

SEDAR

SouthEast Data, Assessment, and Review

South Atlantic Fishery Management Council
Gulf of Mexico Fishery Management Council
Caribbean Fishery Management Council
NOAA Fisheries Southeast Fisheries Science Center
NOAA Fisheries Southeast Regional Office
Atlantic States Marine Fisheries Commission
Gulf States Marine Fisheries Commission

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SEDAR 16 Preliminary Council Responsibilities

I. Proposed Terms of Reference

Under SEDAR guidelines, Councils are responsible for reviewing and approving final workshop Terms of Reference. Draft standardized Terms of Reference are provided for consideration.

II. Proposed Schedule of Events and Workshop Locations

Under SEDAR guidelines, Councils are responsible for reviewing and approving the proposed workshop dates, scheduled deadlines, and workshop locations. A detailed schedule of events is provided.

Workshop dates and locations are proposed as follows:

Proposed SEDAR 16 workshops dates and locations:

Data Scoping Call: October 2007

Data Workshop: January 14 - 18, 2008, in Charleston

Assessment Workshop: May 5 - 9, 2008, in Miami

Review Workshop: August 11- 15, 2008, in Atlanta.

III. Council Participant Appointments

To improve planning, ensure continuity across workshops, and provided independence of appointed reviewers, Councils are asked to make appointments to all SEDAR 16 workshops at one time.

Please provide final workshop appointments, associated contact information, and specific tasks for which the individual is nominated to me in writing no later than July 31, 2007.

Council appointee tasks and suggested participants are listed by workshop below :

1. Designated Council Staff and Participant Estimates

Please indicate the Council staff person who will provide technical support for SEDAR 16.

Note: Council staff are responsible for working the SERO staff to complete the regulatory overview section of the SEDAR assessment report.

Please provide by June 29, 2007 an estimate of the number of individuals the Council intends to appoint to each workshop.

2. Data Workshop:

Specific Tasks:

Workgroup Leaders: (SEFSC or Council appointee) Lead individual workgroups, coordinate initial data analyses and working papers, present group recommendations during plenary sessions, serve as lead author for group's report section.

Workgroup Rapporteur: (SEFSC or Council appointee) Take notes during group work sessions and plenary, help group leader draft report text and plenary reports.

Data Compiler (SEFSC or Council Appointee). Responsible for compiling all data provided by the data workshop working groups into a standardized single source spreadsheet for review by the data workshop panel and development of the assessment input dataset.

Typical or Suggested Appointees:

State trip ticket program representatives
(each state)

State recreational and biological data
program representatives

MARMAP representatives (SAFMC)

SSC and Assessment Committee
representatives

AP representatives

Council representative

State biologists with expertise in
fisheries, life history, commercial or
recreational statistics

Data Workshop Working Groups

Commercial Statistics

Recreational Statistics

Life History

Indices of Abundance

Requested Information:

Providing the following information will facilitate workshop planning.

- Indicate any participants the council suggests to serve as work group leaders, rapporteurs, or as data compiler.
- Indicate which data workshop workgroup each participant should be assigned.
- Indicate the group each appointee is representing (i.e., AP, SSC, Bioassessment Committee/Finfish Stock Assessment Panel, Recreational or Commercial Advisor)
- Provide current contact information for each appointee

3. Assessment Workshop

Specific Tasks:

Workshop Rapporteur & Report Editor: (Council Appointee) Responsible for taking notes during plenary sessions to ensure that discussion items are reflected in the workshop report, assists chair in ensuring Terms of Reference and Council requirements are addressed. Serves as lead editor for the proceedings section of the assessment workshop report.

Assessment Panel Representative: This is an appointee, ideally an a SSC member, designated by the Council who will represent the Assessment Workshop Panel at the

Review Workshop and at the SSC meeting when the assessment is reviewed. This role may be filled by the Rapporteur

Analytical Team: (SEFSC and Council Appointees) Core group of assessment analysts responsible for conducting model runs and completing the model section of the AW report, and presenting results and conducting further analyses during the Review Workshop.

Typical Appointees:

SSC	State data program representatives
Assessment Committee	providing critical datasets.
Advisory Panel Representatives	State and University biologists/analysts
Council Member	

Requested Information:

Providing the following information will facilitate workshop planning.

- Indicate any participants the council suggests to serve as analytical team members.
- Indicate which appointee will serve as workshop rapporteur and editor.
- Indicate which appointee will serve as Assessment Panel Representative and represent the assessment workshop panel at subsequent review panel and SSC meetings.
- Indicate the group each appointee is representing (i.e., AP, SSC, Bioassessment Committee/Finfish Stock Assessment Panel, Recreational or Commercial Advisor)
- Provide current contact information for each appointee

4. Review Workshop

Specific Tasks:

Independent Reviewer (Council Appointee): Each Council may appoint one independent member of the review panel. This person cannot serve as a participant in either the Data or Assessment workshops for this assessment. This person must be an approved member of the Council's SEDAR pool. This reviewer will be treated the same as the CIE appointed reviewers and is expected to contribute fully to the review process, including accepting review report writing responsibilities as required.

Assessment Panel Representative (Council Appointee): Assessment panel participant identified by the Council to represent the assessment panel at the Review Workshop and subsequent SSC meetings.

No specific tasks are assigned to Council appointed observers, although the Council may choose to assign someone to serve as rapporteur for any or all assessments under consideration.

Typical Appointed Observers:

SSC	Council representative
AP	

Requested Information:

Providing the following information will facilitate workshop planning.

- Indicate the appointed Independent Reviewer
- Indicate the Assessment Panel Representative
- Indicate any participants the council suggests to serve as rapporteurs
- Indicate the group each appointed observer is representing (i.e., AP, SSC, Bioassessment Committee/Finfish Stock Assessment Panel, Recreational or Commercial Advisor)
- Provide current contact information for each appointee