



## **Council Advisory Committee Meeting**

**Wednesday, March 25, 2015**

***9:30 AM – 11:00 AM ET***

***10:30 AM – 12:00 PM AT***

**Briefing Book**

### **Conference Call Access Information**

Call In: 1 888-206-2266

Passcode: 5764669

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**Gulf of Maine Council on the Marine Environment**  
March 25, 2015 • Council Advisory Committee Meeting • Briefing Book

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<b>GOMC Council Advisory Committee Meeting</b> <b>Agenda • Wednesday, March 25, 2015</b> <b>9:30 a.m. – 11:00 a.m. ET / 10:30 a.m. – 12:00 p.m. AT</b>		
9:30 AM ET	<b>Welcome, Introductions, and Overview of Objectives for the Meeting</b> <i>Steve Couture, Working Group Chair</i> <i>NH Department of Environmental Services</i>	
9:40 AM	<b>Consent Agenda</b> Draft Summary of Key Decisions and Action Items from January 2015 CAC Meeting	✓ For Decision  <i>pp. 4</i>
9:45 AM	<b>DRAFT - GOMC Framework</b> Joan and / or Steve will present the updated draft GOMC framework for CAC consideration and discussion. Since the January CAC meeting, the draft framework has been updated to incorporate minor changes suggested by CAC in January and by Working Group during their February meeting. In addition to the organizational charts and key highlights, scenarios have been developed to provide more detail about how the proposed framework could work over a two-year leadership cycle. CAC are asked to review framework and move forward for Council consideration at the April 9, 2015 Council conference call meeting.	✓ For Direction  <i>pp. 5-13</i>
10:45 AM	<b>Next Steps</b>	✓ For Direction
11:00 AM	<b>Adjourn</b>	

## **Summary of Key Decisions / Action Items – Council Advisory Committee Meeting January 28, 2015**

### **Call Participants**

Jen Anderson, Rob Capozzi, Mel Cote, Steve Couture, Cindy Krum, Joan LeBlanc, Kathleen Leyden, Christophe Rivet (for Geoff Mercer), Ann Rodney, Lee Sochasky, Prassede Vella (for Bruce Carlisle), Jack Wiggin

### **Consent Agenda**

The following Consent Agenda item was accepted:

- Draft Summary of Key Decisions and Action Items from November 2014 CAC Meeting

### **Action Agenda**

#### **DRAFT - GOMC Framework**

Steve and Joan presented a draft GOMC framework (developed with input from the Secretariat Team) for CAC consideration and discussion. The proposed framework was developed in response to concerns and direction provided by Council members at the December 2014 Council meeting. A copy of the framework is included in the Briefing Book for the January 2015 CAC meeting – available online at: <http://www.gulfofmaine.org/2/gomc-home/council-advisory-committee-2014-2015/>.

#### *Key Decisions / Action Items*

- CAC members expressed general support for the proposed framework.
  - Flexibility of the framework would allow GOMC to adapt to shifting priorities, expand or reduce the level of effort based upon resources, and share the management load.
  - A more dynamic organizational form will be able to adapt to changing functions in the future.
- CAC members provided the following additional recommendations regarding the proposed framework:
  - Ensure that language in the organizational charts highlights the continued importance of GOMC as a bi-national entity which values and encourages Canadian / US partnership and collaboration.
  - Within the proposed structure jurisdictional leaders have the option of inviting federal agencies to co-chair or otherwise assist with management duties. The cycle and process for how specific federal agencies would rotate needs to be developed.
  - Need to recognize that federal agency workload would increase under the proposed framework.
  - Council members should be made aware that switching from a one-year to a two-year management cycle would result in a four year block of time without Canadian chairmanship. Would need to be sure that this does not present a problem.
  - Need to clarify how the existing Action Plan goals and mission dovetail with the proposed development of two-year work plans.
  - Need to clarify the scope of work plans within the reduced baseline approach.
  - The process for inviting others to participate in Council and / or Working Group meetings should be flexible so that those with relevant expertise can be invited on an 'as needed' basis.

### **Next Steps**

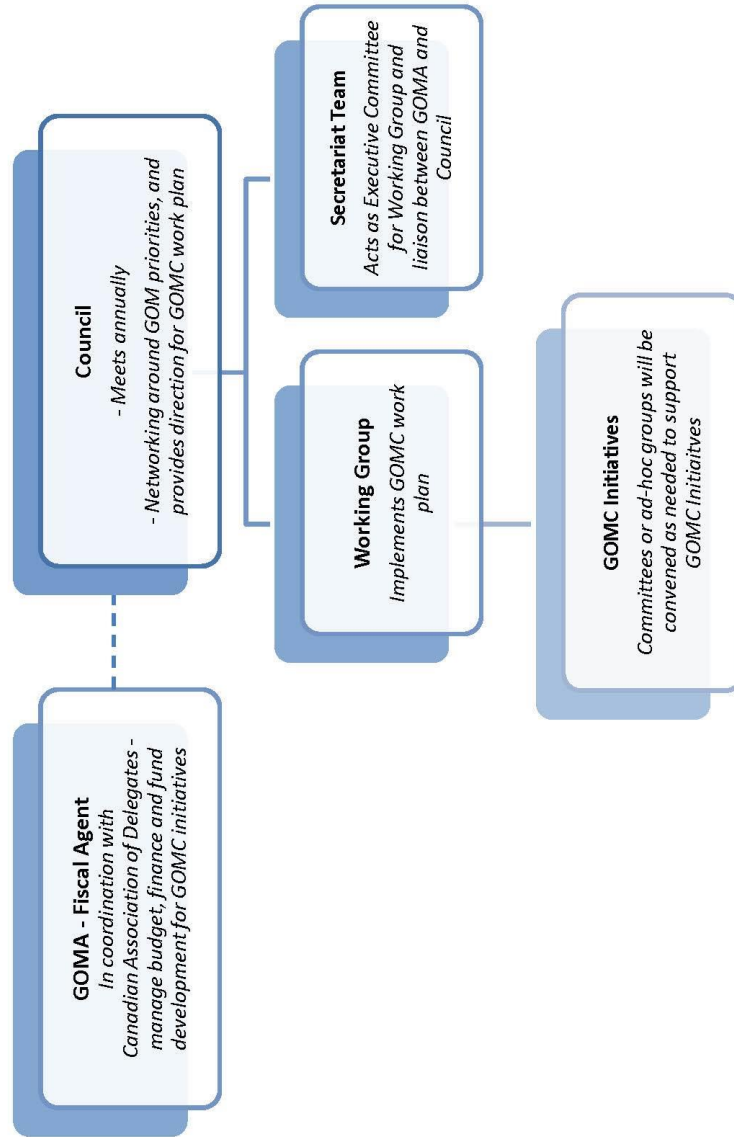
- CAC recommended that the framework move forward for discussion at the Working Group meeting and consideration at the Council meeting.
- CAC requests an additional conference call to check in on the revised framework before it goes to Council in March.

*Summary prepared by Joan LeBlanc, Council Coordinator*

<b>Gulf of Maine Council on the Marine Environment Meeting Briefing Note</b>					
<b>Title of Agenda Item:</b> Draft GOMC Framework					
<b>Submitted by:</b> Steve Couture and Joan LeBlanc					
<b>Type of Item</b> (place X in appropriate box)	<b>For Decision</b>		<b>For Direction</b>	x	<b>For Information</b> (internal GOMC)
					<b>For Information</b> (External)
<b>Background</b> (required):  During the January 28 <sup>th</sup> meeting, Council Advisory Committee expressed support for the draft GOMC Framework prepared by Steve Couture and Joan LeBlanc in collaboration with the Secretariat Team. The proposed GOMC Framework incorporated elements of the previously considered organizational alternatives while seeking to address a wide range of GOMC Council and Working Group issues and concerns raised by Council members in December 2014 and earlier in the organizational assessment process.  Working Group met on February 18 <sup>th</sup> to consider the draft GOMC Framework. Working Group members expressed general support for moving forward with proposed framework and began developing strategies for conducting the joint Council / Working Group workshop in June and procedures for developing two-year work plans. Working Group requested additional detail via scenarios to help demonstrate how the proposed framework would be implemented.					
<b>Actions, Outcomes or Decisions Requested:</b> CAC members are asked to review and reaffirm their support for the draft GOMC Framework and provide any additional feedback. The desired outcome is to reach agreement on a proposed GOMC Framework for Council members to consider during their conference call meeting scheduled for April 9 <sup>th</sup> .					
<b>Supporting Documentation</b> (If applicable, list additional documents included in the Briefing Book following this Briefing Note): The following documents are included following this briefing note: <ul style="list-style-type: none"><li>• <i>Organizational Charts Highlighting Proposed GOMC Framework: pp. 6-10</i></li><li>• <i>Key Highlights of Proposed GOMC Framework: pp. 11-12</i></li><li>• <i>Scenarios (Broad Approach, Baseline Approach, Leadership Options, GOMC Initiative Example – ESIP), pp. 13-15</i></li></ul>					

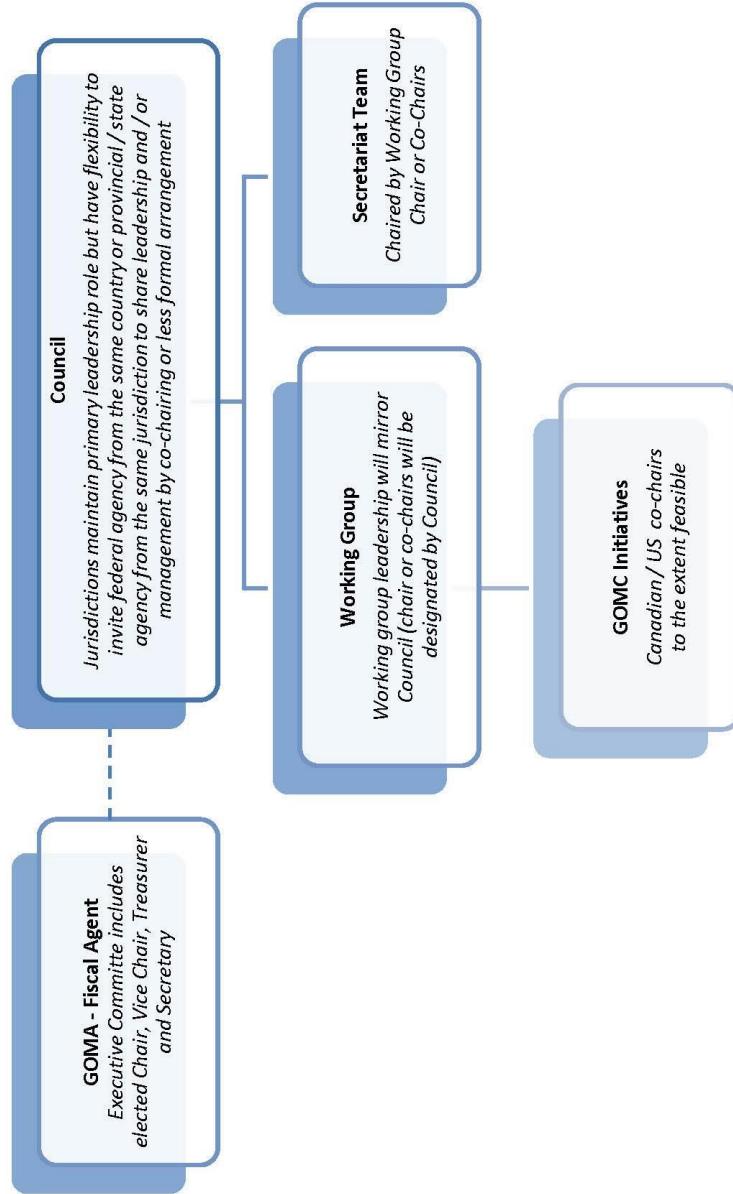
Gulf of Maine Council  
DRAFT – Proposed Framework (CAC Meeting - 25 March 2015)

GOMC Organizational Structure



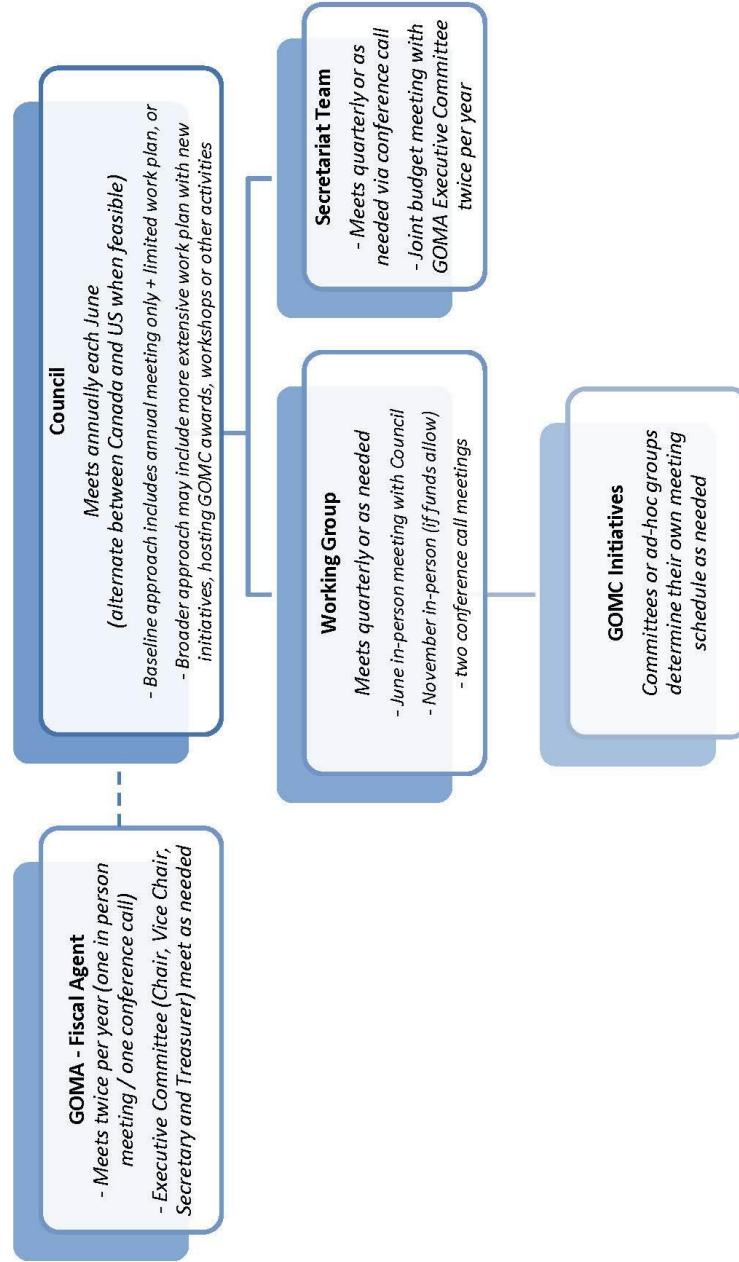
Gulf of Maine Council  
DRAFT – Proposed Framework (CAC Meeting - 25 March 2015)

Leadership (Who?)



Gulf of Maine Council  
DRAFT – Proposed Framework (CAC Meeting - 25 March 2015)

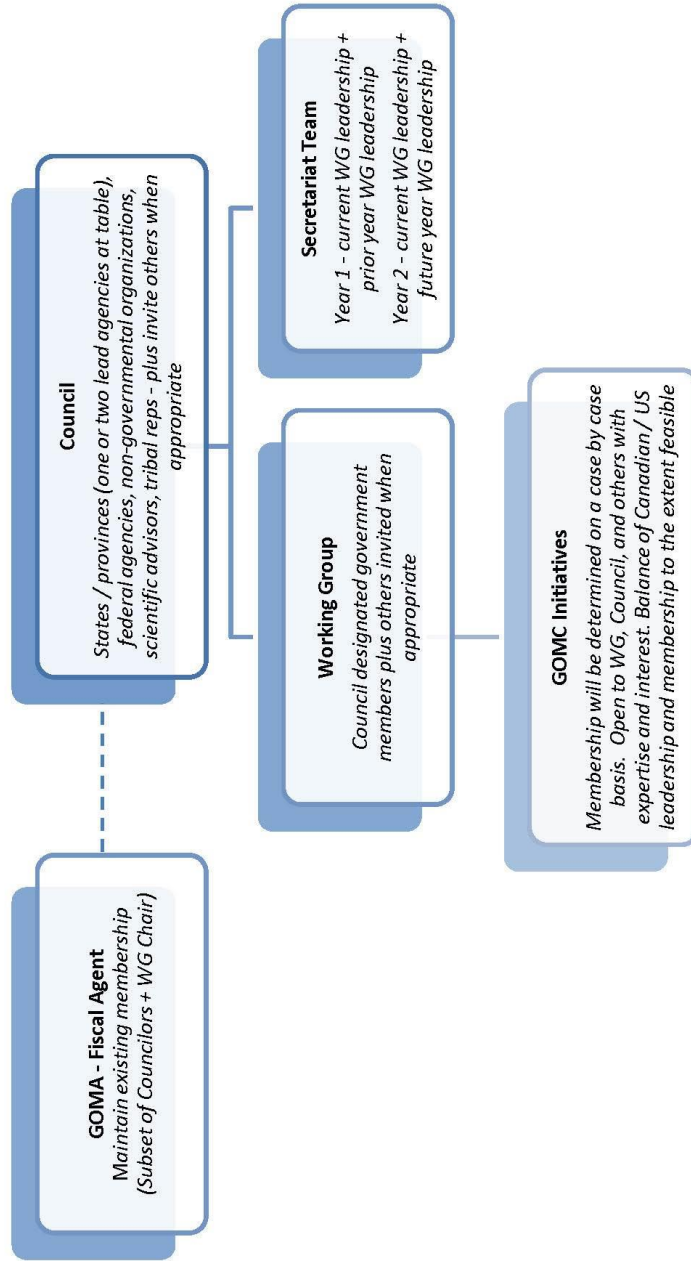
Two-Year Leadership Cycle  
Simplified 2-Year Work Plan replaces 5-Year Action Plan





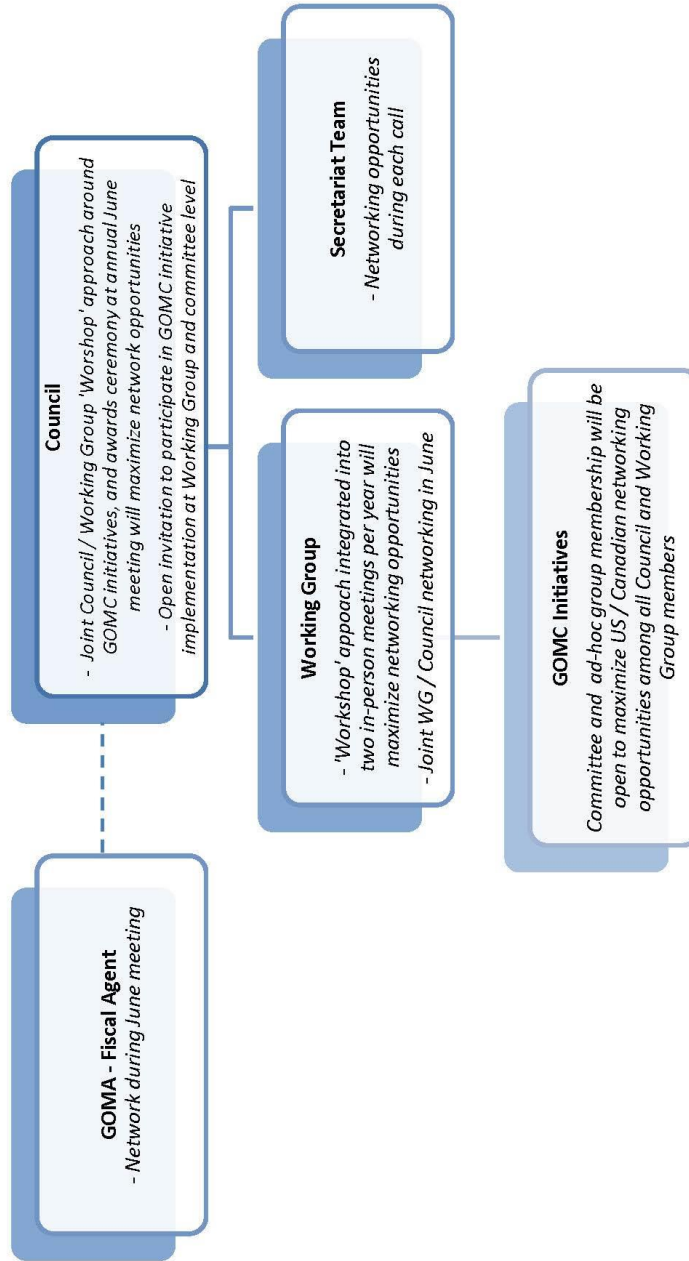
Gulf of Maine Council  
DRAFT – Proposed Framework (CAC Meeting - 25 March 2015)

Membership / Participants



Gulf of Maine Council  
DRAFT – Proposed Framework (CAC Meeting - 25 March 2015)

Networking Approach



<b>DRAFT GOMC Proposed Framework - Key Highlights as Compared to Existing Framework</b>
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#### **Leadership**

- States and provinces maintain primary leadership role, while gaining the flexibility (if they so choose) to invite federal or jurisdictional agency from their country to share leadership and / or management tasks by co-chairing or other less formal arrangement
  - Provides opportunity to reduce management burden on jurisdictions
  - Would increase work load for federal partners agencies if they accept co-leadership role
- Extend leadership term from one to two years
  - Enhances productivity by reducing number of transitions
  - **IMPORTANT:** would result in four year period without Canadian leadership

#### **Replace 5-Year Action Plan with 2-Year Work Plan**

- Broad vision, goals and outcomes included in the 2012-2017 Action Plan would be reaffirmed at June 2015 meeting and provide foundation for more detailed two-year work plan
- Aligns work plans with leadership terms
- Simplifies work plans to focus on GOMC priority work during two-year term
- Allows for work plans that focus on realistic tasks that can be achieved with limited funding within the two year leadership cycle
- Aligning work plans with leadership terms will ensure that leadership team is committed to GOMC planned activities during their two-year period
- Revised form allows flexibility for shifting GOMC functions and priorities to be revisited at the outset of each leadership period

#### **Simplified Structure**

- GOMC would maintain a minimal baseline approach where Council and Working Group would meet in-person on an annual basis
- Depending upon funding, priorities and preference during the leadership period, GOMC may develop and implement a broader work plan that includes GOMC awards, workshops, and / or other Gulf of Maine Council initiatives
- On an as needed basis, a Secretariat Team will be available to serve as an executive committee to the Working Group and / or a liaison between GOMA and the Council
- GOMA (US Association of Delegates + Canadian Association of Delegates) would continue to act as fiscal agent - managing budget, finance and fund development for GOMC initiatives
  - Will continue to provide fiscal structure to apply for grant funds as needed
  - GOMA role could be scalable once NROC project is complete
- Management and Finance Committee would be eliminated
  - Simplifies internal management structure
  - Reduces demands on leadership and contractors
- Meeting schedule would be simplified
  - Reduce Council in-person meetings to once per year

- Limit Working Group meetings to a maximum of two in-person and two conference call meetings per year
- Council and Working Group meetings would be combined where appropriate to promote networking and efficiency
- Secretariat Team would meet only 'as needed' (usually not more than quarterly)

**Council and Working Group Membership**

- Add flexibility to Council and Working Group membership
  - A state or province may choose either one or two agencies to represent them on the Council
  - Jurisdictions may choose to:
    - Have Council member designate an agency manager to serve on the Working Group, or
    - Agency may designate one representative to serve on both the Council and Working Group if the manager is at a high enough level to ensure agency 'buy-in' for decision making
- Guests may be invited to Council and / or Working Group meetings whenever additional expertise at the table is needed

**Gulf of Maine Initiatives**

- Make GOMC committees more flexible / less formal
  - Committees or ad-hoc groups will be convened as needed to support Gulf of Maine initiatives and disbanded when no longer needed
  - US / Canadian co-chairs will be in place where possible but committees can still function as long as they have one active chair

**Networking Approach**

- Council and WG meetings will be organized to promote active exchange of ideas, knowledge, and strategies for addressing key Gulf of Maine priorities
- Council and Working Group will have joint workshops / collaborative sessions whenever feasible
- Committees will continue to be open to all Council, Working Group and others with expertise and interest
- Council has flexibility to utilize a portion of annual meeting to host a workshop or other networking event that would encompass a broader audience

**Scenario 1: GOMC Framework – Broader Approach**

GOMC Activity	2015			Year 1 – 2015 / 2016				Year 2 – 2016 / 2017			
	April	May	June	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
<b>Council</b>			x				x				x
<ul style="list-style-type: none"> <li>Meets in June 2015 and 2017 with WG for networking purposes and to develop / approve two-year work plan</li> <li>Meets in June 2016 with WG for networking purposes + brief work plan check-in if needed</li> </ul>											
<b>Working Group</b>			x	x	x	x	x	x	x	x	x
<ul style="list-style-type: none"> <li>Meets quarterly or as needed for networking opportunities and to coordinate implementation of GOMC initiatives (June meeting is held jointly with Council) (no more than 2 in person meetings/year)</li> </ul>											
<b>GOMC Initiatives</b>		x								x	
<ul style="list-style-type: none"> <li>Active GOMC committees (initiatives) submit two year work plans (these are not funding requests but rather fully funded or in-kind supported initiatives)</li> <li>GOMC Council or WG submit proposals for new two-year GOMC initiatives (support and / or funding included with proposal)</li> <li>Council identifies GOMC initiatives to be supported as part of GOMC two-year work plan</li> <li>Committees or ad-hoc groups implement GOMC initiatives throughout the year according to their own schedules</li> </ul>		x									x
<b>GOMC Awards Program</b>				x	x	x	x	x	x	x	x
<ul style="list-style-type: none"> <li>GOMC hosts annual awards program</li> </ul>			x				x				x
<b>Secretariat Team</b>			x	x	x	x	x	x	x	x	x
<ul style="list-style-type: none"> <li>Meets quarterly or as needed to coordinate GOMC (conf. calls)</li> </ul>											
<b>GOMA – Fiscal Agent Role</b>			x		x		x		x		x
<ul style="list-style-type: none"> <li>GOMA Board meets in person in June + 1 conference call meeting. Level of effort is scaled in proportion to GOMC initiatives. Executive Committee meets as needed</li> </ul>											

**Scenario 2: GOMC Framework – Baseline Approach\***

GOMC Activity	2015			Year 1 – 2015 / 2016				Year 2 – 2016 / 2017			
	April	May	June	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
<b>Council</b>			x				x				x
<ul style="list-style-type: none"> <li>Meets in June 2015 and 2017 with WG for networking purposes and to develop / approve two-year work plan</li> <li>Meets in June 2016 with WG for networking purposes + brief work plan check-in if needed</li> </ul>											
<b>Working Group</b>			x	x	x	x	x	x	x	x	x
<ul style="list-style-type: none"> <li>Meets no more than quarterly for networking opportunities and to coordinate implementation of GOMC initiatives. June in-person meeting is held jointly with Council. No more than 1 in-person meeting per year.</li> </ul>											
<b>GOMC Initiatives</b>		x								x	
<ul style="list-style-type: none"> <li>Existing active GOMC committees (initiatives) submit two year work plans (these are <u>not</u> funding requests but rather fully funded / or in-kind supported initiatives)</li> <li>Council identifies GOMC initiatives to be supported as part of GOMC two-year work plan</li> <li>Ongoing approved GOMC initiatives are implemented throughout the year according to their own schedules</li> </ul>			x	x	x	x	x	x	x	x	x
<b>Secretariat Team</b>			x	x	x	x	x	x	x	x	x
<ul style="list-style-type: none"> <li>Meets quarterly or as needed to coordinate GOMC (conf. calls)</li> </ul>											
<b>GOMA – Fiscal Agent Role</b>			x		x		x		x		x
<ul style="list-style-type: none"> <li>GOMA Board meets in person in June + 1 conference call meeting. GOMA level of effort is scaled in proportion to GOMC initiatives. Executive Committee meets as needed.</li> </ul>											

*\* Please note: Because proposed GOMC framework allows flexibility, leadership team can adjust baseline approach according to resources and capabilities anticipated during their leadership cycle.*

### Two-Year Leadership Scenarios

**Order of Jurisdictional Leadership:** New Hampshire, Maine, New Brunswick, Massachusetts, Nova Scotia

- Each two year leadership period will be led by a jurisdiction.
- During their leadership period, jurisdictions may choose to invite a federal agency from the same country to co-chair or assist with GOMC management in a less formal manner.
- The GOMC proposed framework allows for a flexible leadership approach to accommodate jurisdictional and federal preferences, management capacity, and resources.
- While each of the five jurisdictions continues to commit to act in a leadership role, federal agency participation as co-leaders is optional.

**Federal Partner Agencies:** Because federal participation in a leadership role is optional, there is no formal order of rotation. However, it is assumed that jurisdictions will communicate with federal partner agencies and federal partners will rotate evenly to the extent that resources and political priorities allow. **(US Federal Agencies:** NOAA, EPA, DOI – USGS / **Canadian Federal Agencies:** EC, DFO)

### Scenario for Existing Active GOMC Initiative (Example - ESIP)

ESIP Activity	2015			Year 1 – 2015 / 2016				Year 2 – 2016 / 2017			
	April	May	June	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
ESIP prepares and submits template highlighting expected activities that will take place during two year leadership period		x								x	
<ul style="list-style-type: none"> <li>• Template will be provided by Council Coordinator</li> <li>• Proposed work plan should include secured or committed funding and / or in-kind support for proposed activities</li> </ul>											
Council supports proposed two-year work plan for ESIP as part of overall GOMC planned activities for the leadership period			x								x
ESIP provides brief update regarding work plan accomplishments							x				x
ESIP implements program initiatives according to their own schedule and needs throughout the two-year leadership period				x	x	x	x	x	x	x	x