

SCIENCE TRANSFER BOARD
of the
Great Lakes Fishery Commission

TERMS OF REFERENCE

Adopted October 25, 2016

NAME

Science Transfer Board (“Board”)

PURPOSES

The Board:

- develops and implements an annual Science Transfer Program
- conducts an annual “horizon scan” to identify scientific transfer topics based on management needs, methods, tools, and technologies that may be ripe for transfer to managers and presents these to the Board in the form of “Issue Statements”
- interacts with fishery managers, sea lamprey control agents, researchers, and stakeholders to identify potential issues for Board consideration
- identifies appropriate delivery mechanisms for transfer of science to managers
- develops Science Transfer project plans and solicits peer reviews, if necessary
- meets twice annually to review Issue Statements and project plans, to formulate recommendations to the Commission, and for other purposes as deemed necessary by the Board or the Commission
- conducts Science Transfer projects, or identifies and contracts with appropriate external parties
- reports at meetings of the Board of Technical Experts (BOTE), Sea Lamprey Research Board (SLRB), Council of Lake Committees (CLC), Sea Lamprey Control Board (SLCB), and Commission regarding its proposed Science Transfer program, progress, achievements, emerging issues, and information needs

BOARD MEMBER APPOINTMENT

Nomination—The chair and other members are nominated by the Commission’s Secretariat staff. Members must agree to follow the code of ethics established for the Board.

Appointment and terms—The Commission appoints all members for two-year terms beginning after the Interim (December) Meeting in odd-numbered years. Prospective members are advised that appointments will involve a major commitment of time and effort.

Chair/Co-Chairs appointment and terms—The Board will have two co-chairs, preferably managers representing sea lamprey control and fisheries management. Co-chairs are appointed by Secretariat staff on the basis of Board recommendation for two-year terms.

DECISIONS

Decisions shall be made by consensus. When consensus cannot be achieved, the majority opinion shall be the recommendation and the concerns of all members shall be described in the Board's report to the Commission.

ROLE OF SECRETARIAT

The Secretariat:

- provides guidance regarding strategic direction with respect to the convention and the Commission's strategic vision
- may participate as members
- ensures that Commission contractual arrangements and policies are followed
- serves as liaison among the Board, BOTE, SLRB, CLC, SLCB, and the Commission and its cooperators
- prepares and distributes meeting agendas, reports, and briefing materials and is responsible for meeting arrangements and the Board's website

SCIENCE TRANSFER PROGRAM

Purpose—The goal of the Science Transfer Program (STP) is to improve management to successfully achieve fish community objectives. The objectives of the program are to: **(1) *Identify science and science products that can inform management needs; and (2) *Make science accessible to managers for decision-making.**** The program provides a dedicated source of funding to support the objectives and activities described in *A Joint Strategic Plan for Management of Great Lakes Fisheries* (Joint Strategic Plan) and the commission's partnership vision statement. In contrast to the previous STP, this program is aimed at managers—parties signatory to the [Joint Strategic Plan](#).

Project development—Projects developed by the Board will be determined through strategic forecasting of important management issues and creation of Issue Statements by Board members. Teams of Board members will develop project plans for Issue Statements chosen by the Board, or will solicit proposals from external groups through targeted or competitive requests.

Program delivery mechanism—Appropriate program delivery mechanism(s) will be identified by the Board. Types of activities used to disseminate information include, but are not limited to, workshops, symposia, Quantitative Fisheries Center Management Secondment Program, structured decision making, training, manuals/handbooks/guidelines, new technologies, internet/web, strategic use of conferences, and scientific reviews (Fig. 1).

Contracting mechanism—The Board will identify contractors, which may be Board members, and contracting mechanisms appropriate to carry out project delivery. Secretariat staff within the Commission's Science Program will administer contracts and agreements.

Project ranking criteria—The Board shall consider the criteria listed below when developing recommendations for the STP.

- responsiveness to the issues and needs identified by [lake committees](#), the [task forces of the Sea Lamprey Control Board](#), the [Joint Strategic Plan](#), and the commission's [Strategic Vision](#)
- ability to address species of special conservation or rehabilitation concern and importance to fisheries and the Great Lakes ecosystem
- importance of management need and quality of available science to meet that need
- potential to accelerate the use of new information, new technologies, or the development of policies that will improve fishery management
- appropriateness of the science and management partners for the task
- ability to identify technical expertise to complete the project or have co-investigators or appropriate partnerships with other organizations to meet all requirements of the project
- projects must not duplicate other ongoing or existing efforts
- excellent projects will be those that have clear objectives, are appropriately designed, include appropriate partnerships, have defined products (e.g., a database, web site, publication, workshop recommendation and summary), and have a clear strategic plan for implementation of the knowledge in fishery management
- some projects, as determined by the Board, may be externally peer reviewed

Schedule for Science Transfer projects—The Board evaluates science transfer projects via a seven-step process: 1) review of Board-generated Issue Statements, 2) identification of appropriate delivery mechanism(s), 3) identification of contractor and contracting mechanism; release of request for proposals (if necessary), 4) project plan or proposal submission, 5) optional peer review, 6) Board review and recommendation, 7) CLC/SLCB review, and 8) Commission approval.

MEETING SCHEDULE OF THE BOARD

March meeting—The purpose of the winter meeting is to review Issue Statements, decide which issues the Board would like to move to the project development stage, and identify appropriate delivery mechanism(s).

October meeting—The purpose of the fall meeting is to discuss full project plans or proposals, develop a recommended STP to propose to the CLC, SLCB, and Commission, and undertake strategic forecasting of important issues.

TRAVEL EXPENSES

The Commission may, upon request, reimburse the member or the member's agency as appropriate.

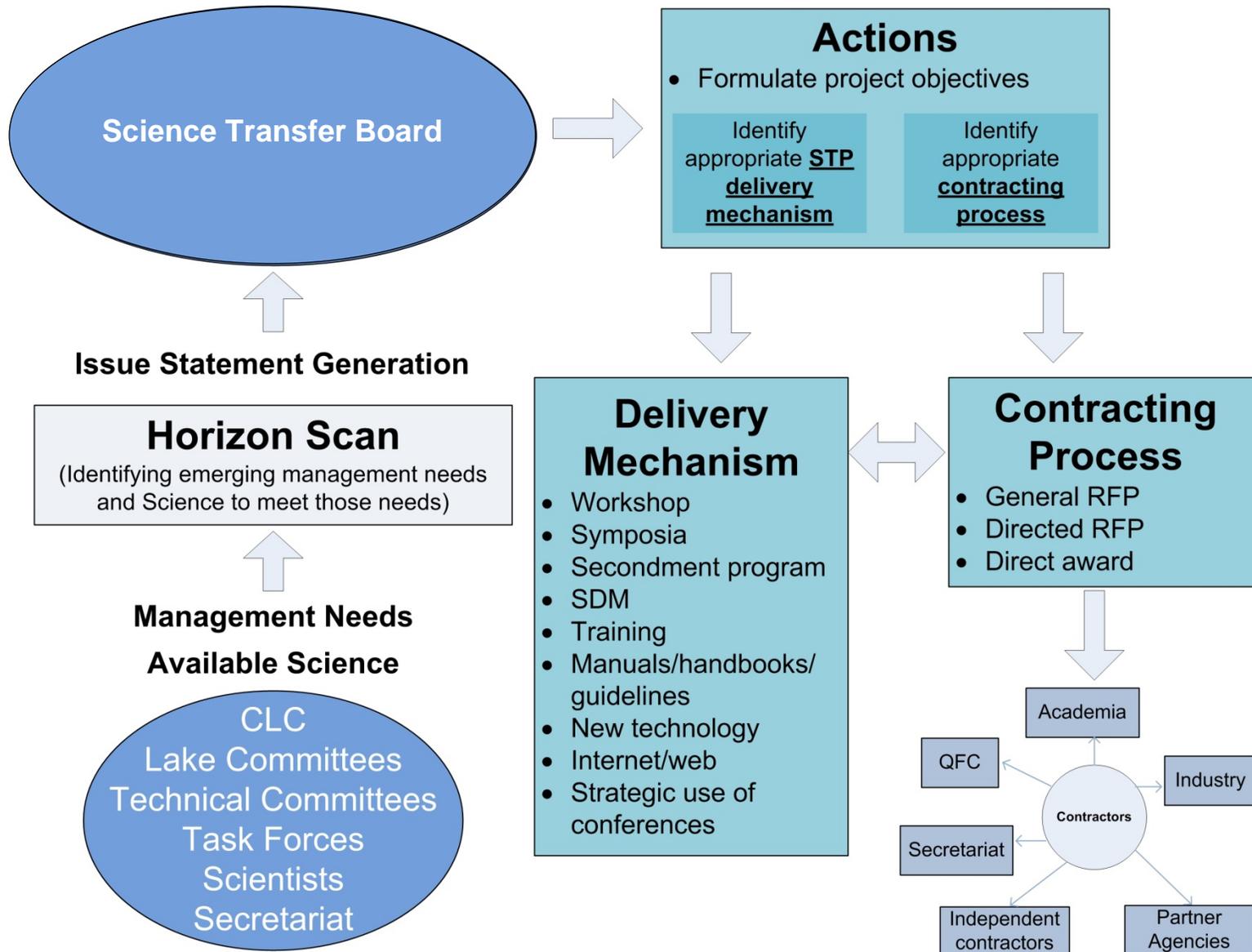


Figure 1. Science Transfer Program structure and delivery.