

SAFMC SEDAR Administrative Approval Process
Approved by the SAFMC SEDAR Committee, March 2010

I. Participant Appointments

1. Identifying potential participants

1. SEDAR Coordinator submits a request to the Council, for identification of participants, via a memo to the Executive Director (ED) and Science & Statistics Program Manager (SSPM).
2. SEDAR Coordinator submits a broad request for interested participants to SEDAR Interested Parties list and participants of previous SEDAR workshops.
3. SSC identifies SSC representatives.
4. Posting may be made to Council website and newsletter that participants are desired.
5. Appropriate tech staff and I&E staff contact Committee and AP members to identify potential participants.
6. Tech staff suggests agency and university representatives to fill data and analytical needs.
7. SEDAR Coordinator works with designated Council and Agency staff to develop a Draft suggested participant list for consideration by the Council.
8. SEDAR Coordinator submits draft participant list and request for Council appointment of workshop participants via memo to the ED and SSPM.

2. Initial Appointments

1. I&E staff reviews draft participant list, identifies any appointees not included on the SAFMC SEDAR AP, and contacts those individuals to initiate the AP application process.
2. AP Selection Committee makes necessary SEDAR AP appointments.
3. SEDAR Committee makes SEDAR Workshop appointments.
4. I&E staff will notify AP appointees of their appointment by the Council, for both SEDAR AP and specific SEDAR workshop appointments.
5. Notification of appointments will be provided in writing to the appropriate SEDAR Coordinator by the SSPM.
6. All appointees shall be notified that they are responsible for informing the SEDAR Coordinator and Council Staff if they cannot attend a project workshop.

3. Designated Alternates

1. Council may designate alternates for SEDAR workshop appointees.
2. When making appointments that include alternates, the Council should indicate a specific alternate for each appointment, and may indicate any alternates who can be considered eligible for any vacancy (such as replacing an alternate who cannot attend).

3. Alternates should be included in SEDAR correspondence regarding the project to which they are appointed.
4. Appointed individuals who cannot attend a workshop are expected to notify Council staff and the SEDAR Coordinator within 6 weeks of the workshop.
5. Upon notification by an individual or SEDAR Coordinator that an individual cannot attend, Council staff shall consult the list of alternates and notify the SEDAR Coordinator of the appropriate replacement. If no identified alternate is available, Council staff shall notify the ED, Council Chair, SEDAR Committee chair, and appropriate species Committee Chair and request appointment of a replacement.
6. Council staff will notify the SEDAR Coordinator that a designated alternate will attend.
6. Alternates elevated to participants through these steps shall replace the originally appointed individual at all remaining components of the SEDAR project.

4. Replacement and Supplemental Appointments

1. In the event an appointed participant declines to attend or encounters a conflict; or additional appointments are required to fill identified data, knowledge, or analytical needs, that cannot be delayed until the next meeting of the SAFMC SEDAR Committee; the Council ED, Council Chair, SEDAR Committee Chair, and appropriate FMP Committee Chair may make replacement and additional appointments as necessary.

5. SEDAR AP Administration

1. The SEDAR AP is administered in the same manner as other Council APs
2. AP selection staff vet SEDAR AP applicants similar to other AP applicants, including appropriate application forms, background checks, and approval process.
3. Appointments to the SEDAR AP are made by the AP Selection Committee and handled identical to appointments for other APs.
3. AP selection staff maintains an up-to-date listing of SEDAR AP members.

II. Project Schedule Review and Approval

1. SEDAR Coordinator works with designated Council staff and analytical team leaders in developing a draft schedule.
2. SEDAR Coordinator submits draft schedule to the Council via a memo to the ED and SSPM requesting approval.
3. SSC reviews draft schedule and provides comments to the SEDAR Committee.
4. SEDAR Committee reviews and approves draft schedule.
5. Notice of approval and modifications provided to the SEDAR Coordinator in writing by the SSPM.

III. TOR Approval

1. SEDAR Coordinator develops draft Terms of Reference (TOR) based on standard SEDAR TORs, including consultation with designated Council staff and analytical team

leaders, and considering any recommendations from prior SEDAR assessments when appropriate.

2. SEDAR Coordinator submits draft TORs to the Council, via a memo to the ED and SSPM, requesting review by SSC and approval by the Council.
3. Draft TORS reviewed by SSC and provides comments to the SEDAR Committee.
3. Draft TORs and SSC recommendations reviewed and considered by the Council SEDAR Committee.
4. Notice of approval and, if appropriate, modified TOR language, provided to the SEDAR Coordinator in writing by the SSPM.