



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

Working Group Meeting Briefing Packet

Version 1 • June 12, 2008

Salem, MA • June 23-24, 2008



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Working Group Meeting Agenda

Monday, June 23, 2008, Hawthorne Hotel, Ballroom, Salem, MA

8:30 AM	Welcome and introductions <i>Julia Knisel, MA Office of Coastal Zone Management and Working Group Chair</i>
8:35 AM PAGE 7	Consent Agenda <ul style="list-style-type: none"> ▪ Working Group Meeting Decision and Action Items – March meeting ▪ Habitat Conservation Subcommittee Update ▪ Climate Change Update ▪ Scopes of Services
8:45 AM PAGE 29	Integrating regional coastal and ocean initiatives <i>Julia Knisel 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: Working Group will identify additional opportunities and constraints for integration.
9:45 AM PAGE 30	Improving integration of science and policy in the Gulf of Maine <i>Theresa Torrent-Ellis, planning team leader</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 seeks enhanced coordination among these events. Desired decision or other outcome: Theresa will present options for integrating the proposed 2009 science meetings, symposiums, and the GOM summit. The ad-hoc GOM Summit Planning Team will present recommendations for Council action on the possible format, content, funding, partners, and timing for a 2009 GOM Summit.
10:15 AM	Break
10:30 AM NO BRIEF AS OF 6.12	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, the 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. It is timely for ERG to present their work and describe how the Council can apply it going forward. Desired decision or other outcome: Working Group will develop recommendations for Council.
11:30 AM PAGE 34	Defining consensus for the Gulf of Maine Council decision making <i>Michele L. Tremblay, Council Coordinator</i> Background/purpose: Since its establishment, the Council's decision making principle has been via consensus not parliamentary procedure (such as in Roberts Rules of Order). Biding consensus is one of the best ways to assure buy-in and being able to move forward with implementation of a decision. Consensus often is defined differently by individuals and organizations. Desired decision or other outcome: Working Group members are reminded of the Council's consensus decision making history and are provided with a refined model to adopt/adapt for its decision making.
12:00 PM	Lunch (on your own)



<p>1:30 PM PAGE 35</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: WG discusses the work plan.</p>
<p>2:00 PM PAGE 39</p>	<p>Funding and Accomplishing Priority Action Plan and Work Plan Activities <i>Julia Knisel (support from David Keeley, Cindy Krum, and Michele Tremblay)</i> Background/purpose: Working Group and Council need to identify what we can reasonably accomplish over the next year to fulfill our Action Plan and Work Plan. Desired decision or other outcome: Consensus on activities, lead person(s), expected budget requirements, and potential sources of funding.</p>
<p>3:15 PM</p>	<p>Break</p>
<p>3:30 PM PAGE 43</p>	<p>Overview of The Nature Conservancy's Northwest Atlantic EcoRegional Marine Assessment <i>Kate Killerlain Morrison and/or Sally Yozell, The Nature Conservancy</i> Background/purpose: Several past discussions at the Working Group table have related to ecosystem characterizations at varying scales, by a variety of groups (DFO/NMFS, and COMPASS) The Nature Conservancy's EcoRegional Marine Assessment, which includes the Gulf of Maine, along with other existing efforts, can help the Council to fulfill associated Action Plan activities where dedicated Council funds are not likely available. Desired decision or other outcome: Working Group members become familiar with TNC's EcoRegional Marine Assessment understand the types of data and information TNC is soliciting, and the decision-support tools that will come out of the effort. Working Group members will be able to participate in providing data sets and will be able to brief their Councilors to consider formal partnership of their agency/organization with TNC on this effort. A brief two-page handout will also be supplied.</p>
<p>4:00 PM PAGE 44</p>	<p>Marine Managed Areas Mapping Tool <i>Jim Cradock, Yellahoose and Peter Taylor, Science Translation; GOMC contractors</i> Background/purpose: The Habitat Conservation Subcommittee is creating an online interactive map and database of marine managed areas (MMAs) of Massachusetts, New Brunswick, and Nova Scotia. Jim Cradock will present a demo version. Desired decision or other outcome: The Working Group is familiar with the project, provides feedback on the demo version, and discusses possible next steps and connections with other GOMC projects.</p>
<p>4:15 PM</p>	<p>Items removed from consent agenda</p>
<p>4:30 PM</p>	<p>Recess until Tuesday</p>

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

<p>8:30 AM</p>	<p>Review agenda and unfinished business from previous day Julia Knisel, MA Office of Coastal Zone Management and Working Group Chair</p>
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<p>8:35 AM NO BRIEF AS OF 6.12 PLEASE DOWNLOAD PEER REVIEW DOCUMENT 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 Peer Review Panel make a presentation of their work; that the Gulfwatch Contaminants Monitoring Subcommittee provide the committee response to the Review; that the Council discuss leading management issues that a Gulfwatch-type program should respond to; and that the Council discuss options for the next five years of monitoring. Desired decision or other outcome: Council determines how it will proceed with ulfwatch for 2008-2012 (e.g., content, funding strategies, timelines, etc.).</p> <ol style="list-style-type: none"> 1. Overview of purpose of Councilor Gulfwatch session (learn of results of Peer Review, learn of committee response, discuss management issues that should drive monitoring) 2. Overview of Peer Review report (15 minutes by Gordon) 3. Review of Committee response and recommendations including suggestions on leading GOM management issues (15 minutes by Jack/Peter) 4. Q & A Panel (30 minutes Gordon, Jack, Peter, Christian, and Steve) 5. Wrap-up and Councilor decisions (e.g., leading management issues monitoring program should respond to, action on Subcommittee recommendations and program funding)
<p>10:30 AM PAGE 45</p>	<p>ESIP Progress 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>11:00 AM PAGE 47 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</i> (with support from <i>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 GOMT that addresses its purpose, production, other logistics, evaluation, and financing. Desired decision or other outcome: Working Group will discuss the contents and recommendations of the Plan, and develop recommendations for Council to move forward.</p>
<p>12:00 PM</p>	<p>Core Services Decision <i>Julia Knisel</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.</p>



12:15 PM	2008-09 Working Group and Council meetings schedule <i>Justin Huston, 2008-09 Working Group Chair</i> Background/purpose: Identifying meeting dates for WG and Council meetings in 2008-09 will reduce future scheduling conflicts. Desired decision or other outcome: Tentative dates for 2008-09 selected.
12:30 PM	Lunch and Field Trip to Cat Cove Marine Laboratory on Winter Island (to be confirmed)
2:30 PM	Return to Hawthorne Hotel

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

6:00 – 7:45 PM	Gulf of Maine Council on the Marine Environment Awards reception Leslie-Ann McGee, MA Office of Coastal Zone Management, 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
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Working Group Decision and Action Items March 25 – 26, 2008

NS Department of Environment and Labour and Courtyard by Marriott
Halifax and Dartmouth, NS

Working Group members in attendance

Paul Currier, NH Department of Environmental Services; Ted Diers, NH Department of Environmental Services Coastal Program; Dave Duggan, Department of Fisheries and Oceans-CA; Jennifer Hackett, Department of Fisheries and Oceans-CA; Anita Hamilton, Department of Fisheries and Oceans-CA; Russell Henry, NB Department of Fisheries, Agriculture and Aquaculture; Liz Hertz, ME Coastal Zone Management; Larry Hildebrand, Environment Canada; Justin Huston, NS Department of Fisheries and Aquaculture; Marianne Janowicz, NB Department of Environment; Kate Killerlain Morrison, The Nature Conservancy-MA; Julia Knisel, MA Coastal Zone Management; Gary Lines, Environment Canada; Kyle McKenzie, Environment Canada; Ann Rodney, US EPA Region 1; and Susan Russell-Robinson, US Geological Survey/Department of Interior

Others in attendance

Paul Boudreau, Department of Fisheries and Oceans-CA; Michelle Chisholm, NS Department of Fisheries and Aquaculture; Meg Gresh, GOMC Administrative Assistant; David Keeley, GOMC Policy and Development Coordinator; Cindy Krum, US Gulf of Maine Association; and Michele L. Tremblay, Council Coordinator

Decision Items

1. Committees and subcommittees shall include in their funding proposal budgets sufficient funds to cover their web and other IT needs.
2. It was determined during the Gulfwatch discussion that the Council will discuss what the leading management issues currently are in the Gulf of Maine, in order to determine the best course of action moving forward.
3. The Secretariat will be responsible for managing the contracts resulting from the Request for Proposals (RFP). Subcommittee co-chairs will continue to provide support for those contractors.

Action Items

1. Cindy Krum will work with jurisdictions individually to determine what projects, if any, they wish to support in addition to their annual dues and create custom invoices, if necessary.
2. Susan Russell-Robinson will provide Outreach Coordination for a year. Susan provided a detailed description of her contribution.
3. Julia will revise the publications protocol and present it at the June Council meeting.
4. The Working Group will move forward with an RFP by April 15, and request responses by May 15. Small narratives will be included under each of the position summaries to clarify the requests. Bids on any or all of the components of the RFP will be accepted. The anticipated start date for any contractor would be September 1 rather than July 1, recognizing the time necessary to review proposals. Funding allocations are as follows:
 - Secretariat – \$44k
 - Web - \$40k
 - *Gulf of Maine Times* – \$50k (Business plan will be complete by June. This will help to obtain bridge funding from participating agencies.)
 - Fund development - \$24.5kThe following contractors will be invited to extend their contracts through August:
 - Michele Tremblay
 - David Keeley
 - Jim Cradock
 - Lori Valigra
5. Cindy Krum will inform contract managers of the Working Group's decision regarding the RFP and will ask those managers to notify the contractors that they manage.
6. David Keeley will invite Gordon Wallace to present the results of the Gulfwatch Peer Review at the June Council meeting. He will also request a response from the Gulfwatch Contaminants Monitoring Subcommittee on the Peer Review by May 30, which will also be presented at the June Council meeting. Cindy Krum will make this response a deliverable in Christian Krahforst's contract.
7. Julia Knisel will confirm with Jack Schwartz his willingness to serve as Gulfwatch Contaminants Monitoring Subcommittee U.S. co-chair.



8. Susan Russell-Robinson and Paul Currier will confirm status of Gulfwatch data to determine priority: collecting additional data or cleaning up existing.
9. The Information Management Committee will research webinar tools for Council use.
10. Julia Knisel will confirm with Rob Stephenson the feasibility of combining RARGOM's Science Symposium with Gulf of Maine Summit. BoFEP will also be contacted regarding combining efforts for a symposium.
11. GOMMI will document the extent of mapping that has been completed in the Bay of Fundy.
12. The Gulf of Maine Summit planning team (Theresa Torrent-Ellis, Susan Russell-Robinson, Karin Hansen, Michele Tremblay, and David Keeley) will prepare options to be discussed with the Councilors at the June Council meeting.
13. The Working Group will recommend that the Councilors approve the revised organization chart. The Secretariat will work with Management and Finance to revise the Terms of Reference (TOR) affected by the new organization chart.

Submitted by Meg Gresh, Administrative Assistant

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, C-chair, Climate Change Network Committee

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

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
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

- Track and assure Association compliance with grant conditions.
- Prepare, review, and submit grant work plans and contribution agreements when necessary.
- Prepare narrative progress reports and requests for extensions to grantors.
- 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.

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 desalination 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, aquaculturalists, and lobstermen.

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).

4. 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 describes 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

Defining consensus for the Gulf of Maine Council decision making

Background

The Council (GOMC) has always strove to make its decisions via consensus and has drafted brief guidance in for it in the Gulf of Maine Council on the Marine Environment Reference Handbook:

"Decisions 12. The Council will develop as necessary a unified consensus on policies and programs affecting their mandate. (The Council may decide to vote on specific issues but the results are non-binding on members that oppose or abstain from the decision.)" see <http://www.gulfofmaine.org/council/internal/rh/opguidelines.doc>, pp 3-4.

GOMC participants have differing ideas on what is consensus. It is likely that the original intent to use this decision making process as a way to build support vs. voting, which tends to accentuate split decisions vs. agreement. Over the past few years, the Council and WG meetings have been moving toward parliamentary procedure (taking motions, seconds, and then voting); abandoning the useful process of consensus building. As many have experienced, a prevailing side can be as little as 51% but that is hardly a mandate or a clear voice of support with which to move forward.

In the model of consensus based decision making that the Council has most recently used, it seems that everyone has to be in agreement or at least be able to "live with it." There have been meetings at which one person, not in agreement, has been able to make a decision not to go forward. Essentially, making the decision to block an action by his/her expression of dissent.

Building on a presentation that Jane Tims provided to the Working Group several years ago, the Council Coordinator has conducted research on this issue and found some definitions and guidance that may be helpful to the Council in defining its philosophy and application of consensus:

Consensus. Consensus refers to a decision making process by which an agreement is made by all members of a group, rather than a majority or a select group of representatives. To reach this agreement, the group goes through a non-hierarchical consensus process with assumptions, methods, and results that differ from traditional parliamentary or majority voting procedures. Essential elements include having a degree of trust among members, a common purpose, time to understand the question, problem, or proposal carefully, a belief that each person has the right to be heard, and attention to the process used for arriving at decisions. A consensus decision represents a reasonable decision that all members of the group can accept. It is not necessarily the optimal decision for every individual.

Stand aside. One of two options in the consensus process for a person who is not in unity with a decision. He or she may "stand aside" and let the minutes record the action. People choose to stand aside if they feel they need to do so for personal reasons. Standing aside does not stop the group from moving forward and implementing a decision. (See "stand in the way")

Stand in the way. One of two options in the consensus process for a person who is not in unity with a decision. He or she may "stand in the way" or "block" a decision. Blocking occurs when one or more individuals believe that the decision being reached will be detrimental to the group or organization. Whoever feels this way is obligated to stop the action from moving forward and to explain why. (*italics added by Michele for emphasis—this seems to imply that one cannot block an action without him/her taking some kind of action beyond simply arguing or voicing dissent—a personal effort is required that would demonstrate commitment to the blocking.*)

It's important that the Council not spend inordinate amounts of time on process. However, it is important for it to define consensus and how it would work. Taking the time to re-establish this cornerstone of internal policy may help the Council not only run meetings more smoothly but also would allow participants be more comfortable with their roles in the Council's work. It would also be helpful to new Council and WG Chairs as well as those for the Council's committees and subcommittees

Actions requested

Agree on a specific consensus model and, working with a task group (it could be an existing group such as the Secretariat Team or Management and Finance) draft the guidance for adoption by the Council at its December meeting and inclusion in the Reference Handbook.

Working Group members are reminded of the Council's consensus decision making history and are provided with a refined model to adopt/adapt for its decision making.

Submitted by Michele L. Tremblay, Council Coordinator

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> 1. 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
<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> 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
<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"> • Expertise and services from Web Producer (e.g. information on website, etc.) • Gulf of Maine Times in regard to dissemination of information
<u>Activity #1 – (Descriptive Name)</u>
<u>Background/Context for Activity:</u> (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\$)
<u>Call for Nominations</u> (SIC Committee, Web IT, GoM Times)	Advertising	\$2,000
<u>Granting of Awards</u> (Council, SIC Committee, Web IT, GoM Times)	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
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> <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, NHDNR, 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 Community and Industries 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.
- 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

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.



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.

Submitted by David Keeley, Policy and Development Coordinator

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

Possible Roles of The Nature Conservancy's EcoRegional Marine Assessment in an EBM Framework

Background

At the December 2007 Council meeting, there was a forum to discuss EBM. A core element of an EBM framework is the compilation and assessment of existing information. TNC's EcoRegional Marine Assessment, which includes the Gulf of Maine, can help the Council and its partners pursue the framework.

The Northwest Atlantic EcoRegional Marine Assessment spans from Cape Hatteras in North Carolina to the northern limit of the Gulf of Maine in Canadian waters and extends seaward to the foot of the continental slope (depth of 2500 meters). The study area includes the shorelines of 11 states and two provinces (about 65 million population), including the major estuaries of Albemarle and Pamlico Sounds, Chesapeake Bay, Delaware Bay, Long Island Sound, Narragansett Bay, Penobscot Bay and the Bay of Fundy.

The Assessment will include data on marine ecosystems, habitats, species and human uses. Products will include:

- (1) An integrated database of information on marine ecosystems, habitats, target species and human uses at the Northwest Atlantic regional scale. This database will be publicly available.
- (2) A narrative report of the approach and methods used to build the decision support database, as well as a description of current conditions and trends in all the marine habitats, target species and human uses included in the analysis. Maps will also be used to illustrate certain data sets.
- (3) A narrative report that describes the priority places and strategies that The Nature Conservancy (TNC) recommends for conservation action within the Northwest Atlantic Marine Ecoregion.

Estimated completion date of the Assessment is December 2009.

Action or outcomes requested

1. WG becomes familiar with TNC's EcoRegional Marine Assessment, and understands the types of data and information TNC is soliciting and the decision-support tools that will come out of the effort.
2. WG will be able to participate in providing data sets.
3. WG will be able to brief Councilors to consider formal partnerships with TNC on this effort such as through the GOM Ocean Data Partnership.

Submitted by Kate Killerlain Morrison and Sally Yozell, The Nature Conservancy



Marine Managed Areas Mapping Tool

Background

Development of a marine managed areas online mapping tool is a FY 08 task for the Habitat Conservation Subcommittee. The intent of the tool is to inventory and make available, information related to marine managed areas in Massachusetts, New Hampshire, Maine, Nova Scotia and New Brunswick. Federally managed marine areas will also be included where applicable. This tool can be used by decision-makers and conservation planners to identify those areas already managed for various combinations of ecological resources and human uses.

Desired Outcome

Working Group is familiar with Gulf of Maine Marine Managed Areas Online Mapping Tool and identifies gaps for future iterations.

Submitted by Peter H. Taylor, Science Translation and Jim Cradock, Yellahoose

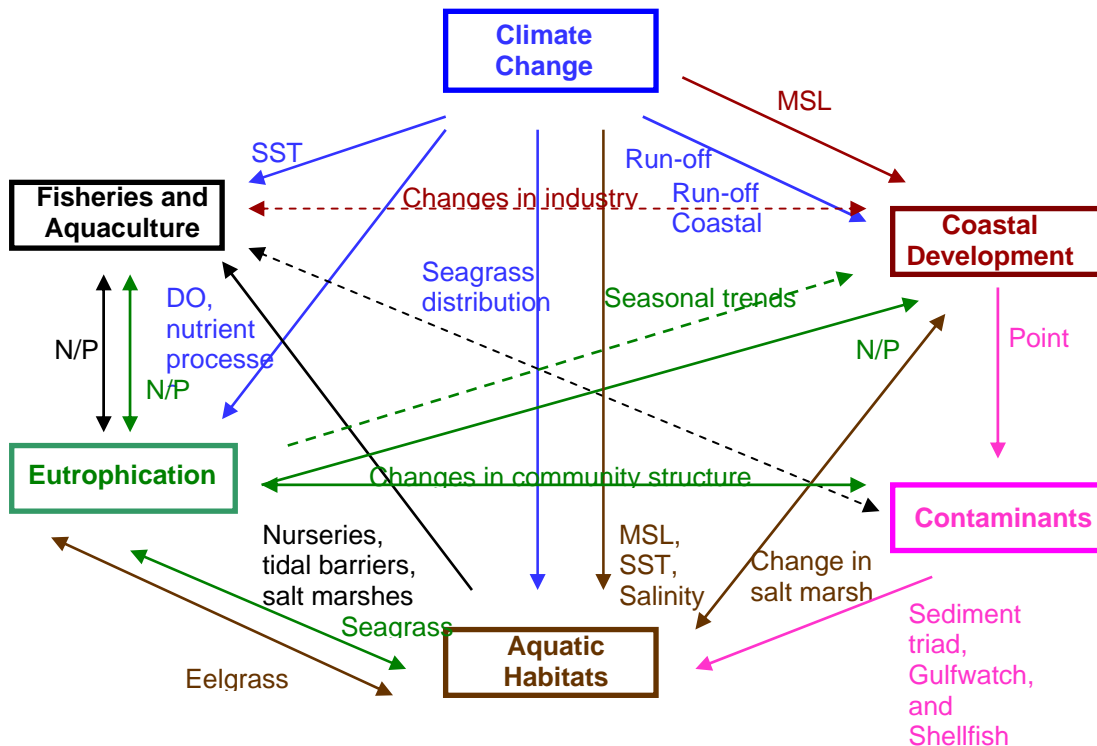
Ecosystem Indicator Partnership (ESIP): Progress and Successes

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).
- 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.gulfofmaine.org/esiplanning).

Interactions – May 8, 2008 ESIP Meeting



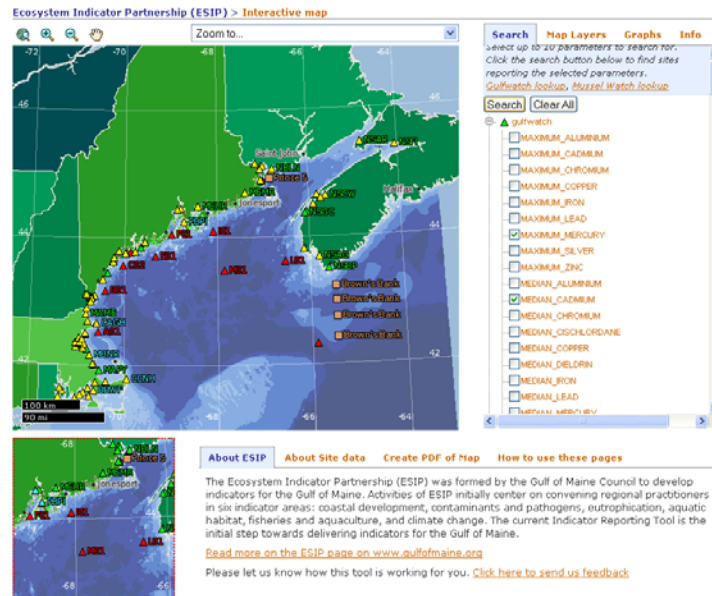
- ESIP now has a button available for placing on members (including Working Group members) webpages for increased visibility. The ESIP button can be obtained at: <http://www.gulfofmaine.org/button/>.



- 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. Revisions for Indicator Reporting Tool are requested.
3. Suggestions for workshops in connection with meetings and training already scheduled by other organizations in the Region requested.
4. 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

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).

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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



Gulf of Maine Council on the Marine Environment INKIND 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

_____	_____
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_____	_____
_____	_____
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_____	_____

Value in Dollars

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