



# SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Jessica McCawley, Chair | Mel Bell, Vice Chair  
 Gregg T. Waugh, Executive Director

## AGENDA

### Citizen Science Committee

Hilton Garden Inn/Outer Banks  
 Kitty Hawk, NC 27949

**Thursday, December 6, 2018 – 10:00 A.M. – 12:00 P.M. (Times subject to change)**

Approval of Agenda – Mel Bell

Approval of June 2018 Committee minutes – Mel Bell

1. Review of Draft Citizen Science Program Standard Operating Policies & Procedures (SOPPs) (*Attachment 1 and 2*)
  - a. Overview – Amber Von Harten
  - b. Committee Action: Modify, as needed, and adopt Citizen Science Program SOPPs – Mel Bell – **ACTION**
  
2. Update on Citizen Science Program & Projects (*Attachments 3 and 4*)
  - a. Overview of Program Development – Amber Von Harten
  - b. Overview of Developing Citizen Science Projects – Amber Von Harten
  - c. Committee Action: As needed – Mel Bell – **ACTION**

### Committee Members

Mel Bell, Chair	Doug Haymans
Kyle Christiansen, Vice-Chair	Wilson Laney
Robert Beal	Steve Poland
Chester Brewer	Art Sapp
Chris Conklin	David Whitaker
Roy Crabtree	Spud Woodward
Tim Griner	

### Attachments

- Attachment 1:** SAFMC Citizen Science Program draft Standard Operating Policies & Procedures  
**Attachment 2:** Items for Discussion on draft SOPPs  
**Attachment 3:** DRAFT MOU between SAFMC Citizen Science Program & Atlantic States Marine Fisheries Commission (*Available at meeting*)  
**Attachment 4:** Summary of SAFMC Citizen Science Projects  
 Staff Lead: Amber Von Harten

# OVERVIEW

## Citizen Science Committee

The Committee will approve the minutes from the June 2018 Citizen Science Committee meeting and the agenda for this meeting.

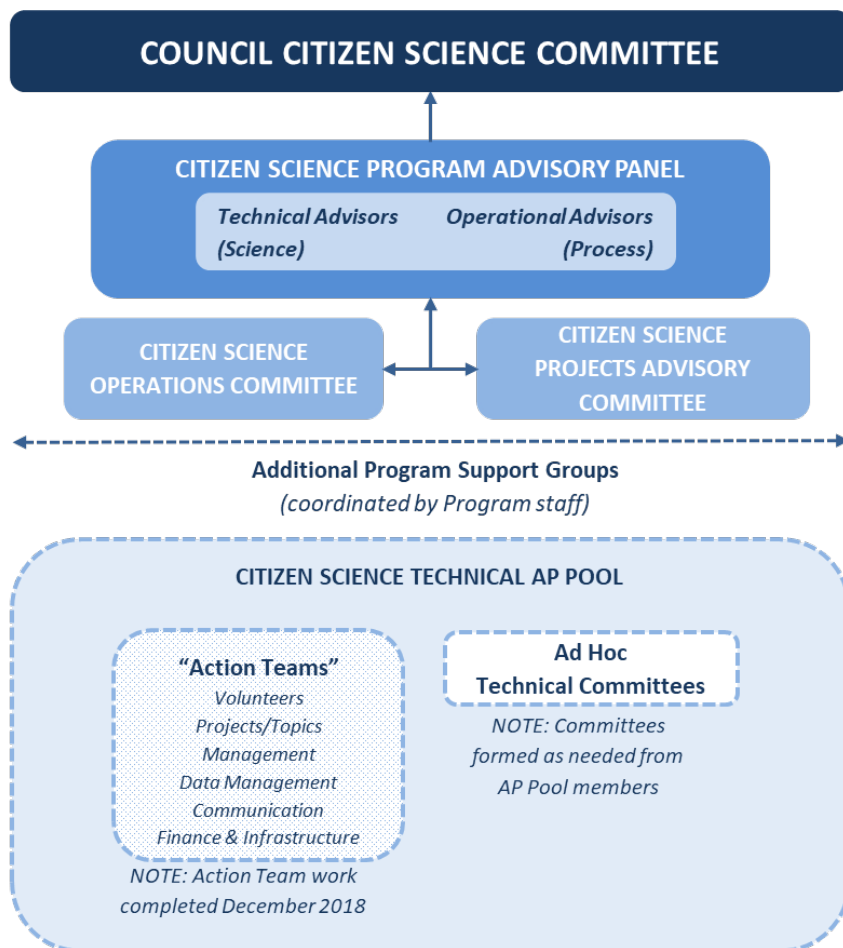
### 1. Review of Draft Citizen Science Program Standard Operating Policies & Procedures (SOPPs) (*Attachments 1 and 2*)

**Description:** The committee will receive an overview of the draft Citizen Science Program SOPPs. The committee will then review and provide input on the sections and content of the draft Citizen Science Program SOPPs.

The complete SOPPs are provided for your review as **Attachment 1**. To facilitate Committee discussion and recommendations during the meeting, **Attachment 2** was prepared as a discussion guide that summarizes key areas where guidance is desired.

Staff will highlight the following sections to receive specific guidance/feedback:

#### Section II: Program Administration & Oversight



The proposed overall organizational framework addresses project, program, and oversight needs. This is based on the recommendations developed initially during the 2016 Citizen Science Program Design

Workshop, then refined by the A-Teams and the Citizen Science Operations Committee. Given that this process is new, and the SAFMC is navigating uncharted territories, these groups may be revised in the future as we better learn how the program can best function to meet its goals and objectives.

- The existing Citizen Science AP Pool will be retained, and continue to serve as a source of participants for A-Teams and special topics, as needed, through the use of Ad Hoc Technical Committees. For example, as the program grows, the Volunteers A-Team may be reconvened to develop strategies for managing large numbers of volunteers, or the Communications A-Team may help with reporting and outreach strategies. Additional Ad Hoc Technical Committees may be formed from members of the AP Pool to help the Program with specific activities of program components, such as a Review Panel for applications to the Program's Project Endorsement Program.
- The first level of standing committees will consist of two groups: Projects and Operations. These groups will meet as needed, via webinars and conference calls, and report to the Program Advisory Panel.
  - The *Projects Advisory Committee* will provide guidance on project related issues, such as research needs, volunteer recruiting and retention, and communication and outreach. This group is designed to provide a direct linkage between the Citizen Science Program and the existing Council Advisory Panels.
  - The *Operations Advisory Committee* will provide guidance on program level operations. This will include topics such as reviewing and recommending modifications to the SOPPs and evaluating program performance relative to goals and objectives.
- At the next level, the *Program Advisory Panel* will serve as a standing committee to provide broad advice related to program policies and ensuring scientific integrity of projects. This group will meet once annually in-person to review the overall program and monitor progress on goals and objectives. This group will prepare recommendations to be considered by the Council Citizen Science Committee.
- The SAFMC Citizen Science Committee will provide overall program oversight.

### **Discussion Questions**

#### General –

- Does the overall organization approach to program administration make sense, and does the Committee consider the hierarchy and chain of command appropriate?
- Are more or less advisory groups needed to support the program?

#### Citizen Science Program Advisory Panel –

- Are there other types of advisors that would benefit the Program Advisory Panel?
- What is the appropriate timing for establishing the Program Advisory Panel?
- Should the Program Advisory Panel review internally pursued projects (before they are pursued, or review outcomes?)?
- Appointment duration?

#### Citizen Science Operations Committee –

- What other functions could the Operations Committee fulfill from a programmatic standpoint?
- Appointment duration?

#### Citizen Science Projects Advisory Committee –

- Are there other types of advisors that would benefit the Projects Advisory Committee?
- Appointment duration?

### **Section III. a. – Citizen Science Program Research Prioritization Process**

#### Discussion Questions

- Does the proposed process offer enough opportunity for stakeholders to engage in the development of program research priorities?
- How should the information generated from Step 3 (the research ideas portal) be incorporated into the final biennial citizen science research priorities?

### **Section III. b. – Project Endorsement Program**

#### Discussion Questions

- Is this program described adequately?
- When should this Program be initiated?
- Should an Ad Hoc Technical Committee be created to help with the review of project applications?

**Required Committee Action:** Adopt the SAFMC Citizen Science Program SOPPs, with modifications, as necessary.

## **2. Update on Citizen Science Program & Projects (*Attachments 3 and 4*)**

**Description:** The committee will receive an update on current program activities and partnership development to include a draft Memorandum of Understanding (MOU) between the Citizen Science Program and the Atlantic States Marine Fisheries Commission. The draft MOU is under review and a signed copy will be available at the meeting.

The committee will receive an update on two Citizen Science Program projects that are under development.

- Staff will provide an overview of new developments with the scamp pilot project and the committee will be able to beta test the mobile application.
- Staff will also provide an overview of the newly funded FISHstory project. The FISHstory project is being supported through an internal NOAA grant under their Fishery Improvement System grant program. The project will work with fishermen to compile and archive historic headboat photos; use crowdsourcing to conduct image analysis to determine species composition of catches; and, using open-source, image analysis software, develop a methodology for determining lengths of one key species once the species in the photos have been validated.

**Required Committee Action:** Provide staff guidance, as needed.