

# Council Staff Workload and Timeline of Council Actions

Updated 9/15/2016

GROUND FISH ISSUES	Council Staff	NMFS Input	Discussion Paper	Initial Review	Final Action	Notes
GOA Trawl Bycatch Management	Sam, Darrell, Jim	major contributor; GC input	4/14, 10/14, 10/15, 12/15, 2/16, 6/16			Preliminary analysis in Dec 2016
Observer Lead Level 2	Diana Evans	major contributor	Oct-16			Discussion paper in October 2016
Observer fee collection methods	Diana Evans	lead				On hold until Council tasks staff
Observer exemption for de minimus IFQ	Diana Evans	lead				On hold until Council tasks staff
Observer requirements for multiple area fishing	Diana Evans	lead				On hold until Council tasks staff
Observers disembark location	Diana Evans	major contributor	Feb-17			Discussion paper initiated in February 2016
Observer deployment tender trip definition and transfer	Diana Evans	lead				Discussion paper initiated in February 2016; discuss priority in conjunction with the 2017 adp
Observer Insurance Requirements	Diana Evans	lead				On hold pending national workshop scheduled for fall 2016
EM Integration	Diana Evans, Sam Cunningham	lead	4/14/2014, Oct-14, Dec-14, Feb-15, 6/15; 10/15, 2/16	Oct-16		Analysis to integrate EM into observer program initial review in Oct 2016
BSAI Halibut PSC Deck Sorting	Diana Evans	lead	2/1/2016, 12/16			Report in April 2017
Biomass based BSAI Halibut PSC Limits	Diana Stram	major contributor; IPHC staff	12/1/2015, 4/16, 10/16			Review working group report
AI Offshore sector limited entry and AI Pcod seasonal apportionment	Jon McCracken	major contributor	Apr-16			
AFA Program Review	Jon McCracken	Input from AFSC	Dec-15	Feb-17		
Squid to Ecosystem Component Category	Diana Stram, Jon McCracken	AFSC, ADF&G		Feb-17		First initial review was in June 2016
Salmon Genetics spatial/temporal	Diana Stram	AFSC, ADF&G	4/16, 12/16			Report in December 2016
GOA Gear specific skate MRAs	Steve MacLean	major contributor				Initiated discussion paper in April 2016

**GROUND FISH ISSUES -  
continued**

	Council Staff	NMFS Staff	Discussion Paper	Initial Review	Final Action	Notes
VMS Requirements	Jon McCracken	tracking	12/12; 12/13; 12/14, 12/15.			being discussed by Enforcement Committee with precepts paper
Bering Sea Snow Crab PSC limits	Diana Stram	AFSC, AKRO input on M&E	Feb-17			Initiated analysis in February 2016
Bristol Bay Red King Crab PSC	Diana Stram	AFSC, AKRO input on M&E	Feb-16			Initiated discussion paper in Feb 2016
GOA tendering	Jon McCracken	AKRO	2/1/2014, Feb-15, Feb 2016			Will be reported by NMFS annually in December B2 reports
Halibut DMRs	Jim Armstrong, Mike Fey, Diana Evans	input; IPHC	4/16,10/16			Working on revising the calculation methodology for 2017 and beyond
Bering Sea YFS TLAS Fishery Limited Entry	Jon McCracken	AKRO	Feb-16	Feb-17		Initiated analysis in February 2016

**CRAB ISSUES**

	Council Staff	NMFS RO Staff	Discussion Paper	Initial Review	Final Action	Notes
BSAI Crab 10 Year Review	Sarah Marrinan	input from AFSC	Feb-15		Jun-16	Determined to be complete and final in June 2016
BS Tanner Crab Custon Processing Cap	Jon McCracken	major contributor				Additional solutions requested in June 2016
BSAI Crab Modeling Workshop	Diana Stram	tracking; AFSC input	Feb-17			Report from working group in February
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	Feb-17		Analysis initiated in Febraury 2016
Crab binding arbitration formula	Sarah Marrinan	major contributor				Discussion paper tasked in June 2016
BSAI Crab FMP Update	Diana Stram	AFSC input				Housekeeping to bring FMP up to date

**HALIBUT/SABLEFISH ISSUES**

	Council Staff	NMFS RO Staff	Discussion Paper	Initial Review	Final Action	Notes
Halibut - Recreational Quota Entity common pool	Sarah Marrinan Steve MacLean	major contributor		Apr-16	16-Dec	
Area 4 leasing options for CDQ	Sarah Marrinan	major contributor	Dec-15	Oct-16		
Charter Halibut permit leasing	Sarah Marrinan	major contributor	Dec-16			Discussion paper tasked April 2016
Comingling of guided and unguided charter halibut	Jon McCracken S	OLE input	Dec-16			Discussion paper to Enforcement Committee in October
IFQ Program Review (MSA requirement)	Sarah Marrinan	lead	12/1/2015, Feb 2016	Oct-16		Outline in December, Workplan in February. Input from IFQ committee

**OTHER MANAGEMENT ISSUES**

	<b>Council Staff</b>	<b>NMFS RO Staff</b>	<b>Report</b>	<b>Initial Review</b>	<b>Final Action</b>	<b>Notes</b>
EFH 5-Year Review	Steve MacLean	NMFS HD, AFSC science input	4/1/2014, Feb-15, Oct 2016	Dec-16		Council to identify EFH in October 2016
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, Chris Oliver	lead	every June&Oct	n/a	n/a	Updates as needed; Annual report (June) and deployment plan (Oct)
EFH Consultation Process	Steve MacLean	lead	6/13; 12/13	n/a	n/a	Biannual Reports from NMFS; standardized review procedure
Halibut Management Framework	Chris Oliver, David 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
National Standard Guidelines	Jim Armstrong	tracking	Apr-15			Closing date for comments was June 30, 2015
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
Groundfish Policy Workplan	Jim Armstrong	AKRO	Apr-16			
Bering Sea Fishery Ecosystem Plan (FEP)	Diana Evans	AFSC	4/1/2015; 12/15			Ecosystem Committee update in October 2016



**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	David Witherell, other staff	We are updating our Current Issues brochure for publication in 2017
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 preparinging a overview of protected species affected by federal fisheries.
Update Reference Manual, Personnel Rules, other guidance	Chris Oliver, David Witherell	These manuals are being developed and updated. AP Handbook drafted.
FMP Updates	Diana Stram, Jim Armstrong	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.
Stock Assessment 101	Diana Stram, Jim Armstrong	Planning a presentation in December 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)	Chris Oliver, et al.	Significant obligations primarily for CCC related activities
Staffing and minutes preparation, briefing book 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 Implementation, 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.	Chris Oliver, David Witherell	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	Joy Stein, Chris Oliver, David Witherell	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	Chris Oliver, David Witherell	Potential for MSA reauthorization in 2016 - considerable workload in responding to various draft legislation in 2015 and beyond.

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