DRAFT SCIENCE AND DATA COMMITTEE TERMS OF REFERENCE AND OPERATION

NATIONAL SCIENCE AND DATA COMMITTEE PURPOSE:

Provide scientific and data management expertise and oversight to advance the goals and objectives of the National Fish Habitat Board (Board) in a scientifically sound and strategic manner.

COMMITTEE MEMBER DUTIES AND ROLES

1. Provide advice to the Board on setting future science and data priorities.
2. Develop strategies for executing and implementing Board science and data priorities by ensuring the direction, purpose, and needs for future national assessments are well-defined.
3. Oversee, coordinate, and review the development of the national fish habitat assessment including, but not limited to, assisting the assessment teams with relevant contacts, data acquisition, and expertise as needed.
4. Provide expert advice and support on habitat and data issues to the Board, National Assessment Teams, and Fish Habitat Partnerships (FHP) to ensure scientific data conformity and coordination between FHPs, partner agencies, and the National Science and Data Committee. Duties may include development and review of:
    a. Scientific and data analysis methods
    b. Data transfer methods, standards, and policies
5. Review FHP strategic plans along with their associated science and data work plans as requested by and for the Board
    a. Examine FHP science and data work for the 5 year FHP Board review
    b. Review new FHP applications (specifically the strategic plan) concerning proposed science and data efforts for the Board
6. Each member will have liaison opportunities between the National Science and Data Committee and FHPs to facilitate information exchange and communication of science and data efforts between groups
7. Chair ad hoc workgroups of committee members and non-members to address specific tasks as needed.
8. Assist the Committee's co-chairs in developing needed materials for annual updates to the Board on accomplishments and progress towards meeting significant science and data objectives.

COMMITTEE MEMBERSHIP

1. Total committee size will be up to 20 individuals
    a. Up to 10 members having greater science expertise
    b. Up to 10 members having greater data management expertise
2. The committee will have representatives with expertise in varied habitats and diverse science and data experience/backgrounds including to ensure expert opinion is available for diverse areas of the United States from the mountains to the continental shelf. Representatives needed have expertise with scientific analysis and data processing at various scales including large landscape and national scales, expertise in socioeconomic analysis, and established relationships with partners and stakeholders that can facilitate advancing the Committee's objectives.
3. Committee appointments will be for two years. Terms of individual committee members will be reviewed every 2 years by the Committee co-chairs to ensure member's expertise aligns with the National Science and Data Committee's tasks assigned by the Board to implement the

Comment [ACO1]: Board Comment: Ensuring that the direction, purpose and needs for the 2015 National Assessment are well defined to better inform the membership and structure of the S&D Committee
Addressed: Added highlighted text; also addressed in #4 &5 under Committee Membership)

Comment [ACO2]: Board Comment: Clarifying the role of the committee in ensuring conformity and coordination between partnerships and national S&D committee
Addressed: Added highlighted text

Comment [ACO3]: Board Comment: Committee size seemed large
Addressed: Added highlighted text

Comment [ACO4]: Board Comment: Clarifying the expertise needed on the committee and requested the inclusion of socio-economic expertise
Addressed: Added highlighted text

Science and Data Strategy. Members may be reappointed if the committee member has the desire, expertise, and ability to continue participation in the Committee's work.

4. The committee will make every effort to have 8 representatives from the FHPs to include two from each Association of Fish and Wildlife Agencies' regional associations. Requests for FHP participation shall align with timeline and objectives outlined in the Science Assessment Strategy, to further ensure the direction, purpose, and needs are addressed.
5. Membership selection shall occur through an iterative process between both of the Committee co-chairs and the potential participants to ensure expertise and committee membership structure and terms are fully considered.
6. The Board and the Science and Data Committee Co-chairs will identify and appoint a Committee Liaison to provide Board leadership and coordination back to the Board. Appointment shall be reviewed every 2 years.

Comment [ACO5]: Board Comment: Requesting Fish Habitat Partnership representation **Addressed: Added highlighted text; also addressed in #5, Membership selection**

Comment [ACO6]: Board Comment: Ensuring that the direction, purpose and needs for the 2015 National Assessment are well defined to better inform the membership and structure of the S&D Committee **Addressed: Added highlighted text to #4, also addressed with addition of #5, Membership selection**

Comment [ACO7]: Board Comment: Including a description for the membership selection process **Addressed: Added highlighted text**

Comment [ACO8]: Board Comment: Identifying a Board liaison to provide Board leadership and coordination back to the Board **Addressed: Added highlighted text**

COMMITTEE CO-CHAIRS

1. The committee will be co-chaired by two individuals. One chair will have more of an emphasis on science and the other chair will have more of an emphasis on data. At minimum, one of the co-chairs will be from a state fisheries agency.
2. Committee co-chair appointments will be selected by the Board Chair. Co-chair appointments will be evaluated by the Board Chair every four years. Terms between two co-chairs will be staggered to ensure continuity.
3. Co-chairs are a part of the Board staff and are expected to attend all Board and Board staff meetings.
4. Both co-chairs will share in all of the tasks required to properly operate the Science and Data Committee including providing, at minimum, annual updates to the Board on accomplishments and progress towards meeting significant science and data objectives.
5. Each co-chair shall appoint a vice-chair. In the absence of the co-chair, or in the event of the co-chair's inability to act, the vice-chair shall perform the duties of the co-chair. The vice-Chair shall perform such other duties as from time to time may be assigned by the Committee co-Chair. The term of the vice-chair(s) shall be the same as the term of the co-chair.

Comment [ACO9]: No Board Comment, but added highlighted text to address committee succession planning

MEETINGS AND DECISIONS

1. The Science and Data Committee will strive to meet face-to-face at least annually as a group.
2. The committee will conduct at minimum bi-monthly conference calls to conduct business.
3. The committee will routinely hold a conference call or meeting scheduled at minimum 1 month prior to each Board meeting. Timing and frequency will provide the committee opportunity to assist with development and review of informational and decisional materials presented to the Board.
4. For effective transparency and communication, items requiring Science and Data Committee review, comment, and decision will be documented.
    a. Documentation will include: background on the issue; decision options; decision-making process; and final decision.