CHARGE FOR BREAKOUT GROUP SESSIONS

Session 1: Issue and Problem Definition (2 hours)

a. Amend and ratify the conceptual models **(30 mins.);**
    i. Is the overall issue area well-defined? If not, why not?
    ii. Are the most significant management issues included?
    iii. Does it provide a clear, sufficient and compelling basis for developing indicators? If not, why not? (What is missing?)
    iv. Final product, consensus on conceptual model
    v. If consensus can't be reached; identify a plan to address the issue(s)
b. Amend and ratify key issues (**20 mins**.)
    i. Remember the goal is to report on the status of the system
    ii. Go through the key issues identified by the web survey; remove redundancy; add missing; reword others when necessary.
c. Go through the key questions; remove redundancy; add missing; reword others when necessary. (**30 mins.)**
d. Final Product – Final list of issues with the top 3-5 topic issues/questions identified **(40 mins**.)

Session 2: Align issue and questions with the proposed indicators (2 hours)

a. Using the top 3-5 questions identified during Session 1, work to identify answers to the following:
    i. Start with 1^{st} question (highest importance among the panel) and answer all questions then go to 2^{nd}, 3^{rd} etc. Try to complete at least 3, but push to complete more.
    ii. Identify core information the indicators are to convey.
    iii. Define who the primary and secondary end users are and what their needs are.
    iv. Prioritize indicators (Choose no more than 3) & sort by Pressure, State and Response
    v. Define indicator metrics at the most applicable spatial and temporal aggregations (e.g., annually @ bay level; seasonally within the Gulf of Maine, etc.)
    vi. Define methods to communicate the status of the region's ecosystem via indicators
    vii. Define how we will know if people are using the indicators (program or statutory changes, increases in funding, etc.)
    viii. Define feedback, modification and evaluation loop
b. Final product – Reach consensus on the indicators applicable to this management issue.

Suggested time line is to work **20 to 30 minutes per question**

Session 3: Make it happen (2 hours)

a. Identify actions required over the next 12-18 months to implement this indicator set. This will be done for each of the 3-5 key questions worked with during Session 2.
   i. Identify key partners to refine concepts
   ii. Identify ways to engage end-users on potential indicators and garner their support
   iii. Identify what actions we expect end-users to take when they receive and use the indicator (how will we know success?)
   iv. Identify appropriate approaches (seasonal surveys at coast and estuarine level; moored systems at locations representative of the water body of interest, etc.) to collect data to support the indicator (if applicable)
   v. Identify the adequacy and shortcomings of existing data sources to support the indicators and define data gaps
   vi. Identify implementation approaches
      - Existing or new group are engaged to develop
      - Possible funding sources
b. Final Product – Consensus on the method(s) to make it happen

Suggested time line is to work **60 minutes brainstorming issues** and **30 to 45 minutes working on agreement** and **15 to 30 minutes for review and wrap-up** of the breakout session and report out**.**

The “reports” from the six workshop topic areas are crucial. We learned from the last workshop that this is where interesting and important detail (e.g., the richness of the discussion) may get lost.

REPORT OUT FOR SESSION 1:

a. Conceptual Model-

   i. Accepted as is ____;

   ii. Accepted with changes_____________________________________;

   iii. Changes made to conceptual model

b. Top topic issues-

   i. Accepted as is ____;

   ii. Accepted with changes_____________________________________;

   iii. Changes made to conceptual model

c. Key Questions (list as agreed to during breakout):
   List top 3-5 questions first
   1.

   2.

   3.

   4.

   5.

REPORT OUT FOR SESSION 2: (fill out a form for each question addressed and completed during sessions 2&3):

a. Key question:

b. Core information conveyed:

c. Primary Users/Needs:

d. Secondary Users/Needs:

e. Indicators:

    i. measurement location – primary water type

    ii. Spatial aggregation_________________

    iii. Temporal aggregation_______________________

    iv. Methods to communicate status of the region's ecosystem

f. Making it Happen:

    i. Key partners needed:

    ii. Ways to engage end users:

    iii. Ways to collect data:

    iv. Adequacy of existing data:

    v. Data gaps:

    vi. Implementation approaches:

    vii. Coordinators:

    viii. Potential funding sources and urgency of the need: