

COUNCIL OPERATING PROCEDURE
Management and Activity Cycles

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11/21/16, **9/18/17**

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 1. Biennial management cycle and activities related to groundfish management.

Year	Month	Entity and Management Activity
Year 1	September	<p>To begin development of specifications for the next biennial management period (Years 3 and 4), the <i>Groundfish Management Team (GMT) and Scientific and Statistical Committee (SSC)</i> review and incorporate new impact assessment methodologies, including new observer data from January through December of the previous year, approve stock assessments completed in Year 1, and recommend appropriate harvest specifications.</p> <p><i>GMT and Groundfish Advisory Subpanel (GAP)</i> meet to review current fishery status to inform <i>Council</i> action on routine inseason management recommendations², as necessary for Year 1.</p>
Year 1 (cont.)		<p><i>GMT</i> and <i>GAP</i> provide recommendations to inform <i>Council</i> action on harvest specifications and management measures for Years 3 and 4.</p> <p><i>Council</i> adopts final modeling methodologies, stock assessments for the next biennial period for Years 3 and 4, final preferred overfishing limits (OFLs) and sigmas, as recommended by the SSC.³ The Council will also adopt a range of P*/acceptable biological catches (ABCs), if applicable, including preliminary preferred values.</p> <p><i>Council</i> will provide initial fishery management guidance, including a preliminary range of management measures necessary to keep catch within or attain a specification or to address a habitat or protected resources concern for analysis and implementation in Years 3 and 4.</p>
	October	<p><i>SSC Groundfish Subcommittee</i> meets to review overfished species rebuilding analyses as well as any stock assessments approved for further review by the Council at the “mop-up” stock assessment review panel for Years 3 and 4.</p> <p><i>GMT</i> meets to review new stock assessments and rebuilding analyses. <i>GMT</i> drafts a recommended range of ACLs and preliminary management measures for consideration at the November Council meeting for Years 3 and 4.</p>
	November	<p><i>Coastal treaty tribes</i> initiate allocations and/or regulations specific to the tribes by written request to the Council and NOAA’s Regional</p>

² Routine management measures have been previously analyzed and are defined in regulation and include adjustments to rockfish conservation area boundaries and most trip limits, bag limits and size limits. Routine measures may be changed after a single Council meeting.

³ Council action could be postponed from September to November for any stock assessments recommended for further review by the SSC.

SCHEDULE 1. Biennial management cycle and activities related to groundfish management.

Year	Month	Entity and Management Activity
Year 1 (cont.)		<p>Administrator prior to the November Council meeting for Years 3 and 4.</p>
		<p><i>GMT and GAP</i> meet to review current fishery status and develop routine inseason management recommendations to inform <i>Council</i> action, as necessary for Years 1 and 2.</p>
		<p><i>GMT and GAP</i> provide recommendations to inform <i>Council</i> action on harvest specifications and management measures for Years 3 and 4.</p>
Year 1 (cont.)		<p><i>Council</i> adopts rebuilding analyses and any assessments sent to the SSC Groundfish Subcommittee for review as recommended by the SSC. <i>Council</i> adopts final preferred P*/ABCs; preliminary preferred non-overfished species ACLs, and, if necessary; a range of overfished species ACLs and preliminary preferred ACLs for overfished species for Years 3 and 4.</p>
		<p><i>Council</i> selects a range of 2-year allocations, final range of management measures for detailed analysis necessary to keep catch within or attain a specification or to address a habitat or protected resources concern, and preliminary exempted fishing permit (EFP) applications for Years 3 and 4.</p>
		<p><i>GMT</i> meets to review and analyze Council actions relative to harvest specifications and management measures provided in Year 1, if necessary, for Years 3 and 4.</p>
Year 2	January	<p><i>GMT</i> meets to review and analyze Council actions relative to harvest specifications and management measures provided in Year 1, if necessary, for Years 3 and 4.</p>
	March	<p><i>GMT and GAP</i> meet to review current fishery status and routine inseason management recommendations to inform <i>Council</i> action, as necessary for Year 2.</p>
		<p><i>GMT and GAP</i> provide recommendations to inform <i>Council</i> action on harvest specifications and management measures for Years 3 and 4, if necessary.</p>
		<p><i>Council</i> receives an informational briefing on selected results of the harvest specifications and management measures analysis for Years 3 and 4, if requested. The <i>Council</i> may be asked to provide guidance or take action on emerging issues, as necessary.</p>

SCHEDULE 1. Biennial management cycle and activities related to groundfish management.

Year	Month	Entity and Management Activity
	April	<p>GMT and GAP meet to review Pacific whiting harvest specifications and management measures as well as current fishery status and routine inseason management recommendations for Year 2.</p> <p>GMT and GAP provide recommendations to inform Council action on harvest specifications and management measures for Years 3 and 4.</p> <p>Council recommends routine inseason management adjustments as necessary for Year 2.</p>
Year 2 (cont.)		<p>Consistent with the U.S./Canada agreement, the Council considers the harvest specifications recommended by the Joint Management Committee and confirms or recommends a lower U.S. TAC. The Council recommends set-asides and any adjustments to management measures for the Pacific Whiting fishery in Year 2.</p> <p>Council adopts preliminary management measures for public review and final harvest specifications for Years 3 and 4.</p>
	June	<p>Coastal treaty tribes refine requests for allocations and/or regulations specific to the tribes by written notice to the Council and NOAA’s Regional Administrator prior to the June Council meeting for Years 3 and 4.</p> <p>GMT and GAP meet to review current fishery status and routine inseason management recommendations, as necessary for Year 2.</p> <p>GMT and GAP provide recommendations to inform Council action on harvest specifications and management measures for Years 3 and 4.</p> <p>Council recommends routine inseason management adjustments, as necessary for Year 2.</p> <p>Council adopts final EFP applications and management measures as well as any corrections to harvest specifications for implementation by NMFS for Years 3 and 4.</p> <p>Council adopts a draft calendar and prioritized list of new management measures⁴ to be analyzed outside of the harvest</p>

⁴ New management measures are those not previously analyzed and implemented in regulation.

SCHEDULE 1. Biennial management cycle and activities related to groundfish management.

Year	Month	Entity and Management Activity
		specifications and management measures process. This process occurs biennially.
	July	Council staff and <i>GMT</i> complete analyses and NEPA documents, as necessary, for biennial management specifications and submit them to NOAA Years 3 and 4.
	September	<i>GMT, GAP, and Council</i> participate in routine inseason management activities and off-year activities, as appropriate for Year 2.
	November	<i>GMT, GAP, and Council</i> participate in routine inseason management activities and off-year activities, as appropriate for Years 2 and 3.
Year 3 ¹	January	<i>U.S. Department of Commerce</i> implements harvest level specifications and management measures for next biennial management period (Years 3 and 4).
	March	<i>GMT, GAP, and Council</i> participate in routine inseason management activities and off-year activities, as appropriate for Year 3.
	April	<i>GMT and GAP</i> meet to review Pacific whiting harvest specifications and management measures as well as current fishery status and routine inseason management recommendations for <i>Council</i> action, as necessary for Year 3.
		Consistent with the U.S./Canada agreement, the <i>Council</i> considers the harvest specifications recommended by the Joint Management Committee and confirms or recommends a lower U.S. TAC. The <i>Council</i> recommends set-asides and any adjustments to management measures for the Pacific Whiting fishery in Year 3.
	June	<i>GMT, GAP, and Council</i> participate in routine inseason management activities and off-year activities, as appropriate for Year 3.
	September	Repeat management activities of September in Year 1 to begin development of next biennial cycle.

¹ GMT generally meets in January, July, and October to review and discuss groundfish management issues, including stock assessments and STAR Panel reviews.

SCHEDULE 2. Annual management cycle and activities related to salmon management. ¹

Month	Entity and Management Activity
January	<i>Salmon Technical Team (STT)</i> meets to draft annual fishery review for the previous season.
February	<i>STT</i> meets to draft the report providing projected stock abundances and potential management measure impacts.
March	<i>Council</i> meets to adopt no more than three annual salmon fishery management alternatives and conducts public hearings (hearings may extend into April). <i>Salmon Advisory Subpanel (SAS)</i> meets with the Council to develop initial annual management alternative recommendations.
March (cont.)	<i>STT</i> meets to develop impact analyses of the Council's proposed annual management alternatives, identifies management concerns, and participates in public hearings.
April	<i>Council</i> meets to adopt final annual salmon fishery management measures. <i>STT and SAS</i> meet with Council to assist in selection and analysis of final annual management measures. <i>SSC</i> meets to identify methodology issues which merit review, informs the Council of methodologies selected for review, and establishes a review schedule. <i>U.S. Department of Commerce</i> reviews and implements the Council's recommendations in time for May 1 season opening.
May through October	<i>Council, STT, and National Marine Fisheries Service (NMFS)</i> monitor fisheries to implement inseason management provisions, as necessary.
October or November	<i>SSC, STT, and SAS</i> meet with Council to provide direction as needed, especially with regard to the review of prediction and harvest impact modeling procedures, conservation objectives, and the annual management measure process.

¹ For additional detail, see operating procedure for "Annual Salmon Management Process."

SCHEDULE 3. Management cycles and activities related to coastal pelagic species management.

Month	Entity and Management Activity
PACIFIC MACKEREL	
<p>Pacific mackerel assessments will be conducted on a rotating cycle. Every four years, a full assessment is conducted, and every alternating four years an update assessment is conducted. Annual specifications are set on a biennial basis. In assessment years (either full or update), the following schedule will be followed:</p>	
April	<i>Assessment authors</i> prepare draft assessment documents.
May	<i>Coastal Pelagic Species Management Team (CPSMT), Coastal Pelagic Species Advisory Subpanel (CPSAS), and public</i> review draft assessments, executive summaries, and recommended harvest guidelines.
June	<p><i>Assessment authors</i> submit final assessments, executive summaries, and recommended harvest guidelines to Council staff for inclusion in June Council meeting briefing book.</p> <p><i>SSC</i> reviews assessments, executive summaries, and recommended harvest guidelines.</p> <p><i>Council</i> adopts annual harvest level specifications and management measures. Annual harvest level specifications for Pacific mackerel are adopted for two consecutive fishing years.</p> <p><i>U.S. Department of Commerce</i> implements annual harvest level specifications and management measures, for two consecutive fishing years. Pacific mackerel season opens July 1.</p>
March	<i>Council</i> may consider inseason action to transfer unused incidental set-aside to the directed fishery.
PACIFIC SARDINE	
February	<i>Assessment authors</i> prepare draft assessment documents.
March	<i>CPSMT, CPSAS, and public</i> review draft assessment, executive summary, and recommended harvest guideline.
April	<p><i>SSC</i> reviews assessment, executive summary, and recommended harvest guideline.</p> <p><i>Council</i> adopts annual harvest level specification and management measures.</p>

SCHEDULE 3. Management cycles and activities related to coastal pelagic species management.

Month	Entity and Management Activity
	<i>U.S. Department of Commerce</i> implements annual harvest level specification and management measures. Pacific sardine season opens July 1.

MONITORED SPECIES

The CPS FMP characterizes monitored stock management as tracking trends in landings, and qualitative comparison to available abundance data, but without periodic stock assessments or periodic adjustments to target harvest levels. After harvest specifications have been established, they will remain in place until the Council takes action to adjust the harvest specifications, or to move a monitored species to active management. If the Council wishes to adjust harvest level specifications or management measures, the process will follow that for Pacific mackerel and Pacific sardine. Assessment authors will present a draft stock assessment in advance of a review by the CPSMT, CPSAS, and the public. Final assessments and recommended harvest specifications and management measures will be included in the appropriate briefing book, for review by the SSC. The Council adopts final specifications, and the U.S. Department of Commerce implements the harvest specifications and management measures.

NOTE: The Stock Assessment and Fishery Evaluation (SAFE) document for coastal pelagic species will be prepared and presented in two sections. The main section will be submitted at the June Council meeting. This portion of the SAFE will include the annual Pacific mackerel and Pacific sardine assessments, evaluation of the fisheries based on the calendar year, and the status of monitored species. The second (supplemental) section will include any relevant information regarding the status of the CPS fisheries. The supplemental section, when compiled, will be presented at the November Council meeting.

SCHEDULE 4. Annual management cycle and activities related to Pacific halibut management.

Year	Month	Entity and Management Activity
Year 1	September	<i>Council</i> receives a report on the status of the current Pacific halibut fishery. With regard to next year’s season (Year 2), the <i>Council</i> hears management recommendations from the states and public; and, if necessary, adopts for public review proposed changes to recreational season structuring, Federal regulations, and minor changes to the Pacific halibut catch sharing plan for fisheries in Year 2 (e.g., opening dates, days per week, early season/late season ratios, and port/area sharing). <i>SSC</i> reviews proposed halibut bycatch estimates or other halibut estimation methodologies as necessary prior to NMFS submission to the International Pacific Halibut Commission (IPHC).
	September or October	<i>States</i> conduct public workshops on the proposed changes to the catch sharing plan or sport fishery measures, as appropriate.

SCHEDULE 4. Annual management cycle and activities related to Pacific halibut management.

Year	Month	Entity and Management Activity
	October or November	<i>Council</i> receives a report on the status of the current Pacific halibut fishery. Within the scope of the proposed changes formulated at the September meeting and with further public input, the <i>Council</i> adopts recommendations for management changes to be implemented by NMFS in the catch sharing plan and Federal regulations governing Pacific halibut fisheries in the coming season (Year 2).
Year 1 (cont.)	November through January	<p><i>IPHC</i> staff distributes draft documents that impact Area 2A to the Council office and NMFS.</p> <p><i>Council</i> will host a meeting (webinar or in-person) of the Area 2-A governmental management entities, Council members, and appropriate advisory panel members after the IPHC’s interim meeting. The purpose of the meeting will be to assist the management entities in coordinating their input to the IPHC annual meeting and to prepare the Council representative for the annual meeting. The meeting will be open to the public and the meeting agenda will provide for a public comment period.</p>
Year 2	January	<i>IPHC</i> meets to establish quotas for each management area.
	February	<i>NMFS</i> publishes proposed rule to implement catch sharing plan and prepares appropriate NEPA documents.
	March	<p><i>Council</i> adopts, for public review, a range of landing restrictions for incidental halibut harvest in the non-Indian troll salmon fishery for the May 1-April 30 period. If necessary, the Council recommends inseason action to modify previously set April 1-30 landing restrictions.</p> <p>If necessary, the Council adopts final incidental landing restrictions for the commercial longline sablefish fishery north of Point Chehalis, Washington.</p> <p><i>Council</i> holds public hearings to receive input on salmon fishing alternatives and incidental halibut landing limit options in the non-Indian salmon troll fishery for the May 1 to April 30 period.</p>
	April	<i>NMFS</i> publishes final rule to implement catch sharing plan and for incidental retention of Pacific halibut in the commercial non-Indian troll fishery and the longline sablefish fishery north of Point Chehalis as appropriate.

SCHEDULE 4. Annual management cycle and activities related to Pacific halibut management.

Year	Month	Entity and Management Activity
		<i>Council</i> adopts final recommendations for incidental harvest in the non-Indian troll salmon fishery for the May 1 to April 30 period.
	May through September	<i>NMFS</i> regional director makes inseason adjustments to sport seasons, the non-Indian commercial troll salmon fishery, and the directed fixed gear sablefish fishery north of Point Chehalis, as necessary. The <i>IPHC</i> closes the non-Indian directed commercial halibut fisheries when quotas are projected to be met.

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

Year	Month	Entity and Management Activity
Even-Numbered Years	September	<i>Highly Migratory Species Management Team (HMSMT)</i> provides update to the Council on status of the HMS fisheries and, as appropriate, proposed adjustments to the numerical estimates of MSY, OY, and SDC in a preliminary SAFE report. If necessary, Council directs HMSMT to prepare draft regulatory analysis to implement revised estimates of reference point values, ACLs or other harvest objectives and/or management measures.
	November	Council adopts final recommendations to NMFS, Department of State, and Congress for international measures to end overfishing and/or rebuild stocks and proposed regulations necessary for domestic fishery management.
Odd-Numbered Years	March	Council adopts final action and submits to NMFS for approval

NMFS implements domestic fishery management regulations as soon as practicable after Council final action while fulfilling applicable statutory requirements related to rulemaking.

As detailed above the HMS FMP established a biennial management cycle with the regulatory/statistical year April 1 to March 31, which provides sufficient time for data analysis, provides for timely response to fishery problems, and allows most fishers adequate access to the management process, as scheduled.

The Council would schedule HMS for the September, November, and March Council meetings.

Under this biennial cycle, the HMSMT would conduct ongoing reviews of HMS fisheries and stock status. The HMSMT would prepare an annual SAFE document for the Council’s September meeting.

This management cycle may be altered to a different annual or multi-year management cycle by majority vote of the Council without necessity of an FMP amendment, provided the Council gives six-month advance notice to the public of any intent to alter the management cycle.

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.
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
	Five Year Grant
First Meeting	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.
Second Meeting	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.
As Appropriate	Council staff prepares and submits any necessary application for extension of the five-year grant with information related to financial balances and performance obligations remaining within the grant, immediately informing the Chair of the Budget

Committee of the application, and briefing the Budget Committee of the circumstances at its next meeting.

Annual Budget

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| September | 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 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 and 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

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| 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. |
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