

## Council Staff Workload and Timeline of Council Actions

Updated 9/21/2017

<b>GROUND FISH ISSUES</b>	<b>Council Staff</b>	<b>NMFS Input</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
Observer Tending Scoping	Diana Evans	lead	Oct-17			
Observers disembark location	Diana Evans	major contributor	Feb-16			On hold pending other priorities
Observer deployment tender trip definition and transfer	Diana Evans	lead				On hold; discuss priority in conjunction with ADP and Annual Report reviews
Observer Insurance Requirements	Diana Evans	lead				On hold pending NMFS workshop report in Fall 2017
EM Integration	Diana Evans, Sam Cunningham	lead	4/14/2014, Oct-14, Dec-14, Feb-15, 6/15; 10/15, 2/16	Oct-16	Dec-16	implementation January 2018; Review policy directive in December 2017; EM funding transition through October 2018.
Fixed Gear CV Rockfish Retention	Jon McCracken	major contributor	Dec-17			Discussion paper initiated in October 2016
GOA Trawl B season stranded cod	Sam Cunningham, Jim Armstrong	Input	Dec-17			Discussion paper initiated in December 2016
WGOA C/D season Chinook Salmon PSC	Jim Armstrong, Sam Cunningham	Input	Dec-17			Discussion paper initiated in December 2016
WGOA Pollock Trip Limit	Sam Cunningham, Jim Armstrong	Input	Dec-17			Discussion paper initiated in December 2016
WGOA Halibut PSC Timing	Jim Armstrong, Sam Cunningham	Input	Dec-17			Discussion paper initiated in December 2016
BSAI Halibut PSC Deck Sorting	Diana Evans	lead	2/1/2016, 12/16			Review EFP in October 2017; Analysis update in February 2018
Biomass based BSAI Halibut PSC Limits	Diana Stram, Sam Cunningham	major contributor; IPHC staff	12/1/2015, 4/16, 10/16, 4/17, 6/17, 10/17			Review working group report in October
AFA/Crab Small Sideboards	Jon McCracken	Input	Jun-17			
Bering Sea Cod Trawl CV Participation	Jon McCracken	major contributor	Dec-17			Initiated April 2017
Squid to Ecosystem Component Category	Diana Stram, Jon McCracken	Input		Feb-17	Jun-17	Proposed rule in preparation
Salmon Genetics spatial/temporal	Diana Stram	AFSC, ADF&G	4/16, 12/16; 4/18			

**GROUND FISH ISSUES -  
continued**

	<b>Council Staff</b>	<b>NMFS Staff</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
CGOA Rockfish Program Review	Jon McCracken, Darrell Brannan	tracking			Oct-17	Workplan reviewed in April 2017
GOA CV Chinook PSC Limit adjustments	Sam Cunningham	AKRO		Dec-17		
Bering Sea Snow Crab PSC limits	Diana Stram	AFSC, AKRO input on M&E				Initiated analysis in February 2016
Bristol Bay Red King Crab PSC	Diana Stram	AFSC, AKRO input on M&E	Feb-17			Initiated discussion paper in Feb 2016
GOA Tanner Crab observer/effort data	Jim Armstrong	tracking; AFSC input	Jun-17			Followup discussion paper initiated in June 2017
Halibut DMRs	Jim Armstrong, Mike Fey	input; IPHC	4/16,10/16			New calculation methodology for 2017 and beyond; adopted as part of specifications in December 2016
Bering Sea YFS TLAS Fishery Limited Entry	Jon McCracken	AKRO	Feb-16	Feb-17	Jun-17	Proposed rule in preparation

**CRAB ISSUES**

	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
BSAI crab control rules and uncertainty	Diana Stram	tracking; AFSC input	Oct-16			Annual report by Crab Plan Team
AI RKC stocks in the FMP	Jim Armstrong	tracking; ADF&G input	Feb-16			On hold pending outcome of UCIDA case
BSAI Crab FMP Update	Diana Stram, Sarah Marrinan	AFSC input				Housekeeping to bring FMP up to date

**HALIBUT/SABLEFISH ISSUES**

	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Discussion Paper</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
Area 4 leasing options for CDQ	Sarah Marrinan	major contributor	Dec-15	Feb-17	Jun-17	Proposed rule in preparation
Halibut Retention in BSAI Sablefish Pots	Sam Cunningham	major contributor	Oct-17			Discussion paper tasked in June 2017
Charter Halibut permit registration	Sarah Marrinan	major contributor		Oct-17		Discussion papers tasked in April 2016 and Dec 2016
Charter Halibut permit ownership caps	Sarah Marrinan	lead	Dec-17			Discussion paper tasked in December 2016
Charter Halibut permit Latent Capacity	Sarah Marrinan	lead	Dec-17			Discussion paper tasked in December 2016

E1 Staff Tasking Status  
October 2017

IFQ Medical Lease Provision	Darrell Brannon, Sam Cunningham	major contributor	Feb-18			
IFQ Beneficiary Designation	Darrell Brannon, Sam Cunningham	major contributor	Feb-18			
Sef-guided halibut rental boats	Steve MacLean	OLE input	Dec-17			Discussion paper tasked in June 2017
Mixing of guided and unguided halibut	Jon McCracken	OLE input	Feb-17	Oct-17		Analysis initiated in February 2017

**OTHER MANAGEMENT ISSUES**

	Council Staff	NMFS RO Staff	Report	Initial Review	Final Action	Notes
EFH 5-Year Review	Steve MacLean	NMFS HD, AFSC science input	4/1/2014, Feb-15, Oct 2016	Dec-16	Apr-17	FMP Amendments in progress
Arctic Exploratory Fishing Best Practices	Steve MacLean		Feb-18			Discussion paper tasked June 2017
Ecosystem Committee EBFM action plan	Steve MacLean	n/a	2/1/2014; 10/14; 10/15			Long term development of EBFM
Annual Co-op reports: AFA, Am 80, CGOA Rockfish, Crab	Jon McCracken Sarah Marrinan	tracking	every April	n/a	n/a	Annual Reports from Industry (April)
Observer Program	Diana Evans	lead	every June&Oct	n/a	n/a	Updates as needed; Annual report (June) and deployment plan (Oct)
EFH Consultation Process	Steve MacLean	lead	every June and Dec	n/a	n/a	Biannual Reports from NMFS; standardized review procedure
Halibut Management Framework	Witherell		Oct-16			Revised per Council direction
Annual Halibut charter recommendations	Steve MacLean	tracking	every Dec	n/a	n/a	Committee meeting after October Council meeting. Council develops recommendations every December meeting; requires ADF&G staff analysis
Research Priorities	Armstrong, Fey	n/a	June meetings	n/a	n/a	Developing a new tracking report for research priorities. Council reviews in June. Update in February based on plan team input
Crab, Scallop, Groundfish plan team and SAFE reports	Stram, Armstrong	AFSC	most meetings	n/a	n/a	Major Council staff workload; Peggy assisting with document preparation
Groundfish Policy Workplan	Jim Armstrong	AKRO	Apr-17			Reviewed annually
Social Science Planning Team	Cunningham, Marrinan	AFSC	Jun-17			Meeting via teleconference in November 14, 2017
Salmon FMP Amendment	Armstrong	Lead	Apr-17			Outreach scheduled for October 2017
Bering Sea Fishery Ecosystem Plan (FEP)	Diana Evans	AFSC	4/1/2015; 12/15	Dec-17		FEP team working on development of preliminary draft for December 2017.

**CURRENT OTHER PROEJCTS**

Analytical template (EA/RIR/IRFA)	Diana Evans	We are revising a standardized analytical template to improve our analytical content and speed the regional and GC review process.
Current Issues Glossy	Diana Evans	We are updating our Current Issues brochure for publication in the future
Community Profiles Glossy	Mike Fey	An overview of fishing communities affected by federal fishing regulations; published June 2016
Groundfish Species Profiles	Jim Armstrong, David Witherell	Being distributed. Please contact the Council office if you would like copies.
Protected Species Glossy	Steve MacLean	Similar to the groundfish and fleet profiles, we are preparing a overview of protected species affected by federal fisheries.
Update Reference Manual, Personnel Rules, other guidance	David Witherell, Diana Evans	These manuals are being developed and updated. AP Handbook approved in Oct 2016. SSC Handbook in development.
FMP Updates	Diana Stram, Jim Armstrong, Sarah Marrinan	Ongoing updates of our FMPs with recently approved amendment language. Crab FMP in need of full overhaul.
Guide to Groundfish Stock Assessments	Jim Armstrong	Updating previous laymans guide
Groundfish Amendment Summaries		BSAI summaries published June 2016.
Groundfish FMP Summaries Glossy		Our 2012 summer intern (Ben Williams) revised groundfish FMP summaries to make them more accessible to the general public. Still needs work

**ONGOING ADMINISTRATIVE WORK**

**Notes**

Preparation for and attendance of staff at other agency meetings (IPHC, BOF, NPRB, PSMFC, AMSS, Council training, etc)	Liaison staff	Staff gives presentations and participates at meetings of partner agencies, and responds to requests for presentations at various venues.
Preparation and attendance at national and international meetings and symposia (IPHC, NPFC, ICC, CCC, Wakefield)	Witherell, et al.	Significant obligations primarily for CCC related activities. NPFMC takes CCC chairmanship in 2018
Staffing and minutes preparation, briefing materials and presentation preparation for Council meetings; preparation of newsletter	All staff	Each Council meeting effectively uses up 3 weeks of each staff persons time. Meeting minutes take several weeks to prepare. Significant workload
Staffing and minutes preparation for standing Council committees (Ecosystem, Enforcement, Charter Halibut, OAC, PNCIAC, SSLMC, ROC, etc.)	All staff	Staff plans and attends meetings of various Council committees, and prepares minutes of these meetings. Significant workload

**ONGOING ADMINISTRATIVE WORK - continued**

**Notes**

Document review, staff administration and oversight, correspondence, etc.	David Witherell, Diana Evans	Administrative duties require a substantial portion of each day.
Website maintenance, Council minutes	Maria Shawback, other staff	Maintenance of the website requires regular updates and posting of new information.
Phones, wordprocessing, document compilation, copying, filing, office supplies, etc.	Peggy Kircher	Maintenance of the website requires regular updates and posting of new information.
Response to FOIA Requests and Administrative Records for litigation	Shawback, other staff	Some requests for records can require long search and copying times (for which we are not reimbursed), as well as transcriptions of audio files.
Budgets, finance and operations; biennial audit	Nicole Schmidt, David Witherell, Diana Evans	Bills paid, bank statements reconciled, meeting arrangements/contracts, human resources, etc. Significant workload. Biennial audit April/May 2015
Miscellaneous professional obligations (NPRB reviews, participation on scientific and advisory committees, professional presentations and publications)	All staff	Staff participates on various Scientific/Advisory Committees, peer reviews NPRB proposals, publishes papers and presents at scientific meetings.
Fishery Evaluations, Reviews and Certifications	All staff	Staff contributes to reviews and status evaluations for MSC certifications, Global Trust Certifications, Fish Watch, CIE Reviews, etc.
Public Outreach	All staff	Staff prepares public outreach brochures, provides talks to students and delegations from other countries, and does rural outreach work as needed.
Legislation tracking and response	David Witherell	Potential for MSA reauthorization in 2018 - considerable workload in responding to various draft legislation.

Note: While not a legal requirement, the **target** date for release of documents in advance of Council meetings is as follows:

**Short Discussion Papers:** 1 week

**Initial Review Analyses:** 2 weeks

**Final Action Analyses:** 4 weeks