

DRAFT EXCERPT FROM COUNCIL OPERATING PROCEDURE
Management and Activity Cycles

9

Approved by Council: 07/10/85

Revised: 09/16/87, 04/06/95, 11/03/99, 03/11/05, 11/06/13, 04/10/14, **09/17/14**

PURPOSE

To establish management and activity cycles conducted by the Pacific Fishery Management Council (Council), its advisory entities, staff for the groundfish, salmon, coastal pelagic species, halibut, and highly migratory species fisheries, and administrative matters.

**MANAGEMENT AND ACTIVITY
CYCLES**

Schedule 1 Biennial management cycle and activities related to groundfish management. Schedule 2 Annual management cycle and activities related to salmon management.

Schedule 3 Annual management cycle and activities related to coastal pelagic species management.

Schedule 4 Annual management cycle and activities related to halibut management.

Schedule 5 Biennial management cycle and activities related to highly migratory species management.

Schedule 6 Annual administrative management cycle and activities.

Schedule 7 Fiscal management cycle and activities.

...

SCHEDULE 6. Annual administrative management cycle and activities.

Month	Management Activity
Year-Round	Review any needed changes in the Council's policies and procedures for revisions to the Statement of Organizations, Practices, and Procedures. Fill vacancies in advisory body positions as necessary. Plan staff workload and Council meeting agendas.

SCHEDULE 6. Annual administrative management cycle and activities.

Month	Management Activity
June	Elect Council Chair and Vice Chair., effective August 11.
September	Every third year, review composition of the SSC and advisory subpanels and request nominations to fill the next three-year term. Provide guidance on administrative and programmatic budget issues.
November	Every third year, appoint membership of the SSC and advisory subpanels for three-year terms beginning January 1. Annually provide guidance on administrative and programmatic budget issues.

SCHEDULE 7. Fiscal management cycle and activities.

Month	Management Activity
<u>Five Year Grant</u>	
<u>First Meeting</u>	<u>Every fifth year (following 2014), Council staff prepares for the Council’s Budget Committee consideration a draft comprehensive five-year grant application that documents proposed Council priorities to be pursued in the first year of the grant together with detailed, first-year fiscal implications, and which proposes broader Council priorities to be pursued in the succeeding four years.</u>
<u>Second Meeting</u>	<u>Budget Committee considers, approves and forwards the five-year grant application for Council consideration. Council adopts its five-year grant application and submits to NMFS for approval.</u>
<u>As Appropriate</u>	<u>Council staff prepares any application for extension of the five-year grant with information related to financial balances and performance obligations remaining within the grant for the Council’s Budget Committee consideration, approval and forwarding for Council consideration. Council approves the application for extension at the earliest opportunity, including potentially at the same meeting, and submits to NMFS for approval.</u>
<u>Annual Budget</u>	
<u>September</u>	<u>Council Staff prepares for consideration by the Budget Committee a proposed preliminary annual budget for Council operations which documents all major aspects of the Council’s fiscal affairs and identifies balances, performance obligations, potential amounts and sources of current and future fiscal year funding, current and projected costs of activities, and addresses multi-year cash-flow</u>

needs, staffing stability and other contingencies while generally associating higher priority Council activities with secure funding sources.

November Budget Committee modifies/approves the proposed preliminary budget and forwards recommendations to the Council for approval at the earliest opportunity, including potentially at the same for provisional use beginning January 1 of the next year.

When Appropriate At the first opportunity following Congressional appropriations, confirmation of fiscal assumptions, updates, and resolution of uncertainties contained in the preliminary annual budget, Council staff prepares updated final annual budget for Budget Committee review, approval, and forwarding to the Council for approval at the earliest opportunity, including potentially at the same meeting.

Independent Audit

September Council Staff provides a report to the Budget Committee which summarizes findings of an annual, independent audit of the Council's financial practices, together with a summary of the Council's response to the audit's findings.