

Thin-layer sediment placement: evaluating an adaptation strategy to enhance coastal marsh resilience across the NERRS

Advisory Committee Charter

Version 1; last updated 10/23/17

I. Background

The overall goal of the “Thin-layer sediment placement: evaluating an adaptation strategy to enhance coastal marsh resilience across the NERRS,” or “TLP Project,” is to enhance salt marsh resiliency by filling critical data gaps and providing needed information that will allow future TLP projects to move forward more efficiently in places where they will be most effective. To ensure that this project is useful to our intended users, we will use a collaborative approach to ensure effective ongoing participation and iteration between the Project Team (Team) and Advisory Committee (Committee) members. This Charter describes the purpose, structure, and operation of the Advisory Committee.

The TLP Project Charter is:

- A living document to be maintained and modified by the Committee.
- A procedural guide, describing the operation of the project’s collaborative work and how Team and Committee members commit to interact constructively in good faith.
- An informal agreement among Team and Committee members and does not have any legal standing.
- A public document, available for anyone to read and review. Comments about this document should be addressed to Jennifer West, the TLP Project Collaborative Lead.

II. Purpose of Advisory Committee

Committee members’ unique knowledge and skills will complement those of the Team members to more effectively guide the project by making recommendations and providing key information. The Committee will provide feedback at various stages of the project, specifically pertaining to the following outputs:

- Experimental design (site selection criteria and experimental treatments)
- Monitoring protocol (a stand-alone, easily transferrable, standardized, vetted monitoring protocol with explicit restoration targets by which to evaluate project performance)
- Consensus/advisory statement (guidance to funders and any others considering investing in a TLP project on appropriate conditions for sediment addition in an effort to ease approval and buy-in of future projects)
- Interpretation of research findings (preliminary post-sediment addition monitoring, complementary greenhouse experiment, and final study findings)
- Technical report (will detail the restoration methods, experimental design, monitoring results, and lessons learned for end users needing details to inform their future restoration projects)
- Outreach materials (webinar on lessons learned and user-friendly summary brochure)

III. Committee Structure

The Committee is composed of individuals from several key organizations that represent a wide set of sectoral and geographic interests. Team members are *ex officio* members of the Committee. Please see separate spreadsheet for the complete list of TLP Project Team and Committee members.

Roles and Responsibilities

- The Committee will be coordinated by Jennifer West, the TLP Project Collaborative Lead, who will be

responsible for convening and facilitating meetings; soliciting, researching, and summarizing end user needs and feedback; developing and disseminating TLP Project-related materials; and other coordinating tasks as necessary.

- Committee members will serve as the TLP Project main point of contact to their respective organizations, gathering needs and suggestions from their organizations, keeping their organization informed of relevant TLP Project activities, and bringing information and perspectives from their organization to bear on Committee business.
- Committee members are expected to read any meeting preparation materials before the meeting takes place and to attend all meetings, if possible. Use of alternates is discouraged, as this can interfere with the continuity of discussion.
- Additional roles and tasks for individual Committee members may be identified and agreed upon by the Committee through the course of its work and will be appended to this document.

Meetings and communications

- Meetings will take place as frequently as the Committee decides is useful to advancing the goals of the project and ensuring a productive collaborative process. As of November 3, 2017, the anticipated schedule includes 2-3 webinars or conference calls per year over the 2-year project in addition to review of written materials at each of these points.
- Due to the broad geographic distribution of Committee members, all meetings will be held virtually using Adobe Connect software and a toll-free conference call line. Every attempt will be made to limit meetings to 1-1.5 hours in length, however some topics may require longer meeting times.
- Meeting dates and times will be determined through the use of an online scheduling tool (e.g., Doodle) to ensure maximum attendance by Team and Committee members.
- Meeting agendas and related information will be emailed to Committee members at least seven days before the meeting.
- Meeting notes will be drafted by the TLP Project Collaborative Lead (Jennifer West) and reviewed by the Committee before being considered a part of the project record.
- In addition to regularly scheduled meetings, Committee members may be asked from time to time to review documents, offer opinions, or consult individually or in groups with Team members.
- Google Drive will be used to store and share documents.

Compensation

No monetary compensation will be provided.

IV. Operating Protocols

Decision-Making

The role of the Committee is advisory; all project-related decisions will ultimately be made by the Team members.

Ground Rules

Team and Committee members agree to the following ground rules:

- Be on time and prepared
- Everyone has a chance to contribute without interruption
- Listen actively and respect each other's perspectives (*critique subject matter, not people*)
- ELMO ("Enough, Let's Move On") (*any participant may use this when they feel as though a particular discussion has been going on for too long, or "spinning"; the facilitator will check with the entire group*)

and if more than half of the participants agree, we move on to the next agenda item/discussion)

Specific to virtual meetings:

- Turn away from email and other programs for the short duration of the meeting
- Say your name before you speak
- Remember to use your mute/unmute button
- Do not put your call on hold (it will broadcast your system's background music)
- Speak loudly and clearly

VI. Project Timeline

Below is a general sequence of project tasks and activities where advisory committee feedback will be sought and conference calls will be held; the specific content and timing is subject to change.

Nov 2017

- Formative feedback on field experiment design

Jan 2018

- Draft then finalize consensus/advisory statement about TLP

Nov 2018

- Review of greenhouse experiment findings
- Discuss initial findings/preliminary monitoring results of field experiment

Jan 2019

- Review monitoring protocol for large-scale TLP projects

May 2019

- Review permitting considerations/guidelines for practitioners

Aug 2019

- Review interpretation of results of field experiment

Sep 2019

- Review draft technical report and summary outreach materials

Oct 2019

- Attend final webinar on lessons learned
- Disseminate user-friendly summary and outreach materials