



# SEDAR

## *SouthEast Data, Assessment, and Review*

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### **SEDAR Review Workshop Panelist Instructions**

#### *SEDAR Review Workshop Overview*

SEDAR Review Workshops provide independent peer review of stock assessments prepared through SEDAR data and assessment workshops. The goal of the review is to ensure that the assessment and results presented are scientifically sound and that managers are provided adequate advice regarding stock status, management benchmarks, and the general nature of appropriate future management actions. The Review Panel has limited authority to request additional analyses, corrections of existing analyses and sensitivity runs.

An analytical and presentation team, composed of a subset of the Assessment Workshop panel and representing the primary analysts for each assessment, will be present at the workshop to present assessment findings, provide an overview of assessment data, provide additional results or model information, and prepare any additional analyses requested by the Review Panel. Although many individuals contribute to a SEDAR assessment, the Review Panel is ultimately responsible for ensuring that the best possible assessment is provided through the SEDAR process.

The review panel shall not provide specific management advice. Such advice will be provided by existing Council Committees, such as the Science and Statistical Committee and Advisory Panels, following completion of the assessment.

SEDAR review workshop panels are typically composed of a Chair appointed by the Cooperator (usually an SSC member), three reviewers appointed by the CIE (Center for Independent Experts), and up to two additional SSC reviewers appointed by each SEDAR Cooperator having jurisdiction over the stocks under review. All reviewers are independent, meaning that they should not have contributed to the assessment under review and should not have a role in any management deliberations or actions that may stem from the assessment.

All SEDAR workshops, including the Review Workshop, are open, transparent, public processes administered according to the rules and regulations governing Federal Fishery Management Council operations. All SEDAR workshops are recorded and transcripts of workshop discussions may be prepared upon request through the SEDAR Steering Committee. The names and affiliations of reviewers will be disclosed in the review workshop documents. The Review Workshop Report will be publicly distributed along with the other SEDAR Workshop working papers and workshop reports. The public may submit written comments in accordance with Council guidelines once the report is disseminated to the relevant Council.

Review workshop panelists receive the Data and Assessment Workshop Reports, supplemental analytical materials including all working papers and reference documents from prior workshops; and general information regarding the Review Workshop, including the agenda, report outlines, terms of reference, and participant list. Review panelists are expected to read and review the provided materials to become familiar with the assessment.



The charge to each SEDAR Review Workshop is specified in Terms of Reference approved by the SEDAR Cooperator(s) having jurisdiction over the stocks under review. During the review the Review Workshop panel will prepare a Review Panel Report for each stock assessed addressing each of the Terms of Reference. The report should represent the views of the group as a whole, but shall also include any dissenting views of individual panelists if appropriate. Outlines and example documents will be provided by SEDAR staff.

### Review Workshop Panel General Instructions

The Review Panel Chair is responsible for compiling, editing, and submitting the Review Panel Report to the SEDAR Coordinator by a deadline specified in the assessment schedule. At the start of the workshop the Chair will assign each panelist specific duties, such as drafting specific report sections. The Chair may select one panelist to serve as assessment leader for each stock assessment under review. The assessment leader is responsible for preparing initial drafts of text addressing Terms of Reference for the assigned assessment. Such duties may be further subdivided if workshop manpower allows. The SEFSC will provide a rapporteur to take notes on the discussions so that panelists can more fully participate in discussions and assist the analytical team in documenting panel recommendations.

The Review Panel's primary responsibility is to ensure that assessment results are based on sound science, appropriate methods, and appropriate data. During the course of review, the panel is allowed limited flexibility to deviate from the assessment provided by the Assessment Workshop. This flexibility may include modifying the assessment configuration and assumptions, requesting a reasonable number of sensitivity runs, requesting additional details and results of the existing assessments, or requesting correction of any errors identified. However, the allowance for flexibility is limited, and the Review Panel is not authorized to conduct an alternative assessment or to request an alternative assessment from the technical staff present. The SEDAR Steering Committee recognizes that determining when modifications constitute an 'alternative' assessment is a subjective decision, and has therefore determined that the Review Panel is responsible for applying its collective judgment in determining whether proposed changes and corrections to the presented assessment are sufficient to constitute an alternative assessment. The Review Panel Chair will coordinate with the SEDAR Coordinator and technical staff present to determine which requests can be accomplished and prioritize desired analyses.

Any changes in assessment results stemming from modifications or corrections solicited by the review panel will be documented by the lead analysts in an addendum included in the final Stock Assessment Report. If updated estimates are not available for review by the conclusion of the workshop, the review panel shall agree to a process for reviewing the final results. Any additional or supplemental analyses requested by the Review Panel and completed by the analytical team may, at the discretion of the chair and panel, be documented either through a supplemental report or included in the Review Panel Report.

If the Review Panel finds an assessment deficient to the extent that technical staff present cannot correct the deficiencies during the course of the workshop, or the Panel deems that desired modifications would result in an alternative assessment, then the Review Panel shall provide in writing the required remedial measures and suggest an appropriate approach for correcting the assessment and subsequently reviewing the corrected assessment.

### Review Workshop Panel Participant Information

Serving as a review workshop panelist is a considerable time commitment that requires more than simply the daily sessions of the review workshop. Panelists will need to set aside time in the weeks prior to the workshop to review data and assessment documents. During the workshop, time beyond that of the scheduled daily sessions may be required to complete workshop tasks and reports. Time is required following the workshop to review and finalize panel reports.

Review panelists are expected to author components of the workshop report and may conduct supplementary analyses or data summaries. Panelists should come prepared with a laptop computer for these tasks.

The SEDAR Steering Committee and SEDAR Coordinator establish deadlines for document submission. SEDAR staff distributes working documents and support materials (agenda, participant instructions) to workshop participants, typically two weeks prior to the workshop.

### *SEDAR Workshop Panelist Code of Conduct*

**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. SEDAR Review Workshop Panels are encouraged to reach a group consensus that all participants can accept, which may include agreeing to acknowledge and present multiple possibilities. If this is not feasible, then each reviewer may state his or her individual opinion with regard to the Terms of Reference and is responsible for providing appropriate text that captures their opinion for the Review Workshop Report.

**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 be expected to have extended work days and evening working sessions. Webinar ending times are approximate.

**Appointed participants are discouraged from leaving early.** Considerable time and financial expense is 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 Cooperator 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 workshops 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 the workshop report. **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.**

#### Review Workshop Networking and IT

Wireless access will be available at each SEDAR workshop to provide internet access. All reports and documents pertaining to the review will be available on the South Atlantic Council's FTP server. IT staff will be available during the first day of the review workshop to aid each participant in securing network access.

#### Review Workshop Technical Reviewer Responsibilities

1. Approximately two weeks prior to the meeting, the reviewers shall be provided with the stock assessment reports, associated supporting documents, and review workshop instructions including the Terms of Reference. Reviewers shall read these documents to gain an in-depth understanding of the stock assessment, the resources and information considered in the assessment, and their responsibilities as reviewers.
2. During the Review Workshop, reviewers shall participate in panel discussions on assessment methods, data, validity, results, recommendations, and conclusions as guided by the Terms of Reference. The reviewers shall develop a Review Panel Report for each assessment reviewed. Reviewers may be asked to serve as an assessment leader during the review to facilitate preparing first drafts of review reports.
3. Following the Review Workshop, reviewers shall work with the chair to complete and review the Review Workshop Reports. Reports shall be completed, reviewed by all panelists, and comments submitted to the Chair within two weeks of the conclusion of the workshop.
4. Additional obligation of CIE-appointed reviewers: Following the Review Workshop, each reviewer appointed by the CIE shall prepare an individual CIE Reviewer Report and submit it in accordance with specifications provided in the Statement of Work.

## SEDAR Review Workshop-Report Outline

The Review workshop report is Section V of the Stock Assessment report and should be prepared cooperatively by the Review panel and the Coordinator in the following format.

### **Review Workshop Report**

*Cover Page [SEDAR]*

*Table of Contents [SEDAR]*

#### **1. Introduction [SEDAR]**

*1.1 Workshop Time and Place*

*1.2 Terms of Reference*

*1.3 List of Participants*

*1.4 List of Review Workshop Working Papers and Documents*

#### **2. Review Panel Report [Review Panel]**

**Executive Summary**

##### **2.1 Terms of Reference**

*List each Term of Reference, and include a summary of the Panel discussion regarding the particular item. Include a clear statement indicating whether or not the criteria in the Term of Reference are satisfied.*

**2.2 Summary Results of Analytical Requests - sensitivities, corrections, additional analyses, etc.**

**2.3 Additional Comments (if necessary, to address issues or discussions not encompassed above)**

#### **3. Submitted Comment - any submitted, written comment or opinion statements [Review Workshop participants or observers]**