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Tom Karier
Washington

Phil Rockefeller
Washington

July 13, 2011

**PACIFIC NORTHWEST ELECTRIC POWER
AND CONSERVATION PLANNING COUNCIL**

CHARTER OF THE FISH TAGGING FORUM

1. Official Designation: This Forum will be known as the Pacific Northwest Electric Power and Conservation Planning Council's Fish Tagging Forum.
2. Background: During the Council's 2010 and 2011 review of all Research Monitoring Evaluation and Artificial Production projects the Fish and Wildlife Committee requested staff develop a charter for a facilitated workgroup to address costs, efficiencies and gaps for all fish tagging efforts that take place under the Council's Fish and Wildlife Program, including expense, capital and reimbursable programs. The workgroup will follow the general structure of the Independent Science Advisory Board and Independent Science Review Panel joint comprehensive review of Columbia River Basin fish tagging technologies and programs, promulgated on March 17, 2009 (ISAB/ISRP 2009-1). In that report the ISAB/ ISRP stated: *"For proposal solicitations, the ISRP's technical review is not designed to address cost effectiveness. If project budgets appear unreasonable, either too large or too small, concern is often expressed, although this is not a technical review task. This is an aspect of tagging that would be best addressed as part of the Fish and Wildlife Program amendment and program-level decision process... As important as cost effectiveness is program effectiveness. Program effectiveness of tagging activities might be better incorporated into decision management frameworks where reference points from tagging activities trigger management response (e.g., return rates or harvest rates at a fixed limit or threshold)."* The Fish Tagging Forum will address the cost effectiveness and the program effectiveness of tagging under the Program as well as other issues discussed in the ISAB/ISRP report.

The Fish Tagging Forum will consider the following types of tagging technologies:

- Coded Wire Tags
- PIT Tags
- Radio Tags
- Acoustic Telemetry
- Data Storage Tags
- Genetic Markers
- Otolith Thermal Marks
- Natural Marks and Tags (Otoliths, Scales, and Parasites)

3. Objectives and Scope of Activity: The Fish Tagging Forum will advise the Council regarding the following issues. Activities of the Forum will include:
 - (A) Developing and recommending to the Council a commonly accepted description of fish tagging funded by Bonneville Power Administration, including what fish are tagged and released and recovered, in what numbers, where, by what entity, for what purposes and at what cost.
 - (B) Recommendations to the Council on ways to improve the cost effectiveness of fish tagging under the Fish and Wildlife Program.
 - (C) Recommendations to the Council on ways to improve the program effectiveness of fish tagging to address key management questions under the Fish and Wildlife Program.
 - (D) Describe the various data systems used to organize and track tagging data including recovery information.
 - (E) Describe the degree of coordination within and among tagging efforts and recommend improvements in coordination within and among tagging efforts where efficiencies and cost effectiveness may be improved.
 - (F) What is the objective of each tagging effort and are the right tags being used, or proposed to be used, to accomplish that objective. If the objective can be achieved by different means, how does the cost differ between options?
 - (G) Review issues related to fish tagging, such as the adequacy of geographic coverage, span of species diversity or completeness of life cycle tracking. The forum could provide recommendations on cost efficient, technologically practical and acceptable changes to current tagging programs.
4. Official to Whom the Fish Tagging Forum Reports: The Fish Tagging Forum will report to the Executive Director of the Council.
5. Authority of the Forum: The Fish Tagging Forum will serve in an advisory capacity only. Neither the Forum nor its members are authorized to make statements or commitments on behalf of the Council. Forum members will not be considered to be members of the Council staff.
6. Estimated Annual Operating Costs in Dollars and Person-Years: \$35,000 to \$40,000 and three staff months.
7. Forum Management Officer: The Forum Management Officer ("Management Officer") for the Fish Tagging Forum will be the Director of the Council's Division of Fish and Wildlife. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Forum.
8. Chair:
 - (A) The Chair of the Fish Tagging Forum will be appointed by the Chairman of the Council, with the concurrence of the Council members, and will serve at the pleasure of the Council.
 - (B) The Chair may be called upon to report to the Executive Director of the Council on appropriate matters, including the Fish Tagging Forum's progress on the tasks described in Part 3 of this Charter.
 - (C) The duties of the Chair will include presiding over the Fish Tagging Forum meetings, ensuring that detailed minutes of such meetings are prepared and submitted to the Executive

Director of the Council in a timely manner, and maintaining communication between the Forum and the Council's staff.

- (D) The Chair will certify detailed minutes of meetings of the Fish Tagging Forum. The minutes should include a complete and accurate description of matters discussed, conclusions reached, actions taken, persons invited to meet with the Forum, and persons in attendance. The minutes also will include copies of reports received, issued or approved by the Forum. Minutes of meetings will be prepared and released within ten days of the meeting, unless an extension is granted by the Management Officer. The Management Officer will distribute copies of the minutes to members of the Forum and the other interested persons.
 - (E) Sub-groups of the Fish Tagging Forum may be established by the Chair of the Forum to undertake particular aspects of the Forum's work. Methods for organizing the work and procedures of the Forum must follow the scope of responsibilities assigned to the Forum by the Council. The work of the staff for the Forum will include making arrangements for Forum meetings, solving logistical problems, and providing clerical services.
9. Vice-Chair: A Vice-Chair of the Fish Tagging Forum may be appointed by the Chairman of the Council, with the concurrence of the Council members, and will serve at the pleasure of the Council. The Vice-Chair will perform the duties of the Chair of the Forum in the absence of that Chair, and such other duties as the Chair of the Forum may assign.
 10. Rules: The Advisory Committee rules approved and adopted by the Council on March 17, 1982, as amended from time to time, will apply to the Fish Tagging Forum.
 11. Estimated Frequency of Forum Meetings: The Chair of the Fish Tagging Forum, after consultation with the Management Officer, or his designee, will call meetings as necessary. The estimated frequency of meetings is monthly. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. 552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend Forum meetings and appear before or file statements with the Forum, subject to such reasonable rules as the Council may prescribe.
 12. Duration: The Fish Tagging Forum will terminate two years from the filing date of this Charter, unless renewed in accordance with the Federal Advisory Committee Act. All Members of the Forum serve at the pleasure of the Council.

This Charter for the Fish Tagging Forum was approved and adopted at a duly called meeting of the Pacific Northwest Power and Conservation Planning Council, 13 July 2011 at Portland, Oregon.

PACIFIC NORTHWEST ELECTRIC POWER
AND CONSERVATION PLANNING COUNCIL

By: _____
Bruce A. Measure, Chair

Fish Tagging Forum

Statement of Work

I. Background

The Northwest Power Act directs the Northwest Planning Council (Council) to develop a program to protect, mitigate, and enhance fish and wildlife of the Columbia River Basin (Basin) and to make annual funding recommendations to the Bonneville Power Administration for projects that enhance, mitigate, and protect fish and wildlife populations adversely affected by the operation and maintenance of the Columbia River hydropower system. Fish tagging and marking play important roles in research, monitoring and evaluation of salmonid and other fishes in the Basin, contributing to their management and recovery. More specifically, fish of various species, stocks, and sizes are tagged to obtain data on their numbers, harvest rates, behavior, habitat use, mortality rates, and the success of hatchery and other enhancement programs. Data from tagged or marked fish are used to inform effective decision-making, including hydrosystem management; ocean and river harvest regimes; hatchery practices; and endangered species risk assessments.

During the Council's 2010 and 2011 review of Research Monitoring Evaluation and Artificial Production projects, the Fish and Wildlife Committee requested staff develop a charter for a facilitated workgroup to summarize the current usage and address efficiencies, gaps, and costs for all fish tagging efforts that take place under the Council's Fish and Wildlife Program. In particular, the Council is interested in knowing how any tagging efforts funded directly or indirectly by Bonneville Power Administration support and furthers the goals and objectives of the Council's Fish and Wildlife Program. A copy of the Council's June 2011 decision in that project review calling for a comprehensive review of fish tagging activities is included as Attachment 4 to this RFP. The work of the workgroup will also be guided in part by the comments and recommendations in the joint comprehensive review report by the Independent Science Advisory Board and Independent Science Review Panel of Columbia River Basin fish tagging technologies and programs, released on March 17, 2009 (ISAB/ISRP 2009-1) (Attachment 5). The Fish Tagging Forum will address issues the science review panels could not by initially addressing the relevancy, priority, cost effectiveness and program effectiveness of coded wire and other tagging under the Program as well as other issues discussed in the 2009 ISAB/ISRP report.

The Fish Tagging Forum will consider the following types of tagging technologies funded under the Fish and Wildlife Program:

- Coded Wire Tags
- PIT Tags
- Radio Tags
- Acoustic Telemetry
- Data Storage Tags
- Genetic Markers
- Otolith Thermal Marks
- Natural Marks and Tags (Otoliths, Scales, and Parasites)

Under this agreement of work the Council will contract with a facilitator to undertake activities necessary to carry out the activities described above. Specific tasks will include:

- A. Work with the Forum Chair to coordinate and facilitate meetings, conference calls, and communication on behalf of Forum members.
- B. Coordinate and facilitate a maximum of eight Forum meetings per year, including development of meeting agendas, documentation, and all necessary follow-up activities.
- C. Assist with developing and communicating to the Council a commonly accepted description of fish tagging activities funded by Bonneville Power Administration, including what fish are tagged, numbers released, numbers recovered, release locations,, by what entity, for what purposes and at what cost. Particularly, help to clarify and describe how any tagging efforts funded by Bonneville Power Administration support and further the goals and objectives of the Council's Fish and Wildlife Program. Assist with developing a description of the degree of coordination within and among tagging efforts and recommend improvements in coordination within and among tagging efforts where efficiencies and cost effectiveness may be improved.
- D. Assist with developing recommendations to the Council on ways to improve the cost effectiveness of fish tagging under the Fish and Wildlife Program.
- E. Assist with developing recommendations to the Council on ways to improve the program effectiveness of fish tagging to address Fish and Wildlife Program objectives and uncertainties.
- F. Contributing to the above overarching tasks, are several tasks serving to identify accessibility of the tagging data, coordination of ongoing efforts, primary purpose of individual efforts and appropriateness of tagging technology selected, as well as an assessment of the coverage adequacy of current tagging efforts. The facilitator will assist with these by working with the Forum to:
 - provide a description of the various data systems used to organize and track tagging data including recovery information.
 - summarize the degree of coordination within and among tagging efforts and recommend improvements in coordination within and among tagging efforts where efficiencies and cost effectiveness may be improved.
 - describe the objective of each tagging effort and assessing if the right tags are being used, or proposed to be used, to accomplish that objective. Support efforts to determine if the objective can be achieved

by different means, and what the cost differences are between options?

- review and document issues related to fish tagging, such as the adequacy of geographic coverage, span of species diversity or completeness of life cycle tracking. The forum could provide recommendations on cost efficient, technologically practical and acceptable near term and long term changes to current tagging programs.