


M E M O R A N D U M

TO: Council, AP and SSC Members

FROM: Jim H. Branson
Executive Director 

DATE: May 14, 1987

SUBJECT: Council Operating Procedures

ACTION REQUIRED

1. Recommendations of the Policy & Planning Committee
2. Approve new concept of Plan Amendment Advisory Group.
3. Approve new policy on Annual Amendment Cycle.
4. Approve new policy on Plan Team Operations.
5. Schedule Policy and Planning meeting for June 16 to review SOC Uniform Standards and Permit Review Policy.

BACKGROUND

The Council's Policy & Planning Committee met in Anchorage on April 22 to review Council operating procedures. Committee members in attendance were Jim Campbell (Chairman), Bob Alverson, Bill Aron, Don Bevan, Don Collinsworth, John Harville, Rich Marasco (for Phil Mundy), Bob McVey, Nancy Munro, Jon Nelson and Mark Pedersen. Council members Larry Cotter and Henry Mitchell also participated.

The Committee considered the following topics:

1. Revisions to Annual Groundfish Amendment Cycle
2. Plan Team Operations
3. Halibut Management
4. Council SOPPs
5. Permit Review Policy

The following summarizes the Committee's discussion and their recommendations for further Council action.

I. Annual Groundfish Amendment Cycle

In order to provide more time for preparation of plan amendment documents, it was suggested that the March and May meetings be moved to April and June. The Policy and Planning Committee recommends the Council approve this change in the meeting schedule, beginning in 1988, and that the deadline for groundfish amendment proposals be shifted to October 1.

In determining how to adjust and improve the groundfish amendment cycle, the Committee relied heavily on written comments prepared by SSC members Bill Aron, Rich Marasco, Don Bevan, Phil Mundy, and Bill Clark, and on a conceptual paper by John Harville suggesting objectives to assure timely Council consideration of relevant amendment issues, and procedures for soliciting and processing proposals for amendments to the groundfish plans.

The Committee agreed with the idea of forming a special committee, a Plan Amendment Advisory Group, to initially review plan amendment proposals and there was much discussion on the role and responsibilities of the PAAG. The Committee discussed the need to relieve the plan teams and staff of being alone in having the responsibility of making decisions on the format and completeness of proposals and prioritizing them and agreed that the PAAG should help in this responsibility. The Committee did feel, however, that the plan teams have the expertise to determine the extent of analysis required and should provide the Committee and Council with an estimate of time and staff required to process the proposals. The procedures finally agreed upon by the Committee are in item C-3(a), which will be available after final review by the Policy & Planning Committee on Tuesday night. A revised Policy on Annual Management Cycles will be available as C-3(b) after Tuesday night also.

II. Plan Team Operations

The Committee reviewed the operations of the plan teams during this year's annual groundfish cycle to determine where improvements could be made and workloads better distributed. They also discussed the problem of providing adequate time for internal review of team documents by all team members, stressing that all team members should participate fully in team assignments. Based on comments by SSC members, the Policy & Planning Committee adopted the following positions concerning team operations and recommends they be incorporated into the Council's policy:

1. Current policy on team operations and responsibilities encompasses all the essential activities.
2. When heads of agencies are requested by the Council to nominate individuals to serve on the plan teams, they should be reminded of the importance of assuring sufficient time to allow their nominees the opportunity to fulfill their team responsibilities. Academic administrators should be urged to weigh team-related activities in job promotion considerations. Individuals nominated to the teams should be informed of their responsibilities and be prepared to spend the time necessary to ensure that their duties are performed thoroughly and professionally.
3. The following activities were identified as the responsibilities of the Chairman (leader):
 - (a) plan and coordinate team activities;
 - (b) make work assignments,
 - (c) coordinate presentations to the Council, SSC and AP.

4. Before team reports are designated as such, they should be reviewed by all team members.

5. Public participation at team meetings must be under the control and discretion of the team chairmen.

6. After receiving an annual report from the team leaders on participation of team members, the Council Chairman will write letters to heads of agencies summarizing their members' participation during the year.

A revised draft Council policy incorporating those positions is under item C-3(c).

Plan Team Documents/Reports

The Committee discussed how extensive analyses must be that accompany amendment packages. Amendments of other Councils have received Secretarial approval with much less in-depth analysis. On the other hand, many of the issues the North Pacific Council deals with are of a more complex and controversial nature and analysis should be as complete as possible to avoid delays in Secretarial approval. The Council may want to appoint a workgroup to examine ways to reduce the amount of paperwork for amendments and prepare a report for future Policy & Planning Committee consideration. The report should contain a description of the various amendment analyses required, what they are supposed to cover, and some suggestions regarding their effectiveness. The Committee recommends holding off on any further action regarding this issue until more information is received on the revised guidelines being drafted in the Central Office.

On this same topic of team documents, the Committee stressed that the SSC should be allowed at least 30 days review of all major analysis documents prior to their consideration. With the additional time provided in the changes in the amendment cycle, plan teams should make every effort to meet this deadline.

III. Halibut Management

The Committee discussed the need for formal procedures for processing halibut proposals, possibly similar to the groundfish amendment cycle. Close cooperation with the IPHC was stressed as they are responsible for setting the seasons and quotas. The Committee suggested that the issue be put on the May meeting agenda to notice the public that the Council intends to establish formal procedures for halibut proposals. Council staff was instructed to develop a time schedule, working with IPHC to ensure efforts were coordinated.

The Council staff met with NMFS, Pacific Council and IPHC personnel in Seattle on April 30 to formulate procedures for processing halibut proposals. Suggested procedures are presented under agenda item C-4. The annual halibut schedule has been incorporated in the draft revised Policy on Annual Management Cycles under this tab as item C-3(b) (which will be available after the Committee's meeting Tuesday evening).

IV. Council SOPPS

Consideration of the Council SOPPS was delayed pending review of the new Uniform Standards from the Secretary of Commerce. If and when those are finalized, the Council's SOPPS may need revision.

V. Permit Review Policy

The Committee discussed the need for reviewing the current Council policy on foreign fishery applications. They are awaiting a report from an ad hoc industry group on this subject, but stressed the need to complete any necessary changes in the policy by the September meeting. It was the consensus of the Committee that the Policy and Planning Committee would be the proper forum, rather than the Permit Review Committee, for these considerations of policy.

The Committee will discuss permit review policy at their next meeting, Tuesday evening, May 19, and a report will be made to the Council later that week. It may be best to wait on considering policy changes until the June 16 meeting of the Policy and Planning Committee as noted below. By then, Council action will be completed on the groundfish amendments and possible changes in joint venture operations. The Council may also want to establish permit conditions relating to countries reporting on their catches from the "donut hole."

VI. Secretary of Commerce Draft Uniform Standards

These were received on May 7, 1987 and sent to the Council in the mailing dated May 11. It is suggested that the Council's Policy & Planning Committee meet at 1:30 p.m. on Tuesday, June 16, to go over the draft standards in detail. The SSC should also be given time to thoroughly review them. The Council may also want to request the Secretary to postpone the comment deadline. The Pacific Council is requesting an extension past their July meeting.

DRAFT

NORTH PACIFIC FISHERY MANAGEMENT COUNCIL
Policy on Plan Team Composition, Tasking, and Operations

The North Pacific Fishery Management Council shall appoint a Plan Team for each major fishery for which a fishery management plan either is being developed or has been implemented.

Composition. Members of each team will be selected from those agencies and organizations having a role in the research and/or management of fisheries. The team should be small enough to work efficiently and effectively but sufficiently large to provide the diverse experience and knowledge needed to cover all aspects of a particular fishery. At a minimum, teams shall be composed of one member from agencies having responsibility for management of the fishery resources under the jurisdiction of the Council. Nominations of these individuals are at the discretion of the agencies. Other individuals may be nominated by members of the Council, SSC or AP. Appointments to the team will be made by the Council with recommendations from the SSC. Minimum team memberships based on the agencies having management responsibilities for the fisheries under the Council's jurisdiction are as follows:

| | <u>Salmon</u> | <u>Herring</u> | <u>Groundfish</u> | | <u>Crab</u> |
|---------|---------------|----------------|-------------------|------------|-------------|
| | | | <u>BSAI</u> | <u>GOA</u> | |
| NPFMC | x | x | x | x | x |
| NMFS/RO | x | x | x | x | x |
| NMFS/FC | x | x | x | x | x |
| ADF&G | x | x | x | x | x |
| IPHC | | | x | x | |
| WDF | x | | <u>x</u> | <u>x</u> | |
| ODFW | x | | | | |
| CRITFC | x | | | | |

When heads of agencies are requested by the Council to nominate individuals to serve on the plan teams, they should be reminded of the importance of assuring sufficient time to allow their nominees the opportunity to fulfill their team responsibilities. Academic Administrators should be urged to consider team related activities in promotional considerations. Once individuals have been identified they should be informed of their responsibilities and be prepared to spend the necessary time to ensure that their duties are performed in a thorough and professional manner.

Each plan team member's performance will be reviewed annually by the Council Chairman, the member's agency head, and the plan team chairman.

Tasking. The team shall:

- (a) prepare and/or review plans, amendments and supporting documents (EISs, RIRs, etc.) for the Council, SSC, and AP;
- (b) aggregate and evaluate public/industry proposals and comments;
- (c) summarize and evaluate data related to the biological, economic and social conditions of the fishery;
- (d) conduct and evaluate analyses pertaining to management of the fisheries;
- (e) evaluate the effectiveness of management measures in achieving the plan's objectives; and
- (f) recommend when and how management measures need to be changed.

Proposed management actions will usually be presented to the Council in the form of alternative approaches. The team will either: (a) recommend a preferred alternative, or (b) state that it has no preferred alternative, or (c) state that it was unable to reach a consensus on a preferred alternative. Such preferences should be made on technical grounds or pragmatic management considerations. Policy decisions are the responsibility of the Council.

Operations. Given the team composition and tasking described above, each team will be allowed to organize internally as appropriate to carry out the team's responsibility in an effective and efficient manner. All team members are encouraged to be actively involved in carrying out team assignments. Team

members should choose a team chairman, on an annual basis, to oversee the functions of the team, including:

- (a) planning and coordinating team activities;
- (b) making work assignments,
- (c) coordinating presentations to the Council, SSC and AP, and
- (d) determining whether to allow public comment at team meetings.

Before team reports are designated as such, they should be reviewed by all team members. It shall be the policy of the team to endeavor to have documents for SSC review, to the SSC at least 30 days before their consideration.