

NORTH PACIFIC FISHERY MANAGEMENT COUNCIL
SCIENTIFIC AND STATISTICAL COMMITTEE
ORGANIZATION
AND
OPERATIONS POLICY AND PROCEDURES
December 8, 1980

The Fishery and Conservation and Management Act of 1976 specifically established Scientific and Statistical Committees to assist in the development collection and evaluation of scientific information relevant to Council responsibilities.

The Operations Policy and Procedures set forth below were developed to assist the SSC of the North Pacific Fishery Management Council to provide the Council with timely, accurate and complete scientific advice.

This Committee will address all scientific issues submitted to it by the Council or the Executive Director. For the purposes of this document "scientific information" refers essentially to biological information, environmental data, fishery statistics, and technical socioeconomic information.

Scientific advice to the Council will, as much as possible, be objective and unbiased. It is the explicit intent of the SSC to disassociate itself with nonscientific issues and issues which are clearly of a political nature. Documents and issues not requiring objective scientific findings will not be considered by the committee.

ORGANIZATION

Membership

Members of the SSC are appointed by the Council. The Committee is composed of fishery scientists and economists from state and federal agencies, academic institutions and the private sector. Although there is no official policy on government agency representation, scientists from the National Marine Fisheries Service and the fisheries management agencies of Oregon, Washington and Alaska have served on the committee since its inception.

The Committee should remain small (10-15 members). Expertise of members should cover the range of most species and disciplines which are normally considered by the committee. Specific expertise not available within the committee can be obtained on a case by case basis.

The Committee shall review membership at least once each year relative to the mix of disciplines represented on the committee which are required to fulfill its responsibilities. Recommendations on membership will be submitted to the Council whenever appropriate.

NORTH PACIFIC FISHERY MANAGEMENT COUNCIL
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OPERATIONS POLICY AND PROCEDURES
December 3, 1981

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The Operations Policy and Procedures that form herein were developed to assist the SSC of the North Pacific Fishery Management Council to provide the Council with timely, accurate and complete scientific advice.

This Committee will address all scientific issues submitted to it by the Council or the Executive Director. For the purpose of this document "scientific information" refers essentially to biological information, including but not limited to fishery statistics, and technical socioeconomic information.

Scientific advice to the Council will, as much as possible, be objective and unbiased. It is the explicit intent of the SSC to disseminate itself with scientific issues and issues which are clearly of a political nature. Scientific and issues not requiring objective scientific findings will not be considered by the committee.

ORGANIZATION

Membership

Members of the SSC are appointed by the Council. The Committee is composed of fishery statisticians and economists from state and federal agencies, economic institutions and the private sector. Although there is no official policy on government agency representation, scientists from the National Marine Fisheries Service and the Fisheries Management Agency of Oregon, Washington and Alaska have served on the committee since its inception.

The Committee should remain small (10-15 members). Reporting of members should cover the range of major species and disciplines which are normally considered by the committee. Specific expertise not available within the committee can be obtained on a case by case basis.

The Committee shall review membership at least once each year relative to the mix of disciplines represented on the committee which are required to fulfill its responsibilities. Recommendations on membership will be submitted to the Council whenever appropriate.

Meetings

Meetings will be scheduled by the chairman of the SSC with concurrence of the Executive Director of the Council, and may be scheduled at any location approved by the Executive Director. Meetings of the SSC as a whole are called to:

1. Review fishery management plans
2. Review reports of subcommittees
3. Consider scientific and technical reports submitted for review
4. Review proposed amendments to FMP's and supporting data
5. Consider special requests from the Council
6. Consider any other issues which are within the purview of the charter

Committee meetings will be open to the public. All documents, unless specifically identified as confidential, will be considered public documents and will be available to the public.

Committee meetings may be closed to the public for discussions relating to recommendations on membership and procedures. Results of such closed sessions shall be reported during the next open meeting.

Notice of meeting schedules and agenda items will be published far enough in advance to allow full public attendance. The committee will be open to public input regarding specific agenda items or other issues which relate to SSC responsibilities.

A report summarizing the results of the meeting, specifically addressing each topic discussed, will be prepared and submitted to the council. The chairman of the SSC or his designee will attend all Council meetings and will be available to answer questions relative to the SSC report.

Subcommittees

A. Fishery Resource Subcommittees

A subcommittee of at least three SSC members shall be established for each of the resources which form a management unit. Subcommittee members shall be appointed by the chairman of the SSC on the basis of resource and fishery expertise.

The purpose of the subcommittees is to provide initial comprehensive review of major documents and to provide written recommendations and guidance to the SSC and to the plan development teams. Responsibilities specifically include review of:

1. FMP's
2. Proposed FMP amendments
3. Status of stock documents
4. Survey reports
5. Other documents assigned by the chairman of the SSC or the Council.

Meetings will be conducted by the chairman of the subcommittee with the concurrence of the Executive Director of the Council, and may be held at any location approved by the Executive Director. Meetings of the subcommittee shall be held at the following times:

- 1. Review fishery management plans
- 2. Review reports of administrative
- 3. Consider scientific and technical reports submitted for review
- 4. Review proposed amendments to FMP's and supporting data
- 5. Consider special reports from the Council
- 6. Consider any other matters which arise within the purview of the subcommittee

Committee meetings will be open to the public. All documents, unless specifically identified as confidential, will be considered public documents and will be available to the public.

Committee meetings may be closed to the public for discussion relating to recommendations on membership and procedure. Results of such closed sessions shall be reported during the next open meeting.

Notice of meeting schedules and agenda items will be published far enough in advance to allow full public attendance. The committee will be open to public input regarding specific agenda items or other issues which relate to the subcommittee.

A report summarizing the results of the meeting, specifically addressing each topic discussed, will be prepared and submitted to the Council. The chairman of the subcommittee will attend all Council meetings and will be available to answer questions relative to the subcommittee report.

Subcommittee

A fishery resource subcommittee shall be established for the subcommittee of at least three subcommittee members shall be established for each of the resources which form a management unit. Subcommittee members shall be appointed by the Chairman of the subcommittee on the basis of resource and fishery expertise.

The purpose of the subcommittee is to provide initial cooperative review of major documents and to provide written recommendations and guidance to the subcommittee and to the plan development team. Resource subcommittee members shall review all documents assigned by the Chairman of the subcommittee.

- 1. FMP's
- 2. Proposed FMP amendments
- 3. Status of stock documents
- 4. Survey reports
- 5. Other documents assigned by the Chairman of the subcommittee

Subcommittees are also charged with evaluating the adequacy of data, with requesting new or additional data, and with proposing research to acquire needed scientific information.

B. Ad Hoc Committees

Ad hoc subcommittees shall be appointed by the chairman of the SSC whenever appropriate. For example, subcommittees have been appointed to develop procedures to determine DAH, to evaluate coordination of state ADF&G and NPFMC management systems and to determine socioeconomic data needs for FMP's.

Subcommittees will meet independently of the SSC to conduct their business. Reports of their findings and recommendations shall be submitted in writing to the entire SSC.

Staff Support

The Executive Director is requested to assign a staff member as SSC coordinator. The coordinator will be present at all SSC meetings to advise the Committee on administrative matters. It will also be the responsibility of this person to coordinate SSC reports, requests for data, initiate communication with plan development teams, draft routine correspondence on behalf of the SSC, and generally coordinate the activities of the committee.

OPERATION POLICY AND PROCEDURES

Policy on Review of Scientific and Technical Documents

It is essential, in order to provide the best possible scientific advice, to maintain scientific integrity and to retain and enhance the credibility of the Committee with the Council, the public and the scientific community, the full and complete consideration to be given each document under review. Accordingly, the following review procedure is established:

Major Documents

- A. Each major document must be submitted to the SSC at least thirty (30) days prior to scheduled consideration by the Committee. Major documents are:
1. FMP's
 2. Major FMP amendments
 3. Final contract reports
 4. Status of stock reports
 5. Scientific reports
 6. Any other document which the Committee feels warrants comprehensive scientific review and/or analysis.
- B. Major documents will be reviewed by a Fishery Resource Subcommittee and by the entire SSC.

Subcommittees are also charged with reviewing the adequacy of data, and preparing new or additional data, and with preparing reports to acquire needed scientific information.

8. Ad Hoc Committees

All ad hoc subcommittees shall be appointed by the Chairman of the SSC when, for example, subcommittees have been appointed to develop procedures to coordinate the activities of the SSC and other management systems and to determine subcommittee data needs for 1974.

Subcommittees will meet independently of the SSC to conduct their business. Reports of their findings and recommendations shall be submitted in writing to the entire SSC.

Staff Support

The Executive Director is requested to assign a staff member as SSC coordinator. The coordinator will be present at all SSC meetings in order to facilitate an administrative nature. It will also be the responsibility of this person to coordinate SSC reports, requests for staff, and other matters. With this development, the staff member will continue to be responsible for the SSC, and generally coordinate the activities of the committee.

OPERATION POLICY AND PROCEDURES

Policy on Review of Scientific and Technical Documents

It is essential, in order to provide the best possible scientific advice to maintain scientific integrity and to ensure the credibility of the Committee with the public and the scientific community. The full and complete consideration to be given each document under review. Accordingly, the following review procedure is established:

Review Documents

A. Each major document must be submitted to the SSC at least 10 days prior to scheduled consideration by the Committee. Major documents are:

1. 1974
2. Major ERM statements
3. Final contract reports
4. Status of book reports
5. Major ERM reports
6. Any other documents which the Committee feels warrants ongoing narrative scientific review and/or analysis.

Other documents will be reviewed by a Library Review Subcommittee and in the entire SSC.

Major documents will be automatically scheduled for review at the first regularly scheduled SSC meeting following the thirty day review period.

The chairman of the Fishery Resource Subcommittee is responsible for scheduling a comprehensive review of major documents by the Subcommittee prior to the SSC review. A written report of findings will be submitted to the SSC at or prior to the scheduled SSC review.

- C. Major documents which address issues of an emergency nature will be reviewed on an expedited basis only upon request of the Council or the Executive Director. The Committee specifically discourages the emergency review procedure.

Other Documents

- A. Documents of less substance or significance must be received at least fifteen (15) days prior to a regularly scheduled Committee meeting. These include:
 - 1. Minor FMP amendments
 - 2. Project proposals
 - 3. Interim project reports
 - 4. Regulation proposals
 - 5. Data requests
 - 6. Other minor documents submitted by the Council or the Executive Director.
- B. These documents will be placed on the agenda of the first regularly scheduled SSC meeting after the 15 day review period. Fishery Resource Subcommittees have the option to conduct a separate review of these documents prior to SSC review.
- C. The SSC will be flexible in the prosecution of this procedure. Whenever possible, documents in this category which are received late will be considered if the nature of the document is considered high priority or if time permits.

Public Hearings

Whenever practicable, at least one member of a Fishery Review Subcommittee will participate in public hearings conducted by the Council.

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- 1. Minor FRP amendments
- 2. Project proposals
- 3. Interim project reports
- 4. Regulation proposals
- 5. Data requests
- 6. Other minor documents submitted by the Council or the Executive Director.

B. These documents will be placed on the agenda of the first regularly scheduled SSC meeting after the 15 day review period. Fishery Resource Subcommittees have the option to conduct a separate review of these documents prior to SSC review.

C. The SSC will be unable to participate in the processing of this procedure. Whenever possible, documents in this category which are received late will be considered in the course of the document as considered high priority on its time period.

Public Hearings

Whenever practical, at least one member of a Fishery Review Subcommittee will participate in public hearings conducted by the Council.