



## 2017 Council Coordination Committee Meeting

### Council Staff Operations Meeting

Hotel Information

Gloucester, Massachusetts

May XX, 2017

### **DRAFT PROPOSED AGENDA**

<b>Xday - May XX, 2017</b>		
		<b>Discussion Lead</b>
<b>8:30 - 8:45</b>	<b>Welcome/Introductions</b> <ul style="list-style-type: none"> <li>Review Agenda</li> </ul>	<b>Chris Kellogg</b>
<b>8:45 - 10:30</b>	<b>Improving Analytical and Decisional Documents</b> <ul style="list-style-type: none"> <li>Templates and/or Document Organization <ul style="list-style-type: none"> <li>NEPA, RIR, RFA, MSA Requirements</li> </ul> </li> <li>Effective Project Management <ul style="list-style-type: none"> <li>Workgroup/Document Team Management</li> </ul> </li> <li>Document Accessibility and Application <ul style="list-style-type: none"> <li>Technical Reviews, Council Decision-Making, Public Accessibility</li> </ul> </li> </ul>	<b>TBD</b>
<b>10:30-10:45 - BREAK</b>		
<b>10:45 - 12:00</b>	<b>Coordination and Implementation</b> <ul style="list-style-type: none"> <li>Coordination with External Agencies (NMFS, Commissions) <ul style="list-style-type: none"> <li>Staff Meetings between Councils and NMFS</li> </ul> </li> <li>FMP Amendment Approval/Regulatory Implementation <ul style="list-style-type: none"> <li>Council and NMFS Staff Coordination/Meetings</li> <li>Challenges and Efficiencies</li> </ul> </li> </ul>	<b>TBD</b>
<b>12:00 - 1:30 - LUNCH</b>		
<b>1:30 - 3:00</b>	<b>Council Staff Management and Development</b> <ul style="list-style-type: none"> <li>Personnel Rules <ul style="list-style-type: none"> <li>Documentation</li> <li>Pay, Leave, Travel</li> </ul> </li> <li>Office Procedures <ul style="list-style-type: none"> <li>Documentation</li> <li>Briefing Book Development, Filing, Procurements, etc.</li> </ul> </li> </ul> Annual Staff Meetings/Staff Retreats	<b>TBD</b>
<b>3:00 - 3:15 - BREAK</b>		
<b>3:15 - 4:30</b>	<b>Council Staff Management and Development - continued</b> <ul style="list-style-type: none"> <li>Staff Evaluations – Technical and Administrative Staff</li> <li>Staff Motivation, Development, and Training</li> <li>Extracurricular Expectations <ul style="list-style-type: none"> <li>Journal Publication, Speaking Engagements, Outreach</li> </ul> </li> </ul>	<b>TBD</b>
<b>4:30 - 5:00</b>	<b>Wrap-up and Conclusions</b> <ul style="list-style-type: none"> <li>Summarize Report to Council Coordination Committee</li> </ul>	<b>All</b>
<b>5:00 - ADJOURN</b>		