

COUNCIL STAFF RETREAT

Situation: The Council staff, joined by the incoming Chairman and the outgoing Chairman, spent parts of three days in early January in a retreat to consider ways of improving service to the Council. The retreat agenda listed the following purposes:

1. To establish a common vision for 2002, including goals, objectives, and approaches for the upcoming year.
 - 1) To establish a mission statement for PFMC.
 - 2) To enhance effectiveness as a team.

Several matters were discussed regarding establishing a common vision for the upcoming year. Some potential goals discussed are workload matters subject to prioritizing by the Council above or below the active assignment line, such as completing the Groundfish FMP Amendment dealing with the American Fisheries Act, completing groundfish rebuilding plans on a particular schedule, etc. Matters of how the Council staff can better approach the broad scope of prioritizable work is perhaps more meaningful for Council consideration in the context of this agenda item. Such matters include the following, in no intended order of priority:

- 3) Integrate the NEPA context thoroughly into all relevant work products
 - align decision processes with NEPA
 - develop standardized document structure
 - improve record of decision making
- 4) Improve workload effort allocation to allow for higher quality of work products
 - determine an accurate assessment of base FMP workload
 - improve workload prioritization capabilities of the Council
 - develop workload planning tools for secretarial/administrative staff
 - improve staff workload estimates by comparison to actual values for time spent accounting
3. Improve communication and coordination among and between staff, Council members, and advisory groups
 - establish standard process for presentations to the Council
 - examine Council meeting agenda strategies to minimize advisory body/staff officer conflicts with ongoing Council meetings (especially Tuesdays); optimize opportunities for Council members attendance at advisory body meetings
 - improve structure and approach of the GMT
 - strengthen working relationships in all areas of Council business
 - launch new website
4. Account for and manage internal growth in an orderly and strategic manner
 - integrate new staff resources to support efficiency, pro-action, issues development, and overall quality
 - document and evaluate fiscal administration procedures

A draft Council Mission Statement was also developed. This draft was further refined by a council staff ad hoc word smithing committee and reviewed by the Council Chairman and Vice Chairman. It is recommended that the Council consider adopting this mission statement for the Council as a whole, that is, as it would apply to Council members, Council staff, and Council advisory bodies. If adopted, this mission statement would be displayed on the Council website, certain letterhead paper, and other areas of prominent visibility. The draft mission statement reads:

The Pacific Fishery Management Council is an open public forum dedicated to the conservation and management of West Coast marine fish stocks, habitat, and fisheries in a sustainable manner while equitably balancing a multitude of related human needs.

Council Task:

1. **Discussion and guidance on approaches for the Council staff to improve services to the Council in 2002.**
2. **Consider adopting a Council Mission Statement.**

Reference Materials: None.

Agenda Order

- a. Agendum Overview
- b. Council Discussion and Guidance

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PFMC
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