

Draft SAFMC SEDAR Administrative Approval Process

I. Participant Appointments

1. Identify potential participants

1. SEDAR Coordinator submits a request for participants to the Council via a memo to the ED (by May 1).
2. SEDAR Coordinator submits broad request for interested participants to SEDAR contact list and participants in previous SEDAR workshops (May 1).
3. SSC identifies SSC representatives, prior to September Council meeting.
4. I & E staff posts note on the website and in the newsletter that participants are desired.
5. Appropriate tech staff and I & E staff contact Committee and AP members to identify potential participants.
6. Tech staff suggests agency and university representatives to fill data and analytical needs.
7. Draft participant list including results of the above solicitations, and review of availability following schedule approval in June, submitted to the Council SEDAR Committee for approval at September meeting.

2. Initial Appointments

1. AP Selection Committee makes necessary SEDAR AP appointments at September meeting.
2. SEDAR Committee makes appointments at September Meeting.
3. Appointments provided in writing to SEDAR Coordinator by October 1.
3. If necessary, SEDAR Committee makes any additional or replacement appointments requested by Staff or other Committees at the next meeting (December).

3. Replacement Appointments

1. In the event an appointed participant declines to attend or encounters a conflict, the Council ED, Council Chair, SEDAR Committee Chair, and appropriate FMP Committee Chair may appoint replacements as necessary.

4. SEDAR AP Administration

1. The SEDAR AP is administered in the same manner as other Council APs
2. AP selection staff vet SEDAR AP applicants similar to other AP applicants, including appropriate application forms, background checks, and approval process.
3. Appointments to the SEDAR AP are made by the AP Selection Committee and handled identical to appointments for other APs.
3. AP selection staff maintains an up-to-date listing of SEDAR AP members.

II. Project Schedule Review and Approval

1. SEDAR Coordinator works with designated Council staff and analytical team leaders in developing a draft schedule.
2. SEDAR Coordinator submits draft schedule to the Council via a memo to the ED (by April 1) requesting approval by July 1.
3. SSC reviews draft schedule at April meeting.
4. SEDAR Committee reviews and approves draft schedule at June meeting.
(Ensures that approved schedule is available prior to making final workshop appointments to that interested parties can determine availability, and allows time for meeting arrangements)

III. TOR Approval

1. SEDAR Coordinator develops draft Terms of Reference (TOR) based on standard SEDAR TORs, including consultation with designated Council staff and analytical team leaders, and considering any recommendations from prior SEDAR assessments when appropriate.
2. SEDAR Coordinator submits draft TORs to the Council for review by SSC and approval by the Council (May 1).
3. Draft TORs and SSC recommendations reviewed and considered by the Council SEDAR Committee in September.
4. Notice of approval and, if appropriate, TOR modifications, provided to the SEDAR Coordinator in writing by October 1.