DRAFT – Appendix E: Terms of Reference for Expedited Stock Assessment Updates

While the ordinary STAR process is designed to provide a general framework for obtaining a comprehensive, independent review of a stock assessment, in other situations a less rigorous review of assessment results is desirable. This is especially true in situations where a “model” has already been critically examined and the objective is to simply update the model by incorporating the most recent data. In this context a model refers not only to the population dynamics model per se, but to the particular data sources that are used as inputs to the model, the statistical framework for fitting the data, and the analytical treatment of model outputs used in providing management advice, including reference points, the allowable biological catch (ABC) and optimum yield (OY). When this type of situation occurs, it is an inefficient use of scarce personnel resources to assemble a 6 person panel for a whole week to evaluate an accepted modeling framework. These terms of reference establish a procedure that can accommodate an abbreviated form of review for stock assessment models that fall into this latter category. However, it is recognized that what in theory may seem to be a simple update, may in practice result in a situation that is impossible to resolve in an abbreviated process. In these cases, it may not be possible to update the assessment — rather the assessment may need to be revised in the next full assessment review cycle.

Qualification

The Scientific and Statistical Committee (SSC) will determine when a stock assessment qualifies for an expedited update under these terms of reference. To qualify, a stock assessment must carry forward its fundamental structure from a model that was previously reviewed and endorsed by a full STAR panel. In practice this means similarity in: (a) the particular sources of data used, (b) the analytical methods used to summarize data prior to input to the model, (c) the actual computer software used in programming the assessment, (d) the assumptions and structure of the population dynamics model underlying the stock assessment, (e) the statistical framework for fitting the model to the data and determining goodness of fit, (f) the weighting of the various data components, and (g) the analytical treatment of model outputs in determining management reference points, including $F_{msy}$, $B_{msy}$, and $B_0$. It is the SSC’s intention to employ an expedited stock assessment update in situations where no significant change in these 7 factors has occurred, other than extending time series of data elements within particular data components used by the model, e.g., adding information from a recently completed survey with an update of landings. In practice there will always be valid reasons for altering a model, as defined in this broad context, although, in the interests of stability, such changes should be resisted when possible. Instead, significant alterations should be addressed in the next subsequent full assessment and review. Nonetheless, there are bound to be occasions where relatively minor changes to a model’s structure are desirable and which could be accommodated under this process. In principle, an expedited update is reserved for stock assessments that maintain fidelity to an accepted modeling framework, but the SSC does not wish to prescribe in advance what particular changes may or may not be implemented. Such a determination will need to be made on a case by case basis.

Composition of the Review Panel

The groundfish subcommittee of the SSC will conduct the review of an expedited stock assessment update. A review panel chairman will be designated by the chairman of the groundfish subcommittee among its membership and it will be the panel chairman’s responsibility to insure the review is completed properly and that a written report of the proceedings is produced. Other members of the subcommittee will participate in the review to the extent possible, i.e., input from all members will not be required to finalize a report. At a minimum, one member of the SSC’s groundfish subcommittee will be needed to conduct a review (i.e., the panel chairman). In addition, the groundfish management team (GMT) and the groundfish advisory panel (GAP) will designate one person each to participate in the review, although the GMT and GAP panelists will serve in an advisory capacity only.
Review Format

Typically, a formal meeting will not be required to complete an expedited review of an updated stock assessment. Rather, materials can be distributed electronically and individuals will largely be expected to interact by email and telephone. Initially, the STAT team that is preparing the stock assessment update will distribute to review panelists a document that summarizes the team’s findings. In addition, council staff will provide panelists with a copy of the last stock assessment reviewed under the full STAR process, as well as the previous STAR panel report. Each panelist will carefully review the materials provided and will be given the opportunity to request further analysis by the STAT team, as coordinated through the panel chairman. A conference call among participants will be arranged by the panel chairman, which will provide an opportunity to discuss and clarify issues arising during the review. A dialogue will ensue among the panelists and the STAT team over a period of time that generally should not exceed one week. Upon completion of the interactive phase of the review, the panel chairman may, if necessary, convene a second conference call to reach a consensus among panel members and will draft a report of the panel’s findings regarding the updated assessment. The whole process should be scheduled to occur within a two week period and the STAT team and panelists should be prepared to complete their work within that timeframe. It will be the chairman’s responsibility to ensure that the review is completed in a timely manner.

STAT Team Deliverables

It is the STAT team’s responsibility to provide a description of the updated stock assessment to the panel at the beginning of the review. To streamline the process, the team can reference whatever material it chooses, which was presented in the previous stock assessment (e.g., a description of methods, data sources, stock structure, etc.). However, it is essential that any new information being incorporated into the assessment be presented in enough detail, so that the review panel can determine whether the update satisfactorily meets the Council’s requirement to use the best available scientific information. Of particular importance will be a retrospective analysis showing the performance of the model with and without the updated data streams. Likewise, a decision table that highlights the consequences of mis-management under alternative states of nature (i.e., old versus new model) would be useful to the Council in adopting annual specifications. Similarly, if any minor changes to the “model” structure are adopted, above and beyond updating specific data streams, a sensitivity analysis to those changes may be required.

In addition to documenting changes in the performance of the model, the STAT team will be required to present key assessment outputs in tabular form. Specifically, the STAT team’s final update document should include the following:

- Title page and list of preparers
- Executive Summary (see Appendix C)
- Introduction
- Documentation of updated data sources
- Short description of overall model structure
- Base-run results (largely tabular and graphical)
- Uncertainty analysis, including retrospective analysis, decision table, etc.
- 10 year harvest projections under default harvest policy for alternative states of nature

Review Panel Report

The expedited stock assessment review panel will issue a report that will include the following items:

- Name and affiliation of panelists
- List of analyses requested by the panel
- Comments on the technical merits and/or deficiencies of the update
- Explanation of areas of disagreement among panelists and between the panel and STAT team
- Recommendation regarding the adequacy of the updated assessment for use in management