

## COUNCIL OPERATING PROCEDURE

### Documentation of Outside Agreements

Approved by Council: 01/14/88

Revised: 04/06/95, **09/17/04**

14

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[editorial note – text in ~~strikeout~~ is a suggested deletion, text in underline is a suggested policy-neutral clarification or previously adopted policy change, **reverse shaded** text is a suggested addition or clarification that represents a potential change in policy, and straight brackets [ ] designate explanatory rationale phrases for suggested revisions.]

### PURPOSE

Some ~~harvest~~ management recommendations adopted by the Council are the result of joint recommendations or agreements among stakeholders ~~users~~ and managers developed outside the direct Council process (e.g., Klamath Fishery Management Council and north of Cape Falcon ~~stakeholder~~~~users~~ and agency meetings). The results of these meetings and specific agreements need to be clearly documented to guide the Council in its preseason deliberations, to assure management intent is not subverted by inseason action, and to allow for participation and understanding by interested or affected persons. Guidelines presented below are provided to assure a clear and sound basis for the Council's management recommendations and to allow for an accurate assessment of the effectiveness of the Council in meeting management objectives.

### REQUIRED DOCUMENTATION

The Council requests documentation of all management recommendations brought before it which represent positions or agreements arrived at in joint agency and ~~stakeholders~~~~users~~ meetings outside the Council's scheduled advisor meetings or public hearings. The Council suggests that one participating agency act as lead agency to document the meeting. Where possible, Council staff will be available to assist the lead agency in this task. The following information should be documented:

1. Date, location, and purpose of the meeting.
2. Meeting participants (indicate designated agency and user group representatives).
3. Identify any affected parties not represented at the meeting.
4. Summarize any consensus or agreement reached at the meeting and/or indicate majority and minority opinions. List specific recommendations to the Council which result from this meeting and the rationale for the recommendations, including compliance with approved management plans and agreements previously available for Council review.
5. Provide a copy of any signed or draft agreement resulting from this meeting that affects Council management.

6. Identify pertinent technical modeling used to arrive at decisions in this meeting and describe coordination with or review by the pertinent Council advisory body ~~Salmon Technical Team~~. Only technical data or models previously recognized by the appropriate entities of the Council, ~~or~~ Pacific Salmon Commission or similar management authority should be utilized.

This information should be available to the Council in writing before the time it is discussed at a Council meeting and will be incorporated in the Council meeting record.

Management recommendations from outside meetings and agreements which become part of the Council's recommended ocean salmon management are evaluated by the Salmon Technical Team in its annual post season review.