

STAC Workshop Protocol

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 initiated from within STAC or by the CBP, and 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 and to suggest strategies to advance these efforts;
- To investigate emerging science issues which merit greater scientific attention within the CBP, and suggest strategies for initiating or enhancing efforts in these areas; or
- To be responsive to science-based questions from the CBP, and develop strategies in support of improved science in response to the management needs of the CBP

STAC workshops convene independent experts, active managers, scientists, and stakeholders with interests and expertise in a dialogue to exchange ideas, and outline 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 of several processes that the CBP community should be pursuing to expand science-based management for the region's restoration. In particular, they are not intended to be meetings aimed primarily at enhancing coordination across the Chesapeake Bay community; alternative options exist for such functions. 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:

PROTOCOLS

1. 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
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 product(s) as an appropriate activity for STAC support, and as a reasonable next step in the development of management in the region could lead to return of the proposal without further action.** 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. **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 STAC representative may serve as chair of the steering committee but it is not required for a workshop. Additionally, if the workshop topic or resulting product will be of relevance to a particular entity, requestor(s) are encouraged to include a representative from that entity on the steering committee.
5. The workshop steering committee must include the STAC Coordinator and/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, with the number of participants invited to the workshop determined by the function of the session;
 - Determination of the criteria for selecting which, if any, participants in the workshop should receive travel funding from the approved workshop budget;
 - Identification of key recipients, including the CBP committees, Goal Implementation Teams (GIT), workgroups, or other task forces and individuals, who would be encouraged to adopt workshop outcomes and recommendations into future decisions, management, and policy;
 - 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 review and publication* (See additional details below);

- 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.
6. STAC Staff will provide logistical support for the workshops, or can arrange for independent support as needed. Workshop leads are respectfully expected to respond to inquiries from STAC Staff within 72 hours, or risk delay in the completion of tasks and jeopardize the goals of the workshop.
 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 will 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 steering committee may request press releases or factsheets as additional products to the completed written report, but must assist in their development.
 12. The report's overall format and length must adhere to the standardized report format generated by STAC, 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 or product(s) must be completed and forwarded to STAC for review **no more than 90 days** after the completion of the workshop. STAC Staff will work with the steering committee following the workshop to develop a timeline for product delivery to help

ensure timely completion, unless an alternate schedule has been identified in the proposal and approved by STAC.

14. Final review, distribution, and web posting will be completed by STAC Staff 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 and timely integration of products into management decision-making.**

Proposal Expectations

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:

Content:

- Workshop topic and/or title;
- Whether the workshop is a State of the Science or Programmatic workshop (see Workshop Overview document)
- List of steering committee members with affiliations representing necessary expertise needs, with written consent from STAC member(s) indicated for inclusion (not part of the 3-page limit). Clearly identify the workshop chair/lead(s);
- Description of workshop topic(s), objective(s), and degree of urgency;
- Relevant background information for the workshop topic(s), current issues related to the topic(s), and substantial detail on previous CBP discussions and deliberations on the topic (if applicable);
- Relevance to management and/or research needs: A list of key linkages between the proposed workshop topic and current CBP Management Strategies
- Rationale as to why a STAC workshop is an appropriate vehicle for the proposed activity;
- A specific set of questions that will be addressed at the workshop, indicating the scientific or technical question, issues, or topics that will be considered;
- 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 will be sought;
- Detailed description of workshop outcomes/product(s) that meet the requirements outlined in the *STAC Publications Protocol*, and a statement of how the product(s) will be applied to inform future CBP management decisions and/or science-based management across the CBP Partnership;

- 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.

Logistics:

- Anticipated timing of workshop, and **whether this timing is firm or flexible** based on goals of workshop;
- Estimated timeline for setting up and convening workshop, and producing workshop product(s). If you anticipate up front that the 90 day report deadline cannot be met, please provide in the proposal an alternative timeline for report submission to STAC with justification; if during the workshop process the 90-day deadline becomes unfeasible, advance notice must be provided to STAC for approval;
- Estimated number of participants, facilities needed, desired location, and anticipated budget (while STAC workshops can vary greatly in cost, STAC typically estimates each workshop costs between \$5,000 and \$10,000);
- The disbursement of travel support funds will be at the discretion of the steering committee. However, it is expected that speakers that will contribute scientific or subject matter expertise needed to achieve the goals and outcomes of the workshop and authors of the workshop report 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.