



Tasks, Responsibilities, and Supplemental Instructions

for

SEDAR Data Workshop Participants

Updated July 2023

SEDAR is intended to provide thorough and robust stock assessments based on the most recent, best available, and scientifically sound data. This goal applies regardless of whether the population under consideration is being assessed for the first time or has been assessed many times in the past. SEDAR demands evaluating all known data sources, reviewing all input data, considering all practicable modeling approaches, and evaluating all past assessment decisions to provide a thorough assessment. However, SEDAR is a management-oriented process, and the requested assessments and desired products address important management needs that must be addressed within pre-determined deadlines. There may well be items that simply cannot be addressed in the current assessment given realistic time and resource constraints these items should be documented in the research recommendations in the report. Participants must be prepared to make the best decisions they can with the information at hand.

The goal of SEDAR data workshops is to evaluate and compile assessment datasets. The goal is to have the basic data compilations completed by the conclusion of the workshop.

SEDAR workshop panel decisions are based on science. Discussions and deliberations shall not consider possible management actions, agency financial concerns, or social and economic consequences. Such items will be dealt with by appropriate groups at appropriate times.

SEDAR workshop decisions are based on consensus. There is no formal voting in SEDAR. Panels are expected to reach conclusions that all participants can accept. Minority reports are allowed only at the review workshop, and only as a last resort. Data and assessment processes should recommend a range of alternative solutions to be explored, along with the pros and cons of each option, whenever a single clear consensus is not achievable.

Personal attacks are not tolerated. Advancement in science is based on disagreement and healthy, spirited discourse is encouraged. However, professionalism must be upheld and those who descend into personal attacks will be asked to leave. Those criticizing the work and recommendations of others are expected to do so constructively and to offer reasonable solutions to go along with any criticisms.

Agendas provided for SEDAR workshops are approximate. Published starting and ending times for the Workshop will be adhered to so that participants may make appropriate travel plans but starting and ending times of daily workshop sessions will be dictated by progress toward assigned tasks. Certain deadlines must be met during the workshop to ensure that all decisions are made, and the group has a chance to review

draft documentation, thus panelists should expect extended work days and possible evening working sessions.

Appointed participants are discouraged from leaving early. Considerable time and financial expense are involved in organizing and convening SEDAR workshops and participants should expect the workshop to last the allotted time. Many important decisions may be finalized in the closing hours. Every effort is made to accommodate travel requirements within the standard work week and avoid the need for weekend travel for most participants. Participants are responsible for notifying the individual or office which appointed them to the workshop if they cannot meet this obligation. There are no guarantees that decisions made early in a workshop will not change as new information comes to light later in the workshop.

SEDAR data and assessment processes are working sessions, not expanded reviews. Those appointed to serve as SEDAR workshop panelists are expected to contribute by participating in panel discussions, serving in working groups, drafting text, conducting analyses, reviewing workshop reports, and ensuring that the highest quality standards are met. When discussing issues, panelists are expected to provide constructive suggestions and alternative solutions, not simply criticism and critique.

Workshop reports are prepared by workshop participants. Each participant who accepts an appointment to a workshop is also accepting responsibility to ensure discussions and recommendations are thoroughly and accurately reflected in their workshop panel report. Each working group is encouraged to appoint a rapporteur to keep a record of deliberations during group sessions, recommendations during plenary sessions, and assist the leader in drafting report text. **Each panelist is individually responsible for ensuring that their points and recommendations are addressed in workshop reports; they should not rely on others to address their concerns.**

Pre-Workshop Preparation

Workshop panel members are encouraged to prepare and summarize data prior to the workshop and present preferred treatments to the group for consideration. Issues and ideas always arise through group discussion and evaluation, so data providers should come prepared with the basic data and analytical tools to enable analyses during the workshop if necessary. A data scoping webinar will be held approximately 2 months prior to the workshop to establish initial summary guidelines and a data webinar will be held approximately 4 weeks prior to the workshop to review the basic data summaries and identify additional analyses.

Data Working Groups

SEDAR data workshops are organized around working groups assigned particular data components (e.g., life history, commercial statistics, recreational statistics, and indices). Working groups are responsible for reviewing data and working papers and developing recommendations for consideration by the full workshop panel (Plenary). **All**

recommendations are made by the Assessment Development Team in plenary sessions.

Working Papers

Initial analyses, data summaries, and program documentation should be submitted in advance as SEDAR Working Papers. Deadlines for submission will be provided on the schedule for each project. Working papers and all other documentation will be available on the SEDAR website (<http://sedarweb.org>). Papers should be submitted as word documents or .pdf files. Authors may follow any format of their choosing. Working papers are numbered sequentially by SEDAR cycle and workshop. Please contact the SEDAR Coordinator to obtain document numbers. Working papers shall not contain confidential information.

Data Submission

Panelists are encouraged to submit data in advance. Datasets should be submitted to the Data Compiler, and appropriate data working group leader.

Materials Distribution

SEDAR workshops are ‘paperless’ to the extent possible. Materials such as datasets and working papers that are received within submission deadlines will be distributed via website posting. Paper copies of the agenda and Terms of Reference will be provided at the workshop. Working papers are made available on the SEDAR website and will not be provided in print copy at the workshop. Reference documents will be available via the SEDAR website.

Confidentiality

SEDAR is a Council Process and therefore it is an open and public process. All working papers are available for distribution to the public and all data summaries are available for distribution to the public. Therefore, no confidential data should be included in any SEDAR documentation. This includes working papers, reference documents, workshop presentations, and SEDAR assessment reports. **Authors and data submitters are responsible for ensuring that submitted papers and datasets do not contain confidential data.**

Administrative Record and Public Comment

SEDAR is a public Council process. All submitted documents and official correspondence become part of the official administrative record. All SEDAR workshops are announced in the Federal Register. All workshop plenary discussion sessions are recorded. All working papers and final documents will be posted on the SEDAR website. The names and affiliations of all workshop participants and observers will be listed in the

workshop reports. The public is welcome to view all workshop proceedings and will be given the opportunity to comment in person during plenary sessions at the discretion of the chair. Written public comments will be accepted using the online comment form for the appropriate SEDAR project.

What to Bring

Workshop participants should come prepared to conduct analyses and prepare report text. They should bring a laptop computer to aid in this process. Participants should bring electronic copies of any documents they want considered during the workshop. Participants should bring accessible copies of relevant datasets to facilitate evaluation and analysis during the workshop.

Meeting Attendance and Sign-in Forms

Sign in forms will be posted in the meeting space during each day of the workshop. All appointed participants are expected to sign in each day that they attend. Failure to sign-in could result in denial of reimbursement requests or SSC stipends. SEDAR workshops seldom 'end early' and it is never known when a critical issue may be discussed; therefore, appointed participants are strongly encouraged to stay for the entire workshop.