

## Council Staff Workload and Timeline of Council Actions

Updated March 26, 2018

### GROUND FISH ISSUES

	Council Staff	NMFS Input	Discussion Paper	Initial Review	Final Action	Notes
BSAI Halibut PSC Deck Sorting	Diana Evans/ Elizabeth Figus	NMFS lead	2/16, 12/16, 10/17	Apr-18		Analysis update in June 2018
Biomass based BSAI Halibut PSC Limits	Diana Stram, Sam Cunningham	major contributor; IPHC staff	2015-2016, 4/17, 6/17, 10/17, 4/18			Discussion paper/Preliminary analysis in April 2018
GOA pollock, cod season/ allocation changes	Sam Cunningham	Input	Jun-18			Discussion paper initiated in December 2017
WGOA pollock vessel size limits	Sarah Marrinan, Sam Cunningham	Input	Oct-18			Discussion paper initiated in December 2017
Fixed Gear CV Rockfish Retention	Jon McCracken	major contributor	Dec-17	Jun-18		
AFA/Crab Small Sideboards	Jon McCracken	Input	Jun-17	Dec-17	Feb-18	Rulemaking underway
Bering Sea Cod Trawl CV Participation	Jon McCracken/ Darrell Brannan	major contributor	Dec-17	Jun-18		Preliminary review in June 2017
Observers disembark location	Elizabeth Figus	major contributor	Feb-16			On hold pending other priorities
Observer deployment tender trip definition and transfer	Elizabeth Figus	NMFS lead	2015-2016, 10/17			On hold pending staff availability
Observer Insurance Requirements	Elizabeth Figus	NMFS lead	Feb-18			NOAA Tech memo published November 2017, update to Council in Feb 2018. On hold pending NMFS guidance.
Observer fee analysis	Elizabeth Figus/ Diana Evans/ Sam Cunningham	major contributor	Feb-18	Dec-18		Outline to Council in Feb 2018
EM Integration	Elizabeth Figus, Diana Evans, Sam Cunningham	NMFS lead	2015-2016 2/18	Oct-16	Dec-16	EM funding transition in 2019 ADP Refocus on development of EM for trawl vessels in Feb 2018
Halibut DMRs	Jim Armstrong, Mike Fey	AFSC, AKR, IPHC input	4/16,10/16			New calculation methodology for 2017 and beyond; adopted as part of specifications in December 2016
GOA CV Chinook PSC Limit adjustments	Sam Cunningham	AKRO		Apr-18		Second initial review to look at new information on Chinook salmon fishery status and management, and new Option 4
GOA Tanner Crab observer/ effort data	Mike Fey, Jim Armstrong	AFSC, AKR input	June 2017, June 2018			Followup discussion paper initiated in June 2017
Salmon Genetics spatial/temporal	Diana Stram	major contributor; AFSC, ADF&G	4/16, 12/16; 4/18			Report to Council each April
Bering Sea Snow Crab PSC limits	Jim Armstrong	AFSC, AKR input				Initiated analysis in February 2016
Bristol Bay Red King Crab PSC	Diana Stram	AFSC, AKR input	Feb-17			Referred to Crab Plan Team; on hold pending research project

<b>CRAB ISSUES</b>	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
BSAI crab control rules and uncertainty	Diana Stram	AFSC, AKR input	10/16, 2/17, 2/18			Annual report by Crab Plan Team
BSAI Crab FMP Update	Diana Stram, Sarah Marrinan	AKR input				Housekeeping to bring FMP up to date

<b>HALIBUT/SABLEFISH ISSUES</b>	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
Area 4 leasing options for CDQ	Sarah Marrinan	major contributor	Dec-15	Feb-17	Jun-17	Rulemaking underway
Halibut Retention in BSAI Sablefish Pots	Sarah Marrinan, Sara Cleaver, Sam Cunningham	major contributor	Oct-17	Apr-18		
Charter Halibut permit registration	Sarah Marrinan	major contributor		Oct-17	Apr-18	
IFQ Medical Lease Provision	Darrell Brannan, Sam Cunningham	major contributor	Feb-18	Oct-18		Analysis initiated in February 2018
IFQ Beneficiary Designation	Darrell Brannan, Sam Cunningham	major contributor	Feb-18	Oct-18		Analysis initiated in February 2018
Self-guided halibut rental boats	Steve MacLean	OLE input	12/17, 6/18			Expanded discussion paper tasked in December 2017
Mixing of guided and unguided halibut	Jon McCracken	OLE input	Feb-17	Oct-17	Apr-18	
Halibut CQE Fish-up in 3A	Sara Cleaver, Sarah Marrinan, Sam Cunningham	AKR input	Oct-18			Discussion paper tasked February 2018
Eligibility Requirements for QS holders	Sam Cunningham (T)	AKR input	TBD			Discussion paper tasked February 2018, no staff assigned yet
Hired Master Use	Sam Cunningham (T)	AKR input	TBD			Discussion paper tasked February 2018, no staff assigned yet

<b>OTHER MANAGEMENT ISSUES</b>	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Report</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
EFH 5-Year Review	Steve MacLean	NMFS HCD, AFSC input	4/14, 2/15, 10/16	Dec-16	Apr-17	FMP Amendments posted
Ecosystem Committee EBFM action plan	Steve MacLean	n/a	4/14; 10/14; 10/15			Long term development of EBFM
Annual Co-op reports: AFA, Am 80, CGOA Rockfish, Crab, Pollock ICA/IPA	Jon McCracken Sarah Marrinan, Diana Stram	tracking	every April	n/a	n/a	Annual Reports from Industry (April)
Observer Program	Diana Evans/ Elizabeth Figus	lead	every June and Oct	n/a	n/a	Annual Report (June) and Annual Deployment Plan (Oct)
EFH Consultation Process	Steve MacLean	lead	every June	n/a	n/a	Annual update from NMFS on EFH consultations with other agencies
Halibut Management Framework	Witherell		Oct-16			Revised per Council direction
Annual Halibut charter recommendations	Steve MacLean	ADFG major contributor	every Dec	n/a	n/a	Committee meeting each October and December. Council develops recommendations every December.
Research Priorities	Armstrong, Fey	n/a	June meetings	n/a	n/a	Developing a new tracking report for research priorities. Council reviews in June.
Crab, Scallop, Groundfish plan team and SAFE reports	Stram, Armstrong	AFSC	most meetings	n/a	n/a	Major Council staff workload; Peggy assisting with document preparation
Groundfish Policy Workplan	Jim Armstrong	AKRO	4/17, 2/18			Reviewed annually
Social Science Planning Team	Cunningham, Marrinan, Figus	AFSC	6/17, 2/18			In-person meeting, May 2018
Salmon FMP Amendment	Armstrong	Lead	4/17, 10/17, 4/18			Discuss forming a Salmon Committee, Scoping Report in April 2018
Bering Sea Fishery Ecosystem Plan (FEP)	Diana Evans, Sara Cleaver, Elizabeth Figus	AFSC	2014-2015, 4/17	Oct-18		FEP team working on development of preliminary draft. Ecosystem Committee review in February 2018

<b>CURRENT OTHER PROEJCTS</b>	<b>Council Staff</b>	<b>Notes</b>
Analytical template (EA/RIR/IRFA)	Diana Evans, Maria Shawback	We are revising a standardized analytical template to improve our analytical content and speed the regional and GC review process, and incorporate 508 compliance.
Current Issues Glossy	Diana Evans	We intend to update our Current Issues brochure for publication in the future
Community Profiles Glossy	Mike Fey	An overview of fishing communities affected by federal fishing regulations; published June 2016
Groundfish Species Profiles	Jim Armstrong, David Witherell	An overview of groundfish species; published 2015
Protected Species Glossy	Steve MacLean	Similar to the groundfish and fleet profiles, we are preparing a overview of protected species affected by federal fisheries.
Update Reference Manual, Personnel Rules, other guidance	David Witherell, Diana Evans	These manuals are being developed and updated. AP Handbook approved in Oct 2016. SSC Handbook in development.
FMP Updates	Diana Stram, Jim Armstrong	Ongoing updates of our FMPs with recently approved amendment language. Crab FMP in need of full overhaul.
Guide to Fish Stock Assessments	Jim Armstrong	Updating previous laymans guide
Groundfish Amendment Summaries	Sara Cleaver	BSAI summaries published June 2016. Sara Cleaver working on GOA Groundfish summary.
Groundfish FMP Glossy		Our 2012 summer intern (Ben Williams) revised these to make them more accessible to the general public. Still needs work

**ONGOING ADMIN WORK**

**Council Staff Notes**

Preparation for and attendance of staff at other agency meetings (IPHC, BOF, NPRB, PSMFC, AMSS, Council training, etc)	Liaison staff	Staff gives presentations and participates at meetings of partner agencies, and responds to requests for presentations at various venues.
Preparation and attendance at national and international meetings and symposia (IPHC, NPFC, ICC, CCC, Wakefield)	Witherell, et al.	Significant obligations primarily for CCC related activities. NPFMC takes CCC chairmanship in 2018
Standing and minutes preparation, briefing materials and presentation preparation for Council meetings; preparation of newsletter	All staff	Each Council meeting effectively uses up 3 weeks of each staff persons time. Meeting minutes take several weeks to prepare. Significant workload
Standing and minutes preparation for standing Council committees (Ecosystem, Enforcement, Charter Halibut, OAC, Plan Team, etc)	All staff	Staff plans and attends meetings of various Council committees, and prepares minutes of these meetings. Significant workload
Document review, staff administration and oversight, correspondence, etc.	David Witherell, Diana Evans	Administrative duties require a substantial portion of each day.
Website maintenance, Council minutes	Maria Shawback, other staff	Maintenance of the website requires regular updates and posting of new information.
Phones, wordprocessing, document compilation, copying, filing, office supplies, etc.	Peggy Kircher	Maintenance of the website requires regular updates and posting of new information.
Response to FOIA Requests and Administrative Records for litigation	Maria Shawback, other staff	Some requests for records can require long search and copying times (for which we are not reimbursed), as well as transcriptions of audio files.
Budgets, finance and operations; biennial audit	Nicole Schmidt, David Witherell, Diana Evans	Bills paid, bank statements reconciled, meeting arrangements/contracts, human resources, etc. Significant workload. Biennial audit April/May 2015
Miscellaneous professional obligations (NPRB reviews, scientific and advisory committee participation, professional presentations and publications)	All staff	Staff participates on various Scientific/Advisory Committees, peer reviews NPRB proposals, publishes papers and presents at scientific meetings.
Fishery Evaluations, Reviews and Certifications	All staff	Staff contributes to reviews and status evaluations for MSC certifications, Global Trust Certifications, Fish Watch, CIE Reviews, etc.
Public Outreach	All staff	Staff prepares public outreach brochures, provides talks to students and delegations from other countries, and does rural outreach w
Legislation tracking and response	David Witherell	Potential for MSA reauthorization in 2018 - considerable workload in responding to various draft legislation.

Note: While not a legal requirement, the **target** date for release of documents in advance of Council meetings is as follows:

**Short Discussion Papers:** 1 week    **Initial Review Analyses:** 2 weeks    **Final Action Analyses:** 4 weeks