

# STAC Workshop Protocol \_ Revised 6.5.2015

## Mission Statement

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 are convened for a number of purposes, including:

- To review the state of the science or technology in a topical area of importance to the future condition of the Chesapeake Bay;
- To identify important areas of research, technology development, or data collection and analysis to further the goals of the CBP; or
- To identify emerging science issues which merit greater scientific attention within the CBP

STAC Workshops convene independent experts, active managers, scientists, and stakeholders with interests and expertise in a dialogue to exchange ideas, and/or outline management concerns and develop strategies in support of improved science in Chesapeake Bay restoration. The resulting workshop product, in the form of a written report, provides a format for formulating recommendations and guidance from the scientific and technical community to the CBP Partnership and other interested parties implementing restoration, conducting research and technology development, or collecting and analyzing data regarding the Bay and its 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.

STAC is focusing its limited resources in convening workshops that have outcomes specific to management actions to assist the restoration of the bay and its watershed. Hence, workshops are one form of a lengthy process that the CBP community should be pursuing to expand science-based management for the region's restoration. For that reason, STAC requests that all those proposing workshops adhere to the following protocols, and fulfill the additional requirements outlined for STAC Proactive or Responsive Workshops:

## PROTOCOL

1. Workshop topics are selected annually by the STAC membership. **In addition, responsive activities will be approved on a case-by-case basis.** The number of workshops sponsored is constrained by the available funding. A Request for Proposals (RFP) is released by STAC in **[December]** of each year, inviting submission of workshop topics for **Proactive** and **Responsive** activities (see additional requirements below).

2. 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.
3. Workshop proposals must be submitted to STAC for approval by the full committee. Proposals must follow the Request for Proposal (RFP) guidelines and include all of the materials listed below for their respective workshop category. **Failure to adequately justify the workshop and its products as an appropriate activity for STAC support, and as a reasonable next step in the development and use of the products in management in the region could lead to return of the proposal without further action; failure to meet reporting deadlines would jeopardize future workshop funding and timely integration of products into management decision-making.** The STAC Executive Board/RFP Review Committee has the discretion to waive or add requirements as needed.
4. A steering committee, not to exceed ten individuals, must be identified by the workshop requestor(s) with at least one current STAC member identified as part of the steering committee. The STAC representative may serve as chair of the steering committee but it is not required for a workshop. **Requestor(s) must obtain written consent that the identified STAC member(s) agree to serve on the steering committee and fulfill the accompanying responsibilities.** The workshop steering committee must include the STAC Executive Secretary or Staff in all teleconferences, meetings, email correspondence, etc. for the workshop. The steering committee is responsible for the following tasks during the workshop process:
  - Drafting background information, pre-workshop CBP activities, and post-workshop use of workshop results or recommendations in CBP restoration that justify a workshop as an appropriate ‘next step’ in exploration of the topic’s importance to science-based management in the CBP;
  - 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 (GIT), workgroups, or other task forces and individuals who would receive workshop results and be encouraged to adopt workshop outcomes and recommendations in their future decisions;
  - Identification of CBP staff to provide additional logistical and/or technical support for the workshop;
  - Development of workshop proceedings and/or products and their timely submission to STAC for publication **90 days following the workshop.**
  - Determination and agreement on whether the final workshop product(s) will require a formal written response from the CBP Management Board (MB) or if the product is serving as an informative document for MB deliberation (Note: A MB response may not be required for proactive workshops, but is required for responsive workshops). **The MB is required to respond within 90 days of receiving the report, which may be extended an additional 30 days at the specific request of the MB Chair;** and
  - Compliance with the allocated STAC budget, not to exceed the funds approved and allocated by STAC.

5. STAC Staff will provide logistical support for the workshops, or can arrange for independent support as needed. Workshop leads are requested to respond to inquiries from STAC Staff within 48 hours, or risk delay in the completion of task, and jeopardize the goals of the workshop.
6. **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.
7. 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 accurate posted information with technical support provided by the STAC Staff.
8. Registration fees may not be charged for workshop participants unless approved in advance by the STAC Executive Secretary.
9. The STAC Executive Secretary is the only person authorized to execute contracts and only verbal or written offers issued by the STAC Executive Secretary will be honored. **It is atypical for STAC to support funding for Honoraria and/or consultation fees, but if approved by STAC, these funds must be written into the workshop proposal.** The monetary amount should not exceed the allowable amount identified in CRC's cooperative agreement.
10. **The total amount allocated by STAC will not exceed \$10,000 for each workshop activity. While STAC frequently accepts requests as the sole funding source, if external contributors or fiscal partners are willing to contribute matching funds, these must be identified and the disbursement of funds clearly outlined prior to final workshop approval.**
11. A written report must be developed by the workshop steering committee following any workshop activity. The report's anticipated recommendations and use of the workshop materials in future CBP decisions, management, or policies will be determined by the workshop steering committee and outlined in the initial workshop proposal. The workshop steering committee may request press releases or factsheets as additional products to the completed written report, but must assist in their development. Workshop publications, reports, and proceedings are subject to the *STAC Publication Protocol* (available online at [www.chesapeake.org/stac](http://www.chesapeake.org/stac)).
12. **The report's overall format and length must adhere to the standardized report format generated by STAC Staff, however, content will vary based on specific workshop activities. All drafts prior to the final version must be developed in Microsoft Word file format.**
13. Workshop reports must be completed and forwarded to STAC **no more than 90 days** after the completion of the workshop. **STAC will work with the steering committee to develop a**

**timeline for report drafting to help ensure timely completion,** unless an alternate schedule has been approved by STAC.

14. 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.
15. 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.
16. Failure to meet reporting deadlines or follow protocols may jeopardize future workshop funding.

### **STAC Proactive Workshops**

STAC Proactive Workshops are an important opportunity for the committee to identify and address issues of concern that have evolved through time in discussions within the CBP partnership, i.e., its committees, GITs (Goal Implementation Teams), workgroups, and action teams. The issues may not have been identified as priorities by the Chesapeake Bay Program but represent topics that the larger community believes the CBP should address in the management of the ecosystem. In this way, STAC provides guidance on emerging issues and strengthens the scientific and technical foundations of CBP activities for development and incorporation of these issues into management considerations for future bay and watershed restoration.

A successful proposal should be no more than three pages in length and should include the following information, in addition to adhering to the above Workshop Protocols:

- Workshop topic and/or title;
- List of steering committee members with affiliations representing necessary expertise needs, with consent from STAC member(s) indicated for inclusion;
- Description of workshop topic(s), objective(s), and degree of urgency;
- Relevant background information for the workshop topic(s), and current issues related to the topic(s);
- Relevance to management needs: A list of key linkages between the proposed workshop topic and current CBP Management Strategies, 2017 Mid-Point Assessment goals, outcomes, and/or other STAC activities and priorities;
- **List of anticipated speakers/moderators/key participants with affiliations, with emphasis on the expertise needed for advancement of the issue or skills in implementing recommendations in science-based management (if available). Proposal may also outline topics for which speakers would be sought;**
- A specific set of questions that will be addressed at the workshop;
- Detailed description of workshop expectations/product(s) and identified delivery date(s) that meet the requirements outlined in the *STAC Publications Protocol*, and a discussion

on how the workshop product(s) will be used to inform future CBP management decisions and/or inform science-based management across the CBP Partnership;

- Rationale as to why a STAC workshop is an appropriate vehicle for the proposed activity, including indicating the specific scientific or technical question or issues that will be considered;
- Estimated timeline for setting up, convening, and producing workshop product(s);
- Estimated number of participants, facilities needed, location, and anticipated budget (while STAC workshops can vary greatly in cost, STAC typically estimates each workshop costs between \$5,000 and \$10,000);
- Anticipated timing of workshop, and whether this is firm or flexible based on goals of workshop;
- If the anticipated budget includes travel support, speakers that will contribute scientific or subject matter expertise needed to achieve the goals and outcomes of the workshop will be given first priority. All remaining travel funds will be dispersed at the discretion of the steering committee. **(Note: STAC travel support may not be used to support expenses incurred by Federal employees);**
- List of any additional potential fiscal partners supporting the workshop, including a detailed outline of funding limitations and disbursement information.
- A brief history of previous STAC-funded workshops applied for by the individual or workgroup, and how previous workshop products were used to support management decisions.

### **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 that has been developed through prior deliberations and discussions within the CBP committees, GITs, workgroups, or action teams. These workshops provide a flexible response mechanism to provide additional scientific and technical information and guidance on high priority issues that have been extensively explored within the partnership as they arise in the management of the Chesapeake Bay watershed.

A successful proposal should be no more than three pages in length and should include the following information, in addition to adhering to the above Workshop Protocols:

**Responsive workshop proposals submitted for consideration require an individual letter of support with signature from the Chair of any CBP committee, GIT, jurisdiction's governor or mayor, or state agency staff/deputy secretary that states the proposal and indicated delivery dates are endorsed by the committee, GIT, or partner, and that the proposal is a priority for the primary governance units of the CBP (not included in the three-page limit).**

- Workshop topic and/or title;
- List of steering committee members with affiliations representing necessary expertise needs, with consent from STAC member(s) indicated for inclusion;
- Description of workshop topic(s), objective(s), and degree of urgency;

- Relevant background information for the workshop topic(s), and current issues related to the topic(s), **including substantial detail on previous CBP discussions and deliberations on the topic;**
- Relevance to management needs: A list of key linkages between the proposed workshop topic and current CBP Management Strategies, 2017 Mid-Point Assessment goals, outcomes, and/or other STAC activities and priorities;
- List of anticipated speakers/moderators/key participants with affiliations, with emphasis on the expertise needed for advancement of the issue or skills in implementing recommendations in science-based management (if available). Proposal may also outline topics for which speakers would be sought;
- A specific set of questions that will be addressed at the workshop;
- Detailed description of workshop expectations/product(s) and identified delivery date(s) that meet the requirements outlined in the *STAC Publications Protocol*, and a discussion on how the workshop product(s) will be used to inform future CBP management decisions and/or inform science-based management across the CBP Partnership;
- Rationale as to why a STAC workshop is an appropriate vehicle for the proposed activity, including indicating the specific scientific or technical questions or issues that will be considered;
- Estimated timeline for setting up, convening, and producing workshop product(s);
- Estimated number of participants, facilities needed, location, and anticipated budget (while STAC workshops can vary greatly in cost, STAC typically estimates each workshop costs between \$5,000 and \$10,000);
- Anticipated timing of workshop, and whether this is firm or flexible based on goals of workshop;
- If the anticipated budget includes travel support, speakers that will contribute scientific or subject matter expertise needed to achieve the goals and outcomes of the workshop will be given first priority. All remaining travel funds will be dispersed at the discretion of the steering committee. **(Note: STAC travel support may not be used to support expenses incurred by Federal employees);**
- List of any additional potential fiscal partners supporting the workshop, including a detailed outline of funding limitations and disbursement information.
- A brief history of previous STAC-funded workshops applied for by the individual or workgroup, and how previous workshop products were used to support management decisions.

#### Amendments to Workshop Protocols

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