

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.

General Requirements

There are several requirements for both types of STAC-supported workshops described below. First, STAC provides support to convene the workshops in order to gather critically needed information on a topic. After acceptance of a workshop by STAC, it is the responsibility of the workshop steering committee to complete the workshop and any products listed in the proposal. Second, it is incumbent on the workshop steering committee to identify the time sensitivity of the workshop and its products, and meeting these delivery dates is solely a responsibility of the workshop steering committee, not STAC. Third, if a report is to be generated from the workshop, it is the responsibility of the workshop steering committee to draft the report, again not STAC. Final review, distribution, and web posting will be completed by STAC within six weeks of receipt of a workshop report.

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 determined by the amount of funding allocated for this activity by the CBP Budget Steering Committee.
2. The STAC chair appoints a steering committee, which may consist of both STAC members and outside experts. A STAC representative can serve as chair of the steering committee but it is not required for a workshop. The workshop steering committee should include the CRC

STAC staff member in teleconferencing, meetings, etc. for the workshop. The steering committee is responsible for the following tasks:

- Oversight of all aspects of the workshop
 - Development of workshop agenda and objectives
 - Identification of the CBP Program SCs, WGs, or Task Forces impacted by the workshops results
 - Identification of key participants
 - 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 printing costs for any final report and travel costs for STAC members involved in the workshop.
3. STAC staff provides logistical support for the workshops, or arranges for independent support as needed.
 4. Registration fees may not be charged for workshop participants unless approved in advance by STAC Staff.
 5. 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.
 6. Workshop publications and proceedings are subject to the STAC Publications Protocol, with the Chesapeake Research Consortium having final editorial discretion prior to publication or posting on the web.
 7. 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.

STAC Responsive Workshops

STAC responsive workshops are held in direct response to requests for assistance from the Chesapeake Bay Program Subcommittees or Implementation Committee. These workshops provide a flexible response mechanism to provide prompt scientific and technical information and guidance on high priority issues as they arise in the management of the Chesapeake Bay watershed.

PROTOCOL

1. Funds for STAC responsive workshops are allocated through an annual competitive process of the CBP Budget Steering Committee; the amount of the allocation determines the number of workshops held. In previous years, STAC has received funds to sponsor 2-4 workshops. If partial funds are contributed by other subcommittees, additional workshops can be held.
2. 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 other CBP committees.

Proposals submitted for consideration must be accompanied by a letter of support or e-mail from the subcommittee chair, indicating that the proposal is a subcommittee priority. Following a technical review, STAC makes recommendations to the CBP Implementation Committee on which proposals should be funded. Final selection of workshop topics is determined by the Implementation Committee.

3. The STAC chair appoints a workshop steering committee, with a STAC representative serving as a participant of the committee. Representatives from the collaborating subcommittee are active participants on the committee. The workshop steering committee should include the CRC STAC staff member in teleconferencing, meetings, etc. for all aspects of the workshop. The steering committee is responsible for the following tasks:
 - Oversight of all aspects of the workshop
 - Development of workshop agenda and objectives
 - Identification of key participants, including CBP users who will use the information generated in CBP deliberations
 - 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 printing costs for any final report and travel costs for STAC members involved in the workshop.
4. STAC staff and collaborating subcommittee staff work together to provide logistical support for the workshops.
5. 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.
6. Registration fees for participants may not be charged unless approved in advance by STAC Staff.
7. Workshop publications and proceedings will be subject to the STAC publications protocol.
8. STAC maintains discretion over the content and publication of workshop products and proceedings, ensuring the scientific quality and accuracy of the information. The Chesapeake Research Consortium has final editorial discretion prior to publication or posting on the web.
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.

STAC Review Protocol

Introduction

The Scientific and Technical Advisory Committee (STAC) supports the scientific and technical basis of the Chesapeake Bay Program (CBP) through the independent peer review of technical reports, policy statements, and activities. The objective of these reviews is to provide thorough, competent, and objective technical reviews in a timely fashion, in which the extent of endorsement by STAC is clear. Priorities for STAC, set in consultation with the Implementation Committee or Executive Committee, usually emphasize reviews at the broad program level and development of advice on major issues.

Merit Reviews of Budget Proposals

The merit review is an important element of Chesapeake Bay Program operations and STAC remains committed to advising on how to obtain the best scientific and technical information. Unfortunately, the available resources do not allow STAC to conduct reviews of individual budget proposals for each subcommittee.

1. STAC will assist the CBP subcommittees in their annual budget proposal merit reviews by identifying potential reviewers, and providing advice and guidance on the review process as necessary.
2. The subcommittees are responsible for contacting potential reviewers, distributing the review material, and compiling and assessing the results of the review for consideration during the selection process.

Programmatic Reviews Addressing On-going CBP Efforts

The purpose of these review is to provide a technical peer review of going CBP activities, identifying areas of merit, needed improvement, and concern.

1. Requests for STAC programmatic reviews are generated by the CBP Implementation Committee. The request, directed to the attention of the STAC Chair from the IC Chair, should indicate whether an external peer review or a STAC review is desired, the required completion date of the review, and the preferred form of the final report.
2. STAC convenes a review panel of qualified experts, from within STAC membership and outside sources. A STAC member can be appointed by the STAC chair to oversee the review process.
3. STAC develops a charge to the review panel, which is submitted to the Implementation Committee for concurrence and verification.

4. STAC reviews must be approved by the STAC membership before they are released. The STAC Chair is responsible for the oversight of any modifications of the review and insuring consensus approval of the formally endorsed review.
5. The review panel submits a report to STAC for review and approval by the full membership.
6. STAC transmits the findings of the review panel to the appropriate subcommittee(s) and the Implementation Committee.
7. Following the transmission of the review, the STAC Chair will supervise any responses or justified revisions in the report, in consultation with reviewers and STAC members as appropriate.

Special Reviews of Major New Plans or Issues

These special reviews are conducted to provide guidance and advice before new programs are implemented by the Chesapeake Bay Program. The purpose is to review the new program for areas of potential problems or conflicts and make recommendations based on the findings.

1. Requests for STAC reviews of new programs are generated by the Implementation Committee. The request, directed to the attention of the STAC Chair from the IC Chair, should indicate whether an external peer review or a STAC review is desired, the required completion date of the review, and the preferred form of the final report.
2. STAC convenes a review panel of technical experts, with a STAC member appointed by the STAC Chair to oversee the review process.
3. STAC develops a charge to the review panel, which is presented to the Implementation Committee for approval.
4. STAC reviews must be approved by the full STAC before they are released. The STAC Chair is responsible for the oversight of any modifications of the review and insuring consensus approval of the formally endorsed review.
5. STAC transmits the findings of the review to the appropriate subcommittee(s) and the Implementation Committee.
6. Following the transmission of the review, the STAC Chair will supervise any responses or justified revisions in the report, in consultation with reviewers and STAC members as appropriate.