

NADP – CLAD STRUCTURE, POSITIONS, AND RESPONSIBILITIES

Version 1.1

August 2, 2017

Introduction

Critical Loads of Atmospheric Deposition (CLAD) is a Science Committee of the National Atmospheric Deposition Program (NADP). The purpose of CLAD is to discuss, support, and advance current and emerging issues regarding the science and use of critical loads to understand the effects of atmospheric deposition on ecosystems in the United States (U.S.). CLAD facilitates the exchange, use, and evolution of critical load science, technical information, and modeling and mapping methods within a broad multi-organization context. The purpose of this document is to outline the structure of CLAD as a Science Committee of NADP and the responsibilities associated with CLAD positions.

Structure

CLAD is a Science Committee of NADP, and together with the Technical Subcommittees, Advisory Committees, and ad-hoc groups, CLAD must report to the Executive Committee (**Figure 1**). The Executive Committee provides program direction and acts on recommendations of the subcommittees, Budget Advisory Committee, and Quality Assurance Advisory Group. CLAD is a non-voting member of the Executive Committee. During annual NADP Fall and Spring meetings, CLAD must be represented at both NADP Joint Session and Executive Committee meetings. During Joint Session, agenda items and accomplishments of each committee are presented to the larger NADP community. At NADP Executive Committee meetings, major products and activities of CLAD are presented and any motions brought forward from CLAD are presented and approved/rejected by Executive Committee vote. For more information about NADP committees, see the [NADP Governance Handbook](#).

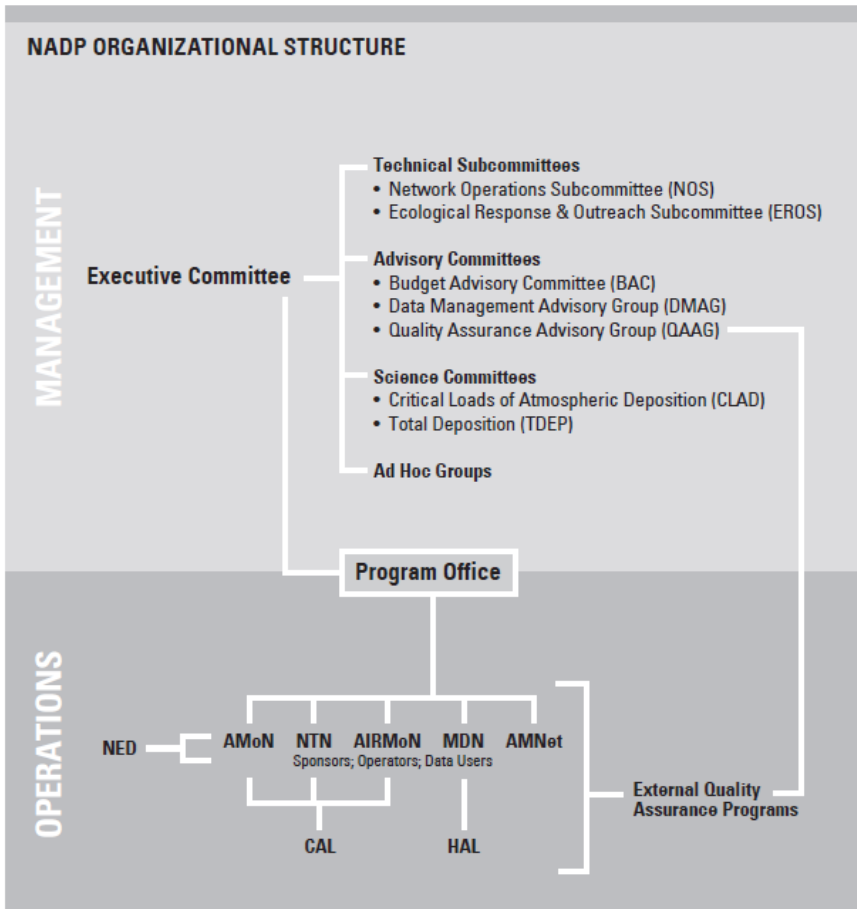


Figure 1. NADP organizational structure (from NADP Governance Handbook).

The structure of the CLAD Science Committee is presented in **Figure 2**. CLAD consists of representatives from federal, state, and local agencies, academia, industry, consultants, and non-profit organizations. Membership is open to anyone who is interested in and/or works with critical loads. Within CLAD, there are three “teams” that manage and direct CLAD: Executive Team, Management Team, and Advisory Team. The CLAD Executive Team consists of the Co-Chairs, Secretary, Program Manager, and National Critical Load Database (NCLD) Manager. The CLAD Management Team consists of the Program and NCLD Managers. The CLAD Advisory Team consists of the Advisory Board, along with the Budget and Program Manager Directors.

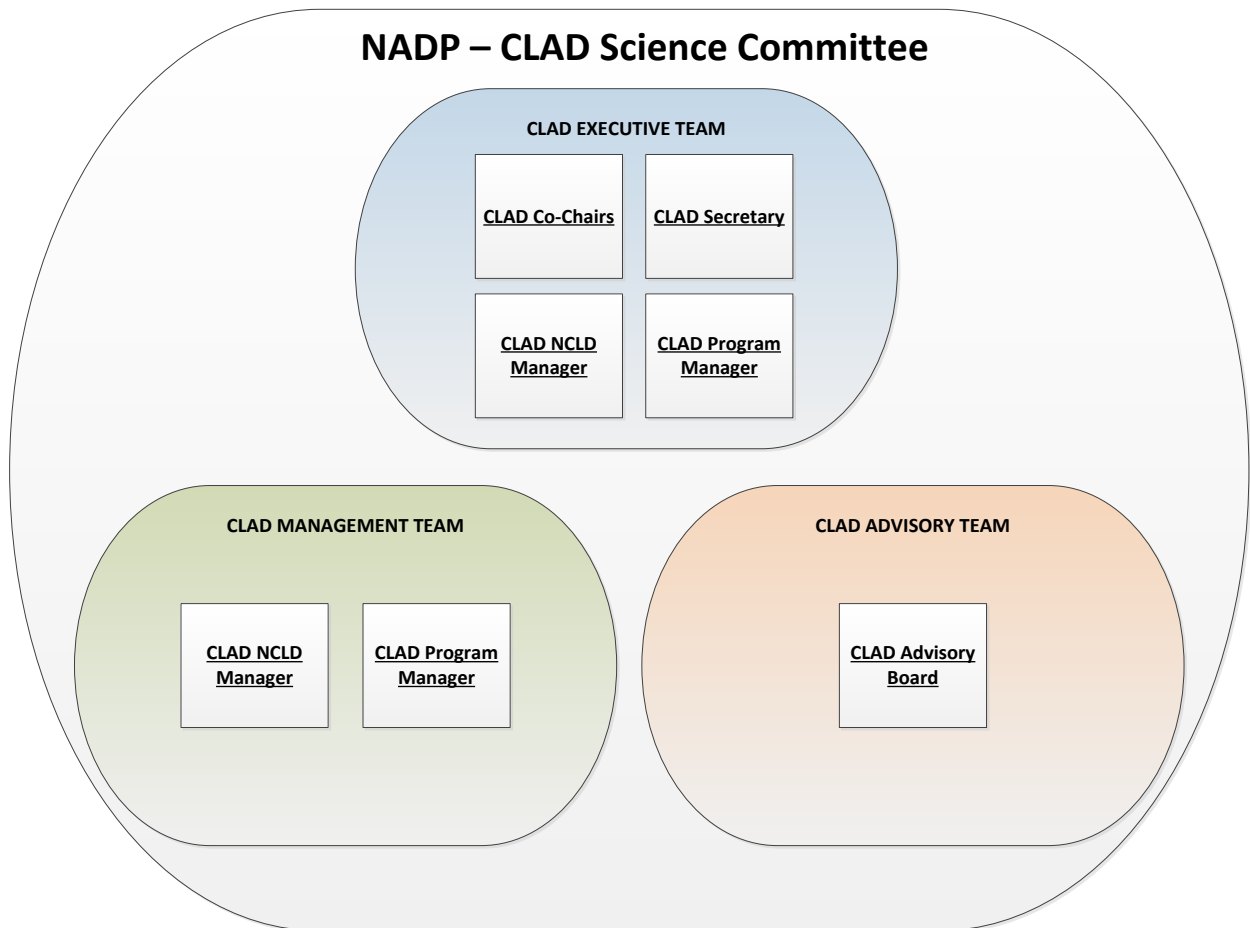


Figure 2. NADP-CLAD organizational structure.

Positions and Responsibilities

This section provides a description of the positions and associated responsibilities within CLAD. Note that this description represents the current configuration as of 2017, but is subject to change in the future as the needs of CLAD evolve.

CLAD Committee Members

Status: voluntary

Number of positions: no limit

Length of term: no limit

Eligibility: anyone who is interested in critical loads and the impacts of air quality on ecosystems

Relationship with NADP: no formal relationship beyond CLAD membership

Responsibilities: The main responsibilities of the CLAD Committee Members are:

- Review and contribute to Fall and Spring CLAD meeting draft agendas
- Attend and participate in Fall and Spring CLAD meetings (in person or remotely)

- Review and contribute to Fall and Spring CLAD meeting draft minutes
- Nominate and elect CLAD Co-Chairs and Secretary
- Attend and/or present at CLAD intermeeting webinars
- Lead and/or participate in CLAD critical load-related Working Groups (WG), projects and/or workshops
- Provide new CL data in response to U.S. CLAD NCLD Call-for-Data

CLAD Co-Chair

Status: voluntary/nominated by CLAD Science Committee members

Number of positions: 2

Length of term: 2 years; staggered start years (one Co-Chair is elected each year)

Eligibility: all CLAD members are eligible to serve as a Co-Chair. However, at least one of the two concurrent Co-Chairs must be a federal agency employee. CLAD members who have previously served as a Co-Chair can be re-elected and serve multiple consecutive or non-consecutive 2-year terms

Relationship with NADP: responsible for representing CLAD at NADP Joint Session and Executive Committee meetings and for corresponding with the NADP Executive Committee and NADP Coordinator

Responsibilities: The main responsibilities of the CLAD Co-Chair are:

- Develop agenda, organize, and facilitate CLAD Fall and Spring meetings
- CLAD's representative to NADP Joint Session and Executive Committee
- Identify, organize, and facilitate intermeeting webinars
- Maintain and organize CLAD webpage
- Regularly communicate with CLAD members regarding relevant news and references
- Identify and set annual CLAD priorities
- Organize and lead CLAD Executive Team monthly meetings
- Act as CLAD's "official voice" (i.e., write letters of support on behalf of CLAD)
- Identify, make decisions, and conduct ground-work on routine and unique activities relevant to CLAD (that, when appropriate, will be presented to the CLAD Advisory Board and/or CLAD members for feedback and approval). CLAD Co-Chairs will be responsible for making final decisions, when needed
- See **Table 1** for a detailed description of specific CLAD Co-Chair tasks

Table 1. Detailed descriptions of tasks that are the responsibility of the CLAD Co-Chair.

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| Attend and lead CLAD Executive Team monthly meetings | <ul style="list-style-type: none"> - monthly Executive Team meetings are conducted on the first Tuesday of every month - discuss Fall and Spring CLAD meetings, Intersession Webinars, NCLD updates, CLAD products, CLAD website, CLAD BOX and other CLAD-related topics - identify topics of interest/agenda items for CLAD Advisory Board meetings - CLAD Co-Chair(s), Secretary, and Program Manager are required to attend; attendance of NCLD Manager is optional |
| Organize and facilitate Fall and Spring CLAD meetings | <ul style="list-style-type: none"> - notify/remind CLAD members (via listserv) of Fall and Spring CLAD meetings (and associated critical load-related sessions in Fall meeting) and registration and abstract deadline dates - 3 months prior to Fall and Spring CLAD meetings, begin development of agenda; distribute draft agenda for comment to CLAD listserv 1 month before Fall and Spring CLAD meetings; work with NADP Program Office (Database Manager) to post draft agenda to CLAD website - respond to comments and send out final agenda to CLAD members (via listserv) 1 week before Fall and Spring CLAD meetings; work with NADP Program Office (Database Manager) to post final agenda to CLAD website - work with the Secretary (who will provide the minutes) to distribute final draft minutes (from previous meeting) to CLAD members (via listserv) 1 week before Fall and Spring CLAD meetings (in same email as final agenda) - once the NADP Block Agenda for Fall or Spring meetings has been established, work with NADP Program Office (Business & Financial Coordinator) to confirm meeting location (room), audio visual equipment and remote connection details (phone and webinar numbers/links) prior to the CLAD meeting - organize and lead Fall and Spring CLAD meetings (including assuming responsibility for working with NADP staff to confirm audio and visual connections on day of meeting); CLAD meeting leadership is assumed during the Spring CLAD meeting following acceptance of the Co-Chair position (in Fall CLAD meeting) - within 1 month of meeting, update CLAD listserv (as needed), based on attendance at CLAD Fall and Spring meetings - collect all presentations from the Fall and Spring CLAD meetings; correspond with presenters for approval to post presentation to CLAD website - work with NADP Program Office (Database Manager) to post approved presentations to CLAD website within 1 month of meeting - work with Secretary and NADP Program Office (Database Manager) to post final minutes to CLAD website within 1 month of CLAD approval |
| Represent CLAD in interactions with NADP Executive and Joint Committees | <ul style="list-style-type: none"> - 2-3 months in advance of Fall and Spring CLAD meetings work with Joint Committee Chair to schedule CLAD and sub-committees of interest to CLAD in the NADP Block Agenda - represent CLAD at Fall and Spring conference calls held by Chair of NADP Joint Committee; call occurs approximately 1 month prior to Fall and Spring |

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| | <p>meetings; a rough draft of the CLAD agenda should be prepared before this call</p> <ul style="list-style-type: none"> - represent CLAD and attend all NADP Executive and Joint Committee meetings (during and outside of NADP Fall and Spring meetings); provide CLAD agenda and meeting summary during meetings (when appropriate) - lead and represent CLAD's request for approval of NADP-CLAD product or action (e.g., Map Summary, NCLD, Critical Load Definitions document); initiate process with NADP Program Office (Program Coordinator) to determine how best to proceed with approval process; the NADP-CLAD product or action may need to go to Joint Committee and/or NADP Executive Committee for official approval |
| CLAD renewal as Science Committee of NADP | <ul style="list-style-type: none"> - CLAD needs to be renewed as a Science Committee within NADP every 4 years; next renewal is spring 2019 - present current Summary of Accomplishments (as word document and presentation) to NADP Executive Team during Spring NADP meeting |
| Initiate and manage nomination and election of CLAD Co-Chairs and Secretary | <ul style="list-style-type: none"> - request nominations for Co-Chair and/or Secretary positions from CLAD members (via listserv) at least 2 months prior to Fall CLAD meeting - if more than one candidate is nominated, circulate electronic voting poll to CLAD members (via listserv) 1 month prior to Fall CLAD meeting - notify CLAD members (via listserv) of final Co-Chair and/or Secretary nominations 1 week prior to Fall CLAD meeting - announce new Co-Chair and/or Secretary at Fall CLAD meeting |
| Support CLAD Intermeeting Webinars | <ul style="list-style-type: none"> - CLAD Intermeeting Webinars are webinars that occur between the Fall and Spring CLAD meetings and focus on research and other topics of interest to CLAD members - work with CLAD members (via listserv), Program Manager, and Advisory Board to identify and organize webinar topics - during Fall and Spring CLAD meetings, ask for volunteers to lead webinars; webinars can be led by CLAD members or invited presenters to present topics of interest to CLAD - aim to have 1-2 CLAD Intermeeting Webinars between Fall and Spring CLAD meetings - establish webinar date, set up conference line and webinar connection, and communicate details to CLAD members (via listserv) |
| Revise and update CLAD website | <ul style="list-style-type: none"> - all updates are conducted through NADP Program Office (Database Manager) - update CLAD contacts list, as needed - update and reconfigure CLAD website, as needed |
| Distribute CLAD updates and information to CLAD members | <ul style="list-style-type: none"> - CLAD updates and information include: request for new critical load publications, list of new critical load publications that were sent to CLAD Co-Chairs and are on CLAD website, and relevant NADP, CLAD, and critical load-related events and information of interest to CLAD members - send out CLAD updates and information email every 2 or 3 months (or as needed) to CLAD listserv |

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| Distribute CLAD Annual Report | <ul style="list-style-type: none"> - work with Secretary to send draft Annual Report to CLAD members (via listserv) 1 month prior to Fall CLAD meeting - work with Secretary and NADP Program Office (Database Manager) to post final Annual Report to CLAD website within 1 month of CLAD approval |
| Update CLAD Summary of Accomplishments document | <ul style="list-style-type: none"> - add new years and associated accomplishments to CLAD Summary of Accomplishments document; updates should occur one month prior to each of the Fall and Spring CLAD meetings (or as needed) - present to CLAD Advisory Board and CLAD members on an annual basis (during Fall and Spring CLAD meeting) |
| CLAD Critical Load definitions | <ul style="list-style-type: none"> - work with CLAD members to update critical load definitions, as needed; revise/update CLAD Critical Load Definitions document, accordingly |

CLAD Secretary

Status: voluntary/nominated by CLAD Science Committee members

Number of positions: 1

Length of term: 2 years (or 1 year if individual will become Co-Chair the following year; when the secretary is nominated and elected, it is assumed that he/she is also elected and approved to serve as Co-Chair the following year)

Eligibility: all CLAD members are eligible to serve as the Secretary

Relationship with NADP: no formal relationship beyond CLAD membership

Responsibilities: The main responsibilities of the CLAD Secretary are:

- Take minutes during CLAD Fall and Spring meetings
- Prepare CLAD Annual Report
- Attend CLAD Executive Team monthly meetings
- See **Table 2** for a detailed description of CLAD Secretary tasks

Table 2. Detailed descriptions of tasks that are the responsibility of the CLAD Secretary.

| TASK | DETAILED TASK DESCRIPTION |
|--|--|
| Prepare draft and final minutes of Fall and Spring CLAD meetings | <ul style="list-style-type: none"> - take minutes during Fall and Spring CLAD meetings; the responsibility of taking minutes is assumed during the Spring CLAD meeting following acceptance of the Secretary position (in the Fall CLAD meeting) - send draft to CLAD members (vis listserv) for review and revisions within 1 month of CLAD meeting - work with Co-Chair to ensure that final draft minutes (that have incorporated the revisions from the CLAD member review) are distributed to CLAD members (via listserv) 1 week before next CLAD meeting - present final minutes to CLAD members during next CLAD meeting - send final minutes to Co-Chair to post to CLAD website within 1 month of CLAD approval |
| Prepare draft and final CLAD Annual Report | <ul style="list-style-type: none"> - CLAD Annual Report consists of: Fall and Spring CLAD meeting minutes, CLAD Intermeeting Webinars, CLAD-affiliated events (e.g., workshops), CLAD products (e.g., Critical Load Definitions document), NCLD updates, CLAD Working Groups, and critical load references from the year (based on FY starting in October); Secretary is responsible for the CLAD minutes and assembling the draft and final Report; CLAD Program Manager is responsible for preparing other sections of the Report - send draft Annual Report to Co-Chair to distribute to CLAD members (via listserv) 1 month prior to Fall CLAD meeting - respond to comments and present final Annual Report to CLAD members at Fall CLAD meeting - send final Annual Report to Co-Chair to post to CLAD website within 1 month of CLAD approval |
| Attend and participate in CLAD Executive Team monthly meetings | <ul style="list-style-type: none"> - monthly Executive Team meetings are conducted on the first Tuesday of every month - discuss Fall and Spring CLAD meetings, Intersession Webinars, NCLD updates, CLAD products, CLAD website, CLAD BOX and other CLAD-related topics - identify topics of interest/agenda items for CLAD Advisory Board meetings - CLAD Co-Chair(s), Secretary, and Program Manager are required to attend; attendance of NCLD Manager is optional |

CLAD Program Manager

Status: hired (paid); part-time position

Number of positions: 1

Length of term: renewed annually (contingent on available money from funding agencies)

Eligibility: individual who meets the position requirements and is approved by CLAD Advisory Board and CLAD Program Manager Directors

Relationship with NADP: employed as a University of Illinois employee; report to NADP Coordinator; responsible for representing CLAD in correspondence/interactions with NADP Program Office

Responsibilities: The main responsibilities of the CLAD Program Manager are:

- Support CLAD Executive Team and attend monthly CLAD Executive Team meetings
- Organize, facilitate, and lead CLAD Advisory Board meetings and activities
- Support and/or lead CLAD critical load-related WGs, projects, and workshops
- Represent CLAD in United Nations Economic Commission for Europe (UNECE) and International Nitrogen Initiative (INI) interactions and communications
- Manage and organize CLAD BOX
- Support the development and updating of NCLD and associated documentation
- Support the development of the CLAD Annual Report
- Attend CLAD Fall and Spring meetings (and present materials, as necessary)
- Provide consistency in CLAD operations over time and through rotating CLAD Co-Chairs
- See **Table 3** for a detailed description of CLAD Program Manager tasks

Table 3. Detailed descriptions of tasks that are the responsibility of the CLAD Program Manager.

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| Attend and participate in CLAD Executive Team monthly meetings | <ul style="list-style-type: none"> - monthly Executive Team meetings are conducted on the first Tuesday of every month - discuss Fall and Spring CLAD meetings, Intersession Webinars, NCLD updates, CLAD products, CLAD website, CLAD BOX and other CLAD-related topics - identify topics of interest/agenda items for CLAD Advisory Board meetings - CLAD Co-Chair(s), Secretary, and Program Manager are required to attend; attendance of NCLD Manager is optional |
| Organize and facilitate CLAD Advisory Board monthly meetings and webinars | <ul style="list-style-type: none"> - monthly Advisory Board meetings are conducted on the 3rd Thursday of every month; Advisory Board meetings consists of: updates related to CLAD Executive Team, Program Manager, Advisory Board, and NCLD; round-robin of critical load-related projects or news; discussions of any new topics of interest to the CLAD Advisory Board (e.g., special Working Group, project, or workshop topics) - prepare draft meeting agenda and circulate to Advisory Board members 2 weeks in advance of meeting - respond to comments and circulate final meeting agenda 1 week in advance of meeting - facilitate and lead Advisory Board meetings - distribute notes from meeting to Advisory Board within 1 week of meeting - as part of standard meeting agenda, work with Advisory Board to identify |

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| | webinar topic(s) of interest to Advisory Board (e.g., TDEP update) - establish Advisory Board webinar dates, set up conference lines and webinar connections, and communicate details to CLAD Advisory Board (and other relevant parties, as needed) |
| Support CLAD critical load-related WG(s), project(s) and/or workshop(s) | - work with CLAD Advisory Board and CLAD members to identify CLAD WGs, projects, and/or workshops (and leads of these activities) that are relevant and of interest to CLAD - provide support to WGs, projects and/or workshops through organizing, facilitating, supporting, and/or leading communications, meetings, webinars, proposals, website updates, BOX updates, documents, etc. (extent of support will be case specific) - report progress on WGs, projects and/or workshops during Fall and Spring CLAD meetings |
| Represent CLAD in interactions and communications with critical loads efforts by external domestic and international groups | - represent CLAD in correspondence and meetings with domestic and international external groups, as necessary - be the primary connection and point of contact between CLAD and the UNECE and INI; represent CLAD at meetings, prepare necessary materials (i.e., posters and/or presentations) to present at meetings, and/or support and/or lead preparation of summary documentation following meetings |
| Update and maintain CLAD BOX | - maintain and update CLAD BOX structure and format - manage CLAD BOX membership/access to folders - add documents and folders to CLAD BOX (when members unable to do so) - send out update emails regarding CLAD BOX to CLAD members (via listserv), as needed |
| Update and maintain CLAD NCLD | - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager and supports revisions and updates to the NCLD and associated documentation |
| Update and maintain CLAD Critical Load maps | - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager and supports revisions and updates to the maps and associated documentation |
| Prepare CL data to submit to UNECE WGE-CCE in response to Call-For-Data | - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager, as needed |
| Prepare draft and final CLAD Annual Report | - CLAD Annual Report consists of: Fall and Spring CLAD meeting minutes, CLAD Intermeeting Webinars, CLAD-affiliated events (e.g., workshops), CLAD products (e.g., Critical Load Definitions document), NCLD updates, CLAD Working Groups, and critical load references from the year (based on FY starting in October); Secretary is responsible for the CLAD minutes and assembling the draft and final Report; CLAD Program Manager is responsible for preparing other sections of the Report |

CLAD National Critical Load Database (NCLD) Manager

Status: essential; determined by CLAD Advisory Board

Number of positions: 1

Length of term: no defined length of term

Eligibility: individual who has the technical skills and knowledge required to maintain the NCLD

Relationship with NADP: no formal relationship beyond CLAD membership; may need to correspond with NADP Program Office and NADP Executive Team regarding NCLD maps and database

Responsibilities: The main responsibilities of the NCLD Manager are:

- Maintain and update NCLD and supporting documentation
- Initiate U.S. NCLD Call-For-Data to update CLAD NCLD
- Support updating of CLAD critical load maps and production of NADP-CLAD Map Summary
- Assist with response to Call-for-Data from the UNECE International Cooperative Programme on Modelling and Mapping (ICP M&M) Working Group on Effects (WGE) – Coordination Centre of Effects (CCE)
- As a member of the CLAD Executive Team, the NCLD Manager is encouraged (but not required) to attend Executive Team monthly meetings
- See **Table 4** for a detailed description of CLAD NCLD Manager tasks

Table 4. Detailed descriptions of tasks that are the responsibility of the CLAD NCLD Manager.

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| Update and maintain CLAD NCLD | <ul style="list-style-type: none"> - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager and supports revisions and updates to the NCLD and associated documentation - update and maintain NCLD and supporting documentation - notify (through listserv and/or CLAD meetings) CLAD members of U.S. NCLD Call-for-Data to update NCLD with new critical load data; U.S. NCLD Call-for-Data should be conducted on an as needed basis - work with participating CLAD members to update NCLD (and supporting documentation) with new critical load data - update documentation with each addition and/or revision to NCLD - work with NADP Program Office (Database Manager) to post updated NCLD and supporting documentation to CLAD website |
| Update and maintain CLAD Critical Load maps | <ul style="list-style-type: none"> - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager and supports revisions and updates to the maps and associated documentation - develop Critical Load maps and associated documentation - present and get approval of Critical Load maps from CLAD members during CLAD meetings - work with Co-Chairs to present and get approval of Critical Load maps from NADP Executive Committee - update maps (as needed and dependent on data availability) - work with NADP Program office (Database Manager) to post maps (and |

| TASK | DETAILED TASK DESCRIPTION |
|---|--|
| | associated documentation) to CLAD website - work with NADP to produce published maps (as Map Summary |
| Prepare CL data to submit to UNECE WGE-CCE in response to Call-For-Data | - produce and submit materials (critical load data, presentation, documentation) in response to UNECE WGE-CCE Call-For-Data - interact and communicate with UNECE WGE-CCE regarding Call-For-Data and submission of data in response to Call - the NCLD Manager leads this task; the Program Manager assists the NCLD Manager, as needed |
| Attend and participate in CLAD Executive Team monthly meetings (optional) | - monthly Executive Team meetings are conducted on the first Tuesday of every month - discuss Fall and Spring CLAD meetings, Intersession Webinars, NCLD updates, CLAD products, CLAD website, CLAD BOX and other CLAD-related topics - identify topics of interest/agenda items for CLAD Advisory Board meetings - CLAD Co-Chair(s), Secretary, and Program Manager are required to attend; attendance of NCLD Manager is optional |

CLAD Advisory Board

Status: voluntary

Number of positions: number of positions determined by eligibility criteria

Length of term: determined by eligibility criteria

Eligibility: based on meeting at least one of the following three criteria: 1. current and past Co-Chairs of CLAD; 2. current CLAD secretary; 3. designated representative from federal agencies/divisions that are actively engaged in CLs and CLAD (e.g., NPS, USFS-NFS, USFS-Research, EPA-CAMD, EPA-OAQPS, EPA-ORD); and 4. Technical advisors who have been/are significantly involved with critical loads research. Although not CLAD Advisory Board members, the CLAD Program Manager and the CLAD NCLD Manager participate in all Advisory Board meetings. CLAD AB membership is reflective of current, active participation in CLs and membership in CLAD

Relationship with NADP: no formal relationship beyond CLAD membership.

Responsibilities: The main responsibilities of the CLAD Advisory Board are:

- Support and facilitate discussions of critical load science and research needs, and help define the process for adoption of CLAD-sponsored critical load projects and tasks
- Identify priorities for communication, partnership, outreach, and participation of CLAD in external domestic (e.g., International Nitrogen Initiative – North American Nitrogen Committee (INI-NANC), American Forestry Commission, conferences, etc.) and international (e.g., United Nations Economic Commission for Europe (UNECE), INI, etc.) groups and meetings
- Provide input to CLAD Co-Chairs on agenda items for Fall and Spring meetings
- Decide whether and how CLAD will respond to Call-for-Data from the UNECE ICP M&M WGE-CCE

- Provide input to CLAD Co-Chairs on identification of priorities and decision making. Co-Chairs are responsible for final decisions relevant to CLAD meetings, community, and communications within NADP. However, when appropriate, topics and issues will be presented to the CLAD Advisory Board for feedback and approval. In some cases, CLAD topics and issues may need to be presented to the full CLAD Science Committee for final approval
- Determine how to fund the CLAD Program Manager position
- Ensure that the CLAD NCLD Manager position is occupied (by Federal position or by paid NADP position)
- Provide direction for the CLAD Program Manager and the CLAD NCLD Manager regarding priorities, projects, and/or resolving issues, as they arise