



## ***ShoreZone Steering Committee Terms of Reference***

Approved on July 19, 2017

### **Abstract**

This document serves as a guiding document for the ShoreZone Steering Committee. It outlines a brief history of the committee and outlines the purpose, objectives and duties, membership, terms and operating principles, meetings and communication logistics, and costs related to the steering committee.

### **History of Alaska ShoreZone and Purpose of this Document**

Following ShoreZone surveys in British Columbia and Washington in the 1980s and 90s, the biophysical coastal habitat mapping method was brought to Alaska in 2001 as a pilot project to map the western Gulf of Alaska region. This first Alaska ShoreZone survey was sponsored by Cook Inlet Regional Citizens Advisory Council (CIRCAC), with commitments in place for additional surveys the following two years. The results of the first survey were presented in 2002 to an independent committee of scientists who were meeting to evaluate coastal habitat mapping options for the Gulf of Alaska. At that meeting, sponsored by the Exxon Valdez Oil Spill Trustee Council (EVOSTC), ShoreZone was selected as the most cost-effective approach available that would provide the scientifically credible biophysical habitat data that had been missing for much of the nearshore following EVOS.

Also presented at that meeting were plans and a prototype for serving ShoreZone imagery and habitat data online, a feature that later played an important role in expanding the program in Alaska. Given the extent of Alaska's shoreline, it was clear that no one entity would be able to sponsor ShoreZone surveys for the entire Alaska coast, unlike in British Columbia (BC) and Washington where surveys were sponsored by one provincial and one state agency, respectively. Immediately following the 2002 meeting, additional surveys were scheduled for 2002 and 2003 funded by CIRCAC, the EVOS Trustee Council, the National Park Service, and Alaska Department of Natural Resources. At this time, a group of interested organizations and agencies began working together to coordinate ShoreZone activities in Alaska. Thus, the Alaska ShoreZone Partnership was formed and the ShoreZone Steering Committee came to be.

Two developments were key in building the partnership and supporting the steering committee. First, in 2004, the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) Alaska Region (AKR) took on the role of compiling and administering the ShoreZone database and serving the imagery and data on-line. And, shortly after, the Nature Conservancy took on the primary role of coordinating ShoreZone activities, seeking funding, and providing more rigorous outreach among the partners and to the public, with NOAA NMFS AKR filling the role of coordinator when there were TNC funding gaps.

From its inception, the Steering Committee has had a responsibility to share information, ShoreZone best practices, survey logistics and overall outreach, including providing guidance for the NOAA-funded online interface and supporting trainings and partnership connections. This document aims to more clearly outline the purpose, objectives, membership

and communications associated with the ShoreZone Steering Committee.

Though the ShoreZone program has a geographic extent stretching from Oregon to the North Slope, this document is currently focused on the Alaska Steering Committee's roles and responsibilities. Ultimately, as partnership and collaboration expand, a more complete Steering Committee should be developed with representation from Oregon, Washington, BC and Alaska, with appropriate revisions taking place at that time.

### **Purpose of the Steering Committee**

The ShoreZone Steering Committee coordinates and guides the ShoreZone program for Alaska through our combined knowledge of the nearshore environment, our understanding of data needs, and our connection to coastal communities. Our purpose ensures that continuous nearshore imagery and habitat information will be available for every inch of coastline in Alaska and nearby areas through integrated tools and promotion of their use that make the data available to any user as a resource for coastal research and management. Users have access to Alaska ShoreZone data under a [Creative Commons Attribution 3.0 Unported License](#).

### **Steering Committee Objectives and Duties**

The Steering Committee operates with the following objectives as key components of participation:

1. Identify and prioritize key issues and opportunities for ShoreZone in Alaska.
2. Ensure multiple perspectives are represented in planning and outputs and that advice is based on the best available expertise, science and technology.
3. Ensure geographic representation from Oregon, Washington, BC and Alaska commensurate with the expansion of the program.
4. Share expertise and knowledge, and consider synergies and linkages between ShoreZone data and coastal planning and research.
5. Provide advice on public engagement and user outreach, and help with specific outreach events when possible.
6. Make sure a strategy is in place for public accessibility of the ShoreZone data.
7. Provide expertise regarding ShoreZone protocols to ensure integrity of ShoreZone data and compatibility with protocol changes.
8. Provide opportunities for community and stakeholders to be involved in ShoreZone, including through an annual meeting of ShoreZone partners.
9. Connect with new partners and actively look for ShoreZone funding opportunities based off the NOAA 5-year ShoreZone Plan and individual organizational priorities.
10. Share support of ShoreZone programmatic activities including: teleconference fees, ShoreZone Annual Partners meeting costs, shorezone.org maintenance and yearly hosting fees, and other costs that arise. Support based on organizational capacity.

Contributions are not required to serve on the Steering Committee but are encouraged.

### **Membership**

The Steering Committee is structured to provide representation from state and federal agencies, Alaska Native and tribal entities, NGOs and business partners involved and interested in supporting ShoreZone in Alaska and across the Pacific Northwest. Steering Committee

members include 15 designated seats for agency, tribal, NGO and business representation and 3 at-large seats. Individual member groups of the Steering Committee retain their various missions and activities and participate in the Steering Committee to the extent they are able to support the ShoreZone program's purpose, goals and strategic plans. All resource agencies who are members of the Steering Committee maintain all statutory authorities and do not relinquish any of their responsibilities per their agency missions through Steering Committee participation. Though primarily for steering committee members, meetings are open to anyone interested in ShoreZone planning and strategy. Current committee members can be found in Appendix A. Following is a list of the entities represented on the steering committee.

- Agency: Bureau of Land Management (1 seat)
- Agency: Bureau of Ocean Energy Management (1 seat)
- Agency: National Oceanic and Atmospheric Administration (5 seats)
- Agency: National Park Service (1 seat)
- Agency: State of Alaska Department of Natural Resources (1 seat)
- Agency: U.S. Geological Survey (1 seat)
- Agency: U.S. Fish and Wildlife Service (2 seats)
- Alaska Native/Tribal Representative (2 seats)
- NGO: Cook Inlet Regional Citizens Advisory Council (1 seat)
- NGO: The Nature Conservancy (1 seat)
- Contractor: Archipelago Marine Research, LTD. (2 seats)
- Contractor: Coastal and Ocean Resources, Inc. (2 seats)
- At-Large (3 seats)

Total: 23

### **Terms, Appointment and Operating Principles**

All changes to the Steering Committee will take place on an as needed basis. All current Steering Committee members minus one should agree on the committee changes. Consensus will be obtained at Steering Committee meetings and/or through email notification. If voting needs to take place regarding other matters, inclusion will take place if there is consensus minus one.

All Steering Committee members are asked to keep in contact with the ShoreZone Coordinator regarding ShoreZone activities and updates and attend regular committee meetings as well as the an ShoreZone Annual Partners Meeting. There are no set term limits, though a discussion will take place with each member on a yearly basis. If a Steering Committee member decides to step down, a new representative from that organization or agency is encouraged to be asked to join the Steering Committee in their place.

A Steering Committee Chair and Vice Chair will be appointed on a yearly basis during the ShoreZone Annual Partners Meeting. In lieu of a ShoreZone Coordinator, the Chair and/or Vice Chair are responsible for scheduling committee meetings, compiling an agenda, facilitating the meeting and compiling and disseminating meeting notes. If there is a ShoreZone Coordinator in place, the Chair and Vice Chair will support agenda development and overall ShoreZone strategy.

### **Subcommittees**

There are three standing sub-committees that meet on an ad hoc basis – Data, Outreach and Annual Meeting. The Data Subcommittee works to advise NOAA and the Steering Committee on data strategies, protocols and value-added products such as offline apps. The Outreach Subcommittee works to build creative outreach initiatives and activities that support partnership and user engagement. The Annual Partners Meeting Subcommittee works to outline, plan and promote the ShoreZone Annual Partners Meeting including the agenda and guest speakers. Other subcommittees are developed as needed to support special projects. Subcommittee member participation is voluntary and open to additional representatives outside of those on the Steering Committee to allow for additional diversity of perspectives and increased project support. If subcommittee activities impact core ShoreZone products, such as protocols, data management or online products, coordination should take place with the appropriate Steering Committee members to keep all necessary apprised of any changes. All subcommittees should report out on activities at Steering Committee meetings.

### **Meetings and Communications**

Steering Committee meetings will take place approximately every 6 weeks by teleconference or webinar and will be scheduled by the ShoreZone Coordinator or, without a Coordinator, by the Chair or Vice Chair. A meeting agenda will be compiled and circulated prior to the meeting, and brief meeting notes will be circulated and posted to the shared ShoreZone Google Drive account. Once yearly, an in-person Steering Committee meeting will take place in alignment with the ShoreZone Annual Partners Meeting for more in-depth discussion of strategies for the upcoming year.

## Appendix A

### Steering Committee Members as of July 18, 2017

1. Alaska Native/Tribal Representative: *open*
2. Alaska Native/Tribal Representative: *open*
- 3-4. Archipelago Marine Research:  
Mary Morris [marym@archipelago.ca](mailto:marym@archipelago.ca), Ashley Park [ashleyp@archipelago.ca](mailto:ashleyp@archipelago.ca)
5. Bureau of Land Management (BLM): *open*
6. Bureau of Ocean Energy Management (BOEM):  
Richard Raymond [richard.raymond@boem.gov](mailto:richard.raymond@boem.gov); alternate: Cathy Coon  
[catherine.coon@boem.gov](mailto:catherine.coon@boem.gov)
7. Cook Inlet Regional Citizens Advisory Council (CIRCAC):  
Sue Saupe [saupe@circac.org](mailto:saupe@circac.org)
- 8-9. Coastal and Ocean Resources, Inc. (CORI):  
Sarah Cook [sarah@coastalandoceans.com](mailto:sarah@coastalandoceans.com), Kalen Morrow [kalen@coastalandoceans.com](mailto:kalen@coastalandoceans.com)
- 10-12. National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS):  
Cindy Hartmann Moore [cindy.hartmann@noaa.gov](mailto:cindy.hartmann@noaa.gov), Steve Lewis [steve.lewis@noaa.gov](mailto:steve.lewis@noaa.gov),  
Mandy Lindeberg [mandy.lindeberg@noaa.gov](mailto:mandy.lindeberg@noaa.gov)
13. National Oceanic and Atmospheric Administration, National Ocean Service (NOS):  
Nic Kinsman [nicole.kinsman@noaa.gov](mailto:nicole.kinsman@noaa.gov)
14. National Oceanic and Atmospheric Administration: Amy Holman [amy.holman@noaa.gov](mailto:amy.holman@noaa.gov)
15. National Park Service (NPS): Tahzay Jones [tahzay.jones@nps.gov](mailto:tahzay.jones@nps.gov)
16. State of Alaska Department of Natural Resources: *open*
17. The Nature Conservancy (TNC): Kelly Ingram [kelly.ingram@tnc.org](mailto:kelly.ingram@tnc.org)
18. U.S. Geological Survey (USGS): *open*
19. U.S. Fish and Wildlife Service (USFWS), Wildlife Refuge System: *open*
20. U.S. Fish and Wildlife Service, Landscape Conservation Cooperative System: *open*
21. At-Large Seat: John Harper [harperjon07@gmail.com](mailto:harperjon07@gmail.com)
22. At-Large Seat: *open*
23. At-Large Seat: *open*

## Appendix B

### Steering Committee Member Knowledge and Expertise Matrix

<b>Expertise</b>	<b>How expertise contributes to ShoreZone</b>	<b>Current Steering Committee members fulfilling expertise</b>
Coastal Geologist	Has understanding of coastal processes with sufficient knowledge of the diverse and unique regions of Alaska	Kalen Morrow (CORI) John Harper
Coastal Biologist	Has understanding of coastal processes and nearshore species with sufficient knowledge of diverse and unique regions of Alaska	Sarah Cook (CORI) Mandy Lindeberg (NOAA, NMFS) Sue Saupe (CIRCAC) Mary Morris (Archipelago) Ashley Park (Archipelago)
Outreach Professional	Has experience communicating science to the public: in communities, in schools, the press, social media, online, etc.	Kelly Ingram (TNC) Sue Saupe (CIRCAC)
Resource Manager	Has an understanding of ShoreZone's application to coastal resource management and conservation including oil spill response and planning.	Tahzay Jones (NPS) Sue Saupe (CIRCAC) Nic Kinsman (NOAA, NGS) Kelly Ingram (TNC) Rick Raymond (BOEM)
Agency Representative	Has an understanding from a federal and/or state agency perspective on coastal information needs and how ShoreZone data could be utilized within those agencies	Cindy Hartmann Moore (NOAA, NMFS) Nicole Kinsman (NOAA, NGS) Amy Holman (NOAA) Mandy Lindeberg (NOAA, NMFS) Tahzay Jones (NPS)
Alaska Native/Tribal Representative	Has an understanding of tribal needs regarding coastal resource management and subsistence with an eye for ShoreZone's application and use to coastal Alaska Native communities	NEED
Data Manager	Has experience in data management and an understanding of program data	Steve Lewis (NOAA, NMFS) Kalen Morrow (CORI)

	needs	
Programmer	Has experience in computer and/or software programming with an eye for ShoreZone software and application development	Steve Lewis (NOAA, NMFS)
Federal, State Tribal, Non-Profit Fundraising	Has experience generating funds within their agency or organization and can write proposals for prioritized ShoreZone projects	<i>All Steering Committee Members</i> <u>Federal Agency:</u> Cindy Hartmann Moore (NOAA, NMFS) Nic Kinsman (NOAA, NGS) Rick Raymond (BOEM) Tahzay Jones (NPS) <u>State Agency:</u> NEED <u>Tribal:</u> NEED <u>Non-Profit:</u> Sue Saupe (CIRCAC) Kelly Ingram (TNC)