



# SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Duane Harris, Chairman  
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Robert K. Mahood, Executive Director  
Gregg T. Waugh, Deputy Executive Director

## OVERVIEW

### SEDAR Committee Council Session

Renaissance Orlando Airport Hotel  
5445 Forbes Place  
Orlando, FL

Item to be addressed at this meeting: (1) consider revised project schedules and SEDAR appointments; and (2) discuss conflict of interest disclosure.

1. **Approval of Agenda**

2. **Approval of Minutes**

The Committee last met in March 2010.

3. **SEDAR Administrative Approvals**

The Committee is provided update project schedules for all ongoing assessments involving South Atlantic stocks in the SEDAR administrative report (Attachment 1). Appointments are requested for SEDAR 23, Goliath Grouper, and the spiny lobster update, both of which are conducted by FL FWC.

*Supplemental Appointments:* Several additional appointments and replacements to the Data Workshop panel were made for SEDAR 24, South Atlantic Red Snapper, following the March Council meeting. Although there is a policy in place for handling appointments and replacements outside scheduled committee meetings, the committee has not formally discussed the criteria that necessitate such appointments. In practice, the supplemental appointment process is used to ensure those with data sets or analyses for consideration are appointed to the workshop panels, and is not intended to accommodate individuals with general expertise or interest who did not express interest in attending prior to the Committee making its appointments.

*Appointed Alternates:* The Council appointed several alternates for SEDAR 24 AP appointees. One Data Workshop AP appointee was replaced by an alternate. Another AP appointee indicated three weeks before the workshop that they could not attend, and a replacement was not added due to the late notification and coverage of the fishery and area by another appointee. Dealing with appointees and identifying replacements is proving quite time

consuming for the SEDAR coordinator and there is not a clear assignment of responsibilities between SEDAR and Council Staff for dealing with such issues. The Committee is asked to consider providing clarification for selecting alternates and the replacement process for future appointments. Issues to consider include:

- 1) Establish a deadline and notification standards for appointees to inform Council and SEDAR staff of non-attendance.  
Recommendation: Eight weeks prior to the workshop, alternates shall notify the SEDAR Coordinator and designated Council staff of attendance issues. This will ensure a replacement can be found, they can make travel arrangements, and they will be involved in pre-workshop communication and conference calls. All appointees shall be notified that they are responsible for informing the SEDAR Coordinator and Council Staff if they cannot attend.
- 2) Identify how appointed alternates shall be selected to fill openings.  
Recommendation: When making appointments that include alternates, the Council shall indicate a specific alternate for each appointment, and indicate any alternates who shall be considered eligible for any vacancy (such as replacing an alternate who cannot attend). Upon notification by an individual or SEDAR Coordinator that an individual cannot attend, Council staff shall consult the list of alternates and notify the SEDAR Coordinator of the appropriate replacement. If no identified alternate is available, Council staff shall notify the ED, Council Chair, SEDAR Committee chair, and appropriate species Committee Chair and request appointment of a replacement.
- 3) Determine if alternates apply to one workshop or to all subsequent workshops. AP appointments were made for all 3 stages of the process. If a primary appointee cannot attend a DW and an alternate is selected, does the alternate then become the appointee for the assessment and review components?  
Recommendation: Alternates shall become appointees for the remainder of the process.

#### ACTION

- Appoint workshop participants
- Develop criteria for appointments outside regular meetings
- Develop guidance for alternate appointees

#### 4. **Conflict of Interest Policies**

Staff developed a conflict of interest disclosure form as directed at the last meeting (Attachment 2). The Committee is asked to review the form and provide guidance for revisions or additional criteria to evaluate. Submission details to be considered include:

- Timing: Staff suggests completion and submission prior to considering appointments, determined by the Briefing Book deadline.
- Review and resolution: Identify the entity to determine nature of conflicts and whether they are sufficient to prevent appointment. Staff suggests this be handled by this Committee.
- Confidentiality: Determine if forms are to be confidential.

ACTION

Provide guidance on conflict of interest disclosure form and process

5. **Other Business**

6. **Timing and Tasks Motion**