

Roles and Responsibilities for Mid-Point Assessment Reviews

STAC Coordinator, Natalie Gardner

STAC Quarterly Meeting

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Roles

- Ad hoc Review Committee
- Review Panel
- Review Panel Chair
- STAC Liaison
- STAC

STAC Ad Hoc Review Committee

- First to receive the review request
- Determine if the questions are the appropriate science questions to ask
- Determine appropriateness for a STAC review
- Help nominate a person to serve as the Review Panel Chair

STAC-Sponsored Review Panel

- Can consist of both STAC members and external scientists that conduct the review (including experts from outside the watershed)
- Meet with CBP leadership and/or staff for an informational session related to each review, if needed
- Responsible for writing/drafting the final STAC review report. Sections of the report may be split between the panel members

Review Panel Chair

- An active member of the review team, who may or may not be a member of STAC. If the Review Panel Chair is a STAC member, that person will also serve as the STAC Liaison. If the Review Panel Chair is not a STAC member, a STAC Liaison will be assigned
- Responsible for leading the review/facilitate panel meetings/conference calls
- Responsible for drafting the review report.
- The Review Panel Chair is decided based on expertise, leadership ability, and (importantly) availability to serve. The ad hoc review committee will help nominate a person to serve as the Review Panel Chair.

STAC Liaison

- If a STAC member is not on the review panel, a STAC Liaison will be assigned
- This person is charged with moving the review process forward in a timely manner and assist STAC staff when needed.
- Participation could include:
 - Initial contact with potential reviewers
 - Participate on planning calls
 - Serve as liaison between STAC and review panel
 - Oversee drafting of report
 - Present findings and recommendations to STAC or CBP

Full STAC membership

- Review/Approve the review request
- Help identify appropriate reviewers
- Review/Approve final report

Important to Know

Normally, STAC considers all review requests at quarterly meetings. For MPA reviews, STAC will review and approval requests via email.

A majority of STAC members must approve the review request before STAC begins work on the activity.

STAC Review Process

- This document outlines the step-by-step process to take each review from start to finish.
- Created for new STAC members, Chesapeake Bay Program reps, and STAC staff
- Helpful guide for ALL PARTIES to follow

Questions ?