

Terms of Reference for the Pacific North Coast Integrated Management Area (PNCIMA) Marine Technical Advisory Team (MTAT)

Marine Technical Advisory Team Mandate

1. The Marine Technical Advisory Team (MTAT) is the scientific body that will provide multidisciplinary technical and scientific information and advice to the Pacific North Coast Integrated Management Area (PNCIMA) initiative on a range of ocean and marine issues.
2. The purpose of the MTAT is to assist the planning process in developing an integrated management (IM) plan that is based on the best available scientific and technical information and knowledge. More specifically, the MTAT may, upon request:
 - Identify, review, and facilitate access to available scientific and technical information on specific topics;
 - Facilitate review of methods / analyses for addressing questions or issues identified in the planning process (e.g., ecosystem-based management framework and cumulative effects assessment);
 - Identify suitable experts to address specific issues or data requirements;
 - Evaluate components of the proposed IM plan, such as objectives, indicators, and planning scenarios, and provide insight to their potential implications;
 - Draw on existing bodies or teams of expertise (federal agencies, provincial agencies, First Nations, non-governmental organizations, industry, and academia) to provide scientific or technical advice on items relevant to PNCIMA;
 - Assist in identifying knowledge gaps and priority ‘big picture’ questions, particularly from an ecosystem-based management perspective, and make recommendations on a strategy for addressing these gaps and questions.
 - Support open and constructive scientific debate that supports PNCIMA integrated oceans management planning.
3. MTAT members will undertake their work consistent with the vision, purpose, principles and goals of the PNCIMA initiative, and document the main assumptions made in providing their advice. The MTAT is to address questions and issues that are amenable to scientific or technical analysis and investigation. Many questions pertaining to the development of a PNCIMA IM plan contain both scientific and policy aspects. Where available science or technical information presents either options or significant uncertainty, the MTAT shall frame and refer those as policy questions to the PNCIMA Steering Committee.

Organizational Structure

Coordination and Management

4. The MTAT will be supported by the Planning Office's Science Coordinator. The Science Coordinator will provide overall coordination and management for the MTAT and support to the MTAT chair.

Membership

5. The composition and size of the MTAT will reflect the technical and scientific needs of the PNCIMA initiative. Members will be chosen based on their merits: extensive scientific and/or technical experience with oceans, broad-based credibility, understanding of integrated management needs, ability to translate knowledge into creative solutions for complex problems, communication skills, ability to work constructively as part of a multi-disciplinary team, and high standards of integrity, independence, and objectivity.
6. MTAT membership will be structured around a "core" and "pool" approach. Seven to nine core members will play an ongoing role on the MTAT throughout the planning process. Core members will participate from each of the following disciplines: biological sciences; physical sciences; socio-economics; and traditional and local knowledge. They will have a breadth of knowledge about their discipline and be well-positioned to identify additional experts for the "pool". Core members will participate as independent experts.
7. Pool members will participate in select MTAT discussions on specific topics. Pool members will include those knowledgeable in marine ecology, oceanography, marine habitats, marine protected areas, marine economies, planning, social sciences, culture, traditional and local ecological knowledge, marine resource management, marine industries and/or other areas of related expertise as required. The pool may include contributors from a diversity of affiliations.

Membership term

8. MTAT core members will be asked to commit for the initial two year planning cycle plus the six month plan review process to ensure continuity and the development of shared understanding and good working relations. Participation will entail approximately 10 - 12 meetings per year, with an additional 6 - 8 days of work per year between meetings. Individual members may be requested to allocate additional time, subject to their availability.

In the event that an individual wishes to resign from their MTAT membership, they will submit written notification to the Planning Office Process Management Team.

9. MTAT pool members will also be asked to commit for the initial two year planning cycle plus the six month plan review process. However their participation during that period will be on an as-needed basis, and will entail a smaller time commitment of approximately 4 to 6 meetings per year, with an additional 4 to 6 days of work per year between meetings

Process

Selection of MTAT members

10. The Planning Office will put out a call for MTAT nominations to the IOAC, Steering Committee organizations, and relevant academic networks to generate a list of nominees. The Steering Committee will appoint a selection panel of experts to review the list of nominees and make recommendations on MTAT core members, which will be confirmed by the Steering Committee. The recommended nominees will span the areas of expertise listed in sections 6 and 7 and be large enough to provide options in each area of expertise.

Cooperative problem solving

11. The MTAT will work together in a cooperative, problem solving process. This approach presumes a structured, deliberate attempt to cooperatively seek outcomes that serves to identify, access and utilize the best available information to inform the PNCIMA initiative's efforts to develop an IM plan.

Consensus seeking

12. The MTAT 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. MTAT members may choose not to participate in the development of advice to the PNCIMA initiative where it could create a conflict of interest with their responsibilities as a member of their “home” organization.
13. Where a member wishes to revisit the direction and spirit of any consensus advice of the MTAT, the onus will be on that member to bring the issue to the MTAT at the earliest opportunity and to explain the need to revisit the decision.
14. Should the MTAT 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.

15. Should a member withhold agreement on an issue, that member is responsible for explaining the rationale for his or her disagreement. The member withholding agreement must propose alternatives. If agreement is still not reached, options will be reported that accurately reflect participants' different perspectives.

MTAT Tasking and Reporting

16. Throughout the PNCIMA planning process there will be requests for advice from the MTAT. These requests will be coordinated by the Science Coordinator through the Planning Office. Any outputs from such requests will be forwarded to the Planning Office, who will transparently present the MTAT's input/advice to the Steering Committee, IOAC, Working Groups and others where appropriate to inform the development of an integrated management plan(s) for the PNCIMA initiative, and subsequently make the outputs publicly available (see Figure 1).

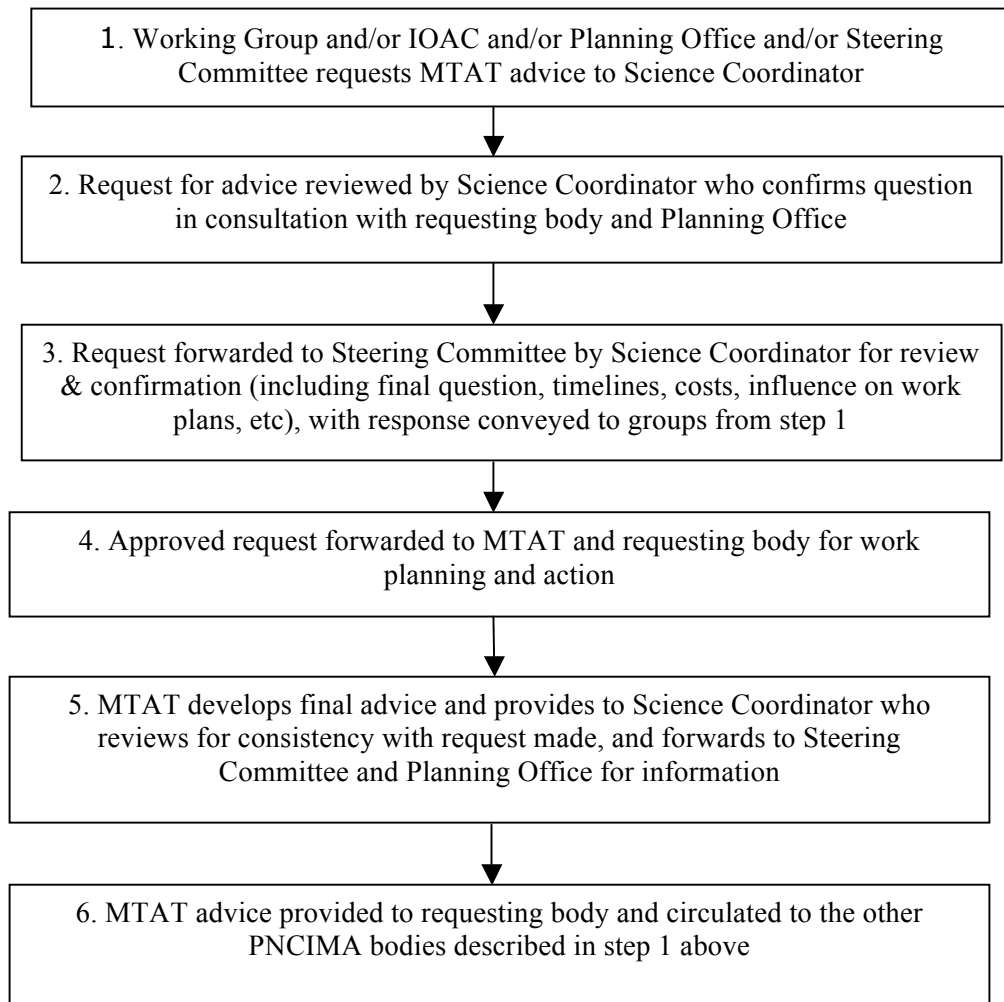


Figure 1 – The process for the development and delivery of MTAT advice.¹

Deliverables

17. The MTAT will deliver formal input/advice in a report format on all issues submitted to them to the Planning Office's Science Coordinator. Formal MTAT communications with the Planning Office shall be in written format.

¹ For time sensitive issues, the Steering Committee may approve an expedited process for the review and confirmation of requests for MTAT advice in step 3.

Meeting Procedures

Meeting schedule

18. The Science Coordinator will establish an annual meeting schedule for the MTAT. The Science Coordinator may organise meetings by conference calls or arrange meetings not in the annual schedule as required and agreed upon, in consultation with the Planning Office.

Chairperson(s)

19. The members of the MTAT will select either a chair person or co-chairs who will serve for a duration as agreed upon by the MTAT. The chairperson(s) will chair all MTAT meetings, work with the Science Coordinator to set agendas, and liaise with the Planning Office as necessary.

Summary notes

20. The Science Coordinator will work with a notetaker to develop summary notes from each MTAT meeting. These notes will identify discussion items, any agreements reached, action items, and next steps. Notes will be circulated to MTAT participants within five business days of the meeting to allow participants five business days to review and comment.

Resources

21. Funding will be provided to cover administration and logistical costs of MTAT meetings, such as document distribution, conference calling, meeting rooms, minute taking, templates for reporting and documentation, online document storage, and facilitation (where necessary).
22. Reimbursement of travel expenses of the MTAT will be provided where requested in advance, subject to availability of funding.
23. Requests for resources to access data, provide analyses, and/or generate other products will be submitted to the Planning Office for consideration.

Remuneration

24. MTAT members can be provided with a per diem honorarium if required, subject to availability of funding and approval of the Steering Committee.
25. MTAT members cannot simultaneously be contractors to the PNCIMA initiative, nor can they be members or alternates of the Planning Office, Steering Committee, or IOAC.

Relations with the Public and Media

26. The MTAT may choose to develop, with assistance from the Planning Office Communications Coordinator, an agreed-upon summary statement suitable for discussion with the public or media at the conclusion of any formal submission and review of advice to the PNCIMA planning process.
27. Participation in meetings of the MTAT will be limited to MTAT members and relevant Planning Office members, or agreed-upon invited guests. The public and media can attend as observers. The MTAT 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 their attendance at MTAT meetings.

Appendix A: Code of Conduct

28. Participation by individuals in a science and technical advisory process involves responsibilities. Parties that participate should do so in good faith and with objectivity in mind. In order to establish a working environment that promotes and supports respectful and productive discussions within the MTAT, the participants agree to the following code of conduct for how they will work together in order to achieve their mandate.
29. Participants on the MTAT will fulfill their responsibilities and achieve their mandate if they:
 - Honour their commitment of time to the planning process for its duration;
 - Ensure that the discussions maximize the exchange of information among parties and minimize misunderstandings;
 - 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;
 - Identify and test assumptions (including one's own);
 - Treat issues as problems to be solved, not as personal conflicts;
 - Refrain from using access to unpublished or confidential information and knowledge for purposes beyond the provision of advice to inform PNCIMA planning, including personal gain.