

## Appendix 1. SEDAR ASSESSMENT PROJECT PRIORITIES & TIMING

(From the May 2019 Steering Committee Final Report)

1. Cooperators develop their project priorities.  
Timing: ongoing, 2-5 years in advance of Steering Committee discussions
2. SEDAR Steering Committee reviews preliminary Cooperator requests.  
Timing: 2.5 to 3 years in advance  
Outcome: Preliminary projects list, ready for further consideration through the next steps
3. Cooperators develop **Scope of Work** for each of their assessments on the preliminary list.  
Timing: approximately 2 years before assessment  
Submission: To SEFSC (Director and designees), 2 months prior to the Spring Steering Committee Meeting (typically will be around March 1)  
*NOTE: Scope of Work is required for OPERATIONAL assessments only. Research Track process uses a planning team to develop a schedule and TORs to meet project needs*  
Contents: The following topics should be considered in SOW development
  - Years of data to be updated (may provide a specific terminal year)
  - Additional datasets or research findings to be included and evaluated
  - Peer Review or SSC recommendations to be included and evaluated
  - Process recommendations (ie, webinar or in-person meeting needs)
4. Steering Committee finalizes assessment priorities at the Spring meeting.  
Timing: Priorities are finalized 2 years in advance (2022 projects finalized in 2020)  
Considerations: Analytical and data workload and resources  
Outcome: Final assessment project list for the year
5. SEDAR/SEFSC planning meeting to address the approved project list.  
Timing: 2-3 months following the Steering Committee meeting (typically by August 1)  
Outcome: Project milestones and suggested workshop dates
6. SEDAR drafts initial TORs and schedules for Cooperator review and consideration  
Timing: 1-3 months following the planning meeting  
Considerations: based on the milestones developed through the planning meeting  
SEFSC (lead analysts) consulted on initial draft.
7. SEDAR Steering Committee issues resolution.  
Timing: Fall Steering Committee meeting  
Outcome: Address any issues with fulfilling the project list that arose during the initial planning process.