STAC Workshop Overview: FY 2024

Diversity, Inclusion, and Environmental Justice**: STAC encourages all workshops to consider the following during the workshop process and in the development of workshop products:**

- Does the proposed workshop steering committee include a diverse membership (race, background, discipline, affiliation, gender, orientation) that will allow the workshop to examine the diverse perspectives within the proposed topic?
- Does the workshop aim to explore the relevant environmental justice issues surrounding the topic? How will this be incorporated?
- Do the proposers identify strategies to ensure all participants have an equal chance to participate during the workshop and throughout the planning process, report drafting, and incorporation of science needs and recommendations?

Two Categories of STAC Workshops: As an independent advisory committee to the entire Chesapeake Bay Partnership, STAC reserves funds for two types of workshops—Programmatic and State of the Science. Applicants should clearly indicate the category the submitted proposal falls under. Details on each can be found below.

1. Programmatic STAC Workshop

Objective of Programmatic STAC Workshop: Workshop outcomes will provide the CBP and the Partnership with actionable recommendations. Workshop participants will assess where, when, who, and how science can be implemented within the Partnership and prioritize these recommendations.

Workshop Recommendation Format: Recommendations should follow the 'SPURR' format. This will provide the CBP Partnership with a clear next-step to take action on the recommendation.

S- Specific and granular

P- Programmatic partner

U- Urgency

R- Risk of not taking action

R- Resources and timing

Tips to Generate SPURR Recommendations at the Workshop

- Breakout groups and opportunities for discussion are vital. Presentations should set the stage with the latest information, then participants should use that information in discussing the best recommendations
- Set specific questions for participants to answer during discussions
- Provide participants with target programmatic partners and CBP organizational outline
- End the workshop going over recommendations and getting consensus and refinements

Integrating Findings and Recommendations into the Chesapeake Bay Program Partnership

- Findings/Science needs should identify which tools to best address them. Tools could include a STAC technical review, workshop, STAC review, GIT funded project, CBP action team, or other

- Potential programmatic partners should be identified and included in workshop planning and participation in report drafting
- Workshop recommendations should follow SPURR format
- The executive summary of the report should outline priority recommendations and science needs. This first section should be no longer than 1-2 pages and capture the important findings of the workshop

Presenting Workshop Findings and Recommendations

- Present to 1-5 Goal Implementation Teams and/or other programmatic partners
  - Programmatic partners include State and Local Governments, regional non-profits and NGOs, regional academic and research institutions, etc. The full list can be found here: https://www.chesapeakebay.net/who/partners
- Present to Management Board and request response to recommendations
- Present at a STAC quarterly meeting

Resources:

Presentation on SPURR Recommendation purpose and examples: https://www.chesapeake.org/stac/wp-content/uploads/2020/11/Developing-SPURR-Recommendations.pdf

STAC Microplastics Report (example of SPURR STAC workshop and report): https://www.chesapeake.org/stac/wp-content/uploads/2019/10/FINAL_STAC-Report_Microplastics-1.pdf

2. State of the Science STAC Workshop

Objective of State of the Science STAC Workshop: A STAC Workshop organized to focus on gathering various stakeholders to examine a topic from an interdisciplinary perspective with an aim to assess the state of the science, gaps in knowledge, and science needs.

1. Gathering: Participants from various institutions, expertise, and backgrounds
2. Findings (science needs): Identify gaps in science and research to be filled; Compare these findings to the Goal Implementation Team listed science needs

Workshop Recommendations: Recommendations should include research recommendations, strategies to address gaps in the science, and any actionable recommendations relevant to the CBP Partnership

Integrating Findings and Research Needs into the Chesapeake Bay Program Partnership

- Findings/Science needs should identify which tools to best address them. Tools could include a STAC technical review, workshop, STAC review, GIT funded project, CBP action team, or other
- The Strategic Science and Research Framework Cohorts should receive presentations on any relevant science needs. CBP Partners who could potentially fill identified research needs should also receive presentations.

- The executive summary of the report should outline priority recommendations and science needs. This first section should be no longer than 1-2 pages and capture the important findings of the workshop

Presenting Workshop Findings and Recommendations

- Present to 1-5 Goal Implementation Teams and/or other programmatic partners
    - Programmatic partners include State and Local Governments, regional non-profits and NGOs, regional academic and research institutions, etc. (https://www.chesapeakebay.net/who/partners)
- Present to Management Board and request response to recommendations
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Workshop Logistics

STAC Staff Support

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.

Steering Committee Responsibilities
- 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;
- 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;
- Present to 1-5 Goal Implementation Teams and/or other programmatic partners
    - Programmatic partners include State and Local Governments, regional non-profits and NGOs, regional academic and research institutions, etc. The full list can be found here: https://www.chesapeakebay.net/who/partners

- 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

Order of Operations for Planning
Starting June 1st (start of new fiscal year) the steering committee should host planning conference calls every 2-3 weeks. Steering committee chairs and STAC Staff should set the agenda to send out prior to

each call. STAC Staff will set up Zoom meetings, take notes, and send out follow-up emails and action items.
- Review proposal, workshop goals, and objectives
- Confirm steering committee membership
- Set timeline and tentative workshop dates
- Set tentative workshop location (STAC Staff can contact specific venues in desired location)
- Begin drafting agenda and participant list
- Identify programmatic partners
- Set budget outline

2-3 months prior to workshop
- Confirm date and location of workshop
- Finalize first round of invitees and send save the dates, request RSVP and dietary restrictions
- STAC Staff will finalize plans for venue, overnight accommodations, and catering
- As RSVPs come in, track and invite more participants if needed
- Prepare any pre-workshop materials

1 month prior to workshop
- STAC Staff will send logistical information via email to all participants. This should include hotel information, venue information, agenda, pre-workshop materials, and link to website
- Establish priority participants to receive first reimbursements
- Final planning calls for Steering Committee

The Chesapeake Bay Program Partnership: Helpful Links
CBP 'How We're Organized'— https://www.chesapeakebay.net/who/how_we_are_organized

CBP List of Partners—https://www.chesapeakebay.net/who/partners

STAC Publications Database— https://www.chesapeake.org/stac/publications/

Important Contacts for Workshop Planning
Meg Cole, STAC Coordinator: colem@chesapeake.org

Denice Wardrop, CRC Executive Director, STAC Executive Secretary: dwh110@psu.edu

Larry Sanford, UMCES, STAC Chair: lsanford@umces.edu

Gary Shenk, USGS, STAC-CBP Liaison: gshenk@chesapeakebay.net

Report Drafting Order of Operations

STAC reports are an important mechanism used to convey scientific information and recommendations presented during STAC workshops, reviews, workgroup discussions, and STAC meetings to the CBP, the public, and restoration partners throughout the Bay's watershed.

1. For any STAC report identified as a deliverable, it is the sole responsibility of the steering committee, workgroup, or review team to develop and complete the report. STAC Staff will provide assistance in authoring the report, a report template, and assistance throughout the editing process.
2. Prior to the workshop or review, the Steering Committee should identify potential programmatic partners in the Chesapeake Bay Program Partnership, or other relevant organizations. These partners will be the targets for the report recommendations and should participate in workshop planning. STAC Staff, STAC Executive Secretary, and STAC-CBP Liaison should assist in identifying the relevant and advantageous partners.
3. Workshop and review recommendations should be clearly outlined in the Executive Summary of the final report and follow the SPURR format.
4. Before the report is in its final form, it will undergo multiple rounds of editorial review. For one week each, the steering committee, participants, STAC members, and STAC staff will provide edits to the report. Between each round of edits, the authors should update the report based on suggested changes. STAC Staff will coordinate the rounds of edits and collect track changes for the authors.
5. STAC Staff and STAC Executive Secretary will conduct a final editorial review before publication and dissemination of the final report. Significant editorial changes made during this review will be submitted to the author(s) for approval prior to publication and distribution.
6. The final report findings and recommendations are to be presented to 1-5 Chesapeake Bay Program Goal Implementation Teams or other programmatic partners. Following this, the recommendations should be presented to the Chesapeake Bay Program Management Board and request feedback on the incorporation of recommendations.
7. All reports are published and distributed in electronic format and will be made available to any interested party via the STAC website. Should significant, justifiable need arise for hardcopies, the report author(s) may request hard copy publication funding from the STAC Executive Board or include costs of hardcopy publication in their activity proposal. The STAC Executive Board will make a decision based upon need and the availability of STAC publication funds. Hardcopy publications are generally published in black and white with the exception of a color cover. Full color copies of the report are available electronically via the STAC website.
8. Workshop leads should work with STAC Staff, programmatic partners, and the CBPO Communications Staff to identify outlets to increase communication and outreach for the workshop and its recommendations. This can include an article in local news outlets, blog post on the CBP website, inclusion in program newsletters, or additional presentations to relevant groups. Development of additional resources may be required to disseminate findings to a non-technical audience (i.e. fact sheet, handout, poster, visuals).