

**North Pacific 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)?

We use Mailchimp to send out our agenda and newsletters. We automatically subscribe our Council/AP/SSC members, and there is a link on the website for the public to subscribe/unsubscribe. We keep e-mailing lists of committees and industry groups for cases of specific email correspondence. Anything large we send out by FedEx, because federal pricing is significantly less expensive than USPS. However, we do use USPS to places where there is no Fedex delivery.

- B. Communication with Council/Committee members

We use mostly email. Member's contact info is on our website for the public.

- C. Document distribution

We post all our pre-meeting review documents electronically on our agenda. This allows the public and the Councilmembers to download and review. We send out emails to the Council family when new documents come out with links to the posted versions. We will mail hardcopies to the few people who still request paper rather than electronic versions.

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

The staffs of the Alaska Department of Fish and Game and our Regional NMFS office meet via teleconference after the agenda is drafted to discuss logistics and timing and issues that may arise for the meeting. Once the agenda is drafted, the Council releases the agenda to the public. Council staff reserves room blocks at the hotel with key people from all agencies on the list. About a week before the meeting, agencies with items to be addressed are reminded to submit electronic versions of their documents/presentations which are uploaded to our agenda.

**2. During the Meeting**

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

The Council rents a room from the hotel for our "office" and packs a public computer and printer. A large volume copier is also rented. NMFS staff and state staff, as well as any other presenters usually use the area. We do not typically provide technology assistance to the public, beyond hotel wifi.

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

The Council broadcasts in real time over the internet using Adobe Connect. We contract a sound service to provide mics and a live feed to our recording/broadcasting equipment. We do not allow public to comment outside live, in-person, public testimony during a council meeting. Electronic attendance to committee meetings has been considered on a case-by-case basis.

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

The public is allowed to comment as soon as the agenda is posted, usually 30 days prior to the meeting. The public comment period closes a week before the meeting. We allow electronic submission of comments until that deadline. During the Council meeting, public testifiers have to sign up to testify before the agenda item's action is discussed. Items are typically not handed out to the Council from a member of the public unless they are physically present and testifying.

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

Any items handed out and presented are part of the public record – so we try to get electronic versions and post them to our agenda as soon as they are received. The Council members and public then have access to them. Paper copies are usually not needed.

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

Reporters usually operate their own recording equipment, and may ask permission to have a mic on the testimony table. The meetings are able to be recorded while they are being broadcast through adobe connect. Interviews usually happen in the hallways and during breaks, and are informal. We have no specific “guidelines” other than asking nicely.

### 3. Post meeting

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

Council motions are posted in draft form in real time on our agenda, followed up with the final motion as soon as possible. Each staff person writes their own newsletter article, which is compiled, edited, and posted by our admin staff. We distribute the newsletter via Mailchimp and post on our website. We no longer mail hardcopies.

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

We don't distribute formal press releases, but when we do need to get information out, we would use Mailchimp, which emails to our entire address book. We do have specific

lists geared toward industry groups and if necessary, we use those if we have to advertise something for that gear type/group. Additionally, NMFS and USCG and the State of Alaska work collaboratively with us to distribute information.

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

We have all our meetings stored on Granicus since December 2013, and everything there is searchable and available to the public. Our audio is stored on box.net, and is not currently searchable, but available to the public. Before 2013 we have some parts of the meeting and documents electronic, and some only in hardcopy in binders on our shelves in the office.

#### 4. Areas to improve

- A. Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing?

I am looking for a better way to manage public comments – I would like to be able to receive public comment via an electronic format which gets sorted on specific agenda items. I also want the public to be able to add attachments.

I want an audio database with tracks of the meetings which are based on the agenda items.

- B. Finish this sentence: I wish our Council had the ability to have super hi-speed internet everywhere we went, have all our data stored in the cloud, have meetings all done digitally and wirelessly (before and after), and the build behind it to do what I want it to!