



New England Fishery Management Council

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

MEMORANDUM

DATE: June 7, 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:

- a. A committee/AP meeting takes place after the target distribution date for a Council meeting.
- b. 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

Committee and AP meetings

| | | |
|------------|-----------|--------|
| Skate | CTE/AP | 19-Jan |
| Groundfish | RAP | 18-Jan |
| Groundfish | Committee | 20-Jan |
| Scallops | CTE/AP | 22-Mar |
| Habitat | Committee | 18-Jan |
| EBFM | Committee | 10-Mar |
| Habitat | Committee | 17-Mar |
| Monkfish | Committee | 24-Mar |
| Scallops | CTE/AP | 22-Mar |
| Monkfish | AP | 4-May |
| Herring | AP/PDT | 17-May |
| Monkfish | Committee | 26-May |
| Groundfish | RAP | 1-Jun |
| Groundfish | AP | 2-Jun |
| Herring | Committee | 10-Jun |
| Groundfish | Committee | 14-Jun |

Council Meetings

| |
|--------------------|
| February 1-3, 2002 |
| April 12-14, 2002 |

Distribution results**Committee/AP meetings – T**

There were 11 instances of late distributions of key document/presentations.

| <i>Reasons for Delay</i> | |
|---------------------------------|---|
| Related mtgs in the same week | 4 |
| External (non-staff) presenter | 3 |
| Other | 4 |
| <i>Length of delay</i> | |
| <i>One day</i> | 6 |
| Three days One day | 4 |

Council Meetings - There was 8 instances of late distribution of a key document/presentation in the February and April Council meetings in total.

| <i>Reasons for Delay</i> | |
|---------------------------------|---|
| Related mtgs in the same week | 4 |
| External (non-staff) presenter | 3 |
| Other | 4 |
| <i>Length of delay</i> | |
| <i>One day</i> | 6 |
| Three days One day | 4 |

| Distribution of Staff Documents for Committee Meetings - 2022 | | | | | | | |
|--|-----------|------------------------------------|--------------|--------------------------|-------------------------|--------------------|---|
| FMP or Committee | Meeting | Documents | Meeting Date | Distribution Target Date | Actual Date Distributed | If late, days late | If late, reasons for delay |
| Skate | CTE/AP | Meeting package | 19-Jan | 12-Jan | 10-Jan | | PDT Report delay |
| | | Staff presentation | | 16-Jan | 14-Jan | | |
| | | PDT Report | | 12-Jan | 13-Jan | 1 | |
| Groundfish | RAP | Meeting package | 18-Jan | 11-Jan | 11-Jan | 0 | Delay by external (non-staff) |
| | | NEFSC bioeconomic model runs | | 11-Jan | 13-Jan | 2 | |
| | | Presentation NEFSC\Council Staff | | 14-Jan | 13-Jan | 0 | |
| Groundfish | Committee | Meeting package | 20-Jan | 13-Jan | 13-Jan | 0 | External (non-staff) presenter Related mtgs in distrib. week External (non-staff) presenter External (non-staff) presenter |
| | | Cod workshop presentation | | 13-Jan | 17-Jan | 0 | |
| | | RAP meeting outcome | | 13-Jan | 19-Jan | 0 | |
| | | Non - staff presentation | | 17-Jan | 20-Jan | 3 | |
| | | Non-staff presentation | | 17-Jan | 20-Jan | 3 | |
| Scallops | CTE/AP | Meeting package | 22-Mar | 15-Mar | 15-Mar | 0 | |
| | | Rest of meeting package | | 20-Jan | 21-Jan | 1 | |
| | | Staff presentation | | 18-Mar | 18-Mar | 0 | |
| Habitat | Committee | Meeting package | 18-Jan | 11-Jan | 11-Jan | 0 | Related mtgs in distrib. week Related mtgs in distrib. week |
| | | PDT memo, PDT whitepaper | | 11-Jan | 12-Jan | 1 | |
| | | Draft comment letter, presentation | | 11-Jan | 14-Jan | 3 | |
| | | Staff presentation | | 15-Jan | 14-Jan | 0 | |
| EBFM | Committee | Meeting package | 10-Mar | 4-Mar | 4-Mar | 0 | |
| | | Staff presentation | | 10-Mar | 7-Mar | 4-Mar | |
| Habitat | Committee | Meeting package | 17-Mar | 10-Mar | 7-Mar | 0 | Related mtgs in distrib. week Related mtgs in distrib. week |
| | | Research priority spreadsheet | | 10-Mar | 10-Mar | 0 | |
| | | HAPC FW document | | 10-Mar | 11-Mar | 1 | |
| | | Staff presentation | | 14-Mar | 15-Mar | 1 | |
| Monkfish | Committee | All documents | 24-Mar | 17-Mar | 17-Mar | 0 | |
| | | Staff presentation | | 21-Mar | 21-Mar | 0 | |
| Scallops | CTE/AP | Meeting package | 22-Mar | 15-Mar | 15-Mar | 0 | |

Distribution of Staff Documents for Committee Meetings - 2022

| FMP or Committee | Meeting | Documents | Meeting Date | Distribution Target Date | Actual Date Distributed | If late, days late | If late, reasons for delay |
|-------------------------|----------------|-----------------------------|---------------------|---------------------------------|--------------------------------|---------------------------|-----------------------------------|
| | | Staff presentation | | 18-Mar | 18-Mar | 0 | |
| Monkfish | AP | All documents | 4-May | 27-Apr | 22-Apr | 0 | transition to webinar |
| | | Staff presentation | | 29-Apr | 29-Apr | 0 | |
| Herring | | Meeting package | 17-May | 10-May | 5-May | 0 | |
| | | Staff presentation | | 14-May | 13-May | 0 | |
| Monkfish | Committee | All documents | 5/26/2022 | 5/19/2022 | 19-May | 0 | |
| | | Staff presentation | | 5/23/2024 | 24-May | 1 | |
| Groundfish | RAP | Agenda and Memo | 1-Jun | 25-May | 26-May | 1 | |
| | | Staff presentation | | 29-May | 26-May | 0 | |
| | | Other documents | | 25-May | 25-May | 0 | |
| | | Memo re Research Priorities | | 17-Jan | 20-Jan | 3 | |
| Groundfish | AP | Agenda and Memo | 2-Jun | 26-May | 26-May | 0 | |
| | | Memo re Research Priorities | | 30-May | 26-May | 0 | |
| | | Other documents | | 26-May | 25-May | 0 | |
| | | Memo re Research Priorities | | 26-May | 27-May | 1 | |
| Herring | Committee | All documents | 10-Jun | 3-Jun | 1-Jun | 0 | |
| | | Staff presentation | | 7-Jun | | | |
| Groundfish | Committee | Meeting package | 14-Jun | 7-Jun | 1-Jun | 0 | |
| | | RAP meeting summary | | 30-May | 26-May | 0 | |
| | | GAP meeting summary | | 26-May | 25-May | 0 | |

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 |
|------------------------------------|-----------------------------------|--------------|--------------------------|-------------------------|--------------------|--|
| January Council Meeting | | | | | | |
| Groundfish | Meeting Package | 1-Feb | 21-Jan | 21-Jan | 0 | Committee met on 1/28 |
| | 2 updated presentation | | 29-Jan | 28-Jan | 0 | |
| | 4c- presentation RT WG cod | | 29-Jan | 28-Jan | 0 | |
| | Discussion guide for presentation | | 29-Jan | 28-Jan | 0 | |
| Scallops | Meeting Package | 1-Feb | 21-Jan | 21-Jan | 0 | |
| | Staff presentation | 1-Feb | 29-Jan | 31-Jan | 2 | |
| | AP and Committee Motions | | 28-Jan | 28-Jan | 0 | |
| Herring | NOT ON AGENDA | | | | 0 | |
| Small mesh MSP | NOT ON AGENDA | | | | 0 | |
| Habitat | All documents except slides | 1-Feb | 21-Jan | 21-Jan | 0 | |
| | Staff presentation | | 29-Jan | 26-Jan | 0 | |
| Monkfish | NOT ON AGENDA | | | | 0 | |
| Skate | Meeting package | 1-Feb | 25-Jan | 21-Jan | 0 | |
| | Staff presentation | | 29-Jan | 28-Jan | 0 | |
| EBFM | Meeting package | 1-Feb | 28-Jan | 27-Jan | 0 | |
| April Council Meeting | | | | | | |
| Groundfish | Meeting Package | 12-Apr | 1-Apr | 1-Apr | 0 | Presentation update |
| | Updated presentation | | 9-Apr | 7-Apr | 2 | |
| Scallops | Meeting Package | 1-Feb | 21-Jan | 21-Jan | 0 | Committee met on 1/28 |
| | Staff presentation | 1-Feb | 9-Apr | 31-Jan | 2 | |
| | AP and Committee Motions | | 28-Jan | 28-Jan | 0 | |
| Herring | Correspondence only | | | | | |

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 |
|--|--|--------------|--------------------------|-------------------------|--------------------|--|
| Small mesh MSP | NOT ON AGENDA | | | | | |
| Habitat | Draft framework, comment opportunities, older meeting summaries | 12-Apr | 1-Apr | 1-Apr | | Staff needed more time |
| | Revised draft framework, draft comment letters, 3/28 meeting summary | | | 8-Apr | 7 | |
| | Slides | | | 8-Apr | | |
| Monkfish | Staff presentation | 12-Apr | 9-Apr | 1-Apr | 0 | |
| | Meeting package | | 1-Apr | 1-Apr | 0 | |
| Skate | NOT ON AGENDA | | | | | |
| EBFM | Staff presentation | 12-Apr | 9-Apr | 7-Apr | 0 | Committee met on 4/5 Committee met on 4/5 |
| | March 10, 2022 Mtg Summary | | 2-Apr | 1-Apr | 0 | |
| | 2. Draft Prototype MSE timeline | | 2-Apr | 6-Apr | 4 | |
| | 4. April 5, 2022 Mtg Summary | | 2-Apr | 7-Apr | 5 | |
| SSC | 1a-SSC Presentation | 14-Apr | 11-Apr | 12-Apr | 1 | Prep. by SSC |
| | 1b_SSC Report - April 1 Cte meeting | | 9-Apr | 12-Apr | 3 | Prep. by SSC |
| No other Committee reports were on this Council meeting agenda | | | | | | |