

Great Lakes Panel on Aquatic Nuisance Species Standing Outreach Coordination Committee Charge

1 MISSION STATEMENT

Standing committees operate under the auspices of the Great Lakes Panel (hereafter Panel) to accomplish the Panel's mission and to advance aquatic nuisance species (ANS) priorities as identified by the Aquatic Nuisance Species Task Force (ANSTF), Panel and/or by individual committees. It is the mission of the Outreach Coordination Committee (OCC) to identify and advance ANS management priorities of the Panel, priorities of the committees, keep Panel members informed of recent advancements in ANS outreach, and to be reactive/responsive to the needs of the Panel on questions or needs related to ANS outreach. In this document, outreach is defined as the process bringing desirable changes in people's attitudes, values, knowledge, skills and habits.

2 PURPOSE

The purpose of this charge document is to establish committee guidance concerning operations, membership, chair and co-chair roles and expectations, how officers are chosen, how and when meetings are conducted. This document frames what kind of work the committee will undertake, when it is appropriate for the committee to engage on topics, how committee members will support the work of this and other committees, as well as requests from outside Panel membership. The Nonindigenous Aquatic Nuisance Prevention & Control Act (NANPCA) established the Panel and mandates that it:

- identify priorities for the Great Lakes region with respect to aquatic nuisance species
 - The “Great Lakes region” is defined in NANPCA as “the 8 States that border on the Great Lakes”
 - The “Great Lakes” are defined in NANPCA as “Lake Ontario, Lake Erie, Lake Huron (including Lake St. Clair), Lake Michigan, Lake Superior, and the connecting channels (Saint Mary’s [sic] River, Saint Clair River, Detroit River, Niagara River, and Saint Lawrence River to the Canadian Border), and includes all other bodies of water within the drainage basin of such lakes and connecting channels”
- make recommendations to the ANSTF
- assist the ANSTF in coordinating Federal aquatic nuisance species program activities in the Great Lakes region
- coordinate, where possible, aquatic nuisance species program activities in the Great Lakes region
- provide advice to public and private individuals and entities concerning methods of controlling aquatic nuisance species

The standing committees of the Panel are a critical component of how the Panel meets its NANPCA mandate. This charge will also define the relationship between the Panel, its standing committees, the ANSTF, and the subcommittees of the ANSTF.

3 MEMBERSHIP

Role and Expectations

A. Committee Chair: Chairs of the committee will be selected from the regular, at-large or alternate membership of the Panel. Alternate Panel members, as defined in the Panel's Operating Guidelines, selected as Committee Chairs will have full voting privileges on the Panel Executive Committee, Committee, and full Panel deliberations, regardless of whether the regular member is in attendance or not. The position of Committee Chair is open to any regular, alternate, or at-large member of the Panel who has served in good standing for at least one year (as defined in the [Panel Operating Guidelines](#)). The Committee Chairs are elected by Panel members, serving a two-year term.

Committee Chair will hold the following responsibilities:

- Notify the Panel Executive Committee and the Panel Coordinator via email upon the identification of a new recommended Committee Vice Chair
- Conduct committee virtual meetings within two weeks prior to or following Panel meetings, including developing committee meeting agenda; and
- Conduct committee meetings and/or virtual meetings outside of Panel meetings as needed and as outlined below in Section 4, with support provided by the Committee Coordinator, as appointed Great Lakes Commission staff

B. Committee Vice Chair: Committee Chairs may recommend a Committee Vice Chair, from the regular, at-large or alternate membership of the Panel, to assist in carrying out the aforementioned responsibilities. The recommended Committee Vice Chair needs to be approved by the Panel Executive Committee. If at any time a Committee Chair becomes vacant, the Committee Vice Chair will assume the role of Chair until a new Committee Chair is elected by Panel membership. Committee Vice Chairs are expected to attend Panel Executive Committee meetings and contribute to decision-making discussions. Vice Chairs will not vote in Executive Committee decisions unless their respective Committee Chair is not present for the vote. In the case where a Vice Chair will be voting on behalf of their Committee Chair, the Vice Chair is expected to consult with their Committee Chair in advance of the vote.

C. Committee Participants

1. Member: Membership on the committee is open to all members of the Great Lakes Panel, including regular, alternates, and at-large members. As part of membership responsibilities, it is expected that the regular and at-large Panel members will serve on at least one of the standing committees (Outreach, Management Coordination, Policy Coordination). Panel members are encouraged to be committee members on more than one standing committee. Panel members that are engaged in activities relevant to

the Committee Charge (section 5) are encouraged to become members of the committee and provide expertise. Members are encouraged to bring ideas forward to the committee, discuss ideas, and develop and vote on recommendations to the panel.

Committee members will hold the following responsibilities:

- Attend scheduled committee meetings
- Engage, contribute, and provide input on committee work, which may include time outside of designated committee meetings
- Promptly respond to email correspondence regarding committee work, as needed
- Regularly collaborate and/or consult with subject matter experts, as necessary, to advance ongoing committee projects and goals
- Provide written member updates within two months of the semi-annual Panel meetings. Members should be able to review and answer questions regarding their submitted member updates during standing committee meetings, as appropriate

2. Subject Matter Experts: As appropriate, Committee Chairs may invite subject matter experts to join and/or participate in committee meetings, projects, and/or weigh in on issues. The subject matter expert's engagement in the committee may be short term (e.g. provide a presentation) or long term (e.g. full participation on a committee project).

3. Observers: Great Lakes Panel members, including regular, alternates, and at-large members, who do not wish to be a committee regular member, may wish to engage in meetings and discussion as observers. Although they may not hold the title of 'Committee Member,' observers are encouraged to actively participate in committee meetings or assisting with committee projects, as appropriate. Observers are not expected to commit time to committee work outside designated meeting time, unless they volunteer to do so.

- a. Those who are not a part of Great Lakes Panel membership but are interested in attending a committee meeting, may attend meetings as an observer *if* invited by a Panel member. The Panel member who is inviting a non-Panel member to observe a committee meeting is responsible for informing the Committee Chair of the invitation in advance of the meeting.

D. Committee Coordinator/ GLC Staff Support: The Panel Executive Committee will approve GLC staff to serve as the Committee Coordinator and help provide administration and support services for the committee; GLC staff support for each committee will be recommended to the Panel Executive Committee by the Panel Coordinator. The Committee Coordinator will not hold decision making authority regarding Committee matters and are not expected to weigh in on committee work or business unless explicitly asked to do so. The Committee Coordinator will hold the following responsibilities:

- Provide general administrative support for committee activities
- Provide logistics for committee meetings, including scheduling meetings, helping create agendas, distributing leadership-approved meeting information, taking

- meeting notes, and tracking meeting action items to track status or completion prior to an upcoming meeting
- Maintain and update the committee page on the Great Lakes Panel's website as needed
- Committee staff responsibilities do not include completing committee work/tasks outside specifically-assigned logistical or administrative support tasks
 - Committee staff may take on additional project responsibilities when an outside source of funding is secured to support work on individual projects

4 MEETINGS

- A. Frequency:** Committee meetings will be held in conjunction with the Panel semiannual meetings (spring/fall). Meetings will be held virtually within two weeks before or two weeks after the Panel semiannual meeting, to allow Panel members the opportunity to attend multiple standing committee meetings. Additional virtual committee meetings may be held throughout the year, as needed, to continue relevant committee work and/or allow for member information sharing and/or program updates. At least one additional committee meeting (excluding the two held in conjunction with the Panel semiannual meetings) is encouraged. The creation of additional committee meetings will be up to the discretion of the Committee Chair and Vice Chair.
- B. Agendas:** Committee meeting agenda items are planned by the Committee Chair and Vice Chair. A request for desired meeting agenda items may be presented to committee members for input and prioritization. The Committee Coordinator works with Committee Chairs to create meeting agendas, but it is not the responsibility of the Committee Coordinator to set specific agenda items.
- C. Purposes:** The purpose of committee meetings include, but are not limited to:
 - Discussing current and upcoming committee business
 - Working on the development of current committee projects and advance future committee goals, projects, proposals, etc.
 - Cross-coordinating support with other Panel Standing and Ad Hoc committees
 - Sharing relevant work and/or program updates relevant to committee priorities. Specific members may be requested by the Chair or Vice Chair to present program updates as part of committee meetings
- D. Meeting Summaries:** Summaries of committee meetings will be developed in collaboration with Committee Chairs and distributed virtually by the designated Committee Coordinator.

5 COMMITTEE WORK

A. Priority Work Topics for the Outreach Coordination Committee: The Outreach Coordination Committee (OCC) will focus its efforts, including time and resources, on the priority areas identified in this charge. Priority areas will be re-assessed every four years in accordance with the review of the charge. The priority work areas of the OCC include, but are not limited to:

- Enhanced outreach and communication
 - Coordinate, support and improve ANS science-based outreach and communication based on outcome-based objectives to effect behavior change and aimed at providing consistent messaging across the region
 - Integrate natural resource with social science to enhance existing or new outreach and seek opportunities to evaluate (see more below)
 - Support outreach for new and existing priority pathways of concern
 - Build upon existing outreach programs at a local, state, provincial and regional level to ensure that all pathways of ANS introduction and spread are at least adequately addressed, targeting appropriate at-risk audiences.
 - Support outreach efforts by jurisdictions to manage, control or eradicate, and conduct research on high priority species
 - Support outreach on a regional scale for watchlist species for EDRR
- Capacity building and expertise development
 - Improve capacity and expertise in ANS outreach (e.g., meetings, training workshops both online and in-person)
 - Support regional ANS related program evaluations (e.g., quantitative, qualitative, mixed methods) using evaluation (e.g., formative, process, summative, outcome, impact) to provide baseline and longitudinal data aimed to show progress of how ANS outreach and communications can prevent and slow the spread of ANS
 - Promote best management practices, strategies, methods and approaches (e.g., fundamentals of ANS outreach, community based social marketing, market analyses, information management tools)
 - Promote use of monitoring and tracking report tools (GLANSIS, EDDMaps)
 - Support development of community science to engage and motivate the public to volunteer for various management programs and events
- Information dissemination and exchange
 - Provide or support a variety of forums to disseminate information on ANS success stories, progress in ANS prevention and control, issues and related challenges and associated funding needs
 - Ensure wider distribution of ANS information through cost-effective channels (i.e., effective forms of media, press releases, news articles, e-media, social media, traditional print media, events)
 - Support field trips often held in conjunction with the Panel's biannual meetings

B. Supporting Panel Work: The OCC will support the Panel in its annual engagement with the Great Lakes Restoration Initiative (GLRI) interjurisdictional project development process. The OCC will meet at least once per year to brainstorm new project ideas that address the [Great Lakes Panel on Aquatic Nuisance Species Priorities for Aquatic Invasive Species Prevention and Control](#), as well as emerging issues. The OCC will support the Panel reviews and updates of the Great Lakes ANS Panel Work Plan and help provide expertise on priority issues to other standing and ad hoc committees, as needed (see D below). Overall, the OCC will play an active and responsive role to the needs of the Panel as it relates to any ANS outreach or communication related issues.

C. Supporting External Non-Panel work: The OCC may support external, non-Panel projects or requests as capacity and resources allow. When considering non-Panel work, the OCC will consider the following:

- Does the project or request help support the mission and align with the Panel's current priorities?*
- Does this work fit within the scope of the OCC's priority work (see bullet 5.a)?
- Does OCC have the membership capacity, expertise and engagement to complete this work?
- Do OCC members, Committee Chair/ Vice Chair, and GLC's Committee Coordinator(s) have sufficient time to complete this effort in a reasonable and timely manner?
- Is the project or request mutually beneficial?
- Is the OCC the best entity to complete the suggested work?

Alternatively, the OCC may suggest a delay based on conditions stated above.

If the external request does not pass the considerations listed above, the OCC may choose to deny the work or suggest an alternative option. When denying an external request, the OCC will help to identify a potential alternate entity or multi-way collaboration. If the proposal is incompatible due to funding, the OCC may recommend the project as a candidate for GLRI Interjurisdictional Project funding.

*As a standing committee to the Panel, the OCC will strive to accomplish work that has appropriate regional benefits to the Great Lakes and within the mission of section 1203 of the [Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990](#). Efforts should be interjurisdictional in nature and not solely benefit a single entity. Due diligence will be taken to ensure the work is not duplicative of past or current efforts occurring in the region or elsewhere.

Engagement and Support of Other Panel Committees: The OCC will regularly communicate with other Panel committees (standing and ad hoc) to address emerging issues. Updates on current projects and committee work will be shared with the Panel Executive Committee, during the bi-annual Panel meetings and via regular member updates. The OCC will work with other Panel committees to help assist with projects and provide outreach expertise, as appropriate.

The Outreach Coordination Committee and the Research Coordination Committee may, at times, work together to address outreach and research needs related to the shared issue (e.g., compiling and sharing ANS response successes, addressing priority pathways of concern). This bilateral relationship between the two committees empowers each to recommend work or identify needs that may be better suited to one committee, but have implications for the other. Similarly, the Outreach Coordination Committee and the Management Coordination Committee may, at times, work together to support outreach and management needs relative to the shared issue. Committee chairs will remain in close communication via the GLP Executive Committee to ensure regular communication on shared issues or topics.

6 RELATIONSHIP WITH THE AQUATIC NUISANCE SPECIES TASK FORCE AND OTHER REGIONAL PANELS

Although there is no formal engagement process with external groups, the Great Lakes Panel and the other five regional Panels are subcommittees of the Aquatic Nuisance Species (ANS) Task Force. There is benefit to building and maintaining relationships with the ANS Task Force and other regional Panels as they conduct complementary work.

- A. **Interactions with ANS Task Force:** With the exception of ANS Task Force Subcommittees (see below), all formal interactions with the ANS Task Force should occur through the Panel Executive Committee. Any recommendations to the ANS Task Force should be developed at the committee level and approved by the GLP Executive Committee, who will provide the recommendation to the ANS Task Force. When directed to do so by the Panel Executive Committee or Panel Coordinator, committees may submit responses directly to the ANS Task Force. Informal interactions with the ANS Task Force is encouraged, can occur at any time and does not need to involve the Panel's Executive Committee.
- B. **ANS Task Force Subcommittees:** Panel committee members are encouraged to engage in ANS Task Force Subcommittees. It is the goal of the Panel's Executive Committee to have at least one committee member participate on each relevant ANS Task Force Subcommittee. Committee members who participate on ANS Task Force Subcommittees will:
 - Provide regular updates to the Panel's Executive Committee on the priorities and activities of each Subcommittee, and
 - Represent the best interest of the Panel and the Great Lakes region on each Subcommittee
- C. **Interactions with Other Regional Panels:** Committee members are encouraged to informally engage with other regional Panels in an effort to inform them of our efforts and progress so that they are made aware or offer opportunities for potential collaboration with their committee efforts. OCC can respond directly to information requests from the other Regional Panels following review and approval from the Executive Committee.

Prior to the biannual ANS Task Force meetings, each regional Panel’s Chair and Coordinator meet to discuss shared issues; these meetings are referred to as the “Panel Principals meeting.” The Panel Principals meetings provide an opportunity to engage with and share information between Panel committees. Topics to be discussed at a Panel Principals meeting may be proposed to the Committee Chair, who will communicate them to the Panel Executive Committee. The Committee Chair will keep their committee informed on topics discussed at Panel Principals meetings and any opportunities to work with another regional Panel(s) as a result of those discussions.

7 FREQUENCY OF REVISION AND APPROVAL PROCESS

Each standing committee will review and update its committee charge at least every four years to align with the development cycle of the Great Lakes Restoration Initiative Action Plan and other regional plans as appropriate. Updated committee charges will be approved by the Panel’s Executive Committee through its typical decision-making process.