

**Western Pacific Fishery Management Council – May 2018**

**Council and Advisory Body Meeting Communication Protocol Topics**

**1. Pre-meeting**

**A. Publicizing**

**What is provided (press release, announcements, etc.)?** Press releases, announcements and blurbs in Council newsletter, which are all distributed electronically and by direct mail to a few entities by request; ads in local papers; posting on website and in Federal Register; and, for Fishers Forums that are held as part of the Council meetings, ads on radio and television as well as posters and flyers direct mailed to fishing and boating clubs, fishing supply stores and Council Advisory Panel members for distribution to the fishing community.

**How is it provided (email, snail mail, etc.)?** See above

**Who are the recipients (e.g., distribution lists)?** Electronic distribution list included 1,600 fishermen and other interested parties. See above for recipients of direct mailings.

**B. Communication with Council/Committee members**

Emails, faxes, phone calls, Constant Contact.

**C. Document distribution**

Dropbox and google docs as well as hard copies for a few members per request.

**D. Coordination with other local/federal agencies and NGOs**

Emails and phone calls.

**2. During the Meeting**

**A. What technology/copy room/office is available and for whom?**

Electronic outlets for Council members and staff; photocopy, printer and office supplies for Council staff; Internet for Council members, staff and public.

**B. Broadcasting (audio/video, webinar, etc.) including voting issues and other policy issues.**

Webex at Council meetings.

**C. Public interaction during meeting**

**How is public allowed to comment (e.g., via teleconference)?** By written (postal or electronic mail or hand-delivery) or oral testimony. Written comments provided a week in advance are photocopied by staff. If written comments provided after deadline, then submitter must deliver 40 copies to the meeting.

**Are there specific timeframe(s) for public comment?** There are public comment periods after each major section of the agenda. There is also a specified time for public comments on non-agenda items.

- D. **Distribution of materials during meeting and what is the medium (paper handouts, website uploads, etc.)?** Documents are available on the website and also as hard copies on table at rear of meeting room.
- E. **How press is handled during meeting - Request for Interviews; Guidelines on cameras and microphones.** Press is asked to sign in. Communications officer works with media to secure interviews. Camera and audio persons are directed to places where they do not interrupt the meeting, e.g., at rear of meeting room.

### 3. Post meeting

- A. **Getting meeting decisions out to the public (newsletters, website, social media, etc.).** Council actions are posted on the Council website and provided in press releases and articles in the Council's newsletters. Press releases are distributed electronically to those who sign up to receive Council communiques (about 1,600) as well posted on Council's web and Facebook sites.
- B. **Press releases – who drafts, how distributed, when?** The Council's communications officer drafts press releases before and after the SSC meeting and daily during the Council meeting. They are distributed on the day they are drafted and distributed electronically (Constant Contact, Facebook) and by fax as well as posted on the Council website.
- C. **Meeting materials – What is stored and where (e.g., documents, actions, minutes, audio/video); Public access; Searchable.** Council meeting agendas, action item summaries and minutes are archived on the website. The actions are posted after the document compiling all of the actions of the meeting are approved by the Council members. Minutes are posted on the website in a separate location and only after they have been approved by the Council, which occurs during the following Council meeting. Copies of all public meeting documents are accessible to the public in the library at the Council office.

### 4. Areas to improve

- A. **Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing?** We are continuously looking on ways to improve the timeliness of writing accurate, complete, succinct and reader-friendly minutes.
- B. **Finish this sentence: I wish our Council had the ability to** finalize minutes quickly and efficiently with minimum demands on staff time.