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## Coastal Training Program: Advisory Council Protocol

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**Old Woman Creek National Estuarine  
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**Coastal  
Training  
Program:**

**Advisory  
Council  
Protocol**



## **INTRODUCTION**

The Old Woman Creek National Estuarine Research Reserve, Ohio Department of Natural Resources Coastal Management Program, and Ohio Sea Grant College Program (the Partners) are developing a comprehensive Coastal Training Program (CTP) to assist Ohio's coastal decision-makers. The Partners are developing a coordinated and collaborative training strategy and information network that will serve as the framework for local, regional, state, and national coastal resources management training providers.

The coastal training strategy is based on an analysis of the Ohio coastal resources management training providers and an assessment of the needs of coastal professionals that revealed an inefficient and fledgling market. Inconsistencies in course training techniques, program content, duration, timing, frequency, and comprehensiveness of topics affirm the need for coordination and collaboration of the existing market. Although training activities exist, the Partners play a significant role in stimulating market activities through the implementation of a strategic training initiative. The Partners will utilize the findings of the market analysis and needs assessment to develop a program strategy for the implementation of a training program for coastal decision-makers.

One objective of the CTP is creating an advisory group to guide the Partners during all phases of implementation and evaluation of the coastal training program. The Partners determined that this group would be identified as the CTP Advisory Council. The operational structure, roles and responsibilities, and membership participation of the CTP Advisory Council were defined during planning sessions conducted to develop the strategy for the implementation of the coastal training program. These aspects of the CTP Advisory Council are detailed in subsequent sections of this report.

## **OPERATIONAL STRUCTURE**

The three partnering programs – Old Woman Creek National Estuarine Research Reserve, the Ohio Sea Grant College Program, and the Ohio Department of Natural Resources Office of Coastal Management – will comprise the Coastal Training Program (CTP) Executive Committee. The CTP Executive Committee will maintain oversight over the CTP. The CTP Advisory Council will serve as a separate entity in an advisory capacity to the CTP Executive Committee. The authority for setting policy and establishing program directives will remain with the CTP Executive Committee. Comprising the CTP Executive Committee are:

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The CTP Advisory Council will operate as an informal partnership, with decision-making by consensus, or by majority if consensus is not attainable. It is the goal of the CTP Advisory Council to reach consensus; however, if consensus is not reached, the issue will be stated and voted upon by the CTP Advisory Council membership, with the greater number of votes passing the issue.

The CTP Advisory Council will be comprised of an odd number of members serving in a volunteer capacity for staggered, three-year terms. The CTP Coordinator will serve as a non-voting member of the CTP Advisory Council and will serve as its recording secretary. The CTP Executive Committee will attend the CTP Advisory Council meetings as non-voting members.

The CTP Executive Committee will appoint the Chair of the CTP Advisory Council for the first year. The CTP Advisory Council will self-select the Chair for

future years. The term of the Chair is one year, unless the Chair is re-selected by Council members to serve another one-year term. The Chair will not serve more than three consecutive (one-year) terms. The Chair will serve as the spokesperson for the Council.

The CTP Advisory Council will select a Vice Chair to serve as companion to the Chair. The term of the Vice Chair is one year, unless the Vice Chair is chosen by Council members to serve another term. The Vice Chair will not serve more than three consecutive (one-year) terms. In the absence of the Chair, the Vice Chair will serve as spokesperson for the Council.

The CTP Advisory Council will meet not more than four times per year. The locations of the meetings will be rotated and held in coastal locations in the Lake Erie basin. The CTP Coordinator will coordinate the meeting schedules and locations, and maintain meeting minutes.

## **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the CTP Advisory Council are:

- To provide ideas for training,
- To assist in the development and implementation of training programs,
- To aid in developing and marketing the CTP, and
- To aid in evaluating the effectiveness of the CTP.

The roles and responsibilities of the CTP Advisory Council may be amended or expanded by the CTP Executive Committee as the development of the coastal training program progresses.

To assist the CTP Advisory Council in fulfilling its role, the Council will additionally provide advice through the creation of Technical Advisory Committees (TACs) that will serve as sub-groups (subcommittees) to the CTP Advisory Council. The CTP Advisory Council will utilize the TACs to assist the CTP Coordinator with the implementation strategy for the Coastal Training Program by assigning the TACs to specific goals/issues that need to be addressed. The members of the TACs may include participants of the focus groups conducted during the Needs Assessment phase of the coastal training project or other membership deemed suitable by the CTP Advisory Council.

## **MEMBERSHIP PARTICIPATION**

The CTP Advisory Council will be comprised of a broad representation of individuals who depict the geographic, programmatic, and occupational interests of the Lake Erie basin. Additional members may be invited to participate on an as-needed basis for their expertise in a particular field.

Elected officials who serve as CTP Advisory Council members should comprise a minority of the Council membership, as the CTP Advisory Council is not a political group. The CTP Advisory Council members should have the latitude within their current occupation to serve as advocates for the Coastal Training Program.

The membership of the CTP Advisory Council will be initiated following the hiring of a CTP Coordinator during the fall of 2004. Participation on the CTP Advisory Council will be by invitation from the Partners. The membership of the CTP Advisory Council will be representative of the following areas of expertise:

- Economic development
- Education
- Environmental policy
- Environmental training
- Finance
- Legal
- Local government
- Marine trades along the shoreline
- Non-point source pollution
- Planning
- Public utilities
- Real Estate
- Regulatory
- Remedial Action Plans
- Scientific research
- Soil and water conservation
- Tourism
- Watersheds
- Waterways