



**PRAMP Communication Working Group**  
**Terms of Reference**  
V. January 25, 2021

## Contents

<b>1.0</b>	Background .....	3
<b>2.0</b>	Purpose .....	3
<b>3.0</b>	Operating Principles .....	3
<b>4.0</b>	CWG Membership.....	3
<b>5.0</b>	CWG Roles and Responsibilities.....	3
<b>6.0</b>	Meetings.....	4
<b>7.0</b>	Resources & Budget.....	4
<b>8.0</b>	Review .....	4

## 1.0 Background

The Peace River Area Monitoring Program Committee (PRAMP) formed a Communications Working Group (CWG) to assist in the development and delivery of the Communications, Education and Engagement Program. The CWG is an advisory group to the PRAMP Executive Director who is responsible for the Communications, Education and Engagement Programs. The CWG is supported by representation from industry, government and the public, which allows for communications support to be provided from all membership sectors on an in-kind basis.

## 2.0 Purpose

The purpose of the CWG is as follows:

- To support the PRAMP Board's Vision and Mission by providing input to the PRAMP Communications, Education and Engagement Plan (CEE Plan).
- To provide oversight for the implementation of the PRAMP CCE Plan.

## 3.0 Operating Principles

The CWG will follow PRAMP's Vision and Mission and will operate within PRAMP's policies and Terms of Reference. In addition, the CWG will rely on the following principles:

- The Executive Director will report to the Board, on behalf of the CWG and when needed, be responsible for facilitating Board discussion regarding CWG and Executive Director recommendations. The Executive Director may delegate this responsibility to the PRAMP Outreach Coordinator.
- The CWG will ensure that the CCE Plan effectively addresses stakeholder needs through regular evaluation of stakeholder input and assessment of results.
- Members will actively participate and contribute to the CWG's work.
- Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the CWG prior to final issue. These will be made available to all CWG members as part of the review process.
- The CWG will strive for consensus recommendations and decisions. If it becomes clear that the CWG cannot make a consensus recommendation, the recommendation of the majority and the non-consensus position(s) will be presented for the PRAMP Executive Director to decide. The Executive Director may elect to seek a decision from the Board on consensus or non-consensus decisions.
- Outside expertise may be invited to contribute to CWG discussions and recommendations.

## 4.0 CWG Membership

The CWG will invite membership from the PRAMP Board of Directors, PRAMP members and others who are interested in supporting the CEE Plan for PRAMP.

## 5.0 CWG Roles and Responsibilities

### CWG Member Responsibilities

- Actively participate in CWG matters in support of the PRAMP Vision and Goals.
- Attend CWG meetings on a best efforts basis and keep up to date between meetings based on meeting notes and other updates from the CWG.

### PRAMP Outreach Coordinator

- Act as Chair for the CWG.
- Develop meeting agenda and background materials for each meeting.
- Follow up on action items, as needed.
- Provide updates from the CWG to the PRAMP Board of Directors.

#### PRAMP Executive Director

- Act as Chair for the CWG, as needed, and provide other support as requested by the Outreach Coordinator.
- With the Outreach Coordinator, develop the CCE Plan and any associated grant applications, relying on input from the CWG.
- Maintain the PRAMP budget for the CEE Plan.

#### PRAMP Indigenous Engagement Assistants

- Participate on the CWG; attend meetings and provide meeting materials in advance as needed.
- Provide updates and input from Indigenous engagement initiatives.
- Support broader engagement initiatives as needed.

#### PRAMP Office Manager

- Participate on the CWG as time permits and to maintain awareness of the activities of the CWG.
- Track the budget for the CEE Plan, and provide updates to the CWG and Board as needed.

#### PRAMP Technical Program Managers

- Participate on the CWG as time permits to maintain alignment with PRAMP technical operations.

## 6.0 Meetings

The CWG will meet 4-6 times per year as needed to develop and implement the CCE Plan, to review stakeholder input and to assess results. Meetings may be in person or by video-conference.

## 7.0 Resources & Budget

The budget for the CEE Plan will be set by the PRAMP Board of Directors based on funding from Alberta Environment and Parks or other funding sources allocated to communications, education and engagement work.

## 8.0 Review

The CWG Terms of Reference will be reviewed bi-annually by the CWG and the Board of Directors.