SEDAR Data Best Practices Standing Panel: Webinar Summary
June 6, 2016 from 10am-11:30am (EST)

Attendees
- Panel members: Donna Bellais, Karyl Brewster-Geisz, Shannon Calay, Gary Fitzhugh, Jeff Kipp, Sean Powers, Marcel Reichert, Steve Turner, Erik Williams
- Staff: Julia Byrd, Julie Neer

Housekeeping
- Stock ID & Meristics Procedural Workshop Organizing Committee members have been finalized; first call with group will be scheduled for mid-late July
- Panel's recommendation for next procedural workshop (Reference Points) was shared with the SEDAR Steering Committee and will be further discussed at their Fall 2016 meeting
- Panel members noted it was important to keep others informed of work that has been done since the 2015 SEDAR Data Best Practice workshop; to help with these efforts, the finalized Standing Panel meeting summaries will be posted to the SEDAR website; SEDAR Data Best Practice workshop participants will be notified when these summaries are available

Terms of Reference & Approach
- The 'ToR & Approach' document developed by the Panel was shared with the SEDAR Steering Committee. The Panel reviewed the Steering Committee feedback and provided edits. The 'ToR & Approach' document was updated per the discussion and will be provided for the Panel to review (**see corresponding draft ToR & Approach document dated 6/10/2016**). Key points from the discussion are below.

- Additional language was added to the beginning of the document noting that the Standing Panel is established by the SEDAR Steering Committee
- **Purpose**: A purpose statement was added to the beginning of the document to summarize the Panel's primary task; language from this was taken from the Executive Summary of the 2015 Data Best Practice Report
- **ToR #1**: Group edited the language in ToR #1 to note the Standing Panel was responsible for coordinating and reviewing updates to the Data Issue Inventory – instead of directly updating the inventory themselves; additional language was added to the 'Data Issue Inventory & Identification of New Issues' section of the document clarifying that SEDAR staff will be responsible for reviewing Data Workshop reports and updating the Data Issue Inventory with input from data management and assessment staff as needed
- **Panel Composition and Appointments**: Group discussed whether it would be helpful to more clearly formalize the Panel composition, but decided it was better to leave the language as is
- **Issue Prioritization and Selection**: Group added additional language to address comment regarding consideration of SEDAR Steering Committee input on selection of topics for the Panel to address
- **Monitoring Progress:** Panel noted it was important to evaluate how well they are meeting their purpose and added a new section to the document to describe how they would monitor and evaluate their progress; group noted this information could be provided to SEDAR Steering

Committee and/or Cooperators; initial discussions included potential metrics that could be used to evaluate progress as well as the production of a brief annual report; Panel will discuss this further and work to finalize the language at their next meeting

SEDAR Data Best Practices Living Document
- Panel began discussions on the Data Best Practice Living Document; the 2015 Data Best Practices Procedural Workshop Report was provided to the Panel to serve as a starting point for these discussions
- Panel member had concerns that some of the current Best Practice recommendations may not provide clear guidance; was noted that topical groups may have done this intentionally to allow some flexibility
- Most panel members felt the current language for SEDAR Data Best Practices recommendations should stand until further feedback is provided by SEDAR Data Workshop (DW) panelists through future SEDAR projects
- Mechanism for SEDAR Data Workshop panelists to provide feedback will be through DW Reports; Panel was also supportive of adding ToR (potentially to all SEDAR project stages) asking SEDAR workshop panels to provide feedback on current Data Best Practices and recommendations for new Data Best Practices
- Panel member noted that recommendations to date have pertained mainly to timing and process recommendations from the Data Best Practice workshop; next benchmark assessment will provide an opportunity to implement more of the technical recommendations
- Panel noted it would be helpful for the Data Best Practices living document to be more concise than current 2015 Data Best Practice Workshop Report and provided the follow recommendations as a next step in developing the living document
  - 'Section 3: Workshop Findings' (includes technical and process Best Practice recommendations) of the 2015 Data BP Workshop report should be separated and serve as the core of the living document
  - Data Issue Inventory should not be included in the Data Best Practice living document; instead it should be a separate standalone document available on the SEDAR website
  - Preamble should be added which highlights how additions/modifications can be made to Data Best Practices, encourages feedback on these recommendations through the SEDAR process, describes the Data Best Practices Standing Panel and their role in this process, etc.
  - Panel discussed the possibility of developing separate living documents for each topical group (e.g. life history, commercial, recreational, indices, catch at size/age, process)
  - Panel also noted that the document may need to be restructured in the future
- Panel needs to further discuss the process that will be used to update/revise the living document

ACTION ITEMS:
- JULIA:
  - Share meeting summary and updated ToR & Approach document with Panel

- o Develop DRAFT Data Best Practices living document based on Panel recommendations (including developing draft language for the 'Preamble' section) in advance of the Panel's next meeting
- o Post finalized Data BP Standing Panel meeting summaries on the SEDAR website and notify 2015 Data Best Practice workshop participants of their availability
- **ALL PANEL MEMBERS**
  - o Provide Julia with language and/or potential metrics for the 'Monitoring Progress' section of the 'ToR & Approach' document
  - o Review DRAFT Data Best Practice living document (once provided) and begin thinking about additional feedback on document and process to be used to update/revise document

Next Meeting
- Panel will meet via webinar in mid-late July – Julia will send poll to select date/time; meeting topics will include: finalizing the 'ToR & Approach' document, continuing discussions on the Data BP living document and the process for updating/revising this document