Gulf of Maine Ecosystem Indicator Partnership

**Contaminants Subcommittee**

**Terms of Reference**

**Purpose**

To work collaboratively within the region to develop and implement an indicator and state of the environmental reporting process with respect to **Contaminants**. Resulting information will be provided in both web-based format and fact sheets and is intended to provide decision-makers with the necessary information to manage human effects on the ecosystem, to preserve ecological integrity and to sustain economically and socially healthy human communities.

**Responsibilities**

* Select indicators to be developed in consultation with the end-users, the ESIP Steering Committee, the other indicator work groups and applicable national and sub-regional indicator efforts;
* Oversee the development of indicators, including identifying relevant partners, obtaining and evaluating the necessary data, and assisting in the design of indicator products with the assistance of the ESIP Program Manager;
* Guide and contribute to pertinent sections of state of the environment reports; and
* Assist in shaping end-user communication and dissemination strategies, in particular review current development of web-based tool through GeoConnections grant.

**Meetings**

Given the distributed location of the Contaminant subcommittee members, most meetings are by conference call. At least one face-to-face meeting will be arranged per year with advanced notice of meetings provided.

**Meeting Ground Rules**

* Decisions will, by preference, be by consensus. If a vote is necessary, a super majority (>75%) of those present is required.
* Meetings will be open to all interested parties
* Meeting notes will be recorded and available on request.

**Participation**

Membership in the work group consists of end-users, government, non-profit & for-profit organizations, and academic institutions. These individuals in their composite will be program managers, policy and technical staff, and scientists with other disciplines possible.

**Chair/Co-Chair Responsibilities**

Co-chairs, one from the U.S. and one from Canada will lead each work group. If co-chairs are not forthcoming, one chair will be acceptable. Chair/Co-Chairs will be from partner agencies or organizations and will:

* Manage the direction and record the activities of the work group with assistance from the ESIP Program Manager;
* Serve as liaisons between the work group and ESIP Steering Committee by participating in monthly ESIP Steering Committee conference calls;
* Secure commitment from work group members and engage members in a meaningful manner;
* Maintain contact with work group members with assistance from the ESIP Program Manager;
* Develop and maintain compositional balance of the work group to ensure that necessary topical expertise and geographical distribution exists among group members; and
* Coordinate activities with other work group leads as needed.

**Short-term Timeline for Activities**

August 2009 – Discuss NH shellfish sanitation data, select parameters to use in FACT SHEET.
November 2009 – Complete FACT SHEET page for shellfish sanitation indicator
December 2009 – Group receives Gulfwatch Data, preliminary discussions
January 2010 – Select Gulfwatch parameters to use in FACT SHEET
April 2010 – Complete FACT SHEET page for Gulfwatch indicator
May 2010 – FACE to FACE meeting of ESIP Steering Committee
June 2010 – Select datasets & parameters to use for Sediment Triad Indicator
August 2010 - Re-evaluate Terms of Reference for next 12 months
October 2010 – Complete Sediment Triad Indicator page of FACT SHEET
November 2010 – Complete Contaminants FACT SHEET