

Supplemental Document 2. Great lakes Inventory and Monitoring Network Charter for the Board of Directors and Technical Committee.

Note: This charter supersedes the decision-making process provided in the Network's biological inventory plan.

INTRODUCTION

The Great Lakes Inventory and Monitoring (I&M) Network, hereafter referred to as the Network, provides a consolidated effort to inventory important natural resources and to provide long-term monitoring of "park vital signs." It is comprised of nine National Park Service (NPS) units within the States of Minnesota, Wisconsin, Michigan, and Indiana. The parks are: Apostle Islands National Lakeshore, Grand Portage National Monument, Indiana Dunes National Lakeshore, Isle Royale National Park, Mississippi National River and Recreation Area, Pictured Rocks National Lakeshore, Sleeping Bear Dunes National Lakeshore, Saint Croix National Scenic Riverway, and Voyageurs National Park.

The Network will function in accordance with the intent and purpose of the NPS Natural Resource Challenge (NRC). The NRC strategy requires the development of an integrated program that includes short-term tactical monitoring as well as long-term monitoring. The program goal is to help provide scientifically sound information to park managers as they confront and mitigate threats to the parks and operate them more effectively through regulation, case law, and NPS Management Policy.

Each of the nine parks will continue to fund and conduct their respective park and issue-specific I&M programs. As part of the Network, each will also examine current programs and needs and jointly develop a strategy to address the growing demand for shared natural resource information. A crucial focus of this effort will be to determine "vital signs" for parks as individual units and as a collective network and then choose appropriate methods to monitor them. The vital signs may be on a large-scale, such as climate change and air pollution, or on a fine-scale such as trends in local water chemistry. Initiatives/programs resulting from the Network will be an addition to current park efforts. Current park efforts might be augmented and/or altered if deemed appropriate by the park and in response to Network initiatives. Under no circumstance will Network initiatives impact or cause a loss of current park-based funding for natural resource programs.

Through the Network, vital signs indicators will jointly be determined and monitored. Determinations will be made as to the work to be conducted as well as how costs, personnel, and facilities are shared. Network procedural and reporting requirements will be coordinated and will adhere to guidelines established Servicewide (WASO) and by the Midwest Regional Office (MWRO).

This Charter describes the membership and structure of the decision-making bodies that will plan, oversee, and evaluate the Network. It further describes the procedural process and the mechanisms that will be used in joint decision-making.

Board of Directors

A Board of Directors (BOD) representing the Superintendents of the nine parks is charged with oversight of the Network. The Board serves as the park manager's advisory group. Specifically, the BOD:

- Ensures the Network adheres to Servicewide I&M requirements as well as NPS policy and applicable Federal and State laws;
- Develops or approves of Network-specific goals and objectives;
- Promotes effectiveness and fiscal responsibility by establishing organizational and administrative functions;
- Ensures the program provides useful information that is relevant to issues being confronted by park managers;
- Identifies strategies for leveraging funds, partnerships, and personnel to best accomplish program objectives;
- Fosters an atmosphere of professionalism and cooperation;
- Serves as the final signatories to all planning documents and reports in response to the Servicewide and MWRO I&M programs, as well as those recommended and developed by the I&M Network Technical Committee (NTC) (see below).

Membership and Structure

The Board will consist of four park Superintendents, the Midwest Regional I&M Coordinator, and the Network I&M Coordinator. Membership of Superintendents is based on park, not on the person. If a member leaves during his/her term, the acting Superintendent and, later, the new Superintendent of that park fills the Board position for the remainder of that park's term. A park Superintendent, elected by the members, will chair the Board and the term will be at least two-years. The other three Superintendents will also serve two-year terms unless a Superintendent who has already served one year is elected to be Chair. In this case the term will be three years to allow a full two years as Chair. The first Chair will serve a one-year term to allow a staggered entry. All Superintendents in the Network will serve on the Board at some point in time following a predetermined rotation queue of INDU, APIS, VOYA, MISS, PIRO, SACN, ISRO, SLBE, GRPO. The Regional and Network I&M Coordinators retain permanent membership on the Board. The Network Coordinator is responsible for assisting the Chair with coordinating and facilitating Board meetings and will ensure information is communicated to all members.

Procedures

The Board will meet at least twice annually, but potentially more often during the initial planning and implementation phase of vital signs monitoring (fiscal years 2002 through 2005). Meetings will normally be scheduled about one to two months after the semi-annual meetings of the Network Technical Committee (NTC). This allows the Board to assign the Technical Committee with tasks and then review the results and recommendations. Three members can jointly request additional meetings of the Board. Formal meetings will be announced at least 1 month in advance and will require that a written agenda be distributed at least 2 weeks before the meeting.

All Superintendents in the Network and all NTC members will be advised of the time, place, and agenda for all Board meetings and all Board meetings will be open for their attendance.

The Network may pay Board member travel to meetings, but such travel costs will be prorated if it is held jointly with another non-Network meeting. Conference calls or on-line conferencing may be used in lieu of face-to-face meetings if jointly determined to be useful and prudent. Telephone conferences and electronic mail will provide information to all members throughout the year.

Any member who cannot attend or otherwise participate in a meeting of the Board may assign an alternate. However, another Board member can not serve as the alternate or carry the proxy for an absent member.

Board decisions and recommendations will normally be reached through consensus and every effort will be made to reach consensus by discussing issues thoroughly. The Network Coordinator will provide the Board with critical information in the form of written briefings and reports and/or oral presentations. This information will include any recommendations that the NTC has made, including any viable alternatives they may have explored. If necessary, issues will be resolved by vote carried by a simple majority with at least 3 of the 5 members voting (including alternates). All BOD discussions and decisions will be documented by a Recorder and kept as official minutes to be distributed to all members for review before adoption. The Network Coordinator will maintain BOD files, track deadlines, and ensure decisions are implemented.

Network Technical Committee

The NTC represents the natural resource managers of the nine parks. The NTC serves as the primary working body that develops recommendations on how the Network is implemented. Specifically, the NTC is responsible for:

- Recommending which resources should be inventoried and monitored by the respective nine parks;
- Recommending what monitoring efforts by other agencies and non-governmental organizations should be tracked by the Network;
- Recommending the scientific protocols, procedures and frequencies for collecting data;
- Recommending personnel and budget requirements at the parks and Network office to implement the Network I&M program.

The NTC is also responsible for:

- Compiling and summarizing existing information about park resources;
- Assisting in the development of a Network monitoring strategy;
- Assisting in the selection of indicator species, communities, and processes;
- Evaluating initial sampling designs, methods and protocols to assure they are scientifically credible and useful to the parks;
- Reviewing annual reports and interpretations;

- Participating in the preparation and review of Annual Work Plans and Annual Reports.
- Participating in the preparation of 5-Year Program Reviews.

Membership and Structure

The I&M NTC is made up of natural resource managers or their designee from each park and the Regional and Network I&M Coordinators. The NTC will utilize other NPS and outside expertise on an as-needed basis to help with technical decisions, peer-review, and information transfer (see below). The Network Coordinator chairs the NTC and serves as the lead in preparing, completing, and submitting all documents and reports.

Procedures

The NTC will meet at least semi-annually during the initial planning and implementation phase (fiscal years 2002 through 2005) and thereafter on an as-needed basis. Three members can jointly request additional meetings when necessary. Formal meetings will require that a written agenda be distributed at least 2 weeks before the meeting. The Board will be apprised of the time, place, and agenda of NTC meetings and the meetings will be open to any NPS employee.

Travel for NTC members will be paid by the Network, but such travel costs will be prorated if the meeting is held jointly with another non-Network meeting. Conference calls or on-line conferencing may be used in lieu of face-to-face meetings if jointly determined to be useful and prudent. Telephone conference meetings and electronic mail messages will provide information to all members throughout the year.

Any member who cannot attend or otherwise participate in a meeting may assign an alternate. However, another committee member can not serve as the alternate, or carry the proxy for, an absent member.

NTC decisions and recommendations will normally be reached through consensus and every effort will be made to reach consensus by discussing issues thoroughly. If necessary, issues will be resolved by a vote carried by a simple majority with at least 7 of the 11 members voting (including alternates). All NTC discussions and recommendations will be documented by a Recorder and kept as official minutes, which will be distributed to all members for review before being adopted. The Network Coordinator will maintain NTC files, track deadlines, and ensure recommendations are brought forward to the Board in a timely manner.

Partnerships and Advisory Groups

An Inventory and Monitoring Advisory Group (IMAG), comprised of scientists and other subject matter experts both within and outside the NPS, will provide advice to the NTC on an as-needed

basis. The NTC can form other technical sub-committees or working groups to accomplish specific tasks and to get critical review as deemed necessary.

The Network will work cooperatively with the Great Lakes Research and Education Center (GLREC) at Indiana Dunes National Lakeshore to promote inventory and monitoring efforts through research, professional conferences, training and development, and public outreach. The Network will also utilize the services and expertise provided under the Cooperative Ecosystems Studies Unit (CESU) system to advance the technical and scientific credibility of the Network I&M program.

The Network may evolve to include other land and resource managers (e.g. Federal, State, or Tribal) in the Great Lakes area. The Vital Signs Monitoring Plan will identify the need for additional partners and how they can best support the Network. Non-NPS partners will not normally have a voting status. An exception can be made if unanimously approved by the Board as well as by the Associate Regional Director of Natural Resource Stewardship and Science.

Network Coordination

The Network Coordinator will be responsible for communicating, coordinating, and facilitating the efforts of the Board and the NTC. Board and NTC meetings are open to all interested parties. The Network Coordinator is expected to brief (by memoranda, electronic mail or telephone conference) the Board and the NTC as to proceedings of the other.

The Network Coordinator receives technical supervision from the Regional I&M Coordinator and administrative supervision from a park Superintendent or his/her designee (normally the Superintendent nearest to where the coordinator is located). The Network Coordinator directly supervises all other staff paid for by Network program funds.

Amendments to this Charter

The Board or NTC may recommend amendments to this charter at any time. All nine Superintendents will be provided a 30-day comment period before the Board finalizes amendments.

Required Planning Documents

Vital Signs Monitoring Plan: A monitoring plan that identifies the management and scientific issues facing each park, the vital signs to be monitored, where they will be monitored, and why they will be monitored shall be prepared by the NTC and approved by the Board. In addition, the plan will specify the overall sampling design, staffing plan, and data management strategy. The initial draft-monitoring plan will be completed no later than December 15, 2003, with a final plan completed by December 15, of 2005.

Annual Work Plan: The Network Coordinator will present a proposed Annual Work Plan to the NTC for discussion and modification before recommendation to the Board. The Annual Work Plan will identify specific projects, responsible individuals and deadlines, Network program

budget, anticipated accomplishments and products to which park or office funds are assigned, and additional and potential funding sources (both NPS and others). The annual work plan must be submitted to the Servicewide I&M Program Manager through the MWRO each year.

Annual Administrative Report: The Network Coordinator will present an Annual Administrative Report to the NTC for review and discussion. The report will be submitted to the Board for final approval. The report will detail specific accomplishments and products, lessons learned, coordination with other projects supported by alternate funding sources, and a budget summary. A detailed accounting of the utilization of all Network funds assigned to each park and office will be appended to the Annual Report. This Annual Report will be widely distributed and posted at appropriate websites on the Internet. The annual report must be submitted to the Servicewide I&M Program Manager through the MWRO each year.

Five Year Program Review: Beginning at the end of fiscal year 2007 and every 5 years thereafter, the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The program review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office. Findings will be used to update the Vital Signs Monitoring Plan.

Funding: The Network will receive vital signs monitoring funds in FY 2002. Available Network funds will be distributed to network parks and offices as directed through the Vital Signs Monitoring Plan, and Annual Work Plans.

NOTE: All Network funds must be accounted for using a discrete PWE code and disclosed in the Annual Administrative Report Appendix. Additionally, other funds contributed by parks and other NPS programs will be incorporated and tracked in the process. All vital signs monitoring funds are designated for the Network program activities in a manner approved by the Board.

Approval Signatures



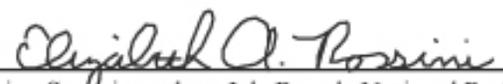
Superintendent, Apostle Islands National Lakeshore
Date 10-02-01



Superintendent, Grand Portage National Monument
Date 10/1/01



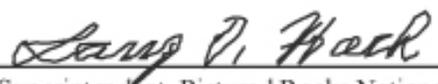
Superintendent, Indiana Dunes National Lakeshore
Date 10-3-01



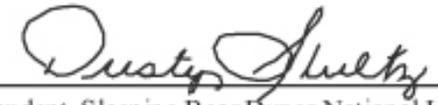
Acting Superintendent, Isle Royale National Park
Date 9/28/01



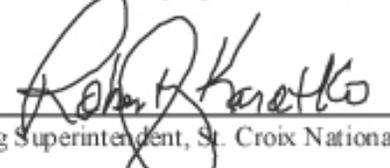
Superintendent, Mississippi National River and Recreation Area
Date 10-02-01



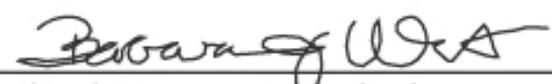
Acting Superintendent, Pictured Rocks National Lakeshore
Date 9/28/01



Superintendent, Sleeping Bear Dunes National Lakeshore
Date 10-4-2001



Acting Superintendent, St. Croix National Scenic Riverway
Date 09-28-01



Superintendent, Voyageurs National Park
Date October 4, 2001