Coral Restoration Consortium - Governance Document

This governance document was created to develop an internal structure for the Coral Restoration Consortium. It will be reviewed every two years. This updated document, finalized MAY SIXTEENTH 2019, will be reviewed one year later to assess the success of structural changes and will be edited as needed according to that feedback.

Vision: In response to rapidly deteriorating climate, land, and ocean conditions and the concomitant expansion of active coral restoration, the Coral Restoration Consortium has been created as a coordinating body that seeks to disseminate best practices, foster technological innovation, and identify and help to address key research gaps. All actions are intended to improve the efficiency with which coral reefs are restored such that reef ecosystems can protect coastlines, foster fisheries, serve as the basis for many economies, and be enjoyed for their diversity by future generations.

Mission: The Coral Restoration Consortium's mission is to foster collaboration and technology transfer among coral restoration scientists, practitioners, and managers, and to facilitate a community of practice that will advance the multiple, rapidly changing methods to actively restore coral reefs such that reef restoration keeps pace with rapidly changing ocean, climate, and environmental conditions.

Values: The Coral Restoration Consortium is driven by action and results. We believe that through innovation, open access to data and education, and a collaborative, coordinated approach, we can provide goal setting and supporting resources to restore coral reefs in an ecologically meaningful manner to help ensure their sustainability for future generations. We act with honesty, respect, and integrity at all times, promoting inclusion and diverse opinions, while focused exclusively on achieving the Consortium's mission above personal agendas (see *Attachment A – Coral Restoration Consortium – Code of Ethics*). Our decisions are fact-based, and we work to promote a positive, collaborative environment that fosters teamwork and information sharing.

Priorities: will be reviewed every two years.
  1. Demonstrate the effectiveness of restored reefs in enhancing long-term ecosystem function, including but not limited to decreasing wave impacts and coastal degradation, thereby improving coastal protection.

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2. Develop recommendations and best practices to dramatically increase the efficiency and scale of coral restoration to achieve the overall goal of establishing self-sustaining, genetically diverse, sexually reproductive populations of key species of framework-building and threatened corals.
3. Develop restoration monitoring guidelines that cover both basic and detailed levels of information (e.g. genetics and demographics of out-planted corals, areal extent of hard coral cover, ecosystem function), and share data to facilitate regional understanding of ecosystem status.
4. Develop recommendations on several issues related to coral genetics and intervention science (e.g. guidelines on how to characterize out-planted genotypes, a database of genotypic information on outplants, quantitative recommendations on how to maintain and enhance genetic diversity to maximize persistence and resilience of restored populations in near-future environments.
5. Integrate current and emerging knowledge of coral reef restoration into coral reef management through information exchange and support the production of resources oriented to the priority needs of decision-makers.

Membership / The CRC Community: Any interested party may join the CRC mailing list. In joining the mailing list and agreeing to the "CRC Code of Ethics" (below), you become a CRC member. Members consist primarily of individual practitioners of reef restoration, coral reef researchers, and reef managers. The CRC seeks to maintain a diverse membership body. Expectations of members are below:

- Both *experienced and new practitioners* should be active members of the Consortium to encourage technology transfer, to enhance learning from challenges experienced across various geographies, and to expand the scale of restoration.
- *Researchers* should help integrate the latest science into restoration practice, to collaborate on experiments that would improve restoration practices, to understand the most pressing restoration challenges, and to develop science that helps address those challenges.
- To facilitate multi-disciplinary solutions, membership should include individuals from *diverse backgrounds*, including but not limited to resource managers, technologists, community organizers, communicators, and educators.
- To incorporate tools, techniques, and lessons learned from across the globe, membership should include individuals from *diverse geographic regions*.

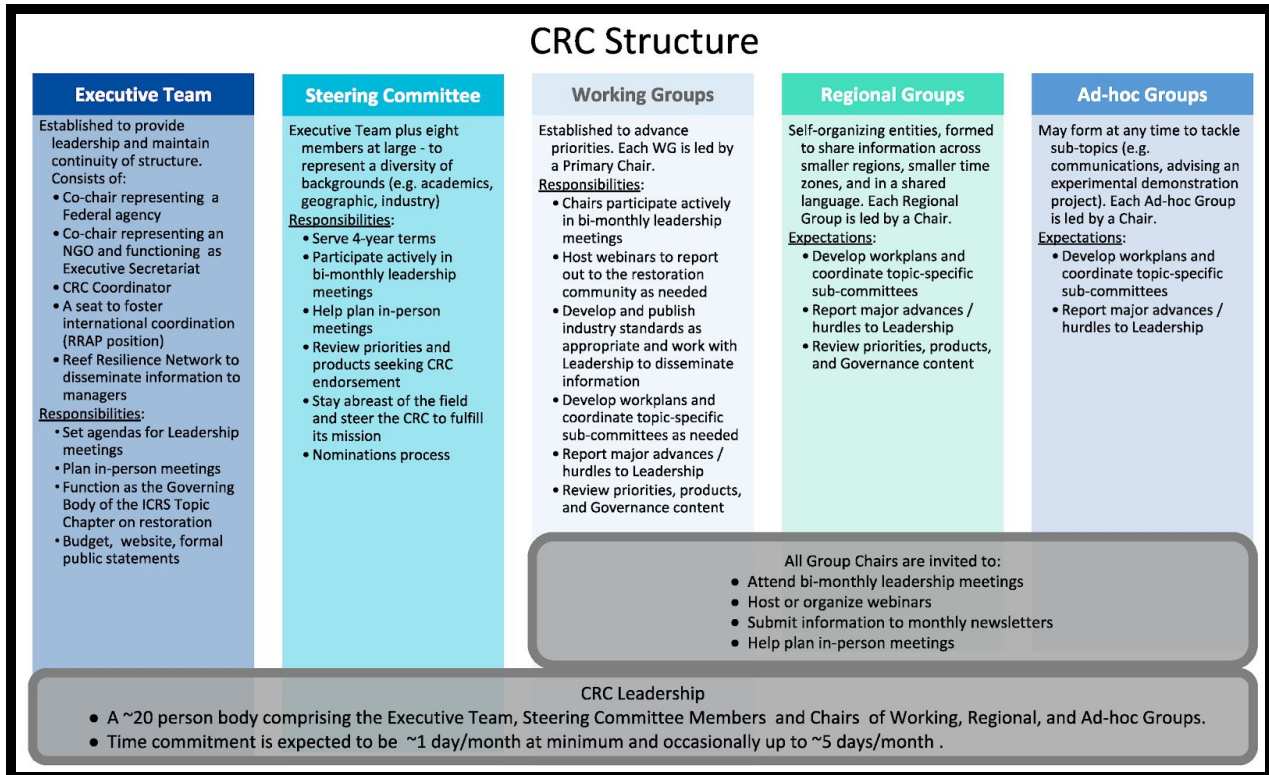**<u>Coral reefs are diverse. The CRC should be too.</u>**
The CRC is devoted to studying the most biologically diverse ecosystem of the ocean, and our members recognize the resilience and stability that this diversity provides. Likewise, our Consortium recognizes the diversity of its membership, and the strength it provides to our organization. Coral reefs occur in many different nations around the globe, and it is important to the CRC that its membership and leadership reflect the many cultures, ages, genders, physical capabilities, and sexual identities of all of its members.

<u>Governance Structure</u>
The CRC has a leadership structure developed to reflect geographic, topical, and institutional diversity. In order to facilitate regional participation and coordination whilst covering all coral reef regions, the Executive Team will connect the current Caribbean-focused CRC with the Pacific and Indian Ocean regions. The CRC will coordinate with the United Nation's International Coral Reef Initiative (ICRI) via national representatives through ICRI's existing structure.

Every two (2) years, the following will be reviewed: CRC priorities, SC Members-at-Large and Group Chair Membership, as well as Governance Document content.

CRC Structure

Executive Team	Steering Committee	Working Groups	Regional Groups	Ad-hoc Groups
Established to provide leadership and maintain continuity of structure. Consists of: • Co-chair representing a Federal agency • Co-chair representing an NGO and functioning as Executive Secretariat • CRC Coordinator • A seat to foster international coordination (RRAP position) • Reef Resilience Network to disseminate information to managers Responsibilities: • Set agendas for Leadership meetings • Plan in-person meetings • Function as the Governing Body of the ICRS Topic Chapter on restoration • Budget, website, formal public statements	Executive Team plus eight members at large - to represent a diversity of backgrounds (e.g. academics, geographic, industry) Responsibilities: • Serve 4-year terms • Participate actively in bi-monthly leadership meetings • Help plan in-person meetings • Review priorities and products seeking CRC endorsement • Stay abreast of the field and steer the CRC to fulfill its mission • Nominations process	Established to advance priorities. Each WG is led by a Primary Chair. Responsibilities: • Chairs participate actively in bi-monthly leadership meetings • Host webinars to report out to the restoration community as needed • Develop and publish industry standards as appropriate and work with Leadership to disseminate information • Develop workplans and coordinate topic-specific sub-committees as needed • Report major advances / hurdles to Leadership • Review priorities, products, and Governance content	Self-organizing entities, formed to share information across smaller regions, smaller time zones, and in a shared language. Each Regional Group is led by a Chair. Expectations: • Develop workplans and coordinate topic-specific sub-committees • Report major advances / hurdles to Leadership • Review priorities, products, and Governance content	May form at any time to tackle sub-topics (e.g. communications, advising an experimental demonstration project). Each Ad-hoc Group is led by a Chair. Expectations: • Develop workplans and coordinate topic-specific sub-committees • Report major advances / hurdles to Leadership

All Group Chairs are invited to:
- Attend bi-monthly leadership meetings
- Host or organize webinars
- Submit information to monthly newsletters
- Help plan in-person meetings

CRC Leadership
- A ~20 person body comprising the Executive Team, Steering Committee Members and Chairs of Working, Regional, and Ad-hoc Groups.
- Time commitment is expected to be ~1 day/month at minimum and occasionally up to ~5 days/month.

I.   **The CRC Leadership Team -** is comprised of three primary entities - (1) an Executive Team, (2) a Steering Committee, and (3) Chairs of Working & Regional Groups. That leadership team is augmented and supported by the Leadership of the Ad-hoc Groups. Broad decisions (i.e. elections, priorities, and governance content) will be made by the full CRC Leadership, while high level and operational decisions will be made by the Steering Committee and Executive Team (e.g. budget, website, formal public statements).

CRC Leadership = Executive Team + Steering Committee + Group Chairs

II. **Steering Committee (SC) -** A standing committee of approximately twelve (12) individuals will represent a diversity of types of institutions including small and large NGOs, government agencies, academia, and private entities. Two categories of participation will allow the CRC to adapt with changing needs in the field and represent a broad spectrum of voices, while providing continuity of infrastructure as well as logistical and financial support.

Steering Committee = Executive Team + SC Members-at-Large

A. <u>Executive Team</u> - An Executive Team will enable the CRC to maintain some continuity and function efficiently. The membership and structure of this body are subject to review every four (4) years.
    1. Composition and Roles
        a) Co-Chair - Federal Agency
           ○ Ensure federal buy-in, as well as regional/federal/state coordination.
           ○ *Currently NOAA*
        b) Co-chair and Secretariat - NGO
           ○ Acting Treasurer - Provide coordinating and accounting infrastructure
           ○ Selected by the SC.
           ○ May relinquish role with no less than six months notice and may be replaced with a majority vote of the SC.
           ○ *Currently Coral Restoration Foundation*
        c) CRC Coordinator(s)
           ○ Act as Secretary for the CRC - coordinate and administrate the CRC
           ○ *Ex officio*, non-voting member(s) of the Steering Committee
           ○ To be appointed by the CRC Chair(s)
        d) Coordination and communication of knowledge exchange with coral reef managers and the restoration community –
           ○ *Currently Reef Resilience Network*
        e) RRAP International Coordinator
           ○ dedicated position to ensure communication and coordination
           ○ source of funding to ensure creation and dissemination of WG products
    2. Responsibilities:
        a) Will oversee all CRC projects, products, and events.
        b) Has vested powers to act on behalf of the SC in between CRC Leadership meetings.
        c) Will provide executive support for all decisions made by the CRC Leadership.
        d) Will develop agendas for bi-monthly meetings.
        e) Will empower the SC to generate feedback and ideas for Group initiatives and priorities.
        f) Will ensure that any items that require a formal vote are stated clearly on meeting

agendas, and that all decisions made are captured and reported to the Global CRC Executive Team/Governing Board.

g) Ensure that any products of the CRC are publicly available on the website, to be updated monthly, to enhance broad adoption to a range of audiences.

h) Create and publish a monthly newsletter.

B. SC Members-at-Large will ensure a rotating and diverse voice to the Steering Committee. Members at Large primarily represent themselves as individuals; however, we recognize that the opinions and mission of your organization comprise part of your motivation.

1. Composition:

a) The following communities should be represented: small NGO practitioner, large NGO practitioner, private (for-profit) practitioner, academic/researcher (domestic and international), individuals from outside the U.S.

b) Eight (8) individual members shall each serve a four (4) year term, with the option to renew after a two (2) year break. To ensure diversity, every two (2) years four members will rotate off allowing for a fresh cohort of four new members.

2. Nominations and Elections:

a) Nominations can be made by anyone, including self-appointment, nomination by a group of peers, and/or solicited from the CRC broad membership.

b) Initially, four (4) current SC members will continue their terms of service. If there are more than 4 SC veterans that wish to maintain their seats, the full CRC Leadership (less those nominated) will vote to determine which 4 will remain active SC members.

c) April/May: Nominations for four (4) SC-at-Large seats will be solicited.

d) June: the existing full CRC Leadership votes to onboard new members (less those nominated).

e) Following this initial schedule, nominations for four (4) seats will be solicited every two

(2) years, to be voted on in-person at CRC Leadership meetings if possible.

f) Once elected, if necessary, the Member may elect a formal Alternate/proxy from their organization to participate in meetings, product review, and voting if/when they are not available. The Primary and Alternate will keep each other up to date on CRC proceedings and action items. If no alternate is assigned, the Primary may designate a voting proxy in writing prior to voting.

g) If a Member is unable to complete a full 4-year term, the Executive Team must be notified as early as possible (at least two months prior to abdication)to ensure that CRC leadership can review and possibly vote to maintain appropriate diversity within the SC.
   o Membership does not automatically default to the alternate.

h) If you become a SC member and your affiliation changes during your tenure (e.g. academic to private/NGO), the Executive Team must be notified as early as possible (at least two months prior to affiliation change)to ensure that CRC Leadership is able to vote, on a case by case basis, to maintain a leadership role with the individual or the organization.
   o Membership does not automatically default to the alternate.

C. <u>Steering Committee Responsibilities</u>:
   1. General
      a) Promote communication and knowledge dissemination across the restoration community and develop new relationships that can facilitate the CRC mission and Group goals.
      b) Primary Seat or Alternate must actively participate in bi-monthly conference calls and in-person meetings as scheduled. Failure to participate in three or more consecutive meetings without prior approval by the committee may result in removal from the Steering Committee.

c) Review CRC priorities approximately every two years and identify methods/Working Groups to advance priorities.
d) Organize regular conferences/meetings of practitioners and researchers to share techniques and facilitate collaboration.
e) Provide internal peer review on WG products regardless of whether the product is published on behalf of the CRC.
f) An individual, organization, or entity must have the approval of the SC to enter into financial commitments on behalf of the CRC. As such, SC members must proactively disclose all perceived conflicts of interest. The Executive Team may authorize routine transactions and execute financial commitments to fund SC-supported functions between meetings without prior approval.
g) An individual, organization, or entity must have the approval of the SC to issue statements of significance to the public or media in the name of the CRC or speak on behalf of the CRC. They may issue statements on their own behalf at any time. The Executive Team may authorize routine statements and communications between meetings.

2. Working Group Coordination
    a) Maintain open lines of communication with Group Chairs to provide vision on projects, products, and future efforts; and promote communication across Groups.
    b) Coordinate with the Groups to develop operating plans that will achieve 1-3 year goals.
    c) Steering Committee Members may not simultaneously serve as a Group Chair.
    d) Participate in the pre- and post-work associated with critically evaluating the deliverables of each WG.
    e) Review and provide feedback and guidance on Group products and priorities.

D. <u>Steering Committee Voting for Governance Decisions</u>:[The SC will not vote often. It is expected that all SC members will be present for votes and will review pertinent documents beforehand.]
   1. The CRC Co-Chairs and Executive Team are authorized to make decisions (e.g. budget, website, formal public statements) on behalf of the CRC Leadership in between regularly scheduled meetings.
   2. The CRC Leadership (Executive Team, SC, and Primary Chairs from Working and Regional Groups) will vote on elections, priorities, and governance decisions.
   3. Quorum – at least 51% of voting members must be present in order for a formal vote to take place.
   4. If quorum has been achieved, simple majority passes the vote. If the motion is denied, it may be repeated at a future meeting of the SC for a simple majority to pass the vote.
   5. All items requiring a vote will be circulated to the SC at least <u>seven</u> calendar days prior to the scheduled meeting where it will be voted upon.
   6. The voting body cannot assume that silence means consent.
   7. A voting member must make a motion to vote on or amend any given topic. The proposed motion be "seconded" by another party in order to proceed with voting.
   8. Motions must also be made to take recess, postpone a vote, or adjourn the meeting.
   9. Decisions require a formal "yay" or "nay" from all voting members. Members may also "abstain" from voting on any issue.
   10. Alternates are encouraged to participate in all discussions but may not vote in place of the Primary SC Member unless designated as their proxy via written request to the Executive Team prior to the meeting.
   11. Any voting party (Primary or designated Alternate/proxy) must be present (via phone or in person) to vote to ensure they have heard the perspectives of their peers.

E. <u>International Coral Reef Society</u>: In June of 2018, the CRC was approved by the ICRS Council to be their first topical sub-chapter. As such, the CRC follows and is subject to their <u>rules</u>; some of which are below:

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      1. CRC Co-Chairs or Coordinator will attend but not vote at ICRS Council Meetings.
      2. CRC may not speak on behalf of the ICRS or its council without prior written approval.
      3. 20% of CRC members and 50% of the SC must be ICRS members in good standing. CRC Topic Chapter/ICRS membership overlap will be reviewed every two (2) years with CRC priorities.
      4. SC will be one in the same as the ICRS Chapter Governing Committee.

III. **Working Groups**

    A. <u>Working Groups</u> (WG) were formed and are maintained to advance CRC priorities which are reviewed ~bi-annually. Active Working Groups will form, continue, and/or cease progress based on current CRC priorities.

      1. Responsibilities:
        a) Coordinate among stakeholders to catalyze new and improve existing restoration approaches, disseminate important products and information, and share failures to improve the efficiency of restoration.
        b) Develop and implement 1-3 year operating plans (a living document of WG priorities) that will achieve defined goals and will contribute to the overall knowledge base in a systematic way.
        c) When appropriate, draft best practice guidelines.
        d) Establish sub-groups (as needed) and host core/sub-group meetings to advance WG priorities.
        e) Host webinars and report out to the restoration community to facilitate broader topic area coordination, information dissemination, and Q&A as needed.

      2. Structure:
        a) Should be generally consistent across all WGs, but can be flexible as needed.
        b) A core group of ~10 experts dedicated to achieving WG priorities and ideally completing operating plans within a 3-5 year time frame.
        c) Sub-groups may be formed and halted as needed and at the WG's discretion.

d) Has a Chair, topic leads if appropriate, and a Coordinator if desired (selected by WG Chair(s)to help organize the WG).

3. Primary Chair - is a subject matter expert who leads the WG and serves as the primary point of contact with the SC regarding WG products and vision. The Chair will:
    a) Serve a four-year term.
    b) Serve as a member of CRC Leadership, where they will give updates on progress and propose new ideas and products.
    c) Be invited as a member of CRC Leadership to in-person meetings (as scheduled) and act as a planning body for regular conferences.
    d) The Primary Chair will vote on elections, priorities, and Governance Document content.
    e) Will elect a formal alternate/proxy from the WG to participate in meetings, product review, and voting if/when they are not available. The two will keep each other up to date on CRC proceedings and action items. If no alternate is assigned, the Primary may designate a voting proxy in writing prior to voting.
    f) Designate Co-Chairs as needed (non-voting unless designated as proxy) to support product development as act as topic area leads.
    g) Notify CRC leadership with at least two months notice if they cannot complete their 4-year term. Chairship does not simply default to the Alternate WG Chair.
    h) Not chair more than one WG or be on the SC at the same time.

4. Process for CRC Product Review (see Attachment B - Guidance on Developing and Approving CRC Products - for more information)
    a) CRC Products can take many forms - academic papers, tools (e.g. maps, databases), Best Management Guidelines, letters to the editor, etc. If/when a CRC Group has an idea for a proposed CRC product, the concept, goals, and scope of the product must be approved by CRC Leadership via the CRC Coordinator prior to initiating significant work on the product.

b) Depending on the scope of the product, the Coordinator may ask the Group to draft a concept note and timeline for completion with milestones for CRC Leadership review. Even if the CRC product is small in scope, it must be raised by the Group or the Coordinator at a Leadership meeting.

c) Final products that are significant in scope, must be brought to the CRC Coordinator, who will work with the Group Chair to coordinate final peer review and adoption. This may take up to ~ 2 months.

d) If Group products do not fall within the spectrum of what the CRC is willing to endorse, Groups are welcome to use the CRC organizational structure and expertise to aid in the creation of products and the peer review process; however, outcomes should not include the CRC name/logo on products.

5. Nominations and Elections for Working & Regional Group Chairs:

   i) In the case of an empty Group Chair seat, nominations for a new Chair can be made by anyone, including self-appointment, nomination by a group of peers (WG or RG members), and/or solicited from the CRC broad membership.

   j) WG Chairs will be voted on by the full CRC Leadership (less those nominated).

   k) Nominations for Group Chairs will be solicited every four (4) years upon review of CRC priorities, to be voted on in-person at CRC Leadership meetings if possible.

   l) The CRC Leadership reserves the right to solicit the input of active members of the WGs and RGs to make decisions to onboard new members.

   m) If a new Working Group is formed, the SC will appoint a Chair or interim Chair if need be, since there are no existing Chairs or WG members to nominate and vote.

   n) If a Chair is unable to complete a full 4-year term, the Executive Team must be notified two months prior to abdication. Membership does not automatically default to the alternate.

B. <u>Regional Groups</u> are self-organizing entities, formed to share information across smaller regions, smaller time zones, and/or in a shared language.
   1. Each Regional Group is led by a Chair who is a member of CRC Leadership, elected in the same manner as WG Chairs, and is thus expected to
        a) join bi-monthly meetings to report progress and share expertise
        b) host webinars as important topics develop
        c) help plan Reef Futures
   2. These Regional Groups are formed to disseminate lessons learned but do not compete for funding or fracture the structure of the CRC.
   3. Regional Groups may link up with WGs as needed to develop and expand regional, overarching, and topic-specific goals.
   4. Should act as a committee to deal with regional issues/context and:
        a) Ensure communication between the WG focal points and organize regional meetings with their WG focal points
        b) Gather and share information, products, lessons learned, and outstanding questions
        c) Be the link between their WG focal points and the Leadership structure to convey regional issues
   5. Will elect a formal alternate/proxy from the RG to participate in meetings, product review, and voting if/when they are not available. The two will keep each other up to date on CRC proceedings and action items. If no alternate is assigned, the RG Chair may designate a voting proxy in writing prior to voting.
   6. Designate Co-Chairs as needed (non-voting unless designated as proxy) to support product development as act as topic area leads.
   7. Expectations:
        a) Develop workplans and coordinate topic-specific sub-committees
        b) Report major advances / hurdles to CRC Leadership
        c) The Regional Group Chair will vote on elections, priorities, and Governance Document content.

C. <u>Ad-hoc Groups</u> informal Groups that may form at any time to tackle sub-topics (e.g. communications, advising an experimental demonstration project, etc.).
1. Each Ad-hoc Group is led by a Chair who is a member of CRC Leadership (volunteer or appointed by CRC Leadership), and is thus expected to
   a) join bi-monthly meetings to report progress and share expertise
   b) host webinars as important topics develop
   c) help plan Reef Futures
2. Expectations:
   a) Develop workplans and coordinate topic-specific sub-committees
   b) Report major advances / hurdles to CRC Leadership
   c) The Ad-hoc Chair will be a non-voting member of the CRC Leadership due to the temporary nature of the Group.

IN-PERSON MEETINGS AND CONFERENCES
- The next Reef Futures will be held in spring 2021.
- There is no current agreed upon long term commitment to future frequency / schedule.
- Annual in-person "Workshops" for CRC Leadership (likely in conjunction with Reef Futures or another conference well-attended by CRC Leadership) will afford this group an opportunity to onboard new members and review the Governance Document and priorities.
- A calendar of potential options can be found HERE (for reference only).

Attachment A - Coral Restoration Consortium - Code of Ethics
(Accepted January 2018, revisions May 2019)

Introduction
The Coral Restoration Consortium (CRC) brings together diverse restoration practitioners and researchers from many institutions, countries, and cultures. Therefore, in order to fulfill our charge and achieve our goals the CRC must be able to speak with authority, credibility, and a singular voice that places the conservation of corals and their ecosystems first. To achieve these goals, the CRC must have unwavering confidence by the public, politicians, the research and conservation communities and, most importantly, amongst the CRC members themselves. It is a necessity, and therefore an obligation of every individual member from all affiliations to maintain the highest standards of ethical integrity.

One of the goals of the CRC is to promote the exchange of information and ideas from current and future projects that will help advance this field of work to recover depleted coral populations. To achieve this, participants must be confident that the information shared will be utilized in an ethical manner that safeguards the concept of intellectual property, regardless of whether the work was done on behalf of the CRC or another entity. All CRC members must adhere to the following guidelines regarding the appropriate use of shared information.

Member Code of Ethics
> Regarding the Organisms and Ecosystems in our Charge
> - Assisting in achieving the conservation and survival of species must be the aim of all members of the profession. Any actions taken in relation to an individual animal (e.g. euthanasia or contraception) must be undertaken with this higher ideal of species survival in mind, but the welfare of the individual animal should not be knowingly compromised unless as a potential result of experimental design.
> - Recognize the moral responsibilities of the individual and the institution to the animals under our care, as well as to the public, our employees, and our professional associates.
> - Minimize and justify any adverse effects your work may have on people, animals, and the natural environment.
> - Promote the interests of wildlife conservation, biodiversity, and animal welfare to the public and to colleagues.
> - Cooperate with the wider conservation community including wildlife agencies, conservation organizations, and research institutions to assist in maintaining global biodiversity.

- Cooperate with governments and other appropriate bodies to improve standards of animal welfare, protection of natural habitat, and the general welfare of organisms both in our charge and in the wild.
- The CRC feels that more important than restoring ecosystems, we must preserve and protect reef ecosystems that exist today. While mitigation of unavoidable damage to reef environments is critically important, it is not the CRC's goal to facilitate, promote, or otherwise condone mitigation for avoidable reef destruction.

Regarding the public, media, and all stakeholders
CRC members shall:
- Use only legal and ethical means when seeking to influence governmental legislation or regulations.
- Maintain high standards of personal, professional, and business conduct and behavior.
- Not knowingly engage in activities contrary to local, state/territorial, federal, or international law, as such laws relate to our work and profession.
- Encourage research and dissemination of achievements and results in appropriate publications and forums.
- Seek to discuss the issues that our science and conservation work raises for society. Listen to the aspirations and concerns of others.
- Not knowingly mislead, or allow others to be misled, about scientific matters. Present and review scientific evidence, theory, or interpretation honestly and accurately.

Regarding Professional Colleagues
CRC members shall:
- Display the highest integrity, the best judgement or ethics possible, and use of professional skills to the best interests of all.
- Deal fairly with members in the dissemination of professional information and advice, respecting the rights and reputations of others.
- Declare any conflicts of interests promptly and clearly, recusing oneself from further discussion as necessary.
- Keep in mind and appropriately respect that some of the information provided in meetings, on conference calls, and shared during project work may be considered intellectual property.
- Clearly state when a concept or method they are sharing is considered their intellectual property.

- Avoid utilizing or presenting ideas and methods obtained through the CRC without first obtaining explicit permission from the person presenting the information.
- Give full and proper credit to the work and ideas of others that participants gain through the CRC.
- Make every effort to avoid misrepresentation of the work presented by CRC members.
- Avoid making representations about the origins of well-established and widely utilized restoration methods, as these discussions do not provide a useful exchange of ideas.
- Not knowingly misinform others regarding records, information, experimental results, professional information, advice, etc.
- While members may represent their organization as an active member of the CRC, no one member/organization may speak on behalf of the entire CRC, unless in a formal leadership role with a responsibility to do so. It is not appropriate for any member to act, or be perceived to act, as leveraging the skills, resources, network, etc. of the CRC for any specific reason or personal gain, such as grant applications.
- In situations where a member feels it would be appropriate or advantageous to leverage the skills, resources, network, etc. of the CRC for the gain of a group of members or as part of a grant application, that member(s) must explicitly gain the permission of the CRC Steering Committee in writing.

Deviations from CRC's Code of Ethics
The work of the Consortium can only be achieved through the work of its members. Therefore, it is critically important that individual members maintain the highest ethical standards and professional integrity. The CRC is an informal membership group, where membership is entirely voluntary and the acceptance of a prospective member by the CRC is voluntary. Therefore, the Consortium Steering Committee has the right to deny admission, or exercise dismissal, of any member that it feels has violated either the letter or the spirit of the CRC's code of ethics.

Attachment B - Guidance on Developing and Approving CRC Products
(Accepted May 2019)

<u>**Introduction**</u>
Any CRC Product must be reviewed by CRC Leadership via the CRC Coordinator. The more a Group works directly with the Coordinator and select members of CRC Leadership, the smoother the approval process will be. Here are some examples of how CRC products could be reviewed.

<u>Letter to the Editor</u>
1. Optional: Group works with 1-3 Leadership members to peer review the letter (intent to initiate a project / product).
2. Group submits the letter to the Coordinator at least two weeks prior to a Leadership meeting.
3. Coordinator sends the letter along with the agenda for the next Leadership Meeting to CRC Leadership for review.
4. CRC Leadership has a chance to discuss during a regularly scheduled call and votes yay or nay on whether this can/should be endorsed by the CRC.

<u>Tools / Best Management Guide</u>
1. At the initial idea stage, Group works with Coordinator and 1-3 Leadership Team members to develop concept note for review by CRC Leadership. Concept note includes:
   a. scope (what the product will and won't cover)
   b. other materials available
   c. timeline for completion
   d. milestones for review
2. Leadership reviews and approves concept note
3. Milestones reviewed as scheduled (Coordinator schedules Leadership reviews/ updates during regular calls)
4. Final review
   a. <u>Week 1</u>: The Group Chair and CRC Coordinator develop a process, choose expert reviewers, at least 3 experts from the community plus at least 1-3 members from CRC Leadership, and solicit reviews.
   b. <u>Week 2-4</u>: Expert review.
   c. <u>Week 5</u>: The Group synthesizes and incorporates feedback.
   d. <u>Week 6-7</u>: Group sends final product, feedback, and the way the feedback was addressed, to CRC Coordinator who shares with CRC Leadership for full CRC review.
   e. <u>Week 8</u>: During a bi-monthly call, CRC Leadership is briefed on the product, feedback, the way that feedback is

addressed, and votes on whether this should be an official
CRC product.

References and Resources:

- [Association of Zoos and Aquariums, Code of Ethics](#)

- [International Coral Reef Society General Rules for Topic Chapters](#)

- [IUCN Guidelines for Applying the Precautionary Principle](#)

- [Universal Ethical Code for Scientists](#)

- [World Association of Zoos and Aquariums, Code of Ethics and Animal Welfare](#)