

*Great Lakes Panel on Aquatic Nuisance Species
Guidance on Operations*

Iteration III: Final Draft

Spring Meeting of the Great Lakes Panel

May 9-10, 2006

Chicago, Illinois

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Great Lakes Panel's Operational Guidance Progress

- ◆ Comments from fall 2005 Panel meeting incorporated as Iteration III
- ◆ Document reviewed and discussed by Executive Committee in March 2006
- ◆ Guidance on FACA requirements provided by ANS Task Force has been included
- ◆ Iteration III disseminated in May to the Panel for review prior to Panel meeting

Great Lakes Panel's Operational Guidance Progress and Next Steps

- ◆ Iteration III to be discussed at the Panel meeting today
- ◆ Comments from today's Panel meeting (plenary and committee discussion) will be incorporated in final document
- ◆ Final review period will be open until the end of May
- ◆ Final document, incorporating last round of revisions, will be distributed to Panel members in June
- ◆ Submission of document to the ANSTF will be made at the same time; formal ANSTF approval not required

Mission Statement

- ◆ Modified to emphasize the coordinative role of the Panel on AIS prevention and control

The mission of the Great Lakes Panel is to coordinate the development of education, research and policy to prevent new aquatic invasive species from entering the Great Lakes basin and control and mitigate those AIS populations already established.

Principals Governing Operation of the Great Lakes Panel

- ◆ Description of the role of FACA is has been simplified from previous draft

The operations of the Panel are also influenced by its role as an advisory body to the ANS Task Force, which is governed by the requirements of the Federal Advisory Committee Act (FACA). While the Panel itself does not require a FACA charter, the activities of the Panel are covered under the FACA charter for the ANS Task Force. Under that charter, the Panel is treated as a committee and reports its recommendations to the Task Force. The Panel, as a separate entity, however, is not required to be chartered under FACA.

Membership

- ◆ **New membership to Panel: Process**
 - ✓ Involvement as an interested party or at-large member for a period of 2 years is required before eligible for membership
 - ✓ After which, prospective member invited to write a letter of interest to the Panel Administrator, to be conveyed to Panel ExCom and ANSTF for review and approval
 - ✓ If approved, the Panel will be asked to vote on the new membership

Membership

◆ **New membership to the Panel: Recommended Additions**

- ✓ **Citizen/User Groups**: Need to expand this membership category to include additional citizen/user groups.
- ✓ **Private/Commercial**: Inclusion of one member representing the international shipping industry, in addition to members representing domestic shipping industry in the Great Lakes-St. Lawrence and the Council of Great Lakes Industries. Also noted was the need to fill vacancy from public water supply sector.

Membership

- ◆ **Member in good standing**
 - ✓ Policy instituted to encourage members to maintain active involvement on the Panel
 - ✓ Panel members must make good faith effort to comply with membership responsibilities as listed in the guidance document
 - ✓ Membership status jeopardized when a member is chronically absent from Panel meetings (2 or more consecutive meetings) and other Panel activities without communicating a reasonable cause to the Panel Chair and/or Panel administrator

Membership

◆ Evaluation of membership

- ✓ In cases where there is an unexcused absence of a member organization, Panel Chair may inquire of the member's level of commitment.
- ✓ If it is found that the organization is no longer interested in serving on the Panel, it may be removed to make room for another appropriate representative organization.
- ✓ Those organizational groups specifically identified in the legislation to serve on the Great Lakes Panel cannot be removed as a member until their case is reviewed by the Executive Committee and ANS Task Force.

Panel Officers

◆ **Chair and Vice Chair: Eligibility**

- ✓ Opened to all regular members representing U.S. organizations on the Panel
- ✓ Vice Chair is designated Chair-elect, assuming the chair position at the end of the two year term
- ✓ Canadians currently ineligible to serve as Panel Chair and Vice Chair

◆ **Committee Chairs**

- ✓ Alternates hold voting privileges when chairing Panel committees

Panel Elections and Nominations

- ◆ **Panel Officers and At-Large Members**
 - ✓ Elections based on a simple majority of voting Panel members (50 %) plus one
 - ✓ Nominations: Ad hoc nominating committee will be appointed by Panel Chair
 - ✓ Canadians are eligible to vote and serve as at-large members and committee chairs

Standing Committees

- ◆ Each Panel committee will be responsible for the development of mission statement, goals and objectives and workplan
- ◆ Committee participation required of regular and at-large members
- ◆ Interested parties encouraged to participate on committees
- ◆ Each committee required to have a minimum of 5 core members

Meeting Conduct and Decision-Making

- ✓ Robert's Rules of Order
- ✓ Consensus Based Decision-Making
- ✓ Conflict Resolution
- ✓ Minority opinions will be documented when there full consensus is lacking on a decision or recommendation

Making Recommendations to ANSTF

- ◆ **Making recommendations to the ANSTF**
 - ✓ Approaches need further development to effectively communicate and engage the Task Force
- ◆ **Advocacy Guidelines: Revised based on FACA**
 - ✓ Primary emphasis is on the Panel serving as an advisory panel to the ANS Task Force
 - ✓ Secondly, Panel should serve as an important resource for regional expertise on issues and solutions to Great problems caused by Great Lakes aquatic invasions
 - ✓ Panel is encouraged to provide expertise on an educational basis to interested individuals, organizations, agencies

Funding in Support of Panel Operation

- ◆ Funding should be driven by Panel priorities identified in Panel workplan
- ◆ Funding opportunities should be pursued by the Great Lakes Commission with guidance from the ExCom and standing committees
- ◆ Although not discussed in the guidance, the need was identified to establish an ad hoc budget committee to develop a funding strategy
- ◆ Suggested that Panel submit an annual funding request coordinated with the appropriations process for the amount that is needed, to support the Panel operations, not what is expected.

Annual Workplan

◆ **Issues regarding Panel workplan**

- ✓ **Workplan will include only Panel Initiatives**
- ✓ **The Panel workplan, based on the those of the Panel committees, should be prepared by the spring meeting on an annual basis**
- ✓ **The Panel workplan will become part of the Great Lakes Commission workplan in terms of providing Panel support**

Great Lakes Panel Annual Report

- ◆ Submitted as part of the ANSTF Annual Report to Congress along with those of the other regional ANS panels and ANSTF committees
- ◆ Report guidelines provided by ANSTF with intent to raise AIS as a priority issue on both a regional and national level to Congress:
 - ✓ Summary of program focus areas and key strategies, to include committee reports;
 - ✓ Major accomplishments, decisions and other developments from the Panel perspective
 - ✓ Recommendations submitted to the ANS Task Force
 - ✓ Program expenditures
 - ✓ Programmatic needs for the upcoming year

Appendices

- ◆ **Definitions: completed**
- ◆ **Committee Operational Guidance**
 - ✓ Each Panel committee will be responsible for the development of mission statement, goals and objectives and workplan



Further Information:

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Operational Guidance available online

www.glc.org/ans/panel.html#guide