

2015 Sanctuary Advisory Council Work Plan Monitor National Marine Sanctuary

The MNMS Advisory Council Charter directs the SAC to develop an annual work plan at the end of each year for the upcoming year. This work plan outlines specific issues and projects that the Council intends to address; these topics should mirror the priorities that the sanctuary has identified for itself for the next year. The SAC Handbook suggests developing a work plan through a subcommittee or council retreat.

An annual work plan is valuable for its ability to help the council understand its role in the upcoming year while ensuring that the council focuses on items that will provide the most assistance and value to the sanctuary superintendent. This focus also ensures the most effective use of council time and sanctuary resources. Finally, a schedule for the upcoming year notifies the council of activities for which council input is needed and allows members to plan around their personal schedules.

Suggested approach to preparing the annual work plan, per SAC Handbook:

1. The sanctuary provides information to the council about its activities, products, and outcomes for the coming fiscal year.
2. Council members raise any additional tasks or roles that they have an interest in addressing as a body in the coming fiscal year.
3. Sanctuary staff and council members jointly determine the most appropriate tasks or roles for the council and formulate a rough schedule with assignments and deadlines.
4. Sanctuary staff and council members identify additional activities and important dates (such as regular council meetings and special public events.)
5. The information generated by steps 1-4 is formatted into a work plan that mirrors the sanctuary annual operating plan and is provided to everyone for review.
6. The council work plan is finalized and made available to the public.

MONITOR NATIONAL MARINE SANCTUARY
Sanctuary Advisory Council DRAFT Work Plan
FY 2015 (10/01/14-09/30/15)

Topic	Possible SAC Activities	Expected Outputs/Outcomes	Notes	Priority ¹ (H, M, L)
A. RESOURCE PROTECTION				
A1. Sanctuary Permits	<ul style="list-style-type: none"> Standing updates provided to members at each meeting. 	<ul style="list-style-type: none"> Advisory Council is informed on permitted activities. 		Ongoing
A2. Enforcement	<ul style="list-style-type: none"> Review of any and all enforcement activities 	<ul style="list-style-type: none"> Advisory Council is informed on enforcement activities. 		
B. EDUCATION AND OUTREACH				
C. ARCHAEOLOGICAL RESEARCH				
C1. 2015 Monitor Dive	<ul style="list-style-type: none"> 			H
D. SANCTUARY ADMINISTRATION				
D1. Management Plan Implementation	<ul style="list-style-type: none"> Provide advice on executing the remaining MP priorities. 			
E. ARTIFACT CONSERVATION				
E1. Funding	<ul style="list-style-type: none"> 			
F. EXTERNAL SUPPORT for SANCTUARY				
F1. Business Advisory Council	<ul style="list-style-type: none"> Greater involvement with national ONMS Business Advisory Council 			H
F2. Travel and Tourism	<ul style="list-style-type: none"> Explore the marketing potential of the sanctuary with local businesses and bureaus. 	<ul style="list-style-type: none"> Recommend sanctuary actions to enhance visitor awareness, appreciation, and enjoyment of the 		M

¹ Based on a survey of Council members present at ___ SAC meeting. High = high priority for Council action/agenda time; Medium = moderate priority for Council agenda time, to be worked into meeting agendas based on opportunities to do so; Low = to be placed on meeting agenda only if time and opportunity allows.

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		sanctuary in a manner consistent with resource protection and sanctuary stewardship.		
G. SITE EXPANSION				
G1. Constituent Building	<ul style="list-style-type: none"> SAC Subcommittee to develop advice package focused on recommended actions to grow sanctuary constituent base and increase interest in sanctuary activities. 	<ul style="list-style-type: none"> Council consideration and adoption of Subcommittee's recommendations, assistance with implementation as appropriate. 	Deadline:	H
G2. Scoping Meetings	<ul style="list-style-type: none"> Members pledge to attend one site expansion scoping meeting. 	<ul style="list-style-type: none"> Members are able to speak with constituents and aid sanctuary management in effort to reach community. 	Timeframe: _____	H
G3. Battle of the Atlantic	<ul style="list-style-type: none"> Listen to an expert presentation on this subject. 	<ul style="list-style-type: none"> Council members will be better informed and more knowledgeable on the subject when speaking to constituents. 	Possible meetings:	H
H. SAC-RELATED EVENTS				
H1. SAC Chairs Conference Calls and Summit	<ul style="list-style-type: none"> Provide input to the Chair on agenda items for 2015 SAC Chairs national conference calls, webinars, and a possible in-person SAC Summit. 	<ul style="list-style-type: none"> 	Important Dates: _____	M
H2. SAC Membership	<ul style="list-style-type: none"> SAC Membership Subcommittee will review SAC seat applications, suggest training materials and mentoring between appropriate staff members and SAC seats (e.g., education with 	<ul style="list-style-type: none"> SAC members are encouraged to identify and share open seat announcements with potential candidates. Candidates are reviewed and recommendations made 	Anticipated Recruitment Dates: _____	H

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	education), and suggest activities to enhance member experience and accomplishments (e.g., retreats).	to superintendent. <ul style="list-style-type: none"> SAC member training date will be set after each recruitment process. 		
H3. Annual Work Plan Development	<ul style="list-style-type: none"> Develop draft 2016 work plan at final 2015 SAC meeting with sanctuary staff and finalize 2015 work plan. 	<ul style="list-style-type: none"> Present draft 2016 work plan at first SAC meeting in CY 2016 and adopt as working document. 	Dates to Note:	
I. ADDITIONAL TOPICS / ACTIVITIES SUGGESTED BY COUNCIL MEMBERS				
I1. Living resources at the Monitor shipwreck	<ul style="list-style-type: none"> Listen to an expert or panel on this subject. 	<ul style="list-style-type: none"> 	Suggested by (council member name).	L
I2. Maritime Archaeological research at MNMS and elsewhere	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		