

**COUNCIL STAFF WORKLOAD PRIORITIES<sup>1/</sup>**  
**June 18 through September 14, 2001**

Task	Number of Work Days	Percent of Total Work Days (315)
<b>ADMINISTRATIVE</b>		<b>32.5%</b>
Leave (47); Office Move; Staff Mtgs; etc.	83.5	
Budget Planning & Execution, Grant App, & Audit	10.0	
Training (new staff; software; admin regs)	9.0	
<b>INFORMATION, EDUCATION, &amp; OUTREACH</b>		<b>8.7%</b>
Newsletter (June)	4.0	
Routine Info Requests (phone, email, letters)	8.5	
Non-Council Mtgs and Workshops	4.0	
Unanticipated Assignments from Exec Dir	11.0	
<b>COUNCIL MEETINGS</b>		<b>16.5%</b>
Participation in Meeting (Sept)	26.5	
Briefing Book (Sept)	17.5	
Minutes (June)	8.0	
<b>GROUND FISH</b>		<b>33.3%</b>
GMT, Alloc. & other mtgs outside Council mtgs (prep,att, follow-up)	21.0	
Groundfish Strategic Plan Implementation	5.5	
Revise Groundfish Mgmt Process	3.0	
Sablefish Permit Stacking Follow-up	0.5	
Annual Specifications & Mgmt Measures - EA	6.0	
STAR Logistics & Observer Prog	4.5	
Rebuilding Program - Canary, Cowcod, Bocaccio	10.5	
Rebuilding Program - POP, Lingcod, Widow, Dark Blotched	25.8	
AFA Draft FMP	26.3	
Full Retention Analysis	1.0	
Sablefish Endorsement, Setnet Qualification - follow-up	1.0	
<b>COASTAL PELAGIC SPECIES</b>		<b>1.3%</b>
CPS Meetings (Apart from Council Mtgs)	3.0	
Pacific Mackerel Harvest Guideline	0.5	
SAFE Report	0.0	
Squid MSY	0.5	
<b>HIGHLY MIGRATORY SPECIES</b>		<b>1.6%</b>
HMS Mtgs (apart from Council mtgs)	2.0	
Liaison and Coordination	2.0	
Draft FMP Preparation	1.0	
<b>SALMON MANAGEMENT</b>		<b>3.4%</b>
Queets Coho Overfishing Report	2.0	
Inseason Mgmt	3.3	
Update Salmon FMP	3.3	
STT Organization and Planning	2.3	
<b>HABITAT</b> (staffing HSG, including assessment of Queets coho)	1.5	<b>0.5%</b>
<b>HALIBUT MGMT (including sablefish fishery)</b>	0.8	<b>0.2%</b>
<b>MARINE RESERVES</b> (coord & staffing MR Steering Com)	2.0	<b>0.6%</b>
<b>SSC STAFFING</b>	4.0	<b>1.3%</b>
<b>TOTAL</b>	<b>315.0</b>	<b>100.0%</b>
<b>AMENDMENT 10 TO CPS FMP</b>	2.0	
<b>BUY BACK - TRAWL PERMIT STACKING</b>	2.0	
<b>COMMUNITY DOCUMENT - processors, comm &amp; rec fisheries</b>	20.0	
<b>UPDATE CPS FMP</b>	3.0	
<b>MARINE RESERVES EXPANDED PROCESS</b>	?	
<b>REFORMAT DATA IN SALMON REVIEW</b>	11.0	

<sup>1/</sup> Work assignments to deputy director and four staff officers.