

**Western Pacific Regional 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)?

Announcement card and summary of action items – direct mailed to mailing database of about 6,000

Blurb in newsletter distributed same as above, sometimes in same mailing

Ads in papers of major affected ports

Fishers Forum held as regular part of Council meeting but in evening or weekend include mention of the Council meeting and is announced through radio and TV ads, web banners, flyers and posters distributed to Advisory Panel, fishing supply stores, fishing organizations, etc.

Web posting, Facebook, Twitter

Press release – constant contact (about 1,000 emails) and fax

Advisory Bodies – vetted through them at pre-Council meetings

- B. Communication with Council/Committee members

Email and Fax to approve agendas, finalize travel

Dropbox to provide documents

Standing Committee meetings

- C. Document distribution

Website includes FR notice, agenda, summary of action items and documents related to action items

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

Those who are speakers are contacted to confirm their attendance to present

**2. During the Meeting**

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

Everyone including public – WiFi

Council members – Dropbox

Copy room and desks – Council staff

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

Webinar – one way

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

Near the end of each major agenda item, the public is allowed to comment in person before Council discussion and action. Those who wish to comment are asked to complete a small card with their name, contact info and general comment.

Written comments that were previously submitted are copied by staff and distributed to the Council members

Those providing written comments after the deadline are required to bring 40 copies for distribution to Council members, etc.

Persons are allowed to read the written comments on behalf of others who cannot attend.

There is also a specific time on the agenda for the public to comment on non-agenda items.

Public is also notified via Facebook/Twitter about the webinar being open and sometimes provided updates on what agenda item/speaker has begun.

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

For each major agenda section, documents related to action items and those that are not otherwise publicly available are placed as hard copies on a table for the public.

Council members retrieve documents via drop box as noted above.

Documents drafted during the meeting, such as recommendations, are projected on a large screen. Hard copies are given to the Council members.

Press releases are written and distributed almost daily, particularly if an action item was finalized.

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

There is a separate sign in sheet for the media. When staff members recognize a reporter has entered, they notify the communications person, who typically approaches the media to introduce herself and ask if any assistance is needed. Those who have cameras, especially if they set up a camera to run the entire meeting, are asked to set them up in the back of the room out of the way of meeting traffic.

### 3. Post meeting

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

Besides press releases (see below), actions taken by the Council (i.e., the Action Memorandum) are posted on the website after review and approval by Council members.

Decisions of interest to a more general audience (i.e., not overly bureaucratic or technical) are covered as articles in the newsletter.

News postings from the website and Facebook postings automatically generate a Twitter post.

Action memos are reviewed at meetings of the Advisory Panels

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

The Council's communication officer drafts the press releases.

They are distributed by Constant Contact (1,000 plus) and fax (about 100). If of national importance, they may be distributed through a service, such as Stove Boat or Environmental News Network.

Press releases are distributed daily if action taken. The final press release is distributed either the evening of the last day of the Council meeting or the morning following.

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

The following are kept on the website:

- Agenda
- Action Item Summary
- Federal Register Notice
- Action Memorandum
- Minutes
- Standing Committee Agendas
- Agency Reports
- Reports and/or synopsis of other agenda items

### 4. Areas to improve

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

We are always looking to improve the quantity and quality of public participation, especially from fishermen, in the Council decision-making process.

- B. Finish this sentence: I wish our Council had the ability to have webconferencing that would work in our remote island areas, which have extremely limited Internet services and speed.