

**ICC(17)2**  
***(Revised 21 March 2017)***

***Terms of Reference for the IYS Coordinating Committee, Symposium  
Steering Committee and Regional Steering Committees***

The International Year of the Salmon (IYS) is a collaborative, international initiative for elevating the capacity of outreach and research to meet the challenges facing salmon, and the communities associated with them, in a rapidly changing world. The governance of the IYS needs to be inclusive, flexible and supportive and its success will depend on the involvement of a wide range of partners over multiple scales. It is recognised that there may be different issues affecting salmon around the salmosphere (i.e. North Pacific Ocean, North Atlantic Ocean and Baltic Sea), different research priorities and a different focus of activities in different regions. The IYS will be adaptable in scale depending on funding received and support for regional/RFMO and party/jurisdiction specific initiatives. This document lays out the governance model as envisaged in the Outline Proposal, IYS(16)2, agreed by both NASCO and NPAFC (the lead organisations) but it is recognised that this structure may need to be reviewed occasionally for its adequacy and effectiveness, depending on how the IYS initiative develops..

It is anticipated that most of the IYS activities will be undertaken at the regional/RFMO and party/jurisdiction levels and there will be a range of objectives that will need to be coordinated at different levels (salmosphere, regional/RFMO (i.e. North Pacific, North Atlantic or Baltic) and within, and where appropriate between, individual Parties/jurisdictions. Benefits may be gained from involving organisations concerned with the Arctic.

## *Terms of Reference for the IYS Coordinating Committee*

1. The NPAFC and NASCO, as the lead organizations, jointly establish the IYS Coordinating Committee to remain active for the effective duration of the IYS.
2. The Coordinating Committee shall consist of:
  - (a) not more than four appointed representatives from each lead organization, including a representative of the Secretariats of each lead organization and preferably a mixture of managers, scientists and outreach specialists. The Coordinating Committee will appoint one Co-Chair from among the representatives of each of the two lead organizations. Current membership of the Coordinating Committee is shown in Annex A;
  - (b) the Coordinating Committee may co-opt, as required, additional representatives to serve on the Coordinating Committee who have expertise relevant to a specific activity being undertaken by the Coordinating Committee, and as mutually agreed by the representatives of the lead organizations.
3. The Coordinating Committee's mandate is to coordinate the planning, implementation and administration of the IYS and review its progress at the salmosphere level. The Coordinating Committee will undertake the following activities:
  - develop an IYS brand (logo, slogan and messages) and guidelines for its use;
  - develop, maintain and possibly host IYS web pages, possibly including templates for use by participants in the IYS;
  - develop and distribute newsletters, posters, brochures and other materials concerning IYS activities at a salmosphere level;
  - define broad outreach principles;
  - develop criteria for use of the IYS logo in research projects, outreach and other activities;
  - facilitate the identification of research priorities and review of research proposals at a salmosphere level, recognising that most IYS research is expected to be at a regional/RFMO or party/jurisdiction level;
  - coordinate fundraising activities in support of the IYS Coordinating Committee functions;
  - facilitate the IYS international symposia through dedicated Symposia Steering Committees;
  - establish a hub for compilation and sharing of information on IYS activities;
  - establish procedures of reporting and report to lead organizations; and
  - such other tasks as may be identified by the lead organisations.
4. The Coordinating Committee will undertake these activities in accordance with recommendations from the Regional Steering Committees and it will, therefore, need to plan and organise its work in order to allow for proper consultation with the Steering Committees before decisions are taken. Wherever possible, recommendations from the Regional Steering Committees should be framed as a range of options so as to allow

some discretion by the Coordinating Committee to take decisions in the best interest of the IYS at a salmosphere level.

5. The Co-Chairs of the Coordinating Committee, or their designee, will report to their respective lead organisations and regional Steering Committee on the work of the Coordinating Committee.
6. The Coordinating Committee should work, wherever possible, by correspondence or meet remotely as deemed necessary by the Co-Chairs but should meet in person annually. Guidance on the planning for and conduct of the meetings of the Coordinating Committee is contained in Annex B.
7. The Coordinating Committee will operate by consensus of the lead organisations.
8. The costs incurred by each Coordinating Committee member in participating in the Committee's work, including any fees for service, should be borne by the Party appointing the Committee member or the Committee member's organization.
9. The Coordinating Committee may incur costs, including engaging professional support, in accordance with budgetary provision and spending plans made by the lead organisations or funds raised from other sources and made available to the Coordinating Committee through the lead organisations. The Executive Director / Secretary of each lead organization shall ensure that the receipt and expenditure of funds are consistent with that lead organisation's Financial Rules.



## *Terms of Reference for the North Pacific Steering Committee*

1. NPAFC as the lead organization for the North Pacific establishes the IYS North Pacific Steering Committee to remain active for the effective duration of the IYS.
2. The North Pacific Steering Committee shall consist of:
  - One representative from each NPAFC party, a representative of the NPAFC Secretariat, and invited representatives from core partners. It would be desirable to have both scientists and managers involved and ideally representatives with experience of outreach initiatives and additional experts, as needed to support IYS functions. Current membership of the North Pacific Steering Committee is shown in Annex C;
  - The North Pacific Steering Committee may co-opt, as required, additional representatives to serve on the North Pacific Steering Committee who have expertise relevant to a specific activity being undertaken by the Committee.
  - The North Pacific Steering Committee may designate a Chairperson or Co-Chairpersons and establish working groups or other subordinate body or person as it requires to fulfill its tasks.
3. The North Pacific Steering Committee's mandate is to coordinate the planning, implementation and administration of the IYS and review its progress in the North Pacific. The North Pacific Committee will undertake the following activities:
  - engage core partners;
  - resolve species, life stages and geographical areas of the North Pacific Ocean to be included in the IYS, in addition to those identified in section 5 of the Outline Proposal;
  - develop criteria for IYS endorsement, identify outreach and research priorities, review outreach and research proposals, identify research priorities and develop research plans for activities engaged at the basin and local scale; including ensuring that IYS data sets, once developed, are archived and available in public archives;
  - develop outreach activities, target audiences and messages;
  - coordinate fundraising in support of its functions and activities;
  - make recommendations to the Coordinating Committee to support its work, wherever possible framed as a range of options so as to allow some discretion by the Coordinating Committee to take decisions in the best interest of the IYS at a salmosphere level;
  - review progress of the IYS at the basin/local level; and
  - such other tasks as may be identified by the lead organisations.
4. The Chair of the North Pacific Steering Committee will report to NPAFC and the Coordinating Committee on the work of the North Pacific Steering Committee.

5. The North Pacific Steering Committee will operate by consensus.
6. The costs incurred by each North Pacific Steering Committee member in participating in the Committee's work, including any fees for service, should be borne by the organization appointing the Committee member, if otherwise will not be decided by the NPAFC.
7. The North Pacific Steering Committee may incur costs, including engaging professional support, in accordance with budgetary provision and spending plans made by NPAFC or funds raised from other sources and made available to the North Pacific Steering Committee through the NPAFC. The NPAFC Executive Director shall ensure that the receipt and expenditure of funds are consistent with NPAFC's Financial Rules.

## *Terms of Reference for the North Atlantic Steering Committee*

1. NASCO as the lead organization for the North Atlantic establishes the IYS North Atlantic Steering Committee to remain active for the effective duration of the IYS.
2. The North Atlantic Steering Committee shall consist of:
  - (a) One representative from each NASCO party, a representative of the NASCO Secretariat, and invited representatives from core partners. It would be desirable to have both scientists and managers involved and ideally representatives with experience of outreach initiatives and additional experts, as needed to support IYS functions. Current membership of the North Atlantic Steering Committee is shown in Annex D;
  - (b) The North Atlantic Steering Committee may co-opt, as required, additional representatives to serve on the North Atlantic Steering Committee who have expertise relevant to a specific activity being undertaken by the Committee.
3. The North Atlantic Steering Committee's mandate is to coordinate the planning, implementation and administration of the IYS and review its progress in the North Atlantic Ocean. The North Atlantic Committee will undertake the following activities relating to Atlantic salmon:
  - engage core partners;
  - resolve species, life stages and geographical areas of the North Atlantic Ocean to be included in the IYS, in addition to those identified in section 5 of the Outline Proposal;
  - through the International Atlantic Salmon Research Board, identify research priorities, review research proposals and coordinate any research programmes implemented;
  - develop outreach activities, target audiences and messages;
  - coordinate fundraising in support of its functions and activities;
  - make recommendations to the Coordinating Committee to support its work, wherever possible framed as a range of options so as to allow some discretion by the Coordinating Committee to take decisions in the best interest of the IYS at a salmosphere level; and
  - such other tasks as may be identified by the lead organisations.
4. The Chair of the North Atlantic Steering Committee will report to NASCO and the Coordinating Committee on the work of the North Atlantic Steering Committee.
5. The North Atlantic Steering Committee will operate by consensus.
6. The costs incurred by each North Atlantic Steering Committee member in participating in the Committee's work, including any fees for service, should be borne by the Party appointing the Committee member.
7. The North Atlantic Steering Committee may incur costs, including engaging professional support, in accordance with budgetary provision and spending plans made by NASCO or funds raised from other sources and made available to the North Atlantic Steering Committee through the NASCO. The Secretary of NASCO shall ensure that the receipt and expenditure of funds are consistent with NASCO's Financial Rules.





## *Terms of Reference for the IYS Symposium Steering Committee*

1. The NPAFC and NASCO, as the lead organizations, jointly establish the IYS Symposium Steering Committee.
2. The Symposium Steering Committee shall consist of:
  - (a) not more than three representatives from each lead organization, including one representative of the Secretariats of each lead organization, and one representative from any co-convening organisation. It would be desirable to have both managers and scientists involved with subject matter for each theme. The Symposium Steering Committee will appoint one Co-Chair from among the representatives of each of the two lead organizations. Current membership of the Symposium Steering Committee is shown in Annex E;
  - (b) the Symposium Steering Committee may co-opt additional representatives with specific expertise to serve on the Symposium Steering Committee as required.
3. The Symposium Steering Committee's mandate is to plan for, organise and run an international symposium in Autumn 2018 to launch the IYS consistent with the vision, themes and scope of the IYS. The Symposium Steering Committee will undertake the following activities:
  - agreeing on the dates and venue for the symposium;
  - developing objectives and the programme, including identifying and inviting keynote (invited) speakers and soliciting contributed papers;
  - establishing a web page for registrations;
  - seeking sponsors and supporters;
  - dealing with all financial matters;
  - making arrangements for publication of the proceedings; and
  - other tasks to ensure a well-run, prestigious and well reported symposium.
4. The Co-Chairs of the Symposium Steering Committee, or their designee, will report to the Coordinating Committee on the work of the Symposium Steering Committee.
5. The Symposium Steering Committee will operate by consensus of the lead organisations.
6. The costs incurred by each Symposium Steering Committee member in participating in the Committee's work, including any fees for service, should be borne by the Party appointing the Committee member.
7. The Symposium Steering Committee may incur costs, including engaging professional support, in accordance with budgetary provision and spending plans made by the lead organisations or funds raised from other sources and made available to the Symposium Steering Committee through the lead organisations. The Executive Director / Secretary of each lead organization shall ensure that the receipt and expenditure of funds are consistent with that lead organisation's Financial Rules.



***Members of the IYS Coordinating Committee***

- Dr Peter Hutchinson (NASCO Secretariat)
- Dr Carmel Lowe (NPAFC)
- Mr Doug Mecum (NPAFC)
- Mr Dan Morris (NASCO), Co-Chair
- Mr Mark Saunders (NPAFC), Co-Chair
- Dr Vladimir Radchenko (NPAFC Secretariat)



## ***IYS Coordinating Committee Guidelines on Preparation for and Conduct of Meetings***

This guidance is intended to support the work of the Coordinating Committee, to provide an approach for tracking the Committee's documents, to make its meetings and intersessional coordination effective and to ensure that the work of the Committee is reported for dissemination to the lead organisations and Regional Steering Committees. This guidance can be modified in the future, with the agreement of the members of the Coordinating Committee.

### **1. Convening the Coordinating Committee**

- 1.1 The Co-Chairs will agree on the need for, and timing of, Coordination Committee meetings through consultation with the members of the Committee. Members of the Committee will be given at least one month's prior notice of meetings and a Draft Agenda will be distributed at that time with annotations on the issues to be discussed.
- 1.2 In developing the Draft Agenda, the Co-Chairs will solicit input from the Coordination Committee members. The Co-Chairs will collaborate in developing the Draft Agenda taking account of this input.
- 1.3 The Co-Chairs will confer as necessary between meetings and may call meetings at short notice if the need arises.

### **2. Conduct of Coordinating Committee meetings**

- 2.1 The Co-Chairs will alternate in chairing meetings except that for a meeting in person the Co-Chairs will agree how to allocate responsibility for chairing different sessions or agenda items.
- 2.2 Meetings that are conducted by telephone or other remote means will have a scheduled duration no more than two hours.
- 2.3 All documents for consideration by the Coordinating Committee will be allocated a sequential number reflecting the origin of the document, the year and its number. Thus, documents originating in NPAFC will be labelled NPCC(year)number e.g. NPCC(16)1. The file name may be annotated to describe the document e.g. NPCC(16)1\_DraftAgenda. Similarly, documents originating in NASCO would be labelled NACC(year)number e.g. NACC(16)1. Documents agreed by the Coordinating Committee would be labelled ICC(year)number e.g. ICC(16)1.

### **3. Reporting of Coordinating Committee meetings**

- 3.1 A Rapporteur will be appointed from among the Committee members and will be a representative of the lead organisation that is not chairing the meeting, normally from that lead organisation's Secretariat. The meeting reports should provide a summary and key points of the deliberations, without detailed attribution, detail any task assignments or questions for resolution and details of the meeting, such as time, date, and attendance. The Chair and Rapporteur will agree a Draft Report for circulation to all Committee members for comment. The Chair and Rapporteur for that meeting will then finalise the report in the light of the feedback received prior to adoption of the report by the Coordinating Committee.



***Members of the IYS North Pacific Steering Committee***

**Under revision.**





***Members of the IYS North Atlantic Steering Committee***

- Mr Raoul Bierach (Norway)
- Mr Doug Bliss (Canada)
- Dr Darius Campbell (OSPAR Commission)
- Ms Kim Damon-Randall (USA)
- Mr Konstantin Drevetnyak (Russian Federation)
- Dr Cathal Gallagher (EIFAAC)
- Mr Joannes Hansen (Denmark (in respect of the Faroes Island and Greenland))
- Dr Peter Hutchinson (NASCO)
- Mr Paul Knight (NASCO's accredited NGOs)
- Mr Dan Morris (USA), Chairman
- Dr Niall O'Maoileidigh (ICES)
- Dr Stamatis Varsamos (European Union)



***Members of the IYS Symposium Steering Committee***

- Mr Tony Blanchard (NASCO)
- Dr Ciaran Byrne (NASCO), Co-Chair
- Dr Peter Hutchinson (NASCO Secretariat)
- Mr. Jeongseok Park (NPAFC)
- Mr Mark Saunders (NPAFC), Co-Chair
- Dr. Shigehiko Urawa (NPAFC)