



## New England Fishery Management Council

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Eric Reid, *Chair* | Thomas A. Nies, *Executive Director*

### MEMORANDUM

**DATE:** March 18, 2022  
**TO:** Executive Committee  
**FROM:** Tom Nies, Executive Director  
**SUBJECT:** Distribution of key documents in advance of Council and committee/AP meetings.

This memo explains the Council staff standards for distributing key documents/presentations in advance of Council and committee meeting and the results of tracking those distributed to Council and Committee meetings so far in 2022.

Key documents are those that contain information directly relevant to the Council and committee decisions and which have not been distributed at an earlier meeting. Examples of these, include but are not limited to committee /AP motions, PDT memos, SSC reports, revisions to draft submission documents, decision documents, etc. They do not include final meeting summaries or correspondence received after the distribution target dates.

#### **Standards for distribution of key documents and presentations in advance of Council, committee/AP meetings**

##### **Number of calendar days before the first day of a Council, or a committee/AP meeting:**

###### **Council meetings:**

- a. Key documents – 10 days before for a Council meeting
- b. Presentations - 3 days

###### **Committee/AP meetings:**

- a. Key documents - 7 calendar days (one week) before the first day of the meeting
- b. Presentations - 3 days

###### **Common reasons why documents are delayed:**

- c. A committee/AP meeting takes place after the target distribution date for a Council meeting.
- d. A PDT or other meeting which is needed to develop key documents for the committee/AP meeting takes place just before or after the target distribution date for the committee /AP meeting.

## Document Distribution Results since January 2022

### Meetings included

Skate	CTE/AP	1/19/2022
Groundfish	RAP	1/18/2022
Groundfish	Committee	1/20/2022
Scallops	CTE/AP	1/28/2022
Council		2/1/2022
EBFM	Committee	3/10/2022
Habitat	Committee	3/17/2022

### Distribution results

**Committee/AP meetings** - There were eight instances of late distributions of key document/presentations.

- One was a PDT report that took a day longer to complete than anticipate.
- One was a delay caused by model runs that could not be completed in time
- Two were delays in getting presentations from a non-staff /non-PDT presenter.
- Four were due to related meetings or a PDT meeting that took place after the target for distributing key documents.

**Council Meetings** - There was one instance of late distribution of a key document/presentation.

- The staff presentation for scallops was not distributed until the Monday following a Friday Scallop Committee meeting. The Scallop Committee meeting was four days before the Council meeting.

**Distribution of Staff Documents for Council Meetings - 2022**

Relevant Council Mtg. Agenda Items	Documents	Meeting Date	Distribution Target Date	Actual Date Distributed	If late, days late	If late, reasons for delay or other info
Groundfish	Meeting Package	2/1/2022	1/21/2022	1/21/2022	0	
	2 updated presentation		1/29/2022	1/28/2022	0	
	4c- presentation RT WG cod		1/29/2022	1/28/2022	0	
	Discussion guide for presentation		1/29/2022	1/28/2022	0	
Scallops	Meeting Package	2/1/2022	1/21/2022	1/21/2022	0	
	Staff presentation	2/1/2022	1/29/2022	1/31/2022	2	Committee met on 1/28
	AP and Committee Motions		1/28/2022	1/28/2022	0	Committee met on 1/28
Herring	NOT ON AGENDA				0	
Small mesh MSP	NOT ON AGENDA				0	
Habitat	All documents except slides	2/1/2022	1/21/2022	1/21/2022	0	
	Staff presentation		1/29/2022	1/26/2022	0	
Monkfish	NOT ON AGENDA				0	
Skate	Meeting package	2/1/2022	1/25/2022	1/21/2022	0	
	Staff presentation		1/29/2022	1/28/2022	0	
EBFM	Meeting package	2/1/2022	1/28/2022	1/27/2022	0	

No other Committee reports were on this Council meeting agenda

**Distribution of Staff Documents for Committee Meetings - 2022**

FMP or Committee	Meeting		Meeting Date	Distribution Target Date	Actual Date Distributed	If late, days late	If late, reasons for delay
Skate	CTE/AP	Meeting package	1/19/2022	1/12/2022	1/10/2022		
		Staff presentation		1/16/2022	1/14/2022		
		PDT Report		1/12/2022	1/13/2022	1	PDT Report delay
Groundfish	RAP	Meeting package	1/18/2022	1/11/2022	1/11/2022	0	
		NEFSC bioeconomic model runs		1/11/2022	1/13/2022	2	Delay by external (non-staff)
		Presentation NEFSC\Council Staff		1/14/2022	1/13/2022	0	
Groundfish	Committee	Meeting package	1/20/2022	1/13/2022	1/13/2022	0	
		Cod workshop presentation		1/13/2022	1/17/2022	0	External (non-staff) presenter Related mtgs in distrib. week
		RAP meeting outcome		1/13/2022	1/19/2022	0	
		Non - staff presentation		1/17/2022	1/20/2022	3	External (non-staff) presenter
		Non-staff presentation		1/17/2022	1/20/2022	3	External (non-staff) presenter
Scallops	CTE/AP	Meeting package	1/28/2022	1/21/2022	1/20/2022	0	
		Rest of meeting package		1/20/2022	1/21/2022	1	
		Staff presentation		1/25/2022	1/24/2022	0	
Habitat	Committee	Meeting package	1/18/2022	1/11/2022	1/11/2022	0	
		PDT memo, PDT whitepaper		1/11/2022	1/12/2022	1	Related mtgs in distrib. week
		Draft comment letter, presentation		1/11/2022	1/14/2022	3	Related mtgs in distrib. week
		Staff presentation		1/15/2022	1/14/2022	0	
EBFM	Committee	Meeting package	3/10/2022	3/4/2022	3/4/2022	0	
		Staff presentation	3/10/2022	3/7/2022	3/4/2022	0	
Habitat	Committee	Meeting package	3/17/2022	3/10/2022	3/7/2022	0	
		Research priority spreadsheet		3/10/2022	3/10/2022	0	

HAPC FW document

3/10/2022

3/11/2022

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Related mtgs in distrib.  
week