



SEDAR

SouthEast Data, Assessment, and Review

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SEDAR Data Workshop Panelist Instructions

SEDAR is intended to provide thorough and robust benchmark stock assessments based on the most recent, best available, and scientifically sound data. This goal applies regardless of whether the population under consideration is being assessed for the first time or has been assessed many times in the past. SEDAR demands evaluating all known data sources, reviewing all input data, considering all practicable modeling approaches, and evaluating all past assessment decisions to provide a true benchmark assessment. However, SEDAR is a management-oriented process and the requested assessments and desired products address important management needs that must be addressed within rigid and pre-determined deadlines. There may well be items that simply cannot be addressed in the current assessment given realistic time and resource constraints. Participants must be prepared to make the best decisions they can with the information at hand.

The goal of SEDAR data workshops is to evaluate and compile assessment datasets. Basic data compilations should be completed by the conclusion of the workshop.

SEDAR Workshop Panelist Code of Conduct

SEDAR workshop panel decisions are based on science. Discussions and deliberations shall not consider possible management actions, agency financial concerns, or social and economic consequences. Such items will be dealt with by appropriate groups at appropriate times.

SEDAR workshop decisions are based on consensus. There is no formal voting in SEDAR. Panels are expected to reach conclusions that all participants can accept. Minority reports are allowed only at the review workshop, and only as a last resort. Data and assessment workshops should recommend a range of alternative solutions to be explored whenever a single clear consensus is not achievable.

Personal attacks are not tolerated. Advancement in science is based on disagreement and healthy, spirited discourse is encouraged. However, professionalism must be upheld and those who descend into personal attacks will be asked to leave. Those criticizing the work and recommendations of others are expected to do so constructively and to offer reasonable solutions to go along with any criticisms.

Agendas provided for SEDAR workshops are approximate. Published starting and ending times for the Workshop will be adhered to so that participants may make appropriate travel plans, but starting and ending times of daily workshop sessions will be dictated by progress toward assigned tasks. Certain deadlines must be met during the workshop to ensure that all decisions are made and the group has a chance to review draft documentation, thus panelists should be expected to extend work days and evening working sessions.



Appointed participants are discouraged from leaving early. Considerable time and financial expense is involved in organizing and convening SEDAR workshops and participants should expect the workshop to last the allotted time. In fact, many important decisions may be finalized in the closing hours. Moreover, every effort is made to accommodate travel requirements within the standard work week and avoid the need for weekend travel for most participants. Participants are responsible for notifying the individual or office which appointed them to the workshop if they cannot meet this obligation. There are no guarantees that decisions made early in a workshop will not change as new information comes to light later in the workshop.

SEDAR data and assessment workshops are working sessions, not expanded reviews. Those appointed to serve as SEDAR workshop panelists are expected to contribute by participating in panel discussions, serving in working groups, drafting text, conducting analyses, reviewing workshop reports, and ensuring that the highest quality standards are met. When discussing issues, panelists are expected to provide constructive suggestions and alternative solutions, not simply criticism and critique.

Workshop reports are prepared by workshop participants. Each participant who accepts an appointment to a workshop is also accepting responsibility to ensure discussions and recommendations are thoroughly and accurately reflected in their workshop panel report. Each working group is encouraged to appoint a rapporteur to keep a record of deliberations during group sessions, recommendations during plenary sessions, and assist the leader in drafting report text. **Each panelist is individually responsible for ensuring that their points and recommendations are addressed in workshop reports; they should not rely on others to address their concerns.**

Pre-Workshop Preparation

Workshop panel members are encouraged to prepare and summarize data prior to the workshop and present preferred treatments to the group for consideration. Issues and ideas always arise through group discussion and evaluation, so data providers should come prepared with the basic data and analytical tools to enable analyses during the workshop if necessary.

A data scoping conference call will be held approximately 2 months prior to the workshop to establish initial summary guidelines and a data scoping webinar will be held approximately 4 weeks prior to the workshop to review the basic data summaries and identify additional analyses.

Data Working Groups

SEDAR data workshops are organized around working groups assigned particular data components (e.g., life history, commercial statistics, recreational statistics, and indices). Working groups are responsible for reviewing data and working papers and developing recommendations for consideration by the full workshop panel (Plenary). **All decisions are made by the full group in plenary sessions.**

Working Papers

Initial analyses, data summaries, and program documentation should be submitted in advance as SEDAR Working Papers. Working papers may be submitted by workshop panelists or other designees. Deadlines for submission will be provided on the schedule for each project.

Working papers and all other documentation will be distributed electronically via the FTP site and the SEDAR website (<http://www.sefsc.noaa.gov/sedar/>). Papers should be submitted to SEDAR staff as word documents. Working papers must include an abstract. Authors may follow any format of their choosing. Working papers are numbered sequentially by SEDAR cycle and workshop. Please contact the SEDAR Coordinator to obtain document numbers. Working papers shall not contain confidential information.

Data Submission

Panelists are encouraged to submit data in advance. Datasets should be submitted to the Data Compiler, and appropriate data working group leader.

Consensus

SEDAR workshops strive to achieve group consensus on many potentially complex and controversial issues, and it is recognized that consensus may not always equate to unanimous consent for each issue. For SEDAR purposes, consensus is taken to mean that all workshop panelists consent to the range and treatment of recommendations included in the report.

Nature of Discussions

Those criticizing the work and recommendations of others are expected to do so constructively and to offer reasonable solutions to go along with any criticisms. Recommendations for sensitivity and exploratory analyses along with ranges for critical parameters should all be considered when evaluating uncertain information.

Materials Distribution

SEDAR workshops are 'paperless' to the extent possible. Materials such as datasets and working papers that are received within submission deadlines will be distributed by SEDAR staff via FTP site and website posting, and hard copies or cds will be mailed upon request. Paper copies of the agenda and Terms of Reference will be provided at the workshop. Working papers that are distributed in advance by SEDAR staff and made available on the FTP site will not be provided in print copy at the workshop, but will be available by cd, if requested in advance. Reference documents will be available via the both the FTP and SEDAR website.

Confidentiality

SEDAR is a Council process and therefore it is an open and public process. All working papers are available to distribution to the general public, all data summaries are available to distribution to the general public, but not all workshop panelists have clearance to view confidential data. Therefore, no confidential data should be included in any SEDAR documentation. This includes working papers, reference documents, workshop presentations, and SEDAR assessment reports. Under no circumstances should confidential data be stored on publicly accessible locations of SEDAR

workshop networks. **Authors and data submitters are responsible for ensuring that submitted papers and datasets do not contain confidential data.**

Administrative Record and Public Comment

SEDAR is a public Council process. All submitted documents and official correspondence become part of the official administrative record. All SEDAR workshops are announced in the Federal Register. All workshop discussion sessions are recorded. All working papers and final documents will be publicly posted on the SEDAR website. The names and affiliations of all workshop participants and observers will be listed in the workshop reports. The general public is welcome to view all workshop proceedings and will be given the opportunity to comment during plenary sessions as necessary. Written public comments will be accepted in accordance with each Cooperator's Standard Operating Procedures.

Network and IT

Wireless internet access is available at each SEDAR workshop to provide access to the SAFMC FTP site for document storage and transfer. IT staff will be available during the first day of each workshop to aid each participant in securing network access.

What to Bring

Webinar and workshop panelists should come prepared to conduct analyses and prepare report text. Webinar participants need access to a computer and internet connection or a telephone. Workshop panelists are expected to bring a laptop computer. Panelists should have electronic copies of any documents they want considered during the workshop.

Meeting Attendance and Sign-in Forms

All appointed panelists are expected to identify themselves at each workshop and webinar. SEDAR workshops and webinars seldom 'end early' and it is never known when a critical issue may be discussed; therefore, panelists are strongly encouraged to stay for the entire workshop and webinar.

Sign in forms will be posted in the meeting space during each day of the workshop. All appointed panelists are expected to sign in each day that they attend. Failure to sign-in could result in denial of reimbursement requests or SSC stipends.