

IMPROVE CHARTER AND GOVERNANCE DOCUMENT

Ad Hoc Committee:

Scott Copeland, Tom Moore, Gordon Pierce,
Joann Rice and Bret Schichtel

Consultees: Tony Prenni, John Vimont

GOALS FOR THIS MEETING

- Discuss and identify issues to resolve in the charter
- Vote on the charter for adoption, with any needed revisions
- Elect a vice chair
- Elect chairs for the three subcommittees

MOTIVATION

- Inform 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

IMPROVE CHARTER

IMPROVE program

- Mission and Objectives
- Principles
- IMPROVE Organization
- Governance and Procedures
- Subcommittees
- Meetings and Documents

- 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.
- Define/Document the authority and responsibility of IMPROVE Steering Committee, EPA, Federal Land Managers, States and other sponsors

IMPROVE PROGRAM MISSION

Assess visibility conditions and the causes of impairment by measuring particulate mass and its chemical composition in rural settings using scientifically credible methods capable of tracking multi-decadal trends.

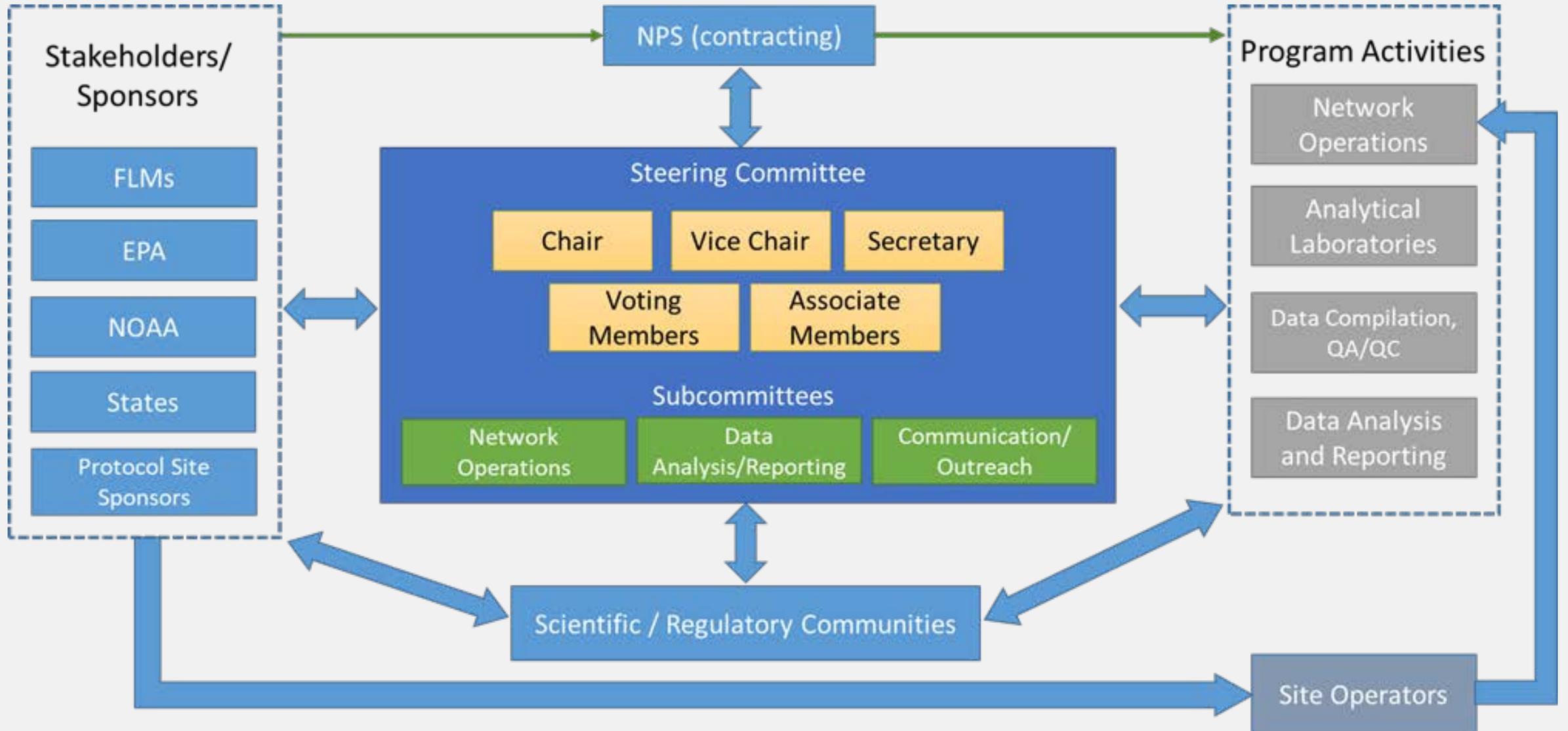
Objectives

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

PRINCIPLES

- IMPROVE is an open and collaborative program that involves stakeholders in all decisions, and where consensus among stakeholders is sought but not required. Input from other organization involved in IMPROVE and data users are also sought and taken into consideration.
- The IMPROVE Steering Committee provides guidance and recommendations to the Environmental Protection Agency and the contracting agency on how to best meet the program's mission and objectives.
- IMPROVE is a regulatory network, operated in support of the requirements of the Regional Haze Rule. IMPROVE data also support additional scientific and regulatory inquiries and the program is operated to foster these additional endeavors.
- Recommendations for changes in the monitoring program are based upon sound scientific justification within resource constraints. Changes are implemented in a manner that minimizes discontinuities in long term trends.

IMPROVE PROGRAM



IMPROVE STEERING COMMITTEE - GOVERNANCE

- **Officers**

- Chair: a SC member, serves a 3 year term then become the past chair advisor
- Vice chair: a SC member, serves a 3 year term then becomes Chair
- Secretary, volunteer/paid, indefinite term

- **Chair duties**

- Prepare meeting agendas and preside over Steering Committee meetings;
- Manage filter sample requests;
- Establish and dissolve ad-hoc workgroups as necessary;
- Appoint chairs of ad hoc workgroups, make recommendations for workgroup members, and establish a timeline for workgroups; and
- Keep the broader IMPROVE community informed of important network changes, events and data updates.

- **Vice Chair duties**

- Assist the chair in all duties related to IMPROVE;
- Perform other duties as delegated by the chair;
- If the chair can't perform duties, the vice chair assumes the duties of the chair.

IMPROVE STEERING COMMITTEE - GOVERNANCE

- **Voting members**
 - New voting members of the Steering Committee can be added that represent a State, Federal or Tribal organization that is involved in visibility regulations and has one or more IMPROVE monitoring sites in their jurisdiction.
 - Participation on the IMPROVE Steering Committee is voluntary.
 - Can withdraw membership at any time and will be considered inactive after missing 3 consecutive years' worth of meetings.
 - Steering Committee decisions and recommendations are made through votes on motions brought forth by committee members and associate members.
 - Quorum is reached when 2/3 voting members and chair are present
 - Consensus is sought but 2/3 positive votes is needed to pass a motion.
- **Associate members**
 - Nonvoting members that sponsor one or more sites and apply for membership
 - Can withdraw membership at any time. Will be considered inactive after missing 3 consecutive years of meetings.

STEERING COMMITTEE MEMBER RESPONSIBILITIES

Be a liaison between the member organizations and IMPROVE.

- Represent the member's organization and provide feedback to the Steering Committee consistent with the organization's 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 meetings either in person or virtually
- 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

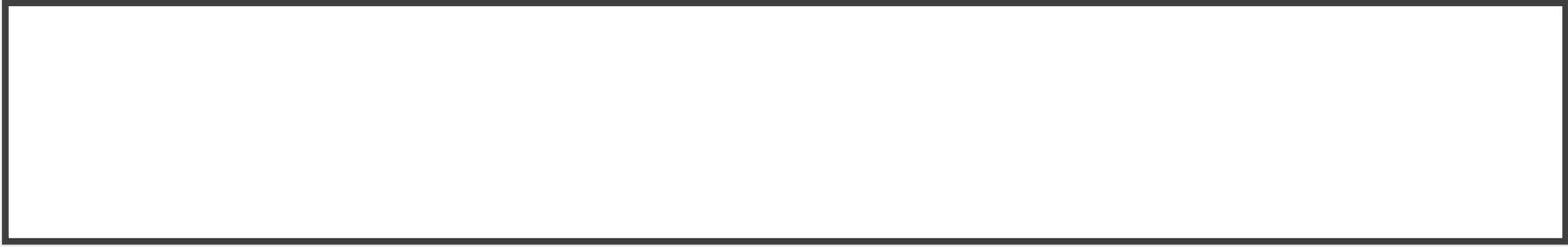
- Network Operations and Sample Analysis
 - Ensure that SOPs are met and resolve operation issues. Oversee the process for evolving and adapting the monitoring network operations and analyses to changing needs, requirements and constraints, and oversees the data QA/QC procedures.
- Data Compilation, 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.
- Ad-hoc Workgroups – short term committees assembled to address specific issues

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

*Goal from last years meeting - have subcommittee's in place by spring. Scott convened the data analysis subcommittee

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
 - Other topics
- Subcommittee meetings, 1 – 2 per year per committee
 - Agenda is driven by subcommittee needs and activities



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