Coordinating Council Meeting
Monday, November 2, 2015
4:00 PM – 5:00 PM

World Golf Village Renaissance
St. Augustine Resort
500 South Legacy Trail
St. Augustine, FL

DRAFT AGENDA

1. Welcome/Introductions – Coordinating Council Chair C. Patterson

2. Public Comment* – C. Patterson

3. Council Consent – C. Patterson
    a) Approval of Agenda (Attachment 1) - **ACTION**
    b) Approval of Proceedings from August 2015 (Attachment 2) - **ACTION**

4. Review of outstanding action items from August 2015

5. Review Recommendations of FY2016 submitted proposals (Attachment 3) - **ACTION** – Operations Committee Chair T. Hoopes and Advisory Committee Chair J. Morgan

6. ACCSP Status Report
    Program Update – Program Director M. Cahall
    APAIS Transition – M. Cahall
    Tablet Reporting – M. Cahall, T. Hoopes, G. Lapointe

7. Review progress of the Independent Program Review (IPR) recommendations (Attachment 4)
    a) Standard Operating Procedures (SOP) Subcommittee Update – M. Cahall

8. Elect Chair and Vice-Chair

9. Other Business

10. Adjourn – C. Patterson

*See Public Comment Guidelines:
http://www.accsp.org/documents/ACCSP_PublicCommentPolicyOct2013.pdf

Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.

Atlantic Coastal Cooperative Statistics Program

Atlantic Coastal Cooperative Statistics Program Coordinating Council
In-Person Meeting
August 5th, 2015 | 11 am
The Westin Alexandria, 400 Courthouse Square, Alexandria, VA 22314
https://safis.accsp.org:8443/accsp_prod/f?p=550:15:0::NO:15:P15_CAL_ID_1:1598

DRAFT MEETING MINUTES

COMMITTEE MEMBERS IN ATTENDANCE

Name	Partner	Phone	Email
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Tom Baum	NJ DFW	(609) 748-2020	tom.baum@dep.nj.gov
Bob Beal	ASMFC	(703) 842-0740	rbeal@asmfc.org
Robert Boyles (Vice-chair)	SC DNR	(843) 953-9304	boylesr@dnr.sc.gov
John Carmichael	SAFMC	(843) 571-4366	john.carmichael@safmc.net
Joe Cimino	VMRC	(757) 247-8068	joe.cimino@mrc.virginia.gov
John Clark (Proxy)	DE DFW	(302) 739-4782	john.clark@state.de.us
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Dan McKiernan (Proxy)	MA DMF	(617) 626-1531	dan.mckiernan@state.ma.us
Cheri Patterson (Chair; Proxy)	NH FGD	(603) 868-1095	cheri.patterson@wildlife.nh.gov
Rep. Bob Steinburg (Proxy)	NC DMF	(252) 333-8498	rsteinburg@aol.com
Leroy Young	PFBC	(814) 359-5177	leyoung@pa.gov

Committee Members Not in Attendance: E. Cyr (NOAA), B. King (DC FWD), T. Nies (NEFMC), B. Ponwith (SEFSC)

Others in Attendance

Name	Title	Partner	Phone	Email
Craig Pugh	Proxy for Legislative Appointee Rep. William Carson	DE DFW	(302) 222-4026	crabman31@aol.com

Eric Reid	Proxy for Legislative Appointee Sen. Susan Sosnowski	RI DFW	(401) 440-1885	eric@seafreezeltd.com
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David Sikorski	Proxy for Legislative Appointee Delegate Dana Stein	MD DNR	(443) 621-9186	davidsikorski6@gmail.com
Terry Stockwell	Director of External Affairs	ME DMR	(207) 633-9556	terry.stockwell@maine.gov

<u>Staff Members in Attendance:</u> M. Cahall (Program Director), A. McElhatton (Program Manager), E. Wyatt (Program Assistant)

The Coordinating Council of the Atlantic Coastal Cooperative Statistics Program convened in the Edison Ballroom of The Westin Alexandria, Alexandria, Virginia, August 5, 2015, and was called to order at 11:00 o'clock a.m. by Chairman Cheri Patterson.

Welcome/Introductions – Coordinating Council Chair C. Patterson
Welcome, Coordinating Council Members; we'll convene the meeting. I'm Cheri Patterson, the Coordinating Council Chair.

Public Comment – C. Patterson
Moving forward with the agenda; is there any public comment pertaining to this meeting and agenda? Seeing none; we'll move on.

Council Consent – C. Patterson
- **Approval of Agenda (Attachment 1)**
  Does anyone have any questions or additions to the agenda? Seeing none; it is moved on by consent.
- **Approval of Proceedings from May 2015 (Attachment 2)**
  Does anybody have any changes to the May Proceedings? We will move those forward by consent. Next we will have a status report of the ACCSP Program with Mike Cahall.

ACCSP Status Report
- **Program Update – Program Director M. Cahall**
DIRECTOR MIKE CAHALL: Good morning. We're going to go over the annual funding process, some work that we've been doing with the Northeast Region and Science Center, our status for the Access Point Angler Intercept Survey (APAIS) transition and some projects that we're working on. So far we have begun the annual funding process. You should see the outcome of that in the next meeting.

We've received a total of 17 proposals for a grand total of just slightly over four million dollars, which exceeds our normal yearly allocation by about 500K. Of those proposals, six are requesting an expansion in our electronic reporting capabilities. Several of them are for electronic trip reporting. A couple are expansions of the work that has been ongoing with tablet-based dealer reporting in Massachusetts and Maine.

There is a little bit of concern that we will be able to manage these six projects simultaneously. There will be more on that, I'm sure, as we move forward. We've been working really closely with the Northeast

Region and Science Center on their data-visioning project. For those of you who are in the mid-Atlantic and northeast, you may or may not have been involved in a little bit of the discussions here.

The goal really was for the lines of data to be consolidated and straightened out as much as possible. The region and science centers; both northeast and southeast actually have been working on data-visioning projects and both have come to essentially the same kinds of conclusions, which are that there are too many different data streams; that many of them overlap; many are redundant.

The recommendation from the Northeast Visioning Project was to work more closely with ACCSP to try and straighten some of those lines out, to minimize overlap where possible. For the program, what that means is that more of the data warehousing will be on us for datasets that right now we don't carry and also more likely that we will be initial landing point for most of the vessel trip reporting. We're working very closely with the folks in their region and science center to identify exactly where we want to go and how we want to get there. You will all be informed as we move forward with that.

I personally am very excited about this work. I think that it represents a really good opportunity not only for ACCSP but also all of our Program Partners. The more accessible the data are, the more consistently it is collected, the better off I think we all are.

Working in concert with that, we're ready to kick off a new vision project for the Standard Atlantic Fisheries Information System (SAFIS) System. SAFIS, as I'm sure most of you are aware, has evolved over time in response to various needs articulated to us by our different Program Partners. What we haven't done in a long time is to step back and look at a comprehensive need; and that's what the plan for the SAFIS System vision process is.

We have solicited appointments from a number of different agencies to create a small board to kind of oversee it and come up with a draft vision, which will go through our process and eventually probably arrive at your doorstep in six or eight months to kind of make some decisions about what do we think that the perfect data collection system would be able to do, how would it look, very much the same kind of process that we use when we develop the program standards.

It doesn't necessarily mean we're going to get there in a year or two years; but it gives us someplace to strive more. Almost certainly this will include the concept of integrated data reporting in a sense that automatically there will be links that many of us are now establishing manually. It will be automatically made by the system on the fly as data are reported into it.

The business rules on how that would be accomplished have to be reviewed and created. I see this as being a very collaborative process. As I said before, we'll have members from most of the jurisdictions that are participating in SAFIS certainly participate in this process. The end product; I see the SAFIS System as having modules that would collect most of the fisheries-dependent data be capable of collecting those data in any case.

The APAIS transition; I'm sure many of you are monitoring this pretty closely locally. We believe it is going pretty well. The cooperative agreement is currently under review at NOAA. We don't have any reason to expect that there are going to be issues with that. We haven't heard anything negative back from them. We are waiting for the wheels to move forward on it.

We have APAIS agreements in many of the transition states that are there. You have draft agreements that are being reviewed. We are looking forward to final versions of those. We have announced the first APAIS job openings after the program manager; so we have announced a number of the state biologist positions and also the two regional coordinators that would be positioned at ACCSP in Arlington.

Also, we're looking at developing the procedures and training materials; again borrowing pretty heavily from the Gulf and from the existing stuff that was provided to us by the MRIP Program and also looking at

the equipment that is going to be required to scan in the interview sheets and also do the automation for reviewing the data, et cetera.

For commercial projects; many of you are aware of the SAFIS Handheld Dealer Reporting Project. We are working jointly with Massachusetts and Maine to use swipe-card-enabled dealer reporting. Even though on the surface they sound very similar, they do have some significantly different functionalities that will be enabled.

I would call the Massachusetts project more a swipe card system where the swipe card provides the dealer with the harvester data and default vessel information. In Maine it is much tighter. The Maine system is going to be monitoring the current status of the dealer and the harvester will allow reporting. This is the first time that SAFIS has ever been used quite in this capacity.

From that standpoint, it has been a really good learning experience maybe even as we look forward to the vision of future SAFIS the kinds of functionalities that it is going to be able to have. Right now the default design is accepting any data that comes into it. With the Maine model, we're going to verify right there on the fly their eligibility to submit a report and whether or not they're in compliance. That is something very new for us and it is requiring some modifications to the system in order to accomplish that.

The Lobster Catch Allocation System is largely complete and actually is being used to – I had a very favorable review just this morning from that system, thank you. We are very pleased with the status of that and look forward to continuing to work on it in terms of adding additional functionality.

Just to really quickly summarize; we ended up deploying a fairly simple system since this was something that was new for most of the different jurisdictions to share information this way. What we're going to do is we're going to monitor it over the next year or two and look for areas where we may be able to automate or improve its functionality over time.

In terms of recreational projects – and these are outside of the APAIS transition – we are working on an MRIP For-Hire Inventory. Some of your folks may be hearing from some of my folks, trying to make sure that we understand what the current state of the art in for-hire data collection is in your jurisdiction.

We need this information to kind of be able to do some planning ahead. This is both for our Recreational Technical Committee and also for the MRIP Program. I'm sure as most of you are aware there is a lot of pressure to move forward with for-hire census systems in order to be able to look to the future and understand what we may need to do. In order to accomplish that, obviously we need to know where we are today; so we're looking forward to that. There should be a workshop for that sometime in the late fall.

The Proportional Error Workshop is, of course, complete. There is a draft report that is at the Steering Committee being reviewed. We look forward to releasing that report in the very near future and moving forward on the Northeast For-Hire Trip Reporting. The Rhode Island system, which was the system that actually kicked off all the development of our tablet-based reporting, is now in production in the state of Rhode Island for the for-hire fishery.

We are working right now on having the SAFIS eTRIPS (electronic trip reporting application) System certified by the Northeast Region, at which point then any of our federal or state folks who wish to submit vessel trip reports – if they are federally permitted, the Northeast Region will accept those as their trip reports.

Finally on sort of on other projects, we are also redesigning our website. We have the new version ready to deploy by September 1st. It has much better integration of our data than the current data warehouse does. It also will incorporate some elements of our data warehouse query redesign. Some default queries, the publicly accessible queries are going to be built into the system.

The picture is on the next slide. This is the front page; and that bar chart right there is an on-the-fly query directly out of our Data Warehouse. There will be a number of those that are kind of sprinkled throughout the website to give immediate to folks who are interested in what is going on. Again, it is more to demonstrate the interactive nature and the ability to pull data directly from our warehouse through to the website.

Eventually the non-confidential query interface will all be driven through this system. A portal to the confidential query system, which is also under development, will be out through this website. We're looking for getting it deployed. I'm going to give some kudos right here to Ann for shepherding this things through the process. It has been a lot of work and I think that the end product is going to be just really outstanding. I think you'll really like it. That is what we have for the program updates. Any questions? Yes, sir.

MR. JOHN CLARK: Thank you for the report, Mike. I was just curious. The other day when we met with the NMFS leadership; that Dave Van Voorhees said the APAIS funding, he is not expecting any increases in funding in that. Of course, the states were concerned about rising costs as the years go by. Then he said that they are considering if that is what happens, the funding doesn't increase and costs go up, cutting back on the number of intercepts the states have to do. I'm just curious as how these discussions have gone within ACCSP. Have you broached that subject already?

DIRECTOR CAHALL: Obviously it is of concern for us as well. I think one thing that Marine Recreational Information Program (MRIP) is trying to do to help look forward; they are, I know, advocating pretty strongly for increase funding for recreational data collection. They have been reasonably successful. The MRIP has a fairly robust pilot development program that is running right now.

One of the things that they're asking for us is for a long-time plan for the APAIS and related data collection. One of things that I guess we're not as used to is looking forward and saying, well, what do we need as a group, as a coast and go forward to MRIP and say, well, you know, how do we want to move forward?

What they have told us is that they are working to try and tailor the program to meet our specific needs as a group. Obviously, from their standpoint having the coast speak with a single voice through our recreational technical and ACCSP makes their life a little bit easier. From our standpoint I think it gives us more weight when we are making requests for things.

The short answer is they haven't said anything different to us about the money going up. We are obviously as concerned as you are because, our course, our assumption that less samples means worse data. I also know just from working with the folks at NMFS that they have been working very hard to build a good process to manage the program collaboratively and also that they have been fiercely advocating for additional funds and have been successful for development.

I think that we could expect them to continue to do that in the future. I also can speak with some gratitude towards the commission because all of the interstate commissions have been testifying before congress for the need for better data and have been some successful in getting us some additional funding. That's how we're able to fund the SAFIS Visioning. Even in this climate, I'm cautiously optimistic.

CHAIRMAN PATTERSON: Any other questions for Mike? We will move on to the committee update that will be provided by Pat Campfield, the vice-chair of the Operations Committee.

- **Committee Updates**

MR. PATRICK A. CAMPFIELD: I'm sitting in today for Tom Hoopes, who is the chair but couldn't make it down this week. Six committee meetings have taken place since the spring commission meeting, ranging from the Bycatch Prioritization Committee to the Operations and Advisory Committees earlier in July.

Updates from the Operations Committee; during their July call they did an initial review of the preliminary proposals submitted to the ACCSP Request For Proposals (RFP); provided comments on those proposals and sent them back to the PIs; also announced and solicited nominations for the Annual Award of Excellent for ACCSP; and discussed the status of the Mid-Term Standard Operating Procedures.

The next upcoming meeting for Operations is in mid-September where they will both review the status of projects funded last year and then meet and rank the final proposals along with the Advisors. The Advisory Committee similarly reviewed initial proposals and provided their comments and announced the Annual Award for Excellence and asked for nominations. Again, they will be meeting jointly with Operations in September.

Moving on to the Biological Review Panel; they have been working on implementation of a biological module in the ACCSP database, which will be able to accept bio-samples. That has been a few years in the works, but is coming along nicely. They also have a sub-group working on standard codes to develop standards for the biological fields in that database.

We also wanted to emphasize that earlier in ACCSP's history most of the biological information; the plans to collect that would be limited to lengths, but the new module will also include age and other types of biological information.

Moving on to the Bycatch Prioritization Committee; they have been quite busy revamping the bycatch matrix. They finalized a matrix structure to meet the needs for managers and biologists. In this new matrix fleets are defined by gear and area as well as identifying primary target and bycatch species.

Overall they've tried to minimize the complexity of the bycatch matrix and also are striving to ensure that all partners provide input, both quantitative and qualitative. They also are creating an integrated key describing what all the fields mean and providing definitions so that folks filling out the matrix understand what they're completing.

Finally, outlined the process for presenting the matrix to Operations and Advisors and this Coordinating Council. Upcoming tasks for the Bycatch Prioritization Committee include a series of webinars to then populate the matrix and the fleets with names, gears, areas, and species, as well as populate a species index and a reverse look-up tool to identify fleets.

Moving on to the Commercial Technical Committee; they've also been very busy with redesign of the Discoverer Web Query. A requirements document is completed, including the biological and recreational queries. Planning with the contractor has been initiated and also initial testing of the new web-based query. Commercial Technical has also been undergoing a codes review with information coming in from a variety of different partners, some with different codes. We are trying to standardize those across partners for use in SAFIS and the Data Warehouse. Finally, the Conversion Factor Project is wrapping up and Commercial Technical is drafting a final report.

The IS or Information Systems Committee has completed documentation on all fields utilized within SAFIS and also reviewed the SAFIS Mobile Applications. Moving on to the Outreach Committees; here is the new SAFIS Logo, which the Outreach Committee designed. They have also been working on SAFIS Application-Specific Surveys to better understand what stakeholders are looking for when they use SAFIS to make it more user friendly.

The Data Warehouse Outreach Group is incorporated into the redesign of the Discoverer Web Query; and they're also working on some standard canned queries for the updated website to obtain information that folks are looking for most frequently. Finally, the 14th release or issue of Atlantic Coast Fisheries News has gone out; so there is a growing number of subscribers to that newsletter.

Moving on to the Recreational Technical Committee; of course, very busy with implementation of APAIS through the states. Mike touched on this a little bit, but they provided input in developing the state

agreement; also coordinated the content and what we're looking for when distributing the vacancy announcements for positions that will be working on APAIS.

Recreational Technical also helped plan the workflow and set up training for folks working on APAIS that will occur in October. Recreational Technical has also been combining heads on standards for For-Hire logbooks with some leadership in North Carolina and South Carolina to move that project forward. They've also approved a statement on the use of personal catch reports. Finally, again through the ACCSP annual RFP, Recreational Technical has submitted a proposal for add-on headboat sampling. That concludes the committee updates. Are there any questions?

Conflict of Interest with Voting Partners Executive Committee Recommendation (Attachment 3) – C. Patterson

CHAIRMAN PATTERSON: Seeing no questions, we'll move on to the next agenda item where we have been approached in regards to whether there is a perceived conflict of interest with voting partners. The Executive Committee just had this discussion; and we will be moving forward with a recommendation for this body to vote on.

Under your Attachment 3 in your meeting materials, it outlines the conflict of interest that is perceived or not perceived if an advisor is part of a private enterprise that is part of a proposal and will actually receive financial gain if the proposal is approved. As outlined in this document, we understand that us as partners have staff that is outlined in each one of our proposals and we all vote on those.

A statistical analysis was done as to whether if a partner recused themselves from voting or continue as we do now, vote as a partner on their own ranking processes, is statistically insignificant if one recuses themselves or if they go ahead and vote on their own proposal. However, the perceived question here or the question here regards a perception as to whether a private industry person who is an advisor and is listed as being a recipient as a contractor under a proposal that is approved, whether we are comfortable having them vote on their own proposal or any proposal. There could be multiple proposals that they are involved in.

The Executive Committee would like to bring up a slide on our recommendations based on our conversation and then we can have a discussion. Here is the issue and the suggestion that the Executive Committee is moving forward. We would like for that private entity who is an advisor to provide full disclosure that they're part of a contract or contractor that will be benefitting if the proposal is approved during the ranking process and that they recuse themselves from the vote of the ranking process.

Does anybody have any questions or would anybody like to discuss further what the Executive Committee is moving forward with developing a Standard Operating Procedure (SOP) so this doesn't come up again? This came up when I was Chair of the Operations Committee so I want to put this to bed finally. Go ahead.

MR. PATRICK C. KELIHER: The way this reads they would fully disclose their interest in the proposal and it shall be announced during the proposal ranking process. Then it just says the member will recuse themselves from ranking. Shouldn't they be not part of that ranking process, that particular conversation; is that what you're trying to get to? I don't think they should be participating in any part of the conversation regarding the ranking of that proposal.

CHAIRMAN PATTERSON: Correct, they're going to recuse themselves from the ranking process, which is all part of discussion and the actual ranking.

MR. JAMES J. GILMORE, JR.: Just for consistency, the commission has a threshold for a percent of financial interest, which is like 10 percent, so did you discuss something along those lines or is it just any interest in it would be a reason for recusal?

CHAIRMAN PATTERSON: Any interest. Lynn.

MS. LYNN FEGLEY: So in terms of announcing their financial interest in a project; how do they do that? Do they just say so on the record during the meeting or how are they announcing – it says "shall be announced during the proposal ranking process". Does that mean they stand up and say, "I have an interest; I've got to go," or is there some sort of – how does that work?

CHAIRMAN PATTERSON: Similar to what happens in the councils and such; yes, they would indicate that they have a personal financial interest through their company or through them being an employee of their company so they're going to recuse themselves from the ranking process for those particular projects.

MS. FEGLEY: I'm just wondering of when the proposal is actually submitted if there shouldn't be something attached to the proposal that states that a person involved in the proposal has a conflict so everybody knows up front. Is that something that could be done; is that worthwhile?

CHAIRMAN PATTERSON: If that's part of the recommendation of this body to have that sort of disclosure within the proposal during the pre-proposal process, yes, we can do that. We can add that to this language. Is everybody okay with that? Do you have any recommendations on how to word that, Mark?

MR. MARK ALEXANDER: I think Lynn's suggestion is a good one. It might be a little late for this year, but I think next year that could probably be included in the instructions that are provided to people that submit proposals that they provide some kind of disclaimer in the proposal. If there is a member on either the Operations Committee or the Advisory Panel that somehow has a personal financial interest; then, yes, I think that should be indicated in the proposal. We could do it that way, yes.

CHAIRMAN PATTERSON: Is that okay, Lynn, if we add that to the RFP process for next year? They are going through another review process for this year's proposals and we can ask that those proposals have that in there for their second submittal.

MS. FEGLEY: I think that's great and just formalizing it going forward I think is the most important thing. That will be great.

MR. TERRY STOCKWELL: That's a good suggestion, Lynn. I think a simple addition to the language would be full disclosure of that interest in the proposal should be announced; it could be "prior and during". It is open and transparent and I commend the Executive Committee for the development of this language. It addresses some issues that certainly the state of Maine has raised. If you're looking for a motion, I'll be ready when you're ready.

MS. JESSICA COAKLEY: The motion on the board notes the committee member or advisor, and my question is about committee members that are state representatives; they might not have a personal financial interest is worded up there, but it is an organizational interest. Is that something that you guys talked about relative to committee members?

Then I have a second question about proposals that are put forward by multiple committee members. In the past there was like a Recreational Technical Committee proposal that was put forward which had a number of states represented on it; so if everyone recuses themselves from ranking that, you might not have that many members left to rank at that point. Is that something that you guys talked through?

CHAIRMAN PATTERSON: We actually were not applying this to state or federal partners. This applies to any sort of private entity outside of the public venue. Any other questions? Terry.

MR. STOCKWELL: Madam Chair, I would move to approve the Executive Committee's recommendation of conflict of interest as modified today.

MR. ALEXANDER: Actually it hasn't been modified yet according to – you said it shall be announced during the proposal ranking process. You had suggested that we include the words "before and during"; right?

MR. STOCKWELL: Prior and during.

CHAIRMAN PATTERSON: Let me see if I can't read this so we know what we're doing here. "If a committee member or advisor has a personal financial interest in a proposal or is associated with a commercial entity that has a financial interest in the proposal, full disclosure of that interest in the proposal shall be announced prior and during the proposal ranking process and the member shall recuse themselves from ranking that proposal." We probably could put in parentheses "at the last proposal put "s" in case there were multiple proposals. Any questions? Go ahead, Mark.

MR. ALEXANDER: Just one more thing; add the word "the" after "financial interest in".

MR. DAN McKIERNAN: The motion refers to a committee member or advisory. Is what is intended to mean a member of the committee or the member of the Advisory Committee? Maybe it should say that instead of "advisors", say "a member of the advisory committee".

CHAIRMAN PATTERSON: Let's just put "if an Operations Committee member or Advisory Committee member". Right now it reads "If an Operations Committee member or Advisory Committee member has a personal financial interest in a proposal or is associated with the commercial entity that has a financial interest in the proposal, full disclosure of that interest in the proposal shall be announced prior and during the proposal ranking process and the member shall recuse themselves from ranking that proposal or proposals."

MS. COAKLEY: Sorry to belabor this point, but we're a little confused, is looking at the Operations Committee members' list, there is no one on that list that is not a state or federal partner. If the intent is to not have this policy apply to state or federal partners, why would we list this policy relative to the Operations Committee membership?

MR. ALEXANDER: That's only included there in case a state member may also sideline in some kind of consulting business or something. We just wanted to treat both committees equally.

DR. WILSON LANEY: Pat, I believe, had made a suggestion earlier that not only should they recuse themselves from ranking the proposal but also from engaging in the discussion as well. Should we add that in there? Also, one little minor suggested edit here is I think it would read better if we said "announced prior to and/or during the proposal ranking process." Then if we want to add "discussion" of the proposals in there as well, we should add that to cover Pat's point.

CHAIRMAN PATTERSON: Okay, Wilson, you don't think that the description of the proposal ranking process –

DR. LANEY: Well, if everybody understands that includes the discussion of the proposals, then, yes, that's fine if that is understood.

CHAIRMAN PATTERSON: Okay, so do you want to have wording after proposal ranking process that says "including discussion"?

DR. LANEY: I'll defer to Pat on that point. If that makes it clearer, sure.

MR. KELIHER: Cheri, I felt after your comment earlier it seems inclusive to me because it talks about the process. I was fine.

CHAIRMAN PATTERSON: Okay, I'll read it again: "If an Operations Committee member or Advisory Committee member has a personal financial interest in a proposal or is associated with the commercial entity that has a financial interest in the proposal, full disclosure of that interest in the proposal shall be announced prior to and/or during the proposal ranking process and the member shall recuse themselves from ranking that proposal or proposals." Okay, let's vote on it. Everybody approve, please raise your hand; any noes; any abstentions. It is approved unanimously, eighteen votes. Jim.

MR. GILMORE: Just a point of order; did we need a second to that motion; did you get one just so we don't screw ourselves up later? If we didn't, I will second it.

CHAIRMAN PATTERSON: Okay, thank you, Jim, we'll put you down as the person that seconded the motion. We will move this forward. The next agenda item; we will have Mike Cahall provide the Independent Program Review Progress.

Independent Program Review Progress
DIRECTOR CAHALL: I believe Ann has a handout for you. As most of you know, we've been working on the Independent Program Review recommendations since 2012; a grand total of 67 of them. As you can see in Figure 1, it is kind of a breakdown on the direction that we chose and was endorsed by this group for the resolution of each of them.

Thirty-four were to be incorporated in the SOPs and basically that's what we're down to at this point. A lot of the recommendations are incorporated into the strategic and outreach plans. The long-term funding strategy, which was approved at the October council meeting, and 18 of the 34 SOP items are completed. The majority of them are under development at this point. All of the staff SOP pieces are in draft and being consolidated together.

The Operations Committee has a sub-group that's writing their pieces, which will be incorporated, and those two pieces will be forwarded to the Executive Committee in the near future for review. I know that the Executive Committee is also working on their pieces. This just sort of shows you the breakdown on how many of them are left. At this point we have every expectation of completing all of the recommendations of the review by the end of the calendar year as we stated earlier in the year. I think we're on track to finish and I'm looking forward to having that completed. Are there any questions?

Executive Committee Membership Standard Operating Procedure (Attachment 4) – C. Patterson
CHAIRMAN PATTERSON: Okay, no questions for Mike, let's move to the agenda item where we are trying to standardize the Executive Committee membership. I'm trying to make it more accustomed to what we have been doing more recently. On Attachment 4 there is a drafted SOP. The Executive Committee looked at this and I will get back to you on the discussion results of that in a moment.

The premise of the Executive Committee is to have it represent the full scope of ACCSP, from Maine through Florida. Mark Alexander did a really good job at reviewing all of the information from past meeting minutes to see how the Executive Committee evolved. Based on what he drafted and gleaned from this process, the Executive Committee would like to clarify the membership – further clarify it, I should say – to assure that there is a state representative from each region.

There is one National Marine Fisheries Service representative. There is one U.S. Fish and Wildlife Service representative; one person representing all three councils; the ASMFC Executive Director; the ACCSP Director is what was initially proposed to the Executive Committee. That should well represent the ACCSP.

The Executive Committee also shared the concern that if there was a chair and vice-chair that was a federal entity, whether it be U.S. Fish and Wildlife Service or NOAA, then that process would kind of bounce out a state person. With this particular SOP, we're going to be adding in the event that a federal

representative becomes a chair or vice-chair, then a third state representative will be appointed to the executive committee to make sure that all three of those regions are represented.

That way we're not limiting the chair and the vice-chair to states specifically. The Executive Committee may vary in number depending on if a federal entity is chair or vice-chair in this condition. In the recent past we have included the chair of the operations committee as an ex-officio member of the Executive Committee, also, so that will also be added.

Given this information, is everybody okay with this; can we have discussion and further this standard operating procedure forward. It will still come back to you in October for final approval. We just want to make sure that we are heading in the right direction and everybody is fine with what is being proposed. Any questions? Jim.

MR. GILMORE: I do like the expression "Mid-Atlantic-ish". That is a new place. I'm not sure if there is a Mid-Atlantic representative currently on this. Is that correct or is that something that we need to address as we move forward?

CHAIRMAN PATTERSON: That is correct; currently there is not technically a Mid-Atlantic representative on the Executive Committee. Paul Diodati was the third state representative. He has since retired so we would like to get a Mid-Atlantic person on. There is that suggestion within the Executive Committee to do that in October as the vice-chair and then start the rotation from that point in time when we do have the final vote on the SOP. Mark.

MR. ALEXANDER: I just want to point there was one other thing that came out of the Executive Committee discussion earlier; and that was as this is drafted here, it seems to suggest that the chair and the vice-chair can only be state representatives, which is not historically the case. There have been past Coordinating Council Chairs who have been NOAA representatives or a representative from a council. I just want to make that clear that it wasn't the intent here to exclude those groups from the chairmanship of the Coordinating Council; only that we would like to have three regional state representatives in some capacity.

CHAIRMAN PATTERSON: Thanks for the clarification, Mark. Anybody have any questions or concerns that we want to incorporate into this SOP? Good; we're heading in the right direction. Is there any other business? None being seen; the meeting is adjourned.

Adjourn – C. Patterson
(Whereupon, the meeting was adjourned at 11:50 o'clock a.m., August 5, 2015.)

		Operations		Advisors		Average		Cost	Cummulative Cost
		Score	Ranking	Score	Ranking	Score	Ranking		
FY2016: Maintenance and Coordination of Fisheries Dependent Data Feeds to ACCSP from the State of Rhode Island (21 pages)	M-3	52	1	52	3	50	1	$ 79,736	$ 79,736
ACCSP Data Reporting from South Carolina's Commercial Fisheries (14 pages)	M-6	52	2	52	2	49	2	$ 164,367	$ 244,103
Increase At-Sea Sampling Levels for the Recreational Headboat Fishery on the Atlantic Coast (11 pages)	M-7	52	3	51	5	49	3	$ 182,294	$ 426,397
FY2016: Managing Mandatory Dealer Reporting in Maine (28 pages)	M-1	51	5	52	4	49	4	$ 164,270	$ 590,667
Electronic Reporting and Biological Characterization of New Jersey Commercial Fisheries (20 pages)	M-5	51	4	50	6	48	5	$ 167,956	$ 758,623
Portside Commercial Catch Sampling and Comparative Bycatch Sampling for Atlantic Herring, Atlantic Mackerel and Atlantic Menhaden fisheries (50 pages)	M-2	47	8	54	1	45	6	$ 25,350	$ 783,973
Improving Trip-Level Reporting and Quota Monitoring for New York Commercial and For-Hire Fisheries (17 pages)	M-4	49	6	44	7	45	7	$ 201,429	$ 985,402
Continued Processing and Ageing of Biological Samples Collected from U.S. South Atlantic Commercial and Recreational Fisheries in Response to ACCSP Bio-sample Targets (19 pages)	M-8	48	7	41	8	44	8	$ 258,980	$ 1,244,382
South Atlantic States Pilot Implementation Proposal: Charterboat Electronic Data Collection (27 pages)	N-14	56	1	50	3	51	1	$ 195,680	$ 195,680
Electronic Trip-Level Reporting for the Massachusetts For-hire Sector (22 pages)	N-9	49	4	54	2	47	2	$ 89,657	$ 285,337
Implementation of a Barcode Commercial Fishing License in Rhode Island (12 pages)	N-12	51	3	45	5	47	3	$ 33,805	$ 319,142
Piloting Electronic Commercial Data Collection and Developing a Data Sharing System in Georgia (11 pages)	N-13	52	2	42	7	47	4	$ 71,995	$ 391,137
Advancing Fishery Dependent Data Collection for Black Sea Bass in the Southern New England and Mid-Atlantic Region Utilizing Modern Technology and a Fishing Vessel Research Fleet Approach (30 pages)	N-11	45	6	54	1	44	5	$ 137,827	$ 528,964
Essential Data Collection from the South Atlantic Snapper Grouper Fishery using On-Board Observers (18 pages)	N-15	47	5	40	8	43	6	$ 422,400	$ 951,364
A Sampling Strategy Evaluation to Determine Which Data and What Sample Sizes Most Affect Assessment Accuracy in the US South Atlantic (8 pages)	N-16	43	7	48	4	41	7	$ 107,648	$ 1,059,012
Fisheries Dependent Jonah Crab Data Collection (16 pages)	N-10	39	8	43	6	37	8	$ 63,365	$ 1,122,377

		Partner	Title	Primary Module	Others	Cost
MAINTENANCE	1	ME DMR	FY2016: Managing Mandatory Dealer Reporting in Maine (28 pages)	Catch/Effort	Metadata	$ 164,270
	2	ME DMR	Portside Commercial Catch Sampling and Comparative Bycatch Sampling for Atlantic Herring, Atlantic Mackerel and Atlantic Menhaden fisheries (50 pages)	Biological	Bycatch/Metadata	$ 25,350
	3	RI DFW	FY2016: Maintenance and Coordination of Fisheries Dependent Data Feeds to ACCSP from the State of Rhode Island (21 pages)	Catch/Effort (100%)		$ 79,736
	4	NYS DEC	Improving Trip-Level Reporting and Quota Monitoring for New York Commercial and For-hire Fisheries (17 pages)	Catch/Effort (100%)		$ 201,429
	5	NJ DFW	Electronic Reporting and Biological Characterization of New Jersey Commercial Fisheries (20 pages)	Catch/Effort (55%)	Biological (45%)	$ 167,956
	6	SC DNR	ACCSP Data Reporting from South Carolina's Commercial Fisheries (14 pages)	Catch/Effort (70%)	Biological (30%)	$ 164,367
	7	ACCSP RTC	Increase At-sea Sampling Levels for the Recreational Headboat Fishery on the Atlantic Coast (11 pages)	Catch/Effort (50%)	Biological (40%), Bycatch (10%)	$ 182,294
	8	SEFSC	Continued Processing and Aging of Biological Samples Collected from U.S. South Atlantic Commercial and Recreational Fisheries in Response to ACCSP Bio-sample Targets (19 pages)	Biological (100%)		$ 258,980
					Total Maintenance	**$ 1,244,382**
		Partner	Title	Primary Module	Others	Cost
NEW	9	MA DMF	Electronic Trip-Level Reporting for the Massachusetts For-hire Sector (22 pages)	Catch/Effort (100%)		$ 89,657
	10	MA DMF	Fisheries Dependent Jonah Crab Data Collection (16 pages)	Biological (75%)	Bycatch (25%)	$ 63,365
	11	RI DFW	Advancing Fishery Dependent Data Collection for Black Sea Bass in the Southern New England and Mid-Atlantic Region Utilizing Modern Technology and a Fishing Vessel Research Fleet Approach (30 pages)	Biological (40%)	Catch/Effort (30%), Bycatch (30%)	$ 137,827
	12	RI DFW	Implementation of a Barcode Commercial Fishing License in Rhode Island (12 pages)	Catch/Effort (100%)		$ 33,805
	13	GA DNR	Piloting Electronic Commercial Data Collection and Developing a Data Sharing System in Georgia (11 pages)	Catch/Effort (95%)	Biological (5%)	$ 71,995
	14	SAFMC	South Atlantic States Pilot Implementation Proposal: Charterboat Electronic Data Collection (27 pages)	Catch/Effort (50%)	Biological (25%), Bycatch (25%)	$ 195,680
	15	SEFSC	Essential Data Collection from the South Atlantic Snapper Grouper Fishery using On-Board Observers (18 pages)	Biological (50%)	Bycatch (45%), Catch/Effort (5%)	$ 422,400
	16	SEFSC	A Sampling Strategy Evaluation to Determine Which Data and what Sample Sizes Most Affect Assessment Accuracy in the US South Atlantic (8 pages)	Catch/Effort	Biological, Bycatch, Social Economic Impacts, Metadata	$ 107,648
					Total New	**$ 1,122,377**
Admin	17	ACCSP	ACCSP Administrative Budget (53 pages)	Admin		$ 1,664,147
					Grand Total Proposed	**$ 4,030,906**

To download proposals please click

ACCSP Independent Program Review Summary

67 Recommendations (See Figure 1)

Vehicle	# Assigned
Governance Review	1
Long term funding strategy	12
Outreach plan	10
Standard Operating Procedure (SOP)	34
Outreach plan/SOP	7
Strategic Plan	1
Status quo	2
Total	67
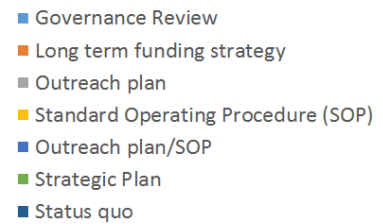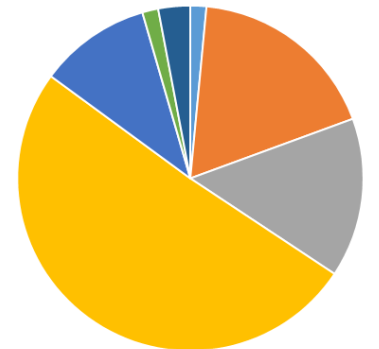
Standard Operating Procedure (See Figure 2)

Group to Address	# Assigned
Executive Committee	7
Operative Committee	12
Staff	21
Total	41
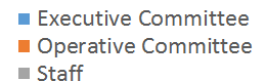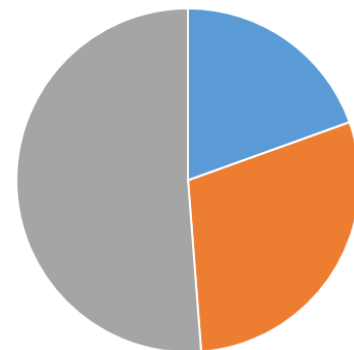
Completed Actions

Vehicle	Completed
Long term funding strategy (Approved October 2014)	12
Outreach plan (Approved May 2014)	10
Strategic plan (Approved January 2014)	1
Status quo	2
SOP (reviewed and approved by the Operations Committee and Advisory Committee in October 2014)	18

Figure 1

- ■ Governance Review
- ■ Long term funding strategy
- ■ Outreach plan
- ■ Standard Operating Procedure (SOP)
- ■ Outreach plan/SOP
- ■ Strategic Plan
- ■ Status quo

Figure 2

- ■ Executive Committee
- ■ Operative Committee
- ■ Staff

Remaining Actions to be Completed

Vehicle	Group to Address	# to Complete	Expected Data of Completion
Governance Review	Executive Committee	1	
SOP	Executive Committee	7	
	Operations Committee	9	Completed October 2015
	Staff	7	Completed September 2015