

PRAMP Technical Working Group
Terms of Reference
(Dec 1, 2017)

1.0 Background

The Peace River Area Monitoring Program Committee (PRAMP) formed a Technical Working Group (TWG) to assist in the operation and oversight of its air monitoring programs. The TWG is an advisory group to the PRAMP Board of Directors. The TWG is supported by representation from industry, government and the public, which allows for technical support to be provided from all membership sectors on an in-kind basis.

2.0 PRAMP TWG Purpose

- 2.1** To support the PRAMP Board's Vision and Mission.
- 2.2** To operate within PRAMP Board approved work plans and budget and be accountable to the PRAMP Board of Directors regarding oversight of the implementation, operation, reporting, and management of the regional air monitoring network. The regional monitoring network will:
 - 2.2.1** Deliver relevant, accurate, reliable, and credible air quality data and information that addresses stakeholder needs and priorities.
 - 2.2.2** Deliver monitoring and reporting in a cost-effective manner.
 - 2.2.3** Ensure that regulatory requirements for air monitoring and reporting are met.
- 2.3** To act on behalf of the stakeholders they represent and to bring that perspective to the PRAMP TWG.
- 2.4** To act on behalf of the PRAMP Board as technical representation, responding to regional air monitoring priorities and concerns, as well as provide technical expertise to the Board.
- 2.5** To make recommendations related to budgets, monitoring projects, key messaging surrounding technical issues and other items to the PRAMP Board as per the PRAMP business plan.

3.0 PRAMP TWG Operating Principles

- 3.1** The TWG will follow PRAMP's Vision and Mission and will operate within PRAMP's policies and Terms of Reference.
- 3.2** The TWG will report in writing to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.
- 3.3** The TWG will ensure that air monitoring effectively addresses stakeholder needs through regular evaluation of stakeholders objectives related to PRAMP.
- 3.4** Members will actively participate and contribute to regular meetings and the committee's work.
- 3.5** Members will communicate with employers, organizations they represent and working committees about the PRAMP objectives, priorities and accomplishments, as well as any issues that may need to be resolved.
- 3.6** Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the TWG prior to final issue. These will be made available to all TWG members as part of the review process.
- 3.7** The TWG will strive for consensus recommendations and decisions. If it becomes clear that the TWG cannot make a consensus recommendation, the recommendation of the majority and the non-consensus position(s) will be presented for the PRAMP Board to decide.
- 3.8** Ad-hoc focused task groups may be formed to review specific issues such as monitoring plans, special projects, technology advancements and contractor selection, and advise the TWG on a path forward.
- 3.9** Outside expertise may be invited to contribute as required as directed by the Technical Program Managers.

4.0 PRAMP TWG Membership

The membership of the PRAMP TWG is made up of core committee members and resource members. Core committee members are selected by the bodies that they represent. Resource members are included by invitation of the Monitoring Programs Manager or PRAMP Executive Director.

4.1 Core Membership

- 4.1.1** Government of Alberta (AEP, AER)
- 4.1.2** Industry Representatives
- 4.1.3** Public member(s),
- 4.1.4** Executive Director, PRAMP
- 4.1.5** Technical Programs Manager, PRAMP

4.2 Resource Membership

- 4.2.1** Primary Operations and Maintenance Contractor
- 4.2.2** Data and Reporting Specialist, PRAMP
- 4.2.3** Environment Canada
- 4.2.4** Government Health Representatives
- 4.2.5** Industry Representatives
- 4.2.6** Education and Outreach Coordinator, PRAMP
- 4.2.7** AEP Technical Monitoring Expertise
- 4.2.8** Municipal Representative
- 4.2.9** Others as required

5.0 Roles and Responsibilities of the PRAMP TWG and its Members

5.1 PRAMP TWG Members (in general)

- 5.1.1** Assess air quality data on a quarterly basis and make recommendations as required regarding the operation of the instruments and/or network.
- 5.1.2** Actively participate in meetings and provide technical knowledge and support, as well as the viewpoints of the sector and profession they represent.
- 5.1.3** Provide support for planning future phases of regional air monitoring development, including working with new industry to set up additional monitoring systems.
- 5.1.4** Participate in external technical working groups involved air monitoring issues.
- 5.1.5** Participate in the development of a core monitoring and project specific annual work plan and budget, in alignment with PRAMP's Annual Business Plan and the budget.
- 5.1.6** Engage other expertise as needed from member organizations and/or others.
- 5.1.7** Perform QA/QC functions as required by PRAMP's Quality Assurance Program.
- 5.1.8** Form subcommittees as needed to work on specific projects, this includes providing support for request for proposal development and review during contractor selection processes.

5.2 Specific PRAMP TWG Member Roles

- 5.2.1** PRAMP Technical Program Manager
 - 5.2.1.1** Act as TWG Chair to convene meetings and prepare agendas.
 - 5.2.1.2** Maintain a database of information to represent regional air quality.

- 5.2.1.3** Maintain air monitoring networks in good working order, including the following:
 - 5.2.1.3.1** Monitor the performance of the primary Operations and Maintenance (O&M) contractors and related issues.
 - 5.2.1.3.2** Establish key performance indicators used to monitor the performance of the Data Validation and O&M Contractors based on best practices.
 - 5.2.1.3.3** Report Contractor performance as compared to key performance indicators to the PRAMP board.
 - 5.2.1.4** Highlight issues of non-compliance and ensure this information is reported to the PRAMP board in a timely fashion for corrective action or direction based on recommendations from the PRAMP TWG.
 - 5.2.1.5** Review the monitoring program to ensure that appropriate parameters are being monitored using appropriate monitoring methods.
 - 5.2.1.6** Evaluate the effectiveness of the monitoring program to meet PRAMP's mandate.
 - 5.2.1.7** Update the monitoring network plan as required.
 - 5.2.1.8** Keep up to date on impending changes in monitoring requirements as directed by the federal or provincial governments.
 - 5.2.1.9** Act as the PRAMP point-of-contact regarding new technology.
 - 5.2.1.10** Report to the PRAMP Board as a representative of the TWG.
 - 5.2.1.11** Lead subcommittees as required
 - 5.2.1.12** Develop annual monitoring budget plans for presentation to the PRAMP Board for approval in September of each year.
 - 5.2.1.13** Maintain a current and regularly audited quality assurance program.
 - 5.2.1.14** Ensure the monitoring network operates cost effectively and within budget.
 - 5.2.1.15** Stay up to date on new monitoring equipment technologies and performance
 - 5.2.1.16** Ensure ambient air quality data to is provided to the AEP real-time data site hourly and validated data to the Alberta data warehouse monthly.
 - 5.2.1.17** Perform other requirements as required by PRAMP's Quality Assurance Program.
 - 5.2.1.18** Compile data into graphs on a monthly basis for review by the TWG. Act as TWG Chair to convene meetings, prepare agendas, and arrange for minute taking and distribution of minutes.
 - 5.2.1.19** Establish key performance indicators used to monitor the performance of the Data Validation and O&M Contractors based on best practices.
 - 5.2.1.20** Report Contractor performance as compared to key performance indicators to the PRAMP board.
 - 5.2.1.21** Compile data into graphs on a monthly basis for review by the TWG.
 - 5.2.1.22** Ensure ambient air quality data to is provided to the AEP real-time data site hourly and validated data to the Alberta data warehouse monthly.
 - 5.2.1.23** Perform other requirements as required by PRAMP's Quality Assurance Program.
 - 5.2.1.24** Compile data into graphs on a monthly basis for review by the TWG.
- 5.2.2** PRAMP Executive Director
 - 5.2.2.1** Act as a liaison between the PRAMP Board and TWG, advising the TWG on PRAMP policies and guidelines as required.
 - 5.2.2.2** Act as a liaison between the PRAMP Communications Team and TWG.
 - 5.2.2.3** Maintain collaborative relationships with stakeholders.
 - 5.2.3** PRAMP Office Manager

Protection and Enhancement Act (EPEA) Operating Approvals, and other regulatory requirements on behalf of participating companies and per other PRAMP requirements.

- 6.1.4** Ensure that the annual network average monitoring uptime is at 98% or higher.
- 6.1.5** Ensure monitoring data are provided to public and users via website links or other means.
- 6.1.6** Ensure accurate and timely reporting to AEP as required for compliance purposes.
- 6.1.7** Work with new industry and AEP to implement new monitoring requirements as per regulatory and PRAMP requirements.
- 6.1.8** Identify gaps in the existing monitoring network or monitoring knowledge base.
- 6.1.9** Ensure PRAMP's quality assurance program is current and audited regularly.
- 6.1.10** Ensure the monitoring network operates within the annual budget.