

PFMC Council Meeting Secretariat

Purpose and Services Provided

Purpose

The purpose of the PFMC Council meeting Secretariat is to provide specific secretarial services during meetings of the Council.

Services

1. Production and Distribution of Documents

Committee Reports

1.1 Electronic Drafts

Assign agenda item number.
Proof the document for typos and consistent format.
Edit.
Obtain approval of chair or staff officer.
Photocopy.
Distribute per established criteria.

1.2 Hard Copy Drafts

Assign agenda item number.
Prepare an electronic draft in a consistent format.
Obtain approval of chair or staff officer.
Photocopy.
Distribute per established criteria.

Documents from PFMC Staff

1.3 As requested by staff with lower priority than committee reports unless prioritized by the Executive Director.

Public Comments and Other Documents

1.4 Individual Committee Members

No services provided, except when they are writing a Committee report, unless authorized by the Executive Director

1.5 Council Members

Assign agenda item number, if appropriate.
Prepare an electronic draft in consistent format.
Inform Executive Director about the document.
Photocopy.
Distribute with direction from Executive Director.

1.6 General Public

No services provided, except if time allows:

- label public comment documents;
- photocopy; and
- give to Executive Assistant for distribution at time of testimony.

2. Committee Meeting Records and Materials

Records

- 2.1 Responsible for creating sign in sheets and maintaining record of committee attendance.

Materials

- 2.2 Pack box of Committee briefing materials and supplies.
 2.3 Assist in unpacking/packing equipment and documents in committee meeting rooms.

3. Coordinate Meeting Rooms and Equipment

Rooms

- 3.1 Maintain list and assign unused meeting rooms for authorized, impromptu meetings.

Equipment

- 3.2 Maintain list of audiovisual equipment and check out as needed to PFMC staff only.

4. Telephone Messages

PFMC Staff

Deliver or post on message board depending on urgency.

Council Members

Deliver messages to during breaks or to Executive Assistant or Deputy Director anytime during the meeting.

Committee Members

Post on message board located outside Council general session room, or deliver to Committee member or chair depending on urgency of message and work load.

Public

Post on message board located outside Council general session room.

5. Computers, Printer, and Photocopiers

Computers and Printer

PFMC Staff

Two computers reserved for Secretarial use only

One additional computer for Secretarial staff first and other staff when available.

- 5.2 Committee Members
Two computers are available for use in writing committee statements first and other documents only when not needed for priority documents.
- 5.3 Other Public
No computer services available.
- 5.4 Internet and Email Access
When available, may be used for Council business only.

Projectors and Screen

- 5.5 Screen
Two available to be checked out by staff only.
Renting hotel screens must be approved by Carolyn Porter or Renee Dorval.
None are available for public use.
- 5.6 Projectors
Two reserved for general session room only.
Three available to be checked out to PFMC staff only.
None are available for public use.

Photocopiers

- 5.7 Secretariat
There are two copiers in the Secretariat, of which one reserved for Secretarial use only and one is available for use by other staff.
Committee and Council members may request copies to be made for Council business only.
Secretariat will make copies of comments for the public as time permits.
- 5.8 GMT or STT
One copier is available in either the GMT or STT meeting room for use by Committee members to copy documents used for Committee/Council business.

6. *Administrative Record*

- 6.1 The Secretariat collects copies of all materials distributed to and used by the Council during the meeting.
- 6.2 Electronic or hard copies are maintained on file at the Council office. Hard copies are distributed to National Marine Fisheries Service, Northwest Regional Office for their files.