



Gulf of Maine
Council on the
Marine Environment

Working Group Meeting March 5 - 6, 2013

Nova Scotia Environment
5151 Terminal Rd., Halifax, NS

Briefing Book, Version 1

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Working Group March 2013 Meeting Agenda

Tuesday, March 5, 2013 – Nova Scotia Department for Environment Building, Halifax, NS

8:30 AM	Welcome, Introductions, and Overview of Objectives for the Meeting <i>Prassede Vella, Working Group Chair, Massachusetts Office of Coastal Zone Management</i>
8:40 AM	Consent Agenda <ul style="list-style-type: none"> December WG meeting summary acceptance (p. 8-16) MA Secretariat 2012-2013 meeting schedule updates Gulf of Maine Council Awards 2nd Call for Nominations (p. 17) Reminder for ESIP journal updates Committee/subcommittee co-chair and leadership updates Transition of the Canadian Association Secretariat from Nova Scotia Department of Fisheries and Aquaculture to the New Brunswick Department of Environment and Local Government Transition of Habitat Restoration to Committee status
9:00 AM	Action Plan Updates <i>Prassede Vella</i> Background: The discussion will focus on opportunities to improve the process for committees to provide regular updates and annual reporting on progress in achieving the goals and activities outlined in the 2012-2017 Action Plan. This discussion builds upon the revised GOMC organizational structure discussed at the December 2012 Working Group meeting. Outcome/desired action: Working Group members will develop a set of recommendations aimed at ensuring that committee's ongoing activities and progress in achieving outcomes set forth in the Action Plan are updated on a regular basis. <i>(Briefing Note & Organizational Charts, p. 18-20)</i>
9:45 AM	Secretariat Team Terms of Reference (TOR) <i>Prassede Vella and Joan LeBlanc</i> Background: Over the years, the role of the Secretariat Team has evolved relative to day-to-day organizational management and Action Plan implementation. The current structure has not been followed closely and many feel that it is time to reactivate the Secretariat Team in its role as coordinator of work related to the Action Plan, facilitating its implementation, and addressing any day-to-day issues to ensure that the Council's needs are being met. In December 2012 there was a recommendation to revert to the pre-2008 TORs and the discussion was deferred to the March meeting. However the current TORs reflect what the Council needs and therefore it is recommended that the TORs be reinvigorated and implemented rather than engage into a wholesale rewrite. Outcome/desired action: The Secretariat Team will have regular conference calls on work related to the Action Plan with particular focus on the development and implementation of committee work plans, coordination with contractors (as needed), and work behind the scenes to address day-to-day issues that will ease the burden from Management and Finance. <i>(Current Secretariat TORs, p. 21)</i>
10:00 AM	Break
10:15 AM	Participant Roundtable <i>Fast-paced updates from Working Group members</i>

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11:00 AM	<p>Marine Environmental Information: An Update on the EIUI Initiative <i>Dr Bertrum MacDonald, Project Leader, Dalhousie University</i></p> <p>Background: Dr. MacDonald will provide an update regarding The Environmental Information: Use and Influence (EIUI) research initiative, which has been operating since 2006. The EIUI research team has completed three research studies in collaboration with the Gulf of Maine Council. The team has recently added new members and is pursuing new sources of grant funding for research.</p> <p>Outcome/desired action:</p> <ul style="list-style-type: none">• Working Group will provide the EIUI team with feedback on the research initiative at a general level, and more particularly - an expression of interest from GOMC Working Group members regarding continued study on the awareness, use, and influence of <i>The State of the Gulf Report</i>.• WG members will discuss invitation to attend the EIUI workshop planned for Fall 2013.• WG and EIUI Team will discuss how the EIUI team can access research funding for information management studies from the newly established National Academy of Science oil spill research fund (US \$500 million - BP and Transocean plea agreements - Environmental protection and human health studies; education and environmental monitoring). <p style="text-align: right;"><i>(Briefing Note, p. 22)</i></p>
11:45 AM	Lunch on Your Own
1:00 PM	<p>Committee Highlight: Gulfwatch Contaminants Monitoring <i>Dr. Peter Wells, Bay of Fundy Ecosystem Partnership</i></p>
1:45 PM	<p>Gulf of Maine Association Delegation of Duties to the Council Management and Finance Committee and Recommendations for GOMC Consideration <i>Cindy Krum and Don Hudson, The Chewonki Foundation</i></p> <p>Background: The Gulf of Maine Council on the Marine Environment (GOMC) Management and Finance Committee (MF), among other tasks, provides recommendations on financial and contractual matters to the GOMC and the Gulf of Maine Association (GOMA). In the past, Gulf of Maine Councilors have expressed concern regarding possible conflict of interest when approving budgets and fund development plans. This briefing document addresses those concerns.</p> <p>Outcome/desired action: Recommend Council approval of proposed recommendations.</p> <p style="text-align: right;"><i>(Briefing Note & MF TOR, p. 23-24)</i></p>
2:30 PM	<p>Site Tour: Stormwater Retrofit Demonstration Site <i>Jocelyne Rankin, Water Coordinator, Ecology Action Centre</i></p> <p>Background: As a follow up presentation to her past appearance before the Gulf of Maine Council in Portsmouth in October, Jocelyne will walk participants through the stormwater retrofit demonstration site at the #2 Fire Station in Central Halifax and the various LID features at the site. She will also share the lessons learned from the project and next steps for stormwater management in Halifax and Nova Scotia.</p>
4:30 PM	Recess for the Day
6:00 PM	Group Dinner

Wednesday, March 6, 2013 – Nova Scotia Department for Environment Building, Halifax, NS

8:00 AM	<p>Economic Study <i>Rob Capozzi, NB Department of Environment and Local Government</i> Background: Rob Capozzi will present an update regarding the ongoing Economic Study aimed at quantifying the ‘value’ of the Gulf of Maine. As committed to at the December Working Group meeting, the committee has been developing a set of Fact Sheets highlighting the economic value associated with the Gulf of Maine for each state and province. Jurisdictional representatives have been reviewing the data on their respective Fact Sheets and providing comments and suggestions to the contractor hired by Environment Canada to develop the Fact Sheets. Outcome/desired action: Working Group members are informed about the project status, and provide feedback on the Fact Sheets being developed through the Economic Study.</p>
9:00 AM	<p>Committee Highlight: Climate Network <i>Ellen Mccray, National Oceanic and Atmospheric Administration</i> <i>Bill Appleby, Environment Canada</i></p>
10:00 AM	<p>Break</p>
10:15 AM	<p>Wetland Policy and Restoration in Nova Scotia <i>John Brazner Ph.D., Wetland Program Coordinator, Nova Scotia Environment</i> Background: John will provide a presentation about development and implementation of Nova Scotia Environment’s policy to prevent the net loss of wetlands in Nova Scotia. Outcome/desired action: GOMC Working Group members are informed about ongoing efforts to protect and restore wetlands in Nova Scotia. WG will discuss potential opportunities to support Nova Scotia Environment’s wetlands restoration efforts.</p>
11:00 AM	<p>Coastal Zone Canada 2014 (CZC 2014): Potential Gulf of Maine Collaboration <i>Tim Hall, Department of Fisheries and Oceans</i> Background: CZC 2014 will coincide with the twenty fifth anniversary of the Gulf of Maine Council and being held in Nova Scotia provides an excellent opportunity for the Council to participate and feature aspects of its world class programs in the Gulf of Maine bioregion. CZC 2014 will take place in Halifax, Nova Scotia on June 15 – 19, 2014. The event also coincides with the hosting of the Council by the Province of Nova Scotia at roughly the same time as the June Council and Working Group meetings. At the December 2012 meeting in Boston, Council recommended the creation of an ad-hoc working group to develop recommendations for Gulf of Maine Council participation in the conference. Tim will provide a summary of potential opportunities identified by the ad-hoc working group for discussion by the Working Group. Outcome/desired action: The Working Group will review ideas presented by the ad-hoc working group, brainstorm additional opportunities and ask the ad-hoc working group to prepare a recommendation for Council in June 2013. <div style="text-align: right;"><i>(Briefing Note, p. 25)</i></div></p>
11:45 AM	<p>Lunch on Your Own</p>

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1:00 PM	<p>Northeast Climate Database (NEXUS) <i>Ellen Mecray, NOAA Regional Climate Services Director, Eastern Region</i></p> <p>Background: Ellen will provide an update regarding the new Northeast Climate Database, www.NEclimateUS.org, (also known as NEXUS), a searchable online database that provides a gateway to climate information for the Eastern US. This new online database summarizes needs for climate information as articulated in publications; identifies available data, products and services; and captures planned and on-going projects.</p> <p>Outcome/desired action: Working Group members will become informed about the online database. Working Group members will discuss and provide recommendations regarding ongoing efforts to incorporate Canadian data and resources into the website.</p>
1:45 PM	<p>Working Group and Council Agenda Development (Making the Most of Our Meeting Times) <i>Prassede Vella and Joan LeBlanc</i></p> <p>Background: Although technology has greatly facilitated the ability to hold virtual meetings with successful outcomes, it is also important to hold in-person meetings periodically. To make the most efficient use of our time and ensure that we are accomplishing what we set out to do, it is important to set realistic goals and create an effective agenda that will help us attain those goals. A series of steps and / or recommendations will be made to improve the process for developing agendas for the Working Group meetings, and more importantly for the Council meetings.</p> <p>Outcome/desired action: The Working Group will engage in a discussion about what does and does not work in the current process, and make recommendations for improvement.</p> <p style="text-align: right;"><i>(Briefing Note, p. 26)</i></p>
2: 30 PM	<p>Fund Development Update <i>Don Hudson</i></p> <p>Background: Don will provide an update on the progress of the Ad-Hoc Fund Development Group to solicit and review applications for hiring a consultant to develop a Fund Development Plan in the first half of 2013 that will guide future fund development activities for the Council. A Request for Responses was posted in January, and five responses were received by mid-February. Don Hudson, Jack Wiggan, Rob Capozzi, Lee Sochasky and Susan Russell-Robinson are reviewing the responses, and will provide the Working Group with a recommendation at the March Working Group meeting.</p> <p>Outcome/desired action: An overview of the selection process and recommendation for hiring will be provided at the WG meeting. Working Group will provide feedback to the Ad Hoc Committee for Fund Development regarding hiring of a consultant and preparation of a Scope of Services for the Contract.</p> <p style="text-align: right;"><i>(Briefing Note, p. 27)</i></p>
3:15 PM	<p>Update on Status of the Budget <i>Cindy Krum, Gulf of Maine Association</i></p> <p>Background: All individual project budgets will be reviewed and prepared with the project contract managers. The Gulf of Maine Council on the Marine Environment (GOMC) Management and Finance Committee (MF), will review all budgets for July 1, 2013 – June 30, 2014 (FY 14) on March 27, 2013 and at additional meetings in April, 2013 as needed. They will review summary documents and finalize recommendations for the Gulf of Maine Association and GOMC June, 2013 meetings. The MF will also review budget predictions for July 2014 – June 2015 (FY 15). Working Group will be sent the MF meeting summaries. Cindy will provide an overview of project funding during the presentation.</p> <p>Outcome/desired action: Working Group is made aware of budgeting process and status of project funding.</p>

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3:45 PM	Reflections on Accomplishments <i>Working Group led by WG Chair</i> Outcome/desired action: Working Group members will take some time to review the discussions, actions, and decisions made during the March 2013 meeting. Members will reflect upon accomplishments during the meeting, as well as next steps to be taken between now and June 2013.
4:15 PM	Items Removed from Consent Agenda
4:30 PM	Adjourn

Gulf of Maine Council on the Marine Environment Council
Working Group Meeting, DRAFT Summary v.2, December 11-12, 2012 Boston, MA

Working Group Members present

Bill Appleby, Environment Canada; Heather Breeze, Fisheries and Oceans Canada; Rob Capozzi, NB Department of Environment and Local Government; Steven Couture, NH Department of Environmental Services; Tim Hall, Fisheries and Oceans Canada; Ellen Mecray, National Oceanic and Atmospheric Administration; Becca Newhall, National Oceanic and Atmospheric Administration; Betsy Nicholson, National Oceanic and Atmospheric Administration; Kathryn Parlee, Environment Canada; Ann Rodney, US Environmental Protection Agency; Susan Russell-Robinson, US Geological Survey, US Department of the Interior; Jack Schwartz, MA Division of Marine Fisheries; Theresa Torrent-Ellis, ME Department of Agriculture, Conservation, and Forestry; and Prassede Vella, MA Office of Coastal Zone Management.

Others present

Ivar Babb, Northeast Underwater Research Technology & Education Center (NURTEC); Denise Cavaleri, MA Office of Coastal Zone Management; Jim Cradock, Yellahoose; Micah Dean, MA Division of Marine Fisheries; Adrienne Harrison, National Oceanic and Atmospheric Administration; W. Donald Hudson, Jr., The Chewonki Foundation (retired); David Keeley, The Keeley Group; Cindy Krum, Krum Steele Consulting; Matt Liebman, US Environmental Protection Agency Region I; Slade Moore, Maine Coastal Program, Gulf of Maine Council on the Marine Environment contractor, and Bioconserve; and Michele L. Tremblay, naturesource communications.

Working Group members present via conference call

Sophia Foley, NS Department of Environment.

Opening remarks

Prassede Vella, Working Group Chair welcomed the participants to the meeting.

Consent Agenda

Prassede reviewed the consent agenda items with oral highlights.

Decision	Lead/contact	Due date
The Working Group accepted the consent agenda.	N/A	
Action	Lead/contact	Due date
Provide corrections on roundtable updates in the October 2012 meeting summary	Tim Hall to Michele Tremblay	

Action Agenda

Economic Study

Rob Capozzi and Steve Couture provided an update on their work. Fisheries and Oceans Canada provided \$6,000 in funding for a sole source contract with Sarah Demers, to complete an economic studies inventory. In asking "What is the value of the Gulf of Maine?" the Councillors requested this study to gather information about their return on investment that they could use when requesting funds and developing programs and policies. The discussion focused on where and how this information should be presented. As a Council product it may be important for the fact sheets to be consistent rather than be customized for each province and state. The documents are currently not formatted for consistency or printing and meant to be used by those who can incorporate it in their own products. Additional information such as ratios between goods and services and related sectors, highlighting common themes or parallels among all of the jurisdictions, etc. may be important. At this point it was felt that the fact sheets should not be placed on the website but only accessible internally through mechanisms such as Plone. The fact sheets will be checked for content accuracy and jurisdictional representatives will be responsible for their jurisdiction's fact sheet. Another question was whether consistent performance measures should be developed for the committees and subcommittees to provide their information for the value of the Council's own activities.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Decision	Lead/contact	Due date
The Working Group is presenting the jurisdictional fact sheets with modification to the Council and recommending that they are posted to www.GulfofMaine.org . Jurisdictional representatives are responsible for their review and updates of the fact sheets. Ultimately the fact sheets will have a consistent look and format and participating jurisdictions' logos at the bottom of each sheet.	n/a	June 2013

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The Working Group recommends to the Council that the economic study spreadsheet <i>will not</i> be posted to GulfofMaine.org but may be available on an internal file sharing site such as Plone, with access provided to Council participants.	n/a	Recommendation to Council at December Council meeting
The Working Group will seek Councillor input on further actions or products such as an executive summary of the jurisdictional fact sheets that can be posted to GulfofMaine.org.	Rob Capozzi and Steve Couture	December Council meeting

Participant roundtable

Jack Schwartz reported the Gulfwatch work is completed for the season. As funding resources remain a challenge, the report on 2010 data is being completed and Steve Jones is working on a new Gulfwatch Program Plan. Gulfwatch is working with a South Carolina NOAA laboratory on an intercalibration exercise in coordination with the NOAA Musselwatch Program to explore the possibilities of coordinating these two programs for the Gulf of Maine. The Atlantic States Marine Fishery Commission reduced the quota for Northern shrimp harvest by 74% in part due to rising temperatures in the western Gulf of Maine. New species from the mid-Atlantic region are also being found in the Gulf of Maine for the first time ostensibly due to increased water temperatures. Power and desalination plant review continues. *Marine Fisheries* produced a red tide poster that is available as a PDF at

http://www.mass.gov/dfwele/dmf/publications/shellfish_poster.pdf

and distributed in Massachusetts at museums, aquariums and nature interpretive centers along the coast.

Ann Rodney reported that the Gulf of Maine structure has been placed in the EPA's regional initiatives along with other major waterbodies. Ann Rodney reported that the Gulf of Maine structure is an example being used as a possible workable structure for other EPA's regional initiatives.

Rebecca Newhall said that NROC's website has "gone live" with new format and a data portal. Workshops on energy and other topics are planned. NROC's will be applying for another ROP award and the Council would have to work with NROC if it wishes to get funds from that source. The Restoration Center has announced that \$20MM are available (applications due 2.18.12) for one-, two-, or three-year awards. Several training opportunities and other workshops are planned, including roundtables to link NOAA with initiatives and build partnerships.

Ellen Mecray said her office's climate outlook is due for release later in December and she will post the information to WorkingGroup@GulfofMaine.org when it is completed. She provided a demonstration of the new NEclimateUS.org website. There is a proposal to Environment Canada to include information from the Atlantic Provinces. Ellen added that her office is very busy with post-superstorm Sandy assessments. Other than some heavy rains, the effects of Superstorm Sandy were not greatly felt in the Canadian provinces. Susan Russell-Robinson explained how the post-emergency response, recovery, and funding process would unfold with the US federal agencies. Ellen said that climate impact vulnerability assessment relating to fishers was being examined including phonological studies.

Tim Hall provided an update on a marine plan for the Scotian Shelf bioregion, which includes the Bay of Fundy/Gulf of Maine. The framework should be completed by March 2013. DFO Maritimes is in the process of establishing St Ann's Bank just north of Cape Breton as a large marine protected area. The current schedule is to have a Regulatory Intent package completed by the end of March 2013. The Marine Protected Area network planning process (including the Bay of Fundy/Gulf of Maine) will be launched in the winter of 2013.

Heather Breeze provided an update on the work pertaining to the State of the Gulf of Maine and the Scotian Shelf which have somewhat different priority issues. Ocean acidification has been highlighted as a priority issue. Heather added that the Northwest Atlantic Seas Working Group (of which she is a member) is discussing consistent monitoring, which may be of interest to the EcoSystem Indicator Partnership.

Rob Capozzi reported that New Brunswick convened a climate change adaptation conference for NS, NB, PEI, and the northeast US with over 200 from governments at all levels and disciplines, nonprofits, and academia in attendance. Individuals' project reports were presented (Rob provided an update in his WorkingGroup@GulfofMaine.org listserve email). There is increased interest in an interdisciplinary approach, which was reaffirmed with the impacts of Superstorm Sandy. More fisheries and aquaculture participation is needed. His Office is continuing to develop a management framework for a wetland policy. Currently, wetlands or floodplains that are not mapped are not protected.

Kathryn Parlee said that Jackie Olsen's formal retirement is in January 2014 and she is currently on leave and. Doug Bliss is the Acting/ARDC. The Canadian Wildlife Service has conducted a study to estimate sand piper populations in the Bay of Fundy. In collaboration with US agencies, a marine environmental protection and response is under development, which looks at human activities in coastal regions. The Saint John Harbour Environmental Monitoring Partnership is addressing challenges in managing water resources and housed at University of NB at Saint John.

Susan Russell-Robinson informed the group that Dave Russ is the new USGS regional director. In addition USGS has recognized the importance of the Gulf of Maine and has changed its designation from a service staff to a US Department of the Interior (DOI) staff, establishing. Ms. Terry Holman is its representative Gulf of Maine

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Councilor. In the wake of Superstorm Sandy, USGS has been conducting LiDAR and other mapping in the State of New Jersey and the Long Island part of New York. There is significant change in those areas. New England and the Gulf of Maine serve as pilots for the new program. They are now required to provide pre-storm coastal vulnerability indices to forecast breaches. The post-Superstorm Sandy modeling breach predictions were precise and accurate.

Theresa Torrent-Ellis attended NERACOOS's annual meeting. She said that they are conducting an economic analysis, which she encouraged the Council to review, relative to private sector connections and funding. She said that they are providing a lot of indicator data and convened a panel of information users, including municipal governments. The Maine Coastal Program is still in transition within its new department.

Michele Tremblay reported that as president of the New Hampshire Rivers Council, she is continuing her work on Phase V of the *What's our Water Cost and What's our Water Worth* studies with partnerships from drinking water, wastewater, and other utility, municipal, and professional associations. Some of these partners are able to incorporate into their annual engineering contracts work for the study. Two academic institutions will also be involved. The New England Interstate Water Pollution Control Commission is interested in the initiative and is considering it for the other five New England states and New York.

Steven Couture explained how the NH Coastal Program worked with partners (NERACOOS, NWS, WHOI, UMass-Dartmouth, PREP, NextEra, and Town of Hampton) to install a tide gauge in the Hampton and Seabrook estuary. The data will be used in the development of a modeling tool to guide warnings, evacuations, and other policies. In August the NHDES Coastal Program will be taking on board a NOAA Coastal Services Center two-year fellow to work on an ecosystems services model for Great Bay (a possible Council meeting presentation in the future). As a follow-up to the October 2012 meeting presentation on Great Bay, the Town of Newmarket has received its permit from the USEPA, which agreed to pursuant to administrative order by consent. There is a fifteen-year plan for the town to come into compliance.

Management and Finance, Secretariat Team, and committee terms of reference for Council Adoption

Michele provided a synopsis of the Council, Working Group, Management Committee (now Management and Finance), annual secretariat, and Secretariat Team history and evolution.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The Working Group recommends that the Management and Finance and Secretariat Team Terms of Reference be removed from the Council's December 2012 meeting agenda.	Prassede Vella	December 13, 2012
The Working Group recommends that Coastal and Marine Spatial Planning and State of the Gulf of Maine Reporting Committees terms of reference be accepted by the Council, codifying them as Council committees and their co-chairs members of the Working Group	Prassede Vella	December 13, 2012
Action		
Management and Finance and Secretariat Team terms of reference will be discussed further by M and F and presented at March 2013 meeting	Prassede Vella	March 2013

Fine-scale movements of Atlantic cod on a spawning ground

Micah Dean, MA Division of Marine Fisheries provided a presentation and animated model of his research of sex-specific cod movements, which include responses to fishing gear.

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Final FY 13 budget and administrative rate

Cindy Krum reported that the \$34,560 (in red text in the spreadsheet to denote it as pending) from Environment Canada has been received for State of the Gulf of Maine Reporting, Phases 2 and 3 of Gulfwatch, and ESIP ecosystem contaminants, and a State of the Gulf of Maine land use and coastal development chapter. Three requests for proposals will be posted. There will no longer be funding for the Habitat Restoration Partnership grants program beyond 2014 that the Council has conducted for the past twelve years. Funding will now be project specific. She provided an update on the funded programs for the coming year. She pointed out that the membership dues summary is included in the financial documents. Cindy presented the FY 2013 indirect rate of 19.26%. Should the budget stay on track in the coming year, she estimates that the following year's rate will be about 14%.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

Decision	Lead/contact	Due date
The Working Group recommended that the Council accept the proposed FY 2013 budget and the current administrative rate of 19.32%.	n/a	December 13, 2013

Information Technology Update

Jim Cradock, Yellahoose presented an update and status report on the Council's information technology activities from June through December 2012. The website has had about 100,000 page views each year. He provided an overview of onsite and offsite hosted including ESIP journal, *Gulf of Maine Times*, Habitat Restoration Portal, State of the Gulf of Maine reporting products, content management system, People Finder, TAPAS, Plone, Constant Contact, Facebook, Twitter, and LinkedIn. Michele maintains the People Finder, which dynamically drives the membership rosters and listserves.

The fund development spreadsheet information can be included in the TAPAS revision but will likely be a copy and paste exercise because data mapping is not possible since the fields do not link up. In the past, the Council decided that information should be organized according to the Action Plan three goal areas along with crosscutting and service/support areas. TAPAS used to be organized this way. It is evident that work has to be done to match the work plan templates and/or spreadsheet information with TAPAS for easier upload of information as well as ease of reference by users.

Tim would like to discuss the fate and leadership of the Information Management Committee. The Working Group requested Jim Cradock's input (via conference call on 12.12.21) on what is needed for information technology and management to inform and securing leadership for the Information Management Committee. He said that creating an awareness of the value of the Council's work is important via website content development. Non-duplicative, non-contradictory content (Jim feels that this is the case currently) updates are a priority. Various options including having an advisory group in addition or in place of the Information Management Committee were discussed. Some felt that the Council does not currently have in-house talent needed to perform these functions. Another option was for committees to be responsible for their content and to update it after they receive content management (CSP) training. In the case of inactive committees whose content cannot be updated, a decision needs to be made about whether the information should be deleted or archived. In the case of publications there is concern that while older documents might give some visitors the impression of an out-of-date website, those publications may, in fact, be the most recent versions or contain the best and last research. Having the ability to sort by date as well as author and keywords will help users determine the most recent versions of publications. There is the possibility of a DOI agency staff to serve as the US Co-chair of the Information Management Committee.

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
A one-page instructional document for TAPAS will be drafted	Jim Cradock, Yellahoose	
The Information Management Committee will be discussed at the December 2012 Working Group meeting on Wednesday and in the next Committee organization Ad Hoc Group calls	Tim Hall and Prassede Vella	
Information Management Committee leadership: 1. Request that Canadian Steering Committee identify a Canadian Co-chair. 2. Identify a US Co-chair 3. The Co-chairs would work with relevant groups to draft a needs list that would form a work plan for the Committee.	1. Canadian Steering Committee 2. Susan Russell-Robinson 3. To be determined with oversight from Prassede Vella	Completion for update and proposal presentation and discussion at the March 2013 Working Group meeting

GOMC Library goes digital and viral

David Keeley provided an update on the documents making up the Gulf of Maine Library, formerly housed at the Maine Coastal Program and now hosted by Bigelow Laboratories. Lorraine Lessard, former Maine Coastal Program staff, was contracted to scan 125 of the documents and index them in a spreadsheet. They were then posted to the Council website with an abstract on the Council's Knowledgebase (KB). Jim Cradock demonstrated how the library will be searchable online by following the "Resources" link on the Council's website. The library can be promoted through the *Gulf of Maine Times* right-hand navigation gutter link, Facebook/Twitter, and other social media. Several organizations' websites have linked to the Council's KB. David led the group through a brainstorming session to find audiences and outlets to promote the Gulf of Maine digital library including (recorded from flip charts):

- *Gulf of Maine Times*
- GulfofMAine.org banners and other promotional tools
- GOMC Constant Contact email marketing message
- GOMC "pop-up bubble"
- EcoSystem Indicator Partnership journal entry
- Promotion by GOMC participants in their own newsletters and other communications
- References in articles published by GOMC participants

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- Atlantic Coastal Zone Information Steering Committee, Bay of Fundy Ecosystem Partnership, and Regional Association for Research on the Gulf of Maine partnerships
- Fisheries and Oceans Canada "Waves online"
- Marine spatial planning and other discussion groups on LinkedIn.com
- Public library networks
- Media releases
- Develop green media tool kit
- Non-electronic vehicles
- New England Governors and Eastern Canadian Premiers
- Nonprofit partners
- National Ocean Council
- Ocean Council

A media release on the new online library for early 2013 is planned.

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
The Gulf of Maine Library will be added as an update and discussion item to a future Working Group meeting agenda.	Prassede Vella	March 2013
A Gulf of Maine Library media release will be drafted and distributed through internal and external communication tools as well as through GOMC participants' communiqués.	Outreach Committee	

Recording and reporting on Council accomplishments

Prassede and David provided an overview of suggestions for recording Council Action Plan accomplishments (see PowerPoint presentation). TAPAS is a tool that can produce progress reports based on entries from project leads. Annual Action Plan updates can be a feature of the December Working Group and more importantly Council meetings. It is a key product for building partnerships, funding, and other support and builds towards the drafting of the five-year Action Plan and reporting. Annual reports, quarterly reports and other recording accomplishments were discussed. There are other activities that are not directly part of the Council's Action Plan that should be recorded and reported. Most Council committees and subcommittees have been gaining momentum. Some Goal Champions have become involved but they have not been given specific responsibilities or tasks. Theresa offered the Outreach Committee to produce an external annual report.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
Each committee will form at least a one-page annual report on their Action Plan and other activities.	Working Group Chair	Annually with completion before December Council meeting

Action Plan implementation Part I: Plan structure to organization structure – committee organization Ad Hoc Group report to the Council

Prassede presented an overview of the parallels between the current Action Plan goals and activities and the organizational structure, in order to identify overlaps and gaps. She has been conducting Committee Organization Ad Hoc Group calls with committee co-chairs and Council Champions for the three goals. She presented a spreadsheet with organizational review and work plans status and highlighted committee status and leadership needs. The Habitat Restoration Subcommittee will be restored to committee status, while the subcommittees for Habitat Conservation, Aquatic Habitat Monitoring, and GOMMI will not be reinvigorated at this time, but shelved, since they had no specific role and/or their role has been taken up by another Committee, in the current Action Plan. The Sustainable Tourism Subcommittee was transitioned into the Sustainable Industry and Communities Committee co-chaired by Rob Capozzi and Theresa Torrent-Ellis who will be working to restore membership, define goals, and develop a work plan over the next six months. Following discussions with former GOMMI co-chairs, the role of GOMMI will be taken up by the CMSP committee to the extent that they will address any mapping questions or interests. The updated organizational chart showed the proposed structure for committees and subcommittees. The Working Group Chair will make the presentation with input from Council Champions. Prassede mentioned that the reporting part of the Council's request will be discussed under a different agenda item. It is important to integrate this information and that in the fund development spreadsheet into TAPAS. Prassede thanked the Ad Hoc Group for their contributions.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation and spreadsheet may be viewed at

<http://www.gulfofmaine.org/council/internal/presentations/201212/> .

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Action	Lead/contact	Due date
Working Group Chair will make Action Plan to organization structure presentation and provide the revised reference documents to the Councillors.	Prassede Vella	December 13, 2012
Decide fate of inactive committees' web content	Prassede Vella with Ad Hoc Group	
Identify Canadian Co-Chairs for Information Management and Outreach	Tim Hall (Canadian Steering Committee)	
Identify US Co-Chair for Information Management	Prassede Vella with Susan Russell-Robinson	
Identify an Environment Canada Council Champion to succeed Jackie Olsen	Kathryn Parlee	Doug Bliss

Committee Spotlight: Habitat Restoration Subcommittee

Slade Moore, Bioconservation and contractor with the Maine Coastal Program and Gulf of Maine Council on the Marine Environment presented the highlights of the Gulf of Maine Council Habitat Restoration Partnership Grants Program from 2002-2012 with an emphasis on barrier removal and fish passage restoration. The on-the-ground construction has created local jobs for contractors and suppliers and has a measureable economic benefit in the projects' community areas. Public safety is often enhanced by the barrier removal projects. Michele said that second only to the Council's awards program, she receives the most media updates (through her communications alert services) that flag a fair amount of positive press coverage on restoration projects. The NOAA funding is now shifted from support for partnerships to direct grants to project implementation organizations. New funding sources are needed in both the US and Canada to assure that the program continues. This is the last year for funding and a letter of intent process has been used vs. a full proposal process. Some of the responses may fit the new fish-focused profile that NOAA is seeking. They may be bundled and submitted to NOAA. Environment Canada is funding some groups to identify priorities for restoration. The US Fish and Wildlife Service is a possible source of funding for a partnership grant program. There may be some tension with states that prepare and submit proposals who perceive that the Council might be trying to usurp their direct application relationships. It was suggested that a model such as the Corporate Wetlands Partnership would be a good case to make for the Council to consolidate federal grants programs with its ability to leverage private funding. Some federal agencies may welcome the efficiency of working with one organization vs. many and being able to raise additional funds in the US and Canada. It was observed that the co-chairs of this important committee are rarely at the Working Group and Council meetings. The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
The Habitat Restoration Subcommittee will draft a plan for a new partnership and grant program model, including new and additional funding sources building on and revising the current Habitat Restoration Strategy.	John Catena and Lee Swanson with Slade Moore's participation	

Visualizing impacts of sea-level rise on coastal marshes: management decisions, model considerations, and regional coordination

Adrienne Harrison, National Oceanic and Atmospheric Administration presented and update on the Administration's sea-level rise modeling activities in the Gulf of Maine. A threshold of two feet has been established from LiDAR and other models for saltwater marsh habitat with a net loss of freshwater in marsh environments. The migration potential is limited by topography and development. There are significant changes modeled (using salinity) in the towns of Hampton and Seabrook, NH area with the Great Marsh and surrounding areas. Inundation is serious at six feet with early permanent flooding of the Great Marsh.

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Update on implementation of the Council's decision on maritime collaboration: Coastal Zone Canada event-Working Group June 2014 meeting coordination

Tim Hall, Fisheries and Oceans Canada reported on the status of the Coastal Zone Canada (CZC) 2014 planning. Susanna Fuller, Ecology Action Centre and Tim Hall are the co-chairs for the event. Revitalization of coastal zone management is the theme for the conference. The conference has enjoyed wide international participation. There will be several themes within the conference potentially including Great Lakes, International Collaboration, the Arctic, Community Engagement, Youth Engagement etc. These will be determined in the coming weeks/months.

The conference will be convened June 15-19, 2014 in Halifax, which provides the opportunity to co-locate the Council's meeting during the upcoming NS Secretariat year. There are opportunities for linkages with the Council's 2012-2017 Action Plan. In addition this will be the twenty-fifth anniversary of the Gulf of Maine Council on the Marine Environment. And the Department of the Interior is securing funds for the Council's twenty-fifth anniversary

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observance (cannot be used for food), events, and partnership panel or other collaboration opportunities. This will serve as a foundation for robust planning and a focus on the Council as part of the collaboration. Tim suggested forming an ad hoc group to help shape the Council's contributions and participation. Participation of Working Group members, Councillors, and Council committee members will be encouraged. Suggestions for the conference planning include:

- Field trips to shovel ready or other Council projects would be a good addition to the conference.
- Art and youth components focused on coastal zone management should be included.
- The Council's release of a plan, report, charter, commitment, or other document or project would be a good component of the events. The value of a charter or commitment may not have a value as demonstrated in the past. A nonprofit organization may be able to make the charter process more meaningful.
- A new and focused resolution for the New England Governors and Eastern Canadian Premiers may be timely to bring attention and possibly funding to the Council or at least recognize its anniversary.
- Some felt that the anniversary should be the Council's focus with limited resources. NOAA has two marine program offices that are merging, which may be another opportunity for collaboration on the revitalizing coastal zone management theme.

Volunteers for the ad-hoc group include Tim Hall, Susan Russell-Robinson, Theresa Torrent-Ellis, Betsy Nicholson, Rebecca Newhall, Heather Breeze, and Prassede Vella.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

Action	Lead/contact	Due date
Bring the Working Group's brainstorming suggestions to the Coastal Zone Canada 2014 Local Organizing Committee including the Council providing the last two Gulf of Maine Summit planning processes information to CZC.	Tim Hall	
Form an ad hoc group to shape the Council's participation and contributions to the Coastal Zone Canada 2014 planning effort and the Council's twenty-five anniversary observances and Working Group and Council June 2014 meeting co-location. Councillors, Working Group members and committee members are invited to participate in the ad hoc group.	Tim Hall	

Gulf of Maine Times: recommendations

Theresa Torrent-Ellis said that there has been no consistent *Times* funding since 2007 and therefore, no consistent presence without a publication schedule. Costs are as low as possible with electronic publication and a flexible editor contractor who pays contributing writers from her contract. Currently, there is no funding and the contractor has not been paid in nearly a year. The FY 2007 budget of \$106,319, (which formerly included paper publication and mailing) is now \$9,300. It was observed that the plan for the next six months (in Theresa's PowerPoint presentation) does not reflect the outreach plan recommendations and the Working Group decisions. Theresa then reviewed the 2008 business plan results. Approximately thirty to forty prospective sponsors were approached with about a dozen contributing. New Hampshire has suggested that it would contribute an in-kind editor in the form of a staff in lieu of dues. Theresa said that as the Council recognized the *Times* as a core service. The Council will be asked for \$13,000 of internal funding for the *Gulf of Maine Times* to finish this year's publication. The main question is where the funds will come from. Several options were discussed including - for the *Times* to represent groups such as Gulf of Maine Institute, Northeast Regional Ocean Council, and others by making it not strictly a Council publication, which may open funding possibilities. David said that The Nature Conservancy has contributed because it does not have its own newspaper but the Gulf of Maine Institute does. This approach may have merit if the *Times* is a publication or "voice" of the Gulf of Maine vs. that of the Council. Theresa said that while it is the voice of the Gulf, it is a voice for the Council and promotes its activities. Otherwise there should be a deliberate decision as to whether it stays with the Council or is a multi-organizational publication. In addition a reader needs survey should be repeated. The lack of resources and current poor readership position may not bring useful results.

The *Times* editor pays Jim Cradock to post articles. As GOMA Executive Director Cindy Krum recommended that any funding requests should not be just for the end of 2012 but also for 2013. Suggestions included: (1) distribute one or two articles via Constant Contact on a monthly basis vs. storing material for one-four issues each year. Although that approach may turn it into a newsletter vs. a newspaper. (2) have this as an adjunct as is the case of many publications that have separate dynamic web content from their regularly published issues (3), each jurisdiction to provide articles (on a rotational basis). This might provide greater readership in short bites vs. a longer publication—online or in print. ESIP's experience with their journals and communications support these results. (4) Guest presenters may be willing to share their information or write articles for the *Times*. (5) Contact journalism schools in the Gulf been contacted to work on the *Times* (6) Send a newsletter each first Monday morning of the month that is a current and truncated version of the *Times*. (ESIP offered its expertise on developing a survey on Survey Monkey.

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The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
Modify/enhance the <i>Gulf of Maine Times</i> with a monthly (Monday) morning missive via Constant Contact with one or two articles. These articles can come from jurisdictions who have agreed to provide them and from reprints from member agencies' publications.	Theresa Torrent-Ellis	
Consult with Adrienne Harrison to see if the NOAA funding agreement can be modified for the new <i>Gulf of Maine Times</i> models.	Theresa Torrent-Ellis	
Develop new <i>Gulf of Maine Times</i> budget based on the new monthly missive model with jurisdictions writing articles, providing reprints, and other content suggestions.	Theresa Torrent-Ellis in consultation with Working Group members and Cindy Krum	
Explore possibility of in-kind <i>Gulf of Maine Times</i> editorial services from the NH Department of Environmental Services in lieu of them paying Council dues.	Theresa Torrent-Ellis and Steven Couture	

Committee Highlight: Outreach

Theresa Torrent-Ellis said that a Canadian Co-chair is needed for the Outreach Committee. She does not wish to waste the committee members' time until there are two co-chairs and there is enough focused and substantive work. If there is insufficient capacity, that is a different discussion.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
Secure an Outreach Committee Canadian Co-chair	Tim Hall, Kathryn Parlee, and Tim Hall	ongoing

Presentation

Ivar G. Babb, NURTEC,

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Sentinel monitoring in the Gulf of Maine: implementing Activity 2.1.3 in the Action Plan

David Keeley highlighted background information that he provided in his meeting briefing book note. He talked about collaborations with other regional groups including RARGOM and NERACOOS. He introduced Matt Liebman, US Environmental Protection Agency, Region 1. There are other connections such as ESIP and the GOMC member agencies' programs. The key is to circumvent duplication of work and assure that all of the relevant organizations are represented on the steering committee that Matt is forming. He is soliciting participants. Ann Rodney suggested that the Council be involved in the Steering Committee.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Items removed from consent agenda and other business

Tim reported that Larry Hildebrand is moving to Sweden for a new position at American University. Justin Huston conveys his best wishes.

Susan offered travel support for the March 2013 meeting in Halifax. She needs information from them by December 24, 2012.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

The presentation may be viewed at <http://www.gulfofmaine.org/council/internal/presentations/201212/>.

Action	Lead/contact	Due date
Working Group members will provide to Susan Russell-Robinson travel support requirements	Working Group members Susan Russell-Robinson	December 24, 2012

Core services contracts update

Prassede led an executive session to talk about core services contracts. Prassede updated the Working Group on the status of the Council Coordinator position. Twenty-six applications have been received and are being reviewed by the review team. Regarding the Fund Development services, there had been more discussions that included thoughts from Councillors who expressed concern about a gap in this task until June. In October the Working Group had decided that a fund development strategy is needed as a first step in revising fund development, but before

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proceeding with issuing the RFR a discussion on internal capacity to do this needed to happen. Ultimately it was felt that the Council has internal capacity to develop a strategy due to expertise and historical knowledge but a fresh set of eyes would be helpful. It was stressed that contracts are done based on specific deliverables over a period of time. In order to bridge the gap while the fund development strategy was being developed it was agreed that the current contract be extended for six months with three-month deliverables and to focus on grants and outcomes needed. The work on the funders will be dropped for now because that will be addressed during the fund development strategy process. The Council must be very specific on what its needs are in terms of funding for Action Plan implementation. Some members felt the need that the Working Group start looking into different sources and to build a track record, addressing the requirements of the organization.

It was decided to bring these recommendations before Council: (1) that the current ad hoc fund development group be expanded to include additional Councillors, and Working Group members and will lead the fund development strategy; (2) an RFQ be issued for a consultant/expert to work very closely with the ad hoc group and help develop the strategy, providing advice on the best options available for the Council's unique circumstances; (3) develop a six-month contract for the current fund developer with three-month deliverables.

http://www.gulfofmaine.org/council/internal/docs/gomc_wg_december_2012.pdf

Decision	Lead/contact	Due date
Recommendations to Council: (1) that the current ad hoc fund development group be expanded to include additional Councillors, and Working Group members and will lead the fund development strategy; (2) an RFQ be issued for a consultant/expert to work very closely with the ad hoc group and help develop the strategy, providing advice on the best options available for the Council's unique circumstances; (3) develop a six-month contract for the current fund developer with three-month deliverables.	Prassede Vella and Don Hudson	December 13, 2012

Prassede thanked everyone and the meeting was adjourned at 5:00 PM.

Summary prepared by Michele L. Tremblay, naturesource communications and Prassede Vella, Working Group Chair

2013 Gulf of Maine Council Awards, 2nd Call For Nominations

Deadline: March 30, 2013

The Gulf of Maine Council on the Marine Environment is now accepting nominations for the following 2013 Awards.

- **Gulf of Maine Visionary Awards:** Up to two individuals, businesses, or organizations within each province and state bordering the Gulf of Maine will be selected to receive Visionary Awards (paid professionals or volunteers are eligible). The awards recognize innovation, creativity, and commitment to protecting the marine environment. Recipients may work in the fields of environmental science, education, conservation, or policy. They may be engaged in projects that involve public awareness, grassroots action, or business/manufacturing practices.
- **Longard Volunteer Award:** The Council presents this annual award to an outstanding volunteer within the Gulf watershed who has made significant contributions to conserving or managing the Gulf's resources. Past recipients have been involved in stewardship projects, educational programs, volunteer monitoring and scientific research. The award is named in memory of Art Longard, a Nova Scotia resident and devoted conservationist who helped to conceive and launch the Gulf of Maine Council.
- **Susan Snow-Cotter Leadership Award:** This award is bestowed in memory of Susan Snow-Cotter, a long-time friend of the Council and Working Group. The Award is given to an individual from one of the five states and provinces bordering the Gulf of Maine. The Susan Snow-Cotter Leadership Award honors those coastal management professionals who exemplify outstanding leadership or exceptional mentoring in the Gulf of Maine watershed. As former Director of the Massachusetts Office of Coastal Zone Management, Susan was recognized as a leader who exhibited unwavering passion, enthusiasm, and insight to develop pragmatic approaches to coastal management challenges.
- **Gulf of Maine Industry Award:** The Gulf of Maine Industry Award is made annually to an individual, company, or organization within the Gulf of Maine region (Massachusetts, New Hampshire, Maine, New Brunswick, and Nova Scotia). The award recognizes demonstrated innovation and leadership in efforts to improve the well-being of the Gulf of Maine ecosystem and the communities that call it home. Nominations are sought from the following sectors: tourism, fisheries (commercial and recreational); aquaculture (finfish and shellfish); renewable energy generation (tidal, wave and wind) and transportation (shipping, ferries, etc.).
- **Gulf of Maine Sustainable Community Awards:** The Gulf of Maine Council will recognize a community, or group within a community for exemplary work in achieving sustainability outcomes related to the environment and economy, that are in line with the objectives of the Council's Action Plan.

To Submit a Nomination Form

1. Award nomination forms are available at www.gulfofmaine.org/2/opportunities/
2. Upload completed nomination forms at www.gulfofmaine.org/upload/
3. Uploaded nomination forms will be acknowledged via email.

Please contact Council Coordinator Joan LeBlanc at jleblanc@gulfofmaine.org if you have any questions about the Gulf of Maine Council on the Marine Environment's 2013 Awards.

Submitted by Joan LeBlanc, GOMC Council Coordinator

Action Plan Updates

Background

Working Group members have been working together to identify the best approach to implement and track priority activities associated with the 2012-2017 Action Plan. As part of that effort, Council asked the working group in June 2012 to:

“Develop recommendations for a defined structure for committees that are clearly linked to Action Plan activities and outcome, which will include roles and link outcomes to the Action Plan based upon input from the relevant goal champions; this will include a schedule for periodic reporting on progress to be built into the process.”

A Committee Organization Ad Hoc Group was established and conducted in-depth discussions with Committee Co-Chairs and goal champions to understand the status of each committee, identify its link to Action Plan activities, assess the availability of resources, and understand its readiness to implement the activities. The following outcomes were produced:

1. An updated organizational chart
2. An updated spreadsheet linking each committee to an activity or activities in the Action Plan
3. A summary of findings and set of recommendations / next steps that will inform Council where and how each committee will need the Council’s support to accomplish its goals.

The proposed organizational structure was discussed at the December 2012 Working Group meeting, where an overview of the parallels between the current Action Plan goals and activities, and the organizational structure, was presented. At that meeting, Working Group members also discussed the following committee changes which were incorporated into the revised structure:

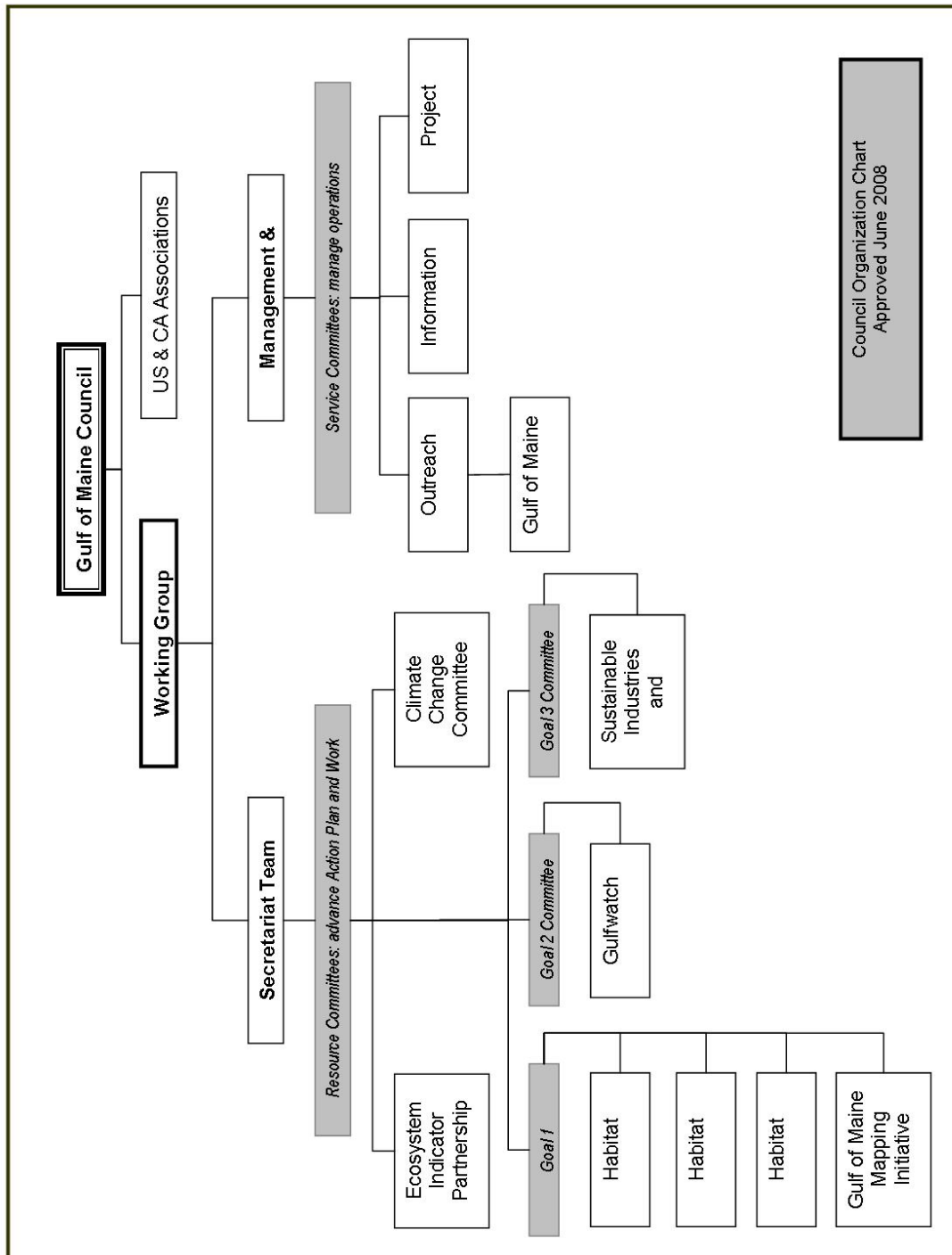
- Habitat Restoration Subcommittee to be converted to committee status
- Subcommittees for Habitat Conservation, Aquatic Habitat Monitoring, and GOMMI were shelved
- The Coastal Marine Spatial Planning Committee will address questions related to mapping work formerly handled by GOMMI
- Sustainable Tourism Subcommittee was transitioned into the Sustainable Industry and Communities Committee

Along with the revised organizational structure, there is a need develop a more streamlined approach to tracking and updating accomplishments and activities associated with implementing the 2012-2017 Action Plan.

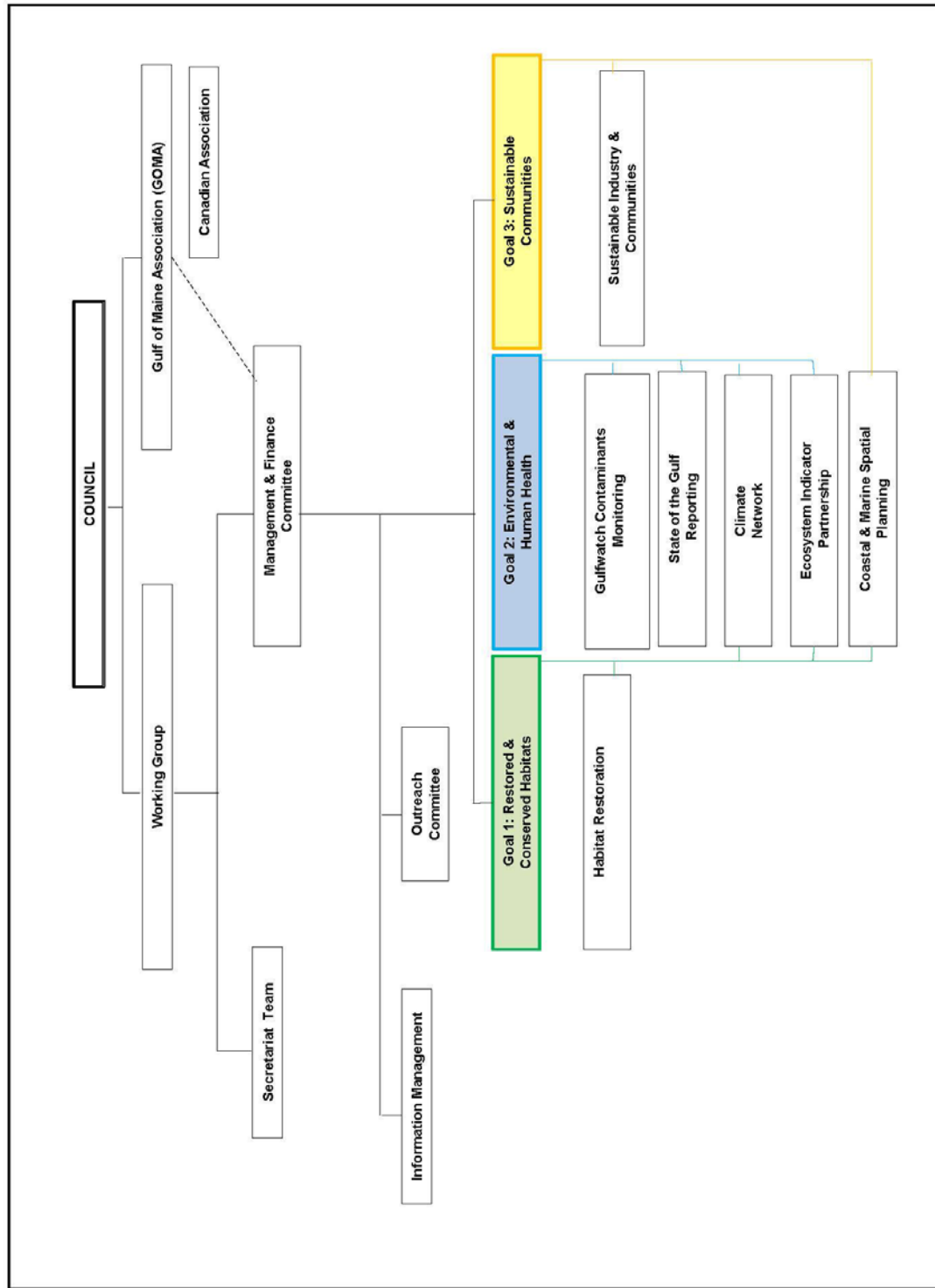
Outcome / desired action

The Working Group will discuss opportunities for improving the process for updating progress of implementing the Action Plan and review the revised committee organizational structure. Working Group will make recommendations for ensuring that Committees provide regular updates highlighting progress in achieving the goals and activities in the Action Plan.

Submitted by Prassede Vella, GOMC Working Group Chair, and Joan LeBlanc, GOMC Council Coordinator



Gulf of Maine Council on the Marine Environment Organizational Structure



Secretariat Team Terms of Reference

Purpose

The Secretariat Team serves the Gulf of Maine Council on the Marine Environment (GOMC), Working Group, and Management and Finance. Its purpose is to provide oversight, accountability, and implementation of the Action Plan and its work plan items with specific attention to the three Action Plan Goal committees and their subcommittees. The Secretariat Team develops options to facilitate the smooth operation of the organization and its Action Plan committees and subcommittees.

Organization

- a. **Membership:** The Secretariat Team consists of a representative from the immediate past, current, and future jurisdictions to serve as the Secretariat. The Council may appoint additional members by consensus of its members.
- b. **Chair:** The Working Group Chair facilitates the Secretariat Team's calls, meetings, and processes.
- c. **Meetings:** The Secretariat Team is expected to conduct the majority of its business through telecommunications and email. It may meet as needed and agreed upon by its membership.
- d. **Decisions:** The Team has limited decision-making abilities. It may take action on matters directed to its attention. Decisions will be made by consensus. The Secretariat Team will forward its decisions as recommendations to the body that requested its involvement.
- e. **Support:** The Council Coordinator, US Gulf of Maine Association Executive Director, Administrative Assistant, and the Development Coordinator provide support to the Secretariat Team and participate in its discussions.

Submitted by Prassede Vella, Working Group Chair, and Joan LeBlanc, GOMC Council Coordinator

Marine Environmental Information: An Update on the EIUI initiative

Background

- The Environmental Information: Use and Influence (EIUI) research initiative (www.eiui.ca) has been operating since 2006, supported by research grants from the Social Sciences and Humanities Research Council of Canada (SSHRC) and funding from several other sources.
- The EIUI research team has completed three research studies with the Gulf of Maine Council: a comprehensive bibliography of GOMC publications & citations to those publications (Cordes, 2006; MacDonald, Cordes, & Wells, 2007); a Master's thesis on enablers and barriers to distribution, use, and influence of GOMC publications (Cossarini 2011); and a study of *The State of the Gulf Report* (Soomai, MacDonald, & Wells, 2011; 2013).
- Currently, the EIUI team is pursuing research supported by a SSHRC Partnership Development Grant, entitled "Investigating and enhancing the policy relevance of marine scientific information (especially grey literature) through multi-partner collaboration." This research is being conducted with the Canada Department of Fisheries and Oceans, Environment Canada, the Nova Scotia Department of Fisheries and Aquaculture, the Food and Agriculture Organization of the UN, the Northwest Atlantic Fisheries Organization, and three NGOs.
- We have added new members to the interdisciplinary EIUI team, including students, and are working towards a workshop (Fall 2013) and a contributed session at the Coastal Zone Canada conference (June 2014).

Possible Activities and Next Steps

- The EIUI team is a partner in a grant application, entitled, Moving Beyond Awareness project, submitted by David Keeley to the Environmental Protection Agency, Fall 2012.
- The EIUI team submitted an Insight grant application to SSHRC in 2012, which includes GOMC. The decision on this application will be announced in April 2013.
- The workshop planned for Fall 2013 is under development.

Actions or Outcomes Requested

- The EIUI team will welcome feedback on the research initiative at a general level, and more particularly,
 - An expression of interest from GOMC Working Group members regarding continued study on the awareness, use, and influence of *The State of the Gulf Report*.
- An invitation to GOMC WG members to attend the EIUI workshop planned for Fall 2013
- Discussion of how the EIUI team can access research funding for information management studies from the newly established National Academy of Science oil spill research fund (US \$500 million - BP and Transocean plea agreements - Environmental protection and human health studies; education and environmental monitoring).

Submitted by Bertrum H. MacDonald and Peter G. Wells

Financial, Contractual and Fund Development Decision Making Process

Background

The Gulf of Maine Council on the Marine Environment (GOMC) Management and Finance Committee (M&F), among other tasks, provides recommendations on financial and contractual matters to the GOMC and the Gulf of Maine Association (GOMA). In the past, Gulf of Maine Councilors' have expressed concern regarding possible conflict of interest when approving budgets and fund development plans. This briefing document addresses that concern.

Recommendations

1. Annual Operating and Revised Budgets are presented for approval to the GOMA and provided as information only documents at GOMC meetings.
2. The GOMC can delegate fund development decision-making authority to the Gulf of Maine Association on an as needed basis. In any of their meetings they could delegate specific topics that need review and decisions made by GOMA.
3. The GOMC would delegate M&F to review intent to apply notices for fund development and other roles as designated by GOMC.
4. The GOMA would delegate the following tasks to the GOMC M&F. This would be done via Section 11 of the GOMA bylaws which states that the *Board has the authority to delegate certain financial and contractual oversight powers to the Gulf of Maine Council's Management and Finance Committee by resolution setting forth the exact powers delegated*. These tasks primarily mirror current tasks:

Budgets and Financial reports:

- Review all individual project budgets twice a year (operating budget and revised budget).
- Review of budget summary documents and recommendation for submittal to the GOMA.
- Review of Budget vs. Actual reports and recommendation for submittal to the GOMA.
- Review of budget section of Scope of Work for All Contractors Document and recommendation for submittal to the GOMA.

Financial Decisions:

- In any single fiscal year, M&F can allocate up to a cumulative amount of \$7,000 of unallocated funds (typically this would be reserve account if available).
- Review and set Reserve Account minimum balance based on GOMA Executive Director recommendation.

Contractual:

- Carry out the M&F roles stated in the GOMA Acquisition of Services Policy.
- Review Scope of Work for All Contractors Document (without budget numbers) for recommendation for GOMC approval.

Meeting Summaries:

- Include meeting summaries on items above in M&F summaries. Please note that the GOMA Finance Manager will take meeting summaries for operating and revised budget discussion and provide summary to Council Coordinator for distribution.

Action or outcomes requested

Recommend Council approval of Recommendations 1-3 above. GOMA would address recommendation #4.

Submitted by Cynthia Krum Executive Director, GOMA and reviewed by GOMA Executive Committee

Management and Finance Committee

Terms of Reference

Purpose

Management and Finance (MF) serves the Gulf of Maine Council on the Marine Environment by managing and reporting on the Council's programmatic, personnel, finance, and budget directives.

- Programmatic - MF takes the lead and works closely with the Council, Working Group and Committees to develop and implement annual work plans that implement the five-year *Action Plan*. It oversees all related contract procurement procedures (e.g., requests for proposals, contract negotiations, contract reviews) including external and internal budget decisions.

MF facilitates inter-committee coordination, establishes and monitors implementation of Council procedures (e.g., *Reference Handbook*), and coordinates internal policy. It organizes Council and Working Group meetings as needed including the development of agendas and reporting out of the results. It seeks to secure funding in support of approved Council initiatives and projects.

- Personnel - MF is responsible to the Council for all contractor/personnel decisions. In doing so it will delegate appropriate authority to the committees, ensure they have adequate support to perform this work and will make recommendations to the Council as needed.
- Finance and Budget - MF prepares the annual budget for Council and Working Group review and then oversees its implementation. (It can amend the budget if the changes do not cumulatively exceed 10% of the approved budget.)

Membership

Management and Finance is composed of a representative designated by each state and province, one provincial member at-large, one federal representative from each country, and one Gulf of Maine Association member from each country. The current Working Group chair serves as MF Chair.

Support

The Council Coordinator, Development Coordinator, Administrative Assistant, and the Executive Director of the Gulf of Maine Association provide the necessary contractor support. In addition, other Council contractors, agency representatives, and committee co-chairs may assist as needed and contracted.

Decisions

Decisions will be made by consensus.

Submitted by Prassede Vella, Working Group Chair; Cynthia Krum, Executive Director, GOMA; and Joan LeBlanc, GOMC Council Coordinator

Coastal Zone Canada 2014: Potential Gulf of Maine Council Collaboration

Background

Coastal Zone Canada (CZC) 2014 is currently moving ahead well in the planning stages. This will be the twentieth anniversary of this biennial conference series that provides an opportunity for professionals and interested parties to engage in dialogue on Integrated Coastal and Ocean Management (ICOM) and to help shape the future of ICOM in Canada and beyond. This is an international conference series and CZC 2014 will be held in Halifax, Nova Scotia on June 15 – 19, 2014.

CZC 2014 will coincide with the twenty fifth anniversary of the Gulf of Maine Council and being held in Nova Scotia provides an excellent opportunity for the Council to participate and feature aspects of its world class programs in the Gulf of Maine bioregion. The event also coincides with the hosting of the Council by the Province of Nova Scotia at roughly the same time as the June Council and Working Group meetings.

This also provides an opportunity to respond to one of the Council's June 2012 recommendations which was to explore the possibility of the Council hosting a regular summit - type event. The rationale was to enhance logistical efficiencies and collaborative opportunities and to promote the 2012 – 2017 Action Plan.

At the December 2012 meeting in Boston, Council recommended the creation of an ad-hoc working group to develop recommendations for Gulf of Maine Council participation. The ad-hoc working group has had an initial conference call to brainstorm potential ideas.

Possible activities and next steps

Some initial ideas are being brought forward by the ad-hoc working group for discussion:

- Explore the potential of holding the June 2014 Council and Working Group meetings in conjunction with CZC 2014. This has the potential to increase participation, raise the profile of the Council and offer some financial savings for the Council and members.
- Explore the possibility of a special session on the Gulf of Maine at CZC2014 either hosted by or supported by the Council.
- Explore the idea of a photography or art exhibit / competition related to the Gulf of Maine at the conference. While this may be quite challenging logistically it has the potential for very positive outcomes.
- There was limited support for the idea of a renewal of GoMC Charter due to significant organizational challenges across the jurisdictions. It seems more appropriate and realistic to consider commissioning a publication or document of some form that would chronicle the history of the Council and its accomplishments.
- Consider the logistics of maintaining a presence at the conference in the form of a booth, display etc.
- Ensure that all GoMC, WG and Committee members are encouraged to submit papers, posters and participate wherever possible.

Action or outcomes requested

The Working Group will review ideas presented by the ad-hoc working group, brainstorm additional opportunities and ask the ad-hoc working group to prepare a recommendation for Council in June 2013.

Submitted by Tim Hall, Chair Ad-Hoc Working Group on CZC 2014

Working Group and Council Agenda Development

Background

Although technology has evolved in such a way as to make virtual meetings possible, efficient, and fruitful, there is nothing comparable to the opportunity for face-to-face meetings. In person meetings allow for more in depth conversation and discussion and outcomes are more robust, and serve to reinvigorate interest in the mission and issue of concern. However, increasing budgetary challenges and concerns of work fatigue have led to numerous discussions over the years on how to make meetings more efficient. Organizations strive to improve objectives and process in order to have better outcomes.

The GOM Council has unique challenges in that it encompasses five jurisdictions and therefore makes it logistically difficult to meet more than a few times a year. This makes it all the more important to effective meetings that address strong and attainable goals and provide successful outcomes. Creating an effective agenda is one of the most important elements for a productive meeting.

As we are forced to become more efficient and effective in implementing an Action Plan with ambitious goals we need to take a look at the current process of developing a Working Group agenda, and even more so a Council agenda. The current process used to develop an agenda will be reviewed and recommendations made to improve the process and overall results.

Action or outcomes requested

Engage members in a discussion on how this process can be enhanced and improved in order to make more effective use of limited time and other resources and at the end of the day feel good about accomplishing what we had set out to do and moving forward to the next step.

Submitted by Prassede Vella, Working Group Chair, and Joan LeBlanc, Council Coordinator

Fund Development Plan Update

Background

At their meeting in Boston, Massachusetts in December 2012, the Gulf of Maine Council asked the Ad Hoc Fund Development Group to work with the Secretariat to hire a professional contractor/consultant to help develop a Fund Development Plan in the first half of 2013 to guide future fund development activities for the Council.

Council Member Don Hudson was asked to lead a sub-committee of Council Members and Working Group members to support the process of soliciting applications and hiring a consultant to complete the work. Working Group Chair, Prassede Vella provided a Request for Responses in mid-January that was vetted by the Working Group. The RFR was posted later in January, and five responses were received by mid-February. Don Hudson, Jack Wiggan, Rob Capozzi, Lee Sochasky and Susan Russell-Robinson will review the responses during the week of February 25th, and a recommendation for hiring will be made on March 1st.

Recommendation

An overview of the selection process and recommendation for hiring will be provided at the WG meeting.

Action or outcomes requested

Working Group will provide feedback to the Ad Hoc Committee for Fund Development regarding hiring of a consultant and preparation of a Scope of Services for the Contract.

Submitted by Don Hudson, Ad Hoc Committee for Fund Development