

SAFMC SEDAR Administrative Approval Process
Approved by the SAFMC SEDAR Committee, March 2010

I. Participant Appointments

1. Identify potential participants

1. SEDAR Coordinator submits a request to the Council, for identification of participants, via a memo to the Executive Director (ED) and Science & Statistics Program Manager (SSPM).
2. SEDAR Coordinator submits a broad request for interested participants to SEDAR Interested Parties list and participants of previous SEDAR workshops.
3. SSC identifies SSC representatives.
4. Posting made to Council website and newsletter that participants are desired.
5. Appropriate tech staff and I & E staff contact Committee and AP members to identify potential participants.
6. Tech staff suggests agency and university representatives to fill data and analytical needs.
7. SEDAR Coordinator works with designated Council and Agency staff to develop a Draft suggested participant list for consideration by the Council.
8. SEDAR Coordinator submits draft participant list and request for Council appointment of workshop participants via memo to the ED and SSPM.

2. Initial Appointments

1. I&E staff reviews draft participant list, identifies any appointees not included on the SAFMC SEDAR AP, and contacts those individuals to initiate AP application process.
2. AP Selection Committee makes necessary SEDAR AP appointments.
3. SEDAR Committee makes SEDAR Workshop appointments.
4. Notification of appointments provided in writing to SEDAR Coordinator by the SSPM.

3. Replacement and Supplemental Appointments

1. In the event an appointed participant declines to attend or encounters a conflict; or additional appointments are required to fill identified data, knowledge, or analytical needs, that cannot be delayed until the next meeting of the SAFMC SEDAR Committee; the Council ED, Council Chair, SEDAR Committee Chair, and appropriate FMP Committee Chair may make replacement and additional appointments as necessary.

4. SEDAR AP Administration

1. The SEDAR AP is administered in the same manner as other Council APs
2. AP selection staff vet SEDAR AP applicants similar to other AP applicants, including appropriate application forms, background checks, and approval process.
3. Appointments to the SEDAR AP are made by the AP Selection Committee and handled identical to appointments for other APs.

3. AP selection staff maintains an up-to-date listing of SEDAR AP members.

II. Project Schedule Review and Approval

1. SEDAR Coordinator works with designated Council staff and analytical team leaders in developing a draft schedule.
2. SEDAR Coordinator submits draft schedule to the Council via a memo to the ED and SSPM requesting approval.
3. SSC reviews draft schedule.
4. SEDAR Committee reviews and approves draft schedule.
5. Notice of approval and modifications provided to the SEDAR Coordinator in writing by the SSPM.

III. TOR Approval

1. SEDAR Coordinator develops draft Terms of Reference (TOR) based on standard SEDAR TORs, including consultation with designated Council staff and analytical team leaders, and considering any recommendations from prior SEDAR assessments when appropriate.
2. SEDAR Coordinator submits draft TORs to the Council, via a memo to the ED and SSPM, requesting review by SSC and approval by the Council.
3. Draft TORS reviewed by SSC.
3. Draft TORs and SSC recommendations reviewed and considered by the Council SEDAR Committee.
4. Notice of approval and, if appropriate, modified TOR language, provided to the SEDAR Coordinator in writing by the SSPM.