

## Citizen Science Program Advisory Panel Structure

**Background:** The Citizen Science Committee was presented an initial work plan for 2017 that included convening a Transition Team, with membership similar to the prior organizing committee, and several Action Teams (referred to as “A-Teams”) as proposed in the Citizen Science Program Blueprint (referred to as the “Blueprint”). This document outlines the structure for establishing a Citizen Science Advisory Panel Pool.

**Citizen Science Advisory Panel (Pool)** – Form a Citizen Science Advisory Panel (Pool) modeled after the SEDAR Advisory Panel (Pool) and workshop panel approach. Appointments to the Citizen Science Advisory Panel Pool (CSAP Pool) will be handled by the AP Selection Committee (consistent with the SEDAR AP Pool), and the Citizen Science Committee will appoint members to Action Teams from the Citizen Science AP Pool (consistent with appointments for specific SEDAR workshop panels). This approach will allow for diverse membership in the CSAP Pool that is necessary to develop the five different Action Teams outlined in the Blueprint. Members of the CSAP Pool would be appointed to specific Action Teams based on their area of expertise (see below for details on the Action Teams).

- Purpose: Provide a pool of individuals for appointment to specific Citizen Science Action Teams
- Appointments: Members appointed by the AP Selection Committee and Council.
- Meetings: The CSAP Pool will not meet.
- Exceptions: CSAP Pool members are not subject to the 3-year AP term limit, and membership on the CSAP Pool will not count toward the rule suggesting individuals may only serve on one AP.
- Duration of Service: The intent is that CSAP Pool will be required while the A-Teams are in effect, which is expected to be 12-24 months (see below).
- Relation to Standing APs: As part of program development, the Citizen Science Committee and Council will need to consider Citizen Science Program Advisory Panel needs. This will include defining the role of existing APs and determining what additional APs are required. The CSAP Pool is in no way intended to serve as a standing AP.

**Citizen Science Action Teams** – Form Citizen Science Action Teams, as described in the Blueprint, to begin developing specific program recommendations. Given the interest exhibited by the Council in moving ahead rapidly with the Citizen Science program, all A-teams will be initiated at once so that they may begin addressing their Terms of Reference simultaneously. Functionally, the Action Teams will be considered Advisory Panels. Action Teams are not standing committees or standing APs, and will only exist for the time it takes to develop the Citizen Science Program as specified in the Blueprint.

- Purpose: Develop program policies and recommendations related to the focus area of their Action Team to be reviewed and adopted by the Citizen Science Committee and the Council.
- Teams:
  - Volunteers - Develop policy recommendations for recruitment and retention; training; participation incentives; identifying projects and research needs; and expectation management of volunteers.
  - Data Management - Develop policy recommendations for an entity to manage data; data life cycle; standards and QA/QC; access; data validation; use and end-user citations; infrastructure; and presentation and marketing.
  - Projects/Topics Management - Develop policy recommendations for identifying and prioritizing project topics/research needs; developing an application process; approving/endorsing projects; project solicitation and selection; project management; training for citizen science methods; and project evaluation.
  - Finance- Develop policy recommendations for short/long-term administrative funding and project funding; and creative funding partnerships.

- Communication/Outreach/Education - Develop policy recommendations for appropriate approaches and tools to communicate project results; media plan; feedback-recognition plan; training plan; and communication platforms for the program and projects (visual, electronic, and print).
- Appointments: A-Team members will be appointed by the Citizen Science Committee/Council, from the Citizen Science AP Pool. (Note that this is similar to the SEDAR panel appointment process)
- Chair: A-team co-chairs will be appointed by the Citizen Science Committee/Council. To provide overall program continuity, and a strong link to the 2016 Citizen Science Workshop, it is recommended that each team be chaired jointly by a member of the 2016 Workshop Organizing Committee and a member of the Workshop working group that considered the program area the A-Team is charged with addressing.
- Meetings: Semi-monthly via webinar. As an initial proposal, each Action team would meet individually for the first meeting of the month and the second meeting would be a plenary meeting with the working group and all Action teams to review recommendations that will be presented to the Council's Citizen Science Committee.
- Notification: Meetings will be noticed in the FRN on a quarterly basis. Meeting times will be standardized to the extent possible (e.g., 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 1 to 3 pm) within each quarter and FRN notice period.
- Administrative: Meetings will be recorded and open to the public, consistent with standard AP meeting requirements.
- The Organizing Committee and SAFMC Citizen Science Committee members will be invited to attend A-Team meetings.
- Duration of Service: The intent is that A-teams will be able to address their respective program areas over approximately 12 months. They may be retained for another 3-6 months, or longer if needed, to address any concerns that may arise through Council review.