



SEDAR

SouthEast Data, Assessment, and Review

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Instructions for Review Workshop Chair

1. Approximately 3 weeks prior to the Review Panel workshop the Chair shall be provided with the same document package provided to the Reviewers, including stock assessment reports and associated documents. The Chair shall read and review all documents to gain an in-depth understanding of the stock assessment under consideration and the data and information considered in the assessment.
2. Approximately 1 week prior to the workshop the Chair may be asked to participate in a conference call with the SEDAR Coordinator and representatives of the stock assessment teams to review the final agenda, plan for presentations, and meeting format.
3. During the Review Workshop the Chair shall control and guide the meeting, including the coordination of presentations, discussions, and task assignments.
4. During the Review Workshop the Chair does not serve as a Reviewer and may not participate in technical discussions.
5. During the Review Workshop the Chair shall work with the SEDAR Coordinator and the analytical and presentation team to manage the workload of panel requests and recommendations. At the conclusion of each session the Chair shall provide prioritized task lists to the analytical team and SEDAR Coordinator.
6. The Chair shall facilitate preparation and writing of the Review Workshop Report. Review panel members, agency staff, and others present at the meeting will assist the Chair as needed. The Chair shall be responsible for the editorial content of Panel reports, and the Chair shall be responsible for ensuring that reports are produced and distributed to appropriate contacts on schedule.
7. The Chair is responsible for preparing the Executive Summary to be included in the Review Workshop Report. This summary documents the general discussions and conclusions of the Review Panel.
8. The SEDAR coordinator shall assist the Review Panel Chair prior to, during, and after the meeting to ensure that documents are distributed in a timely fashion.
9. Expected Time Obligation: It is estimated that the Chair's duties shall occupy up to 14 days: several days prior to the Review Workshop for document review, three to five days for the workshop, and several days following the workshop to ensure that the final documents are completed.

