Pacific Council – May 2018

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)?

      1. *We first send out a meeting notice, then a detailed agenda, and then a notice that briefing books are available online. All are sent via email (through our listserv) and also posted on our website, Facebook, and Twitter.*

   B. Communication with Council/Committee members

      1. *The Council members and committee members are included in the notices above.*

   C. Document distribution

      1. *Briefing book documents are posted on the website. During Council meetings they are also available on Dropbox. Committee members, Council members, and the public are all encouraged to sign up to use our Dropbox. We do know some agencies do not allow Dropbox, so they would utilize our website for the briefing book documents.*

   D. Coordination with other local/federal agencies and NGOs

      1. *No separate coordination; they also receive the notices above.*

2. During the Meeting

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

      1. *We have a separate "Secretariat" office with copiers and computers. The computers may be used to edit and print out documents, but they are not connected to the internet. The copiers are available for use by advisory body members. We have our server setup and tied to Secretariat staff as well as mapped to the copy machines so our staff may print directly to the photocopiers, and access files saved to the server, which is also connected to Dropbox for cloud backups, and remote access.*

      2. *Wi-Fi is available for all of the Council meeting rooms for all attendees to use – we negotiate this in our hotel contracts (sleeping room internet is separate and the user is in on their own). Staff is issued a hotspot from AT&T for their use.*

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

1. *We use GoToWebinar to broadcast the audio and visuals used (PowerPoints for Presentations, status of where we are on the Agenda, and Council Break slides; and the motions in writing as they are displayed on the screen in the meeting room). This service is not designed to be a replacement for attending the meeting, but rather an additional tool to keep the public and Advisory body members who may not be at this meeting involved. We have found it to be very helpful for AB members who may be meeting across the hotel to stay apprised to where the Council is on the Agenda, or simply listen in while they work elsewhere.*

2. *We have also setup a "Lobby PC" where we have a laptop connected to a 24" TV that plays the GoToWebinar Broadcast outside the Council Chambers – typically the hotel lobby or other area where people tend to congregate. This has been helpful in a few ways; first for those who simply want to see where the Council is on the Agenda while they wait for their item to come up, can now simply check in at the TV vs enter/exit the ballroom which typically makes noise with the doors closing and can become a disruption. Second, for those who want to discuss what the Council is covering while the Council is going, and still listen in, they can now stand outside the ballroom and listen along while having a discussion on the topic at hand, this again cuts down on disruptions (whispers) in the ballroom while the Council is underway.*

3. *We utilize Twitter to also broadcast our status on the Agenda. This is done as another tool to aide those who may be on site but working elsewhere to know when the Council is moving on, or taking a break via Tweets.*

4. *We have a "Council Break" slide that has been created with a "ticker tape" section at the bottom. The slide first details that the Council is on a break, and will return at "x:xx" time, and whether they are returning or moving on from an Agenda Item. It has a section that details what the WiFi SSID & Password is for reference to anyone local watching, and then the ticker at the bottom rotates between facts about how we've made changes to "Go Green" by moving our paper production down and emphasizing more electronic participation, or what the handle of our Twitter account is, or how to keep up to date on topics by visiting our website, or Facebook page etc.*

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

1. *During the meeting, the public must be present to comment. (Written comments are accepted up to a certain deadline before the meeting). Each agenda item includes a public comment period, and there is also a session for open public comment for items not on the agenda. Individuals are given 5 minutes to comment and group representatives are given 10. The public must*

fill out a public comment; and public comment cards are NOT accepted once the public testimony agenda item begins.

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

1. *We have paper handouts available on a table outside the Council meeting room intended for the public, although we have been gradually reducing the number of handouts available. Items are posted on the Council website and the Council Dropbox folder as they become available.*

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

1. *We don't usually get much press presence at Council meetings, but we do have informal, ad-hoc guidelines for cameras and microphones when the press is present (cameras are allowed in the Council room as long as they do not interfere with or block the Council; camera operators may patch in to sound board with advance request; Jennifer takes or forwards interview requests to the appropriate staff member.)*

3. Post meeting

A. Getting meeting decisions out to the public (newsletters, website, social media, etc.)

1. *Preliminary Draft motions are posted to the Council website soon after they are made.*

2. *A "decision document" is finalized as soon as possible after the Council meeting and posted through all of our routine channels.*

3. *A more detailed newsletter is developed a few weeks after the Council meeting and distributed through our listserv, Facebook, and Twitter.*

4. *Website is updated per Council action items (ie amendment status; public comment deadlines for the next Council meeting etc.*

B. Press releases – who drafts, how distributed, when?

1. *Jennifer drafts press releases with the appropriate staff officer and sometimes NMFS. They are not sent after every meeting, but focus only on certain issues (salmon, major Council decisions). Jennifer maintains a media list and sends the press releases via Gmail. They are also posted as blog posts on the Council website and to Facebook and Twitter. Depending on the subject, there may be more or less involvement by NMFS.*

C. Meeting materials – What is stored and where (e.g., documents, actions, minutes, audio/video); Public access; Searchable

1. *All the contents of the Briefing Book from Advanced materials, Supplemental, and PowerPoints submitted are stored on our server, and organized within a searchable database using Document Locator. They are also replicated on our website for future reference to the public. Audio is stored on our FTP site, and we have an index notating the agenda item times, when motions are made etc. The minutes – now called "The Meeting Record" is also stored on our website once it is approved by the Council, and signed by the Council Chair.*

D. Coordination with other local/federal agencies and NGOs

1. *We have a Council-NMFS West Coast Region follow-up call the Wednesday following the Council meeting. It is primarily to coordinate with NMFS staff for assignments that came out of the Council meeting.*

4. Areas to improve

A. Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing? *We are looking at the e-portal for public comment. We don't use teleconferencing. Get rid of the public comment sign up cards and use an electronic sign up for public comment – similar to IPHC.*

B. Finish this sentence: *Sandra wishes our Council had the ability to go 100% electronic. Jennifer wishes we had the staff resources to do videos and/or podcasts and a more in-depth newsletter.*