

TBEP Technical Advisory Committee

Roles and Responsibilities

Co-Chairpersons:

Kelli Hammer-Levy, Pinellas County Public Works Director

klevy@co.pinellas.fl.us, (727) 464-3317

Dr. Ryan Moyer, TerraCarbon

ryan.moyer@terraarbon.com, (954) 629-2544

TBEP Contact:

Marcus Beck, Senior Scientist

mbeck@tbep.org, (727) 893-2765

Background and Purpose:

The Tampa Bay Estuary Program is charged with engaging diverse stakeholders that possess unique knowledge of and are appropriately positioned to improve local environmental conditions. This broad stakeholder group, known as a Management Conference, participates in a collaborative, consensus-building approach to develop and implement the [Comprehensive Conservation and Management Plan](#) (CCMP). The Tampa Bay Estuary Program's Management Conference includes a Policy Board of elected and appointed officials; a Management Board of administrators and high-level resource managers; a Community Advisory Committee and a Technical Advisory Committee (TAC); as well as a variety of subcommittees and working groups.

The Tampa Bay Estuary Program's TAC was established to advise the Management Board on the evaluation of complex environmental issues involving Tampa Bay and implementation of the CCMP. It consists of representatives from academia, the private sector, and local, regional, state and federal agency scientific and technical staff with regulatory or management mandates that affect Tampa Bay. Engaged citizens and affected user groups interested in furthering the goals and objectives of the CCMP may also participate in the activities of the TBEP TAC.

Member Responsibilities:

Membership is open to those described above on an ad hoc basis; that is, participants are expected to weigh in on topics relevant to their scientific or technical expertise as needs arise. Meetings are held quarterly, at minimum. The primary responsibility of the TAC is to provide recommendations to the Management Board and participate as "responsible parties" implementing Action Plans identified in the CCMP and prioritizing [research and monitoring needs](#) for the Program.

Specific responsibilities of members include but are not limited to the following:

- Review materials and sufficiently prepare prior to meeting.
- Actively participate in meetings and in written correspondence, including offering analysis and asking questions to clarify understanding.
- Develop collaborative grant proposals that further the Action Plans identified in the CCMP.
- Contribute to regional data collection efforts and the development of open science reporting tools that can be used to evaluate the status and trends of key indicators of ecosystem health.
- Provide counsel on research needs, project design and implementation, [relevant indicators](#), meaningful success criteria, and necessary management frameworks.
- Follow up on agreed upon actions and inform others within partner agencies, as appropriate.

- Promote and champion the core values, programmatic priorities and goals of the TBEP within the broader community.
- Members shall not support or oppose specific projects or permits on behalf of the TBEP TAC as stated in [Section 5.2\(k\) of the Interlocal Agreement](#).

Co-Chairperson Responsibilities:

Two Co-Chairs will be selected by a majority of the TAC members present for an open-ended term duration.

Specific responsibilities of the Co-Chairs include but are not limited to the following:

- Represent the Technical Advisory Committee, its activities, and any official positions as a voting member of the Management Board, as stated in [Section 5.4 of the Interlocal Agreement](#).
- Review agendas and help TBEP staff identify relevant topics for consideration by the TAC members.
- Demonstrate leadership, helping to recruit and retain participants with relevant, diverse expertise.
- Ensure that meetings are conducted in an orderly, efficient manner and there is full participation by the members.

TBEP Responsibilities:

TBEP staff will serve as the primary point of contact for TAC members and will coordinate all communications of the committee.

Specific responsibilities of TBEP staff include but are not limited to the following:

- Clearly describe the roles, responsibilities, and decision-making processes of the Technical Advisory Committee and its members.
- Collect and summarize feedback from the Technical Advisory Committee to provide to the Management and Policy Boards.
- Maintain a committee culture that is inclusive, consensus-based, and values scientific integrity.
- Actively identify and recruit missing partners.
- Send email updates to members every other month.
- Convene meetings on a quarterly basis, at minimum.
- Develop meeting agendas that feature relevant, timely topics and provide sufficient time to allow for review and discussion.
- Synthesize and report on the status and trends for key indicators of ecosystem health using dashboards, presentations, technical documents, and peer-reviewed articles.
- Provide training and capacity-building for the TAC and other partners to deliver unbiased, high quality science.

Anonymous Feedback Form

Members of the Technical Advisory Committee should feel safe, comfortable, and respected when participating in TBEP meetings. As a commitment to supporting a healthy and free exchange of ideas, the TBEP has made an [anonymous feedback form](#) for any TAC member, both attendees or speakers, to provide feedback to TBEP staff should it be desired following any TAC meeting. Responses are not publicly viewable although are subject to public records law. Contact information for feedback is optional, but can be provided if follow-up is needed. We strongly encourage use of this form to help us improve how the TAC serves as a critical resource for our research and management community.