

# IMPROVE Charter and Governance Document

Ad Hoc Committee:

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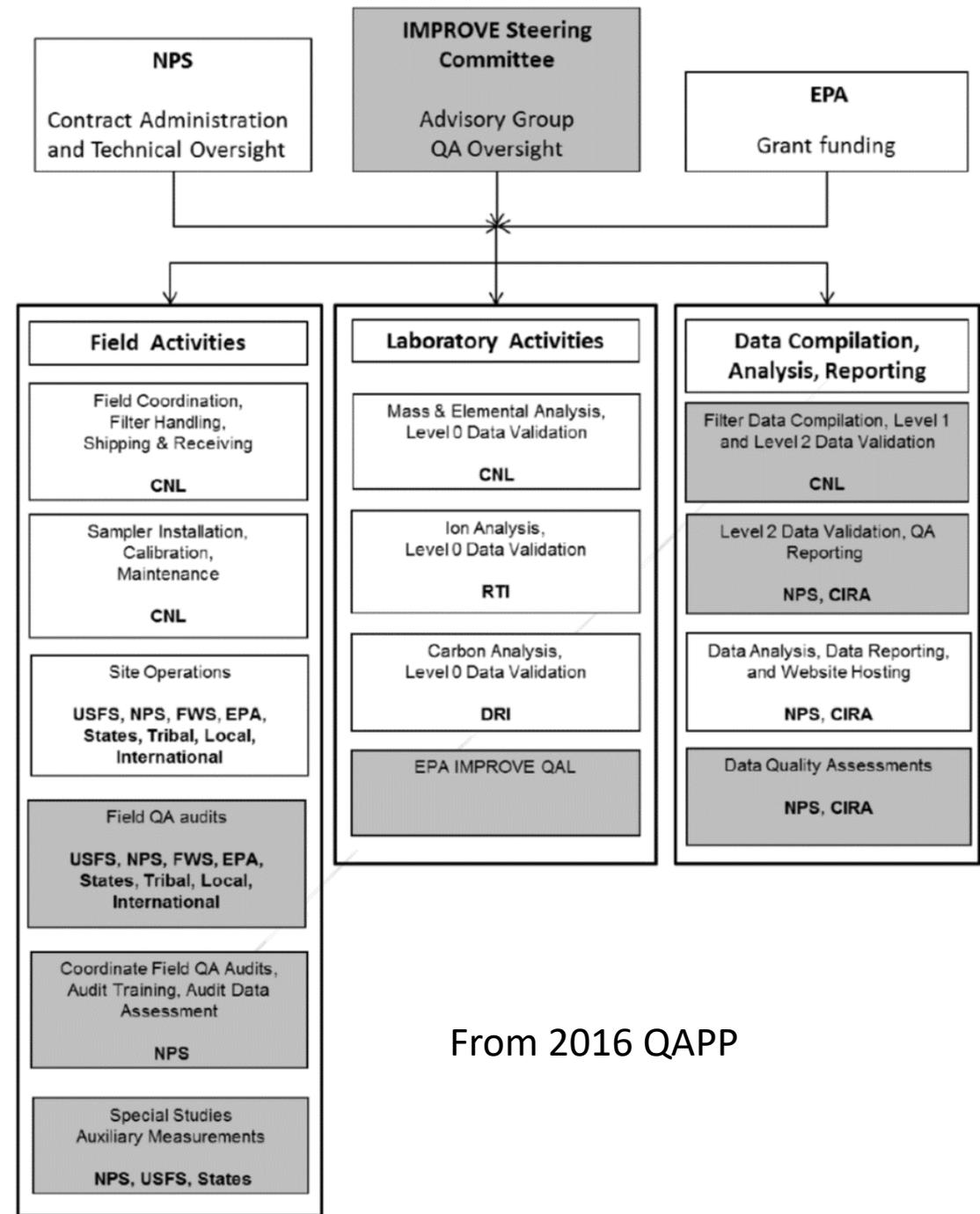
Consultees: Tony Prenni, John Vimont

# Motivation

- Informs people about the IMPROVE program and the function of the IMPROVE Steering Committee
  - Mission, objectives, stakeholders, organization
- Codify and formalize many of the activities of the IMPROVE steering Committee
  - Decision making process and operations manual
- Increase involvement of Steering Committee members and stakeholders which includes States, FLMs, Scientific community
  - Define member roles and responsibilities
- Formalize IMPROVE subcommittees and workgroups

# Review and Update IMPROVE documents

- Use the charter/governance document as an impetus to update and maintain IMPROVE documentation
  - IMPROVE Quality Assurance Project Plan is about 5 years old
  - IMPROVE Quality Management Plan is from early 2000's
  - There is no data user guide since the first version from the 1990's
  - Last IMPROVE Report was 10 years ago
    - But a new one is coming!



# IMPROVE Charter

## IMPROVE program

- Background and purpose
- Mission and Objectives
- Sponsors
- Stakeholders
- IMPROVE Organization and Roles and Responsibilities

- Outlines the principles, functions, and organization of the IMPROVE program and steering committee
- Define clear boundaries on the IMPROVE program responsibilities and activities and its limitations. Balance between scientific guidance and RHR regulatory support
  - IMPROVE Steering committee began as a scientific committee to guide the networks development and applicability to visibility issues
  - The revisions of the Regional Haze Rule and guidance document gave it more regulatory responsibility.
- Document the authority and responsibility of IMPROVE Steering Committee, EPA, Federal Land Managers, States and other sponsors

# IMPROVE Program Mission and Objectives

Measure haze causing particulate matter and its chemical composition and optical properties in rural and remote settings in support of visibility regulations using scientifically credible methods capable of tracking decadal long trends

- This frames the IMPROVE program as a speciated fine particulate matter monitoring program, and the data support investigations into haze and its tracking for the RHR
  - Respects the history of the IMPROVE network
  - Maintains a strong link to aerosol and radiation science
- Alternative framing is IMPROVE as a regulatory visibility monitoring program that currently measures particulate matter to accomplish its goals
  - Recognizes the importance of regularly drivers for IMPROVE monitoring
  - More free to evolve network to an optical network, i.e. non PM mass

# IMPROVE Objectives

- Provide regional haze monitoring representative of all visibility-protected CIAs, where practical;
- Establish current visibility and aerosol conditions in mandatory CIAs;
- Identify chemical species and emission sources responsible for existing man-made visibility impairment; and
- Document long-term trends in visibility to assess progress toward the national visibility goal.

# IMPROVE Steering Committee Manual of Operations / Governance

- Define the role and responsibilities of members
- Formalize procedures
  - Decision-making, consensus?, and issue resolution
    - What motions should be brought to the committee for voting
  - Network changes
    - Site relocation and reduction; filter analyses
- Develop a modern Steering Committee structure
  - Officers, term limits, responsibilities
- Creating standing subcommittees
  - Network operations, data compilation and analysis, communications and outreach
    - Purpose, members, responsibilities, products

# IMPROVE Steering Committee

- Voting member and associate member composition
- Officers
  - Chair, SC member, 2-3 yr term then become the past chair advisor
  - Vice chair, SC member, 2-3 yr term then becomes Chair
  - Secretary, volunteer/paid, indefinite term
- Officer duties
- Define activities that need to be voted on and procedures
- Meetings

# Steering Committee Member Responsibilities

Be a liaison between the member organizations and IMPROVE.

- Represent the member's organizations and provide feedback to the Steering Committee consistent with the organizations goals
- Communicate outcomes from meetings and action of the Steering Committee back to their organizations.
- Inform the Steering Committee of their air quality activities by giving a presentation at the annual Steering Committee meeting every other year
- Attend in person and virtual meetings
- Participate in one or more subcommittee
- Review and approve reports generated for the IMPROVE Steering Committee;
- Review QA reports and provide comments and recommendations on the QA programs
- Vote on technical and non-technical items brought forth by the Steering Committee chair

# Subcommittees and Workgroups

- Network Operations and Sample Analysis
  - Ensure that SOPs are met and resolve operation issues. Oversee the process for evolving and adapting the monitoring network operations and analyses to changing needs, requirements and constraints, and oversees the data QA/QC procedures.
- Data Compilation, Analysis and Reporting
  - Develop the policies for generating and distributing the raw IMPROVE data, products and interpretation.
  - Oversee the generation of the routine data products and reports, e.g. IMPROVE Report
  - Generate and maintain RHR metrics and data substitution and patching procedures??
- Outreach and Communication
  - Inform the broader IMPROVE community activities and monitoring data analyses. This includes site operators, scientists, federal and state regulators, as well the general public.
- Workgroups – short term committees assembled to address specific issues

\*The first activity of each subcommittee is to define its scope and responsibilities

# Meetings

- Annual (fall) 2-day in person Steering Committee meeting
  - Laboratory Reports
  - Subcommittee and ad hoc committee reports
  - Steering committee member presentations
  - Research activities and results
- Annual (spring) ~1-day virtual meeting
  - Steering committee chair report
  - Updates on network activities, progress reports on successes and challenges
  - .....
- Subcommittee meetings, 1 – 2 per year per committee
  - Agenda is driven by subcommittee needs and activities

# Next Steps

- The ad hoc workgroup will refine and revise a current working document
- The draft will be shared with the entire steering committee for comment
- A steering committee meeting will be called for discussion
- Revision and review as needed

# Notes from discussion

- Need to draft and finish charter/governance doc
  - Tom - Think about the need to support this program
  - Gordon – supports – lots that is not formalized
  - Chuck turner – good idea, the process is good, revisit mission statement is good, values, should revisit term limits would need to adhere to them, more involvement is also a good idea.
- Structure of the committee – chair, vice chair, term limit
  - Chuck – chair would need to be able to meet, need to know what the chair does before deciding on term limits
  - Tom-and executive focus helps to meet deadlines and plan ahead, it does suggest that all people on committee needs to share their skills.
  - Xinrong ren – supports chair and vice chair, terms, no preference on length – 5-10 year length is fine.
  - Warren, have been impressed by the commitment of the chairs, lots of work assumes there is permission by supervisor to devote the time. Don't want to lose that focus. – don't want it to become a decorative role.
- Formation of subcommittee's
  - Joann, willing got serve on subcomm and very good thing to have –
  - Chuck, willing to work on a committee, get more marama and other mjo's involved in the subcommittees, he will bring it up to the marama people at their upcoming meeting.
  - Bill- a list of subcommittee have been identified communication and outreach – what are the products and frequency e.g. newsletters, reports,
  - Have subcommittee's in place for spring meeting, with members and draft agenda's