

FINAL
SUMMARY REPORT
SOPPs COMMITTEE
SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL
Stuart, FL
June 10, 2019

The Committee approved minutes from the March 2019 meeting and the agenda.

SAFMC HANDBOOK

Gregg Waugh reviewed the handbook with proposed changes shown. At the last Committee meeting, staff were directed to draft wording on dress code and this was added. Staff have also proposed some wording addressing travel guidelines. It was suggested that the Committee wait on the remaining items until the December meeting after additional material is presented during the November 2019 Council Coordination Committee (CCC) meeting. The Committee approved the dress code and provided guidance on the travel wording (see motions below).

SOPPs

Gregg Waugh stated that SOPPs were discussed during the May 2019 CCC meeting and the conclusion was to allow each Council to determine how they want to proceed with their SOPPs. The South Atlantic Council, and a few other Councils, put only the legally mandated wording in the SOPPs and put all the details in the Handbook. NOAA then reviews the SOPPs only when there are changes, and the Council can update the Handbook as needed. Other Councils have a combined SOPPs document which triggers a NOAA review anytime the SOPPs are updated. NOAA agreed to work on resolving the review process, so this operates more efficiently.

Once the Committee finalizes the changes to the Handbook, NOAA GC and Council staff will review the document to see if any additional changes to the SOPPs are needed.

The following motions were approved.

MOTION #1: APPROVE #9 (DRESS CODE FOR STAFF) TO THE HANDBOOK.

While representing the Council staff are expected, at all times, to present a professional, business like image. Attire and grooming must be neat, clean and appropriate for the work being performed in the setting which the work is performed. Shorts, flip flops, and T-shirts are not considered appropriate for official Council business during formally recognized meeting sessions. The Executive Director shall resolve issues related to dress by instructing any staff not in compliance to correct any issues before the next scheduled meeting session.

APPROVED BY COMMITTEE

APPROVED BY COUNCIL

MOTION #2: APPROVE ITEM C (DRESS CODE FOR COUNCIL MEMBERS) TO THE HANDBOOK.

While representing the Council members are expected, at all times, to present a professional, business like image. Attire and grooming must be neat, clean and appropriate for the work being performed in the setting which the work is performed. Shorts, flip flops, and T-shirts are not considered appropriate for official Council business during formally recognized meeting sessions. The Council Chair or Vice Chair shall resolve issues related to dress by

instructing any member not in compliance to correct any issues before the next scheduled meeting session.

APPROVED BY COMMITTEE

APPROVED BY COUNCIL

MOTION #3: APPROVE THE FOLLOWING WORDING TO ITEM E. TRANSPORTATION.

If you have special circumstances about your travel, please contact the Administrative Officer in the Council office for further guidance.

Travelers may claim an exemption due to medical needs, carpooling or other extenuating circumstances to receive POV reimbursement. Exemptions are to be explained on the travel order and are subject to review and approval.

APPROVE BY COMMITTEE

INTENT IS TO APPLY TO ALL AUTHORIZED TRAVELERS

APPROVED BY COUNCIL

Other Business

No items.

Note: Council staff drafts the timing and task motion based on Committee action. If points require clarification, they will be added to the draft motion. The Committee should review this wording carefully to be sure it accurately reflects their intent prior to making the motion.

Timing and Task(s)

MOTION #4. ADOPT THE FOLLOWING TIMING AND TASK(S):

- 1) Work with NOAA GC to clarify the remaining identified issues in the Handbook.
- 2) Revise the Handbook and bring the document back for review/action at the December 2019 Council meeting:
 - a. Add wording from the November 2019 CCC meeting as appropriate
 - b. Add additional clarification on travel (e.g., applies to authorized travelers with a Council travel order)

APPROVED BY COUNCIL