

PNAMP Fish Monitoring Work Group (FMWG) Charter

The Pacific Northwest Aquatic Monitoring Partnership (PNAMP) acknowledges that there is a need within the Pacific Northwest to create a focused environment (e.g., forum) for the open discussion and sharing of learned experiences and methodologies as they relate to fish monitoring, metadata documentation and data sharing. To help address specific fish monitoring topics and guide solutions in a timely and organized fashion, the PNAMP Fish Monitoring Work Group (FMWG) was developed. The FMWG was developed to address this need and provide equitable opportunities to individuals and entities (e.g., federal, state, tribal, nonprofit, etc.) to participate. The FMWG contributes to the Coordinated Assessments Partnership (CAP) and StreamNet Program by providing a venue for discussion of topics related to CAP/StreamNet data sharing task implementation. task implementation.

GOALS

- Support collaboration, communication, and coordination among fish monitoring practitioners in the Pacific Northwest for effective monitoring and assessment methods and efficient data sharing
- Address specific topics identified by PNAMP partners with respect to fish monitoring
- Respond to fish monitoring data management topics presented by PNAMP partners, including informing data sharing efforts such as improved Data Exchange Standards (DES) and new High-Level Indicators (HLIs)
- Support the Coordinated Assessments Partnership (CAP) and StreamNet by facilitating discussions among data providers and reporting/decision makers related to fish monitoring data sharing and reporting needs.
- Support Fish & Wildlife Program Project Sponsors work to complete required metadata documentation in MonitoringResources.org

FMWG MEMBERSHIP

The FMWG is supported by a Core Team and several task teams, with initial membership drawn from past PNAMP workshop and project participants. In addition, StreamNet PSMFC staff will serve as the FMWG data experts during regional data sharing topics, especially those related to CAP/StreamNet. Additional data experts will be invited to participate based on the regional data sharing topics (Figure 1).

Membership of the FMWG and its teams will be dynamic to reflect the appropriate subject matter experts (e.g. fisheries biologists, program managers, etc.) interested in addressing specific tasks. Participation in the FMWG is open to everyone. We strive for a diverse mix of minds, backgrounds and experience, and we are committed to cultivating an inclusive environment.

Participants in the FMWG can serve in one or more of the below roles:

- FMWG Core Team Members
- FMWG Task Team Leads
- FMWG Task Team Member
- FMWG General Member

ROLES AND RESPONSIBILITIES OF THE FMWG and its TEAMS

FMWG CORE TEAM

FMWG Core Team organizes and leads the FMWG, contributes to development and management of identified fish monitoring tasks (though the FMWG Work Plan), tracks progress of active tasks through the Task Team leads, and prepares for FMWG Quarterly meetings and PNAMP Steering Committee (SC) meetings. The FMWG Core Team participants include PNAMP steering committee (SC) member organization's representatives, task leads invited to discuss Tasks or initiatives, and PNAMP staff that support the Core Team and FMWG such as by facilitating meetings and workshops.

- The FMWG encourages and promotes equity in the members of the Core Team through geographic, organizational, and technical expertise in the Pacific Northwest and seeks to build a strong yet diverse committee that will strengthen the forum.
- The Core Team manages the FMWG Work plan.
- The Core Team will be expected to be the point of contact for team task with other FMWG member task Leads.
- The Core Team Point of Contact (POC) for Task Teams may help organize task meetings with available PNAMP coordination staff and update the FMWG Work Plan as tasks progress.
- As a Core Team POC you will help lead task product development.
- The Core Team members should attend a majority of the quarterly FWMG meetings and actively contribute to the planning and facilitation of these meetings.
- The typical term for a Core Team member is one year with the possibility for extension with members committing to attending most of the quarterly planning and forum meetings. Alternatively, duration may align with the time required to complete an assigned FMWG task.
- Core Team Decision Making Process:
 - o Provide written and verbal feedback on products
 - o Decisions and agreement will be made through a consensus. After review or discussion, if the group has consensus the product or decision will go forward to the next step.
 - o If there is an objection, the group will work to understand the objection and provide alternatives, as time allows. If after discussion consensus still cannot be reached a vote will be held and where appropriate the decision with alternatives provided will be presented to the appropriate SC (i.e. StreamNet, PNAMP) and/or group (i.e. CAP, PNAMP, FMWG) for a final decision.
- The FMWG Core Team will meet monthly to continue to develop and manage new tasks, track progress of leads for active tasks, and prepare for FMWG Quarterly meetings or PNAMP Steering Committee meetings. Additional meetings may be added as needed.
- See [FMWG project webpage](#) for names of current Core Team members
- The FMWG Core Team will maintain an active list of alternates and future recruits to contact as needed to serve on the committee. People interested in serving on the Core Team should contact gs-pnamp_contact@usgs.gov.

TASK TEAM LEAD

- Task Leads are volunteers who will lead task product development and coordinate with other interested participants in organizing task group meetings and content
- Task Team Leads are responsible for overseeing the Task Team, setting workplan and product goals, and for updating the Core Team on progress.
- Communications will primarily be via teleconference/virtual meetings. Infrequent in-person meetings will be considered, as appropriate.
- Once the Task Team Lead(s) have completed a task, the product will be presented to the FWMG Core Team and then to the appropriate group(s) that the product is intended to inform, such as the appropriate steering committee or oversight group, for adoption/use.

TASK TEAM MEMBERS

- Task Team Members are FMWG General Members, or other experts as needed for the task, who have responded and volunteered to participate in a task or product development.
- Communications will primarily be via teleconference/virtual meetings. Infrequent in-person meetings will be considered, as appropriate.

FMWG GENERAL MEMBERS

The FMWG general members identify topics to be addressed by its Task Teams. Topics considered by the FMWG are identified by PNAMP partners as well as through the Coordinated Assessment Partnership (CAP) and StreamNet Program.

The FMWG also identifies topic of interest and suggests presenters to share their knowledge during FMWG meetings and by hosting Fish Monitoring Workshops to address specific topics identified by PNAMP partners with respect to fish monitoring

- General members may provide links to new publications to share on the Teams wiki to inform regional biologists and scientists of the FMWG. The FMWG will host remote and in-person meetings. These meetings will occur quarterly in February, July, October, January and April 2022, etc., with a longer break during summer months to account for the summer field season.

COMMUNICATIONS

- FMWG meeting materials and participation details will be posted on the PNAMP website under the FMWG project page or the PNAMP Events page.
- PNAMP staff will support planning and communication to the FMWG and the FMWG Core Team members. PNAMP is also responsible to solicit feedback about meetings, webinars, and workshops from FMWG members and attendees. PNAMP will use a list serv (provided through USGS) for mass communications to FMWG members; members will also receive the monthly PNAMP newsletter to provide context of related activities.
- FMWG Core Team will be the primary point of contact with Task Leads. FMWG Core Team and Task Leads are encouraged to promote upcoming meetings and share the outcomes/products to their networks as appropriate.

FMWG WORKPLAN

- The FMWG workplan is formulated from fish monitoring and data management topics proposed by PNAMP, CAP, StreamNet and/or general FMWG Team Members, and is managed by the FMWG Core Team, in MS Teams.
- Initiation of tasks to address a proposed topic will be decided by FMWG Core Team members during monthly meetings. Initiation will be based on: confirming a Task Team Lead and interested Task Team participants.
- Once a task has been initiated, a Wiki document and product folders will be created in MS Teams, which will identify the scope of work, products, participants, and product timeline. The Wiki will be accessible to all interested Task Team participants in MS Teams. Three main elements used by FMWG in MS Teams are:
 - FMWG Core Teams Excel Workplan file for general task information
 - FMWG General Teams “Wikis” to track Task details and participants
 - FMWG General Teams “Task” folders for product development
- When a Task Team completes its deliverable and the task deemed completed the final product will be presented to the FMWG and shared with the interested groups for their purposes, such as StreamNet or other regional, federal, tribal, and state organizations.

Figure 1: illustration of interaction between StreamNet (or other data expert group) and the FMWG.

