

**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 sent out an FR notice, plus meeting invitation, draft agenda, and final agenda sent to the people on our mailing list. No press release or hard copies sent. Posted to website. Sometimes (but not consistently) posted to Facebook and Twitter.*

- B. Communication with Council/Committee members

*Done through usual email distribution.*

- C. Document distribution

*Posted on website; notifications go out through email.*

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

*They are part of our mailing list; no special treatment.*

**2. During the Meeting**

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

*There are public computers available, but they are not connected to the internet. Council “family” can use the photocopies but regular use is discouraged.*

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

*We broadcast the Council meeting using GoToMeeting; we broadcast audio and whatever happens to be on the screen at the time. Since there is not two-way communication, we don't have policies around voting issues.*

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

*There is an opportunity for public comment during every agenda item, and a public comment period for items not on the agenda. There are also public comment periods during advisory body meetings. Comments may be emailed or written in advance, but we do not allow comments by teleconference.*

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

*Paper handouts, Dropbox, and uploads to the Council website.*

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

*We do not have formal guidelines on cameras and microphones, except that they should not interrupt the proceedings. On the very rare occasions when we have media that wants sound, we work with our sound technician to patch them into our PA system. Usually Jennifer takes interview requests and either responds herself or directs the reporter to the appropriate person to do the interview. (We usually only get interview requests around salmon seasons).*

### 3. Post meeting

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

*First, we have a “decision document” that is fairly technical that we post on the web and email out to our mailing list. Usually the link is posted on Twitter and sometimes to Facebook. This is followed by a brief publication called “the Line” that we have been emailing and mailing (as hard copy) to gear stores, port offices, and our mailing list. It is also posted on the Council website and Twitter (sometimes Facebook). We are in the process of considering how to revise the Line and whether it is worth the time we put into it. Finally we have an electronic newsletter that has more detail than the Line and the decision document. It is emailed to our mailing list, posted on the website, tweeted and posted on Facebook.*

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

*We sent out press releases for the March and April Council meetings (regarding salmon seasons) and then for other decisions that generate public interest. We sent maybe 3-5 press releases a year. Jennifer drafts them with the appropriate staff officer and the E.D. We distribute them to a media mailing list, post on the Council website, send to our regular mailing list, post to Twitter and sometimes Facebook.*

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

*These are all posted on our (searchable) website, and during the Council meeting they are also available on Dropbox. We have limited numbers of hard copies available on a table at Council meetings. We have stopped doing minutes and instead post audio of the Council meetings on our website.*

### 4. Areas to improve

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

*We're not dealing with any major problems around information distribution at the moment. However, it would be nice to get feedback on our current efforts.*

B. Finish this sentence: I wish our Council had the ability to \_\_\_\_\_

*Jennifer: Do podcasts on fisheries management issues (I'm currently experimenting with this); have a presence in schools; develop brief videos of how fisheries are managed (similar to the ones recently released by Pew).*

*Sandra: Truly live-stream a Council meeting showing video of the discussion (would require videographers, etc.)*