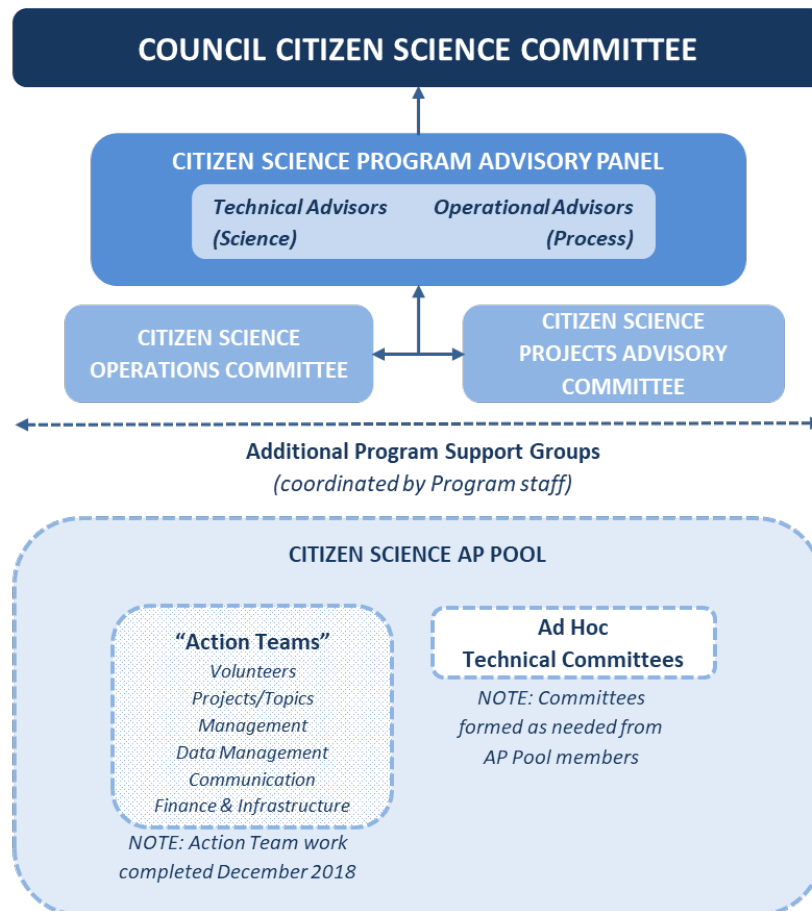


**EXCERPT FROM THE  
SAFMC Citizen Science Program  
Standard Operating Policies & Procedures**

**I. Program Administration & Oversight**

PROPOSED ORGANIZATIONAL INFRASTRUCTURE



**a. Program Personnel/Staff -**

The following is a general description of primary Citizen Science Program staff and responsibilities.

- Staff: The Program supports one FTE (Program Manager) that is supervised by the Deputy Director for Science & Statistics.
- Location: The staff position is housed at the Council office.
- Position Duties: The Program Manager position manages the overall operation of the Citizen Science Program to include supporting Program administrative groups, partnership development (for Program support and project development), identifying and

seeking funding for citizen science projects, and coordinating Program activities as they relate to Council priorities.

**b. Council Citizen Science Committee -**

- Purpose - The Citizen Science Committee was established as a Council-level committee in September 2016 to support the development and oversight of the Citizen Science Program.
- Roles & Responsibilities - The Committee serves as the liaison with the Council and the Program Advisory Panel to help provide guidance on programmatic level decision-making on the Program's activities, operation and adoption of the biennial Citizen Science Research Priorities (based on items in the Council's Research & Monitoring Plan). The Committee also coordinates approval of the Citizen Science Program budget in conjunction with the Council's Executive Finance Committee. As available, the Committee Chair/Vice Chair will attend webinars and in-person meetings of the other advisory committees and oversight board.
- Membership - The Citizen Science Committee is made up of Council members and is supported by the Citizen Science Program Manager as the staff lead.
- Meetings - The Committee meets as part of quarterly Council meetings, during at least two Council meetings per year.

**c. Citizen Science Program Advisory Panel -**

- Purpose – Advise on program policies related to scientific goals and integrity and operational processes.
- Structure – The Program Advisory Panel consists of two types of members – Technical Advisors and Operational Advisors – and operates as one panel. The Program Advisory Panel reports to the Council's Citizen Science Committee.
- Roles & Responsibilities - Technical advisors develop programmatic recommendations to ensure the Program maintains overall scientific integrity. Operational advisors develop programmatic recommendations related to fiscal support, legal issues, infrastructure, and governance. The Advisors review the SOPPs and the supporting materials and policies for carrying out the Program components as described in the SOPPs. The Program Advisory Panel is led by a Chair and Vice-Chair selected by the Panel from its members.
- Membership & Eligibility – Advisors (both Technical and Operational) may include representatives from: SEFSC or other Science Centers; NOAA Headquarters (chief scientist), Sea Grant (rotating), SAFMC (Council Citizen Science Committee Chair, Citizen Science Projects Advisory Committee Chair, and SSC Chair); conservation/environmental NGO; fishery stakeholders (private, for-hire, commercial fishermen or member of the public with an interest in fisheries and citizen science); ACCSP/ASMFC; State agency; legal staff; citizen science expert; administrative executive.

- Appointments and Terms –
  - Council appointed: Fishery stakeholders (2); conservation/e-NGO (1); Sea Grant (1); Citizen Science expert (1); administrative executive (1)
  - Designees: SERO; SEFSC; NOAA Headquarters (S&T office); NOAA general counsel; ACCSP/ASMFC; Council Citizen Science Committee Chair ; Citizen Science Projects Advisory Committee Chair; SSC Chair
  - Named individuals may designate temporary or permanent proxies
  - Terms: 3-5 years, dependent on programmatic growth
  - Meetings: Single annual in-person meetings; additional meetings via conference call or webinar as needed.
  
- Coordination with other administrative groups of the Program – The Program Advisory Panel receives information from Program staff, the Operations Committee, and the Citizen Science Projects Advisory Committee and makes formal recommendations to the Council Citizen Science Committee.

**d. Citizen Science Operations Committee -**

- Purpose – Smaller group of advisors that develops program recommendations for the Program Advisory Panel to consider; specific tasks include reviewing policies, providing program direction/multi-partner support, and providing general advice.
- Roles & Responsibilities - Draft SOPPs and provide ongoing operational recommendations for Program Advisory Panel approval.
- Membership & Eligibility – Citizen Science Advisory Panel Pool members (5); member from SERO; member from SEFSC; member from the Council’s SSC. Supported by Program staff.
- Appointments and Terms – Appointed by the Council’s Citizen Science Committee; terms are 3-5 years, dependent on programmatic growth.
- Coordination with other administrative groups of the Program – The Citizen Science Operations Committee will liaise with the Citizen Science Projects Advisory Committee to modify the SOPPs and program components, as needed.

**e. Citizen Science Projects Advisory Committee –**

- Purpose – Serve as advisors similar to the Council's Advisory Panels; Work in conjunction with the Citizen Science Operations Committee to develop recommendations for the Program Advisory Panel
- Roles & Responsibilities - Identify citizen science research and data needs across all the FMPs the Council manages; Assist with developing volunteer engagement strategies for recruiting, training, retaining, and communicating with volunteers; serve as outreach ambassadors for the Program.

- Membership & Eligibility – Chair or designee of the Council’s fishery Advisory Panels (Golden Crab, Shrimp/Deepwater Shrimp, Spiny Lobster, Mackerel Cobia, Snapper Grouper); Habitat & Ecosystem AP; and the Information & Education AP.
- Appointments and Terms – Determined by the existing Council’s AP policies; terms are 2-3 years, rotating, dependent on term of the AP chair for each AP or as assigned designee. The Citizen Science Projects Advisory Committee would meet via webinar or conference call two times per year.
- Coordination with other administrative groups of the Program – The Citizen Science Projects Advisory Committee coordinates as needed with the Citizen Science Operations Committee to modify SOPPs and program components.

f. **Additional Program Support Groups: *Citizen Science Advisory Panel Pool***

**Citizen Science Advisory Panel Pool** – The Citizen Science Advisory Panel Pool is modeled after the SEDAR Advisory Panel Pool and workshop panel approach. Appointments to the Citizen Science Advisory Panel Pool (CSAP) will be handled by the Citizen Science Committee. The Committee will also appoint members to Action Teams and any other *ad hoc* Technical Committees from the CSAP (consistent with appointments for specific SEDAR workshop panels).

- i. **Citizen Science Action Teams** - Citizen Science Action Teams, as described in the Blueprint, were appointed to begin developing specific, program recommendations. A-Teams used Terms of Reference to guide the development of recommendations for the Program in five topical areas (Volunteers, Data Management, Projects/Topics Management, Communication/Outreach/Education, and Finance & Infrastructure). Functionally, the Action Teams were considered Advisory Panels and members were all appointed to the CSAP. Action Teams were not standing committees or standing APs, and only existed for the time it took to develop the Citizen Science Program as specified in the Blueprint.

Once the initial Terms of Reference for program development were addressed by each A-Team, the A-Teams were dissolved. Members are retained in the CSAP. Members of the CSAP may be called upon to serve on any additional Ad Hoc Technical Committees that may be needed for the Program. [See Appendix A](#) for additional details about the CSAP and Action Teams and the process by which they developed program recommendations in 2017-2018.

ii. ***ad hoc* Citizen Science Technical Committees**

- Purpose – To support areas of the program related to projects.
- Roles & Responsibilities - Members of technical committees will serve in a review capacity for process-oriented components of the Program. For example, once the Project Endorsement Program is implemented, the Program will need an *ad hoc*

Technical Committee to review applications for projects that are submitted for endorsement. Additional *ad hoc* Technical Committees may be needed for various types of Program activities that arise.

- Appointments and Terms – Members are appointed by the Council Citizen Science Committee from the CSAP. Terms are contingent on the nature of the technical committee, but are not to exceed one-year unless an alternative term is specifically designated at the time of appointment