

SOUTHEAST FLORIDA CORAL REEF INITIATIVE

Southeast Florida Action Strategy Team Charter

22 February 2005

1. Authorization. In 1998, the United States Coral Reef Task Force (USCRTF) was established by Presidential Executive Order #13089 to lead U.S. efforts to preserve and protect coral reef ecosystems. In 2002, the U.S. Coral Reef Task Force adopted the *Puerto Rico Resolution*, which called for the development of three-year Local Action Strategies (LAS) by each of the seven member U.S. states, territories and commonwealths, to identify and implement priority actions needed to reduce key threats to coral reefs and associated reef resources. With guidance from the USCRTF, the Florida Department of Environmental Protection (FDEP) and the Florida Fish and Wildlife Conservation Commission (FWC) developed the Southeast Florida Coral Reef Initiative Team (SEFCRI Team) to develop LAS targeting the coral reefs of southeast Florida.

2. Mission. The mission of the SEFCRI and its Focus Teams is to develop an effective strategy to preserve and protect southeast Florida's coral reefs and associated reef resources, emphasizing balance between resource use and protection, in cooperation with all interested parties.

3. Administration.

- a. FDEP is the governor-appointed point of contact agency for coral reef activities in the state of Florida.
- b. The SEFCRI Team will meet at the call of the FDEP Program Manager or at the request of one or more Focus Teams.
- c. The SEFCRI Team, and any ancillary groups, are not considered an advisory committee subject to the Federal Advisory Committee Act, and may seek advice or input from interested, knowledgeable, or affected parties without being subject to the Federal Advisory Committee Act.
- d. The SEFCRI Team shall implement procedures to facilitate public participation and comment in its functions, where applicable. Those procedures shall include providing advance notice of meetings, providing adequate opportunity for public input and comment where applicable, maintaining appropriate records, and making a record of the proceedings of meetings available for public inspection. Minutes will consist of meeting summaries which identify the major points of each discussion and any decisions made. Formal public comment periods will be included during Technical Advisory Committee (TAC) meetings, Focus Team meetings, and public stakeholder meetings.
- e. In the absence of procedures adopted by the SEFCRI Team, the Program Manager may establish protocols for accomplishment of the duties of the

SEFCRI Team. The Program Manager will promptly notify all members of the protocols. Such protocols may be amended by the SEFCRI Team.

f. Actions, recommendations, or discussions by the SEFCRI Team shall not be construed to limit the discretion or to override the decisions of any government or agency represented on the SEFCRI Team. Nothing in this charter compromises or restricts the authority or power of any government or agency.

4. Duties. The SEFCRI Team was established to formulate, coordinate, recommend, direct and implement the Southeast Florida Coral Reef Initiative (SEFCRI) LAS program, targeting coral reefs and associated reef resources in Miami-Dade, Broward, Palm Beach and Martin Counties, under the guidance of the USCRTF.

a. The SEFCRI Team will identify and implement priority actions needed to reduce key threats to southeast Florida coral reefs and associated reef resources.

b. The SEFCRI Focus Teams will create projects for the LAS and provide budget development for the projects.

c. The SEFCRI Focus Teams will identify, investigate and pursue funding opportunities for the LAS projects.

5. Powers. The SEFCRI Team may:

a. Establish advisory bodies necessary to assist them in their duties, including advisory bodies on public policy and scientific issues.

b. Seek, from any interested, knowledgeable, or affected party, advice and input necessary to perform their duties.

6. Membership. The organizational structure for the SEFCRI Team and its Focus Teams will consist of the following attributes:

a. SEFCRI Team members represent the needs of the stakeholder groups that will directly affect or be affected by the SEFCRI LAS and will include both governmental agency and non-agency representatives:

(1) Representatives from agencies key to the successful implementation of the LAS.

(2) Individuals who intimately understand the current process of local action planning and resource management.

(3) Representatives from non-governmental agencies and organizations critical to the successful implementation of the LAS.

(4) Technical experts (including researchers and academia) in the areas required by the LAS

(5) Resource users that will be affected by the implementation of the LAS.

- b. The responsibilities of SEFCRI Team members are as follows:
- (1) Be able to serve as an informational point of contact on the LAS to their organization/agency/stakeholder group.
 - (2) Be able to attend Focus Team meetings on a regular basis and dedicate the time required by the team, including serving as a project lead or project planning participant.
 - (3) Be a resource to identify possible funding mechanisms and other opportunities for LAS implementation.
- c. A **Program Manager** will be provided by FDEP to support the SEFCRI technical process and manage the overall effort. The Program Manager will be assisted by FDEP Coral Reef Conservation Program staff and hold responsibility for:
- (1) Facilitating development, coordination and implementation of the SEFCRI.
 - (2) Working with partners in both the private and public sector to plan, direct and coordinate the implementation of the LAS, as developed by the SEFCRI Team and stakeholders.
 - (3) Developing and managing grants, budgets and contracts in support of the SEFCRI.
 - (4) Directing compilation of environmental data to assess coral reef resource management needs and local stakeholder needs.
 - (5) Promoting and coordinating research, resource management and technical support to stakeholders and government agencies.
- d. **Focus Teams** will each be responsible for one of the four SEFCRI focus areas (Land-Based Sources of Pollution; Maritime Industry and Coastal Construction Impacts; Fishing, Diving and Other Uses; Awareness and Appreciation).
- (1) Focus Teams may contain up to 24 members
 - (2) Focus Teams will have appropriate representation from internal and external stakeholder groups affected by the LAS.
 - (3) Each team is responsible for the development and implementation of their component of the LAS.
 - (4) Focus Teams will define the goals, objectives and actions, and set priorities, develop budgets, build implementation teams and track the progress of the LAS
 - (5). A goal of the SEFCRI Team and its Focus Teams will be to build consensus among its members.
- e. Each Focus Team will have 4 **Navigators**.
- (1) The navigators will include one individual each from a federal, state, and local agency and one non-agency representative.
 - (2) Navigators will be knowledgeable in their field and have good communication and process skills.

(3) Navigators representing agencies are also responsible for representing SEFCRI Team in their agencies and working to promote cross-linkages, program integration and support for LAS implementation.

(4) Navigators are the primary point of contact for the Focus Team and hold the overall responsibility for keeping the Focus Team moving ahead.

(5) Navigators will be chosen by each of the SEFCRI Focus Teams based on recommendations by its members in a consensus-based process.

(6) Navigators are responsible for communicating LAS progress and keeping the Program Manager informed.

f. *Project leads* will be knowledgeable in their field and have good communication and process skills. They should have professional experience with, or significant direct knowledge of, the subject matter central to the project. Project leads are the primary points of contact for the project and hold the overall responsibility for keeping the project moving ahead and on time. Specific duties include, but are not limited to:

(1) Development of the project Scope of Work (including line item budget, timeline and deliverables/project outcomes/products)

(2) Assisting with the identification of potential vendors/contractors/other personnel and venues to implement the project

(3) Serving on the proposal review committee for projects implemented via Requests For Proposals.

(4) Assisting with coordinating project related workshops

(5) Involving other SEFCRI Focus Team members who want to support the project's development

(6) Reviewing, providing constructive feedback and approving project deliverables in conjunction with the Program Manager and FDEP Coral Reef Conservation Program staff

(7) Preparing/presenting written or verbal project progress reports/final products, as needed

g. There is no time limit for the term of any member. A person's membership shall terminate at their request.

h. Any vacancy on the SEFCRI team may be filled by a consensus-based process

i. A member shall receive no compensation for their service on the SEFCRI Team.

7. **Coordination with Technical Advisory Committees.** To assist the SEFCRI Team in its duty to coordinate scientific and other research associated with identifying and implementing priority actions needed to

reduce key threats to coral reef resources in southeast Florida, SEFCRI Focus Teams may communicate and coordinate with a Technical Advisory Committee (TAC) to identify issues pertaining to science as it affects policy and management activities in support of the SEFCRI. The TAC will be composed of individuals with appropriate levels of scientific and technical expertise including, but not limited to coral reef ecology, coral biology, coral pathology, coral physiology, water quality, mapping and remote sensing. The TAC may render advice to the SEFCRI Team as a whole.

8. Amendment. This Charter may be amended by the SEFCRI Team. Any member of the SEFCRI Team may propose an amendment. All members of the SEFCRI Team shall be notified of the proposed amendment. The SEFCRI Team may, by consensus, adopt or decline any amendment proposed by its members.