

**SELECTED GLOSSARY TERMS:
Josephine County Budget Process &
Citizen Involvement/Citizen Participation (CI/CP) In Budgeting**

November 5, 2016

The following glossaries (i.e., terms and definitions) have been adopted from a range of sources to address Josephine County (JO CO), Oregon policy and budget process issues, including CI/CP in budgeting for JO CO.

- Oregon’s Local Budget Law: Oregon Revised Statutes (ORS): 294.305 to 294.565
- Oregon’s Local Budget Law: Oregon Administrative Rules (OAR): 150-294.175 to 150-294.920
- Oregon Revised Statutes for Local Budget Law Glossary (ORS)
- Oregon Governor’s Task Force on Federal Forest Payments and County Services (ORGovTF 2009)
- Local Budgeting Manual Glossary (*Manual*)
- Local Budgeting In Oregon Glossary (LBIO)
- JO CO Glossary (JO CO)
- Quality Assurance Standard: For Community Stakeholder Engagement Standard (IAP2 2015)
- Authors’ Glossary (Authors)

This set of “Selected Glossary Terms” is applicable to the *Citizen Participation In The Josephine County Budget Process* project. It specifically is not about the allocation of revenue to certain programs or about specific fiscal accounting processes. It does include JO CO budget processes. The set of CI/CP “Selected Glossary Terms” are mostly derived from research by the Authors documented in Chapter V, *Citizen Participation In The Josephine County Budget Process*.

Budgets: Josephine County, Oregon
Citizen Participation In The Josephine County Budget Process
Justice System Exploratory Committee
Hugo Neighborhood Association & Historical Society
<http://www.hugoneighborhood.org/budgets.htm>

Citizen Involvement In Josephine County Budget Process
Citizen Participation In The Josephine County Budget Process
Justice System Exploratory Committee
Hugo Neighborhood Association & Historical Society
<http://www.hugoneighborhood.org/ci.htm>

This set of “Selected Glossary Terms” is also applicable to the Justice System & Public Safety Services Study Design: 2015 project which was the first driving force before reviewing the JO CO budget.

Justice System & Public Safety Services Study Design: 2015
Justice System Exploratory Committee
Hugo Neighborhood Association & Historical Society
<http://www.hugoneighborhood.org/justicesystemexploratorycommittee.htm>

**SELECTED GLOSSARY TERMS:
Josephine County Budget Process &
Citizen Involvement/Citizen Participation (CI/CP) In Budgeting**

Activity. That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)] (*Manual*).

Adopted Budget. Financial plan (emphasis added) that is the basis for appropriations. Adopted by the governing body (ORS 294.456).

Adopted Budget. Financial plan that is the basis for appropriations. Adopted by the governing body [ORS 294.456] (*Manual*)

Adopted Budget. The financial plan adopted by the governing body which forms a basis for appropriations (LBIO).

Adopted Budget. The annual budget document as approved by the budget committee and then adopted by the Board of County Commissioners (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Ad Valorem Tax. A property tax computed as a percentage of the assessed value of taxable property (*Manual*).

Ad Valorem Tax. A property tax computed as a percentage of the value of taxable property. See “Assessed value” (LBIO).

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)] (*Manual*).

Appropriation. Based on an adopted budget, an authorization for spending specific amounts of money for specific purposes during specific periods of time. Presented in a resolution or ordinance adopted by the governing body (LBIO).

Assessed Value. The portion of value of real or personal property that is taxable. It is the lesser of the property’s real market value or the constitutional value limit (maximum assessed value — MAV). The value limit may increase 3 percent annually unless qualifying improvements or changes are made to the property. These improvements or changes allow the value limit to increase by more than 3 percent (LBIO).

Approved Budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.428).

Approved Budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.428) (*Manual*).

Audit. The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State (ORS 297.425) (*Manual*).

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government’s financial statements, and compliance with requirements, orders and regulations (*Manual*).

Balanced budget. A budget in which the resources equal the requirements in every fund.

Billing Rate. The tax rate used to compute ad valorem taxes for each property (*Manual*).

BLM refers to the Bureau of Land Management of the U.S. Department of Interior, which administers 264 million acres of federal lands in Oregon and other states, including O&C lands in Oregon (ORGovTF 2009).

Budget. Written report showing the local government’s comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)] (*Manual*).

Budget. Written report showing the local government’s comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year (LBIO).

Budget. A policy statement detailing an entity’s plan for the attainment of stated goals during a specified period. This includes estimates of required expenditures and anticipated revenues necessary to carry out stated goals (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Budget Committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district (LBIO).

Budget Committee. The budget planning board of an entity. It is comprised of the Board of County Commissioners and three appointed Josephine County Residents (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Budget Message. Written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body (ORS 294.403) (*Manual*).

Budget Message. An explanation of the budget and local government’s financial priorities. Prepared by or under the direction of the executive officer or presiding officer of the governing body (LBIO).

Budget Officer. Person appointed by the governing body to assemble budget material and information, prepare the proposed budget, and oversee the budget process (LBIO, p. 13).

Budget Officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget (ORS 294.331) (*Manual*).

Budget Officer. Person appointed by the governing body to assemble budget material and information, prepare the proposed budget, and oversee the budget process (LBIO).

Budget Transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund (*Manual*).

Citizen Participation may be defined as a process in which ordinary people take part – whether on a voluntary or obligatory basis and whether acting alone or as part of a group – with the goal of influencing a decision involving significant choices that will affect their community. (Authors).

Citizen Participation (page I Introduction - 3?)

Committee. Hugo Justice System & Public Safety Services Exploratory Committee, Hugo Neighborhood Association & Historical Society (Committee).

Consolidated Billing Tax Rate. The combined total of the billing rates for all taxing Districts in a code area. Does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges (*Manual*).

Core Philosophies. The core philosophies of the Hugo Neighborhood Association & Historical Society and of its committee, the Hugo Justice System & Public Safety Services Exploratory

Committee. These core beliefs are the foundation for their interest and volunteer work on the JS&PSS issue: 1. freedom of speech and the right to vote; 2. all citizens, voters, and votes are legitimate, and 3. fair representation (Committee).

County Elections Officer. County clerk or registrar of elections. 150-504-400 (Rev. 02-14).

Critical Counties is a designation used in this report to describe counties that will face severe general fund shortfalls or whose road funding will be limited to gravel road standards within one to two years after the loss of SRS payments, as described in Section 6 (ORGovTF 2009).

Discretionary General Fund refers to county general fund revenues, excluding “passthrough” dollars over which the county has no control, which counties use to fund general services such as public safety and libraries and to make contributions to shared services such as public health and assessment and taxation (ORGovTF 2009).

Discretionary Road Fund refers to county road fund revenues that are not dedicated or promised to specific road projects (ORGovTF 2009).

District. See “Local government” (*Manual*).

District. See “Local government” (LBIO).

ESA refers to the federal Endangered Species Act (PL 93-205), enacted in 1973 (ORGovTF 2009).

Estimate. (v) To arrive at a rough calculation or an opinion formed from imperfect data. (n) The resulting amount (*Manual*).

Expenditures. Decreases in net financial resources if accounts are kept on an accrual or modified accrual basis; total amount paid if accounts are kept on a cash basis (LBIO).

Federal Fiscal Year (FFY) refers to the fiscal year of the U.S. government, which begins on October 1 and ends on September 30. The federal fiscal year is designated by the year in which it ends. Thus FFY 2009 refers to the federal fiscal year that began on October 1, 2008 and will end on September 30, 2009 (ORGovTF 2009).

Federal Forest Counties are those counties that include federal forest lands. Only three of Oregon’s 36 counties do not include federal forest lands: Clatsop, Gilliam and Sherman. All of the 33 other counties are considered federal forest counties (ORGovTF 2009).

Federal Forest Payments is a term used interchangeably with “SRS payments” and safety net payments (defined below; (ORGovTF 2009).

Federal Forests refer to both O&C lands managed by the BLM and national forests managed by the U. S. Forest Service (ORGovTF 2009).

Fiscal Year refers to the fiscal year of the state of Oregon and all 36 Oregon counties, beginning on July 1 and ending on June 30. The state and county fiscal year is designated by both the beginning and ending year. Thus 2008-09 refers to the fiscal year that began on July 1, 2008 and will end on June 30, 2009 (ORGovTF 2009).

Fiscal Year. A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)] (*Manual*).

Fiscal Year. A 12-month period beginning July 1 and ending June 30 (LBIO).

Forest Service Lands refer to national forests managed by the U.S. Forest Service. These include 11 national forests comprising 14.3 million acres in Oregon (ORGovTF 2009).

Fund. A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives (*Manual*).

Fund. A division in a budget segregating independent fiscal and accounting requirements. An entity within a government's financial plan designated to carry on specific activities or to reach certain objectives (LBIO).

Fund Balance. The fund equity of government funds (*Manual*).

Fund Type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150.294.352(1)-(A)] (*Manual*).

General Fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150.294.352(1)-(A)] (*Manual*).

General Government Category. The category for taxes used to support general government operations other than schools that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(2)] (*Manual*).

Good Faith. The standard for estimating budget resources and requirements. Good faith estimates are reasonable and are reasonably likely to prove accurate, based on the known facts at the time (*Manual*).

Governing Body. County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)] (*Manual*).

Governing body. County court, board of commissioners, city council, school board, board of trustees, board of directors, or other governing board of a local government (LBIO).

Grant. A donation or contribution of cash to a governmental unit by a third party which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)].

Hard Hit Counties is a designation used in this report to describe counties that will lose more than 20 percent of their discretionary general funds or more than 20 percent of their FFP Task Force

discretionary road funds from the loss of SRS payments, as described in Section 6. This report identifies 24 such counties (ORGovTF 2009).

IAP2 Quality Assurance Standard for Community and Stakeholder Engagement

Standards promote the right of individuals who are affected by a decision to have a say in the decision-making process, highlighting the benefits of this to organizations, governments and individuals. The set of standards are used to measure any engagement process in order to ensure it meets best practice principles leading to confidence in the outcome for all involved (Appendix S); IAP2 2015, p. 3).

Interfund loans. Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.468) (*Manual*).

Internal Service Fund. A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis (ORS 294.343) (*Manual*).

Legal Opinion. The opinion as to legality rendered by an authorized official, such as the Oregon attorney general or city attorney (*Manual*).

Levy. (v) To impose a property tax. (n) Ad valorem tax certified by a local government. (Ref ?)

Line-item budget. The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division (LBIO).

Local Government. Any city, county, port, school district, education service district, community college, special district, public or quasi-public corporation (including a municipal

utility or dock commission) operated by a separate board or commission; a municipality or municipal corporation under ORS 294.311(26) (*Manual*).

Local Government. Any city, county, port, school district, public, or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission (LBIO).

Local Option Tax. Voter-approved taxing authority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. It is limited to five years unless it is for a capital project, then it is limited to the useful life of the project or 10 years, whichever is less [Art. XI, section 11(4)] (*Manual*).

Measure 5. A constitutional amendment (Art. XI, section 11b) passed in 1990 that limits the amount of operating tax that can be imposed on a property to \$5 per \$1,000 of real market value for education and \$10 per 1,000 for general government (*Manual*).

Measure 50. A constitutional amendment (Art. XI, section 11) passed in 1997 that limits the growth in a property's maximum assessed value to 3% per year. It also limits a local government's taxing authority by creating permanent rate limits (*Manual*).

Municipal Corporation. See "Local government" (*Manual*).

Municipality. See "Local government" (*Manual*; LBIO).

NEPA refers to the National Environmental Policy Act enacted in 1970 (ORGovTF 2009).

O&C Act refers to federal legislation, enacted in 1937, known the Oregon and California Railroad and Coos Bay Wagon Road Grant Lands Act of 1937. This legislation established the current framework for the federal government's management of O&C lands (ORGovTF 2009).

O&c Counties refer to the 18 Oregon counties that include O&C lands within their boundaries. These include all counties west of the Cascades except Clatsop County O&C lands, plus Klamath County in Southeast Oregon (ORGovTF 2009).

O&c Lands refer to 2.2 million acres of forest lands in Western and Southern Oregon that were originally granted by the federal government to the Oregon and California Railroad in 1866 and other lands granted for the Coos Bay Wagon Road. These lands were later re-conveyed to the federal government in 1916 and 1919. These lands are now governed by the O&C Act and managed by the BLM (ORGovTF 2009).

Object Classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)] (*Manual*).

Operating Rate. The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise (*Manual*).

Ordinance. A formal legislative enactment by the governing board of a municipality. (*Manual*)

Ordinance. Written directive or act of a governing body. Has the full force and effect of law within the local government's boundaries, provided it does not conflict with a state statute or constitutional provision. See also "Resolution" (LBIO).

Organizational Unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division) [ORS 294.311(31)] (*Manual*).

Organizational Unit. Any administrative subdivision of a local government, especially one charged with carrying on one or more specific functions (such as a department, office, or division) (LBIO).

Payments In Lieu of Taxes (PILT) refers to provided by the federal government to counties as compensation for the impact of non-taxable federal lands on local government budgets (ORGovTF 2009).

Permanent Rate Limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can change a permanent rate limit (*Manual*).

Permanent Rate Limit. A district's permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997–1998 or are voter-approved for districts formed in 1997–1998 and later (LBIO).

Principal Act. The Oregon Revised Statutes that describe how a certain type of municipal corporation is formed, selects its governing body, the powers it may exercise and the types of taxing authority that its voters may authorize (*Manual*).

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)] (*Manual*).

Program. A group of related activities to accomplish a major service or function for which the local government is responsible (LBIO).

Program. A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the county is responsible (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Program Budget. A budget based on the programs of the local government. (*Manual*)

Property Taxes. Ad valorem tax or another tax on property certified to the county assessor by a local government unit (*Manual*).

Property Taxes. Amounts imposed on taxable property by a local government within its operating rate limit, levied under local option authority, or levied to repay bonded debt (LBIO).

Proposed Budget. Financial plan prepared by the budget officer. All funds must balance. It is submitted to the public and the budget committee for review (*Manual*).

Proposed Budget. Financial and operating plan prepared by the budget officer, submitted to the public and budget committee for review (LBIO).

Proposed Resource Management Plan (PRMP) refers to the for O&C lands prepared by the BLM and also referred to as the WOPR (ORGovTF 2009).

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; or hand delivery to each street address within the boundaries of the local government [ORS 294.311(35)] (*Manual*).

Purpose. The purpose of *Citizen Participation In The Josephine County Budget Process* is to have the JO CO Board of County Commissioners (BCC) take steps toward greater transparency of the JO CO budget process by making information more readily available and comprehensible to citizens, and the citizens taking the opportunities to participate with more understanding (Authors).

Purpose. The purpose of the proposed Justice System & Public Safety Services (JS&PSS) study is to provide grass roots opportunities to county citizens for active CI, accessibility to information and education, and to better understand the JS&PSS Issue as the decision-makers. In

a nut shell the proposed study's design basis is based on formal inventories and an impact methodology model which promotes informed decision-making through a unique decision process where the citizens are the decision-makers (Authors).

Purposes. The alternative CP purpose hypotheses are two, depending on the assumed government support for CI/CP in the budget process: 1. Hypothesis #1. Optimistic CP Opportunities Alternative In Budget Process, and 2. Hypothesis #2. Pessimistic CP Opportunities Alternative In Budget Process (Authors).

Rational Ignorance is refraining from acquiring knowledge when the cost of educating oneself on an issue exceeds the potential benefit that the knowledge would provide. Ignorance about an issue is said to be "rational" when the cost of educating oneself about the issue sufficiently to make an informed decision can outweigh any potential benefit one could reasonably expect to gain from that decision, and so it would be irrational to waste time doing so (Authors).

Requirements. A budget term used for all budgeted uses of monies in a fund during a fiscal period. It includes budgeted expenditures, interfund transfers, contingencies and balances budgeted to be carried over to the next fiscal period. Requirements must be equal to Resources (see next definition) in order for a fund's budget to be in balance (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Reserve Fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment (ORS 294.346) (*Manual*).

Reserve Fund. Established to accumulate money from one fiscal year to another for a specific purpose (LBIO).

Resolution. A formal order of a governing body; lower legal status than an ordinance (*Manual*).

Resolution. A formal expression of will or intent voted by an official body. Statutes or charter will specify actions that must be made by ordinance and actions that may be by resolution. (For cities, revenue raising measures such as taxes, special assessments, and service charges always require ordinances.) See "Ordinance" (LBIO).

Resource. Estimated beginning funds on hand plus anticipated receipts (ORS 294.361) (*Manual*).

Resources. Estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues (LBIO).

Resources. Total monies available during a budget period. This includes the estimated balances on hand at the beginning of the budgetary period plus all revenues anticipated being collected (JO CO FY 2015-16 Budget Appendix - Glossary) (JO CO).

Revenues. Monies received or anticipated by a local government from either tax or nontax sources (LBIO).

Safety Net Payments is a term used interchangeably with federal forest payments and SRS payments (ORGovTF 2009).

Secure Rural Schools (SRS) Payments refer to the payments to counties and schools pursuant to Title I and Title III of the 2000 Secure Rural Schools and Community Self-Determination Act (PL 106-393) and its reauthorization as part of the 2008 Emergency Economic Stabilization Act of 2008 (Public Law 110-343) (ORGovTF 2009).

Special Revenue Fund. A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150.294.352(1)-(A)] (*Manual*).

Special Payment. A budget expenditure category for pass-through payments, grants made to other organizations and other one-time or unusual expenditures that do not fall into the other categories of personal services, materials and services, capital outlay, etc. (*Manual*).

Supplemental Budget. A financial plan adopted during a budget period to meet unexpected needs or to appropriate revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax (ORS 294.471, renumbered from 294.480) (*Manual*).

Supplemental Budget. Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. Cannot be used to increase a tax levy (LBIO).

Tax Levy. Taxes imposed by a local government unit through a rate or amount. (LBIO)

Tax Rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property (*Manual*)

Tax Roll. The official listing of the amount of taxes imposed against each taxable property (Ref ?).

Tax Year. The fiscal year from July 1 through June 30 (*Manual*).

Transparency Effective fiscal transparency entails the intelligibility and usability as well as availability of budget and financial information, to nonspecialists (most citizens and many public officials) as well as to budget analysts and other specialists and budget-process insiders. It also entails the existence of an attentive and comprehending audience, which for purposes of democratizing budgeting would have to include non-specialists. The intelligibility and usefulness of financial information for supporting decision making by a particular audience help to distinguish effective from illusory fiscal transparency. We cannot expect reliable and valid preference formation, deliberation, and revelation unless participants first understand their fiscal situation, options and the likely tradeoffs and other consequences associated with their choices. That is, there can be no authentic participation in budgeting without effective transparency. Participation is meaningless if not well informed, and participants can only be well informed if there is effective transparency. At the same time, it does not seem reasonable to expect participants – particularly non-specialists – to have unlimited time and attention to devote to comprehending and making use of relevant information (Appendix I) (Authors).

Third-party Intermediator The Authors are still considering the idea of being a independent third-party advocate for the public in CI/CP in the budget process. The goal is the same which is to have public officials consider taking steps toward greater transparency by making information more readily available and comprehensible to citizens (Appendix I) (Authors).

Timber-Dependent Counties refer to the 24 hard hit counties identified in Section 6 of this report (ORGovTF 2009).

Transfers. Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund (LBIO).

Trust fund. A fund used to account for fiscal activities of assets held in trust by a local government (*Manual*).

Unappropriated Ending Fund Balance. Amount set aside in the budget to be carried over to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency (ORS 294.398) (*Manual*).

Unappropriated Ending Fund Balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget, to provide the local government with a needed cash flow

until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year it is budgeted unless there is a significant calamity or natural disaster (LBIO).

Unsustainable is a designation used in this report to describe counties that will face severe general fund shortfalls or whose road funding will be limited to gravel road standards within two to four years after the loss of SRS payments, as described in Section 6 (ORGovTF 2009).

Western Oregon Plan Revisions (WOPR) refers to the for O&C lands issued by the BLM in 2008 (ORGovTF 2009).

Quality Assurance Standard: For Community Stakeholder Engagement Standard (IAP2 2015)

Terms and Definitions

For the purposes of this Standard the following terms and definitions have been adopted from a range of sources.

Term	Definition	Source
Assessment	Demonstration that specified requirements relating to the process are fulfilled	ISO22222:2005 Personal Financial Planning-Requirements for personal financial planners.
Community Engagement	A planned process with the specific purpose of working with identified groups of people whether they are connected by geographic location, special interest or affiliation, to address issues affecting their well-being.	Queensland Department of Emergency Services (2001) Charter for community engagement, Community Engagement Unit, Strategic and Executive Services, Queensland Department of Emergency Services
Community Engagement Model Definitions:		
To Lead	Identifying the problem or the purpose and initiating the engagement	IAP2 Australasia Certificate in Engagement.
To Act	Deciding to act on the problem or consequence of the matter raised	IAP2 Australasia Certificate in Engagement.
Context	A statement of internal and external parameters which may impact the achievement of objectives and shall therefore be defined and considered at the project outset.	ISO/AS:NZS 31000:2009 Risk Management Principles and Guidelines
Core Values	Refer to Figure 2 and Section 3.1	IAP2
Engagement	Engagement is a planned process with the specific purpose of <i>working across organisations, stakeholders and communities</i> to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.	IAP2 Australasia Certificate of Engagement 2014.
Evaluation	Assessment of the effectiveness or results of a project or the resources which contribute to the achievement of project objectives	ISO5127:2001 Information and documentation — Vocabulary
Governance	Processes and systems by which an organisation or project team system of directs and controls itself	ISO/TR 11633-1:2009 Health informatics — Information security management for remote maintenance of medical devices and medical information systems
IAP2	International Association of Public Participation	
Monitoring	Continually checking, supervising, critically observing or determining the status in order to identify change from the performance level required or expected	ISO/AS:NZS 31000:2009 Risk Management Principles and Guidelines.
Public	Those stakeholders who are not typically part of the decision-making entity or entities	
Public Participation	Any process that involves the public in problem-solving or decision-making and that uses public input to make better decisions. It includes all aspects of identifying problems and opportunities, developing alternatives and making decisions. It uses tools and techniques that are common to a number of dispute resolution and communication fields.	IAP2 Planning for Effective Public Participation, 2006
Review	Process whereby activities are verified against the principles and requirements of project and QAS.	ISO 14044:2006 – Environmental Management
Spectrum	The IAP2 Public Participation Spectrum which is designed to assist with the level of engagement that is required depending on the community's or stakeholder's role.	IAP2
Stakeholders	Any individual, group of individuals, organization or political entity with an interest or stake in the outcome of a decision	IAP2