

Draft Terms of Reference for the Integrated Oceans Advisory Committee

Integrated Oceans Advisory Committee Mandate

1. The Integrated Oceans Advisory Committee (IOAC) is an ongoing multi-sector advisory body that will advise governments with mandates relevant to elements of the PNCIMA plan on the planning process and the integrated management plan for PNCIMA.
2. The purpose of the IOAC is to work together to provide strategic-level advice and recommendations on¹:
 - Scope: identifying and prioritizing key issues and identifying opportunities to pursue common interests;
 - Planning process: how best to engage sectors on elements of the plan and access science and technical expertise to inform plan development; and
 - Problem solving: proposing strategies for reconciling different interests or objectives that emerge throughout the planning process.
3. IOAC participants will undertake their work consistent with the vision, purpose, principles, and goals of the PNCIMA initiative.

Organizational Structure

Membership

4. The composition and size of the IOAC reflects balanced consideration of inclusivity and efficiency. The IOAC will consist of members from:
 - Commercial fish harvesting (2 members)
 - Local communities (through Regional Districts) (5 members)
 - member for each of the following Regional Districts: Kitimat – Stikine, Skeena – Queen Charlotte, Central Coast, Mt. Waddington, Strathcona
 - Marine conservation (1 member)
 - Marine recreation (other than fishing) (1 member)

¹ For example, the IOAC may provide advice and support on: Work plans; Communication and engagement activities to sectors and public; Reviewing prioritization of issues and establishing working groups; Identification of information and science requirements; Review of a resourcing and partnering plan; Reconciliation of results, input, or recommendations from Working Groups, workshops, Sub-regional Advisory Forums, and other means of engagement into an integrated management plan; and evaluation of the planning process.

- Marine tourism (1 member)
- Recreational fish harvesting (1 member)
- Renewable energy (1 member)
- Non-renewable energy (1 member)
- Shellfish and finfish aquaculture (1 member)
- Shipping and transportation (2 members)

Alternates

5. Sectors will identify one alternate for each member on the IOAC². In order to ensure efficient and effective meeting environments, alternates may attend IOAC meetings and observe discussions, respecting members' roles as the participants in discussions. Members and alternates may choose to swap in and out of the member seat to allow alternates to speak to agenda items on which they have particular expertise or an additional perspective. An alternate may step in as a member if the regular member is unable to attend a meeting.

Membership term

6. IOAC participants will be asked to commit for the initial 2 year planning cycle plus the 6 month plan review process to ensure continuity and the development of shared understanding and good working relations. In the event that sectors change participants, new participants will be identified by the process outlined in the PNCIMA Engagement Strategy.

Ex-officio participants

7. Participants from federal government agencies, provincial government agencies, and First Nations will be designated by PNCIMA Steering Committee members³ to achieve ongoing dialogue, and to enable appropriate federal, provincial, and First Nations participation based on relevant IOAC agenda items. *Ex-officio* participants will participate in IOAC discussions, but are not party to consensus.

Facilitator

8. An independent, neutral facilitator who is neither a member, alternate, nor ex-officio participant on the IOAC will be selected to facilitate the meetings of the IOAC.

Sub-committees

² Only two of the five Regional District alternates will have their costs reimbursed to attend a given IOAC meeting.

³ Federal agencies, provincial agencies, and First Nations that do not currently participate on the Steering Committee may identify ex-officio participants to the IOAC for specific agenda items of relevance, in discussion with the Steering Committee.

9. Sub-committees of the IOAC may be established in conjunction with the Planning Office for the purposes of exploring particular issues or performing interim tasks to facilitate timely work at the table. The composition of sub-committees will be determined by consensus. No more than one member or alternate from each sector may sit on a single sub-committee.
10. The need for a sub-committee will be evaluated at subsequent IOAC meetings. Sub-committees will report their findings and recommendations to the IOAC and Planning Office for consideration.

Process

Cooperative Problem Solving

11. The members of the IOAC will work together in a cooperative, problem solving process. This approach presumes a structured, deliberate attempt to cooperatively seek outcomes that accommodate the interests of all concerned.

Consensus seeking

12. The IOAC will strive to develop advice that reflects consensus among its members. Consensus is a process for making decisions, in this case, decisions on what advice to put forward. Its main feature is that no common position is claimed unless all members of the group can support the action, or agree not to obstruct it. Consensus does not require that everyone be in complete agreement, but only that all will be willing to accept – consent to – a decision. In reaching a decision no one should feel that her/his position on the matter was misunderstood or that it was not given a proper hearing.
13. All agreements reached during discussion of an issue are tentative pending consensus on the total package of agreements necessary to resolve the issue, unless members explicitly agree otherwise on a specific item.
14. Where a member wishes to revisit the direction and spirit of any consensus advice of the IOAC, the onus will be on that member to bring the issue to the IOAC at the earliest opportunity and to explain the need to revisit the decision.
15. Should the IOAC reach a consensus on advice that resolves most but not all of the issues that are being addressed, it may agree on a statement describing the areas of disagreement, any lack of information or data that prevents such agreement and, where possible, a process for achieving agreement on such issues.
16. Should a member withhold agreement on an issue, that member is responsible for explaining how the proposed agreement fails to meet their interests. The member withholding agreement must propose alternatives and other members must consider

how all interests may be met. If agreement is still not reached, options will be reported that accurately reflect participants' different perspectives.

17. Throughout the planning process, advice and recommendations from the IOAC will be shared with the PNCIMA Trilateral Coordination Steering Committee for First Nations', provincial agencies', and federal agencies' review. Outcomes of this review will be shared with the IOAC, providing an opportunity to resolve differences on outstanding issues through dialogue, and to work towards the submission of an integrated management plan that has broad support across all sectors and interests participating in the process.

Roles and responsibilities

18. The participants (members and alternates) will:
 - a. Make best efforts to seek the input of their sectors and articulate their sector's interests to the best of their understanding in the IOAC's discussions;
 - b. Make best efforts to keep their sectors informed of the role of the IOAC and the progress of the planning process;
 - c. Develop advice that considers relevant government policies and programs, the perspectives of committee members, and supporting data and documentation;
 - d. Represent information, views and outcomes of IOAC discussions accurately and appropriately to any external audiences; and
 - e. Share responsibility for the success of the IOAC.
19. *Ex-officio* members will:
 - a. Provide updates on how governments respond to the advice received during IOAC meetings in a timely and transparent manner;
 - b. Provide guidance on where and how IOAC advice or issues are intersecting with legislative, policy, or program mandates;
 - c. Communicate progress and proposed next steps of the planning process;
 - d. Communicate IOAC advice and recommendations throughout their organizations;
 - e. Refer outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate IOAC contact, or to other PNCIMA engagement mechanisms (e.g., Sub-regional Advisory Forums, Working Groups, workshops), as is most appropriate;
20. The Planning Office will:
 - a. Provide secretariat support for IOAC meetings;
 - b. Transparently present the best available information to the IOAC to inform their discussions and advice;
 - c. Refer outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate IOAC contact, or to other PNCIMA engagement mechanisms as is most appropriate;
 - d. Inform the IOAC of any advice sought by the PNCIMA initiative through PNCIMA engagement mechanisms other than the IOAC;

- e. Work with IOAC members and government agencies to establish linkages between the PNCIMA initiative and other initiatives or advisory processes; and
- f. Draft planning products and the integrated management plan based on information and input from the IOAC, public engagement, existing advisory and planning processes, working groups, science advice, and government legislation and policy.

21. The facilitator will:

- a. Support cooperative problem solving;
- b. Manage the process consistent with the terms of reference, code of conduct, and agreed upon agenda; promote dialogue and a cooperative atmosphere, and enable all perspectives to be heard within the constraints of the time available;
- c. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the collective advice of the committee, and acknowledgement of any outstanding issues or concerns;
- d. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and
- e. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the IOAC.

Meeting procedures

Agenda Setting/Annual Action Plan

22. The IOAC will confirm an annual schedule of meetings. Future agenda items may be identified at the conclusion of any meeting of the IOAC or via communication with the PNCIMA Planning Office when reviewing agendas in advance of an upcoming meeting. Draft agendas will be reviewed and adopted by the IOAC members at the beginning of each meeting.

Meetings

23. The IOAC will meet in accordance with the annual meeting schedule. The IOAC may meet by conference calls or arrange meetings not in the annual schedule as required and agreed upon.
24. Discussion at the IOAC will usually be limited to members. An alternate may take the seat of his or her sector member from time to time to address the IOAC or participate in discussion.
25. The Planning Office shall seek to circulate meeting materials two weeks in advance of the meeting date, particularly those materials that require discussion and/or review within sectors prior to the meeting.

Summary Meeting Notes

26. The facilitator will work with a notetaker to develop summary notes from each IOAC meeting. These notes will identify discussion items, advice given, any agreements reached, action items, and next steps. Notes will be circulated to IOAC participants within five business days of the meeting to allow participants five business days to review and comment before notes are posted to the PNCIMA website.

Funding and Costs

27. Funding will be provided to cover administration and logistical costs of IOAC meetings (such as document distribution, conference calling, meetings rooms, minute taking, and facilitation).
28. Reimbursement of travel expenses for participation in meetings of the IOAC will be provided to members and alternates where requested, as funding levels allow. If funding levels do not allow for reimbursement, members and alternates will receive as much advance notice as possible. Expenses intended to be covered will include costs of transportation directly associated with travel to and from the meeting, accommodation costs directly associated with attendance at the meeting, and a per diem provision to cover meals and incidental costs not otherwise provided or covered by the meeting hosts. Expense claim forms will be provided to participants at each meeting that will clarify permissible expenses. Expense claims must be submitted within 15 business days of the meeting end date or they will not be accepted. Expense claims will be reimbursed within 30 days of receipt.

Relations with the Public and Media

29. Meetings will be accessible to the public and media to attend as observers, with scheduled opportunities for their comments or questions. Both the public and the media are expected to respect the procedural rules. The IOAC retains the right to close meetings or parts of meetings to the public and the media. Public and media observers will be required to register in advance or register their participation when they arrive.
30. IOAC meeting agendas and summary notes will be posted to the PNCIMA website.
31. The IOAC may choose to develop an agreed-upon summary statement suitable for discussion with the media and general public at the conclusion of each IOAC meeting. When discussing the work of the IOAC, participants will respond to the media within the spirit of this summary.
32. Participants agree that their representations to the media will be respectful of other participants and sectors and supportive of the process. Participants are encouraged not to characterize the positions or suggestions of other participants or sectors in their discussions with the public or the media.

Information

33. The IOAC will have at its disposal information provided by the Planning Office, which will draw upon the best available information and science-based advice. IOAC participants or others may bring information to the IOAC where agreed to by its members and consistent with the agenda. Participants agree to share information necessary to make informed decisions in matters related to the process. Information which is proprietary or confidential may be withheld.
34. Requests for information that will incur a cost will be addressed by the IOAC and coordinated through the Planning Office, subject to budgetary and time constraints.

Evaluation

35. There will be regular opportunities for IOAC members to share perspectives on what aspects of the process and substance of their meetings are working well, and what can be improved. IOAC members will also have an opportunity to contribute to a more comprehensive evaluation of their process after the first 2.5 years. These evaluations will be used by the Steering Committee to adapt and improve the planning process to ensure its fairness and effectiveness.

Appendix A: Code of Conduct

36. Participation by individuals in advisory processes involves responsibilities. Parties that participate in advisory processes should do so in good faith and with the public interest as well as their own interest in mind. Participants also have a responsibility to engage in effective, balanced and respectful communication. All participants have a responsibility to ensure that they present the perspectives of their sectors and communicate out to their sectors to the best of their ability with the time they have, and that the process operates as efficiently and effectively as possible.
37. In order to establish a working environment that promote and supports respectful and productive discussions within the IOAC, the participants agree to the following code of conduct for how they will work together in order to achieve their mandate.
38. Participants on the IOAC will fulfill their responsibilities, improve working relationships, properly manage the process, and achieve the mandate if they:
- Ensure that the discussions maximize the exchange of information among parties and minimize misunderstandings;
 - Focus on underlying interests or objectives rather than positions and seek to understand others;
 - Maintain a respectful atmosphere;
 - Treat everyone as an equal: leave status and stereotypes at the door;
 - Provide all participants with an opportunity to speak and take all perspectives into account while being concise;
 - Listen carefully and respectfully to the views of others, and acknowledge you have heard the other, especially when there is disagreement;
 - Express disagreement with ideas, not with personalities or motives;
 - Allow each other the freedom to test ideas and suspend judgment until understanding is reached;
 - Identify and test assumptions (including one's own);
 - Treat issues as problems to be solved, not as personal or sectoral conflicts
 - Facilitate agreements across the full spectrum of interests;
 - Look for common ground and creative solutions;
 - Engage in appropriate external communication with the public and media by describing the process accurately and in a manner acceptable to all members; and
 - Raise with the IOAC any matter they perceive to be in violation of this code of conduct or of good faith discussions.