

# STAC Workshop Protocol

## Introduction

Workshops are a primary mechanism by which the Scientific and Technical Advisory Committee (STAC) of the Chesapeake Bay Program (CBP) brings the broad expertise of the scientific and technical community to bear on critical and timely issues relevant to the successful restoration of the Chesapeake Bay. Workshops convene independent experts and active managers in a dialogue to review current state of knowledge on an issue and outline management concerns and priorities. This provides a format for formulating recommendations from the scientific and technical community on information needs, opportunities for collaborations, and further management actions. Previous workshops have addressed the impact of nutrient loads on the watershed, the integration of monitoring and modeling, and the application of growth analyses within the Bay watershed. STAC workshops are designed to maintain high scientific standards in the consideration, review, and implementation of scientific information in the restoration efforts of the Chesapeake Bay region. The STAC workshop protocol outlined below will assist in maintaining the established scientific quality and integrity of the workshops.

## STAC Proactive Workshops

STAC proactive workshops are an important opportunity for the committee to identify and address emerging issues of concern to the management of the ecosystem which have not yet identified as priorities by the Chesapeake Bay Program. In this way, STAC provides guidance on new issues and strengthens the scientific and technical foundations of CBP activities.

## PROTOCOL

1. Workshop topics are selected annually by the STAC membership. The number of workshops sponsored is constrained by the amount of available funding.
2. Workshop proposals must be submitted to STAC for approval by the full committee. Proposals must follow the Request for Proposal (RFP) guidelines. A workshop proposal must result in a written report and include a timeline for report submission. Failure to meet reporting deadlines may jeopardize future workshop funding.
3. A steering committee must be identified by the workshop requestor(s) which may consist of both STAC members and outside experts with at least one STAC member identified as part of the steering committee. The STAC representative can serve as chair of the steering committee but it is not required for a workshop. The workshop steering committee must include the STAC Executive Secretary or designee in all teleconferences, meetings, email correspondence, etc. for the workshop. The steering committee is responsible for the following tasks:
  - Oversight of all aspects of the workshop, including the workshop proposal.
  - Development of workshop agenda and objectives
  - Identification of key participants including the CBP committees, goal implementation teams, workgroups, or other task forces and individuals who will be impacted by or use the information generated by the workshop.

- Development of workshop proceedings and/or products and their timely submission to STAC for publication.
  - Compliance with the allocated STAC budget, not to exceed the funds allocated by STAC.
4. The STAC Executive Secretary provides logistical support for the workshops, or arranges for independent support as needed.
  5. The steering committee will be assigned a web page accessible through the STAC website for document distribution and information sharing among steering committee members, workshop participants, and interested parties. The steering committee will be responsible for maintaining posted information with technical support provided by the STAC Executive Secretary.
  6. Registration fees may not be charged for workshop participants unless approved in advance by STAC Executive Secretary.
  7. STAC has discretion over the number of participants invited to the workshop, as determined by the function of the session. For example, a workshop directed toward information dissemination may benefit from a large number of participants, whereas a directed, problem-solving session may function more efficiently with a small group.
  8. A written report must be developed by the workshop steering committee following any workshop. The report's format and length will be determined by the workshop steering committee and included in the workshop proposal. The workshop steering committee may request press releases or factsheets only in addition to completing a written report. Workshop publications, reports, and proceedings are subject to the STAC Publication Protocol.
  9. Workshops, but not workshop products, must be completed in the fiscal year for which they are approved. The STAC fiscal year runs from June 1 – May 31.
  10. Workshop reports must be completed and forwarded to STAC no more than 90 days after the completion of the workshop unless an alternate schedule has been approved by STAC. Failure to meet reporting deadlines may jeopardize future workshop funding.
  11. Final review, distribution, and web posting will be completed by STAC within six weeks of receipt of the workshop report unless an alternate deadline is approved by STAC.
  12. STAC reserves the right to release workshop products to the public. STAC also reserves the right to create additional public documents, such as factsheets or press releases, from workshop products.

## **STAC Responsive Workshops**

STAC responsive workshops are held in direct response to requests for assistance from the Chesapeake Bay Program. STAC provides support to convene the workshops in order to gather critically needed information on a topic. These workshops provide a flexible response mechanism to provide scientific and technical information and guidance on high priority issues as they arise in the management of the Chesapeake Bay watershed. In submitting a responsive workshop proposal, requestors agree to adhere to the protocols outlined below.

### **PROTOCOL**

1. Workshop topics are selected annually. A Request for Proposals (RFP) is released by STAC in January of each year, inviting submission of workshop topics from the Chesapeake Bay Program. Proposals submitted for consideration must be accompanied by a letter of support or e-mail from the committee or Goal Implementation Team (GIT) chair, indicating that the proposal is a priority for the primary governance units of the CBP.
2. Workshop proposals must be submitted to STAC for approval by the full committee. Proposals must follow the Request for Proposal (RFP) guidelines. Each workshop proposal must result in a written report and must include a timeline for report submission. Failure to meet report submission deadlines may jeopardize future workshop funding.
3. A steering committee must be identified by the workshop requestor(s) which may consist of both STAC members and outside experts with at least one STAC member identified as part of the steering committee. The STAC representative can serve as the chair of the steering committee but it is not required for a workshop. The workshop steering committee must include the STAC Executive Secretary or designee in all teleconferences, meetings, email correspondence, etc. for all aspects of the workshop. The steering committee is responsible for the following tasks:
  - Oversight of all aspects of the workshop, including the workshop proposal(?).
  - Development of workshop agenda and objectives
  - Identification of key participants, including the CBP committees, goal implementation teams, workgroups, or task forces impacted by the workshop results.
  - Identification of CBP staff to provide logistical and/or technical support for the workshop.
  - Development of workshop proceedings and/or products and their timely submission to STAC for publication.
  - Compliance with the allocated STAC budget, not to exceed the funds allocated by STAC. These funds must include travel costs for STAC members involved in the workshop.
4. The STAC Executive Secretary and collaborating Chesapeake Bay Program staff work together to provide logistical support for the workshops.

5. The steering committee will be assigned a web page accessible through the STAC website for documentation distribution and information sharing among steering committee will be responsible for maintaining posted information with technical support provide by the STAC Executive Secretary.
6. Registration fees for participants may not be charged unless approved in advance by the STAC Executive Secretary.
7. STAC, in conjunction with the steering committee, has discretion over the number of participants invited to the workshop, as determined by the function of the session. For example, a workshop directed toward information dissemination may benefit from a large number of participants, whereas a directed, problem-solving session may function more efficiently with a small group.
8. A written report must be developed by the workshop steering committee following any workshop. The report format and length will be determined by the workshop steering committee and included in the workshop proposal. The workshop steering committee may request press releases or factsheets only in addition to completing a written report. Workshop publications, reports, and proceedings will be subject to the STAC Publications Protocol.
9. Workshops, but not workshop products, must be completed in the fiscal year for which they are approved. The STAC fiscal year runs from June 1 – May 31.
10. Workshop reports and/or projects must be completed and forwarded to STAC no more than 90 days after the completion of the workshop unless an alternate schedule has been approved by STAC. Failure to meet reporting deadlines may jeopardize future workshop funding.
11. Final review, distribution, and web posting will be completed by STAC within six weeks of the receipt of a workshop report unless an alternate deadline is approved by STAC.
12. STAC reserves the right to release workshop products to the public. STAC also reserves the right to create additional public documents, such as factsheets or press releases, from workshop products.

#### Amendments to Workshop Protocols

The STAC Executive Board and/or membership establishes the STAC Workshop Protocols and can create and alter them as necessary with a majority vote.