



Atlantic Coastal Cooperative Statistics Program

1050 N. Highland Street, Suite 200A-N | Arlington, VA 22201
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Coordinating Council - Executive Committee Meeting Monday, November 2, 2015 2:00 PM – 3:00 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. Committee Consent – C. Patterson
 - a) Approval of Agenda (Attachment 1) - **ACTION**
 - b) Approval of Proceedings from August 2015 (Attachment 2) - **ACTION**
4. Review Action Items from previous meeting
5. Review progress of the Independent Program Review (IPR) recommendations (Attachment 3)
 - a) Standard Operating Procedures (SOP) Subcommittee Update – M. Cahall
6. ACCSP/ASMFC MRIP-APAIS Transition Update – M. Cahall
7. Closed Executive Session
8. Other Business/Adjourn

*See Public Comment Guidelines:

http://www.accsp.org/documents/ACCSP_PublicCommentPolicyOct2013.pdf



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Atlantic Coastal Cooperative Statistics Program Executive Committee

In-person Meeting

August 5, 2015 | 9:00 am

The Westin Alexandria, 400 Courthouse Square, Alexandria, VA

https://safis.accsp.org:8443/accsp_prod/f?p=550:15:4918034943087::NO:15:P15_CAL_ID_1:1599

DRAFT MEETING MINUTES

COMMITTEE MEMBERS IN ATTENDANCE

Name	Partner	Phone	Email
Mark Alexander	CT DEEP	(860) 434-6043	mark.alexander@ct.gov
Robert Beal	ASMFC	(703) 842-0740	rbeal@asmfc.org
Robert Boyles	SC DNR	(843) 953-9304	boylesr@dnr.sc.gov
John Carmichael	SAFMC	(843) 571-4366	john.carmichael@safmc.net
Gordon Colvin	NOAA	(240) 357-4524	gordon.colvin@noaa.gov
Wilson Laney	US FWS	(919) 515-5019	wilson_laney@fws.gov
Cheri Patterson	NH FGD	(603) 868-1095	cheri.patterson@wildlife.nh.gov

Others in Attendance

Name	Title	Partner	Phone	Email
Pat Campfield	Science Director	ASMFC	(703) 842-0740	pcampfield@asmfc.org
Kevin Chu	Assistant Regional Administrator for Constituent Engagement	GARFO	(410) 573-4578	kevin.chu@noaa.gov
Lynn Fegley	MD DNR Fisheries Deputy Director	MD DNR	(410) 260-8285	lynn.fegley@maryland.gov
Laura Leach	Finance & Administration Director	ASMFC	(703) 842-0740	lleach@asmfc.org
Jim St. Cyr	Section Chief	GARFO	(978) 281-9369	james.stcyr@noaa.gov

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

Welcome/Introductions – Coordinating Council Chair C. Patterson

C. Patterson welcomed the committee. E. Wyatt took attendance.

Public Comment

The Mid-Atlantic Regional Planning Body, coordinated through NOAA Fisheries, is having a high-level discussion about how to improve communications between states and federal bodies in terms of data sharing. K. Chu hasn't addressed any fixes yet but he wanted to let the committee know this discussion was occurring. R. Boyles commented that the South Atlantic was having a similar conversation however,

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fishery managers were not involved. M. Cahall offered to go to the next meeting of the Mid-Atlantic Regional Planning Body to engage in the discussion as well as provide any background on ACCSP for the Planning Body.

Council Consent – C. Patterson

- **Approval of Agenda (Attachment 1)**
The agenda was approved by consent.
- **Approval of Minutes from June 2015 (Attachment 2)**
The meeting minutes were approved by consent.

Program Update – Program Director M. Cahall

- The annual funding process has begun with the 17 projects submitted totaling over \$4 million. This includes six electronic reporting projects. There is concern how ACCSP staff will manage these projects if approved. Other updates included:
 - The swipe card project is working on establishing some final details between GARFO and federal dealers. A temporary fix is in place, but a permanent solution will need to be found.
 - The ultimate goal of ACCSP for the swipe card system is to make it applicable to all partners. **It was suggested that the Commercial Technical Committee and the Operations Committee should create standards to help with the current swipe card project and become a benefit for partners in the future.**
 - Currently, both Maine and Massachusetts are testing in the alpha version. Massachusetts will implement it as a voluntary measure, unlike Maine that will utilize the card with mandatory reporting.
- The Northeast Visioning Project is moving along well and ACCSP is specifically working with Jim St. Cyr. The main goal of the visioning project is to get rid of duplicate reporting avenues for federal reporting, utilize ACCSP better and create an integrated reporting system. Changes that will be made include Vessel Trip Reports (VTR) will likely be submitted via ACCSP and a transfer of Regional data storage to the Data Warehouse. ACCSP is in full support of this project and the move towards tighter integration. However, to support the changes that the Northeast will be making, ACCSP will need to look at the Standard Atlantic Fisheries Information System (SAFIS) and conduct a redesign to fully support this growth. Funding has been secured by ACCSP via a Saltonstall-Kennedy (SK) Grant to revision SAFIS.
 - Throughout this whole discussion system security has been a focus.
 - This includes security with all SAFIS state partners, especially partners that still use Social Security numbers. ACCSP is moving away from this practice.
- The Access Point Angler Intercept Survey (APAIS) transition is going well. The five-year Cooperative Agreement is at NOAA Fisheries in the approval process currently. There are draft agreements to all of the transition states and discussions are going well. Additionally, vacancy announcements have been posted for the ACCSP positions and in some of the transition states. G. White is also working on training material and researching items that need to be purchased.
 - Research Technologies International (RTI) has indicated that if ACCSP needs any help in the transition, they are willing to assist in anyway.
- The Lobster Trap Allocation History System (LobsTAHS) application is on track for use next year. Managers will monitor the application for the first year of use.
- The Marine Recreational Information Program (MRIP) For-Hire Inventory project is moving forward currently with the development of a survey. A workshop is in planning for late fall.
- The Percent Standard Error (PSE) Workshop report is currently being reviewed by the Steering Committee.

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- SAFIS electronic trip reporting mobile application (eTRIPS) is waiting for certification in the northeast region. There is a lot of pressure to get eTRIPS certified for partner use. Currently, some technical issues are being tested (i.e., conversion factors) to ensure compatibility.
- The website is getting ready to be rolled out. It will work simultaneously with non-confidential data queries.

Committee Updates - M. Cahall

- Operations
 - Preliminary review of proposals is occurring.
 - Annual Award of Excellence call for nominations is ongoing.
 - Started work on the Mid-Term Standard Operating Procedures (SOP).
 - Next meeting will review FY2015 projects and prepare for the Advisory/Operations Joint Meeting at the end of September.
- Advisory
 - Preliminary review of proposals is occurring.
 - Annual Award of Excellence call for nominations is ongoing.
 - Next meeting will review FY2015 projects and prepare for the Advisory/Operations Joint Meeting at the end of September.
- Biological Review Panel
 - Implementation of the Biological Module is occurring.
 - Development of standards for biological fields in coordination with the Standard Codes Subcommittee has begun.
- Bycatch Prioritization
 - The Bycatch Matrix Workshop occurred the week of May 18, 2015.
 - ❖ Finalized a matrix structure that meets the needs of managers and biologists.
 - ❖ Fleets are defined by gear and area and identify primary target and bycatch species.
 - ❖ Minimized the number of columns to reduce complexity.
 - ❖ Ensured that all partners could provide input, both quantitative and qualitative, for consideration in scoring.
 - ❖ Incorporated expert opinion into the results to identify high scores resulting in data caveats.
 - ❖ Created an integrated key with fully developed definitions.
 - ❖ Outlined a process for presenting the matrix to the Operations Committee, Advisors and Coordinating Council.
 - Future Tasks
 - ❖ A series of webinars has been organized to populate the fleets with names, gears, areas, primary target species and primary bycatch species.
 - ❖ Populate a species index/reverse lookup to identify fleets in which a particular species is either a primary target or primary bycatch.
- Commercial Technical
 - Redesign of Discoverer web-based query application
 - ❖ Requirements document completed, including Biological and Recreational queries.
 - ❖ Planning with contractor to begin development has occurred.
 - ❖ Alpha/Beta-testing planned for end of year.
 - Codes Review: Committee currently working to standardize codes usage in SAFIS and Data Warehouse.
 - Conversion Factor Project: Draft of final report currently being prepared for review.

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- Information Systems
 - Completed documentation on all fields utilized with SAFIS applications by partners.
 - Reviewed SAFIS mobile applications.
- Outreach
 - SAFIS application specific surveys for stakeholders has been distributed.
 - Data Warehouse Outreach Group is incorporated into the redesign for Discoverer web-based query application.
 - Atlantic Coast Fisheries News: Week 25 (40 to 200 subscribers).
- Recreational Technical
 - APAIS Transition Implementation is ongoing.
 - For-Hire Logbook Standards in coordination with North and South Carolina is in development.
 - Approved statement on use of Personal Catch Reports.
 - Submitted 2016 ACCSP Headboat Proposal.
 - MRIP Regional Implementation Plan is on the agenda for discussion at the next meeting. Goals include successful implementation of APAIS and development of For-Hire reporting - standards.

ACCSP Detailed Budget for FY2016 Proposal (Attachment 3)

The ACCSP budget is generally submitted to the Operations Committee, however the Executive Committee does a more thorough review. **The Executive Committee will review the budget and send any concerns to C. Patterson in 2 weeks (August 21st). M. Cahall will update salaries to include any raises from the annual performance review by August 7th.**

Independent Program Review Progress

The Executive Committee Membership SOP has been completed. By the next meeting all the Executive Committee tasks will be in the current SOP form for committee's review. The only foreseeable delay for all the Executive Committee SOPs to be completed would be any pertaining to a decision regarding the Governance Review. The plan will be to have the SOPs approved at the annual meeting.

Overall progress is staff has completed all their assigned Independent Program Review (IPR) tasks. A. McElhatton will compile a full draft SOP document by January.

Conflict of Interest with Voting Partner's/Advisor's Discussion (Attachment 4) – C. Patterson

There was a study done several years ago looking at the bias of partners voting on their own projects and found there was no advantage for a project when partners voted on their own project. This issue has now resurfaced with an advisor member that is employed by a private company that is mentioned in several different proposals. Suggestions included:

- In any and all cases, there should be full disclosure and complete transparency. There was also a discussion about individuals that have a direct financial or business interest in a proposal and if recusal would be appropriate.
- The Magnuson-Stevens Act (MSA) was also brought into the discussion because Congress mandated it is unlawful for Fishery Management Council members to knowingly and willfully fail to disclose, or to falsely disclose, any financial interest as required by the MSA, or to knowingly vote on a Council decision in violation of the MSA.

The recommendation that the Executive Committee will make to the Coordinating Council is full disclosure and recusal should be done when a private entity could receive funding at the Operations and Advisor level of ranking proposals. This will be made into an SOP.

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Governance Update – C. Patterson

The white paper is moving along. C. Patterson recently received the Fisheries Information Network (FIN) report from G. Colvin which will be incorporated. The paper will be finalized by the next Executive Committee meeting in November. This will also include a workgroup meeting before the Executive Committee meeting so a recommendation can be provided.

Executive Committee Membership Standard Operating Procedure (SOP) (Attachment 5)

This was based off of the review done by M. Alexander of how the Executive Committee was developed. Items that will need to be added/changed in the SOP:

- Address if a federal person is Chair/Vice-chair all regions still need to be represented properly.
- The Chair does not have to rotate through the three state regions, that portion will be deleted.
- The Chair of the Operations Committee needs to be added as a member.
- The Chair of the Coordinating Council will make the nominations of new members to the Executive Committee.

Other Business

Committee members requested that ACCSP meetings and Gulf FIN meetings be separate at the Atlantic States Marine Fisheries Commission (ASMFC) and Gulf States Marine Fisheries Commission (GSMFC) joint annual meeting so committee members have the opportunity to attend both.

Adjourn – C. Patterson

Action Items

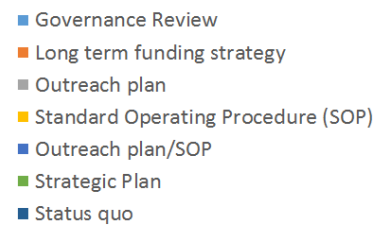
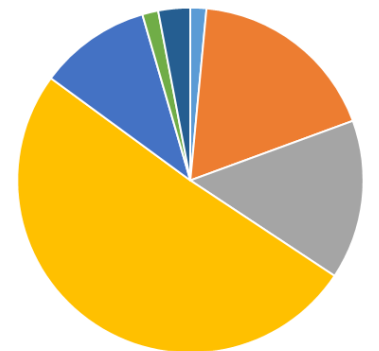
1. The Commercial Technical Committee and the Operations Committee will develop standards for swipe card technology.
2. The Executive Committee will review the budget and send any concerns to C. Patterson in 2 weeks (August 21st). M. Cahall will update salaries to include any raises from the annual performance review by August 7th.
3. The Conflict of Interest recommendation that the Executive Committee will make to the Coordinating Council is full disclosure and recusal of voting when a private entity could receive funding at the Operations and Advisor level of ranking proposals. This will be made into an SOP.

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

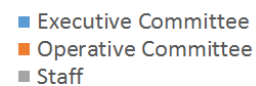
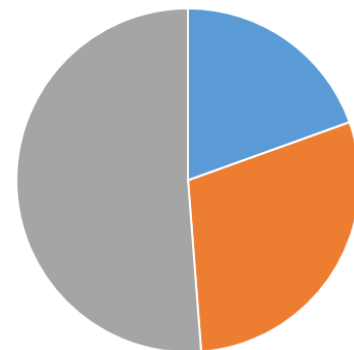
Figure 1



Standard Operating Procedure (See Figure 2)

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

Figure 2



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

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