



Council Advisory Committee Meeting

Tuesday, May 19, 2015

10:00 AM – 11:30 AM ET

11:00 AM – 12:30 PM AT

Briefing Book

Conference Call Access Information

Call In: 1 888-206-2266

Passcode: 5764669

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GOMC Council Advisory Committee Meeting Agenda • Tuesday, May 19, 2015 10:00 AM – 11:30 AM ET / 11:00 AM – 12:30 PM AT		
10:00 AM ET	Welcome, Introductions, and Overview of Objectives for the Meeting <i>Steve Couture, Working Group Chair</i> <i>NH Department of Environmental Services</i>	
10:10 AM	Consent Agenda Draft Summary of Key Decisions and Action Items from March 2015 CAC Meeting	✓ For Decision <i>pp. 4-5</i>
10:15 AM	DRAFT GOMC Framework and TORs Joan and / or Steve will provide an update regarding the draft GOMC framework and present draft Terms of Reference for review and discussion by the Council Advisory Committee. CAC are asked to review and provide feedback for Draft Terms of Reference to be considered at the June 2015 Council meeting.	✓ For Direction <i>Briefing Note, p. 6</i> <i>Council TORs, pp. 7-8</i> <i>Secretariat TORs, p. 9</i> <i>WG TORs, p. 10</i> <i>Org. charts, highlights, scenarios, pp. 11-20</i>
11:20 AM	Plans for June 2015 <ul style="list-style-type: none">• <i>Meeting Agenda</i>• <i>Structure of joint Council / WG workshop</i>• <i>Two-Year Work Plan Proposals</i>	✓ For Direction <i>Briefing Note, p. 21</i> <i>June Agenda, pp. 22-23</i> <i>Work Plan instructions & Template, pp. 24-25</i>
11:30 AM	Adjourn	

DRAFT Summary of Key Decisions / Action Items
Council Advisory Committee Meeting - March 25, 2015

Call Participants

Rob Capozzi, Steve Couture, Cindy Krum, Joan LeBlanc, Kathleen Leyden, Ellen Mecray, David Millar, Ru Morrison, Rebecca Newhall, Christophe Rivet, Ann Rodney, Susan Russell-Robinson, Theresa Torrent, Prassede Vella

Consent Agenda

The following Consent Agenda item was accepted:

- Draft Summary of Key Decisions and Action Items from January 2015 CAC Meeting

Action Agenda

DRAFT - GOMC Framework

Steve and Joan presented an updated draft of the proposed GOMC Framework for Council Advisory Committee (CAC) consideration and discussion. Following the January 2015 Council Advisory Committee meeting and the February 2015 Working Group meeting, Steve and Joan have continued to work with the Secretariat Team to identify and address outstanding issues associated with the Draft GOMC Framework. Organizational charts, key highlights, and scenarios were developed to provide additional detail about how the proposed framework could work during a two-year leadership cycle.

Key Decisions / Action Items

Council Advisory Committee members reaffirmed support for the proposed GOMC Framework and provided the following additional recommendations:

- Options for leadership during the two-year cycle were changed so that jurisdictions have the flexibility to add a federal agency as a co-chair or partner from either the US or Canada, vs. the previous framework which allowed flexibility to invite federal agencies from only the same country as the lead jurisdiction.
- Role of the Secretariat Team was clarified noting that the Secretariat Team would assume all former responsibilities of the Management and Finance Committee (M&F is eliminated under the proposed framework).
- Flexibility was added to the process for determining membership of the Secretariat Team so that this committee will always have appropriate Canadian / US balance.
- The order of jurisdictional leadership was changed to – New Hampshire, New Brunswick, Maine, Nova Scotia, Massachusetts. As a result, the four year period without Canadian jurisdictional lead shifts to the end of the cycle.
- Language was added to recommend that federal co-chairs be selected from existing Council members to the extent feasible.
- Criteria for GOMC initiatives to be submitted for inclusion in the two-year work plan was clarified to include language noting that the proposals should provide cross-jurisdictional benefit.
- While two-year work plans will not be funding requests, they may reflect new ideas where outside funding is anticipated or expected.
- CAC recommended that goals and outcomes of the GOMC 5-year Action Plan provide the foundation for two-year work plans. Linking work plans to the existing, approved Action Plan will be crucial to garnering support for federal funding requests.

Next Steps

- Joan and Steve will further develop details associated with the role of the Secretariat Team.
- Joan and Steve will develop procedures for preparing two-year work plans for consideration at the June 2015 Council / Working Group meeting.
- CAC recommended that the framework move forward (with proposed adjustments noted above) for consideration at the April Council meeting.
- CAC requests an additional conference call during May to discuss progress in developing two-year work plans and draft Terms of Reference to be developed prior to the joint June 2015 Council / Working Group meeting.

The briefing book for the meeting including the DRAFT GOMC Framework and associated reference materials is available online at:

<http://www.gulfofmaine.org/2/gomc-home/council-advisory-committee-2014-2015/>

Summary prepared by Joan LeBlanc, Council Coordinator

Gulf of Maine Council on the Marine Environment Meeting Briefing Note				
Title of Agenda Item: Draft GOMC Framework and Terms of Reference				
Submitted by: Steve Couture and Joan LeBlanc				
Type of Item (place X in appropriate box)	For Decision	For Direction	x	For Information (internal GOMC)
				For Information (External)
Background (required): <p>Following the March 2015 Council Advisory Committee meeting, GOMC Council met on April 9 and Working Group met on April 15 to review and provide additional feedback on the Draft GOMC Framework. During their April 9 conference call meeting, Council expressed support for moving forward with the proposed framework with the following change:</p> <ul style="list-style-type: none">➤ Regarding leadership structure, jurisdictions would continue as the lead agencies. In addition to the options already outlined for inviting federal or jurisdictional agencies to co-lead or assist, jurisdictions will now also have the option to invite NGOs to partner with them (without being official co-chairs) during the two year leadership period. <p>During the April 15 Working Group meeting, Joan and Steve provided Working Group members with an updated draft GOMC Framework and associated reference materials. Working Group members recommended using existing Terms of Reference (TORs) as a starting point for developing the new Terms of Reference for the proposed GOMC Framework.</p> <p>In preparation for the June 2015 meeting and decisions regarding the proposed GOMC Framework, Joan and Steve prepared draft Terms of Reference for the proposed framework. Draft Terms of Reference for the Council, Working Group and Secretariat Team are included in the Briefing Book following this Briefing Note. These TORs reflect the decisions made during the 2014-2015 GOMC organizational assessment process. Once these TORs are reviewed they will be incorporated into a broader GOMC Terms of Reference document that will include additional items such as the GOMC founding documents and GOMA TORs that are not being updated at this time. As a reminder, under the proposed GOMC Framework, Management and Finance Committee would be eliminated and its existing roles would be merged into the Secretariat Team.</p>				
Actions, Outcomes or Decisions Requested: <ul style="list-style-type: none">➤ CAC members are asked to review and provide feedback on the draft Terms of Reference for Council, Working Group and Secretariat.➤ CAC members are asked to provide feedback regarding items to include in the broader Terms of Reference document.				
Supporting Documentation (If applicable, list additional documents included in the Briefing Book following this Briefing Note): <p>The following documents are included following this briefing note:</p> <ul style="list-style-type: none">• <i>Draft Terms of Reference (TORs) for proposed GOMC Framework:</i> pp. 7-10• For reference, current GOMC TORs are available at: http://www.gulfofmaine.org/2/gomc-home/council-advisory-committee-2014-2015/• <i>Organizational Charts Highlighting Proposed GOMC Framework:</i> pp. 11-15• <i>Key Highlights of Proposed GOMC Framework:</i> pp. 16-17• <i>Scenarios (Broad Approach, Baseline Approach, Leadership Options, GOMC Initiative Example – ESIP),</i> pp. 18-20				

Gulf of Maine Council on the Marine Environment
Draft Terms of Reference – May 19, 2015

Scope

The governments of Maine, Massachusetts, New Brunswick, New Hampshire, and Nova Scotia established the Gulf of Maine Council on the Marine Environment through “An Agreement on the Conservation of the Marine Environment of the Gulf of Maine between the Bordering States and Provinces” signed in 1989 and amended in June, 1992 (*GOMC Agreement*). The Council discusses and acts upon issues of common concern related to the protection and conservation of the ecological balance within the Gulf of Maine ecosystem.

Role

The Council has three primary roles:

1. Facilitate integrated watershed, coastal and ocean management by fostering an ecosystem-based management approach. The Council works to ensure decision-makers possess the necessary information to manage human effects on the ecosystem, to preserve ecological integrity and to sustain economically and socially healthy human communities.
2. Enable the region’s states, provinces and federal government agencies to become more effective stewards by working together in a regional forum to learn from each other and try new approaches.
3. Develop and sustain strong partnerships among government agencies and with local and regional organizations to enhance and leverage opportunities for addressing issues of regional concern.

Membership

Each Governor and Premier appoints up to two cabinet level or senior level government representatives and up to two non-government representatives from the non-profit and / or business sectors. Canadian and US federal agencies with a statutory mandate pertinent to the *GOMC Agreement* may designate a senior representative to serve as a member of the Council. In addition, the Governors, Premiers, and the Council will work collaboratively to make two-year renewable appointments for the following interests:

- A senior representative of the scientific community from each country that resides in the watershed; and
- A member of the tribal community that is nominated by the region’s First Nations.

Additional government or non-government representatives with appropriate expertise may be invited to participate in Council meetings as needed.

As of 2015, the following federal agencies are Council members:

- US: National Oceanic and Atmospheric Administration, Environmental Protection Agency, Department of Interior - USGS
- Canada: Environment Canada, Division of Fisheries and Oceans

Leadership

Unless otherwise determined, the Council will operate with a two-year Secretariat leadership cycle. Responsibility to Chair the Council will rotate among jurisdictions according to the following order: New Hampshire, New Brunswick, Maine, Nova Scotia, and Massachusetts. As designated in the *GOMC Agreement*, jurisdictions will maintain the primary leadership role.

Jurisdictions may choose to invite a Canadian or US federal agency, or a provincial / state agency from the same jurisdiction to share leadership / and or management by co-chairing or through a less formal collaborative arrangement. Because federal participation in a leadership role is optional, there is no formal order of rotation. To the extent feasible, federal partner agencies will rotate evenly and federal co-chairs will be selected from existing GOMC Council members.

Jurisdictions may also invite non-governmental organizations (NGOs) to partner or collaborate (but not serve as co-chair) during the leadership cycle. To the extent feasible, NGO partners will already be existing Council members. Risk of potential conflict of interest with federal agencies will be assessed if and when NGOs partner or collaborate during the leadership cycle. The Secretariat Team will implement appropriate mitigation measures as needed to address potential conflicts of interest.

Responsibilities

During a given leadership period, Council will determine GOMC level of effort based upon funding, priorities and staffing capacity. Council leadership may choose to operate according to:

1. A baseline approach with one in-person annual meeting for Council and Working Group along with a limited work plan, or
2. A broader approach including at least one in-person annual Council meeting, quarterly Working Group meetings, plus additional activities such as an annual awards program, workshop, or other GOMC initiatives with cross-jurisdictional benefit.

Councilors are expected to actively participate in development of Council meeting agendas and follow-up actions. Councilors are expected to actively pursue opportunities to advance the Council's 5-year Action Plan and GOMC initiatives while in their home jurisdictions.

Meetings

Council will meet in-person on an annual basis to promote networking around Gulf of Maine priorities, and to provide direction for the Gulf of Maine Council work plan and initiatives. Meeting location will alternate between Canada and US when feasible, and will be held in collaboration with Working Group when appropriate to enhance networking and collaboration. Council Chair, Co-Chair or his/her designee will moderate the meeting. Council may choose to utilize a portion of the annual meeting to host a workshop or other networking event that would encompass a broader audience.

Committees / Initiatives

The Council may establish or disband committees, initiatives, or ad-hoc groups as it deems necessary to fulfill its mandate.

Communication

The Council routinely apprises the Premiers, Governors, and others about Council activities and prepares reports documenting accomplishments when appropriate.

Support

The Council Coordinator and the Executive Director of the US Gulf of Maine Association provide staff support as needed. Other Council contractors, agency representatives, and committee co-chairs may assist as needed.

Decisions

The Council will develop, as necessary, a unified consensus on policies and programs affecting its mandate. The Council may decide to vote on specific issues but the results are non-binding on those that oppose or abstain from the decision.

Secretariat Team
DRAFT Terms of Reference – May 19, 2015

Purpose

The Secretariat Team serves the Gulf of Maine Council on the Marine Environment (GOMC) by acting as an executive committee for the Working Group and liaison between the Gulf of Maine Association and the Council.

Duties

The Secretariat Team will advise the Council and Secretariat leadership on program, policy, finance, and other GOMC management issues or directives. While the duties and responsibilities of the Secretariat Team will vary based upon the needs of the Gulf of Maine Council, anticipated responsibilities include:

- Secretariat Team provides leadership for organizing Council and Working Group meetings, including development of agendas and meeting materials.
- Secretariat Team provides leadership for development of two-year work plans and the GOMC five-year Action Plan.
- Secretariat Team meets jointly with Gulf of Maine Association Executive Committee to prepare and oversee budget implementation. Secretariat Team and GOMA Executive Committee can jointly amend the budget if changes do not cumulatively exceed 10% of the approved budget.

Membership

During the first year of a two-year Secretariat, membership will include representatives of the current Working Group leadership team and the prior year Working Group leadership team. During the second year of a two-year Secretariat, membership will include representatives of the current Working Group leadership team and the future year Working Group leadership team. Membership in the Secretariat Team is flexible and may be adjusted as needed to ensure Canadian / US balance. Secretariat Team meetings are open to any interested Council or Working Group members.

Leadership

The current Working Group Chair and / or Co-Chairs will serve as chair of the Secretariat Team during the two-year leadership cycle.

Meetings

- The Secretariat Team will meet to conduct regular business via conference calls as needed (usually not more than quarterly).
- Secretariat Team will participate in joint budget meetings with GOMA Executive Committee (usually twice per year).

Decisions

Decisions will be made by consensus.

Support: The Council Coordinator and Gulf of Maine Association Executive Director provide support to the Secretariat Team and participate in its discussions as needed.

Working Group
Draft Terms of Reference – May 19, 2015

Purpose

The Working Group serves the Gulf of Maine Council by developing and implementing the GOMC's five-year Action Plan and two-year work plans for Gulf of Maine Council initiatives.

Membership

Each government Council member will appoint one representative to serve on the Working Group. For each Council committee or initiative, Council members shall designate a committee co-chair to serve as a member of the Working Group. Council may appoint additional Working Group members by consensus. Guests may be invited to participate in Working Group meetings when additional expertise is needed.

- Working Group members are expected to have the authority to represent the position of their agency and make decisions.
- Working Group members will provide regular briefings to their Councilor.
- A Council member agency may choose to designate one representative to serve on both the Council and Working Group as long as the manager has appropriate decision making authority.

Leadership

Working Group Chair will be a member of the Working Group from the jurisdiction in which the Council Chair is located. If the jurisdictional Council Chair elects to invite a federal agency as a co-chair or partner during its leadership period, the Working Group may be co-chaired by a member of the Working Group from the designated partnership agency. The Working Chair or Co-Chairs will work in collaboration with the Secretariat Team to develop meeting agendas and conduct GOMC business as appropriate.

Meetings

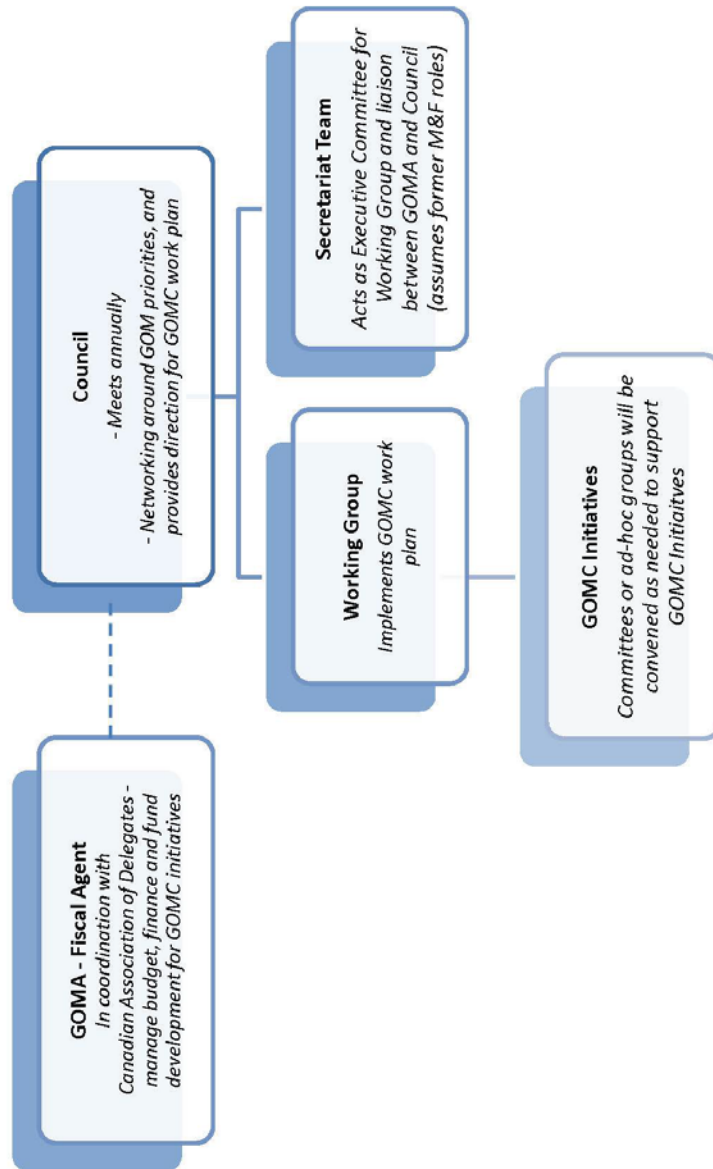
Working Group will meet up to four times per year with no more than two in-person meetings. When feasible, Working Group meetings will include a workshop element to enhance cross-jurisdictional education and collaborative efforts toward a healthy Gulf of Maine ecosystem. Working Group meetings will be combined with Council meetings when appropriate to promote efficiency and networking opportunities. Meeting locations will rotate among the member jurisdictions to the extent feasible.

Decisions

Decisions will be made by consensus.

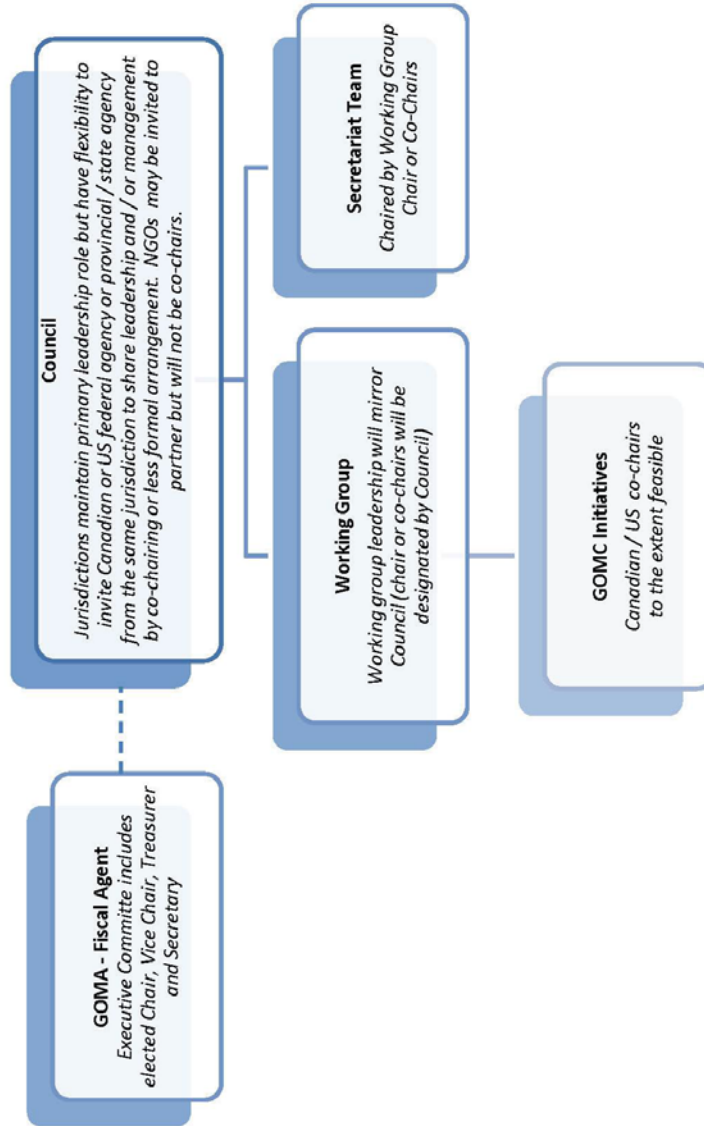
Gulf of Maine Council
DRAFT – Proposed Framework

GOMC Organizational Structure



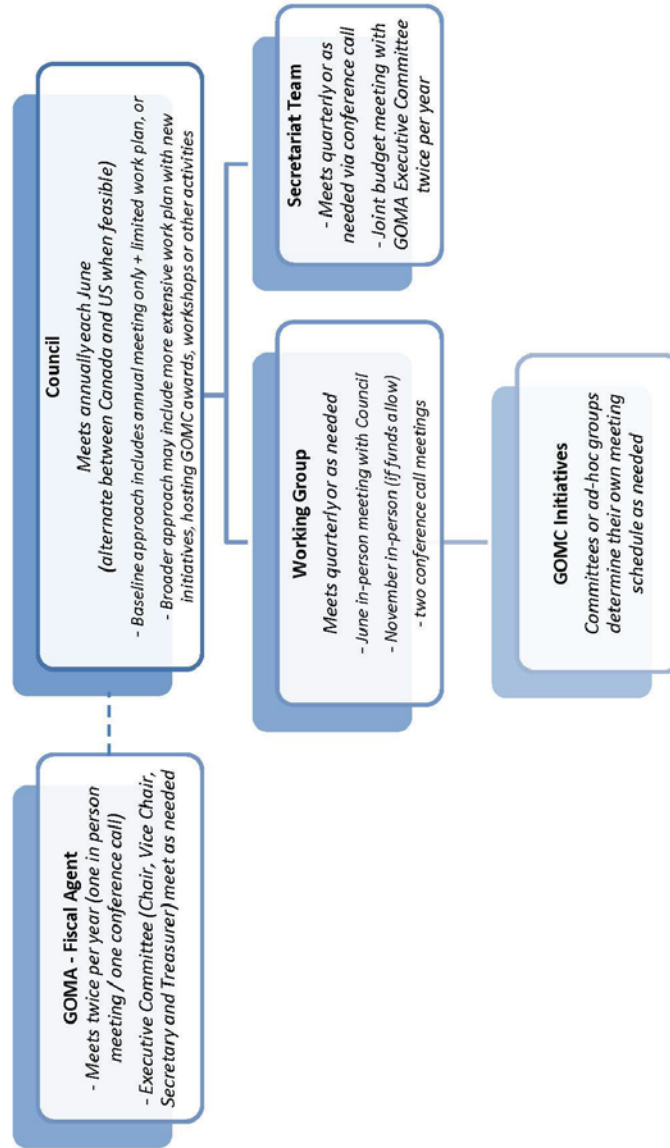
Gulf of Maine Council
DRAFT – Proposed Framework

Leadership (Who?)



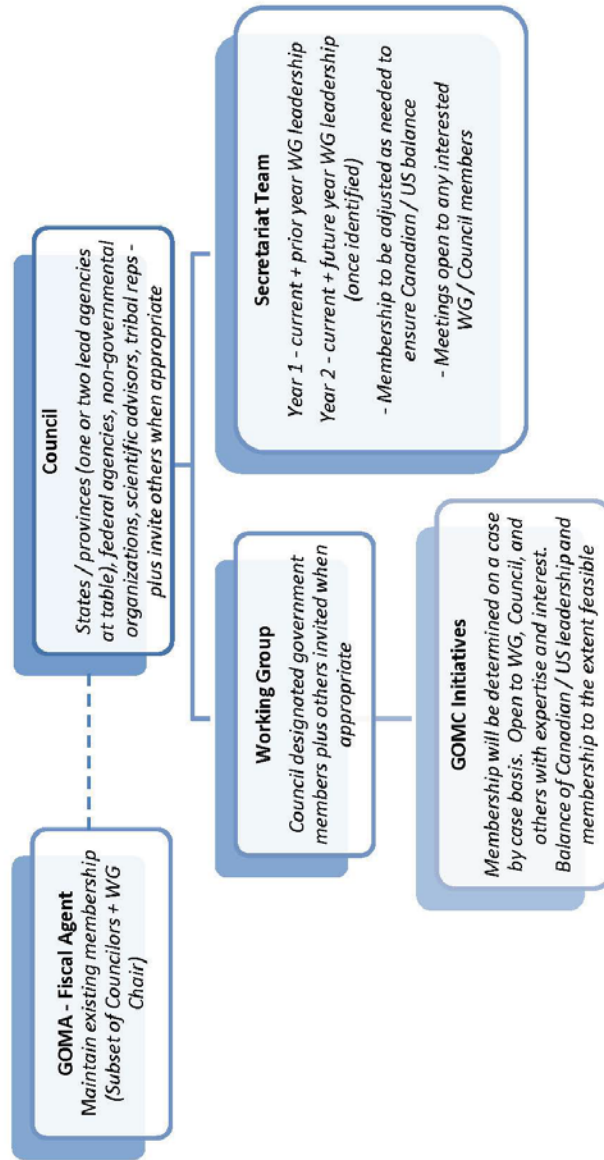
Gulf of Maine Council
DRAFT – Proposed Framework

Two-Year Leadership Cycle
Simplified 2-Year Work Plan (Retain Goals and Outcomes of 5-Year Action Plan)



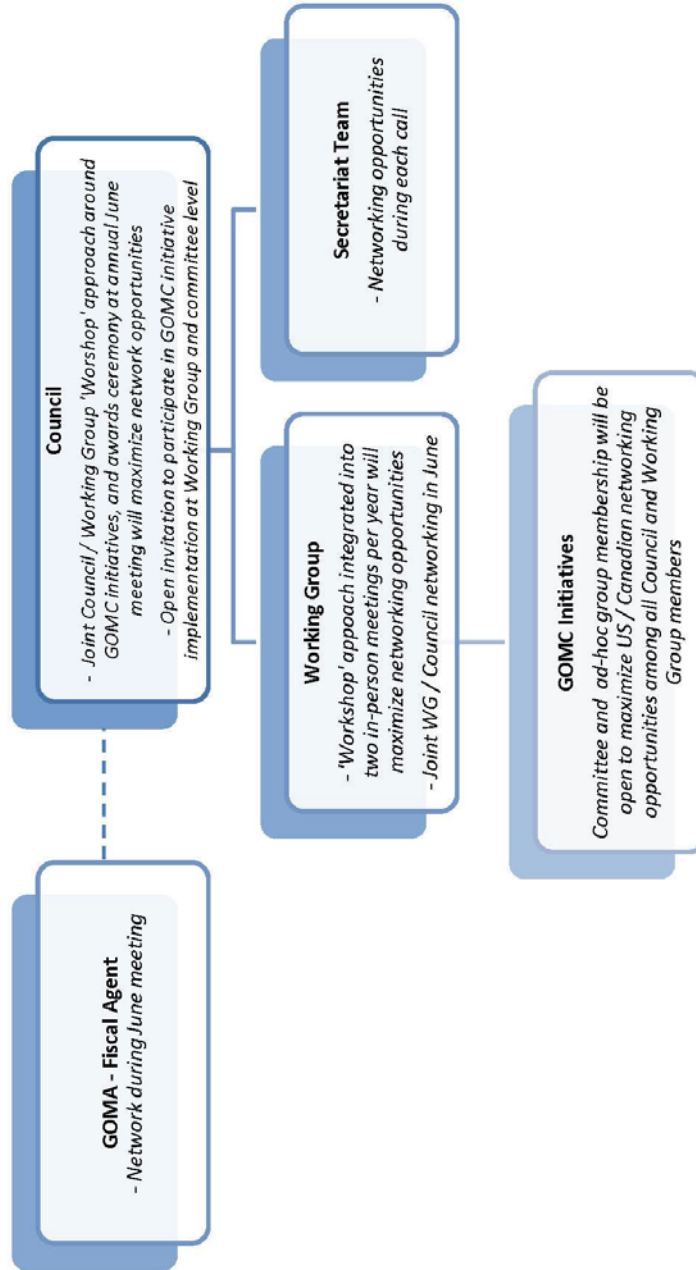
Gulf of Maine Council
DRAFT – Proposed Framework

Membership / Participants



Gulf of Maine Council
DRAFT – Proposed Framework

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 Canadian or US federal agency or jurisdictional agency (from the same jurisdiction) to share leadership and / or management tasks by co-chairing or other less formal arrangement. Jurisdictions also have the option of inviting NGOs to partner during the leadership year (but not as official co-chairs).
 - 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
 - Would result in four year period without Canadian leadership at end of rotation cycle

2-Year Work Plans (Retain Goals and Outcomes of 5-Year Action 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
- Secretariat Team will serve as an executive committee to the Working Group and / or a liaison between GOMA and the Council
 - Management and Finance Committee would be eliminated
 - Management and Finance responsibilities would be taken on by Secretariat Team
 - Internal management structure would be simplified, reducing demands on leadership and contractors
- 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

- 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

Secretariat Team Membership

- Secretariat Team will be chaired by Working Group Chair or Co-Chairs for the leadership cycle
- Membership of the Secretariat Team will include:
 - Year 1 – current Working Group leadership + prior year WG leadership
 - Year 2 – current Working Group leadership + incoming WG leadership (once identified)
 - Membership in the Secretariat Team is flexible and will be adjusted as needed to ensure an appropriate balance of Canadian / US leadership each year
- Secretariat Team meetings will be open to any interested Council or Working Group member

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 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

May 19, 2015 • Council Advisory Committee Meeting • Briefing Book

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
Council											
<ul style="list-style-type: none"> Meets in June 2015 and 2017 with WG for networking purposes and to develop / approve two-year work plan Meets in June 2016 with WG for networking purposes + brief work plan check-in if needed 			x								x
Working Group											
<ul style="list-style-type: none"> 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) 			x	x	x	x	x	x	x	x	x
GOMC Initiatives											
<ul style="list-style-type: none"> Active GOMC committees (initiatives) submit two year work plans (these are <u>not</u> funding requests but rather initiatives with expected / anticipated funding or in-kind support) GOMC Council or WG submit proposals for <u>new</u> two-year GOMC initiatives (support and / or funding included with proposal) Council identifies GOMC initiatives with cross-jurisdictional benefit to be supported as part of GOMC two-year work plan – includes review of proposed work plans as well as any new ideas developed during the Council meeting Committees or ad-hoc groups implement GOMC initiatives throughout the year according to their own schedules 		x								x	x
GOMC Awards Program											
<ul style="list-style-type: none"> GOMC hosts annual awards program 			x								x
Secretariat Team											
<ul style="list-style-type: none"> Meets quarterly or as needed to coordinate GOMC (conf. calls) 			x	x	x	x	x	x	x	x	x
GOMA – Fiscal Agent Role											
<ul style="list-style-type: none"> 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 			x		x		x		x		x

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
Council <ul style="list-style-type: none">Meets in June 2015 and 2017 with WG for networking purposes and to develop / approve two-year work planMeets in June 2016 with WG for networking purposes + brief work plan check-in if needed			x				x				x
Working Group <ul style="list-style-type: none">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.			x	x	x		x	x	x		x
GOMC Initiatives <ul style="list-style-type: none">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)Council identifies GOMC initiatives with cross-jurisdictional benefit to be supported as part of GOMC two-year work planOngoing approved GOMC initiatives are implemented throughout the year according to their own schedules		x								x	
Secretariat Team <ul style="list-style-type: none">Meets quarterly or as needed to coordinate GOMC (conf. calls)			x	x	x	x	x	x	x	x	x
GOMA – Fiscal Agent Role <ul style="list-style-type: none">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.			x		x		x		x		x

* 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

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

- Each two year leadership period will be led by a jurisdiction.
- During their leadership period, jurisdictions may choose to invite a Canadian or US federal agency to co-chair or assist with GOMC management in a less formal manner. Jurisdictions may also choose to invite NGOs to work as partners (but not co-chair) during the leadership period.
- 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. To the extent feasible, federal co-chairs will be current GOMC Council members. **(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">• Template will be provided by Council Coordinator• Proposed work plan should include secured or committed funding and / or in-kind support for proposed activities											
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

Gulf of Maine Council on the Marine Environment Meeting Briefing Note				
Title of Agenda Item: Plans for June 2015 Meetings / Two Year Work Plans				
Submitted by: Steve Couture and Joan LeBlanc				
Type of Item (place X in appropriate box)	For Decision	For Direction	x	For Information (internal GOMC)
For Information (External)				
Background (required): Plans for June 2015 GOMC Meeting GOMC will host the following meetings and events during June 2015. <ul style="list-style-type: none"> • Wednesday, June 17 – Joint Council / Working Group Meeting (Day 1) NH DES, Pease Development Authority, 222 International Drive, Suite 175, Portsmouth, NH • Wednesday, 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.aspx • Thursday, June 18 – Joint Council / Working Group Meeting (Day 2), NH DES, Pease Development Authority, 222 International Drive, Suite 175, Portsmouth, NH <u>Two-Year Work Plans</u> As a follow-up to the proposed GOMC two-year leadership cycle and associated two-year work plan process, Joan prepared a template for proposed two-year work plans. Working Group reviewed and supported the draft template during their April 15 meeting. Following the Working Group meeting, Joan circulated a call for proposed two-year work plans to Council and Working Group members with a deadline for submittal of May 22, 2015.				
Actions, Outcomes or Decisions Requested: <ul style="list-style-type: none"> ➤ CAC members are reminded to submit proposed two-year work plans for GOMC initiatives by the May 22 deadline. ➤ CAC members are welcome to provide feedback regarding plans for the June 2015 GOMC meeting. 				
Supporting Documentation (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"> • <i>June 2015 GOMC Meeting Agenda: p.22-23</i> • <i>Two-year Work Plan Template and Instructions: pp. 24-25</i> 				

Instructions for Preparing GOMC Two-Year Work Plan Templates

General

Council and Working Group members are encouraged to prepare proposed two-year work plans for consideration at the June 2015 GOMC Council / WG meeting. To the extent possible, please try to keep proposed initiatives to a one-page write-up. If necessary, additional background can be added as supplemental documentation following the one-page summary.

What is a GOMC Initiative?

A GOMC initiative may be a summary of anticipated work that an existing committee anticipates undertaking during the two year period from July 2015 through June 2017. GOMC initiatives may also be new ideas proposed by one or more WG or Council members.

Links to 2012-2017 Action Plan

Please indicate with an 'x' which goals and outcomes would be supported by the proposed initiative. Note: the existing 2012-2017 Action Plan Goals and Outcomes are retained under the proposed new GOMC Framework. The activities in the Action Plan will be replaced by GOMC Work Plan initiatives supported at the June 2015 meeting.

Description

Include a brief description of the proposed initiative noting key milestones for each year where appropriate.

Project Funding (Amount and Sources)

Please indicate anticipated in-kind and / or cash funding amounts and sources for initiative. While proposed Work Plan initiatives should not be funding requests to the Council, they may include potential sources of outside funding that have not yet been secured, i.e. there may be cases where project leads have applied or anticipate applying for external funding such as federal grants to support an initiative.

Project Partners

Indicate anticipated GOMC and / or external partners.

Supporting Documentation

Note any additional supporting documents here. These will be included in the Briefing Packet following a proposed Two-Year Work Plan initiative if needed.

Deadline: Please submit all proposed Two-Year Work Plans by Friday, May 22, 2015 to jleblanc@gulfofmaine.org .
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Gulf of Maine Council on the Marine Environment Proposed Two Year Work Plan – July 2015 through June 2017		
Name of GOMC Initiative:		
GOMC Project Lead (s):		
Links to 2012-2017 Action Plan Goals and Outcomes <i>Place 'x' next to all GOMC outcomes supported by proposed GOMC initiative</i>		
Goal 1: Restored & Conserved Habitats Outcomes: 1.1 Water Quality Protection 1.2 Habitat Restoration Outcome 1.3 Habitat Conservation	Goal 2: Environmental & Human Health Outcomes: 2.1 Environmental Monitoring 2.2 Environmental Indicators and Reporting 2.3 Climate Adaptation	Goal 3: Sustainable Communities Outcomes: 3.1 Understanding How People Use the Gulf of Maine 3.2 Community Stewardship
Description:		
Key Milestones YR1:		
Key Milestones YR2:		
Project Funding (Amount and Sources):		
Project Partners:		
Supporting Documentation: <i>(If applicable, list additional documents included with this 1 page Work Plan proposal)</i>		

DRAFT Meeting Agenda – June 17-18, 2015

Joint Council / Working Group Meeting • Wednesday, June 17, 2015 NH Dept. of Environmental Services Office, 222 International Drive, #175, Portsmouth, NH		
8:00 AM	GOMC Council Meeting - Welcome, Introductions and Overview of Meeting Objectives <i>Steve Couture, Coastal Program Director, NH Department of Environmental Services</i>	
8:10 AM	Consent Agenda <ul style="list-style-type: none"> April 2015 Council meeting summary acceptance April 2015 Working Group meeting summary acceptance Committee Updates 	✓ For Decision
8:15 AM	GOMC Proposed Framework <i>Council Advisory Committee will summarize proposed GOMC framework. Council members are asked to review and decide upon proposed GOMC Framework to be implemented in the upcoming GOMC leadership period beginning July 2015. (Draft Terms of Reference will be prepared in advance of the meeting)</i>	✓ For Direction ✓ For Decision
10:15 AM	Break	
10:30 AM	Roundtable Forum <i>Council / WG members discuss key issues facing jurisdiction and / or region.</i>	✓ For Information
12:30 PM	Lunch / Gulf of Maine Association Meeting <i>All Councilors are invited to the GOMA luncheon meeting. Lunch will be provided for GOMA meeting participants as well as all other Council / Working Group meeting participants.</i>	
2:00 PM	GOMC Joint Council / WG Workshop <i>GOMC Council and Working Group will work together to identify priority issues and develop GOMC two-year work plan. The workshop format is currently being developed - may include facilitated sessions, break-out activities, and / or guest speakers.</i>	✓ For Direction
3:00 PM	Break	
3:15 PM	GOMC Joint Council / WG Workshop (continued)	✓ For Direction
4:00 PM	Adjourn for the Day	

Wednesday, June 17, 2015 • GOMC Awards Reception Seashell Oceanfront Pavilion at Hampton Beach State Park • Hampton, NH	
5:00 PM RECEPTION	GOMC Awards Reception <i>GOMC will host special reception and ceremony to present 2015 GOMC Awards.</i>
6:00 PM AWARDS	

Joint Council / Working Group Meeting • Thursday, June 18, 2015 NH Dept. of Environmental Services Office, 222 International Drive, #175, Portsmouth, NH		
8:00 AM	Overview of Objectives for Day 2 <i>Steve Couture, Coastal Program Director, NH Department of Environmental Services</i>	
8:15 AM	GOMC Joint Council / WG Workshop (continued)	✓ For Direction
10:30 AM	Break	
10:45 AM	GOMC Joint Council / WG Workshop (continued) <i>Council and Working Group finalize decisions regarding two-year work plan, including:</i> <ul style="list-style-type: none"> • <i>Determine plan for meetings (baseline or expanded approach),</i> • <i>Identify support for two-year work plans submitted by active GOMC committees, and</i> • <i>Identify additional GOMC initiatives to be pursued during two-year period.</i> 	✓ For Direction ✓ For Decision
12:30 PM	Lunch – On Your Own	
2:00 PM	Joint Presentation on Sentinel Monitoring for Climate and Ecosystem Change / NECAN Initiatives <i>Speaker (s) TBD</i>	✓ For Information ✓ External
3:30 PM	Break	
3:45 PM	Review of Key Decisions / Next Steps from the Meeting <i>Steve Couture and / or Joan LeBlanc</i>	
4:00 PM	Plans for Next Council Meeting, Closing Remarks, and Passing of the Gavel <i>Steve Couture, NH DES</i>	
Adjourn		