

Breakout Session Instructions
Breakout Session I, June 20th, 1:30 – 3:30 p.m.

Welcome and Instructions

1. Welcome and brief introductions (name and affiliation)
2. Review goals for Breakout Session I: 1) to identify monitoring parameters that are useful for a range of barrier removal scenarios in the Gulf of Maine Watershed; 2) to identify parameters that may be useful on a case-by-case basis.
3. Introduce the process:
 - Working in small groups, participants will review and discuss four typical barrier removal scenarios.
 - For each scenario, participants will work with their group to identify monitoring parameters that address management concerns. Some of these concerns are identified in the scenarios; others may occur to them as they discuss the scenarios.
 - As they go through the scenarios, they should make note of parameters that are useful in all four scenarios. These will be most useful across the Gulf of Maine region.
 - Each small group should have someone responsible for taking notes and someone who will share their results with the rest of the Topic Team.
 - Example of the level of detail we are looking for: you may decide that stream channel cross-sections would be a useful parameter. At this point, you do not need to decide spacing, number, exact location, level of precision and accuracy, methods, etc.

Small Group Discussions – 60 minutes

5. Participants will divide into groups of four or five and work for an hour. Facilitators will circulate to see if the groups have questions and help the groups stay focused.
6. Facilitator will keep an eye on the time.

Topic Team Discussion – 40 minutes (you may want a 10 minute break first)

7. Re-convene as a Topic Team and ask someone to record discussion on flip chart.
8. Ask each group to share its results. First each group will report parameters that were useful for all scenarios. Then each group will report additional parameters by scenario.
9. You should come out of this Breakout Session with two lists: 1) a list of parameters that were identified for all scenarios; and 2) a list of parameters useful for fewer scenarios. You will then present these lists during the follow-up session.
10. If extra time – take rough poll of which parameters are most useful across a range of scenarios. Ask participants to place an “X” next to their top three choices.

Breakout Session II, June 21st, 9 – 11 a.m.

Breakout Session II

This will be a free-flowing discussion with the facilitator encouraging all members of the group to participate and keeping the group on task.

Introduction / Instructions – 5 minutes

Barrier removal monitoring will be conducted by a wide range of groups, from consultants to agencies, NGOs, and even volunteers. Each group will have different levels of funding, different types of equipment, and different levels of expertise. Given this, what common data elements and reporting standards are necessary?

Topic Team Discussion – almost 2 hours, with a break in the middle.

- You may need to spend 15 minutes narrowing down your list of parameters to the few that are most useful across most scenarios. This will depend on how far your discussion went during Breakout Session I.
- Focus first on discussing common reporting standards for the parameters that your group identified during Breakout Session I. For example, if we were to develop a regional monitoring database, what fields would need to be in it for each parameter? Are there standards for precision and accuracy that are absolutely essential for any of the parameters? What kind of metadata is necessary?
- Summarize when it appears that group is done.
- Given that information, are there methods that absolutely should or should not be used?
- Summarize
- Be ready to present back to the large group.