**PRAMP Technical Working Group
DRAFT - Terms of Reference
August 22, 2024**

**1. Introduction**

The Peace River Area Monitoring Program Committee (PRAMP) established the Technical Working Group (TWG) to support and enhance the air quality monitoring efforts in the region. The TWG serves an advisory role, providing recommendations to the PRAMP Board of Directors (BoD).

**2. Objectives**

* **Primary Goal**: Support and advise the PRAMP BoD on technical matters related to air quality monitoring.
* **Key Areas of Focus**:
	+ Providing input and feedback to ensure the delivery of high-quality, accurate, and reliable air quality data.
	+ Ensuring compliance with regulatory requirements through oversight and recommendations.
	+ Engaging with stakeholders to address their concerns and priorities through active communication and feedback.
	+ Incorporating technological advancements to improve monitoring practices by providing guidance and oversight.
	+ Overseeing the process for recommending the relocation of the portable air monitoring station according to PRAMP policies and procedures.

**3. Principles and Approach**

* **Principles**:
	+ **Consensus Decision-Making**: Strive for consensus; if not achievable, present majority and minority positions to the BoD.
	+ **Collaboration**: Foster a cooperative environment among members.
	+ **Transparency**: Maintain open and clear communication with all stakeholders.
	+ **Stakeholder Representation**: Ensure diverse perspectives are considered in decision-making.
* **Approach**:
	+ Provide flexible and adaptive advice to the BoD, incorporating new information and responding to changing conditions as needed.

**4. Membership**

* **Core Members**:
	+ Government
		- Indigenous Community Representatives
		- Municipal Representatives
		- Government of Alberta Representatives (Alberta Environment and Protected Areas, Alberta Energy Regulator, Alberta Health Services, Alberta Health)
	+ Industry Representatives
	+ Community Members
	+ PRAMP Executive Director
	+ PRAMP Technical Programs Manager
* **Resource Members** (welcome at any meeting and invited as needed):
	+ PRAMP Operations and Maintenance Contractor
	+ Environment and Climate Change Canada representatives
	+ PRAMP Education and Outreach Coordinator
	+ Others with specific expertise

**5. Roles and Responsibilities**

The TWG has a broad range of responsibilities designed to ensure the effective monitoring of air quality within the Peace River area. These responsibilities encompass advisory, participatory, and evaluative functions, all aimed at supporting the overarching goals of PRAMP.

**General Responsibilities**

* **Advisory**: Provide expert advice on air quality monitoring strategies and practices.
* **Participatory**: Actively engage in all meetings and discussions, contributing expertise and viewpoints.
* **Evaluative**: Regularly assess air quality data and monitoring network performance, making recommendations for improvements.

**Specific Roles**

* **Chair**:
	+ Convene and lead TWG meetings.
* **Technical Program Manager(s)**:
	+ Prepare meeting agendas and ensure effective communication.
	+ Oversee the technical aspects of the air monitoring programs.
	+ Maintain and update the monitoring network plan.
	+ Ensure compliance with quality assurance programs and regulatory requirements.
* **Members**:
	+ Represent the interests and perspectives of their respective sectors, while remaining committed to PRAMP goals.
	+ Provide support for the planning and implementation of monitoring strategies, including strategic siting of monitoring stations.
	+ Oversee the process for recommending the relocation of the portable air monitoring station according to PRAMP policies and procedures.
	+ Participate in the development of annual work plans and budgets.

**6. Meetings and Communication**

* **Meeting Frequency**:
	+ The TWG will meet at least two times per year.
	+ Additional meetings may be convened as needed.
* **Communication Flow**:
	+ Regular written reports to the BoD, including recommendations and assessments.
	+ Transparent communication with stakeholders, ensuring they are informed of PRAMP’s objectives, priorities, and accomplishments.
* **Quorum**:
	+ A quorum for TWG recommendations requires the participation of at least one representative from each of the following groups: government, industry, and community. If a quorum cannot be achieved at a TWG meeting, PRAMP staff will seek consensus from the TWG through email or a follow-up meeting.

**7. Reporting and Evaluation**

* **Reporting to the BoD**:
	+ Provide detailed recommendations, assessments, and updates on air quality monitoring activities.
	+ Ensure timely submission of reports, maintaining a clear record of the TWG’s work.

**8. Review and Adaptation**

* **Review Process**:
	+ The Terms of Reference will be reviewed and updated periodically to ensure they remain relevant and effective.
* **Adaptation**:
	+ The TWG will respond proactively to changes in regulatory requirements, technological advancements, and stakeholder needs, ensuring continuous improvement in air quality monitoring practices.