

Agenda

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|------------|-------------------|
| 1-1:05 | Welcome (Salerno) |
| 1:05- 1:30 | Background (Ford) |
| 1:30-1:50 | Overview of the |
| document | (Salerno) |
| 1:50-2:00 | Commenting (Ford) |
| 2:00-2:30 | Discussion (Hart) |

Northeast Trawl Advisory Panel

Operations Manual & Orientation Document

Northeast Trawl Advisory Panel

November 9, 2022

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Other Key
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Commenting

What is It?

- Description of processes and procedures for NTAP
- Description of NTAP/NEFSC survey timeline and research results
- FAQs section
- Audience: NTAP members, science and fishing stakeholders, incl. Council members in particular; public document available on NTAP website
- Owner: NTAP with admin support from MAFMC and NEFSC

Helps address Charter Action Plan item #1: Review progress and accomplishments since [NTAP] was re-established in 2015

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Commenting

Process/timeline

- Introduced at NTAP Panel Meeting Mar 17 2022
- First Subcommittee meeting Apr 8 2022
- Update at NTAP Full Panel Meeting July 13, 2022
- Second Subcommittee meeting Oct 6 2022
 - Reduced scope to NTAP Operations and a simpler NTAP Orientation
 - Moved more detailed information to an Appendix to be developed in the future
- Draft released on Nov 10, 2022

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Commenting

Main Sections

- NTAP Organization
- NTAP Operations
- NTAP Orientation/Background

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Commenting

Section 1: NTAP Organization

- Purpose
- Member & co-chair responsibilities
- Associated groups (Working Group, NEFSC NTAP Team)

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Commenting

Section 2: NTAP Operations

- Meetings
- Communication

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Section 3: NTAP Background Information

- Description of surveys
- NTAP timeline

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Key organizing principles

- Rely on the NTAP charter
- Rely on materials from NEFMC and MAFMC when pertinent (e.g., operations handbooks)
- Make it clear what it means to be a member of NTAP, expectations
- Provide guidance useful for co-chairs and staff so any turnover can be handled smoothly
- Provide links to relevant materials (not just a list of references)
- Cover background information that includes important context for new and existing members

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Commenting

Writing the manual

We didn't always know the specific procedures. For example, how people become members. In any of such cases, we referenced available materials and the experience of longer-term members to draft the process.

Code of Conduct & Removing Members sections relied on Council documents.

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Commenting

How to comment

See [Word:Track Changes and Comments YouTube video](#)
(first 1 min, 18 sec)

Then save your document and email.

ALT: Identify in an email or letter the line # and the change you would like to see.

ALT: Call Kathryn, Dustin, Mike, or Daniel and discuss the changes you would like to see.

ALT: Comment today

Hint: use View → Navigation Pane to see table of contents and jump to different sections of the document

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Commenting

Comments we're looking for

- Editorial comments (typos, word order, organization)
- Factual corrections
- Additions of procedures we should cover that aren't in there now
- Corrections/modifications to procedures described
- Names of additional reviewers we should include for Draft 2

Timeline

Comments due Dec 15

Discuss at NTAP meeting in Jan/Feb 2023.

Draft 2 review period estimated Feb/Mar 2023.

To include NEFMC and MAFMC Exec Directors and others recommended by NTAP and the Document Subcommittee

Finalize March/April 2023.

Discussion

Thoughts, comments?