

Overview of Council and SEDAR Staff Responsibilities within the SEDAR process

Excerpts from the SEDAR Guidelines on Responsibilities:

(Note that numbering corresponds to the numbering of sections in SEDAR Guidelines version 17, and not to the revised Guidelines to be discussed at the May 2010 meeting)

2.3 Council and Agency Obligations

Each Council and Agency affiliated with SEDAR and engaged in a SEDAR assessment project is expected to meet certain obligations and fill certain roles that are designated by the Steering Committee and described throughout this document. In general, each partner is responsible for approving workshop scheduling and terms of reference, and appointing workshop participants. Partners are also responsible for providing notices of workshops and SEDAR activities, such as through press releases, mailing lists, or newsletter notices, as they deem appropriate.

Each Steering Committee member shall designate a staff person who shall serve as a lead contact and liaison between their agency and SEDAR Staff for each SEDAR project involving their agency. This designee is responsible for ensuring appointments to SEDAR panels are made promptly and that their agencies participants meet deadlines for data and document submissions. This designee is responsible for assisting SEDAR staff in preparing for SEDAR workshops and ensuring designated workshop roles are filled.

Each Council establishes guidelines and procedures for appointing individuals from its SEDAR Advisory Panel to participate in SEDAR workshop panels; these procedures need not be identical for each Council. The SEDAR program provides travel expenses for workshop panelists appointed by the Councils, Council members appointed to observe the workshops, and support staff. Invitations to Council appointed participants in SEDAR workshops are issued by the Council making the appointment.

3.5 Summarized SEDAR Workshop Responsibilities

SEDAR staff works with Council administrative staff to secure meeting and lodging space and provide staff support for the workshops.

Councils appoint participants from their SEDAR Advisory Pool, issue invitations to those whom they appoint, and provide the SEDAR coordinator with a list of appointments and current contact information.

The SEFSC Director and SE Regional Administrator designate members of their staff to participate in Data and Assessment Workshop Panels and provide the SEDAR Coordinator with a list of designated participants. Each should designate a member of

their staff who will ensure appointments are made and coordinate internal communication regarding SEDAR operations and responsibilities.

The SEFSC Director may appoint additional experts (such as university researchers, international experts, and NOAA Fisheries employees from outside the SE Region) for Data and Assessment Workshop panels as necessary to complete assigned Terms of Reference and ensure adequate expertise is available at each workshop.

SEDAR and Council staff provide administrative support for workshops, including recording proceedings.

Each Workshop chair shall prepare an itemized lists of tasks and expectations that are to be completed following each workshop. This list shall identify specific products, those responsible for providing products, and deadlines. This list shall be provided to Council, SEFSC, and SERO SEDAR operations contacts as appropriate.

SEFSC provides rapporteurs for Review Workshops, typically 1 rapporteur for each assessment

The assessment team and lead analyst are responsible for presenting technical characteristics of the assessment at the Review Panel.

A Council-appointed member of the Assessment Workshop Panel is responsible for representing the assessment workshop panel at the review workshop.

SEDAR staff distributes meeting materials. Authors are responsible for distribution of any meeting materials that are not provided by stated deadlines.

SEDAR staff submits Federal Register Notices. Council staff may review the FRN before submission.

The SAFMC provides travel orders for all eligible Council-appointed participants.

The lead Council for each SEDAR project is responsible for reviewing and approving the specific Terms of Reference for each workshop in the project. The SEDAR coordinator will provide draft Terms of Reference based on these guidelines.

Appendix 8.5 SEDAR Workshop Participation Guidelines

Concerns over selection and appointment of participants to SEDAR workshop panels and confusion surrounding the appointment process compelled the SEDAR Steering Committee to adopt expanded guidelines for workshop participation. One problem in particular involved uncertainty as to who is responsible for workshop panel appointments, as illustrated by members of special interest groups interested in participating in SEDAR workshops, particularly as review panelists, contacting the SEDAR Coordinator and the Councils to volunteer their services and request appointment to workshop panels. Other issues included uncertainty around those eligible for appointment to workshop panels and the process the Councils should follow in making appointments. A final concern involved identifying the range of expertise and knowledge necessary for each workshop panel to complete its charge.

The following guidelines are intended to clarify who may participate and how participants are selected. The goal is to provide enough formal guidance to ensure consistency and compliance with federal regulations and Council procedures, while preserving enough flexibility to respond to unforeseen circumstances. These guidelines will also help clarify the responsibilities of SEDAR staff and the Councils in identifying participants. Adhering to process and procedures in selecting participants is perhaps most critical for the Review Workshop, since this body has the task of establishing whether or not the assessment is technically sound.

NOAA General Counsel provided guidance on SEDAR participation when SEDAR was approved for all 3 Councils and NOAA Fisheries. This guidance stated that each Council would establish a SEDAR Advisory Panel (typically considered the SEDAR Pool) from which participants shall be selected for each workshop. All Workshop Panel participants appointed by a Council must be included in that Council's SEDAR Advisory Panel. The SEDAR Advisory Panel is governed by the same requirements as any other Council Panel. Employees of state and federal agencies, the Councils, and the Interstate Commissions must be appointed to the SEDAR Advisory Panel if they are to be appointed to a SEDAR Workshop Panel.

1. General Appointment Procedures

Participants for SEDAR workshop panels are appointed by the Councils from the membership of their SEDAR Advisory Panels. The Council requesting the assessment and having jurisdiction over the species assessed is responsible for appointing panelists. The SEFSC Director and SERO Administrator are responsible for submitting designees to the Council for appointment to workshop panels to provide expertise and represent their offices as appropriate.

In the event of joint jurisdiction, each Council with an interest makes appointments from within its SEDAR Advisory Panel. For a Review Workshop Panel where the number of panelists is loosely restrictive, when multiple Councils or Commissions have an interest in the species being assessed, the Councils and Commissions shall each agree to an equitable division of the available seats when the SEDAR project is approved by the Steering Committee.

Each Council is responsible for establishing guidelines and procedures for making appointments. It is not necessary for these guidelines and procedures to be identical for each Council. Each Council is responsible for ensuring that the participants it appoints are eligible under Council Advisory Panel procedures.

When soliciting participants and making appointments, Councils should clearly indicate the expected level of participation and the nature of the workshops as described herein. Participants appointed to Workshop Panels are expected to participate in the entire workshop. The structure of the SEDAR workshops is such that many decisions are not made until near the end, after considerable deliberation and analyses. Further, reports are often not finalized until several weeks following the meeting. All participants should be informed that participation may involve considerable time and effort and that workshop sessions may extend beyond normal working hours (e.g., evening sessions are possible at all workshops). It is especially critical that Review Workshop Panelists participate in all stages of the Workshop. The need to draft reports during the workshop and bring those drafts to the Panel for review throughout the workshop dictates that Review Panel seats cannot 'revolve' among several individuals as particular species are addressed. Those having specific knowledge or interest of a single species or issue better serve the process through participation in Data and Assessment Workshops, whereas those with broader knowledge and strong analytical expertise are most appropriate as Review Workshop Panelists.

2. Suggested Participants

The following sections describe in general terms the expertise that is typically required for each workshop panel. The classifications are neither obligatory nor restrictive. Each Council is responsible for making those appointments it deems necessary for the task at hand.

2.1 Data Workshop

The Data Workshop Panel is charged with reviewing the full spectrum of input data, including fisheries statistics, monitoring programs, life history, and management history. This requires individuals from many disciplines possessing a broad range of skills and expertise. It is also the point in the SEDAR process where the anecdotal knowledge and first person observations of experienced fishermen and constituents are the most useful.

Suggested Participants:

- SEFSC Assessment Scientists
- Other NMFS Assessment Scientists
- Council SSC representatives
- Council Assessment Panel representatives
- Council Socio-economic Panel representatives
- Council Advisory Panel representatives
- SERO representatives
- Council/Commission Technical staff
- State Agency researchers, biologists, data collectors, analysts
- University assessment analysts
- Life history researchers, from NMFS, State Agencies, or Universities
- Marfin research grant recipients
- NMFS General Canvass representatives
- MRFSS representatives
- State data collection representatives (e.g., trip ticket program, FIN)
- Logbook Program representatives

- SE Headboat Survey representatives
- Cooperative Monitoring Program representatives (e.g., MARMAP, SEAMAP)
- NGO representatives
- Independent or contracted consultants
- Fishery or constituent representatives

2.2 Assessment Workshops.

Assessment Workshop panels must complete the assessment model and prepare the results. This requires a high level of technical expertise, and Assessment Workshop Panels should be composed primarily of assessment scientists.

Suggested Participants

- SEFSC Assessment Scientists
- Other NMFS Assessment Scientists
- Council SSC representatives
- Council Assessment Panel representatives
- Council Socio-economic Panel representatives
- Council Advisory Panel representatives
- SERO representatives
- Council/Commission Technical staff
- State Agency researchers, biologists, data collectors, analysts
- University assessment analysts
- NGO representatives or designees
- Independent or constituent group contracted consultants
- Fishery or constituent representatives from outside the AP's

2.3. Review Workshops.

Review Workshop panelists include 3 reviewers appointed through the CIE, an independent reviewer appointed by each Council having jurisdiction over the stocks included in the assessments, and a chair appointed by the SEFSC Director. The Director is allowed wide latitude in selecting a chair, and may consider Federal employees outside the SEFSC, current and former SSC members, retired employees, state agency employees, and academia. The chair should not be an employee of the SEFSC or SERO.