

## **STAC Review Process**

**Step 1:** STAC receives the CBP Partnership request for a STAC peer review. This request should: 1) introduce the issue; 2) detail the questions for STAC to review; 3) provide a deadline the review should be completed by; 4) describe the form of report desired from STAC; 5) and provide an anticipated date for official response by the partner/CBP to STAC.

**Step 2:** STAC staff distributes (via email) the review request to all of STAC for a two-week review period. In this distribution, STAC staff will request a formal approval for this STAC activity. A majority of STAC members must approve the review request before STAC begins work on the activity. STAC members are encouraged to provide comments on the specific science questions for each review. If approved by STAC, Steps 3-15 will follow. If not approved by STAC, a formal decline will be made to CBP with explanation.

**Step 3:** Upon approving the review request, STAC staff should consult with the *ad hoc* review committee to determine who will serve as the STAC Liaison and/or the Review Panel Chair. This STAC member and the STAC *ad hoc* review committee will work to 1) identify internal and external reviewers, 2) develop a timeline for review completion, 3) discuss the appropriateness of the review questions, and 4) determine appropriate honoraria for each reviewer.

**Step 4:** If review questions are not appropriate or need revision, STAC staff will request a meeting with CBP representatives and the *ad hoc* review committee to discuss and refine. Both groups will work together to refine the questions and agree on how to proceed.

**Step 5:** STAC staff will invite the recommended reviewers to join the expert review panel. At that time, an email detailing the requirements of the review, the charge questions, and review documentation will be distributed.

**Step 6:** The experts that are willing and able to serve on the review panel will then be sent the formal contract for their services.

**Step 7:** Upon receipt of the signed contract, the review panel will meet (either via phone, webinar, or in-person) to discuss details of the review. Several planning calls could occur if necessary. During this time, the review panel should determine whether further clarification is needed from the Bay Program. If so, STAC staff will request an informational session (via webinar or in-person) with the appropriate CBP representatives.

**Step 8:** The review panel will deliberate over the next few months. If needed, STAC staff can arrange conference calls or in-person meetings of the review panel. During this time, the review panel will conduct the review, answer the review questions, and draft the review report.

**Step 9:** The Review Panel Chair submits the final report for STAC review. STAC staff will distribute the final report to STAC for review. STAC staff will allow two weeks for STAC review. STAC staff will also send the report individually to the STAC members with appropriate expertise.

**Step 10:** STAC staff and the Review Panel Chair will provide an editorial review of the final report, including incorporation of STAC's comments/edits, after which the report will be distributed to the review panel for final approval.

**Step 11:** The Review Panel Chair will submit the final report to the STAC Executive Secretary for final review.

**Step 12:** The final review report will be distributed to the 'Embargoed report' distribution list one week prior to final report distribution. This list includes CBP Leadership, GIT Chairs, and members of the Communications Workgroup.

**Step 13:** STAC staff will draft a letter to CBP 1) summarizing the review recommendations, 2) key findings, and 3) requesting a response from CBP. STAC staff will distribute this letter to the STAC Chair for review and approval.

**Step 14:** STAC staff will distribute the final review report to the Partnership and all Interested Parties. STAC staff will post the letter and report to the STAC publications database.

**Step 15:** If requested, the STAC Liaison and/or the Review Panel Chair may be requested to provide a presentation to certain groups within the Partnership. STAC staff will assist in making these arrangements.

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