

Public Participation Terms of Reference Public Interest Advisory Group

Preamble

The International Upper Great Lakes Study (Study) Public Interest Advisory Group (PIAG) is a forum to advise on and support the Study Board's public involvement activities. PIAG is a component of the Commission's strategy to increase transparency and public involvement through the consultation processes in connection with the Study.

1. Mandate

To provide advice to the Study Board relating to the planning and management of its public involvement and communications activities.

To provide advice to the Study Board on how to increase the effectiveness of its communications and information dissemination to the public.

To provide advice to the Study Board on issues related to the Study.

To carry out specific activities that the Study Board may request from time to time.

2. Membership

PIAG members are appointed by the Commission for terms of two or three years and may number up to twenty individuals, including two Co-Chairs, at any one time. A member's term may be extended for an additional term. The Commission endeavors to ensure that appointments of members are scheduled to allow for continuity and systematic rotation of membership. Members are drawn from groups representing the various sectors identified in the Commission's document entitled *Public Participation: Guidance to the Study Board*, which also includes knowledgeable members of the general public.

An individual may withdraw as a member from the Committee at any time upon written notification to the Commission with a copy to the PIAG Co-Chairs and Study Co-Directors. Membership may be terminated at any time upon written notification from the Commission in consultation with the PIAG Co-Chairs and Study Co-Directors.

Members who are absent from three consecutive PIAG meetings are requested to discuss their continued membership in PIAG with the Study Co-Directors.

Members from the United States and Canada are equal in number. One United States and one Canadian member will be appointed as Co-Chairs and will also be members of the Study Board.

In addition to the standard complement of PIAG members, Ad Hoc members may be invited to serve for a specific topic or group of topics for a defined short-term duration and will be recommended by the PIAG Co-Chairs, in consultation with the PIAG members, for appointment by the Commission.

Study Board staff will not serve as members of PIAG but will provide secretariat support, respond to questions, and provide information at the call of the PIAG Co-Chairs.

3. Reporting Structure

The PIAG reports through the PIAG Co-Chairs directly to the Study Board and also functionally to the Study Co-Directors.

4. Management and Administration

Commissioners, members of the Study Board and relevant Commission staff are invited to any meetings of PIAG but, for purposes of ensuring independence and objectivity, PIAG may meet in camera from time to time.

PIAG meets face-to-face at least twice per year. Additional meetings, including teleconferences, may be held at the request of the Commissioners, Study Board or PIAG Co-Chairs.

Study Board members, PIAG members and Study Board staff are canvassed for agenda items at least six weeks in advance of regularly scheduled PIAG meetings. The agenda is then developed by the PIAG Co-Chairs and approved by the Study Co-Directors. Where possible, information is provided in advance of the meeting.

Discussion during PIAG meetings is open, frank and free-flowing. All members of PIAG have equal status during discussion and are expected to demonstrate fairness and a commitment to in-depth examination of matters under review. Topics that do not fit within the mandate of PIAG should not be discussed.

Minutes of PIAG meetings are prepared and certified for accuracy by the PIAG Co-Chairs. Minutes are kept to the minimum detail required to summarize effectively the proceedings and to reflect advice offered. There is no attribution of comments unless specifically requested by a member. PIAG Co-chairs will be responsible for the approval and distribution of the minutes, with the assistance of the Study Board staff. The minutes will be posted to the Commission website, as authorized by the Study Co-Directors.

5. Roles and Expectations of PIAG Members

Members carry out the mandate of PIAG by:

- demonstrating preparedness for meetings
- fostering and contributing to an open, collaborative climate
- actively providing constructive input to the deliberations
- drawing on their knowledge, contacts and experience to provide informed input into discussions
- communicating with the sector they represent, as appropriate
- maintaining a good attendance record

6. Compensation

Unless other arrangements are made with the Commission, members of PIAG shall make their own arrangements for reimbursement of necessary expenditures for travel or other related expenses. Members are not remunerated for services rendered.

Approved on February 7, 2007.