

North 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.)? How is it provided (email, snail mail, etc.)? Who are the recipients (e.g., distribution lists)?

We update the “[Current \(or Next\) Council Meeting](#)” webpage (under Meetings tab) and use Mailchimp to send notification announcing our [Agenda](#) for each meeting approximately 4 weeks prior (5x/yr). We also post a “Spotlight” on our homepage for every meeting with links to the Agenda and Current Council Meeting webpage. Our distribution list consists of those who have signed up with MailChimp via our homepage (~800). We don’t maintain it, other than to make sure new Council/AP/SSC members are on it.

- B. Communication with Council/Committee members

Staff members communicate directly via email or phone with committee members. We’ve given up trying to keep a central general database of that correspondence. Council members will call individually if they want clarification on a certain issue and may seek information from the ED on specific issues. Most all large communication is email.

- C. Document distribution

We post a “[schedule of documents](#)” on our agenda, so people know roughly when items are coming out and who is the staff contact for each one. We post all items on our agenda. People access them from there. We no longer mail paper copies unless specifically requested.

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

We have a planning meeting with state and federal agencies about two weeks before the Council meeting to discuss who does what, how long it will take, and what staff are needed in the various places.

2. During the Meeting

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

We keep a copier and a printer in the “office” of our hotel – usually on the same floor as the meeting rooms. We don’t normally let the public in, but the SSC and AP sometimes forget that rule. NMFS and State staff also use the office.

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

We broadcast audio only via Adobe Connect and post presentations, documents, and motions being discussed to the Agenda so all can access. Council members require a paper copy of motions during deliberation.

- C. Public interaction during meeting - How is public allowed to comment (e.g., via teleconference)? Are there specific timeframe(s) for public comment?

Public comment is allowed for every agenda item. Individuals get 3 minutes, organizations get 6 minutes. During testimony they can also provide written testimony (they provide the copies and we hand out) of their own or for another who is not present, and those written comments are posted to that agenda item following the meeting as "In Meeting Public Comment". The public can also comment to the SSC and AP under each agenda item and comment time is usually limited to 5 minutes per person.

- D. Distribution of materials during meeting and what is the medium (paper handouts, website uploads, etc.)?

Staff reports and presentations are posted to the Agenda and viewable online. If they project a PowerPoint, it's also uploaded via Adobe Connect for listeners to follow along.

- E. How press is handled during meeting - Request for Interviews; Guidelines on cameras and microphones.

Press are welcome to video any part of meeting. Generally, they are off to one side or the other of Council table but not behind Council members. They usually request interviews during a break and those take place in the hallway outside the meeting rooms.

3. Post meeting

- A. Getting meeting decisions out to the public (newsletters, website, social media, etc.)

A [newsletter](#) is prepared usually within 4-5 days of the meeting and sent to our Mailchimp distribution list (5x/yr) and posted on our website. Motions are posted directly to their agenda item during the meeting and updated following the meeting if there were amendments during deliberation. The "[Current \(or Next\) Council Meeting](#)" webpage is updated with the next meeting's information, and the completed meeting info is moved to the "[Archive of Council meeting](#)" webpage.

- B. Press releases – who drafts, how distributed, when?

We do not prepare "Press Releases". However, if there are special items that we want public made aware, we use spotlights on our homepage and distribute via Mailchimp.

- C. Meeting materials – What is stored and where (e.g., documents, actions, minutes, audio/video); Public access; Searchable

The entire meeting content (anything presented to the Council) is published to our online Agenda and through our webpage links to current or archived Council meetings. They are always publicly accessible. Meeting audio and a detailed time log is uploaded to Box.net and also always publicly available through links on our Agenda and website. Minutes of the various Committees, SSC, AP are stored to a section on our Agenda under “A3. In Meeting Minutes”. Final approval does not take place until the following meeting, therefore those minutes can be revised slightly by the time they are approved.

4. Areas to improve

- A. Areas your Council is looking for solutions: information distribution, broadcasting meetings, teleconferencing?

We’re currently working with a select group to develop a much less expensive Granicus replacement for our agenda management archive. After using Granicus since late 2013 to build and house our agenda/meeting materials, we found it to be an excellent solution for archiving agenda meeting materials. However, we only used a small portion of what their expensive digital service provided and most importantly, the e-Commenting portion (or Citizen Engagement) would not work for us at all. In researching and developing our own [e-Commenting](#) solution we discovered a way to develop exactly what we need for our Agenda and plan to push that new system out in Fall of 2018.

- B. Finish this sentence: I wish our Council had the ability to _____

Provide a streamlined paperless meeting process, where everything works smoothly together... with audio/visual aides in and outside the meeting room so more people can follow along and be available when they want to for their issues (from staff reports and presentations, to AP/SSC reporting, to public testimony sign-up, to motions and amendments). Quick and easy accessibility. With the least disruption. To see our Council meeting process become more fluid, transparent and maybe even SHORTER!