct background screening in keeping with the MW Program Standards, for all volunteers, participating in MW Observation and Incident Reporting activities.
	13. No Enforcement Powers. Ensure that all Site Program affiliates, volunteers and other participants are clear on roles and responsibilities and do not act as enforcement agents in conjunction with Site Program activities;
16. TERM OF AGREEMENT. The Effective Date of this Agreement shall be the date written above and shall remain in effect for a period of one (1) year from then. Either the DLNR or Site Program may terminate this Agreement upon thirty (30) days written notice to the other party.
17. COMPLIANCE WITH LAWS. Site Programs shall comply with all applicable Federal, State and county laws, ordinances, codes, rules and regulations, as the same may be amended from time to time, that in any way affect the performance of this Agreement.
18. MODIFICATION OF AGREEMENT. This Agreement may be amended by the Chairperson or his designee, to assure full compliance with State mandates.

IN VIEW OF THE ABOVE, the DLNR and Makai Watch Program Site as represented by its sponsoring organization (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) hereby execute this Agreement:

**State of Hawaiʻi Department of Land and Natural Resources**

Name (Please Print)

Title (Please Print)

**Division of Conservation and Resources Enforcement**

Name (Please Print)

Title (Please Print)

**Division of Aquatic Resources**

Name (Please Print)

Title (Please Print)

**[MAKAI WATCH PROGRAM SITE SPONSORING ORGANIZATION NAME]**

**[MAKAI WATCH SITE PROGRAM]**

Name (Please Print)

Title (Please Print)

**Exhibits to be Included as Detailed below**

Exhibit A: MAP of the Site (to be provided by the Site Program)

Exhibit B: Complete Makai Watch Program Standards (to be included once approved by the State of Hawaiʻi)

Exhibit C: Standard Makai Watch Evaluation Form (to be developed)

Exhibit D: Liability Waivers and Release Form (to be developed)