

# *Great Lakes Panel Operational Guidance*

Iteration II

Final Draft: November 2005

Presented By

Tom Crane, Interim Executive Director  
Great Lakes Commission

# *Great Lakes Panel's Operational Guidance Progress and Next Steps*

- ◆ Operational guidance reviewed at spring 2005 Panel meeting; comments from Panel discussion incorporated into the operational guidance document as Iteration II
- ◆ Executive Committee met in August to review Iteration II; document revised based on Excom advice
- ◆ Guidance on FACA provided by the ANS Task Force was also taken into consideration in drafting Iteration II
- ◆ Iteration II of the operational guidance document was disseminated in Nov. 2005 to the Panel for review in preparation for Panel meeting discussion

# *Great Lakes Panel's Operational Guidance Progress and Next Steps*

- ◆ Iteration II of the operational guidance document will be open to Panel members for review and comment until Friday, December 23, 2005
- ◆ Comments from today's Panel meeting (plenary and committee discussion) will be incorporated
- ◆ Operational guidance document will be finalized by January 31, 2006 and submitted to the ANS Task Force for review and approval
- ◆ Upon approval by the Task Force, the operational guidance will be disseminated to the Great Lakes Panel for use

# *Introduction and History: Foundation of Operational Guidance*

- ◆ **Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990: Primary legislative guidance for the Panel's operational guidance**
- ◆ **Language added to introduce role of National Invasive Species Council (NISC)**
- ◆ **Clarification of terminology: ANS (aquatic nuisance species versus AIS (aquatic invasive species)**
  - ✓ Legislative source of the term ANS was recognized with acknowledgement that the preferred AIS term would applied throughout the document.

# *Components of Operational Guidance*

- ◆ **Mission of Great Lakes Panel: Language added**
  - ✓ Mission introduced with focus placed on AIS prevention and control in the Great Lakes basin
  - ✓ Statement added on how the Panel serves as a forum for interagency and inter-organizational communication and a mechanism for regional exchange of information regarding AIS issues

# *Components of Operational Guidance*

- ◆ **Principals governing operation of the Great Lakes Panel**
  - ✓ Operations of the Panel influenced to a certain extent by its role as an advisory body to the ANSTF, as governed by the requirements of the Federal Advisory Committee Act (FACA)
  - ✓ As the Panel serves as an ANSTF subcommittee, chartering as a separate entity under FACA is not required
  - ✓ The Panel is required in its advisory capacity to report recommendations directly to the ANSTF

# *Components of Operational Guidance*

## ◆ Membership

### ✓ Regular

- Voting members

### ✓ Alternate

- Vote only in absence of regular member or in the case when serving as chair of a Panel committee

### ✓ At-Large: Voting members

### ✓ Interested Parties and Observers

- Non-voting

### ✓ Invited Observers

- Non-voting

# *Components of Operational Guidance*

## ◆ **Membership: Revisions/Outstanding Issues**

- ✓ Members should be formally appointed by respective agency/organization
- ✓ Alternates hold voting privileges when chairing Panel committees
- ✓ Outstanding Issue: Do criteria under FACA preclude non U.S. membership and their right to vote?
- ✓ Outstanding issue: Role of ANS Task Force needs to be delineated in appointment of Panel members and/or adding categories of interest

# *Components of Operational Guidance*

- ◆ **Membership Responsibilities: New section**
  - ✓ Attend Panel meetings or arrange for participation by alternate
  - ✓ Represent respective agency/ organization and provide an AIS programmatic updates at the meeting and in writing
  - ✓ Report back to respective agency/ organization on key Panel initiatives under discussion

# *Components of Operational Guidance*

- ◆ **Membership Responsibilities: New section**
  - ✓ Participate in meeting discussions and serve the Panel to the best of his/her abilities
  - ✓ Serve on Panel committees and participate in relevant activities
  - ✓ Participate in the process of policy development, sharing expertise and providing review and feedback on policy positions as appropriate

# *Components of Operational Guidance*

- ◆ **Membership Responsibilities: New section**
  - ✓ Provide information on Panel views and relevant policy and initiatives when serving on other panels, committees, forums.
  - ✓ Be cognizant of and acknowledge the mission of the Panel in work for the agency/organization being represented
  - ✓ Be respectful of others participating as members/interested parties on the Panel

# *Components of Operational Guidance*

## ◆ **Panel Officers**

### ✓ **Chair**

- **Eligibility for chairship opened beyond state members to all regular members serving at least 2 years experience on the Panel**
- **Chair will normally be assumed by Vice Chair**

### ✓ **Vice Chair**

- **Selected from regular membership with at least 2 years experience on the Panel**
- **Holds position of Chair elect**

# *Components of Operational Guidance*

## ◆ **Panel Officers**

### ✓ **Committee Chairs**

- **Will be selected from the regular, at-large or alternate membership**
- **Alternates selected as Committee Chairs will have full voting privileges and consensus rights on committee and Panel deliberations, regardless of whether or not the regular member is in attendance**

# *Components of Operational Guidance*

## ◆ Election Process

- ✓ Chair assumed by Vice Chair (e.g. chair elect)
- ✓ If chairship declined by Vice Chair, the position will be up for election
- ✓ Nominations announced at fall meeting, odd years, open for 45 days before election
- ✓ Election of Panel officers based on supermajority of 75% of votes casts by Panel members

# *Components of Operational Guidance*

## ◆ Committees

- ✓ Executive Committee
- ✓ Standing Committees
  - Information/Education
  - Research Coordination
  - Policy Coordination (*changed from Policy and Legislations Committee*)
- ✓ Ad Hoc Committee: Established for specific purpose and disbanded when designated tasks accomplished

# *Components of Operational Guidance*

## ◆ **Committees**

### ✓ **Executive Committee**

- **Formally established to provide administrative and executive functions for the Panel**
  - plan meeting, develop agendas, identify issues to be discussed between meetings
- **Comprised of Panel Chair, Vice Chair and Chairs of the Panel standing committees**
- **Provides final approval for recommended actions of the Great Lakes Panel to the ANS Task Force**

# *Components of Operational Guidance*

## ◆ **Operation of Panel Committees**

- ✓ The committees are expected to operate the same as the full Panel in all aspects of decision making and procedures
- ✓ Appendices will be developed by the Panel committees in the next 6 months to provide basis of committee operations
  - **Mission**
  - **Goals and Objectives**
  - **Workplan**

# *Components of Operational Guidance*

- ◆ **Staff Support: Remains the same with one exception**
  - ✓ The *ANS Update* will no longer be a formal product of the Great Lakes Panel and the Great Lakes Commission will take on full responsibility for the newsletter content and publication
  - ✓ Panel members are encouraged to contribute on an informal basis to the *ANS Update* feature articles

# *Components of Operational Guidance*

## ◆ Meetings

- ✓ Frequency: While Panel meetings are required to be held at a minimum of once per year; efforts will be made to normally hold meetings twice a year in October and April
- ✓ FACA requirements no longer considered applicable for meeting announcement in the Federal Register; the ANS Task Force will assume the role of announcing regional ANS regional Panel meetings on the ANSTF website

# *Components of Operational Guidance*

## ◆ **Meetings: Agenda Template**

- ✓ Membership roll call to determine if quorum present
- ✓ Great Lakes Panel update
- ✓ Panel Member introduction and updates
- ✓ Regional/Federal updates
- ✓ Committee Sessions and Reporting
- ✓ Panel Business
  - **Old Business: Status of action from prior Panel meeting and committee work**
  - **New Business: Solicitation of ideas**
- ✓ General Public Comment

# *Components of Operational Guidance*

## ◆ Meeting Conduct

- ✓ Membership roll call to determine quorum for decision making
- ✓ Robert's Rules of Order
- ✓ Consensus based decision making
- ✓ Dispute resolution
- ✓ Public Participation

➔ *Does the operational guidance sufficiently delineate how the Panel conducts decisionmaking regarding consensus and dispute resolution to facilitate recommended actions?*

# *Components of Operational Guidance*

## ◆ Meeting Conduct

- ✓ Meeting Proceedings are formally submitted to the ANS Task Force
  - Action items and recommendations will be prepared within 30 days
  - Meeting minutes will be prepared within 60 days of each meeting

# *Components of Operational Guidance*

## ◆ Making Recommendations to the National ANS Task Force and Guidelines on Advocacy

- ✓ How can Panel recommendations be most effectively leveraged for action when submitted to the ANS Task Force
- ✓ Clarification needed on how to position GLP recommendations so not considered advocacy
- ✓ How to delineate between information presented for purposes of advocacy versus education

# *Components of Operational Guidance*

## ◆ Panel Workplan

- ✓ There is a need for delineation between the Panel workplan and that of the Great Lakes Commission on AIS issues.
- ✓ The Panel workplan, based input from Panel committees, should be prepared by the spring meeting on an annual basis
- ✓ The Panel workplan can then be incorporated as part of the Great Lakes Commission workplan to most effectively coordinate Panel support

# *Components of Operational Guidance*

## ◆ Annual Report

- ✓ Submitted to the ANS Task Force (*template and due date have yet to be determined*)
- ✓ Based on activities, decisions, and recommendations of the Panel and its committees
- ✓ Contributions from Panel officers, based on their respective responsibilities in serving the Panel
- ✓ The report should also include a brief action plan of anticipated work for the upcoming year

# *Outstanding Issues*

## ◆ Panel Elections: Significant changes

- ✓ Eligibility for Panel Chair is open to all regular Panel members
- ✓ Should Vice Chair be considered chair elect? Or does the concept of chair elect need further discussion and approval by the voting members of the Panel
- ✓ Should eligibility for chair and vice chair position be open to alternate members along with regular and at-large members?

## *Outstanding Issues*

- ◆ FACA related issues discussed in the operational guidance need to be formally reviewed and approved by ANS Task Force



***Further Information:***

***Tom Crane (tcrane@glc.org)***

***Katherine Glassner-Shwayder (shwayder@glc.org)***

***Operational Guidance available online***

***[www.glc.org/ans/panel.html#guide](http://www.glc.org/ans/panel.html#guide)***