



Human Use Data Working Group: Terms of Reference

Purpose

The Human Use Data Working Group is proposed to help the British Columbia Marine Conservation Analysis (BCMCA) realise its commitment to a collaborative and transparent project process informed by relevant experts. The working group will provide strategic, overarching advice and recommendations to the BCMCA project team to enable the project to achieve its goals and products summarised below. Working group members will broadly represent the perspectives of their respective sectors and provide advice on appropriate contacts for perspectives which they cannot represent. Drawing on their experience and expertise in relevant marine activities, the working group will provide the project team with advice on three topics: (1) the approach to marine user group engagement, (2) human use data assembly, and (3) human use data analysis. Two members of the working group will also participate on the project team, as supported by the working group. A third seat is available on a provisional basis for instances where other working group members have an interest in specific agenda items at Project Team meetings. Priority for the provisional third seat will be given to sectors not represented by the two working group members already on the Project Team.

The project team will make every attempt to incorporate advice and recommendations from the working group, while respecting the goals, intended products, principles, budget, and timelines of the project. All advice and recommendations will be recorded, including those that cannot be addressed within the scope of the project. Advice and recommendations are being requested by the project team within the context of the BCMCA project. The recommendations and advice sought from the working group by the project team is not an invitation for this input from the broader organisations represented by project team members. Though these organisations may be interested in the working group's input, they are not required to act upon it.

The Human Use Data Working Group is one of two central components in the project's approach to user group engagement. The other component is an engagement process with individual user groups. This group-by-group engagement is intended to solicit feedback about more specific issues for each user group. It is also the process by which the project team will seek user groups' review of the data assembled by the BCMCA that represents their use of the marine environment. These two components of the BCMCA's engagement methodology are intended to complement one another.

The working group and the identity of its members will be included in the BCMCA's external communications (e.g., website and e-newsletter) to acknowledge members' contributions, acknowledge the participation of user groups on the project, and to help user groups identify and communicate with working group members.

Project Goal

The overall purpose of the BCMCA project is to collaboratively identify marine areas of high conservation value and areas important to human use in Canada's Pacific Ocean. There are several marine planning initiatives underway or in preparatory stages in BC. The BCMCA project *does not* seek to replace these processes. Rather, results of the project are intended to inform and help advance marine planning initiatives in BC by providing collaborative, peer-reviewed scientific analyses based on the best available ecological and human usespatial data at scales relevant to a BC coast-wide analysis.

Project Products

In support of this goal, the BCMCA is developing two specific products. The first product is an atlas that illustrates known biophysical values and human uses in Canada's Pacific Ocean. This atlas will be created from *existing* and *available* mapped data and its purpose is to illustrate aspects of marine biology, ecology, oceanography, and human use relevant at a coast-wide scale. Due to budgetary and time constraints, the project does not focus on generating new information. However, where opportunities exist, the BCMCA will support the improvement or reformatting of existing information.

Maps will be accompanied by information about when and how they were created, who created them, and the gaps or limitations to the data. Maps will serve as the sources of data used in spatial analyses (the second product). The atlas will also contain "richness" maps that combine (1) all biophysical data, (2) all human use data, and (3) all biophysical and human use data.

The second product is a set of results from preliminary spatial analyses using the Marxan decision support tool. Results will be documented from a range of scenarios. Each scenario has an explicit objective which informs the values put into Marxan parameters. Three scenarios have been agreed upon by the project team for the scope of this project. Objectives for these three scenarios are:

1. Identify potential areas of high conservation value (using ecological data only);
2. Identify areas of high conservation value that minimise overlaps with marine areas important to human use (using both ecological and human use data);
3. Identify areas of high conservation value while incorporating additional marine reserve design principles (e.g., maximising connectivity, minimising edge to area ratio).

Principles

A set of principles guide the assembly and analysis of data and the engagement of user groups. Working group members can expect the project to demonstrate a commitment to these principles.

Responsible data use: the best available spatial information is used and analysis is informed by the latest in marine planning theory. The accuracy and completeness of data are clearly communicated in project products. Data shared with the BCMCA by contributing organisations are used and shared according to each organisation's wishes as detailed in formalised data sharing agreements.

Peer review: the project draws on the expertise of governments (federal, provincial and First Nations), other resource managers, the conservation community, user groups, academics, and other scientists. The project invites external review by these groups to ensure informed, scientifically defensible methods and products.

Collaboration: project team and working group members work cooperatively to achieve project goals and create products which are widely supported by participating organisations and sectors.

Transparency: the purpose of the project, its methods, how data are used, who has reviewed data, and the potential applications of project products are transparent to all.

Inclusivity: user groups involved are broadly representative of all human uses of the marine environment.

Recognised representation: individuals engaged by the BCMCA are representatives from widely recognised representative bodies for their user group.

Continuous involvement: project team members, working group members, and user groups are involved throughout the different stages of the project.

Acknowledging change: changes in management, behaviour, and the environment result in spatially dynamic biophysical features and human uses of the ocean over time. In this respect, the limitations of a static atlas of maps are explicitly acknowledged.

Efficiency: membership numbers, meeting schedules, and the use of technology are considered in the composition of the project team and working group, and in the engagement of user groups. The intent is to keep costs and inconvenience to a minimum while achieving project goals effectively and efficiently and observing aforementioned principles.

Responsibilities

The Human Use Data Working Group will provide recommendations and advice to the BCMCA Project Team on three topics. First, with respect to user group engagement, the working group will review and provide comment on the BCMCA's user group engagement methodology, help to identify suitable user group members for engagement with the BCMCA, help to communicate the BCMCA's purpose and

progress to their sectors, and help to communicate their sectors' comments and concerns to the project team.

Second, with respect to data assembly, working group members will help identify relevant spatial datasets for the project team to investigate, recommend and help coordinate means of improving existing spatial data for their sectors, provide commentary on the display of data within the atlas, and make recommendations on the design of the atlas of human uses.

Third, with respect to data analysis, the working group will provide input on the use of human use data within the Marxan scenarios described above. This may include recommendations on how to value or weight human use data, how to combine these different human use data sets, and how to identify important areas for human uses in general. The working group will work with the project team to develop the human use inputs to Marxan scenarios. The working group will also provide commentary on the results of Marxan scenarios.

The working group may undertake additional tasks as necessary and agreed to by the working group and the project team.

Working group responsibilities are expected to require approximately 40-50 hours, donated in-kind, from members between the present and summer 2009. Working group nominees to the project team (see below) will require an additional 40-50 hours. The BCMCA will reimburse working group members for direct costs incurred. The BCMCA will record and report on in-kind donations of time and resources related to working group membership.

The BCMCA is a project that is intended to be complete by summer 2009. As such, the project team cannot ensure an ongoing role for the working group in the application of BCMCA products beyond the project's completion

Organisation

The working group will consist of two "seats" for each of the six human use sectors identified by the project team. These sectors are: commercial fisheries, recreational fisheries, shipping and marine transportation, marine and foreshore tenures, recreation and tourism, and energy. To plan for the event that working group representatives from these sectors may be unable to attend certain meetings, they will identify an alternate who can participate in their absence.

To facilitate effective communications and information flow, and to provide expertise on tools employed by the project such as Marxan and GIS, the BCMCA project manager and project coordinator will also participate on the working group. Similarly, the working group will nominate two sector representatives to be members of the BCMCA Project Team. As project team members, working group representatives will participate fully in all project team discussions and have input into project team decisions. These representatives will be expected to bring forward the perspectives of the working group as a whole, but recognising that no representative is expected to speak for another sector. The project team strives for

consensus on all decisions.. Full details of project team decision-making procedures are described in its Terms of Reference¹.

The working group will decide on their preferred scenario for a meeting chair or co-chairs. The chair/co-chairs will be responsible for leading meetings, keeping the working group focused on its mandate, and exemplifying the code of conduct outlined below. The chair/co-chairs will also work with BCMCA staff to coordinate meetings, ensure accurate meeting records, communicate with members between meetings, and collate and communicate the working group's main messages to the project team and/or user groups. More specifically, BCMCA staff will assist the working group in tasks such as scheduling meetings, creating and circulating meeting agendas, and recording and distributing meeting minutes.

Procedures

The working group will meet every two months. The first meeting will be in-person in Vancouver. Subsequent meetings will be in-person only where deemed necessary. Otherwise, conference telephone lines will be provided by the BCMCA to enable meetings that do not require travel. A meeting agenda will be drafted and circulated by BCMCA staff (in consultation with the working group facilitator) in advance of meetings and all working group members will have the opportunity to place items on the agenda. Meeting materials, such as documents for discussion, will also be circulated in advance of the meeting. BCMCA staff will take meeting notes and provide them to all working group members for review and finalisation within an agreed upon timeframe. Notes from working group meetings will also be distributed to the project team to help ensure that the working group's recommendations and advice are effectively and accurately conveyed.

Consensus on recommendations and advice among working group members is encouraged but not required. Different perspectives will be recorded and reported and the project team will work to incorporate working group recommendations to the degree possible, given any differences among perspectives and respecting the goals, products, principles and limited budget of the project.

The working group will be given a minimum of 10 working days to review significant project documents such as the user group engagement methodology². Specific deadlines will be set in consultation with working group members. In the event that working group members do not submit recommendations or comments by the agreed-upon deadline, the project will move forward. Late comments or recommendations will be recorded upon their receipt, and acted upon if possible.

¹ Project team Terms of Reference are available at: <http://www.bcmca.ca/Products.html>.

² NB: for those working group members that participate as project team members, the standard document review period for the project team is 5 working days.

Code of Conduct

Participation in the BCMCA Human Use Data Working Group entails responsibilities for each participant - to their sector's interests, the broader public, the working group itself, the project team, and the BCMCA project. To ensure that working group interactions are effective and efficient, a code of conduct is outlined. Working group members should:

- Demonstrate a commitment to the working group by planning for the continuity of their membership in the group until the end of the BCMCA project (approximately September 2009);
- Demonstrate a commitment to the working group by working cooperatively and in good faith to move the BCMCA towards its intended goals and products;
- Demonstrate respect for other members by: (1) respecting their values and interests, (2) avoiding inflammatory language, (3) listening to others without interrupting, and (4) being punctual;
- Ensure honest and open communication and the timely sharing of information or concerns relevant to the working group and BCMCA;
- Ensure appropriate communication with external audiences that: (1) accurately describes the BCMCA and the working group and (2) appropriately shares information based on messages confirmed as acceptable to all members;
- Ensure accountability to the interests of their sector, the working group, and the project team by: (1) attempting to fulfill all of the responsibilities outlined in these terms of reference and (2) communicating the working group's progress to these and other audiences, and (3) communicating their sector's issues and information to the Project Team.