

WILD SALMON POLICY IMPLEMENTATION TEAM

TERMS OF REFERENCE

Purpose

The Wild Salmon Policy Implementation Team (WSP Team) serves as the Region's forum to facilitate regional achievement of the WSP goal, objectives, and strategies. The WSP Team is not a decision-making body, but rather promotes coordination, integration and implementation of WSP strategies and principles.

Responsibilities

The WSP Chair supports implementation of the policy by:

- Coordinating monthly WSP Team meetings (including agenda and minutes).
- Identifying opportunities for integration of WSP implementation across sectors, program initiatives, and partners.
- Developing, monitoring, and reporting on annual WSP work plan.
- Maintaining the WSP website.
- Coordinating WSP information management.

The Strategy Leads support implementation of the policy by:

- Developing tools, methods, and products that support integrated implementation of the WSP.
- Seeking direction from Operations Committee on aspects of WSP implementation.
- Contributing to developing, monitoring, implementing, and reporting on the WSP work plan to Operations Committee.

All WSP Team Members support delivery of the policy by:

- Identifying synergies with national and regional priorities, external partnership opportunities and facilitating coordinated participation in WSP implementation.
- Identifying inconsistencies, gaps, and implementation issues and developing solutions for Operation Committee consideration.
- Ensuring effective, transparent, and open engagement, and communications with staff and external parties about WSP implementation through ongoing sectoral and area dialogue, senior management briefings, and external consultations.
- Sharing information on WSP implementation initiatives and consultation activities.

Membership

- Chair: Policy Branch (*current: Amy Mar*)
- Secretariat: Policy Branch (*current: Wellsley Hamilton*)
- Strategy 1 lead (*current: Neil Schubert*)
- Strategy 2 lead (*current: Melody Farrell*)
- Strategy 3 lead (*current: Kim Hyatt/Jim Irvine*)
- Strategy 4 lead (*current: Corey Jackson*)
- Strategy 5 lead (*current: All*)
- Strategy 6 lead (*current: Amy Mar*)
- Area representative from each of 5 Areas in Pacific Region (*current: Shaun Davies, Ann-Marie Huang, Wilf Luedke, Richard Bailey, Mark Labelle*)
- Representative from SEP (*current: Carol Cross*)
- Representative from TAPD (*current: Megan Sterling*)
- Representative from Communications (*current: Tom Robbins*)
- Representative from Consultations (*current: Deborah Phelan*)
- Other DFO Pacific staff, as appropriate

Relationships to Other Committees

- The WSP Team reports to the Operations Committee.
- The WSP Team will provide annual updates to Operations Committee at minimum.
- Sub-committees and work groups of the WSP Team may be created on an as-needed basis to address issues affecting WSP implementation.

Operating Procedures

- The Policy Branch chairs meetings and provides logistical and administrative support.
- Half-day meetings are held once a month, in person and via teleconference.
- Extraordinary meetings to be called at the discretion of the Chair.
- Alternates are permitted; Policy Branch is to be advised of absences.
- Progress against work plans will be reviewed annually by Operations Committee.
- A list of key activities for the WSP Team will be presented to Operations Committee in the form of a work plan for approval.
- The Policy Branch will manage the agendas and maintain a file folder on the regional drive to communicate information to all Pacific Region staff.
- Meeting minutes will be drafted by the Policy Branch and circulated to Team members and approved at subsequent meetings. Approved meeting minutes will be kept on the regional drive and accessible to all Team members.
- A Forward Agenda will be maintained by the Policy Branch and reviewed on an ongoing basis at meetings.

Approved:

Date: