



2017 Council Coordination Committee Meeting

Council Staff Operations Meeting

Hotel Information

Gloucester, Massachusetts

May XX, 2017

DRAFT PROPOSED AGENDA

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