

Council Staff Workload and Timeline of Council Actions

Updated November 29, 2017

GROUNDFISH ISSUES	Council Staff	NMFS Input	Discussion Paper	Initial Review	Final Action	Notes
BSAI Halibut PSC Deck Sorting	Diana Evans	NMFS lead	2/16, 12/16, 10/17	Feb-18		Analysis update in February 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			Preliminary analysis in April 2018
GOA Trawl B season stranded cod	Sam Cunningham, Jim Armstrong	Input	Dec-17			Discussion paper initiated in December 2016
WGOA C/D season Chinook Salmon PSC	Jim Armstrong, Sam Cunningham	Input	Dec-17			Discussion paper initiated in December 2016
WGOA Pollock Trip Limit	Sam Cunningham, Jim Armstrong	Input	Dec-17			Discussion paper initiated in December 2016
WGOA Halibut PSC Timing	Jim Armstrong, Sam Cunningham	Input	Dec-17			Discussion paper initiated in December 2016
Fixed Gear CV Rockfish Retention	Jon McCracken	major contributor	Dec-17			Discussion paper initiated in October 2016
AFA/Crab Small Sideboards	Jon McCracken	Input	Jun-17	Dec-17	Feb-18	
Bering Sea Cod Trawl CV Participation	Jon McCracken	major contributor	Dec-17			Initiated April 2017
Observers disembark location	Diana Evans	major contributor	Feb-16			On hold pending other priorities
Observer deployment tender trip definition and transfer	Diana Evans	NMFS lead	2015-2016, 10/17			On hold pending staff availability
Observer Insurance Requirements	Diana Evans	NMFS lead				NOAA Tech memo published November 2017
EM Integration	Diana Evans, Sam Cunningham	NMFS lead	2015-2016	Oct-16	Dec-16	Implementation January 2018; EM funding transition through October 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		Feb-18		
GOA Tanner Crab observer/effort data	Jim Armstrong	AFSC, AKR input	Jun-17			Followup discussion paper initiated in June 2017
Salmon Genetics spatial/temporal	Diana Stram	major contributor; AFSC, ADF&G	4/16, 12/16; 4/18			
Bering Sea Snow Crab PSC limits	Diana Stram	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
Squid to Ecosystem Component Category	Diana Stram, Jon McCracken	AFSC, AKR input		Feb-17	Jun-17	Proposed rule in preparation
Bering Sea YFS TLAS Fishery Limited Entry	Jon McCracken	AKRO	Feb-16	Feb-17	Jun-17	Proposed rule in preparation

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

HALIBUT/SABLEFISH ISSUES	Council Staff	NMFS RO Staff	Discussion Paper	Initial Review	Final Action	Notes
Area 4 leasing options for CDQ	Sarah Marrinan	major contributor	Dec-15	Feb-17	Jun-17	Proposed rule in preparation
Halibut Retention in BSAI Sablefish Pots	Sarah Marrinan, Sam Cunningham	major contributor	Oct-17	Apr-18		Discussion paper tasked in June 2017
Charter Halibut permit registration	Sarah Marrinan	major contributor		Oct-17	Apr-18	Discussion papers tasked in April 2016 and Dec 2016
Charter Halibut permit ownership caps	Sarah Marrinan	lead	Dec-17			Discussion paper tasked in December 2016
Charter Halibut permit Latent Capacity	Sarah Marrinan	lead	Dec-17			Discussion paper tasked in December 2016
IFQ Medical Lease Provision	Darrell Brannon, Sam Cunningham	major contributor	Feb-18			
IFQ Beneficiary Designation	Darrell Brannon, Sam Cunningham	major contributor	Feb-18			
Self-guided halibut rental boats	Steve MacLean	OLE input	Dec-17			Discussion paper tasked in June 2017
Mixing of guided and unguided halibut	Jon McCracken	OLE input	Feb-17	Oct-17	Apr-18	Analysis initiated in February 2017

OTHER MANAGEMENT ISSUES	Council Staff	NMFS RO Staff	Report	Initial Review	Final Action	Notes
EFH 5-Year Review	Steve MacLean	NMFS HCD, AFSC input	4/14, 2/15, 10/16	Dec-16	Apr-17	FMP Amendments in progress
Arctic Exploratory Fishing	Steve MacLean		Feb-18			Discussion paper on best practices tasked June 2017
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	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 EBFM 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. Update in February based on plan team input
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	Apr-17			Reviewed annually
Social Science Planning Team	Cunningham, Marrinan	AFSC	6/17, 2/18			Report to Council, Feb 2018 (ED Report?) In-person meeting, May 2018
Salmon FMP Amendment	Armstrong	Lead	4/17, 10/17, 4/18			
Bering Sea Fishery Ecosystem Plan (FEP)	Diana Evans	AFSC	2014-2015, 4/17	Apr-18		FEP team working on development of preliminary draft. Ecosystem workshop scheduled for February 2018

CURRENT OTHER PROJETS	Council Staff	Notes
Analytical template (EA/RIR/IRFA)	Diana Evans	We are revising a standardized analytical template to improve our analytical content and speed the regional and GC review process.
Current Issues Glossy	Diana Evans	We are updating 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 Groundfish 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

	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
Staffing 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
Staffing 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 v
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