

SEDAR Data Best Practice Standing Panel

DRAFT: 4/19/2016

The SEDAR Data Best Practices Standing Panel's overall purpose and approach are outlined below. The Standing Panel is still working on this document so this version should be viewed as a DRAFT.

TERMS OF REFERENCE:

1. Update inventory of SEDAR Data Workshop datasets and common or recurring data and analysis issues.
2. Review and evaluate existing SEDAR Data Best Practice Recommendations, as needed, for data preparation and analysis.
3. Develop new Data Best Practice recommendations for data preparation and analysis for future benchmark, standard, and update assessments (or research and operational assessments, if approved for use).
4. Revise SEDAR Data Best Practices living document, as necessary, making sure the document is clearly versioned and dated.
5. Respond to requests from the SEDAR Steering Committee as necessary.

APPROACH:

Panel Composition and Appointments

- SEDAR Steering Committee responsible for making appointments to Standing Panel with composition to be similar to the Best Practice Panel at the 2015 Data BP Workshop.
 - The Standing Panel recommends three-year appointments with the opportunity for reappointment. Reappointments will be under the discretion of the SEDAR Steering Committee.
 - The Standing Panel recommends allowing proxies if a Standing Panel member is not able to participate in a meeting. SEDAR and the Panel chair must be notified via email in advance of the meeting if a member will be sending a proxy.
- Chair will be chosen by Panel members.
 - The Standing Panel recommends have a rotating chair with a two-year term.

Timing

- The Standing Panel will meet at least annually, holding one annual in-person meeting, as needed, and meetings via webinar or conference call more frequently.

Data Issue Inventory & Identification of New Issues

- The Data Issue Inventory developed for the 2015 Data Best Practice Workshop includes a number of issues that were not addressed at the initial workshop.
- Potential new issues will be identified by reviewing recent SEDAR Data Workshop reports.
 - The Standing Panel was supportive of adding a section to the current DW report outline where each working group can identify Data Best Practice recommendations or topics for the Panel's consideration.

- The Standing Panel was supportive of having all working groups review and update, as necessary, the 'Roles & Responsibilities' table at each DW.
- The updated Data Issue Inventory should be publically available on through the SEDAR website.

Issue Prioritization and Selection

- The prioritization and selection of issues to be addressed will be under the Standing Panel's discretion.

Issue Review and Evaluation

- The Standing Panel is responsible for making the final Data Best Practice recommendations. If issues are not fully fleshed out in the DW reports, additional topical experts would be invited to provide guidance to the Panel on the issues under discussion.
- The decision on whether the Panel will meet in-person or via webinar to develop Best Practice recommendations will be dependent on the topics to be addressed.
- The Standing Panel will be responsible for developing and revising, as necessary, the Data Best Practices living document.
- The Standing Panel can recommend to the SEDAR Steering Committee if specific Data Best Practice recommendations need an independent review.