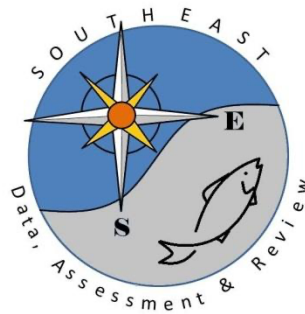


# Standard Operating Policies and Procedures

## Appendices



## SouthEast Data, Assessment, and Review

Approved: XX 2026

SEDAR

4055 Faber Place #201  
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# Appendix 1 - SEDAR Coordinator Responsibilities

SEDAR Coordinators are significantly involved in finalizing details for an assessment process once a project is added to the SEDAR schedule. The information below highlights the details and timelines for various roles and responsibilities.

## I. Tasks Prior to the Start of the Assessment

Prior to the start of an assessment, the SEDAR Coordinate will complete several preparatory steps to support assessment planning and implementation.

### Terms of Reference Development

- **Timeline:** Start 1 to 1.5 yr prior to start of assessment
- Terms of Reference (TOR) developed between Cooperator staff and lead assessment agency
- TORs approved according to Cooperator procedures
- Cooperator staff submit memo with final TORs on Cooperator letterhead to SEDAR staff
- SEDAR Coordinator posts final TORs to SEDAR website

### Assessment Project Schedule

- **Timeline:** Start 1 year prior to start of assessment
- SEDAR Coordinator will draft project schedule in consultation with lead assessment agency and key data providers
- The project schedule will be based on assessment components documented in the TORs
- Once a project schedule is approved by the lead assessment agency, SEDAR Coordinator will post final project schedule to SEDAR website

### Participant Appointments

- **Timeline:** Start 1 to 1.5 yr prior to start of SEDAR stage that participant is appointed to
- SEDAR Coordinator will send Cooperators memos requesting participants for upcoming assessment
- Participants appointed according to Cooperator procedures
  - Cooperator will submit memo to SEDAR Coordinator identifying appointed participants
  - Cooperator will provide complete contact details for appointed participants
- SEDAR Coordinator will coordinate with SEFSC SEDAR Data Coordinator for federal participants
  - SEFSC SEDAR Data Coordinator will submit spreadsheet to SEDAR identifying appointed federal participants
- Preferable for Cooperator to name participants to all stages at the same time
- SEDAR Coordinator will develop email distribution list for each stage of the project
- Send an email indicating appointment (~2-3 months prior to process beginning)
- Include project schedule and TORs

## Supporting Documentation

1. Management History
  - Template provided Council staff ~10 months before Data Scoping
  - Council staff works with SERO and state reps to complete
  - Due by Data Scoping webinar
  - Management history will be included in Section 1 of SAR; does not get working paper number
2. Assessment History
  - Prepare by Lead Analyst or agency
  - Due by Data Finalization/Pre-Assessment webinar
  - Assessment history will be included in Section 1 of SAR; does not get working paper number

## II. During an Assessment

During an assessment, the SEDAR Coordinator will complete administrative tasks needed to facilitate SEDAR led workshops and webinars.

### Webinar Logistics

#### *Webinar Date and Time Selection*

- The week of the webinar is identified in the project schedule
- The SEDAR Coordinator will develop an online poll to determine participant availability
- The webinar date and time is selected based on the poll responses
- The SEDAR Coordinator notifies the participants of the date and time and provides webinar registration information
- SEDAR Coordinator will prepare and submit FRNs according to SAFMC procedures, and maintain copies for administrative record

### Workshop Logistics

#### *Workshop Location and Dates*

- The workshop dates are identified in the project schedule
- SEDAR Coordinator will consult with Cooperator and lead assessment agency to identify a preferred location
- SEDAR Coordinator will prepare and submit a meeting request form per SAFMC procedures 9-12 months prior to workshop
- Need to know number and location of participants to estimate the amount of meeting space and number of sleeping rooms that will be needed
- Include room layouts and equipment requirements
- SEDAR Coordinator will prepare and submit FRNs according to SAFMC procedures, and maintain copies for administrative record

### ***Travel Information***

- SEDAR Coordinator will send email to appointed participants and interested parties with all necessary travel information, including:
  - Travel Order (TO) forms
  - Travel Authorization Notice (TAN) which includes information on lodging and meeting logistics
  - SAFMC Travel Guidelines
  - Workshop agenda

### ***Workshop Materials***

- SEDAR Coordinator will bring hard copies of the workshop agenda, TORs, sign in sheets (several for each day) and name plates

## **III. Center for Independent Experts Requests**

The SEDAR Coordinator will complete necessary documentation for requesting appointees from Center for Independent Experts.

- SEDAR Coordinator will request CIE Performance Work Statement (PWS) from the NOAA CIE contact
- SEDAR Coordinator will add necessary SEDAR information then send it to the lead assessment agency and Cooperator for review
- Initial submitted request should include general information (number of reviewers needed, week of workshops, project title, meeting schedule)
- Final CIE PWS will be submitted to NOAA CIE contact approximately 9 months prior to review workshop

## **IV. Information Quality Act Peer Review Tracking**

SEDAR Coordinator will ensure Information Quality Act Peer Review Tracking is completed and updated as needed.

- SEDAR Manager will complete an Information Quality Act (IQA) peer review tracking form for the projects that will have an independent external peer review organized through SEDAR
- The form is submitted to Office of Science and Technology Executive Officer
- SEDAR Manager will update the IQA forms as needed

## **V. Managing the SEDAR Website**

SEDAR Coordinator will ensure the following documentation is posted to the SEDAR website and updated when appropriate.

### **Supporting Documentation:**

1. Working Papers
  - Posted to the SEDAR website ~2 weeks prior to workshop
2. Reference Documents
  - Solicited from participants

- Accepted throughout the assessment process
  - Includes published documents, previous SEDAR working papers, grey literature, etc. Anything developed for the present assessment is a working paper, not a reference document.
  - All reference documents are numbered sequentially throughout the process (not differentiated by workshop like working papers) and tracked on the master document list
3. Project Schedule
  4. Document Lists
  5. Final SARs
  6. CIE reports

## **VI. After Assessment Completion**

Following completion of an assessment, the SEDAR Coordinator will compile and distribute final products and complete any post-assessment tracking materials.

- Once the final Stock Assessment Report (SAR) is posted to the SEDAR, the SEDAR Coordinator will send a notice of Availability of the final SAR memo will be distributed to the Cooperator, SEDAR Steering Committee, lead assessment agency and all participants involved in the process
- Research recommendations added to SEDAR consolidated research recommendations document
- Update the IQA peer review tracking document
- Once received, the SEDAR Coordinator will post the individual CIE reviewer reports

## **VII. Maintaining the Administrative Record**

As SEDAR is a public process, the SEDAR Coordinator will maintain documents and meeting information for the administrative record.

- Federal Register Notice
- Memos to Cooperators
- Project Schedules
- Meeting Information
- Documentation (document list, working papers, reference documents)
- Workshop and Webinar recordings
- Participant List
- Final SARs
- CIE Reports

## Appendix 2 – Data and Assessment Component Details

If specific SEDAR components are selected for an assessment, certain elements are included. The following outlines the standard details associated with each selected SEDAR component.

### I. Data Workshop Component Details

If a Data Workshop is selected for an assessment, the following components will be included.

#### Data Scoping

##### *Data Scoping Process Details:*

- Initial step to identify potential data sets available for consideration during the assessment process and determine who will be responsible for data analysis.
- Webinar-based process – noticed in the Federal Register, open to the public.
- SEDAR coordinates this stage.
- Data panelists shall assemble virtually to discuss potential data streams for consideration in the process.
- Data used in previous assessment, as well as parties responsible for new sources of information expected, should be presented.
- Participants who will be responsible for analysis of individual data sources will be identified.
- Parameters for the assessment that may impact data provisioning are discussed and agreed to. Examples include areas, years to include, or size bins.

#### Pre-Data Workshop Webinar

##### *Pre-Data Workshop Process Details:*

- Final step prior to the Data Workshop to resolve outstanding data-related questions or concerns.
- Webinar-based process – noticed in the Federal Register, open to the public
- SEDAR coordinates this stage.
- Data panelists shall assemble virtually to raise questions or concerns about data that may require additional analyses.
- Data Workshop logistics regarding travel and meeting times will be discussed.

#### Data Workshop

##### *Data Workshop Process Details:*

- Data Workshop process details are documented in **section 6.1.4 in the SOPPs**

#### Post-Data Workshop Webinar

##### *Post-Data Workshop Webinar Process Details:*

- Final step in the Data Stage.
- Webinar-based process – noticed in the Federal Register, open to the public.
- SEDAR coordinates this stage.
- Data panelists shall assemble virtually to discuss data decisions that were not finalized at the Data Workshop.
- The transition from the data stage to the assessment stage is discussed in detail.

## II. Assessment Panel Webinars Component Details

If Assessment Panel Webinars are selected for an assessment, the following components will be included.

### Pre-Assessment Webinar

#### *Pre-Assessment Webinar Process Details:*

- Initial step in the Assessment Stage to initiate modeling discussions and confirm scope and schedule.
- May include both Data panelists and Assessment panelists.
- Webinar-based process – noticed in the Federal Register, open to the public.
- SEDAR coordinates this stage.
- Data and Assessment panelists shall assemble virtually to discuss outstanding data analysis and will begin preliminary modeling discussions.
- The schedule for the Assessment stage and scope of Assessment stage will be discussed.

### Assessment Webinars

#### *Assessment Webinar Process Details:*

- Assessment Panel Webinar process details are documented in **section 6.2.1 in the SOPPs**

## III. Topical Working Group

If a Topical Working Group is selected for an assessment, the following components will be included.

### Scoping

#### *Scoping Process Details:*

- Initial step prior to start of assessment to identify data providers for topics not covered by the SEDAR Topical Working Group.
- Lead assessment agency will coordinate this stage.

### Topical Working Group Scoping Webinar

#### *Topical Working Group Scoping Webinar Process Details:*

- The initial SEDAR component for a Topical Working Group.

- Webinar-based process – noticed in the Federal Register, open to the public.
- Defines the data or assessment topic and why it is being considered.
- Identifies potential data sets available for consideration during the Topical Working Group and determines who will be responsible for data analysis.
- The Topical Working Group requests analyses from the lead assessment agency needed to address the topic given the available data sets.

## Topical Working Group Recommendations Webinar

### ***Topical Working Group Recommendations Webinar Process Details:***

- Following the Topical Working Group Scoping Webinar, the lead assessment agency will present requested analyses.
- SEDAR coordinates this stage.
- Webinar-based process – noticed in the Federal Register, open to the public.
- The Topical Working Group will discuss whether the analyses meet their scoping request.
- The Topical Working Group will provide final recommendations to the lead assessment agency.

## Appendix 3 – SEDAR Infographics

SEDAR staff have developed various infographics to provide a visual of the SEDAR process.

### I. SEDAR Process with Responsible Parties





This infographic displays the SEDAR processes distinguished by Cooperator and responsible parties for the various components.

**Figure 1:** Schematic of the proposed SEDAR process changes as recommended by the SEDAR Steering Committee at their February 2025 meeting.

**1a:** Process for Fishery Management Councils and Florida Fish and Wildlife Commission

**1b:** Process for Highly Migratory Species and the Fishery Commissions

This infographic displays the SEDAR processes distinguished by Cooperator and responsible parties for the various components.

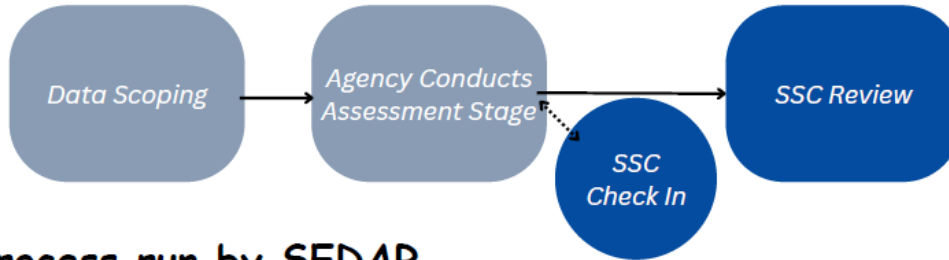
The color of the boxes indicates who is responsible for leading that component of the process.	
SEDAR	
Lead Assessment Agency	
Cooperator	
Commissions	

# SEDAR Process for Fishery Management Councils & FL FWC

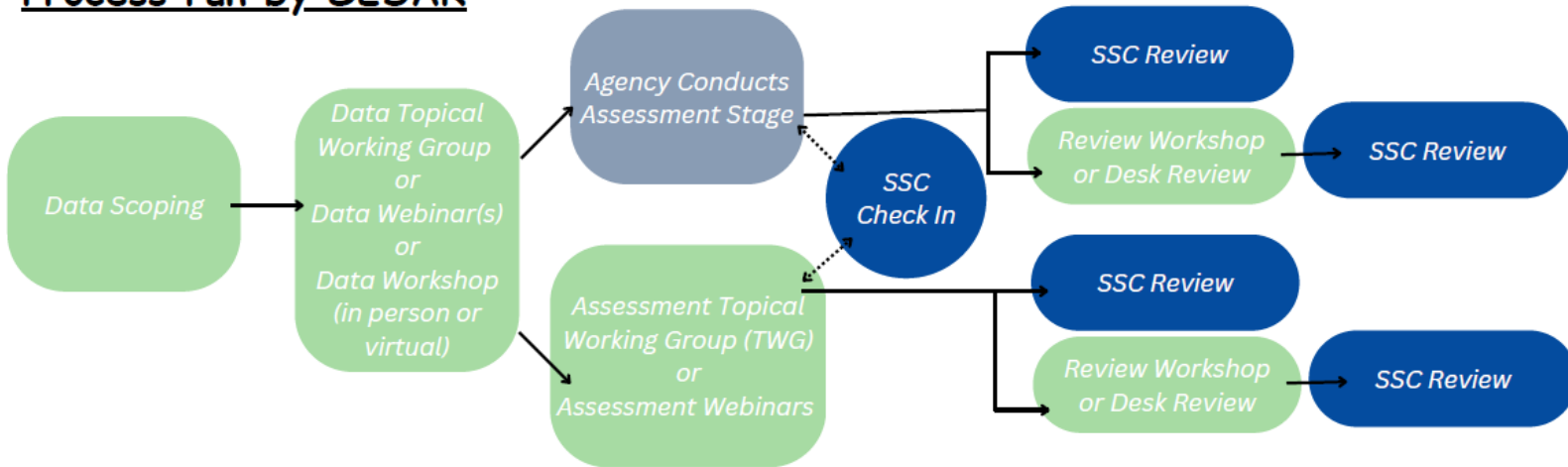
## Process run by Southeast Fishery Science Center

last updated 6.10.2026

\*Stock ID if needed before Data Scoping



## Process run by SEDAR



SEDAR

Lead Assessment Agency

Cooperator

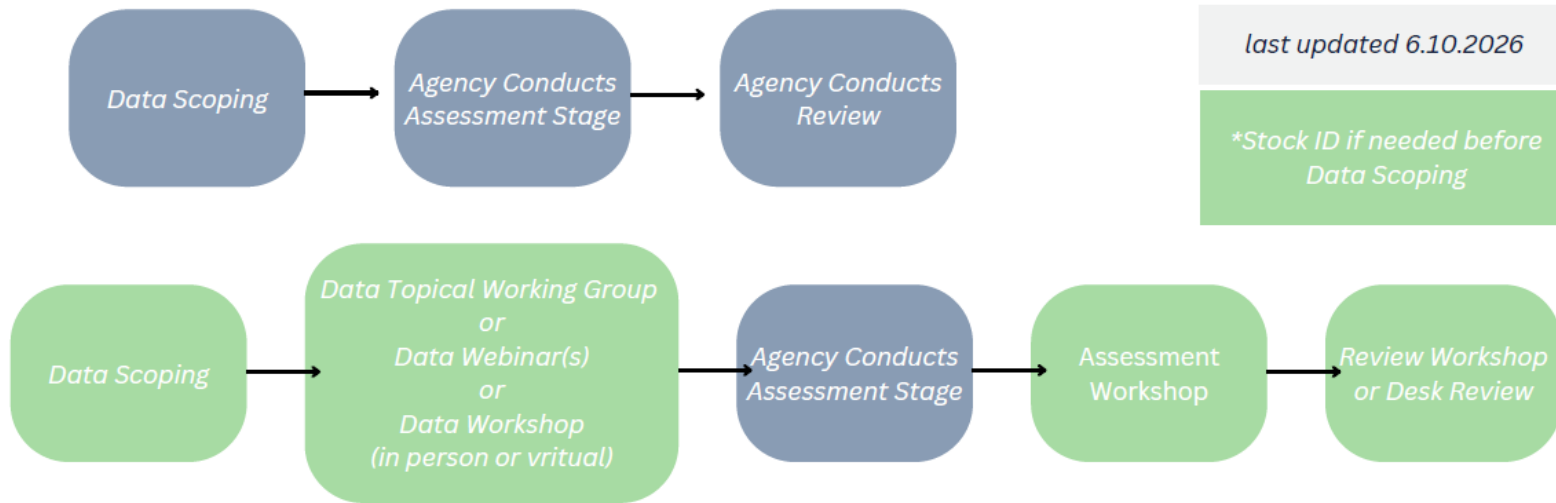


**SEDAR**  
Southeast Data Assessment and Review

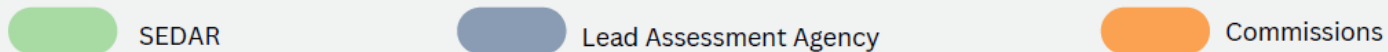
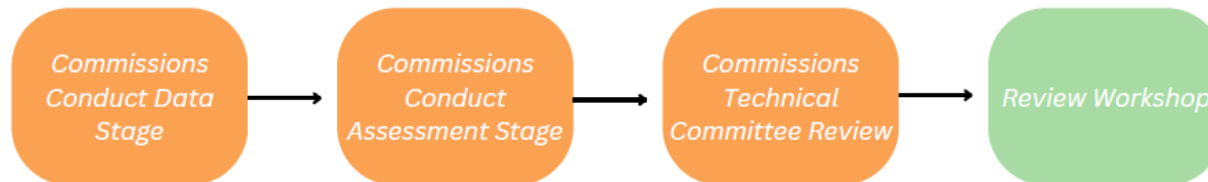


# SEDAR Process for Highly Migratory Species and the Commissions

## Highly Migratory Species



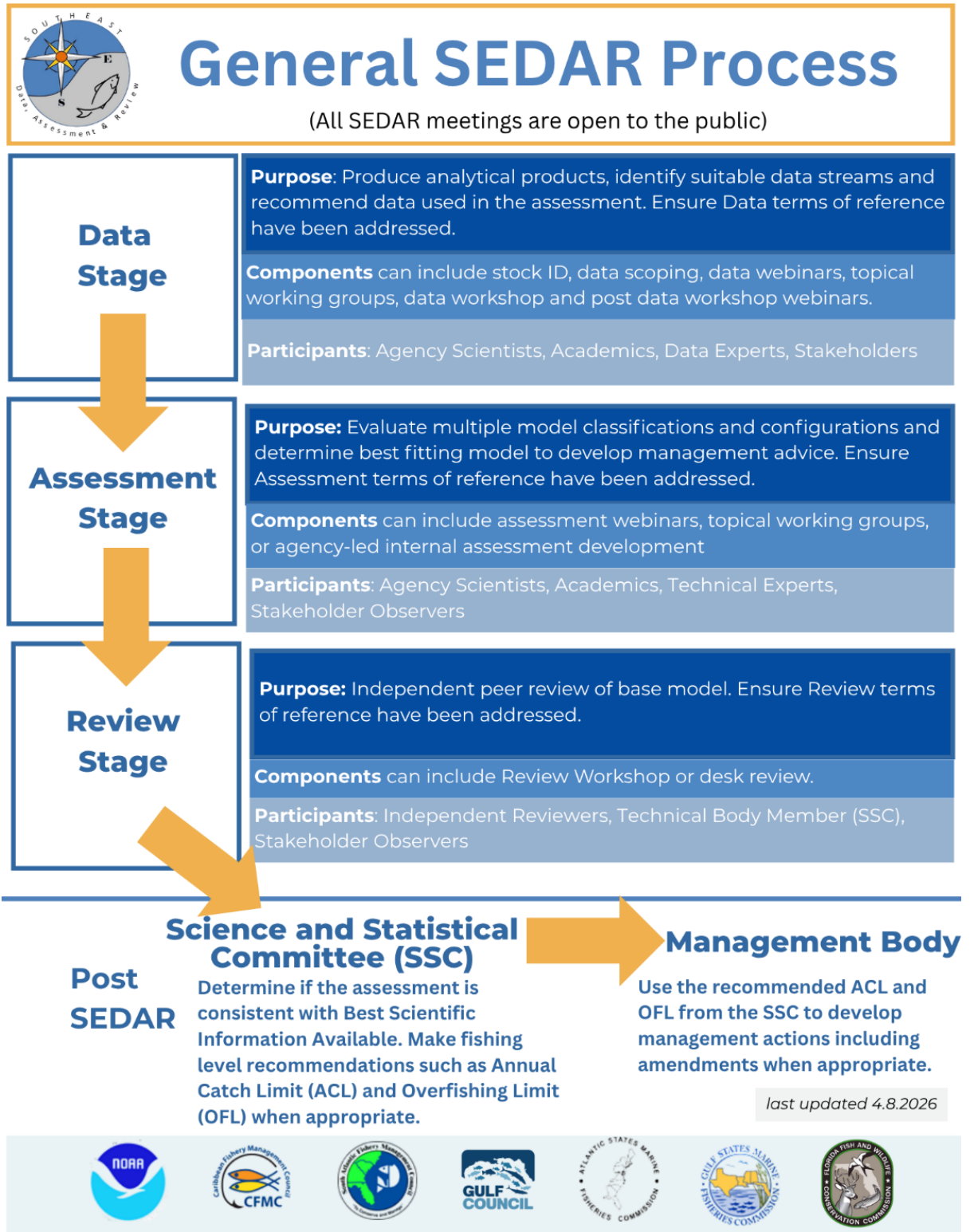
## Gulf and Atlantic States Marine Fisheries Commissions



**\*\* the commissions may serve as the lead assessment agency \*\***

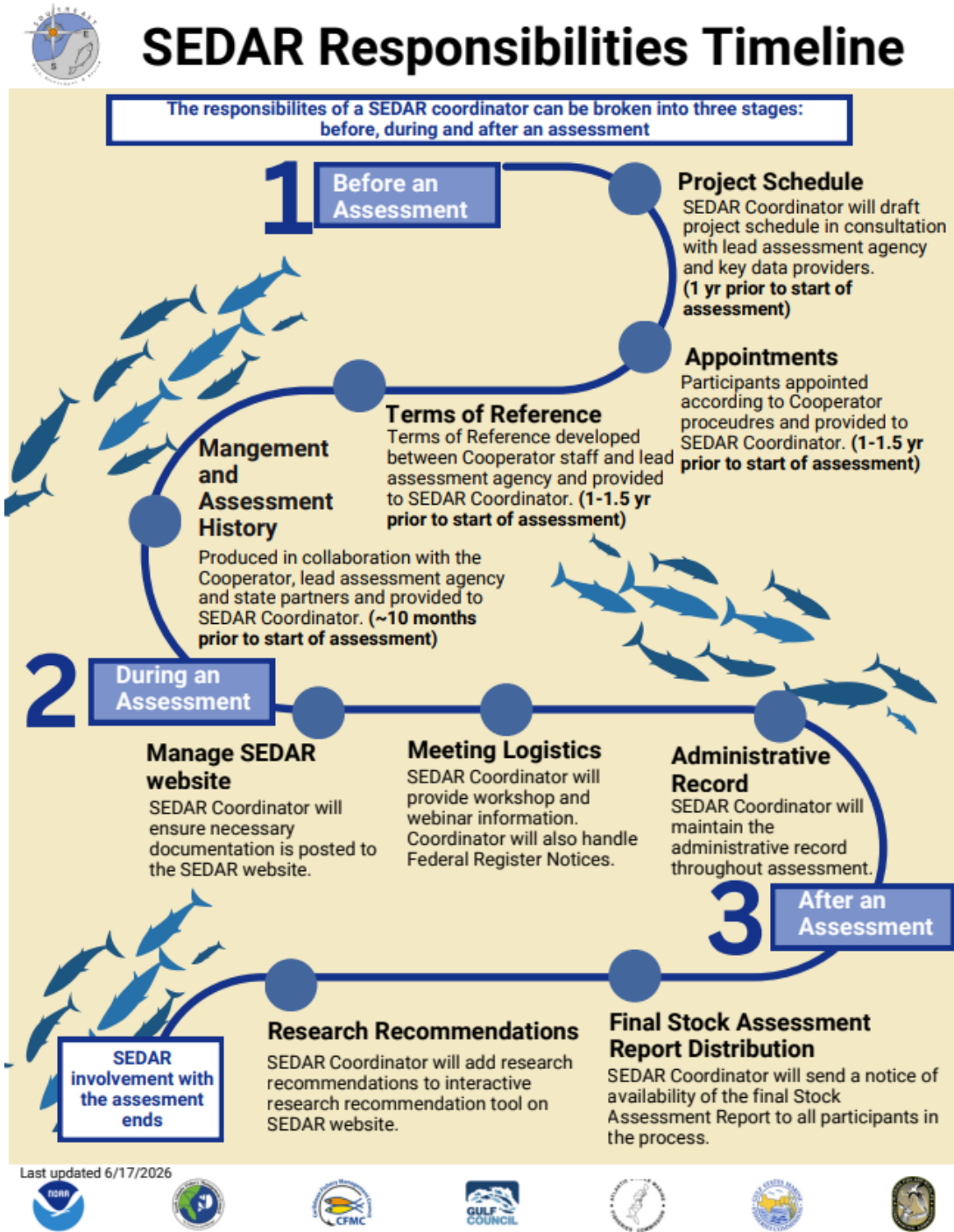
## II. General SEDAR Process Stages

This infographic displays the various stages of SEDAR process.



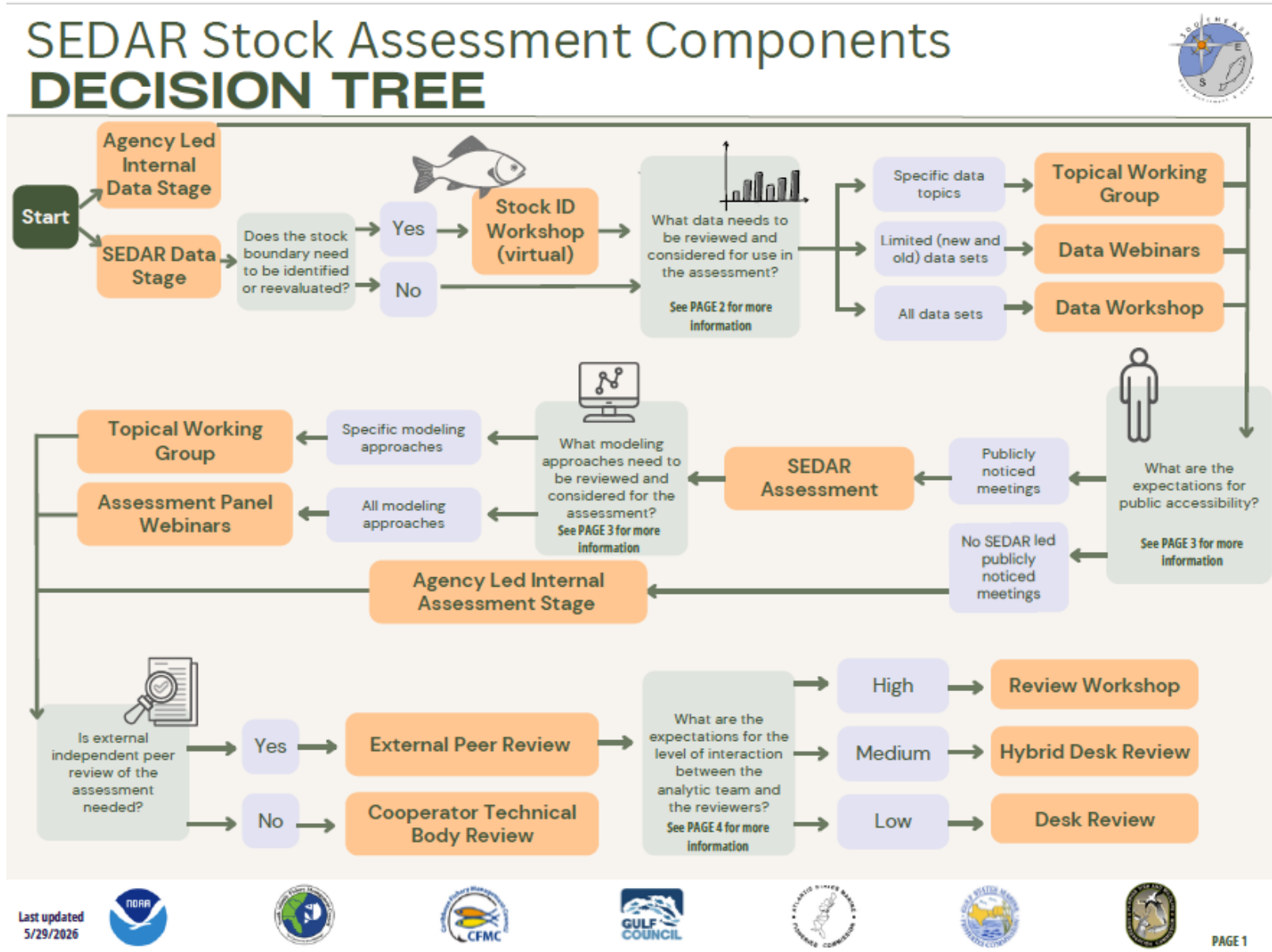
### III. SEDAR Responsibilities Timeline

This infographic displays the responsibilities of a SEDAR Coordinator to facilitate an assessment.



## IV. SEDAR Stock Assessment Components Decision Tree

This infographic displays the various SEDAR components offered to Cooperators for an assessment.



# Data Components



Details	Topical Working Group	Data Webinars	Data Workshop
Stock Identification	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>If needed</li> </ul>	<ul style="list-style-type: none"> <li>If needed</li> </ul>
Data Scoping	✓	✓	✓
Participants	<ul style="list-style-type: none"> <li>Small working group comprised of assessment team, SSC members, stakeholders and other technical experts</li> </ul>	<ul style="list-style-type: none"> <li>Panel of appointed individuals (agency scientists, academics, data subject matter experts, stakeholders)</li> </ul>	<ul style="list-style-type: none"> <li>Panel of appointed individuals (agency scientists, academics, data subject matter experts, stakeholders)</li> </ul>
Scope of Data	<ul style="list-style-type: none"> <li>Review and provide recommendations on <b>specific data topics</b> as defined in the Terms of Reference</li> <li>Discussion of other data topics not specifically identified is limited</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide recommendations on the use of <b>new data streams</b> or data analysis approaches data as defined in the Terms of Reference</li> <li>Only <b>select data</b> sets up for discussion and consideration</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide recommendations on all available fishery data, monitoring programs, and life history information</li> <li><b>All data</b> sets up for discussion and consideration</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>Working paper may be produced to document the group's discussions</li> </ul>	<ul style="list-style-type: none"> <li>Panel report produced</li> </ul>	<ul style="list-style-type: none"> <li>Panel report produced</li> </ul>
Component Duration	<ul style="list-style-type: none"> <li>Series of webinars</li> <li>Shortest timeframe</li> </ul>	<ul style="list-style-type: none"> <li>Series of webinars</li> <li>Medium timeframe</li> </ul>	<ul style="list-style-type: none"> <li>One week workshop</li> <li>Longest timeframe</li> </ul>
Platform	<ul style="list-style-type: none"> <li>Webinars</li> </ul>	<ul style="list-style-type: none"> <li>Webinars</li> </ul>	<ul style="list-style-type: none"> <li>In person or webinar</li> </ul>
Coordinating Body	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>



# Assessment Components



Details	Topical Working Group	Agency Led Internal Assessment Stage	Assessment Webinars
Cooperator Technical Body Check In	✓	✓	✓
Participants	<ul style="list-style-type: none"> <li>Small working group comprised of assessment team, SSC members, other technical experts</li> </ul>	<ul style="list-style-type: none"> <li>Lead assessment agency</li> </ul>	<ul style="list-style-type: none"> <li>Panel of appointed individuals (agency scientists, academics, other technical experts)</li> </ul>
Scope of Modeling	<ul style="list-style-type: none"> <li>Review and provide recommendations on <b>specific modeling approaches</b> as defined in the Terms of Reference</li> <li>Discussion of other modeling topics not specifically identified is limited</li> </ul>	<ul style="list-style-type: none"> <li>Develop assessment <b>without structured input</b> from an assessment panel</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide recommendations on assessment models, model configuration and uncertainty evaluation</li> <li><b>All modeling</b> topics are up for discussion and consideration</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>Working paper may be produced to document the group's discussions</li> </ul>	<ul style="list-style-type: none"> <li>Assessment report produced</li> </ul>	<ul style="list-style-type: none"> <li>Assessment report produced</li> </ul>
Component Duration	<ul style="list-style-type: none"> <li>Series of webinars</li> <li>Shortest timeframe</li> </ul>	<ul style="list-style-type: none"> <li>No structured meetings</li> <li>Medium timeframe</li> </ul>	<ul style="list-style-type: none"> <li>6-8 month series of webinars</li> <li>Longest timeframe</li> </ul>
Platform	<ul style="list-style-type: none"> <li>Webinars</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Webinars</li> </ul>
Coordinating Body	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>	<ul style="list-style-type: none"> <li>Lead Assessment Agency</li> <li>No publicly noticed meetings</li> </ul>	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>



# Review Components



Details	Desk Review	Hybrid Desk Review	Review Workshop
<b>Participants</b>	<ul style="list-style-type: none"> <li>Individual reviewers appointed by Center for Independent Experts (CIE)</li> </ul>	<ul style="list-style-type: none"> <li>Individual reviewers appointed by Center for Independent Experts (CIE)</li> </ul>	<ul style="list-style-type: none"> <li>Panel of cooperator appointed individuals (SSC or technical experts) in addition to reviewers appointed by Center for Independent Experts (CIE)</li> </ul>
<b>Scope of Review</b>	<ul style="list-style-type: none"> <li>CIE reviewers evaluate if the data, methods and results are scientifically sound and if decision makers are provided adequate advice that reflects assessment uncertainties</li> </ul>	<ul style="list-style-type: none"> <li>CIE reviewers evaluate if the data, methods and results are scientifically sound and if decision makers are provided adequate advice that reflects assessment uncertainties</li> <li>Opportunity for reviewers to ask assessment team questions before reviewing assessment</li> </ul>	<ul style="list-style-type: none"> <li>Panel evaluates if the data, methods and results are scientifically sound and if decision makers are provided adequate advice that reflects assessment uncertainties</li> <li>Opportunity for the review panel to engage with assessment team and request additional information</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Independent CIE reviewer reports produced</li> </ul>	<ul style="list-style-type: none"> <li>Independent CIE reviewer reports produced</li> </ul>	<ul style="list-style-type: none"> <li>Panel summary report and independent CIE reviewer reports</li> <li>If needed, assessment team produces assessment report addendum</li> </ul>
<b>Component Duration</b>	<ul style="list-style-type: none"> <li>Shortest timeframe</li> </ul>	<ul style="list-style-type: none"> <li>One webinar between reviewers and assessment team</li> <li>Medium timeframe</li> </ul>	<ul style="list-style-type: none"> <li>One week workshop</li> <li>Longest timeframe</li> </ul>
<b>Platform</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Webinar</li> </ul>	<ul style="list-style-type: none"> <li>In person</li> </ul>
<b>Coordinating Body</b>	<ul style="list-style-type: none"> <li>No publicly noticed meetings</li> </ul>	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>	<ul style="list-style-type: none"> <li>SEDAR</li> <li>All meetings organized by SEDAR are open to the public</li> </ul>



## Appendix 4 - Application for Role in SEDAR process - Questionnaire

The questionnaire below is an example of a form Cooperators may use to identify individuals interested in participating in the SEDAR process.

---

Thank you for your interest in the [INSERT ASSESSMENT NAME AND NUMBER]

To be considered for a role in this SEDAR assessment, please complete the questionnaire below. There are multiple roles across the different stages of the assessment that contribute to the overall stock assessment. Selections will be based on the candidate's overall expertise and an ability to contribute to one or more of the Terms of Reference (TORs). We seek to balance the composition of the group in order to address the high priority TORs identified by the [INSERT COOPERATOR]. Unfortunately, not all qualified members can be selected, particularly when there is overlap of skill sets. SEDAR coordinated meetings are open to the public but building consensus about assessment decisions is the responsibility of the cooperator appointed participants.

Appointed participants are expected to engage, participate and contribute to working group discussions, decisions, and work.

For more information about research tracks, please see our webpage.

**Applications are due by [INSERT DEADLINE].**

If you have any questions, please contact [INSERT SEDAR COOPERATOR CONTACT NAME AND EMAIL]

1. Email:

2. Name:

3. Address:

4. Phone number:

5. Affiliation:

*Check all that apply.*

Academia

Non-governmental organization

Government employee (eg. US state, US federal, Canada federal, etc) Fishing Industry

Consultant  
Council/Commission Member  
Council/Commission Staff  
Other:

6. Please indicate role that you would like to be considered for.

*Roles:*

Appointed Observer  
Data Panelist  
Topical Working Group Member  
Assessment Panelist  
Review Panel  
Review Chair

7. What TOR(s) are you specifically interested in contributing analytically to? Please list the TOR number(s). [**LINK TO TERMS OF REFERENCE**]

8. Do you, or will you, serve as a member of another group that will make fishery management recommendations based on the work coming out of this assessment? If yes, please provide the name of the group, your role in the group and the types of recommendations that the group will make based on the results of the assessment.

9. Briefly describe your expertise in fishery stock assessment or related analyses and indicate why you'd be a good fit.

10. Please upload your resume/CV. If you are unable to do so at this time please email it directly to [**INSERT SEDAR COOPERATOR CONTACT NAME AND EMAIL**]

11. If selected, I am committing to contributing to the analytical work and high level of participation necessary to complete this assessment process. I am also committing to abide by the meeting agreements set by the SEDAR process.