

Council Staff Responsibilities

A Council staff officer will be assigned to coordinate, monitor and document the stock assessment review (STAR) process. The Council staff officer will be responsible for timely issuance of meeting notices and distribution of stock assessment documents, stock summaries, meeting minutes, and other appropriate documents. The Council staff officer will monitor compliance with the Terms of Reference for the 2009-10 groundfish STAR process. The Council staff officer will coordinate materials and presentations for Council meetings relevant to final Council adoption of groundfish stock assessments. Council staff will also collect and maintain file copies of reports from each STAR Panel (containing items specified in the STAR Panel Terms of Reference), the outline for groundfish stock assessment documents, Scientific and Statistical Committee (SSC), Groundfish Management Team (GMT), and Groundfish Advisory Subpanel (GAP) comments and reports, letters from the public, and any other relevant information. At a minimum, the stock assessments (Stock Assessment Team (STAT) reports, STAR Panel reports, and stock summaries) should be published and distributed in the Council annual stock assessment and fishery evaluation (SAFE) document.

A primary role for the Council staff officer assigned to the 2009-10 STAR process will be to monitor STAR Panel and SSC activities to ensure compliance with these Terms of Reference. The Council staff officer will coordinate with the STAR Panel chair and the National Marine Fisheries Service (NMFS) Stock Assessment Coordinator (SAC) in a review of STAT documents to assure they are received on time, are consistent with the Terms of Reference, and are complete. If the STAT materials are obviously not in compliance with the Terms of Reference, the Council staff officer will return the materials to STAT authors with a list of deficiencies, a notice that the deadline has expired, or both. The Council staff officer will attend all STAR Panels to ensure continuity and adherence to the Stock Assessment Terms of Reference. The Council staff officer will identify inconsistencies with the Terms of Reference that occur during STAR Panels and work with the STAR Panel Chair to develop solutions and to correct them. The Council staff officer will review the Executive Summary for consistency with the Terms of Reference. Inconsistencies will be identified and the authors requested to make appropriate revisions in time for the appropriate SSC and GMT meetings, when an assessment is considered. The Council staff officer will also coordinate and monitor SSC review of stock assessments and STAR Panel reports to ensure compliance with these Terms of Reference and the independent review requirements of Council Operating Procedure 4. The Council staff officer will also identify one STAR Panel member with experience conducting west coast groundfish stock assessments.

National Marine Fisheries Service Responsibilities

NMFS Northwest Fisheries Science Center (NWFSC) will provide a SAC to work with the Council, other agencies, groups, or interested persons that carry out assessment work to assist in organizing the STAT and STAR Panels. Since most assessments are conducted by NMFS STATs, the SAC will work with assessment authors to develop a draft list of assessments to be considered by the Council. The SAC also will develop a draft STAR Panel schedule for review by the Council. The SAC will identify two independent STAR panelists following criteria for reviewer qualifications. The SAC will make every effort to identify one independent reviewer

that can attend all STAR Panels to provide consistency among reviews. The costs associated with these two reviewers will be borne by NOAA Fisheries. The SAC will coordinate with STAT authors to facilitate delivery of materials by scheduled deadlines and in compliance with other requirements of these Terms of Reference, to the extent possible and with the assistance of the assigned Council staff officer and the STAR Panel chair.

Following any modifications to the stock assessments resulting from STAR Panel reviews and prior to SSC review, the SAC will assist the Council staff officer in reviewing the Executive Summary for consistency with the Terms of Reference. Inconsistencies will be identified and the authors requested to make appropriate revisions in time for the appropriate SSC and GMT meetings.

PFMC
9/11/08