



Working Group Meeting
Wednesday, February 18, 2015
12:30 PM – 3:00 PM ET
1:30 PM – 4:00 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
February 18, 2015 • Working Group Meeting • Briefing Book

GOMC Working Group Meeting Agenda • Wednesday, February 18, 2015 12:30 p.m. – 3:00 p.m. ET / 1:30 p.m. – 4:00 p.m. AT		
12:30 PM ET	Welcome, Introductions, and Overview of Objectives for the Meeting <i>Steve Couture, Working Group Chair</i> <i>NH Department of Environmental Services</i>	
12:40 PM	Consent Agenda <ul style="list-style-type: none"> Draft Summary of Key Decisions and Action Items from December 2014 WG Meeting 	✓ For Decision <i>pp. 4-7</i>
12:45 PM	DRAFT - GOMC Framework Joan and / or Steve will present a draft GOMC framework for discussion. The draft framework was developed with input from the Secretariat Team, and reflects feedback received during the January 2015 Council Advisory Committee meeting. Working Group members will assist with fleshing out details of the proposed framework which will be considered at the April 2015 Council meeting.	✓ For Direction <i>pp. 8-16</i>
2:15 PM	GOMC 2015 Awards Theresa Torrent will provide an update regarding plans for the 2015 GOMC Awards program.	✓ For Information ✓ Internal
2:30 PM	Plans for June 2015 GOMC Meetings Working Group members will discuss plans for the joint Working Group / Council meetings and Coastwise Tidal Stream Crossings workshop in Portsmouth, New Hampshire during June 2015.	✓ For Direction <i>p. 17</i>
3:00 PM	Adjourn	

DRAFT Working Group Meeting Summary • Conference Call • December 17, 2014

Meeting Participants

GOMC Working Group Members: Heather Breeze, Fisheries and Oceans Canada; Rob Capozzi, NB Department of Environment and Local Government; Steve Couture, NH Department of Environmental Services; Steve Couture, NH Department of Environmental Services; Tim Hall, Fisheries and Oceans Canada; Ellen Mecray, NOAA; Rebecca Newhall, NOAA; Kathryn Parlee, Environment Canada; Ann Rodney, US Environmental Protection Agency; Susan Russell-Robinson, USGS; Jack Schwartz, MA Division of Marine Fisheries; Theresa Torrent, Maine Coastal Program; and Prassede Vella, MA Office of Coastal Zone Management.

Other participants: Patty Charlton, Nova Scotia Environment; Cindy Krum, GOMA Executive Director; Joan LeBlanc, GOMC Council Coordinator; Slade Moore, GOMC Habitat Restoration Coordinator; and Emily Rideout, NS Fisheries and Aquaculture.

Opening Remarks

Working Group Chair Steve Couture of New Hampshire Department of Environmental Services welcomed participants and outlined objectives for the meeting.

Consent Agenda

The following consent agenda items were accepted:

- Draft October 2014 Working Group Meeting Summary
- Draft Results from Facilitated Sessions at October 2014 WG Meeting
- ESIP and the Delivery of Ecosystem Indicators
- Climate Network Activities (including King Tides)
- State of the Gulf Update
- Fund Development Update
- Gulfwatch Update

CoastWise Tidal Stream Crossings

GOMC contractor Slade Moore facilitated a discussion with Working Group members to identify potential next steps as a follow up to publication of the CoastWise Tidal Road Crossing Concept Assessment report which was completed in November 2014. The report was based upon responses to a questionnaire designed to provide a rapid assessment of jurisdictional needs and interest in a CoastWise Tidal Road Crossing initiative. The assessment found that respondents were interested in further discussions about developing a Coastwise initiative. The report identified potential next steps including: 1) validating jurisdictional information about regulations, 2) hosting a GOMC-coordinated work session, and 3) convening a core group of partners to identify restoration project data that could support development of empirically based guidelines and principles for tidal road stream crossings. Working Group members discussed the results of the report and identified next steps for GOMC.

Key Decisions / Action Items

- GOMC will coordinate a dedicated work session to develop next steps for the CoastWise Tidal Stream Crossings Initiative.

- To minimize travel costs and facilitate participation by Working Group members, the session will tentatively take place on June 16, 2014 in New Hampshire prior to the two-day Working Group meeting. Opportunities for virtual participation will be made available.
- The following Working Group members agreed to participate in a planning call to begin developing a meeting scope and identify sources of funding for the meeting: Cindy, Prassede, Ellen, Rob, Susan, Steve, and Theresa.

Proposed Gulf of Maine Proclamation

At the December 2014 Council meeting, Susan Russell-Robinson requested feedback from Council regarding a proposal to culminate the GOMC 25th Anniversary year with a Gulf of Maine Day Proclamation and celebratory event. The underlying goal of this initiative was to raise awareness and visibility for protecting the unique natural resources of the Gulf of Maine. Council members agreed with the goals of this initiative but did not support moving forward due to lack of resources, challenges associated with the timing of governmental leadership transitions, and competing jurisdictional priorities. WG members expressed some disappointment in lack of support for this initiative. Susan noted that the 25th Anniversary Committee will pursue alternative opportunities to promote visibility for GOM and the GOMC.

GOMC 2015 Awards

Theresa Torrent discussed plans and potential funding to host a GOMC Awards Program in 2015 in association with the June GOMC meetings in New Hampshire.

Key Decisions / Action Items

- Theresa will coordinate logistics for the awards program as it is not included in the Council Coordinator contract.
- Joan will provide Theresa with logistics and program information from 2014.
- Maine will provide funds to cover the awards ceremony and plaques, but they cannot cover any food costs.
- Tim noted that DFO may be able to assist with some funding.
- Steve will check GOMC meeting budget for potential funds.

GOMA Financial Update and Audit

Cindy Krum provided a brief update regarding GOMA / GOMC financial status and audit. Budgets were approved yesterday's GOMA meeting (December 16, 2014). Total budget for the current fiscal year has increased to \$1,350,681 (including fiscal agent funds). The budget estimate for FY16 is currently \$483,795. GOMA has completed its audit for fiscal year July 2013 through June 2014. The new management and administrative rate as of June 30, 2014 is 14.45%. Cindy noted that the new rate applies only to 'new' contracts going forward and not existing contributions. While most contracts have been approved for the period January 1, 2015 through June 30, 2015, the contract for GOMC finance manager is still under negotiation. GOMA financial report and operating budget as well as the six-month contractor scopes of work documents are available in the meeting sections of the GOMC website at <http://www.gulfofmaine.org/2/gomc-home/council-meetings/>

GOMC Organizational Assessment

Steve Couture and Joan LeBlanc provided an update regarding direction for the GOMC organizational assessment provided by Council at the December 15, 2014 Council meeting. At the November 2014 Council Advisory Committee meeting, the CAC concurred with the Working Group's recommendations (as shown below) regarding the four leadership options. The CAC also recommended that all four options be provided to Council for discussion at their December meeting.

Leadership Option 1 – No Action, Retain Existing Leadership

(Working Group and CAC recommended further consideration of this option)

- Jurisdictional government members provide leadership of Council
 - Leadership rotates – one jurisdiction per year
- Federal partners, scientific community members, NGOs, and tribal representative are active participants at the Council table
- Council membership
 - Jurisdictions (2 government representatives each, + 2 non-government)
 - Federal Agencies (1 representative each)
 - Scientific community (2 representatives – 1 US / 1 Canadian)
 - Tribal representative (1)

Leadership Option 2 – State / Provincial and Federal Partner Joint Leadership

(Working Group and CAC recommended further consideration of this option)

- Jurisdictional and federal agencies would co-lead Council
- US / Canadian shared leadership
- Rotating leadership
 - US State and Canadian Federal
 - Canadian Provincial and US Federal
- Council membership remains the same

Leadership Option 3 – State/Provincial, Federal Partners, and NGOs Share Leadership

(Working Group and CAC did not recommend further consideration of this option)

- Leadership shared amongst three entities
 - US / Canadian balance (rotational basis)
 - NGOs elect their own leadership
- Balance amongst NGOs (Canadian and US)
- Council membership remains the same

Leadership Option 4 – Network Approach

(Working Group and CAC did not recommend further consideration of this option)

- GOMC would act as a network where all agencies could be at the table
- Members could include state / provincial reps, federal agencies, non-profit organizations, academia, and others

Council members did not reach consensus regarding the potential leadership options developed by the Council Advisory Committee as none of them fully addressed the Council's underlying goals of streamlining, sharing the workload for management of GOMC, and increasing networking. Council also did not reach consensus regarding the potential option of combining Council and Working Group into one entity. Council requested that Steve and Joan work with the Council Advisory Committee and Working Group to develop scenarios for an alternative GOMC leadership and structural approach that would:

- Address the need for shared leadership and / or management, while factoring in the constraints associated with co-chairing indicated by some federal agencies
- Simplify the existing Working Group / Council structure
- Fully define and create a networking approach

- Provide flexibility to bring appropriate additional members to the table when needed (most jurisdictions felt that one lead agency at the table to make these requests was sufficient)

Council members also supported the proposal to hold a joint Council / Working Group meeting in June 2015 to identify functions and priorities for GOMC in the coming fiscal year or action plan period.

Key Decisions / Next Steps

- Joan and Steve will work with the Secretariat Team, Council Advisory Committee and Working Group to follow up on Council direction by developing scenarios for proposed GOMC leadership and structure
- GOMC will hold a two-day joint Council and Working Group meeting June 17th and June 18th.
- GOMC Awards ceremony will be scheduled for the evening of June 17th.

Plans for February 2015 Working Group Meeting

- The next Working Group conference call meeting is scheduled for Wednesday, February 18th, 12:30 PM to 3:00 PM ET / 1:30 PM – 4:00 PM AT.
- Because the meeting takes place during school vacation week for some Working Group members, Joan will circulate the Briefing Book early.

Meeting adjourned at approximately 2:30 p.m.

Meeting summary prepared by Joan LeBlanc, Council Coordinator.

The Briefing Book for the meeting is available at: <http://www.gulfofmaine.org/2/gomc-home/council-meetings/>

Gulf of Maine Council on the Marine Environment Meeting Briefing Note					
Title of Agenda Item: Draft GOMC Framework					
Submitted by: Steve Couture and Joan LeBlanc					
Type of Item (place X in appropriate box)	For Decision	For Direction	x	For Information (internal GOMC)	x
For Information (External)					
<p>Background (required):</p> <ul style="list-style-type: none"> At the December 2014 Council meeting, Council members <u>did not</u> reach consensus regarding any of the four potential leadership options developed by the Council Advisory Committee as none of them fully addressed the Council's underlying goals of streamlining, sharing the workload for management of GOMC, and increasing networking. Council also <u>did not</u> reach consensus regarding the potential option of combining Council and Working Group into one entity. Council requested that Steve Couture and Joan LeBlanc work with the Council Advisory Committee and Working Group to develop scenarios for an alternative GOMC leadership and structural approach that would: <ul style="list-style-type: none"> Address the need for shared leadership and / or management, while factoring in the constraints associated with co-chairing indicated by some federal agencies Streamline and simplify the existing Working Group / Council structure Fully define and create a networking approach Provide flexibility to bring appropriate additional members to the table when needed (most jurisdictions felt that one lead agency at the table to make these requests was sufficient) <p>During January 2015, Joan and Steve met with the Secretariat Team to develop a draft GOMC Framework that responds to the issues raised by Council members in December.</p> <p>At the January 28 Council Advisory Committee meeting, CAC supported the draft GOMC framework, and provided several recommendations aimed at clarifying and further fleshing out the details.</p> <ul style="list-style-type: none"> CAC members expressed general support for the proposed framework. <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

Actions, Outcomes or Decisions Requested:

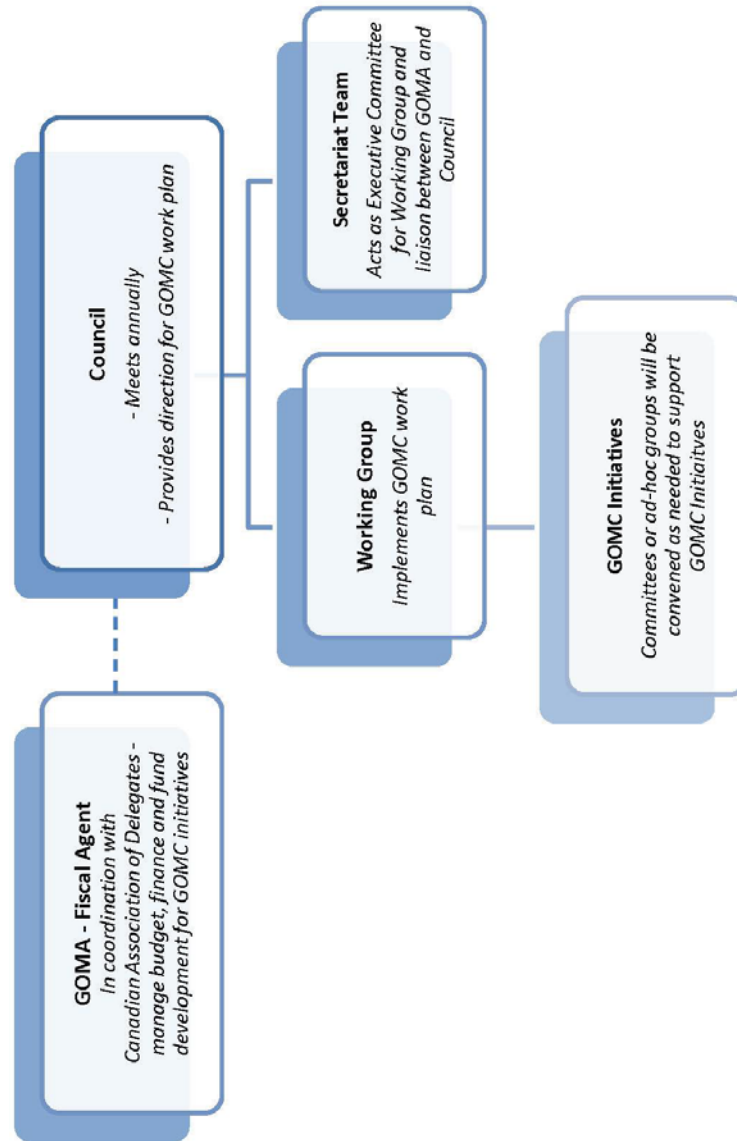
Working Group members are asked to provide feedback regarding the draft GOMC Framework. The Council Advisory Committee will meet again in March for a 'check-in' before the draft framework goes to the full Council for consideration in April.

Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note):

The draft framework is outlined in the organizational charts and key highlights documents on pp. 10 through 16 of this briefing document.

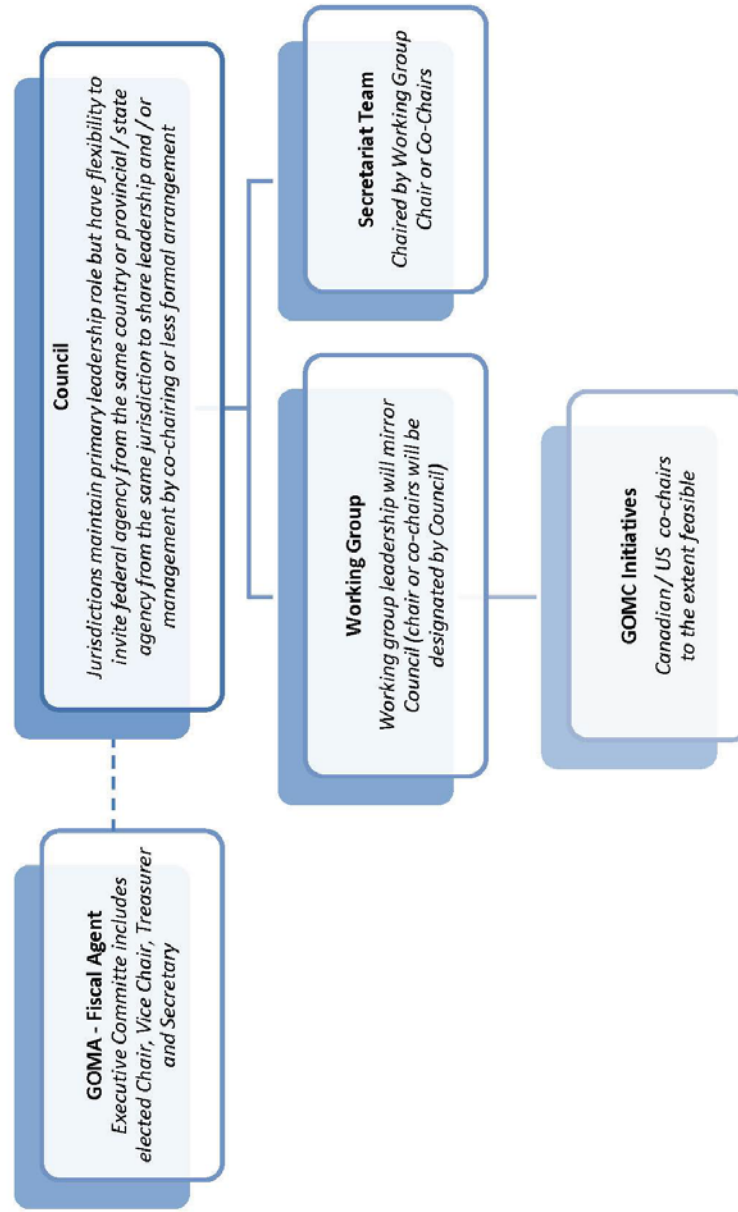
Gulf of Maine Council
DRAFT – Proposed Framework (WG Meeting - 18 February 2015)

GOMC Organizational Structure



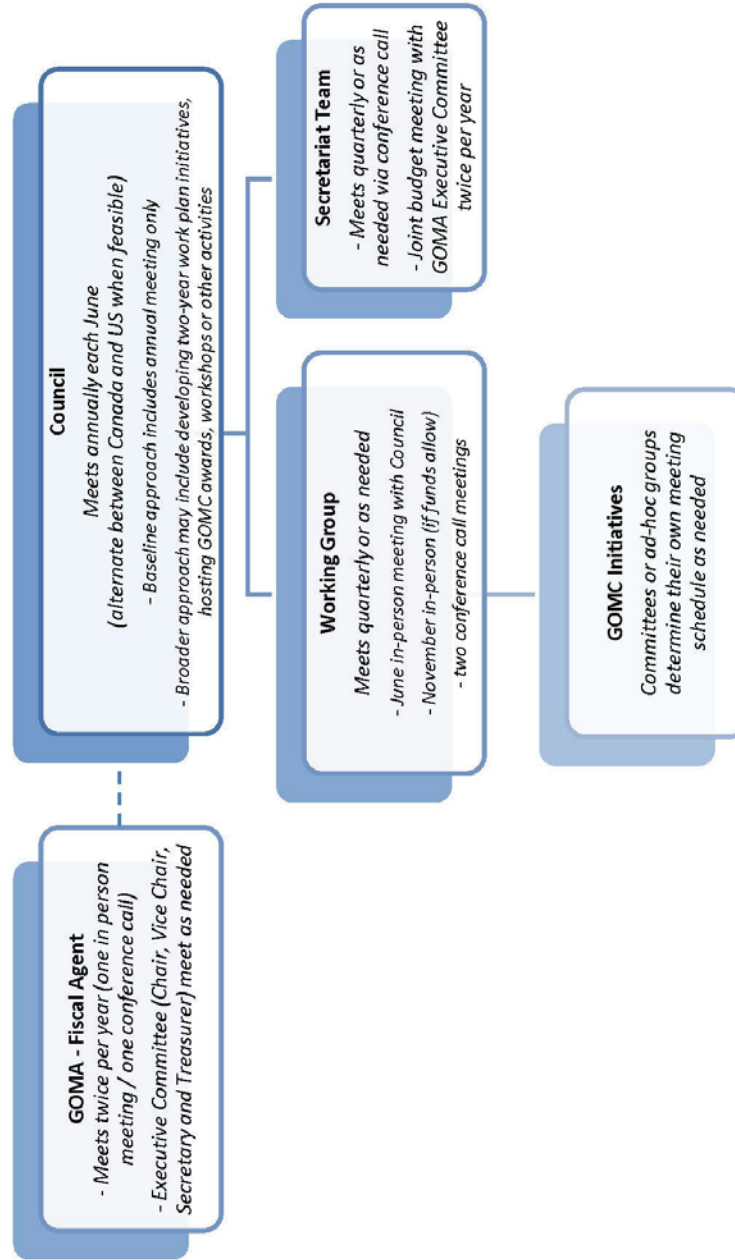
Gulf of Maine Council
DRAFT – Proposed Framework (WG Meeting - 18 February 2015)

Leadership



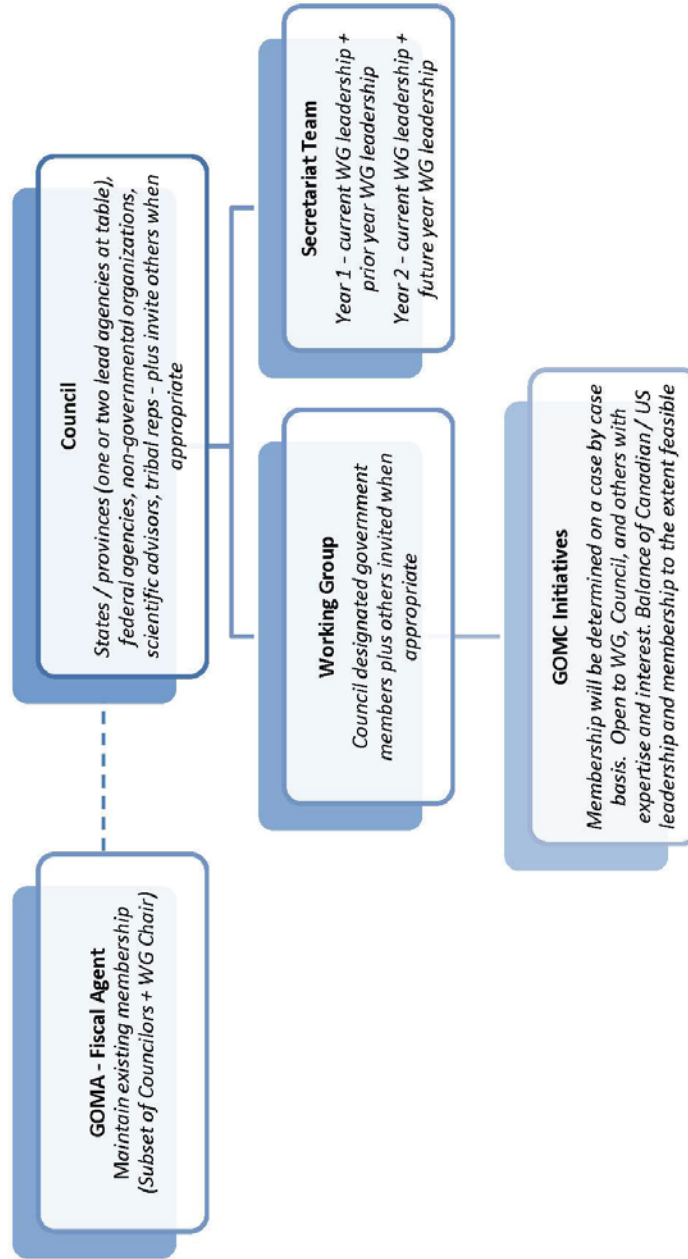
Gulf of Maine Council
DRAFT – Proposed Framework (WG Meeting - 18 February 2015)

Two-Year Cycle for Leadership and Simplified Work Plan



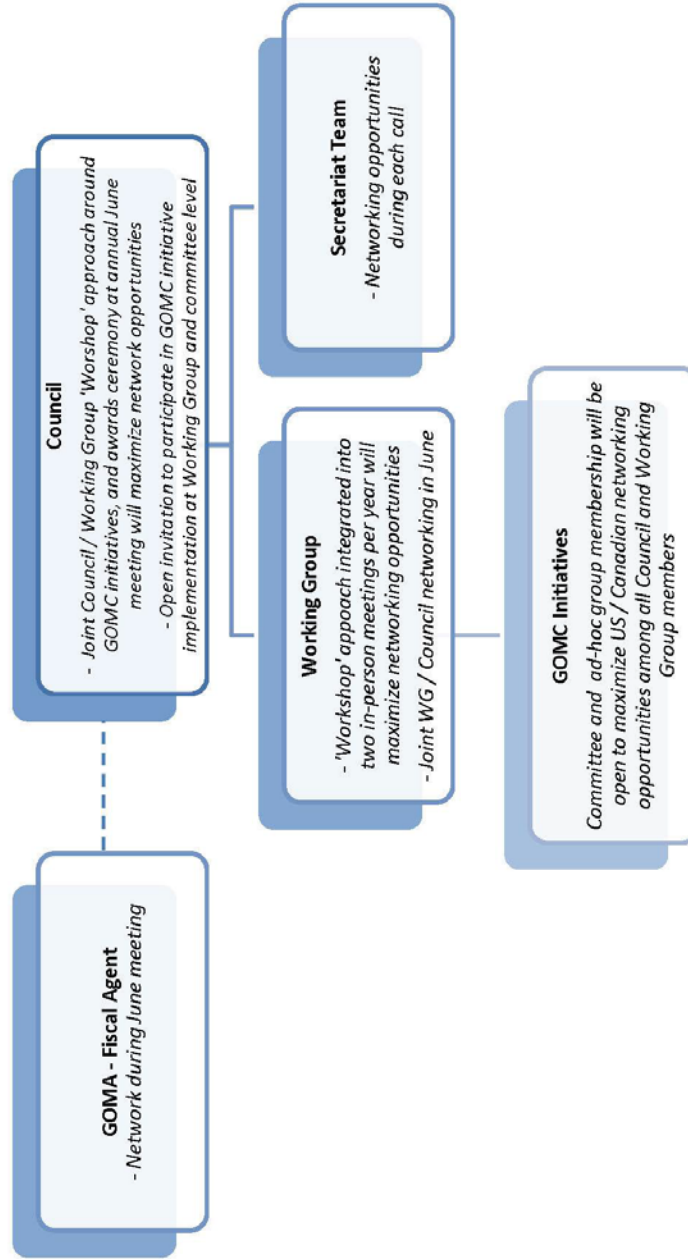
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Membership / Participants



Gulf of Maine Council
DRAFT – Proposed Framework (WG Meeting - 18 February 2015)

Networking Approach



DRAFT GOMC Proposed Framework - Key Highlights as Compared to Existing Framework

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 by 'sharing the load'
- Extend leadership term from one to two years
 - Enhances productivity by reducing number of transitions

Simplified Structure and Work Plan

- 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
- Replace 5-Year Action Plan with 2-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
- 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)

DRAFT GOMC Proposed Framework - Key Highlights as Compared to Existing Framework

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 or 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

Gulf of Maine Council on the Marine Environment Meeting Briefing Note					
Title of Agenda Item: Plans for GOMC June 2015 Meetings					
Submitted by: Steve Couture and Joan LeBlanc					
Type of Item (place X in appropriate box)	For Decision	For Direction	x	For Information (internal GOMC)	x
Background (required): Plans for the following GOMC June 2015 meetings and events are currently being developed. <ul style="list-style-type: none">Tuesday, June 16 –Coastwise Tidal Stream Crossings Workshop NH DES, Pease Development Authority, 222 International Drive, Suite 175, Portsmouth, NHWednesday, June 17 – Joint Council / Working Group Meeting (Day 1) NH DES, Pease Development Authority, 222 International Drive, Suite 175, Portsmouth, NHWednesday, June 17 (evening) – GOMC Awards Ceremony Shell Oceanfront Pavilion, Hampton Beach State Park, Hampton, NH http://www.nhstateparks.org/explore/outings-events-in-the-park/oceanfront-pavilion.aspxThursday, June 18 – Joint Council / Working Group Meeting (Day 2), NH DES, Pease Development Authority, 222 International Drive, Suite 175, Portsmouth, NH					
Actions, Outcomes or Decisions Requested: Working Group members are asked to provide feedback regarding plans for the June 2015 GOMC meetings and events.					
Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note): n/a					