

Northeast Trawl Advisory Panel Meeting

~ NOTES ~

Monday, November 21, 2022

1:00 PM - 2:30 PM

Virtual

I. Participants

A. NTAP Members:

| Name | Affiliation |
|-----------------|------------------------|
| Kathryn Ford | NEFSC |
| Dan Farnham | MAFMC Member |
| Daniel Salerno | NEFMC Member Co- Chair |
| Anna Mercer | NEFSC |
| Robert Rhule | ASMFC Representative |
| David Goethel | NEFMC Stakeholder |
| Jim Gartland | MAFMC Scientist |
| Mike Pol | NEFMC Scientist |
| Phil Politis | NEFSC |
| Pingguo He | NEFMC Scientist |
| Wes Townsend | MAFMC Member Co-Chair |
| Peter Whelan | NEFMC Member |
| Vito Giacalone | NEFMC Stakeholder |
| Terry Alexander | MAFMC Stakeholder |
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B. Other Participants:

| Name | Affiliation |
|----------------------|---------------------------------|
| Katie Burchard | NEFSC |
| Hannah Hart | MAFMC |
| Sefatia Romeo Theken | Mass. Department of Fish & Game |
| Alexander Dunn | NEFSC |
| Andy Jones | NEFSC |
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II. Notes by Agenda Topic:

Welcome (D. Salerno)

Round Table Introductions. The purpose of this meeting is to discuss the Draft NTAP Operations Manual and Orientation Document

Background of Draft Operation Manual and Orientation Document (K. Ford)

This document describes different NTAP processes and procedures. It includes a description of NTAP/NEFSC survey timeline and research results. The audience is primarily for NTAP members but it is a public document that will be available on the MAFMC public website and thus will be accessible by science and fishing stakeholders including Council members. The document is owned by NTAP.

The project to create this document was announced at the NTAP meeting on March 17th, 2022. Volunteers joined a sub-committee to help flush out the document. The document outline was shared at the NTAP meeting on July 13th, 2022. The draft of the document that we are discussing today was distributed to the full panel to review on November 10th, 2022.

Overview of Operations Manual and Orientation Document (D. Salerno)

Overview of the document, 3 main sections

- 1) NTAP Organization
 - a) Purpose, member and co-chair roles and responsibilities, working groups, and NEFSC internal NTAP team.
- 2) NTAP Operations
 - a) Documents meeting and communication processes and procedures
- 3) NTAP Background Information
 - a) Description of the multispecies bottom trawl survey and its history
 - b) NTAP timeline and history

The key organizing principles of the document

- Rely on the NTAP Charter
- Rely on material from NEFMC and MAFMC when pertinent
- Make it clear what it means to be a member of NTAP, expectations of members
- Provide guidance useful for co-chair and staff so any turnover can be handled smoothly
- Provide links to relevant materials
- Include background information that includes important context for new and existing members

Commenting on Operation Manual and Orientation Document (K. Ford)

Short explanation on how to provide comments on the document.

- 1) Utilize Word track changes - [watched a YouTube video](#) (first 1 min, 18 sec) - and submit by email
- 2) Submit an email or letter with changes recommended by line item
- 3) Call any of the sub-committee members to discuss changes (Dan Salerno, Mike Pol, Dustin Gregg, Kathryn Ford)
- 4) Submit edits using pen and paper to Dan Salerno

- Comments due Dec 15th. If you want to provide comments but can't make this deadline just reach out to let us know. It's not a hard deadline.
- Will be a topic at our next full NTAP meeting on Jan 19, 2023 in person in Narragansett
- Goal is to have it finalized by March/April 2023.

Discussion (Group)

- Liked links and scientific papers on how the survey evolved. All the links worked.
- It's good to document all of these details in one place to show that it is a guided process.
- Long term members curious whether people new to NTAP and the process find it helpful? - yes, new members responded that it was helpful
- Add a paragraph or two on appropriate process for peer review of NTAP results and NOAA technical documents
 - Has been informal in the past. Typically the paper is presented to panel for a discussion of results, then a draft is circulated for comments.
 - Explain in the operations section how we treat experimental results - solicit outside reviews to participate in the review process; include one or two sets of eyes outside of NTAP for reviewing
 - Describe "How we treat the experimental results we create" – we will provide a peer review and solicit external reviewers. Describe the process on paper in case we need to provide the Council with a review of a paper or project.
- Chapter about where we are going - any changes that may need to happen moving forward. Add a section on how NTAP addresses/determines priorities, connection to the Charter. Don't include specifics about what the current priorities are, just explain how we address them.
- Rephrase the intro paragraph to be more broad in the audience. Don't make it sound so much like a letter to the members (the 1st paragraph).
- Is the code of conduct acceptable to include?
 - Yes
 - Some discussion about how it might be applied. The co-chairs (who are council members) would make a recommendation about removing a member to the relevant Council's executive committee, decision brought back to NTAP
 - Terry: This is how it was handled in the past
 - Add language about giving good reason/justification for removal from board

Action Items:

- 1) Make these changes as proposed. Sub-committee draft section under operations on how to review experimental results and include soliciting outside reviewers.
- 2) Sub-committee meet to discuss changes proposed after the Dec 15 deadline.