

SEDAR Data Best Practices Standing Panel: Webinar Summary
July 21, 2016 from 10am-11:30am (EST)

Attendees

- Panel members: Donna Bellais, Karyl Brewster-Geisz, Shannon Calay, Gary Fitzhugh, Steve Turner, Erik Williams
- Staff: Julia Byrd, Julie Neer, John Carmichael
- Other attendees: Michael Drexler, Rusty Hudson, Ryan Rindone

Housekeeping/Updates

- Stock ID & Meristics Procedural Workshop Organizing Committee met for the first time yesterday; working to develop ToR, recommendations on species to address at workshop, and recommendations on workshop timing in advance of fall 2016 SEDAR Steering Committee meeting
- Data Best Practice webpage created on SEDAR website, includes section to post Standing Panel meeting summaries; plan to further build out webpage this fall as the living document, data issue inventory, etc. are finalized
- Email sent to Data Best Practice workshop participants to update them on Data Best Practice work that has been done since the workshop report was completed
- SEDAR Steering Committee fall meeting: Sept 20-21, 2016 in Charleston, SC; webinar registration information available on SEDAR website

Terms of Reference & Approach

- Additional feedback on the 'ToR & Approach' document submitted by Panel members was incorporated into the version distributed to the Panel in advance of today's webinar
- Panel reviewed the 'ToR & Approach' document and provided edits. The 'ToR & Approach' document was updated per the discussion (**see corresponding ToR & Approach document dated 7/21/2016**). Panel considered this version 'final' and it will be shared with SEDAR Steering Committee at their fall 2016 meeting. Key points from the Panel's discussion are below.
- **Data Issue Inventory & Identification of New Issues:**
 - Panel thought it was appropriate to update the 'DW report outline' to include the new 'Data Best Practice' section rather than add a new DW ToR; if there are issues in the future with DW work groups completing this section of the DW report, the Panel could reconsider adding a new ToR
 - Panel would like the new 'Data Best Practice' section of the DW report to include identification of new Data Best Practice issues or topics, as well as, identification of any problems related to the use of Best Practices
 - Panel added language so that any updates recommended by DW work groups to the 'Roles & Responsibilities' tables will be reviewed by SEDAR staff and/or the Standing Panel
- **Monitoring Progress:**
 - Standing Panel Chair and SEDAR staff will be responsible for putting together the annual Data Best Practice progress report; annual report can be brief (e.g. bullet point format);

Panel will use this report to help evaluate their progress; report will also be shared with SEDAR Steering Committee and can be distributed to others interested in following the work being done on SEDAR Data Best Practices

- Panel supported reviewing and evaluating any problems identified in the 'Data Best Practice' section of DW reports to help monitor progress
- Panel reviewed potential evaluation metrics that were identified by the group
- Concern that some of the identified metrics could be very time consuming to measure quantitatively
- Panel thought it would be helpful to potentially monitor the metrics identified more qualitatively at this stage; may make more sense to develop/use specific measurable metrics in the future, after Best Practices have been used for a longer period of time

SEDAR Data Best Practices Living Document

- Panel reviewed version of DRAFT Living Document incorporating recommendations from last webinar and provided additional edits; revised 'Living Document' will be provided in advance of the next webinar; key points from the Panel's discussion are below.

- Panel reviewed language describing the information that should be included in the 'Data Best Practice' section of DW reports; Panel did not have specific edits, but SEDAR staff will work to clarify and revise this language based on webinar discussion
- SEDAR Staff will review DW reports, compile feedback from the Data BP sections, and update existing Data Issue Inventory with input from data mgmt. and assessment staff as needed; compiled feedback will be provided to Panel in advance of their meetings; Panel members noted they would like this information at least 2 weeks in advance, some noted would prefer 4 weeks in advance
- SEDAR staff have leeway to provide additional feedback to Panel on issues that are not identified within DW reports, but have come up at multiple DW's
- After Panel meetings, as necessary, SEDAR staff will revise the living document based on the Panel's feedback and send revised document to Panel for review before new version is finalized; document revisions should be fairly minor (e.g. editing existing recommendations, adding new recommendations, etc.) – don't envision large changes to the structure of the document
- Panel recommends having one 'Living Document' that contains all relevant Data Best Practice information; some of the information included in this document may also need to be available separately on the website for easier access (e.g. management templates, life history template, process timeline, etc.)
- None of the information deleted from the Living Document will be lost; it will still be available in the original SEDAR Data Best Practices Procedural Workshop report
- Specific recommendations for DRAFT living document
 - Add html code to Table of Contents so document is easier to navigate
 - Remove section '2.8 Future Revision & Evaluation of Best Practices'; ensure that this information is captured within the Introduction
 - Section '2.9 General Recommendations'
 - Remove '2.9.1 Project Management' section
 - Remove '2.9.2 Prioritization of Proposed Workshops' section

- Remove '2.9.3 Implementation of Best Practice Recommendations' section
- Remove '2.9.4 Data Best Practices Information on SEDAR Website' section
- Make '2.9.5 Management Templates & Database' a separate section found before the 'Process' section
- Keep '2.9.6 Data Source Identification and Workshop Participation' in this section but edit language so only keeping first and last sentences
- Keep '2.9.7 Recommendations Relevant for All Technical Groups' but rework language so the statements are more general not specific to workshop

Data Issue Inventory

- 'ToR & Approach' document notes the Panel is responsible for coordinating and reviewing updates to the Data Issue Inventory document and that this Inventory will be publically available on the SEDAR website; SEDAR staff would like some guidance from the Panel on the format and level of detail necessary for the Data Issue Inventory
- Panel briefly reviewed the two inventory formats compiled for the 2015 Data Best Practice Workshop; both of these documents will remain available on the original Data Best Practice Procedural Workshop webpage
- Panel recommends using the summary format (Word/PDF version) for the Data Issue Inventory
- SEDAR staff will prepare draft Data Issue Inventory document for the Panel's review for the next webinar

ACTION ITEMS:

- **JULIA:**

- Share meeting summary and final ToR & Approach document with Panel
- Incorporate Panel recommendations to DRAFT Data Best Practices living document and distribute in advance of next meeting
- Develop DRAFT Data Issue Inventory based on Panel feedback and distribute in advance of next meeting

- **ALL PANEL MEMBERS**

- Review DRAFT Data Best Practice living document and DRAFT Data Issue Inventory (once provided) and begin thinking about additional feedback on documents for next webinar

Next Meeting

- Panel will meet via webinar in late August/early September – Julia will send poll to select date/time; meeting topics will include: finalizing the Data BP living document and Data Issue Inventory