

**CARIBBEAN FISHERY MANAGEMENT COUNCIL**

**Council and Advisory Body Meeting Communication Protocol Topics**

1. Pre-meeting

- A. Publicizing - What is provided (press release, announcements, etc.)? How is it provided (email, snail mail, etc.)? Who are the recipients (e.g., distribution lists)?

**All meetings, public hearings, etc. are posted in the Federal Register, sent by email to distribution list, sent by regular mail and to the local newspapers.**

- B. Communication with Council/Committee members

**By Email and telephone calls.**

- C. Document distribution

**Done by Email, regular mail and personal carriers such liaison persons that have easy access to the fishing areas.**

- D. Coordination with other local/federal agencies and NGOs

**Done by email, regular mail, telephone conversation and when necessary face to face meetings.**

2. During the Meeting

- A. What technology/copy room/office is available and for whom?

**Internet access is available to everyone in the conference room. Most of the time there is access to a business center (when meetings are held at hotels) which provides copying services and computers.**

- B. Broadcasting (audio/video, webinar, etc.) including voting issues and other policy issues.

**Council and Advisory panels meetings are accessible to the public through GoToMeetings. Only audio and presentations are broadcasted.**

- C. Public interaction during meeting - How is public allowed to comment (e.g., via teleconference)? Are there specific timeframe(s) for public comment?

**The Council provides 15 minutes for public comments every day Council meetings are being held. Also, the public is allowed to send written comments regarding all issues discussed.**

- D. Distribution of materials during meeting and what is the medium (paper handouts, website uploads, etc.)?

**Briefing books are sent previous to the meeting and the information is provided in a USB pendrive (making it as paperless as possible). Nonetheless, sometimes there is paper handouts distributed. Files included in the briefing book are uploaded in the CFMC Website.**

- E. How press is handled during meeting - Request for Interviews; Guidelines on cameras and microphones.

**Usually we just answer questions.**

### 3. Post meeting

- A. Getting meeting decisions out to the public (newsletters, website, social media, etc.) **Via Newsletters, posts in the website.**
- B. Press releases – who drafts, how distributed, when? **Drafted by staff members. Distributed by email and regular mail. Not too many are issued. Also some press releases are drafted and sent to us by NMFS.**
- C. Meeting materials – What is stored and where (e.g., documents, actions, minutes, audio/video); Public access; Searchable

**Stored at the Council's Headquarters**

### 4. Areas to improve

- A. Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing? **We are seeking legal guidance about the use of social media, such as facebook, twitter, etc.**
- B. Finish this sentence: I wish our Council had the ability to...

**The CFMC has the unique situation that all official and non-official documents have to be produced in English and Spanish, given that most of the fisher in Puerto Rico only speak Spanish and a high percent of fishers from St. Croix, USVI prefer to read the documents in Spanish to understand them better.**

**It is for this important reason, that I wish our Council had the manpower to provide on a regular basis prompt translation to all documents produced.**

