

SEDAR

SouthEast Data, Assessment, and Review

South Atlantic Fishery Management Council
Gulf of Mexico Fishery Management Council
Caribbean Fishery Management Council
NOAA Fisheries Southeast Fisheries Science Center
NOAA Fisheries Southeast Regional Office
Atlantic States Marine Fisheries Commission
Gulf States Marine Fisheries Commission

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Tasks, Responsibilities, and Supplemental Instructions for SEDAR Review Workshop Participants

SEDAR Review Workshop Overview

SEDAR Review Workshops provide independent peer review of stock assessments prepared through SEDAR data and assessment workshops. The goal of the review is to ensure that the assessment and results presented are scientifically sound and that managers are provided adequate advice regarding stock status and management benchmarks. The Review Panel may have limited authority to request additional analyses, corrections of existing analyses and sensitivity runs.

An analytical and presentation team, composed of a subset of the Assessment Workshop panel and representing the primary analysts for each assessment, will be present at the workshop to present assessment findings, provide an overview of assessment data, provide additional results or model information, and prepare any additional analyses requested by the Review Panel. Although many individuals contribute to a SEDAR assessment, the Review Panel is ultimately responsible for ensuring that the best possible assessment is provided through the SEDAR process.

The review panel shall not provide specific management advice. Such advice will be provided by existing Council Committees, such as the Science and Statistical Committee and Advisory Panels, following completion of the assessment.

SEDAR review workshop panels are typically composed of a Chair, 3 reviewers appointed by the CIE (Center for Independent Experts), and 1 reviewer appointed by each Council having jurisdiction over the stocks under review. Each Council may appoint several official observers, typically including representative of the Council, its SSC, and appropriate Advisory Panels.

All SEDAR workshops, including the Review Workshop, are open, transparent, public processes administered according to the rules and regulations governing Federal Fishery Management Council operations. All SEDAR workshops are recorded and transcripts of workshop discussions may be prepared upon request through the SEDAR Steering Committee. The names and affiliations of reviewers will be disclosed in the review workshop documents. The Review Workshop Consensus Summary will be publicly distributed along with the other SEDAR Workshop working papers and workshop reports. The public will be given an

opportunity to comment during the Review Workshop and may submit written comments in accordance with Council guidelines.

Review workshop panelists receive the Assessment Report, including sections prepared by the data and assessment workshops; supplemental analytical materials including all working papers and reference documents from prior workshops; and general information regarding the Review Workshop, including the agenda, report outlines, terms of reference, and participant list.

The charge to each SEDAR Review Workshop is specified in Terms of Reference. During the review the Review Workshop panel will prepare a Consensus Summary for each stock assessed addressing each of the Terms of Reference. The consensus summary should represent the views of the group as a whole, and shall include any dissenting views of individual panelists if appropriate. The panel will also finalize an Advisory Report for each assessment which summarizes the primary assessment findings. Outlines and example documents will be provided by SEDAR staff.

Review Workshop Panel General Instructions

The Review Panel Chair is responsible for compiling, editing, and submitting the Review Panel Consensus Summary Report to the SEDAR Coordinator by a deadline specified in the assessment schedule. At the start of the workshop the Chair will assign each panelist specific duties, such as drafting specific consensus and advisory report sections. The Chair may select one panelist to serve as assessment leader for each stock assessment under review. The assessment leader is responsible for preparing initial drafts of the consensus report and advisory report for the assigned assessment. Such duties may be further subdivided if workshop manpower allows. The SEFSC will provide a rapporteur to take notes on the discussions so that panelists can more fully participate in discussions and assist the analytical team in documenting panel recommendations.

The Review Panel's primary responsibility is to ensure that assessment results are based on sound science, appropriate methods, and appropriate data. During the course of review, the panel is allowed limited flexibility to deviate from the assessment provided by the Assessment Workshop. This flexibility may include modifying the assessment configuration and assumptions, requesting a reasonable number of sensitivity runs, requesting additional details and results of the existing assessments, or requesting correction of any errors identified. However, the allowance for flexibility is limited, and the review panel is not authorized to conduct an alternative assessment or to request an alternative assessment from the technical staff present. The SEDAR Steering Committee recognizes that determining when modifications constitute an 'alternative' assessment is a subjective decision, and has therefore determined that the Review Panel is responsible for applying its collective judgment in determining whether proposed changes and corrections to the presented assessment are sufficient to constitute an alternative assessment. The Review Panel Chair will coordinate with the SEDAR Coordinator and technical staff present to determine which requests can be accomplished and prioritize desired analyses.

Any changes in assessment results stemming from modifications or corrections solicited by the review panel will be documented in an addendum to the assessment report. If updated estimates are not available for review by the conclusion of the workshop, the review panel shall agree to a process for reviewing the final results. Any additional or supplemental analyses

requested by the Review Panel and completed by the Analytical team shall, at the discretion of the chair and panel, be either documented through a supplemental report or included in the Review Panel Consensus Summary.

If the Review Panel finds an assessment deficient to the extent that technical staff present cannot correct the deficiencies during the course of the workshop, or the Panel deems that desired modifications would result in an alternative assessment, then the Review Panel shall provide in writing the required remedial measures suggest an appropriate approach for correcting the assessment and subsequently reviewing the corrected assessment.

Review Workshop Panel Participant Information

Serving as a review workshop panelists is a considerable time commitment that requires more than simply the daily sessions of the review workshop. Panelists will need to set aside time in the weeks prior to the workshop to review data and assessment documents. During the workshop, time beyond that of the scheduled daily sessions may be required to complete workshop tasks and reports. Time is required following the workshop to review and finalize panel reports.

Review panelists are expected to author workshop reports and may conduct supplementary analyses or data summaries. Panelists should come prepared with a laptop computer for these tasks.

The SEDAR Steering Committee and SEDAR Coordinator establish deadlines for document submission. SEDAR staff distributes working documents and support materials (agenda, participant instructions) to workshop participants, typically two weeks prior to the workshop.

SEDAR Workshop Panelist Code of Conduct

- SEDAR workshop panel decisions shall be based on science. Discussions and deliberations shall not consider possible future management actions, agency financial concerns, or social and economic consequences.
- SEDAR workshop decisions are based on consensus. Panels are expected to reach conclusions that all participants can accept, which may include agreeing to acknowledge multiple possibilities.
- Personal attacks will not be tolerated. Advancement in science is based on disagreement and healthy, spirited discourse is encouraged. However, professionalism must be upheld and those who descend into personal attacks will be asked to leave.
- SEDAR workshop panelists are expected to support their discussions with appropriate text and analytical contributions. Each panelist is individually responsible for ensuring that their points and recommendations are addressed in workshop reports; they should not rely on others to address their concerns.
- Panelists are expected to provide constructive suggestions and alternative solutions; criticisms should be followed with recommendations and solutions.

Review Workshop Networking and IT

A wireless network is available at each SEDAR workshop to provide internet and file server access. All reports and documents pertaining to the review will be available on the server. IT staff will be available during the review workshop to aid each participant in securing network access.

Review Workshop Chair, Reviewer, and Support Staff Responsibilities

Review Workshop Chair:

1. Approximately 3 weeks prior to the Assessment Review Panel workshop the Chair shall be provided with same document package provided to the Technical Reviewers and appointed observers, including stock assessment reports and associated documents. The Chair shall read and review all documents to gain an in-depth understanding of the stock assessment under consideration and the data and information considered in the assessment.
2. Approximately 1 week prior to the workshop the Chair may be asked to participate in a conference call with the SEDAR Coordinator and representatives of the stock assessment teams to review the final agenda, plan for presentations, and meeting format.
3. During the Assessment Review Workshop the Chair shall control and guide the meeting, including the coordination of presentations, discussions, and task assignments.
4. During the Assessment Review Workshop the Chair may participate in technical discussions and serve as a technical reviewer.
5. During the Assessment Review Workshop the Chair shall work with the SEDAR Coordinator and the analytical and presentation team to manage the workload of panel requests and recommendations. At the conclusion of each session the Chair shall provide prioritized task lists to the analytical team and SEDAR Coordinator.
6. The Chair shall facilitate preparation and writing of the Consensus Report. Review panel members, agency staff, and others present at the meeting will assist the Chair as needed. The Chair shall be responsible for the editorial content of Panel reports, and the Chair shall be responsible for ensuring that reports are produced and distributed to appropriate contacts on schedule (see “Final Reports” below).
7. The SEDAR coordinator shall assist the Assessment Review Panel Chair prior to, during, and after the meeting to ensure that documents are distributed in a timely fashion.
8. Expected Time Obligation: It is estimated that the Chair’s duties shall occupy up to 14 days: several days prior to the Review Panel meeting for document review, five days for the workshop, and several days following the meeting to ensure that the final documents are completed.

Review Workshop Technical Reviewer:

1. Approximately three weeks prior to the meeting, the reviewers shall be provided with the stock assessment reports, associated supporting documents, and review workshop instructions including the Terms of Reference. Reviewers shall read these documents to gain an in-depth understanding of the stock assessment, the resources and information

considered in the assessment, and their responsibilities as reviewers.

2. During the Review Panel meeting, reviewers shall participate in panel discussions on assessment methods, data, validity, results, recommendations, and conclusions as guided by the Terms of Reference. The reviewers shall develop a Peer Review Consensus Summary report for each assessment reviewed. Reviewers may be asked to serve as an assessment leader during the review to facilitate preparing first drafts of review reports.
3. Following the Review Panel meeting, reviewers shall work with the chair to complete and review the Peer Review Consensus Summary Reports. Reports shall be completed, reviewed by all panelists, and comments submitted to the Chair within two weeks of the conclusion of the workshop.
4. Additional obligation of CIE-appointed reviewers: Following the Review Panel meeting, each reviewer appointed by the CIE shall prepare an individual CIE Reviewer Report and submit it in accordance with specifications provided in the Statement of Work.

Review Workshop Support Staff:

SEDAR Coordinator: Arrange workshop and handle meeting logistics; distribute workshop materials and notices; support chair and reviewers during review workshop; coordinate with chair and analytical team to prioritize panel task requests; address procedural issues that arise; distribute final workshop products in accordance with SEDAR protocols.

Analytical and Presentation Team: Present data overview and assessment results, address panel questions and comments as required; complete panel requests for additional analyses or model corrections in accordance with SEDAR guidelines; document any analyses conducted during the workshop.

Rapporteur: Take notes on panel discussion of assigned species for use by technical reviewers in preparing initial report drafts, assist SEDAR Coordinator, Chair, and Analytical team in addressing panel requests and completing workshop documents as necessary.

IT Support: Set-up and manage the SEDAR network to provide internet and file server capabilities during the workshop, work with hotel or vendor contacts to provide internet and email access, ensure all participants are able to access the network, and address any IT-related issues that arise during the workshop

SEDAR Administrative Assistant : Provide general support to workshop participants, coordinate with hotel banquet and events staff to facilitate proper room arrangements and daily catering orders, record workshop sessions, manage submitted documents and written statements for administrative record.

SEDAR Review Panel Consensus Summary Outline

I. Terms of Reference

List each Term of Reference, and include a summary of the Panel discussion regarding the particular item. Include a clear statement indicating whether or not the criteria in the Term of Reference are satisfied.

II. Further Analyses and Evaluations

Summary and findings of review panel analytical requests not previously addressed in TOR discussion above.

III. Additional Comments

Provide a summary of any additional discussions not captured in the Terms of Reference statements.

IV. Recommendations for Future Workshops

Panelists are encouraged to provide general suggestions to improve the SEDAR process.

V. Reviewer Statements

Each individual reviewer should provide a statement attesting whether or not the contents of the Consensus Report provide an accurate and complete summary of their views on the issues covered in the review. Reviewers may also make any additional individual comments or suggestions desired.