



**Gulf of Maine
Council on the
Marine Environment**

Council Meeting Briefing Packet

Version 1 • June 12, 2008

Salem, MA • June 24-26, 2008



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Council Meeting Agenda

Tuesday, June 24, 2008, Hawthorne Hotel, Sophia Room, Salem, MA

6:00 – 7:45 PM	<p>Gulf of Maine Council on the Marine Environment Awards Reception Leslie-Ann McGee, MA Office of Coastal Zone Management and Council Chair Distinguished Service Awards Visionary Awards for the Commonwealth of Massachusetts, States of New Hampshire and Maine, and Provinces of New Brunswick and Nova Scotia Art Longard Award Susan Snow-Cotter Award</p>
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Wednesday, June 25, 2008, Hawthorne Hotel, Ballroom, Salem, MA

8:30 AM	<p>Welcome, introductions, and overview of meeting objectives Leslie-Ann McGee, MA Office of Coastal Zone Management and Council Chair Kimberley Driscoll, City of Salem, Mayor</p>
8:40 AM PAGE 7	<p>Consent agenda</p> <ul style="list-style-type: none"> ▪ Council Meeting Action and Decision Items – December Meeting ▪ Habitat Conservation Subcommittee Update ▪ Climate Change Update ▪ Organization chart revision approval ▪ Publications protocol revision approval ▪ Scopes of Services
8:45 AM PAGE 32	<p>Integrating regional coastal and ocean initiatives <i>Leslie-Ann McGee and Dave Duggan with counsel and facilitation from David Keeley</i> Background/purpose: In March 2008, the Council and DFO commenced discussions on ways to better integrate existing coastal and ocean initiatives in the Gulf of Maine region (see New Brunswick, NS meeting summary). Desired decision or other outcome: Council will further explore opportunities and constraints for integration and develop next steps and options for other groups to consider.</p>
9:45 AM PAGE 33	<p>Improving integration of science and policy in the Gulf of Maine <i>John Annala, Rob Stephenson, and ad-hoc Summit Planning Committee</i> Background/purpose: The Gulf of Maine Regional Ocean Science Council, RARGOM, BoFEP, and the GOMC are organizing major events in 2008 (e.g., release of the OSC report) and 2009 (e.g., major science meetings, symposiums, and the GOM Summit). The Working Group is aware of these independent efforts and recommends enhanced coordination among these events. Desired decision or other outcome: The newly appointed Senior Science Councilors will provide an overview of the GOM Science Symposium topics. The ad-hoc GOM Summit Planning Committee will then present recommendations for Council action on the possible format, content, funding, partners, and timing for a 2009 GOM Summit.</p>
10:30 AM	<p>Break</p>



<p>10:45 AM PAGE 37 PLEASE DOWNLOAD GOMT BUSINESS PLAN FROM WEBSITE</p>	<p>Making plans for the future of the GOMT <i>Theresa Torrent-Ellis/ Catherine Coletti, and Peter Alexander, Business plan consultant (with support from David Keeley)</i> Background/purpose: In December 2007, the Council discussed the GOMT and several Councilors suggested it was possible for them to make a voluntary financial contribution if some key questions about the Times were answered. As a result, Council requested funds be raised to hire a business planning/communications consultant to assist in the preparation of an abbreviated business plan for the Gulf of Maine Times that addresses its purpose, production, other logistics, evaluation, and financing. Desired decision or other outcome: Council will discuss the content and recommendations of the Plan, approve moving forward in some manner, and seek voluntary contributions toward the 2008-09 funding shortfall for the GOMT.</p>
<p>11:30 AM NO BRIEF AS OF 6.12</p>	<p>Council Program Evaluation: Accepting recommendations from the Evaluation Team <i>Ann Rodney and Lou Nadeau (ERG) (Support from Cindy, Michele, and David)</i> Background/purpose: In December 2006, Council adopted a work plan and budget that supported the development of an evaluation methodology for Council programs and activities. An Evaluation Team and consultant ERG have prepared the methodology, have applied it on a trial basis, and adapted it as needed. Desired decision or other outcome: Council acts on evaluation recommendations.</p>
<p>12:30 PM</p>	<p>Lunch</p>
<p>1:30 PM PAGE 39</p>	<p>ESIP successes <i>Anita Hamilton, Susan Russell-Robinson, and Christine Tilburg</i> Background/purpose: Five of the six ESIP subcommittees have completed a review and selection of proposed priority indicators. Timing and manner of rollout for indicators as suggested by the Communications Plan recently submitted to ESIP needs to be determined with input from Councilors. In addition, ESIP is undergoing revisions on the ESIP Indicator Reporting Tool (www.gulfofmaine.org/esip) that has been released. This tool will be utilized for some of the data under consideration with the indicators. A demo will be provided along with time for questions and suggestions. Desired decision or other outcome: Specific suggestions are needed regarding location and timing of training workshops. ESIP would like to hold these workshops in connection with training already scheduled by other organizations in the Region. In addition, although ESIP has several proposals in, it is critical that large and small funding opportunities be forwarded to the ESIP team so that this work continues.</p>
<p>2:00 PM PAGE 41</p>	<p>World Wildlife Fund Canada's Work in the Gulf of Maine – Linkages with Council's 5-year Action Plan <i>Jennifer Smith, WWF-Canada, and GOMC Councilor</i> Background/purpose: WWF-Canada has joined the Gulf of Maine Council as a non-government member from Nova Scotia. The intent of this presentation is to introduce WWF-Canada and our existing and planned work in the region, and identify intersections between our work and that outlined in the Council Action Plan for 2007-2012. Desired decision or other outcome: Information for Council to identify and encourage collaborative opportunities between WWF-Canada, the Council and its committees, and other Council member organizations.</p>
<p>2:30 PM</p>	<p>Field Trip to proposed New Salem Wharf on Blaney Street and Hawthorne Cove Marina <i>Kathy Winn (City of Salem) and Barbara Warren (Salem Sound Coastwatch)</i></p>
<p>4:30 PM</p>	<p>Return to Hawthorne Hotel</p>
<p>5:30 PM</p>	<p>Meet in lobby of the Hawthorne Hotel for guided ferry ride to Boston (courtesy of the City of Salem)</p>



7:10 PM OR 9:00 PM	Return to Salem on the 7:10 PM ferry or have dinner at Central Wharf in Boston and then return on the 9:00 PM (last) ferry to Salem
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Thursday, June 26, 2008, Hawthorne Hotel, Salem, MA

7:00 AM PLEASE DOWNLOAD BUDGET INFORMATION FROM WEBSITE	Council budget presentation and breakfast meeting
7:30 AM	Association and delegation meetings
8:15 AM	Transition time to Council meeting
8:30 AM PAGE	Consent agenda ▪ Council budget
8:35 AM	Update on MA Ocean Management Legislation and Management Planning and NS Coastal Management Framework <i>Leslie-Ann McGee, MA Office of Coastal Zone Management and Greg Roach, NS Department of Fisheries and Aquaculture</i>
9:00 AM PAGE 43	Making continual improvement to Council Operations <i>Julia Knisel and Justin Huston (support from David Keeley and Michele Tremblay)</i> Background/purpose: Council, Working Group, and Committees invested significant time in 2006-07 to assess Council operations, establish priorities, and commence implementation in four areas: Council Issues/Problems; Working Group/Committee Issues/Problems; Policy Issues; and Funding. Some real progress has been achieved and more remains to be done. Desired decision or other outcome: Review progress in addressing “priority 1 and 2 actions,” consider next steps, and determine priorities for 2008-09.
10:00 AM PAGE	Core Services Decision <i>Julia Knisel, MA CZM</i> Background/purpose: In April, Council posted a RFQ to contract the following core services: Gulf of Maine Times, internal coordination and meeting facilitation, fund development, and information technology support. The review team, comprised of the current and two future Working Group chairs with the assistance of relevant committee co-chairs, evaluated applications and conducted phone interviews over the last two weeks. Desired decision or other outcome: The review team will provide their final recommendation for contracted core services to begin Sep. 1, 2008.
10:15 AM	Break

<p>10:30 AM PAGE 46</p>	<p>Council roles in fostering ecosystem-based approaches <i>Rob Stephenson and Betsy Nicholson</i> (support from David Keeley) <i>Possible invited guests Stephanie Moura (MOP) and Lew Incze (GOMCML)</i> Background/purpose: In December 2007, the Council requested that the Working Group develop recommendations on the Council's role in fostering an EBM framework and EBM tool-kit for managers. The Working Group recommends that the Council partner to create a framework for ecosystem-based management. Working in parallel on these issues are:</p> <ul style="list-style-type: none"> ▪ Three COMPASS work groups that contain several Council Working Group members; ▪ The Mass Ocean Partnership (MOP) is exploring frameworks from around the world that may be relevant to Council discussions. <p>Desired decision or other outcome: Council determines what it wants to support and how it will fund this work over the next 12-months.</p>
<p>12:00 PM PAGE 48</p>	<p>Sustainable Industries and Communities Committee (SICC): Recommendations for 2008-09 Work Plan <i>Justin Huston and Liz Hertz, Committee Co-chairs</i> Background/purpose: In December 2007, the Council received a series of recommendations from MRAG Americas Inc. on how to increase industry engagement in Council activities. Council requested that the SICC develop a work plan and budget based on these recommendations for presentation at the June Council meeting. Because of Council's present funding situation, the SICC has proposed a conservative work plan for 08/09. Desired decision or other outcome: Council discusses and approves the work plan.</p>
<p>12:30 PM</p>	<p>Lunch</p>
<p>1:30 PM NO BRIEF AS OF 6.12. PLEASE DOWNLOAD GULFWATCH PEER REVIEW FROM WEBSITE</p>	<p>Responding to the Gulfwatch Peer Review and setting a course for the next five years <i>Jack Schwartz and Peter Wells</i> with support from <i>Christian Krahfors</i> and <i>Steve Jones</i> Background/purpose: The Working Group has recommended that the Gulfwatch Peer Review Panel make a presentation of their work; the Gulfwatch Contaminants Monitoring Subcommittee provide a response to the Review; the Council discuss leading management issues that a Gulfwatch-type program should respond to; and the Council discuss options for the next five years of monitoring. Desired decision or other outcome: Council determines how it will proceed with the Gulfwatch Program for 2008-2012 (e.g., content, funding strategies, and timelines).</p> <ol style="list-style-type: none"> 1. Review of Committee response and recommendations including suggestions on leading GOM management issues (15 minutes by Jack/Peter) 2. Wrap-up and Councilor decisions (e.g., leading management issues monitoring program should respond to, action on Subcommittee recommendations and program funding)
<p>2:15 PM PAGE 52</p>	<p>Funding and Accomplishing Priority Action Plan and Work Plan Activities <i>Leslie-Ann McGee</i></p>
<p>3:00 PM</p>	<p>Break</p>
<p>3:15 PM</p>	<p>Other business including items removed from Consent Agenda</p>
<p>4:00 PM PAGE</p>	<p>2008-09 Council Meeting Schedule <i>Justin Huston – 2008-09 Working Group Chair</i> Background/purpose: Identifying meeting dates for December 08 and June 09 will reduce scheduling conflicts for Councilors. Desired decision or other outcome: Tentative dates for 2008-09 selected.</p>
<p>4:15 PM</p>	<p>Passing of the Gulf of Maine Council on the Marine Environment gavel from Massachusetts to Nova Scotia <i>Leslie-Ann McGee, MA Office of Coastal Zone Management and outgoing Council Chair to Greg Roach, NS Department of Fisheries and Aquaculture, incoming Council Chair</i></p>



**Gulf of Maine
Council on the
Marine Environment**

**Council Awards Ceremony and Meeting
June 24-26, 2008**
Meeting briefing packet • **Version 1** • June 11, 2008

4:30 PM	Adjourn
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Council Meeting Summary Decision and Action Items December 6, 2007

US Environmental Protection Agency Boston, MA

Council members in attendance

Jim Abraham, Environment Canada; Rachel Bard for Rick Doucet, NB Department of Aquaculture and Fisheries; Priscilla Brooks, MA Conservation Law Foundation; Peter Colosi for Pat Kurkul, NOAA/NMFS; David Duggan for Mike Murphy, Department of Fisheries and Oceans; Richard Dumore for John MacDonald, Public Service Company of NH; Jaime Geiger, US Fish and Wildlife Service, NE Region; Caroline Gravel, Shipping Federation of Canada; Russ Henry for Byron James, NB Department of Fisheries; Don Hudson, Chewonki Foundation; Kathleen Leyden for Martha Freeman, ME State Planning Office; Clare McBane for John Nelson, NH Fish and Game Department; Leslie-Ann McGee, MA Office of Coastal Zone Management; Stephen Perkins, US EPA; Greg Roach for Ron Chisholm, NS Department of Fisheries; Jennifer Smith, World Wildlife Fund Canada; Michael Walls for Thomas Burack, NH Department of Environmental Services; Lee Sochasky, St.Croix International Waterway Commission.

Others in attendance

Jes Alexant, Stantec; Bruce K. Carlisle, MA Office of Coastal Zone Management; John Coon, UNH Department of Natural Resources; Mel Côté, US EPA; Ben Cowie-Haskell, Stellwagen Bank National Marine Sanctuary; Julie Early, Island Foundation; Meg Gresh, GOMC; Lynne Hamjian, EPA Surface Water Branch; Jennie Harrington, MRAG Americas; Adrienne Harrison, NOAA; Timothy Harwood, Conservation Law Foundation; Anne Hawkins, University of Washington School of Marine Affairs; Liz Hertz, ME State Planning Office; Larry Hildebrand, Environment Canada; Justin Huston, NS Department of Fisheries and Aquaculture; Ayana Johnson, Scripps Institution of Oceanography; David Keeley, GOMC; Julia Knisel, MA Office of Coastal Zone Management; Cindy Krum, US GOMA; Matthew Liebman, US EPA; Barry MacPhee, PEI Department of Fisheries and Aquaculture; Kelly McCrum, MA Chapter of The Nature Conservancy; Ann Rodney, US EPA; Jeffrey Runge, UMaine and GMRI; Jill Swasey, MRAG Americas; Paul Ticco, NOAA Marine Sanctuaries; Jane Tims, NB Department of Environment; Michele L. Tremblay, GOMC; Jack Wiggin, Urban Harbors Institute, UMASS Boston.

Decision Items

1. The consent agenda was approved with the exceptions of the indirect rate approval, the RARGOM recommendations, and organization chart changes, which were removed to the action agenda.
2. An ad-hoc integration group (representatives from the overlapping groups) will be created and will help determine what is meant by governance by each committee.
3. The Council's indirect rate will be 19.19% for December 7, 2007, through the Council meeting in June 2008.
4. The Draft Work Plan was approved as amended.
5. The name change from Gulfwatch Subcommittee to Gulfwatch Contaminants Monitoring Subcommittee was approved, as well as the change from Goal 3 to Sustainable Industries and Communities Committee.
6. The Council meeting in June will be one-and-a half or two days in length. Wherever possible, the Working Group will endeavor to form Council recommendations at its spring and fall meetings in order to give the Councilors time to consider these recommendations prior to their meeting. The dates for the meetings will be decided upon as quickly as possible.

Action Items

1. The current and future chairs of the Working Group and Council will identify individuals from regional ocean governance agencies to meet with and discuss ways to integrate efforts.
2. DFO will provide facilities and a facilitator for the meeting on regional ocean governance integration. The Council will work with DFO to convene this meeting in or before March, with preliminary integration suggestions brought back to the Council during the June Meeting.



3. At the March Working Group meeting, the Working Group will analyze the information generated at the EBM session regarding partnering to create a framework for ecosystem-based management and Council role(s) in promoting interaction among practitioners through an EBM learning network, further refine our position, and report back to Council at the June meeting.
4. The SICC will draft a six-month and an eighteen-month strategy on how to move forward with industry engagement. This priority will be added to the Work Plan.
5. Approved Management and Finance call summaries will be forwarded to the Council as well as the Working Group.
6. The name change from Gulfwatch Subcommittee to Gulfwatch Contaminants Monitoring Subcommittee was approved, as well as the change from Goal 3 to Sustainable Industries and Communities Committee.
7. The organization chart will be reviewed and discussed during the next Council Advisory Group call.
8. Lee Sochasky will be subscribed to the Council Advisory Group listserve.
9. RARGOM will provide, by the second week in January, two Senior Science Councilor recommendations. These nominations will be forwarded to the Council Advisory Group, and if approved, be present at the June meeting.
10. The Council Advisory Group call will be scheduled for the second week in January to discuss RARGOM and regional ocean governance.
11. The NOAA Susan Snow Cotter Award nomination deadline has been extended. Adrienne Harrison will forward the information to the Council members.

Submitted by Meg Gresh, Administrative Assistant

Habitat Conservation Subcommittee Update

Progress

From March – June 2008, the Habitat Conservation Subcommittee has made progress on the following two tasks:

(1) Marine Managed Areas Online Mapping Tool

- Peter Taylor and Jim Craddock are completing the online mapping tool which will be available in July 2008.
- Tool includes data from NOAA's Marine Managed Areas Center and some textual data from Nova Scotia and New Brunswick
- Spatial data for Nova Scotia and New Brunswick was not included due to time constraints with the contract

(2) Marine Habitat Classification Workshop: Mapping for Decision Making

The workshop planning committee has been very active and has developed a draft agenda. Planning Committee members include: **Marianne Janowicz**, Subcommittee Co-Chair, New Brunswick Dept. of Environment (*through May 2008*), **Kate Killerlain Morrison**- Subcommittee Co-Chair, The Nature Conservancy- Massachusetts, **Michael Epling**- Marine Program Volunteer, The Nature Conservancy, Massachusetts, **Jennifer Smith**- GIS and Conservation Planning, WWF Canada, Halifax, **Susan Russell-Robinson**- DOI/USGS, Coastal and Marine Geology Program, Co-Chair Ecosystem Indicator Partnership Program, **Jessie Thomas**-Habitat Coordinator, Atlantic States Marine Fisheries Commission, **Adrienne Harrison**- NOAA Coastal Services Center, and **Betsy Nicholson**-NOAA Coastal Services Center.

Workshop Audience:

Decision makers from coastal and fisheries resource management federal, state and provincial agencies; researchers of leading marine classification schemes.

Workshop Goals:

- (1) To understand management needs for information about marine habitats
- (2) To discuss the need for a standardized marine habitat classification scheme and if an existing habitat classification scheme or hybrid can fit the Gulf of Maine
- (3) To understand data needs to populate various schemes and strengths and limitations of each scheme
- (4) To determine next steps in agreeing upon criteria for a standardized scheme

Summary Agenda:

Day One: Background Presentations on: Habitat Mapping, NOAA CMECS Scheme and Classification and Large Ocean Management Areas (LOMAs)

Case Study Application Presentations on: Long Island Sound, Massachusetts Bay and Conservation Planning

Day Two:

Management Needs Panel and Manager/Researcher Breakout Sessions (still under development)

Tentative speakers include:

Page Valentine, USGS Woods Hole
Brian Todd, Geological Survey of Canada
Peter Auster, University of Connecticut



Tony Wilbur and Daniel Sampson, Massachusetts Office of Coastal Zone Management
Jennifer Smith, WWF Canada

Logistics:

Two days (Day One- afternoon, Day Two- morning)

Early to mid September 2008 in New Hampshire, Maine or Massachusetts

**Please note this workshop is invitation only due to space and budget restrictions

Update: Canadian Co-Chair Representation

Marianne Janowicz, New Brunswick Dept. of Environment resigned as Subcommittee Co-Chair in May 2008, and the subcommittee is currently considering alternative recommendations for a Canadian Co-Chair and looks forward to working with Management Finance and the Working Group to find a timely replacement.

Action Requested

1. Submit names of interested Canadian Co-Chairs for Subcommittee to Kate Killerlain Morrison at kkmorrison@tnc.org by **June 30th**. A list will be sent to Management Finance for their consideration.
2. Submit names of interested participants (coastal and fisheries managers and researchers) for the "Marine Habitat Classification Workshop: Mapping for Decision Making" to Kate Killerlain Morrison at kkmorrison@tnc.org by **June 18th**.

Submitted by Kate Killerlain Morrison, Subcommittee Co-Chair, The Nature Conservancy, Massachusetts

Climate Change Network – Activities Update

The Climate Change Network has been moving forward on several activities noted in previous briefing notes to the Working Group. In summary they are...

Goal 1 – Coastal and marine habitats are in a healthy, productive and resilient condition

Climate Change Activities

- Prepare regional criteria to identify coastal habitats at risk from sea level rise, extreme precipitation and other climate change impacts and integrate into restoration decision-making
- Compile and disseminate information on coastal habitats and watersheds at risk due to climate change
- Enhance climate change knowledgebase (e.g., compile programs, best practices, etc.)
- Investigate and propose regional climate change adaptation strategies

Habitat Restoration Activity

To complete the first bulleted activity this fiscal year, the Network has consulted with the Habitat Restoration Committee and requested recommendations on several types of documentation focused on climate change impacts in the coastal environment. As a result of those consultations, the deliverables for this activity, as defined by the current contract between Gulf of Maine and EC, were re-profiled due to concerns expressed by the HR Committee.

The new deliverables are as follows (to be completed by 30 June 08)...

1. Create a discussion paper that provides detail on the current state of knowledge of habitat restoration, climate change impacts and coastal risks. Included in the paper would be details on current availability of climate change information, summary of recent coastal habitat research and potential ways to address incorporating that information into habitat restoration.
2. Create a terms of reference or proposed agenda for upcoming meeting of the HR Committee and CCN members (Fall 08), including topics of discussion, identification of gaps and ways ahead.
3. Article(s) for the Gulf of Maine Times focused on coastal habitat risks from climate change. Article(s) will provide insight into impacts on current coastal activity including habitat restoration.

The previous deliverables were:

1. Compiled results of consultations with Habitat Restoration Committee members.
2. Document on climate change impacts on habitat restoration.
3. List of coastal habitats at risk from climate change.
4. Recommendations on modifying habitat restoration plans to accommodate climate change.

Future Activities

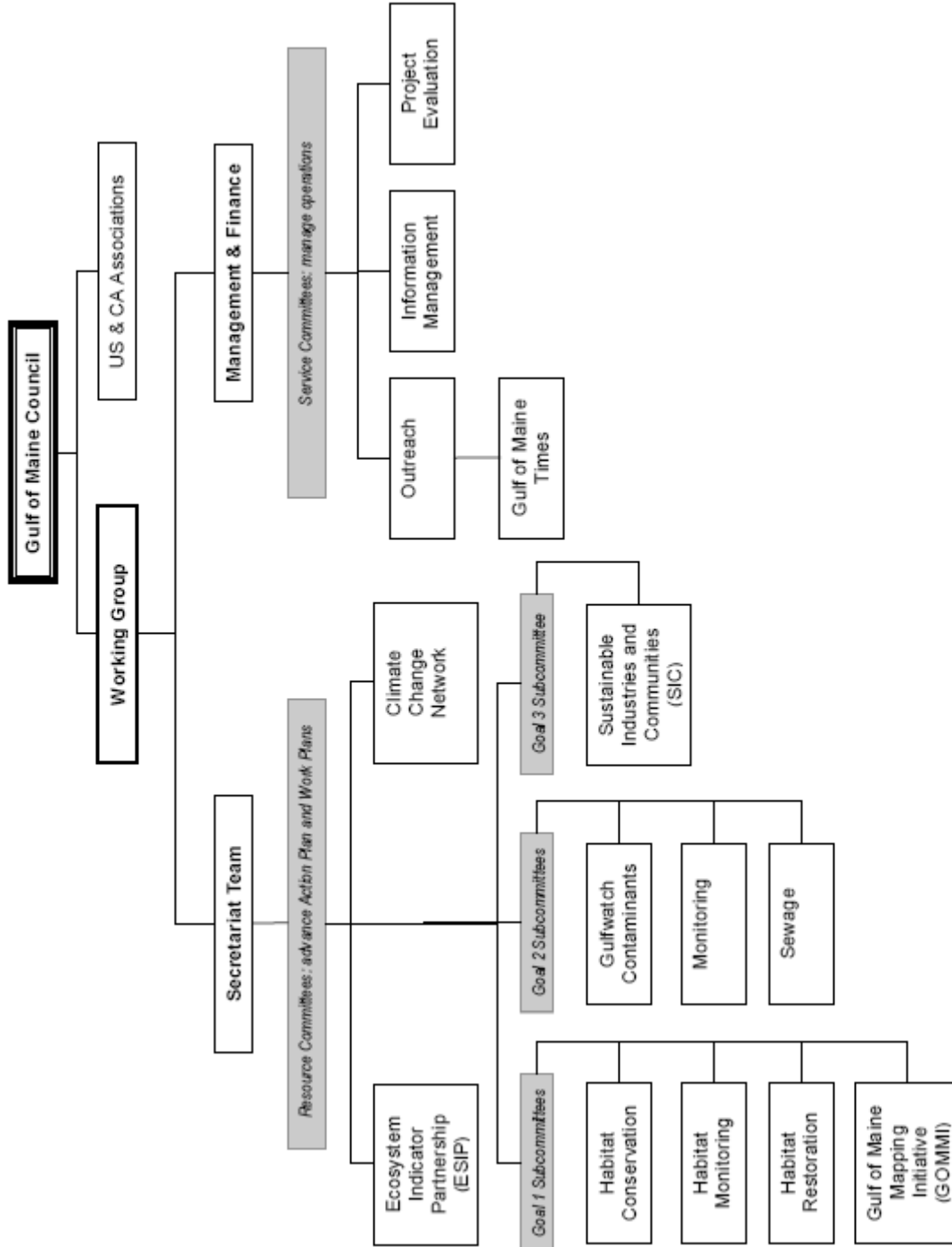
The Climate Change Network intends to proceed with several significant pieces of work over the next 1 to 3 years.

1. Deliver on the remaining activities as described in the work plans as approved by GOMC in the Action Plan 2006-11.
2. Continue Indicator work as it pertains to commitments with ESIP.
3. Expand the Climate Change Network through continued contact with climate change proponents in the Gulf of Maine.

Submitted by Gary Lines, Co-chair, Climate Change Committee



Revised Organizational Chart



Submitted by Julia Knisel, Working Group Chair

Publications Protocol

All publications and other external communications and educational materials produced or sponsored by the Gulf of Maine Council on the Marine Environment (GOMC) or either of its US or Canadian Gulf of Maine Associations must adhere to this protocol. It has been developed to ensure consistency in presentation and organizational identity of quality documents that are professional in both content and appearance. This protocol does not apply to recipients of GOMC grants; however, grant recipients do need to credit the "Gulf of Maine Council on the Marine Environment" for funding.

GOMC LOGO

- All materials must display the official GOMC logo.
- The logo can be downloaded from the GOMC website (www.gulfofmaine.org/logo) and is available in green/blue and grayscale.



- Size and placement of the logo shall be established by the project manager.
- When appropriate, logos of other sponsoring/contributing agencies or organizations should be included. This decision is to be made by the project manager.

MISSION STATEMENT

- All materials shall include the GOMC mission statement.
"The Gulf of Maine Council on the Marine Environment was established in 1989 by the Governments of Nova Scotia, New Brunswick, Maine, New Hampshire, and Massachusetts to foster cooperative actions within the Gulf watershed. Its mission is to maintain and enhance environmental quality in the Gulf of Maine to allow for sustainable resource use by existing and future generations."
- It should be prominent and located near the GOMC logo.
- The project manager will establish the text option and its placement. The guidelines listed below should be followed.
 - Recommended font style and size are Veranda (Microsoft Verdana) 8 points or larger.
 - Text should stand alone – it should not be integrated with other text in a paragraph.
 - It should NOT go in a preface, acknowledgements, or footnote.
 - Inside title page of a multiple-page report is recommended.
 - Anywhere on a fact sheet or short document, as determined by the layout person, as long as it is prominent and near the logo.

FUNDING STATEMENT

- All materials must include the following text:
"This (publication) was made possible through the support of the Gulf of Maine Council on the Marine Environment and a grant from (the agencies that provided funding)."

CREDITS

- All materials must acknowledge authors, editors, researchers, photographers, and artists.

DATE

- All materials must include the month and year of publication. For workshop or conference reports and proceedings, this is the date that the publication was finished and made available. The date when the workshop or conference was held should go in the preface, executive summary, or introduction. If there are deemed to be valid reasons, an exemption from this requirement may be provided by the project manager.

EDITORIAL REVIEW

- Project managers are required to develop a review plan and coordinate participation as outlined below by the respective Committee or Subcommittee, Secretariat Team, US or Canadian Gulf of Maine Association, and Outreach Committee.
 - Technical review by Committee or Subcommittee.
 - Secretariat Team review of statements or conclusions with possible policy implications. Secretariat Team may seek guidance from the Working Group or Council.
 - US or Canadian Gulf of Maine Association review of funding statement to ensure that all funding agencies have been appropriately credited.
 - Outreach Committee review of logo, mission statement, credits, and date.
- Committee or Subcommittee co-chairs must inform Secretariat Team when review has been completed.
- Secretariat Team acknowledges completion of review process and notifies the Working Group and Council.

DISTRIBUTION

- Project proposal must contain a distribution plan with associated funding requirements, which must be approved by the Working Group.
- Print copies of all materials should be distributed to the following:
 - US and Canadian Gulf of Maine Associations (two copies each),
 - GOMC Central Registry, Maine State Planning Office (one copy),
 - US National Library, <http://www.loc.gov/index.html> (one copy), and
 - Canadian National Library, <http://www.collectionscanada.gc.ca/index.html> (one copy).

ELECTRONIC ACCESS

- All materials must be produced in a format that is compatible with the GOMC website.
- Documents should be either in HTML or Adobe PDF format.
- Images should be in JPG or GIF format.
- Databases and spreadsheets should be in MS Excel, MS Access, or tab-delimited ASCII format.
- Production costs to meet this requirement should be included in the distribution plan.

ISBN USE

- GOMC will provide ISBNs for approved publications of 4 or more pages.
- ISBNs may not be used for pamphlets, brochures, or white papers.

Submitted by Julia Knisel, Working Group Chair

Scopes of Services for all Contractors 2008 - 2009

Appendix A Scope of Services for Christian Krahforst Environmental Monitoring Coordinator, Gulfwatch Program

Tasks: Feb. 15 – Aug. 31, 2008

1. Gulfwatch relational database development with GoMOOS to include accessibility to raw data (inclusive) including QA/QC elements. Continue to work with GoMOOS, initially to develop GoMOOS proposal to develop a front end tool to the relational database to include more functionality and replace the existing pilot.
2. Supply updated GW data (to include 2002-2006, summarized with appropriate statistics, as per template from GoMOOS) to ESIP and GoMOOS.
3. Perform selected tasks, including organizing the authors and writing of a response to the panel review, developing a presentation for the March Working Group meeting and an interpretative summary for the general public, originating from the 9/12 year Gulfwatch Scientific Results Report and its external RARGOM review.
4. Organize all available 2007 Gulfwatch field season data in preparation for writing the 2007 Data Report.

Products and Deliverables: Aug. 31, 2008

1. Pilot relational database developed, including raw data and elements of QA/QC working with GoMOOS, emerging funding, and partners. (Ongoing through Aug. 31, 2008)
2. Transfers of recent data, annual Gulfwatch data reports (2002-2006) to GOMC website to meet needs articulated by the ESIP. (Continuing through June 30, 2008)
3. 2006 QA/QC data and report uploaded to GoMOOS.
4. 2005 QA/QC data and report uploaded to GoMOOS.
5. 2002-2004 QA/QC data and report uploaded to GoMOOS.
6. Review Gulfwatch QA/QC data prior to 2002 and upload data to developed relational database with GoMOOS. (June – Aug. 2008)
7. Draft the Gulfwatch program's response to the Scientific review conducted by RARGOM based on the 9/12 year Gulfwatch scientific results report. (June 9, 2008)
8. Interpretative summary for managers and the public on the results from the 9/12 year Gulfwatch scientific results report. (July 31, 2008)
9. Compiled database of 2007 Gulfwatch field season, including mussel morphology and (available) contaminant data. (Aug. 31, 2008)

**Appendix A
Scope of Services for David Keeley
Fund Development**

Tasks:

July 1 - Aug. 31, 2008

1. Assist Council, Working Group, and Committees/Subcommittees to advance Action Plan priorities.
2. Assist Committees/Subcommittees to secure additional funding to implement current Work Plan activities.
3. Assist Council and Working Group to secure additional funding for the Gulf of Maine Times and the Gulf of Maine summit.

Products and Deliverables:

Aug. 31, 2008

1. Work with the Habitat Restoration Subcommittee to acquire the remaining funds to support the Habitat Restoration Coordinator.
2. Coordinate with the Climate Change Network to strengthen and resubmit the proposal to the Coastal Services Center for a NOAA Coastal Management Fellow.
3. Advance business plan recommendations to secure funding for the production and distribution of the Gulf of Maine Times.
4. Pursue funding options for 20th anniversary activities.
5. Develop and submit proposals that implement priority Work Plan activities.

**Appendix A
Scope of Services for TBD
Fund Development**

The overall goal of fund development is to raise at least \$100,000 from a diverse pool of funders.

Tasks: Sep. 1, 2008 – June 30, 2009

1. Assist Council, Working Group, and Committees/Subcommittees to advance Action Plan priorities.
2. Assist Committees/Subcommittees to secure funding to implement Work Plan activities and support related Information Technology.
3. Assist Council and Working Group to secure funding for core services including the Gulf of Maine Times.

Products and Deliverables: June 30, 2009

1. Secure funding from at least 4 different sources.
2. Develop and submit at least 4 competitive grant proposals that implement Work Plan activities
3. Secure at least \$20,000 for the production and distribution of the Gulf of Maine Times.
4. Secure at least \$20,000 for 20th anniversary activities.
5. Secure at least \$20,000 from non-governmental sources to implement Work Plan activities, other than the Times and 20th anniversary activities.

Note: This scope may be amended with Management and Finance Committee approval due to negotiations with new contractor.

**Appendix A
Scope of Services for Tracy Hart
GOMMI Coordinator**

Tasks: Apr. 15, 2008 – Sep. 30, 2008

Target Month	Product	Tasks involved	Value	Value/Month
Apr. (2nd half)	Introduce Tracy and get an update on regional mapping	communicate w/ CZM, NOAA, OCS, CCOM, USGS, WHOI	900	
	List of potential grants	online research	450	
	Draft GOMMI program description(s) for foundations	track deadlines, make contacts	900	
	6-month Coordinator work plan (i.e. revise this)	meet with outgoing GOMMI Coordinator; consult with SC, draft plan	450	
				2,700
May	Steering committee call summary	schedule, agenda, convene, summarize	225	
	Draft brochure	draft mapping applications examples,	900	
	Edit program description(s) for foundations	follow up, track deadlines, make contacts	1800	
	Database of GoM mapping activities	review; contact PIs for updates; revise; distribute to SC; post on web	450	
	Working Group briefing packet (for June mtg)	consult with Chair and contract manager, write (Contract manager sends)	180	
				3,555
June	Planning meeting	schedule, secure location, set agenda, convene	2250	
	Coordinate fiscal and logistical aspects of proposed/ongoing mapping	draft, circulate for comments, finalize, follow through for datafiles, comments when each data product is complete	1125	
	Steering committee call summary	schedule, agenda, convene, summarize	225	
	Planning meeting report, including 2-yr work plan?	draft, circulate for comments, finalize	900	
				4,500
July	Steering committee call summary	schedule, agenda, convene, summarize	225	
	Final brochure for web	finalize text and graphics, publicize on website	1125	
	Presentation by PhD student C. McGonigle	schedule at GMRI or CCOM, publicize, attend	270	
	Provide shapefiles to GMBIS, enhance cooperation w. them	coordinate with Nick Wolff at CoML	225	
				1,845



Aug.	Finalize brochure for print	finalize text and graphics, print, distribute	900	
	Revise outreach strategy with GOMC staff		225	
	Database of GoM mapping activities	maintenance- contact PIs for updates; revise; distribute to SC; post on web	450	
	Explore options for enhanced mapping tool (ArcIMS?), scope out development plan	draft plan for enhanced mapping tool, circulate among CCOM, GOMC, GMBIS	900	
	Coordinate w. CCOM for GOMMI's office space in new bldg	make appropriate contacts, track progress/status of NOAA rotational or FTE position	250	
				2,725
Sep.	Steering committee call summary	schedule, agenda, convene, summarize	250	
	Working group briefing packet (for Oct mtg)	consult with Chair and contract manager, write (Contract manager sends)	180	
	Coordinate w. agencies to place staff at IOCM data processing center	make appropriate contacts, track progress/status of GOM data	450	
	Report on Cashes Ledge work	coordinate with McGonigle, science translation	675	
	Preliminary habitat maps for Cashes Ledge	prepare, disseminate via e-mail and/or CD, post on web	450	
	Recommended next steps	draft, distribute to SC, incorporate comments	220	
	e-newsletter	write, update e-mail list, distribute, post on web	900	3,125
				18,450
To be completed strategically				
	presentations by Coordinator	publicize GOMMI, its mission and progress thus far, network	450	
	attendance at regional meetings	publicize GOMMI, its mission and progress thus far, network	450	
	progress reports to funding agencies, e.g., NOAA, and GOMC		450	
				19,800

**Appendix A
Scope of Services for TBD
Gulf of Maine Times Editor**

Tasks:

Sep. 1, 2008 – Mar. 30, 2009

1. From September 1, 2008 through March 30, 2009 produce two paper issues and the corresponding two Web editions of the Gulf of Maine Times, and monthly web enhancements as identified in the GOMT marketing plan to be submitted end of June 2008.
2. Assume authority for all aspects of each issue, and determine editorial policy, style, and other details required to produce the *Times*.
3. Report to Outreach Committee co-chair who serves as Contract Manager, and supervises work with various contractors and others including the in-kind assistant editor, subcontracted designer, and the production house.
4. Duties include creating a production schedule for each issue and circulating it to those involved in various aspects of the paper such as the printing house, designer, US Association Executive Director, Outreach Committee Co-chair, and others involved in the production, distribution, circulation and payment process.
5. Identify and assign articles and create a list of stories, with help from assistant editor, for each issue. The list is circulated to the *Times*' editorial board and advisor for comments.
6. Work with writers and others, determine sources of art work with writers, and work with writers for timely delivery of articles. Work with writers and others to assure completeness and accuracy of articles.
7. Send articles for review to Gulf *Times*' editorial board and Contract Manager. Editorial board members will personally review the articles for accuracy, flow, balance and readability, and return comments via email to editor and Contract Manager. Review comments and determine any necessary article changes, working with others if needed.
8. Work with assistant editor for editing and proofreading at various stages during the production of the paper and Web version. Create a layout, and provide copy, photos, and other materials necessary for designer to complete the layout electronically and get it to the printer in a timely fashion. Work closely with the designer and the printing house to assure timely and accurate production, publication and distribution of the newspaper. Maintain the reader data base and provide it to the printing house for distribution.
9. Work within the annual budget and help facilitate financial operations for the *Times*.
10. Oversee possible conversion of the newspaper to the Web edition with others.
11. Work with editorial advisor and others on potential improvements to the paper, including enhancing the electronic presence of the Times and implementing GOMT marketing plan recommendations.

Products and Deliverables:

March 30, 2009

1. Two paper issues of the Times including printing and mailing in Nov. 2008 and Mar. 2009 (required # printed copies will be provided).
2. Two companion Web editions of the Times.
3. Recommended monthly web enhancements.

Note: This scope may be amended with Management and Finance Committee approval due to negotiations with new contractor.



Appendix A
Scope of Services for Maine State Planning Office
(a) Habitat Restoration Program Coordinator

US Gulf of Maine Association contracts with the Maine State Planning Office (MSPO) to house this position. The position is currently vacant. It is anticipated that the position will be filled in August 2008.

MSPO will coordinate with the Habitat Restoration Partnership to finalize the scope of service.

**Appendix A
Scope of Services for Christine Tilburg
ESIP Program Manager**

Tasks: July 1, 2008 - TBD

This position supports the Gulf of Maine Council ESIP Committee and Subcommittees to achieve goals and objectives of the Gulf of Maine Council (GoMC) Five-Year Action Plan and 18-Month Work Plan (task 1.8).

Serve as day-to-day manager of the ESIP Committee activities (20%)

1. Hold monthly telecons with ESIP Committee Members, providing agendas and meeting notes.
2. Manage current grants, specifically GeoConnections, to ensure timely completion of grant requirements.
3. Prepare draft grant applications.
4. Monitor progress of and finances for 18-Month Work Plan.

Collaborate with other committees of Gulf of Maine Council (20%)

1. Foster a strong working relationship with the GoMC Environmental Monitoring Coordinator and GoMC staff focused on administration, grant writing, and outreach.
2. Use collaboration tools, such as PLONE, to ensure effectiveness of cross-cutting nature of ESIP Committee with other GoMC Committees.
3. Participate in Gulf of Maine Council Working Group meetings and regional science and community meetings in order to network and promote the activities and products of ESIP Committee.

Manage ecosystem indicator databases and data delivery (60%)

1. Collaborate with GoMOOS and GoMC web services on maintenance and migration of ESIP products to Gulf of Maine Council server.
2. Provide technical guidance and database quality assurance for six ecosystem indicators groups.
3. Continue to build and support partnerships with ecosystem data collectors, monitors, and providers and with end users.

Products and Deliverables:

ESIP Committee

1. Conduct regular telecons, prepare and archive meeting notes, and assess status of subcommittee progress in achieving goals and objectives of the GoMC Action Plan – monthly.
2. Update PLONE collaboration site – monthly.
3. Prepare communication documents and peer reviewed papers – as outlined by ESIP Communication Plan for Decisionmakers and Planners.

GeoConnections Initiative

1. Provide project management oversight for the LIM project (if funded).
2. Write progress and final reports – per grant schedule.

Environment Canada Grant

1. Lead committee efforts to complete tasks in order to meet the following Canadian objectives:
2. Information and indicators are strategically managed and integrated to ensure relevance, utility and sharing of information nationally and internationally (7A4C)
3. Relations with other governments and partners are effectively managed in support of environmental priorities (7B2D)
4. Improved knowledge and information on environmental conditions influences decisionmaking (2A3A for integrated monitoring and reporting strategy)
5. Produce necessary documentation for required reports – per grant schedule.

Participation in Regional Meetings

Participation will be negotiated with the ESIP co-chairs on a case by case basis, targeting critical engagement with key audiences. Attendance is expected at two GoMC Working Group Meetings during the 12-month period.

**Appendix A
Scope of Services for Michele Tremblay
Council Coordination**

Tasks:

July 1 – Aug. 31, 2008

1. Facilitate communication between the Council, Working Group, Management & Finance, Secretariat Team, Committees and Subcommittees.
2. Collect annual Work Plans from Committees and Subcommittees.
3. Track action items, assignments, and deadlines of Work Plan.
4. Track events and publication lists for inclusion in Annual Report.
5. Make reservations for Management and Finance, Secretariat Team, Committees, and Subcommittees.
6. Create, maintain, and update People Finder and listserves according to changes in membership of Council, Working Group, Management and Finance, Secretariat Team, Committees, and Subcommittees.
7. Maintain online *Reference Handbook*.
8. Conduct policy research and coordinate the development of internal administrative and operational policies, as directed by Working Group Chair.
9. Work with IT Team and Web Guild to form recommendations for improvements to information systems including listserves, People Finder, Gulf of Maine Council website and other online tools.
10. Collect final reports and approve invoices for 2007 – 2008 Action Plan Grant round
11. Assist Working Group Chair to train and orient Administrative Assistant in Council structure, policies, and procedures and provide training in use of document templates
12. Provide guidance for Administrative Assistant to plan WG and Council meetings (logistics, agenda, and notification).
13. Assist Administrative Assistant in establishing and maintaining Secretariat Work Plan.
14. Assist Administrative Assistant in tracking Action Items from Council and Working Group meetings and Management and Finance Committee and Secretariat calls.
15. Respond to public inquiries with assistance from Administrative Assistant.

**Appendix A
Scope of Services for TBD
Council Coordination**

Tasks: Sep. 1, 2008 – June 30, 2009

1. Facilitate communication between the Council, Working Group, Management & Finance, Secretariat Team, Committees and Subcommittees.
2. Work with the Working Group and Committee and Sub-Committee chairs to facilitate contract management with US Association.
3. Collect annual Work Plans from Committees and Subcommittees.
4. Track action items, assignments, and deadlines of Work Plan.
5. Track events and publication lists for inclusion in Annual Report.
6. Provide conference call line and make reservations for Management and Finance, Secretariat Team, Committees, and Subcommittees.
7. In conjunction with the Council Administrative Assistant, prepare and electronically distribute briefing packets for two (2) Council meetings.
8. Provide facilitation support to the Council Chair at two (2) Council meetings.
9. In conjunction with the Council Administrative Assistant, prepare and electronically distribute briefing packets for four (4) Working Group meetings.
10. Provide facilitation support to the Working Group Chair at four (4) Working Group meetings.
11. Create, maintain, and update People Finder and listserves according to changes in membership of Council, Working Group, Management and Finance, Secretariat Team, Committees, and Subcommittees.
12. Maintain online *Reference Handbook*.

Products and Deliverables: June 30, 2009

1. Two (2) well-organized Council meetings.
2. Four (4) well-organized Working Group meetings.
3. Lead the development of agendas for each Council and Working Group meeting.
4. Briefing packets for all Working Group and Council meetings, prepared in conjunction with the Administrative Assistant.
5. Electronically distribute agendas, meeting briefing packets, and action items for Council and Working group meetings.
6. Work with Working Group Chair to develop agendas for twelve (12) Management and Finance calls and fifteen (15) Secretariat Team calls.
7. Electronically distribute call briefing materials at least two (2) days prior to each call.
8. Conference lines are reserved for all Management and Finance, Secretariat Team, Committees, and Subcommittees calls.
9. Participate on all Management and Finance and Secretariat Team calls.
10. Briefings prepared as directed by the Working Group Chair to facilitate effective communication and collaboration between levels of Council.
11. In collaboration with the Working Group Chair, create the Council's Annual Work Plan and Annual Report.
12. Collection and compilation of annual work plans from Committees and Subcommittees.
13. Work Plan action items, assignments, deadlines, events and publications are tracked for inclusion in the Council's Annual Report.
14. The People Finder and various listserves are maintained and updated according to changes in membership of Council, Working Group, Management and Finance, Secretariat Team, Committees, and Subcommittees.
15. The online Reference Handbook is maintained.

Note: This scope may be amended with Management and Finance Committee approval due to negotiations with new contractor.

**Appendix A
Scope of Services for Michelle Chisholm - Administrative Assistant
In-House Support to Working Group Chair and Council Coordinator
Nova Scotia 2008-2009**

Tasks: July 1, 2008 – June 30, 2009

1. Council
 - Prepare meeting briefing packets and action items for electronic distribution for two (2) Council meetings.
 - Attend two (2) Council meetings and record meeting minutes (action and decision items including aggregated historical lists of decisions and actions).
 - Electronically distribute draft meeting minutes for comments within one week of Council meeting.
 - Incorporate edits to meeting minutes and distribute final meeting minutes within one (1) week of receiving comments.
2. Working Group
 - Prepare briefing packets and action items for electronic distribution for four (4) Working Group meetings.
 - Attend four (4) Working Group meetings and record meeting minutes (action and decision items including aggregated historical lists of decisions and actions).
 - Electronically distribute draft meeting minutes for comments within one week of Working Group meeting.
 - Incorporate edits to meeting minutes and distribute final meeting minutes within one week of receiving comments.
3. Management and Finance
 - Poll members for conference call availability and reserve call lines.
 - Attend twelve (12) calls and record call meeting minutes (action and decision items).
 - Electronically distribute draft call meeting minutes for comments within one (1) week of call.
 - Incorporate edits to meeting minutes and distribute final call meeting minutes within one (1) week of receiving comments.
4. Secretariat Team
 - Maintain Secretariat Work Plan to track action items, assignments, and deadlines.
 - Poll members for conference call availability and reserve call lines.
 - Attend fifteen (15) calls and record call meeting minutes.
 - Electronically distribute draft call meeting minutes for comments within one (1) week of call.
 - Incorporate edits to meeting minutes and distribute final call meeting minutes within one (1) week of receiving comments.

Meeting and Awards Program Logistics

1. In coordination with Working Group Chair and Council Coordinator, provide meeting logistics services for four (4) Working Group and two (2) Council meetings including associated forums, workshops, and conferences held in conjunction with the meetings. Duties include:
 - Reserving hotel or other facility meeting space
 - Catering arrangements
 - Reserving hotel room block
 - Overseeing technical aspects of meetings (PowerPoint support, set-up for projector and laptop)
 - Managing meeting attendance RSVPs
 - Providing meeting location directions to Council and Working Group members
2. In coordination with the Council Coordinator and GOMC Outreach Committee, conduct annual Council awards program including drafting and posting request for nominations. (February 2009)
3. Assemble all award text and forward to New Brunswick or responsible agency for framing. (May 2009)
4. Work with the Secretariat team in planning and coordinating the awards, updating invitation list, developing invitations, and coordinating event. (May 2009)

Action Plan

Assist Working group Chair and Council Coordinator with tracking actions and preparing periodic updates by conducting periodic surveys and compiling responses.

Appendix A
Scope of Services for Cynthia Krum (Krum Steele Consulting)
Executive Director to the Association of U.S. Delegates to the Gulf of Maine Council

Tasks:

July 1, 2008 – June 30, 2009

Financial Management and Internal Controls

1. Oversee the Administration of a fund accounting system. Examples include:
2. Coordinate budgeting for and management of grants and funds from multiple sources received by the Association for the work of the Council
3. Oversee the work of a Finance Assistant
4. Development/coordination of internal controls and development of USGOMA policy and practices.
5. Procure and supervise work of an auditing firm and oversee appropriate filing of required audit documents and IRS Form 990.
6. Receiving, coding, and submission of all bi-monthly invoices.
7. Oversee invoicing agencies and organizations as needed.

Grant Management

1. Track and assure Association compliance with grant conditions.
2. Prepare, review, and submit grant work plans and contribution agreements when necessary.
3. Prepare narrative progress reports and requests for extensions to grantors.
4. Oversee financial reporting to grantors.

Association Business Coordination

1. Coordinate Association meeting dates, and arrange for a quorum.
2. Prepare agendas and draft minutes for Association meetings, calls, and other events.
3. Maintain Association Board of Directors membership.
4. Oversee required filings with state and federal agencies as a nonprofit corporation.

Contract Administration and Contractor Communications

1. Review contractor scopes of services with contract managers and coordinate preparation and execution of Council contractor's contracts.
2. Assist Contract Managers in preparing Council contract position announcements and scopes of services and have them put on the Council website.
3. Communicate with contractor's concerning U.S. Association policies and be a contact for contractor-contract manager issues and contractor-contractor issues.
4. Be a contact for Contract Managers regarding project budgets and contractor issues.
5. Assist contract managers with contract termination when necessary.
6. Work in conjunction with Contract Managers, Working Group Chair and Council Coordinator to promote communication regarding work elements of the Committees and Contractors.
7. Act as Contract Manager for the Finance Assistant

Meeting Participation

1. Attend Working Group and Council meetings and prepare documents for meetings and answer questions as needed.
2. Participate in Secretariat meetings and calls and prepare documents as needed.
3. Participate in Management and Finance Committee calls and prepare documents for these calls as needed.

Grant Program Assistance

1. Oversee preparation of contracts for grant programs.
2. Oversee tracking and recordkeeping of grant spreadsheets.

**Other duties agreed upon and assigned in writing to the Executive Director by her contract manager.



Products and Deliverables:

June 30, 2009

Receiving, coding, and submission of invoices bi-monthly to Finance Assistant check-signing/forwarding	15 th and 30 th of month
Coordinate annual budgets	annually
Provide contract management for finance assistant	ongoing
Assist in Annual Audit	December 2008
Assist with grant application budgets	ongoing
Up-date association policies	as-needed
Prepare Progress reports for Grantors	as-needed
Prepare agenda, documents and minutes for two US Association meetings	December and June
Prepare documents and attending two Council and Four Working Group Meetings	Quarterly
Provide documents and participate in Management and Finance calls including providing financial reports (at least 3 times/yr)	on-going
Provide documents and participate in Secretariat calls	on-going
In Coordination with contract managers, finalize contractor scopes of services and contract conditions	on-going

**Appendix A
Scope of Services for Lori Hallett
Finance Assistant**

Tasks: July 1, 2008 – June 30, 2009

Accounting

1. Administration and Maintenance of an accounting system.
2. Coordinate and assist with yearly external audit and tax preparation (form 990 and A-133 single audit).
3. Preparation of annual budget.
4. Complete semi-annual financial reports for federal funds.
5. Make required filings with state and federal agencies as a 501c3 nonprofit organization.
6. Prepare Forms 1099 and 1096 for contractors.
7. Track receipt of funds from all sources including invoicing, receiving, and managing annual dues and contributions from Association jurisdictions.
8. Track payments for Grants Programs and prepare summaries.

Administrative Support

1. Assist with Grant Management including:
 - Ensure that all signed agreements are returned in timely fashion.
 - Submit all progress reports, financial reports, extension requests and grant applications via online system.
 - Acceptance of awards, approved extensions, and special award conditions via online system.
 - Maintain spreadsheet on reporting deadlines and provide to Executive Director.
2. Assist with Council Restoration Grant program including:
 - Prepare and distribute awardee grant letters and contracts.
 - Prepare contract extensions with information provided by Executive Director and State Representative.
 - Track and file items of interest including final reports and match documentation.
3. Conference Calls:
 - Participate in Management and Finance Committee conference calls on an as needed basis.
4. Contract Management:
 - Preparation of all contracts.
 - Track contract status for all Association contracts and Restoration Grants.
 - Manage all mail for the Association.
 - Maintain filing system and file retention (paper and electronic) for all contractors, vendors, grantors, grantees and all financial files.

Products and Deliverables: June 30, 2009

Prepare and deliver checks for approved payments for the Association	15 th & 30 th of each month
Month end closing of accounting system including all required monthly adjustments, indirect calculations, bank reconciliation, draw down cash	monthly
Prepare and deliver monthly financial statements to the Executive Director	monthly
Prepare and deliver financial reports and summaries for Management & Finance Committee and any other requested documents	quarterly
Prepare and deliver financial reports and summaries for Council Meetings and any other requested documents	semi-annual
Prepare and deliver required financial reports for all Government Funding	semi-annual
Prepare and deliver financial statements to the Program Managers via e-mail or upload to website	quarterly



Prepare and deliver grant summary reports for Restoration Partnership to Executive Director, Program Manager, and State Representatives via e-mail or upload to website	monthly
Prepare annual budgets for all programs. Prepare projections of income reserve account balances, and indirect rates	annually
Year end closing of accounting system including all required year end adjustments and reconciliation of all accounts	annually
Assist and prepare for annual external audit including providing all requested documents and information, attend all required meetings, assist with fieldwork	annually
Prepare and send IRS Forms 1099 & 1096	annually
Prepare and send all Association contracts	annually
Prepare and deliver all hard copy files and files retained to Executive Director including contractor, vendor, grant and grantee files	annually

**Appendix A
Scope of Services for Yellahoose, LLC
Information Technology Support, Programming and Systems Administration**

Tasks: July 1, 2008 – Aug. 31, 2008

1. Backups: Contractor will make weekly backups of Council data (web pages, programming source code, databased data, documents and files, and server configuration files) to hard disk. As needed it will make backups available to the Council members and contractors the Council specifically identifies.
2. Support (immediate/emergency): Contractor will respond within 24 hours to emergency situations affecting the Council's online presence, including availability of websites, databased data, mapping and visualization products, email, document and file sharing tools, and web services. Contractor will provide the Council with clear, professional explanations for resolutions to issues.
3. Support (non emergency): Contractor will be available for timely response to information technology support requests from the Council, Council contractors and end users (users of websites and/or data provided through it. Contractor will provide courteous, professional and clear responses to inquiries.
4. Project management: Contractor will provide information technology project management services to the Council, including documentation, needs assessments, evaluations, estimates of time effort and cost for current products and proposed (new) products or features, email updates on changes to IT serving Council products, and a monthly recap of the preceding month's IT activities.
5. Meetings: Contractor will be available for meetings or telephone conference calls with the Council and contractors it identifies.
6. Programming: Contractor will provide software programming services to the Council
7. Web design and development: Contractor will provide web development and design services to the Council.
8. Database administration: Contractor will provide database design and management services to the Council for its existing products.
9. Systems administration: Contractor will provide systems administration services so that Council products, data, documents and tools are available 24/7.
10. Other: Contractor will provide a development (or staging) environment where products in-development may be tested, reviewed and approved before deployment on the "live" Council server environment.
11. Maintain Council's online presence including Habitat Restoration Grants (refine online grant application and review) Ecosystem Indicator Partnership (ESIP) Monitoring Map online.
12. Update web content, including updates to database and lists for Constant Contact (CC) and posting approved press releases, announcements, etc.

Products and Deliverables: Aug. 31, 2008

All tasks shall be performed on an as needed or as requested basis during the contract period.

For as-needed services, contractor shall document tasks completed via email to Management Committee and IM Committee co-chairs.

For as-requested tasks, Contractor shall confirm task assignments and costs with IM committee co-chairs in advance of work.

**Appendix A
Scope of Services for TBD
Information Technology Support, Programming and Systems Administration
Sep. 1, 2008 to June 30, 2009**

Tasks:

1. Backups: Contractor will make weekly backups of Council data (web pages, programming source code, databased data, documents and files, and server configuration files) to hard disk. As needed it will make backups available to the Council members and contractors the Council specifically identifies. Hard disk space is provided to the Council for free.
2. Support (immediate/emergency): Contractor will respond within 24 hours to emergency situations affecting the Council's online presence, including availability of websites, databased data, web mapping and visualization products, email, document and file sharing tools, and web services. Contractor will provide the Council with clear, professional explanations for resolutions to issues.
3. Support (non emergency): Contractor will be available for timely response to information technology support requests from the Council, Council contractors and end users (users of websites and/or data provided through it. Contractor will provide courteous, professional and clear responses to inquiries.
4. Project management: Contractor will provide information technology project management services to the Council, including documentation, needs assessments, evaluations, estimates of time effort and cost for current products and proposed (new) products or features, email updates on changes to IT serving Council products, a monthly recap of the preceding month's IT activities, and management of the leased hardware at the hosting provider, Datapipe. IT will be documented and tickets tracked in Trac.
5. Meetings: Contractor will be available for meetings or telephone conference calls with the Council and contractors it identifies.
6. Programming: Contractor will provide software programming services to the Council, including Perl, PHP, Python, ASP and MapScript.
7. Web design and development: Contractor will provide web development and design services to the Council using XHTML, CSS and JavaScript.
8. Database administration and data management: Contractor will provide database design and management services to the Council for its existing products using PostgreSQL, Oracle, Plone and web services (RSS, WMS, WFS, etc).
9. Systems administration: Contractor will provide UNIX (Debian Linux) and Windows (Windows Server 2003) systems administration services so that Council products, data, documents and tools are available 24/7.
10. Other: Contractor will provide a development (or staging) environment where products in-development may be tested, reviewed and approved before deployment on the "live" Council server environment. Development environment is provided to the Council for free.
11. Maintain Council's online presence including Habitat Restoration Grants (refine online grant application and review) Ecosystem Indicator Partnership (ESIP) Monitoring Map online.
12. Update web content, including updates to database and lists for Constant Contact (CC) and posting approved press releases, announcements, etc.

Products and Deliverables:

June 30, 2009

- All tasks shall be performed on an as needed or as requested basis during the contract period.
- For as-needed services, contractor shall document tasks completed via email to Management Committee and IM Committee co-chairs.
- For as-requested tasks, Contractor shall confirm task assignments and costs with IM committee co-chairs in advance of work.

Note: This scope may be amended with Management and Finance Committee approval due to negotiations with new contractor.

Submitted by Julia Knisel, Working Group Chair

Integrating regional coastal and ocean initiatives

Background

In December 2007 the Council discussed the how the multitude of ocean and coastal initiatives in the region might benefit from increased coordination and integration. DFO committed to lead an effort that would examine linkages between the various existing collaborative mechanisms in the Bay of Fundy/Gulf of Maine. (This work is part of the *Joint Workplan Concerning the Implementation of Ocean Action Plans and Moving Towards Ecosystems Approaches to Management of Coastal and Oceans Resources* between DFO and NOAA.)

Status

On March 27th the Council, with strong leadership from DFO, convened a meeting in Dartmouth, Nova Scotia of federal, state and provincial agencies; the GOM Science Council; and the NE Fisheries Management Council. The basis for the meeting was the following “problem statement”:

The ability to act in an effective, ecosystem based management (EBM) context within the Gulf of Maine ecosystem is limited by geographic, jurisdictional and management fragmentation (e.g., limited human & financial resources, overlap of people attending same meetings, overlap of missions among regional organizations, etc.).

This meeting was presented as the first in a series of increasingly inclusive efforts to explore the ideas of how the collective efforts can be better integrated. The objectives of the workshop were to:

- Build awareness and mutual understanding
- Explore integration options, roles and responsibilities and possible consolidation of complementary programs
- Develop a mechanism for continued communication

Participants noted there is insufficient communication among Gulf of Maine stakeholders. Information is not being transferred and there is not a good sense of who is doing what, where. The Gulf of Maine Council was recognized for its role in improving and facilitating transboundary communication and coordination. It may be the ideal facilitator for enhanced transboundary communication and coordination.

A workshop report was prepared that summarized the discussions. Page five identifies six next steps including:

- Look at best practices from other regions where they have effectively addressed these issues;
- Look for pilot projects that would allow the region to explore integration possibilities;
- Start small by developing some incremental materials;
- Informally engage other organizations in this discussion;
- Create common messages and approaches; and
- Maintain communication among stakeholders.

In the past 30-days federal and state representatives from the Northeast Regional Ocean Council were solicited for their responses to the following:

1. What substantive issues (e.g., pollution, climate change, communities, hazards etc.) or current factors (e.g., geo-political conditions, etc.) do you feel should be considered as we explore ways to better integrate efforts? Why are these issues and factors important?
2. What challenges and/or opportunities do you see in integrating the region’s policies, plans, programs and initiatives related to the planning and management in the region? What specific suggestions do you have?

Recommendations

- The Working Group and Council should review the workshop report and collectively respond to the two questions described above.
- Accept the offer by DFO to sponsor and co-convene with the Council a second workshop this fall with an expanded list of stakeholders.

Submitted by Dave Duggan and Anita Hamilton, Ocean and Coastal Management, Maritimes Region, Fisheries and Oceans Canada and Julia Knisel, Massachusetts Office of Coastal Zone Management.

Options and Recommendations for Convening the 2009 Gulf of Maine Summit

Background

In June 2007 the Council discussed the merits of convening a major conference in 2009 to celebrate 20-years of Canada-US collaboration in the Gulf of Maine and to address pressing issues that could benefit from such an event. It requested the Working Group to develop options and recommendations for Council consideration.

In October 2004 the Council and the GOM Global Programme of Action Committee co-convened the Gulf of Maine Summit in St. Andrews, New Brunswick. The center piece of the event was the *Tides of Change Across the Gulf: An environmental report on the Gulf of Maine and Bay of Fundy*. (It contained three substantive chapters on fisheries/aquaculture, contaminants and coastal development.) The Summit brought together over 300 public and private representatives that focused their work on indicators of ecosystem health in six thematic areas. (Since this watershed event the Gulf of Maine Ecosystem Indicator Partnership (ESIP) has made considerable strides in developing the data and releasing indicator materials.)

In the fall of 2007 the Working Group formed an ad-hoc committee to explore options and offer recommendations for a major conference in 2009. Over the past six months they consulted with representatives of other regional organizations and offer the following for Working Group and Council consideration.

1. Summit purpose

Options – The conference could be a celebration of the progress the region has achieved since formation of the Council in 1989. It could also be a more scholarly, substantively enriching event that seeks to achieve consensus on some of the challenges in the Action Plan.

Recommendation – The conference should embrace the dual purposes of celebration and substance. The purposes should include:

- Promote awareness about the Gulf's most pressing economic, social and environmental issues;
- Accelerate "solution-based" dialogue among the Gulf's citizenry, non-profits, for-profits and governments and advance regional responses to our shared values and concerns about the Gulf of Maine;
- Stimulate sharing of creative approaches and lesson-learned from within the region and from away;
- Celebrate Canadian-US accomplishments in managing this shared ecosystem.

2. Audience

Options – The 2004 Summit sought to engage non-profit, for-profit, academic, government and interested citizens in dialogue about environmental conditions in the Gulf of Maine. The event did attract this audience except that the business community was quite under-represented. This same audience or a subset could be the target for the 2009 event. An estimate of 400 people is desired.

Recommendations – The Council, through its Action Plan (page 6), has defined its target audience. The following narrative should be used to describe the audience for the event.

1. Premiers and governors -- The region's governors and premiers, their staff, and regional organizations that they have formed.
2. Coastal lawmakers -- Legislators and elected officials at the federal, state, and provincial levels who have financial and legislative responsibility for coastal and marine issues.
3. Coastal decision-makers -- Senior management in agencies, non-governments, and businesses.
4. Coastal managers -- Policy and science representatives in government agencies, non-government organizations, and businesses.
5. Academics -- University scientists and other scholarly researchers.
6. Gulf residents and visitors -- People who live, work, and play in the Gulf of Maine region.
7. Marine-dependent industries -- Businesses, individuals, and organizations that derive most of their income from activities tied to the marine environment.
8. Science community -- Individuals and organizations involved in research, monitoring, ocean observing, and assessment.

The Committee will first finalize the purposes of the event and then ensure the proper audience is invited.



3. Themes

Options – The event could reinforce the three goal areas in the Action Plan or it could address other issues.
Recommendations -- The three goal areas in the Action Plan should provide the context for the environmental, social and economic issues that might be addressed at the event. Based on discussions with other regional organizations and a growing understanding of what might attract our target audience as well as event funders the following overarching theme is suggested:

Sustaining our Common Heritage: preparing for the next 25-years in the Gulf of Maine

Statement of Need -- Steeped in maritime history, the Gulf's vibrant ocean environment and marine-based economies are central to the well-being of its citizens. Our marine and coastal waters provide a rich variety of services that our citizens value and rely on. These include food, energy, recreation, transportation, jobs, climate regulation, storm damage protection, scientific research, and scenic, cultural and historic resources.

For 20-years we have worked together on our shared issues and concerns in the Gulf of Maine. We have made good progress and should celebrate this Canadian – US collaboration. During this time there were an increasing number of proposals for existing uses of our coastal ocean waters and for new uses that we did not envision. These existing and new uses include: sand and gravel mining, gas pipelines, harbor/port development, offshore wind and tidal energy facilities, liquefied natural gas terminals, aquaculture and desalinization plants. Together they pose opportunities and challenges. They raise questions about how to balance intensified development pressure on the marine ecosystem while also taking advantage of the opportunities that the ocean offers for energy and food production, recreation and commercial transportation.

In the coming decades, climate change will likely have a substantial effect on our coastal and marine ecosystems and related human economies and traditions. Climate change and sea level rise will alter the frequency, intensity and duration of storms, droughts and floods exacerbating beach erosion, inundation and loss of critical wetlands, and ground water problems. Coastal property damage will also impact our recreation and tourism sectors.

Combined saltier, warmer, more acidic marine waters will influence the metabolism, reproduction and distribution of marine species, potentially altering ecosystems and the economies of those who depend on them, such as commercial fishers,

Nested within this broad theme area are sub-issues the Council is engaged in such as information support tools needed by decision-makers and coastal managers (e.g., GOMMI, ESIP, etc.), ecosystem-based approaches to management, effective communications, habitat restoration, and environmental monitoring (e.g., Gulfwatch and habitat monitoring).

Outputs and Outcomes

Options – Conference organizers could provide selected print or electronic materials in advance of the event to help shape and improve the quality of the discussion. The outcomes or results of the conference are contained in the purpose statement above (see #1) and include increased awareness and consensus positions on issues.

Recommendations -- The preparation and distribution of thoughtful materials in advance of the conference will help the Council and its partners achieve the stated purposes of the conference. These materials should include additional chapters in the *Tides of Change Across the Gulf* series (e.g., nutrients, aquatic habitat, and climate change), briefing/position papers, and statements of support from the Governors/Premiers such as the 2004 *Call to Action* proclamation. These materials will enable the audience to actively participate and take advantage of lessons-learned elsewhere.

There are many ways of presenting these materials in a timely and cost effective way. Similarly the reports and recommendations flowing from the work of the attendees at the conference can be provided electronically via a dynamic web site and through a concerted six-month follow-up initiative that delivers the results of the conference to the desired audiences.

The outcomes would be increased awareness in the region about these issues, increased awareness by participants, and consensus positions on selected issues.

Summit Logistics

The ad-hoc steering committee also discussed a host of logistical issues associated with a successful conference including:

- A. Length – A two or three day event will provide the time required to address substantive issues, allow people to chose the days they participate, and allow for a pre-summit day of workshops.
- B. Format – The conference will maximize participant interaction and minimize speakers talking while others listen dutifully. Infusing the event with art, music and literary flavors will help to make the event different and memorable. (To maximize participation and make the event profound some pre-conference events in the jurisdictions 3-4 months beforehand would be desirable.)
- C. Timing and Venue – It would be optimal to enable people to be outside, enjoying the Gulf of Maine. Thus fall 2009 or spring 2010 should be targeted. The venue should be in the middle of the Gulf of Maine watershed (e.g., Maine or New Hampshire) to minimize travel times for the majority and be proximate to an airport.
- D. Budget – Based on the 2004 Summit this event will cost approximately \$120,000. Expenses include \$20K Program Coordinator, \$10K Logistics/registration coordinator, \$20K Scholarship Fund, \$50K SOE Chapters (Climate change, aquatic habitats, nutrients) & printing, 15% for business office expenses (e.g., receipt and disbursement of funds, accounting, contract management, etc.) and 20% miscellaneous/contingency expenses. To the extent any of these services can be provided in-kind the budget can be reduced accordingly.
- E. Funding – All funds to support the event, less conference registration fees, will be raised from public (e.g., government agencies), non-profit (e.g., foundations) and private (e.g., businesses) sources. Given the Council's funding constraints no funds from the Council are expected however Council agencies will be asked to contribute according to their abilities. The steering committee will have a fundraising goal of \$80-100,000.
- F. Timeline – Key activities leading up to the conference include:

▪ Conference steering committee formed (see attached TOR)	Sept 2008
▪ Seed funds secured for program coordinator	October
▪ Conference Program developed	December
▪ Secure contractual services for SOE report	January 2009
▪ Commence conference publicity	TBD

Action requested

1. The Council will act on the recommendations as amended by the Working Group.
2. The Council will direct the Management and Finance Committee to identify and designate two US and two Canadian representatives (from any sector) as called for in the Steering Committee *Terms of Reference*.

Submitted by, Theresa Torrent-Ellis, planning team leader

Gulf of Maine Summit Steering Committee Terms of Reference

Mission:

To design, organize, and oversee a Gulf of Maine Summit.

Role:

The role of the Steering Committee is to:

- Develop a multi-day event that is highly interactive and addresses the more pressing issues in the Gulf of Maine;
- Celebrate the accomplishments of Canada – US collaboration and the successes of organizations working to manage this shared ecosystem;
- Engage public, non-profit and for-profit interests in meaningful, solutions-based dialogue that fosters awareness, learning and sharing of successful approaches;
- Secure and allocate the resources (cash and in-kind) required to conduct the event; and
- Raise the profile of transboundary issues that require a regional response.

As a result of the Committee's efforts the region will be more effective in responding to emerging environmental, social and economic issues affecting the Gulf of Maine.

Composition

The Steering Committee will be composed of Canadian and US representatives from the public, non-profit and for-profit sectors. The Gulf of Maine Council will initially designate at least two representatives from each country. They will be responsible for recruiting up to ten additional members. The Council will designate one Canadian and one US co-chair.

Responsibilities

In addition to the roles described above the Steering Committee has broad latitude in organizing a successful event including:

- It may form subcommittees (e.g., Executive, program, fundraising, logistics, etc.) to aid in decision-making and to increase participation in organizing a successful event. It may recruit and engage Summit Advisors that have special expertise and relationships useful to the Steering Committee;
- It may engage an individual to serve as Program Coordinator – either through an in-kind donation of a person or on a contractual basis. The Coordinator will have strong technical expertise and serve the Steering Committee;
- It will work to ensure a diverse audience attends the Summit and provide scholarships funds to defray travel expenses for those in need;
- It will oversee the production of volume two of the *Tides of Change Across the Gulf* that focuses on aquatic habitats, nutrients and climate change;
- It will produce quarterly progress reports to all Summit funders, partner organizations and the Gulf of Maine Council;
- It will prepare a six-month Summit implementation strategy and ensure the results of the Summit are widely disseminated;

Decision-making and meetings

The Committee will meet (e.g., telephonically, in person, etc.) as needed to conduct its business. It will make decisions on a consensus basis.

Submitted by Theresa Torrent-Ellis

Making plans for the future of the GOMT

Background

The Gulf of Maine Times serves as the primary public face of the Gulf of Maine Council. For fifteen years it has been published quarterly as a tabloid-sized newspaper with news and feature articles about conservation initiatives throughout the Gulf of Maine. Since its inception the Times has benefited from a talented and devoted team of staff, consultants, and writers who have generated excellent editorial content (meaning all the articles, not just “editorials”). Recent improvements in the graphics, and the addition of a web-based version have turned it into a first rate publication that is both attractive and accessible. However, due to changing circumstances, the Gulf of Maine Council now seeks ways to make the publication more financially self-sustaining. To that end, the Council allocated \$10,000 to commission a study, seeking recommendations to maximize the Times’ effectiveness as a communications and outreach vehicle, and to ensure its economic sustainability.

Discussion

The contractor, Peter Alexander, worked closely with Theresa Torrent-Ellis and David Keeley to complete a Final Report in time to be considered by the Council at the June 2008 meetings. The report analyzes the Times’ purpose, its target audiences, and its optimum content. It then outlines a number of publishing scenarios and presents numerous options for generating revenue. The report concludes with recommendations for immediate next steps. Among them are several high priority items, including:

- Upgrade the Times’ website with the addition of interactive user tools such as polls, user comments, discussion forums, photo, audio, and video galleries, and RSS and Atom feeds.
- Set up an online credit card processing facility and start charging \$10 per year for the print edition (for quarterly editions starting with the Fall issue).
- Use the online credit card processing facility to take donations, and place a link to it on every GOMC and GOMT web page.
- Explore the possibility of a public/private partnership with an existing for-profit newspaper publisher that could handle advertising sales, printing, production, and distribution of several regional editions (with content provided by GOMT staff).
- Consider having each GOMC member agency contribute modest funding support (\$2,000 - \$5,000 each) in order to further explore and develop the options presented in the report and to ensure the transition of the Times to a sustainable model for the future.

Actions Requested

- Because there are no funds in the current GOMT budget request to pay for any of the improvements and initiatives identified in the Final Report, the Council is asked to consider three key decisions:
- Accept the Final Report ‘as is’ so that the Contractor, Peter Alexander, can devote the remaining \$4,000 of his contract to exploring more deeply item #4 above, and/or other scenarios for the future of the Times that the Council may determine.
- Allocate up to \$3,000 for a contract (or contract amendment) with Jim Cradock, to have him work with staff to make the improvements on the website identified in items 1 – 3 above.
- Make a decision about member agency contributions (item # 5 above).



Funding to produce the Gulf of Maine Times Marketing Plan was provided by the Maine Community Foundation, Otto Fund of the New Hampshire Charitable Foundation – Piscataqua Region, and the Cooperative Institute for Coastal and Estuarine Environmental Technology.

Submitted by Theresa Torrent-Ellis



Gulf of Maine Times Button/Links on Gulf Agency Jurisdictions' Websites
as of June 4, 2008

Environment Canada	http://www.ns.ec.gc.ca/index_e.html
MA Office of Coastal Zone Management	http://www.mass.gov/czm/publications.htm http://www.mass.gov/czm/links.htm
NS Department of Environment	http://www.gov.ns.ca/nse/water/

Submitted by Michele L. Tremblay, Council Coordinator

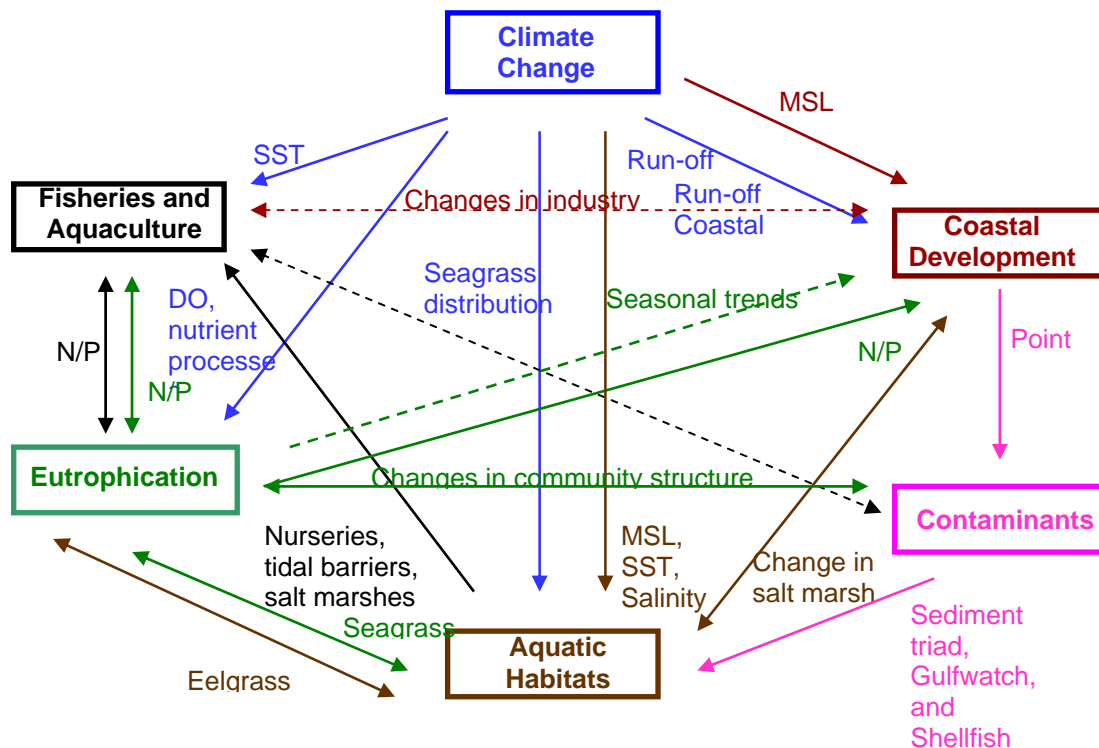
Ecosystem Indicator Partnership: Progress and Successes

Progress

ESIP's subcommittees (6) and Steering Committee have made significant progress in the past 6 months. The following are a summary of items accomplished:

- Priority indicators have been selected for each of the six subcommittees (Fisheries and Aquaculture, Aquatic Habitats, Climate Change, Coastal Development, Contaminants, and Eutrophication). Activities are to be accelerated in two of the subcommittee (proposed: climate change and eutrophication). Rollout potentially includes fact sheets, specific training workshops, and possibly inclusion in Gulf of Maine Times.
- ESIP's Steering Committee met in Boston on May 2008 to discuss indicator interactions and direction for the next 12 months. Discussions were productive and resulted in the following figure depicting potential indicator interactions. Summary notes and subcommittee reports from the day are available on the ESIP Planning Site (www.gulfmaine.org/esiplanning).

Interactions – May 8, 2008 ESIP Meeting

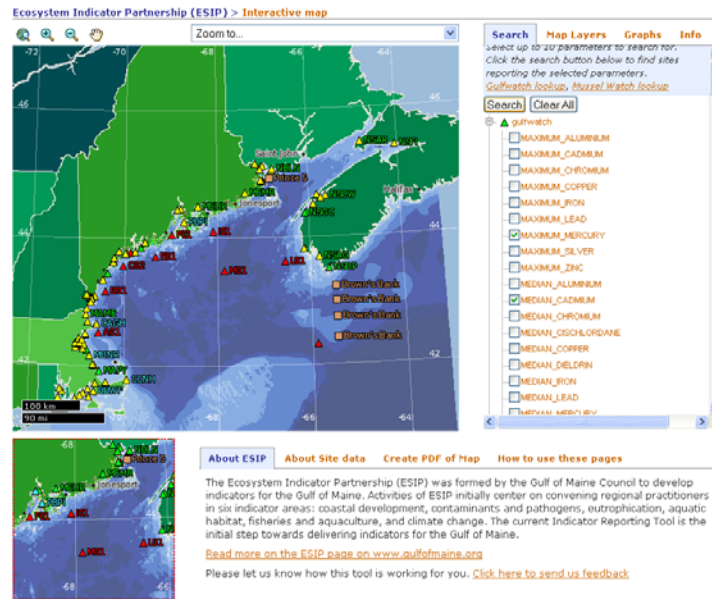


- ESIP now has a button available for placing on members webpages for increased visibility. The ESIP button can be obtained at: <http://www.gulfmaine.org/button/>.



- ESIP released the first version of the Indicator Reporting Tool (funded by GeoConnections) mid-March 2008. The tool at this time includes some aquatic habitat layers, point-source information, and three datasets automatically updated on a weekly basis (Gulfwatch, Mussel Watch, and GoMOOS). A primer for using the tool has been drafted. For information, contact Christine at ctilburg@securespeed.us. Currently a

survey is available through the ESIP webpage (www.gulfofmaine.org/esip) collecting suggestions for revisions. Revisions are planned for the summer.



Action Requested

1. Timing and manner of rollout for indicators needs discussion.
2. Suggestions for workshops in connection with meetings and training already scheduled by other organizations in the Region requested.
3. Funding suggestions and advice greatly needed. Current budget shortfall = \$45,000 for 2008-2009 fiscal year.

Submitted by Susan Russell-Robinson, Kathryn Parlee, and Christine Tilburg

WWF-Canada’s program of work in the Gulf of Maine and intersections with the Council Action Plan

WWF-Canada was recently invited to join the Gulf of Maine Council as a non-government member from Nova Scotia. The intent of this presentation is to

- a) introduce WWF-Canada and our existing and planned work in the region, and
- b) identify intersections between our work and that outlined in the Council Action Plan for 2007-2012.

It is hoped that sharing this information will provide a basis for identifying collaborative opportunities between WWF-Canada, the Council and its committees, and other Council member organizations.

WWF-Canada in the Northwest Atlantic Ecoregion

WWF concentrates its efforts in regions of outstanding biodiversity: in Canada, the Northwest Atlantic Ecoregion (NWAE) is one of four key places where we operate on-the-ground programs. We define the Ecoregion as encompassing the shelf and slope ecosystems from Cape Cod to the Labrador Shelf. WWF-Canada’s work in the NWAE is encompassed in two broad program areas: Habitat Protection and Sustainable Fisheries.

WWF-Canada in the Gulf of Maine

We are active in two projects in particular in the Gulf of Maine.

Habitat conservation - marine protected area network planning

Our goal is to see a network of MPAs and other spatial conservation measures in place in the Gulf of Maine, protecting areas of high conservation value and at least 10% of each habitat type.

In phase I of this project we collaborated with Conservation Law Foundation to undertake a proof-of-concept study that brought together data, scientific expertise and decision support tools to explore options for MPA networks on the Scotian Shelf and in the Gulf of Maine. We are now entering an implementation phase in which our primary tools will be advocacy, participation in marine planning processes, and stakeholder engagement.

Preventing right whale entanglement

Our goal is to see the risk of right whales becoming entangled in fishing gear reduced by 80 per cent in the two key conservation areas. We are working with fishermen to develop innovative solutions to reduce right whale entanglement and ensure fishing continues, including testing new gear and developing plans to avoid entanglements.

Intersections/collaborative opportunities with the Council Action Plan

The activities below are not meant to be exclusive. We hope to be selectively involved in Council activities related to ecosystem-based management more generally. However, the following focuses on our habitat conservation project activities, which appear most relevant to the goals and activities of the Council.

Specific activities that we will be undertaking in the coming year, with clear connections to current or planned Council Activities, include:

WWF-Canada activity	In support of Council Activity
Support the work of the Habitat Conservation Subcommittee on habitat classification <ul style="list-style-type: none"> • participate in organizing committee for workshop • share our own work at workshop 	1.13 Facilitate communication about sub-tidal habitat classification methodologies in the Gulf of Maine and work toward a consistent approach and communicate with decision-makers.
Offer to support completion of a managed areas database for the Canadian portion of the Gulf of Maine.	1.11 Complete documentation of coastal/marine managed areas in the Canadian portion of the Gulf of Maine, building on existing inventories

Activities which we plan to undertake which will make use of Council/Council agency information products, and/or which offer opportunities for collaboration:

WWF-Canada activity	Relationship to Council activities
Review and synthesis information and compile a database of distinctive/significant areas - a 'messy map' – as a basis for public awareness and conservation planning	Draw on information/reports connected to the Council or Council member agencies. Consult with Council member agencies on comprehensiveness
Undertake a gap analysis of existing spatial conservation measures in the Gulf of Maine	Council-supported information products provide the basis for the analysis Transboundary region is appropriate lens for meaningful analysis, may require partners A gap analysis tool allows for regular monitoring and assessment of progress
Sharing information products online in support of conservation planning	Council-supported on-line information tools may provide a mechanism for sharing our information products
Identify and carry out activities to enhance the conservation contributions of existing managed areas and to advance opportunities for new conservation measures such as MPAs. Focus will be on Canadian sites and tools.	Will require strong partnerships and connection with existing planning process being led by Council members such as New Brunswick and DFO

Submitted by Jennifer Smith, WWF



Making continual Improvement to Council Operations

May 28, 2008

Progress in implementing the 2006 Council Self-assessment

In 2006 the Council, Working Group and Committees provided their self-assessment on the way we are organized and offered insights on how to improve the way we do our business. At the June 2006 meeting the Council commenced work on some of the responses (column three). Over the past two years important progress was made on some items (see items in italics below). To make continual improvement it is timely for the Council to decide on priorities for the coming year. Suggestions for these 2008-09 focus areas are in bold in the column three. When these are chosen it can request the Working Group to develop and implementation strategy.

Council Issues/Problems	Examples	Possible Responses Offered in Surveys
Focus on minutia to deterrent of policy – as the Council's scope and level of available resources grew there were not commensurate increases in the mechanisms to manage the work. One result is Council and WG time is dedicated to details that can be better addressed elsewhere	<ul style="list-style-type: none"> ▪ Council & WG discuss detailed budgets ▪ Interim programmatic discussions are brought to Council 	<ul style="list-style-type: none"> ▪ Elevate discussions, share creative approaches, be action-oriented, and focus on issues requiring regional response ▪ Make meetings even more productive w/ sense of importance ▪ Consolidate decision-making on programmatic, personnel and budget issues with accountability within Management and Finance
Linkage to Governors and Premiers – the linkage between the Council and the Governors/Premiers is weak and council members are not fully engaged	<ul style="list-style-type: none"> ▪ Council member participation is spotty ▪ Inconsistent Council support & allocation of resources ▪ Limited public relations with jurisdictions ▪ Hard to measure our progress on issues 	<ul style="list-style-type: none"> ▪ Better track progress, make outcomes measurable, disseminate routine communication products (e.g., Annual Report, e-news, etc.), & raise profile/make a name for the Council ▪ Make opportunities happen & engage the media ▪ Pursue "signature activities"² & distribute cogent statements of what Council does ▪ Make economic-environmental linkage clear ▪ Address GIP once a year at summer meeting ▪ Clarify expectations and expand size of Council ▪ Ensure key agencies are participating ▪ Engage others back home on Council issues
Expand participation – some important partners with coastal and marine mandates in 5-year Plan are not participating	<ul style="list-style-type: none"> ▪ Limited participation by business, NGO & science community ▪ Perceived as inward looking/closed 	<ul style="list-style-type: none"> ▪ Better support/train GOMC members to be active ▪ Engage Councilors in designing and leading agenda
Better support Council decision-making – meetings are process-	<ul style="list-style-type: none"> ▪ GOMC meetings focus on process vs. actions 	

¹ Coon Council survey 11/05, Working Group via Survey Monkey fall 2005, committee survey 2004, 39% of the WG and Committee members that responded to the survey indicated "they were satisfied with the current present structure". 50% indicated that "current project and contract management is successful".

² Support planning, research and activities that address land-based impacts on the marine environment; issue state of the environment reports, indicators and report-cards/regional score card; communicate on gulf-wide issues with common language, sustainable development activities; data and information management; biennial research/state of the knowledge conference or annual managers conference; ecosystem restoration; annual awards for progressive businesses; personnel exchange;



May 28, 2008

<p>oriented and materials can better enable consensus decisions</p>	<ul style="list-style-type: none"> Connect briefing materials with options Limited new member orientation 	<p><i>topics in meetings with key themes (avoid scattershot)</i></p> <ul style="list-style-type: none"> Better serve Councilor needs (e.g., PR, projects, etc.)
<p>WG/Committee Issues & Problems</p> <p>"Side of the desk/collateral duties" – few people have the policy direction to make their work on implementing the Council's 5-year Plan a priority.</p> <p>Volunteer commitment – it is difficult to hold people that volunteer their time accountable to produce materials and meet schedules.</p> <p>Coordination – internal coordination is insufficient among all entities of the Council and externally with our partners and media</p> <p>Flatten organizational structure – the organization's committee structure is not efficient, too expansive and under-supported.</p>	<p>Examples</p> <ul style="list-style-type: none"> Difficulty in securing approval to participate at home & at meetings Competing needs at home take precedence Timely completion of annual work plans is unusual Multiple habitat efforts are not sufficiently coordinated Interaction between WG & Committees Variety of committees, task forces and panels with unclear mandates 	<p>Possible Responses</p> <ul style="list-style-type: none"> Increase GOMC staff capacity and make operation more professional Improve contract management by allocating more of these tasks to paid contractors Use WG/Committee members for policy and strategic assessment, and move daily management tasks to paid staff and Management & Finance Create support systems for volunteers Develop integrated annual work plans Invest in enhanced staff support to make linkages Promote interaction through joint staff & committee meetings Support "roundtable discussions" for sharing Provide staff support to all committee co-chairs Consolidate committee structure Make committees more efficient/productive Aggressively recruit diverse committee members
<p>Policy Issues/Problems</p> <p>Scope – the policy scope has expanded but limited resources adversely affect the quality of the work (e.g., inch-deep and a mile-wide). Some Council activities do not require or significantly benefit from a regional response.</p> <p>Follow-through – the degree of follow-through and application/use of Council products is mixed.</p> <p>Jurisdictional priorities – need to make a more overt linkage between Council and jurisdictional coastal/marine priorities and actively report on progress</p>	<p>Examples</p> <ul style="list-style-type: none"> Inability to say no to a good idea Get involved in sub-regional issues Products without advance distribution Councilors unable to say how products were used Appearance GOMC tasks are "more work" vs. complimentary to mandates Limited support for regional agenda 	<p>Possible Responses</p> <ul style="list-style-type: none"> Sharpen Council statement of purpose Create 5-year Plan tasks that contribute to state & provincial decision-making Pursue fewer issues and provide greater resources Evaluate user application and report on products Ensure jurisdictional commitment exists before pursuing a project Show relevance of Council mission to agency mandates Annually report-out on linkages & enable participants to communicate results



May 28, 2008

Funding Issues/Problems	Examples	Possible Responses
<p>Build capacity – the Council relies on partnerships to implement the 5-year Plan but under-invests in building the capacity of key partners</p> <p>Diversify funding sources – over reliance on a single US funding source makes the Council's work too vulnerable.</p>	<ul style="list-style-type: none"> ▪ A Summit recommendation is to build capacity & enable others to perform ▪ Perception of taking credit for others ▪ US governments provides over 90% of the resources 	<ul style="list-style-type: none"> ▪ Focus funding on capacity building tasks ▪ Support NGO participation in GOMC tasks ▪ Invest in partnerships that leverage funds and results ▪ Enable GPAC-like efforts ▪ Propose products relevant to Canadian funding agencies ▪ Require significant match to secure GOMC funds ▪ Make GOMC agenda relevant (e.g., tangible deliverables, etc.) to others w/funds ▪ Better access existing competitive funding sources (e.g., NBETF, Foundations, etc.) for large-scope initiatives ▪ Grow senior management commitment – resources will follow

Next Steps

The Working Group and Council can discuss desired organizational improvements and establish priorities for action using the following schema.

- 1 = **Urgent** – to be initiated immediately
- 2 = **Timely and important** – to be acted on in next 6 months
- 3 = **Important** – to be acted on later in the year

Submitted by David Keeley, Policy and Fund Development Coordinator

Council roles in fostering ecosystem-based approaches

Issue

Ecosystem-based approaches are a cross-cutting theme in 2007-2012 GOMC Action Plan. Currently some Council activities (e.g., indicators of ecosystem health, seafloor mapping, Gulfwatch, etc.) are providing valuable information that further enable a more holistic management approach. However the way the Council will facilitate government approaches to EBM and its relationship with complimentary efforts remains to be defined.

Ecosystem-based management

An integrated approach to management that considers the entire ecosystem, including humans. The goal of ecosystem-based management is to maintain an ecosystem in a healthy, productive and resilient condition so that it can provide the services humans want and need.

Gulf of Maine Action Plan p. 28

Background

In December 2007, the Council held two break-out sessions during its winter meeting. These sessions focused on how a conceptual and operational EBM framework might be created and on the development of a Gulf of Maine EBM learning network for managers. The Council concluded:

Framework – EBM needs to continue to be a centerpiece of the Council's work and we need to grow the capacity of the Council to bring US and Canadian efforts together. There are numerous partners that we want to do this with (e.g., the Massachusetts Ocean Partnership – MOP, The Communication Partnership for the Science and the Sea – COMPASS etc.). Second, acting in our role as a convener we should organize a meeting of EBM practitioners, such as what was done in 2005. Questions of meeting content, who pays, a realistic timeframe, and partnering with the COMPASS work groups in convening the meeting so the whole role doesn't fall on the Council all emerged. The meeting would think through how the emerging framework can be adapted and applied through the many small projects that are being done independently of each other. Maybe there is no "one size fits all" framework for EBM. And all interests would be encouraged to participate.

Toolkit for Managers – Council has a dual role in both partnering with others to create a tool-kit and in using it. The Council should encourage further member involvement in creating the tool-kit, ensure user needs are well defined, create a dynamic inventory of EBM initiatives, and assist with funding initiatives to create a beta version. It should prepare an inventory of EBM projects underway in each jurisdiction and promote interaction amongst these efforts.

The Council requested the Working Group to develop recommendations on the Council's role in fostering an EBM framework and EBM tool-kit for managers. In related sessions during the meeting the Council also requested the Working Group to explore how a Gulf of Maine Summit might advance these projects and its role in communicating about the health of the ecosystem. (see related briefing item)

Status

In March the Working Group met in Halifax and concluded the Council should partner with COMPASS and MOP to create a framework for ecosystem-based management. There are three COMPASS work groups that contain several Council and Working Group members. In addition, MOP is exploring frameworks from around the world that may be relevant to Council discussions. The user needs for the Toolkit are now better defined through the recent release of the March 2008 *GOM Ecosystem-based Management Toolkit Survey Report*. The Working Group also placed emphasis on on-line moderated discussions where people can post questions/needs and actually have someone respond to it within 5-days. It recognized that resources would need to be raised to support this work.

At the June 2008 Council meeting the desired outcome of the EBM session is that Councilors have a deeper understanding of the Council's role in promoting ecosystem-based approaches to management in the region. Session objectives are to:

- Build on previous Council EBM discussions, learn more about complimentary agency efforts occurring outside of the Council; and
- Review current Council initiatives that enable an EBM approach and approve 2008-09 EBM related initiatives in the work plan that it will pursue.



Recommendations

1. COMPASS has expressed interest in working more closely with the Council. They can provide strong financial support and scientific expertise and want to facilitate not duplicate or replace other efforts. The Council should join COMPASS and other US/Canadian partners in planning a workshop in late 2008. This event will bring together the principle EBM proponents to assess progress of the six work groups and to make plans for subsequent work. (Work Groups are exploring EBM pilots, modeling, data management, vision, communications and young scientists.) The Council should identify jurisdictional representatives interested in assisting with workshop planning.
2. Council should direct the Fund Development contractor to secure external resources and in-kind agency support to advance Activity 1.10 in the 2008-09 Work Plan.

Prepared by Rob Stephenson, Betsy Nicholson, and David Keeley

Sustainable Industries and Communities

Goal: 3	Support Vibrant Communities
Applicable Outcomes from GOMC 2006-2011 Action Plan	Long-term: <ul style="list-style-type: none"> Coastal communities are supportive of marine-dependent industries, and the industries are implementing innovative, sustainable best practices that position them favourably for the future. Marine-dependent industries are sustainable and competitive in global markets
	Mid-term: <ul style="list-style-type: none"> Marine-dependent industries are utilizing renewable and non-renewable resources in ways that maintain ecosystem integrity. Marine-dependent industries accelerate the adoption of practices to become even more sustainable Government and marine-dependent industries are working collaboratively to address social, cultural, environmental and economic concerns.
	Short-term Each year, between 2006 and 2011, the level of participation in Council activities by marine-dependent industry representatives (e.g., sustainable tourism, alternate energy generation, finfish aquaculture and bivalve shellfish) will increase by 10%.

Activity Narrative

Activity #2 – Outreach and Engagement
<u>Background/Context for Activity:</u> The Council views marine-dependent industries as key decision-makers in ensuring a healthy and productive Gulf of Maine. Thus it needs their active participation in Council subcommittees, forums, periodic web-based inquiries and other activities to develop effective regional initiatives.
<u>Activity Narrative:</u> <ul style="list-style-type: none"> Increase visibility of the Council among targeted industry sectors Committee and Working Group members will opportunistically distribute GoMC flyer at relevant industry forums (e.g. trade shows, conferences, workshops, etc.)
<u>Council Role/Niche:</u> (build on current Council matrix description (e.g., A-1, etc.) The Council will champion this work, which will be lead by the SIC Committee. Council Role: A-1
<u>Activity Leads:</u> Lead: SIC Chairs, Justin Huston NSFA and Liz Hertz MESPO Supporters: NBDF, MEDMR, MADMR, NHDMR
<u>Crosscutting services:</u> (Describe need for Outreach, Science Translation, Gulf of Maine Times or Web services) <ul style="list-style-type: none"> Council Coordinator in regard to internal and external Council policy Web/IT (e.g. information on website, web-based surveys, etc.) Gulf of Maine Times for dissemination of information

Activity Measures

<u>Major Milestones:</u> <ul style="list-style-type: none"> Flyer finalized – June 08 WG and Committee members ensure in-house printing – August 08 Flyer distributed at a minimum of 10 industry events, 2 per state/province – June 09
<u>Deliverables</u> <ol style="list-style-type: none"> Flyer
<u>Measures:</u> <ol style="list-style-type: none"> Increase in website visits Increase in industry enquiries about the Council to Council Coordinator, WG and Committees



Activity Financing

Tasks	Cost Category	Amount (US\$)
Printing	In-kind	2,000
Attendance-travel to industry events	In-kind	2,000
Total	In-kind	\$4,000

Sources of funding:

1. Secured sources and amounts: in-kind
2. Prospective sources and amounts:

Goal: 3	Support Vibrant Communities
Applicable Outcomes from 2006-11 GOMC Action Plan	<p>Long-term:</p> <ul style="list-style-type: none"> • Coastal communities are supportive of marine-dependent industries, and the industries are implementing innovative, sustainable best practices that position them favourably for the future. • Marine-dependent industries are sustainable and competitive in global markets
	<p>Mid-term:</p> <ul style="list-style-type: none"> • Marine-dependent industries are utilizing renewable and non-renewable resources in ways that maintain ecosystem integrity. • Marine-dependent industries accelerate the adoption of practices to become even more sustainable • Government and marine-dependent industries are working collaboratively to address social, cultural, environmental and economic concerns.
	<p>Short-term:</p> <p>Each year, between 2006 and 2011, the level of participation in Council activities by marine-dependent industry representatives (e.g., sustainable tourism, alternate energy generation, finfish aquaculture and bivalve shellfish) will increase by 10%.</p>

Activity Narrative

Activity #3.2 – Industry Sustainability Awards
<p>Background/Context for Activity: The Council views marine-dependent industries as key decision-makers in ensuring a healthy and productive Gulf of Maine. Thus it needs their active participation in Council subcommittees, forums, periodic web-based inquiries and other activities to develop effective regional initiatives.</p>
<p>Activity Narrative: Develop and award annual Gulf of Maine Council Sustainability Awards for marine-based industries that demonstrate commitment to sustainability in the way that they do business</p>
<p>Council Role/Niche: (build on current Council matrix description (e.g., A-1, etc.) The Council will champion this work, which will be lead by the SIC Committee. Council Role: A-1</p>
<p>Activity Leads: Lead: SIC Chairs, Justin Huston NSFA and Liz Hertz MESPO Supporters: NBDF, MEDMR, MADMR, NHDMR</p>
<p>Crosscutting services: (Describe need for Outreach, Science Translation, Gulf of Maine Times or Web services)</p> <ul style="list-style-type: none"> • Expertise and services from Web Producer (e.g. information on website, etc.) • Gulf of Maine Times in regard to dissemination of information
Activity #1 – (Descriptive Name)
Background/Context for Activity: (2-3 sentences)

Activity Measures

<p><u>Major Milestones:</u></p> <ul style="list-style-type: none"> • Call for nominations – March 2009 • Awards granted – June 2009
<p><u>Deliverables</u></p> <ol style="list-style-type: none"> 2. Awarding of Sustainability Awards 3. Press coverage for recipients
<p><u>Measures:</u></p> <ol style="list-style-type: none"> 3. One Sustainability Award awarded annually 4. Number of nominations/applications increases by 25% between 2008 and 2009.

Activity Financing

Tasks	Cost Category	Amount (US\$)
<p><u>Call for Nominations</u> (SIC Committee, Web IT, GoM Times)</p>	Advertising	\$2,000
<p><u>Granting of Awards</u> (Council, SIC Committee, Web IT, GoM Times)</p>	Award Advertising	\$200 \$2,000
Total		\$4,200

Allowable cost categories: Contractual, printing and publications, postage, travel, lodging, meals, facility rental; web hosting/maintenance

<p><u>Sources of funding:</u></p> <ol style="list-style-type: none"> 3. Secured sources and amounts: none 4. Prospective sources and amounts: <ul style="list-style-type: none"> • Gulf of Maine Council • Contributions from private sector representatives on the Council
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Goal: 3	Support Vibrant Communities
<p>Applicable Outcomes from 2006-11 GOMC Action Plan</p>	<p>Long-term:</p> <ul style="list-style-type: none"> • Coastal communities are supportive of marine-dependent industries, and the industries are implementing innovative, sustainable best practices that position them favourably for the future. • Marine-dependent industries are sustainable and competitive in global markets
	<p>Mid-term:</p> <ul style="list-style-type: none"> • Marine-dependent industries are utilizing renewable and non-renewable resources in ways that maintain ecosystem integrity. • Marine-dependent industries accelerate the adoption of practices to become even more sustainable • Government and marine-dependent industries are working collaboratively to address social, cultural, environmental and economic concerns.
	<p>Short-term:</p> <ul style="list-style-type: none"> • By 2011 at least 20% of provincial and state lawmakers are aware of creative approaches to protecting and managing the working waterfront infrastructure that marine-dependent industries require to remain competitive.

Activity Narrative

Activity #3.3 – Working Waterfront Awareness
<u>Background/Context for Activity:</u> The Gulf's working waterfronts consist of sites or facilities that provide physical access to the sea for commercial use, as well as related infrastructure and services. These areas are essential to our marine-dependent industries and often define the character of coastal communities. Provincial and state lawmakers, local officials (town councilors, selectmen, municipal, local service district representatives, etc.) and planning authorities are often searching for creative ways to protect and maintain these working fronts.
<u>Activity Narrative:</u> The SICC committee, under the leadership of NB Environment will develop a downloadable presentation illustrating the importance of working waterfronts in the Gulf of Maine region, the challenges they face, and innovative approaches underway to address these challenges.
<u>Council Role/Niche:</u> (build on current Council matrix description (e.g., A-1, etc.) The Council will champion the regional aspect of this work, which will be lead by the SIC Committee. Council Role: B-2
<u>Activity Leads:</u> Lead: SIC Committee Supporters: NBDF, MEDMR, MESPO, MADMR, NHDMR, NSFA, ACOA, DFO SCH, NSOED, Island Institute, Maine Working Waterfront Coalition
<u>Crosscutting services:</u> (Describe need for Outreach, Science Translation, Gulf of Maine Times or Web services) <ul style="list-style-type: none"> • Web / IT (e.g. information on website, etc.)

Activity Measures

<u>Major Milestones:</u> <ul style="list-style-type: none"> ▪ Presentation developed ▪ Presentation up on web page
<u>Deliverables</u> 4. Presentation
<u>Measures:</u> 5. Number of unique downloads from the web page

Activity Financing

Tasks	Cost Category	Amount (US\$)
<u>Presentation Development</u> SICC		N/A
<u>Presentation on web page</u> Web/IT(4 hrs)		\$
Total		\$

Allowable cost categories: Contractual, printing and publications, postage, travel, lodging, meals, facility rental; web hosting/maintenance

<u>Sources of funding:</u> <ol style="list-style-type: none"> 1. Secured sources and amounts: NONE 2. Prospective sources and amounts: Relevant state, provincial, and federal agencies

Submitted by Justin Huston, Co-chair, Sustainable Industries and Communities Committee

Funding and Accomplishing Priority Action Plan and Work Plan Activities

Issue

The Council has a five-year Action Plan that contains three goals, desired outcomes (short-, mid-, and long-term), and activities that will assist the Council in attaining these outcomes. Each year the Council approves an annual work plan that describes the activities, schedules, and budgets and sets priorities for the year.

Background

Similar to most organizations the budget required to implement the current work plan is substantially larger than the funding available. Compounding this situation is the anticipated reduction in Council funding by a third from the 2007-08 available funding of \$1,442,371 to what is secured for 2008-2009: \$1,007,428. This reduction is attributed almost wholly to the elimination of a major US federal earmark via a grant through NOAA that the Council has received for over ten years. In anticipation of this reduction the Council voted in June 2007 to increase its dues by approximately 15% to begin to address this shortfall. It also established fund development priorities including habitat restoration, indicators, GOM Mapping, Gulfwatch, *GOM Times*, Action Plan Grants, and some internal activities.

During the eighteen months between January 2007 and June 2008, the Council made important progress in implementing its work plan. Major examples include the accomplishments related to habitat restoration, indicators of ecosystem health, communications including the *Gulf of Maine Times*, seafloor mapping, data management, the Council's web presence, the Gulfwatch Peer Review, and program evaluation. It was successful in raising over \$125,000. A major ongoing challenge for the volunteers on the Council's committees/subcommittees proved to be developing detailed narratives, milestones and budgets that could then be turned into funding proposals.

Status

An important effect of a reduced budget is that some services the Council has received for a number of years will be curtailed such as (outreach, communication, and education) or eliminated (science translation, policy development, and others). In response, the US Department of Interior US Geological Survey will provide in-kind support for some Outreach Committee tasks and contribute to Council communication activities. Further, core services (e.g., Secretariat coordination, web/IT, fund development, and *Gulf of Maine Times*) were competitively re-bid in April. The Council's remaining major funding initiative, including over \$600,000 for habitat restoration, remains a high profile, successful collaboration.

Important actions for the Council to address in June include:

1. Adopt a Work Plan – The Working Group is recommending a full work plan. Does the Council want to approve the full work plan or a subset of activities?
2. Set fund development priorities – For two years the Council has established priorities within the work plan to guide development efforts. See Recommendations offered below.
3. Determine sources of support – To increase the likelihood of success diverse sources of funds including foundations and other nonprofit sources, for-profit sources such as industry, and government grants including federal, state, and provincial sources need to be pursued. Does the Council want to limit the sources?

Recommendations

- The Council should approve the draft Work Plan. Further, Councilors should give their staff that serve on committees/subcommittees the time to prepare detailed narratives, milestones and budgets that can then be used by the Fund Development contractor to write and pursue competitive proposals.
- The Council should direct Management and Finance to approach foundations and other nonprofit sources, for-profit sources such as industry, and government to fund the proposals.

2007-2012 Action Plan Goals

1. Coastal and marine habitats are in a healthy, productive and resilient condition;
2. Environmental Conditions support ecosystem and human health;
3. Coastal communities are vibrant and have marine-dependent industries that are healthy and globally competitive

Council Roles

Facilitators of integrated watershed, coastal and ocean management – The Council fosters an ecosystem-based management approach. It 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.

Enable the region's governments be more effective stewards– By working together in a regional forum the states, provinces and federal agencies learn from each other, try new approaches and as a result are better stewards of the resources they are legally responsible for.

Sustain strong partnerships – The Council works to be an effective partner and build the capacity of local and regional organizations that are addressing issues of regional concern.



- The focus of the Council's fund development work should be management of the habitat restoration program, indicators of ecosystem health, the *Gulf of Maine Times*, seafloor mapping, and any other priorities that result from discussions at the June Council meeting. During July and August the Secretariat Team will use this guidance from Council and other considerations (e.g., degree proposed activities will directly contribute to respective Action Plan outcomes, current funding trends and opportunities, resources available from in-kind sources including committee and subcommittee staff, etc.) to maximize fund development success. It may be necessary for Management and Finance to re-allocate time within the Coordinator, Fund Development and USGOMA Executive Director contracts to support this work.
- Committees and subcommittees should continue to inform the Management and Finance (via the Council Coordinator) of their intents to apply to ensure coordination between the Fund Development contractor, applicant groups, and the US Gulf of Maine Association.

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Submitted by Julia Knisel, David Keeley, Cindy Krum, and Michele L. Tremblay



Gulf of Maine Council on the Marine Environment In-kind Donation Form

July 1, 2007 – June 30, 2008

Please scan and email to lhallett@maine.rr.com or send to:

US Gulf of Maine Association
(USGOMA tracks the donations)
PO Box 6063
Falmouth, ME 04105

Note: Please document all time except Working Group and Council meetings and Management and Finance Committee calls. These are documented via participant lists.

Description **Time in hours**

Value in Dollars

Travel (taxi, tolls, gas, hotel, flight etc)	
Meals	
Facility Rental	
Office Supplies	
Telephone	
Printing & Copying	
Postage	
Other (please describe)_____	

Is this donation federally funded? Please circle one: YES NO

Organization Name: _____

Your Name: _____

Date _____

Address: _____

City, State & Zip _____

Signature _____