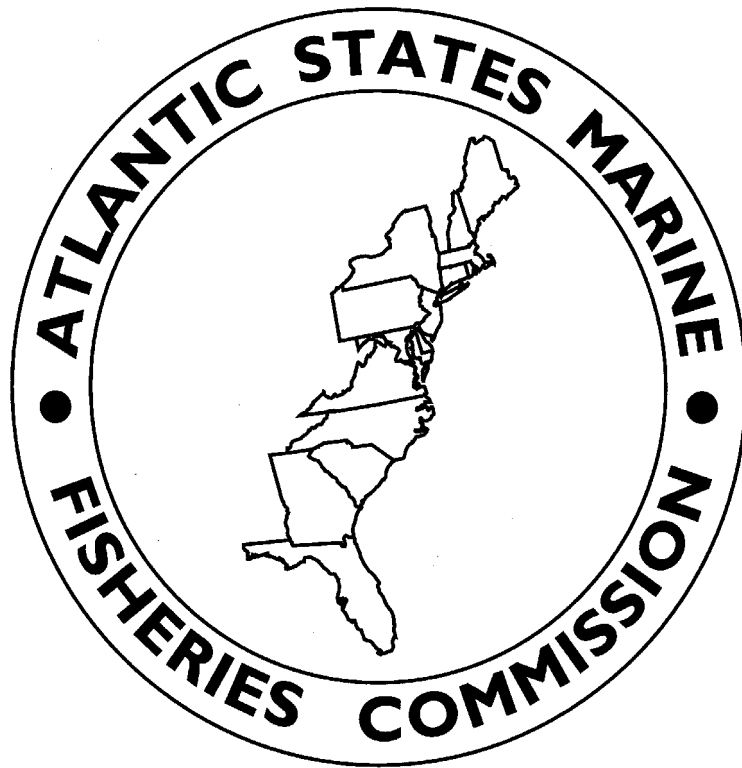


**ASMFC ADVISORY PRIMER**  
***A GUIDE TO THE COMMISSION'S ADVISORY  
PANEL PROCESS***



**OCTOBER 2000**

# **ASMFC Advisory Primer: A Guide to the Commission's Advisory Panel Process**

## **Introduction**

The Atlantic States Marine Fisheries Commission's (Commission) advisory panel process began in earnest in 1994, following passage of the Atlantic Coastal Fisheries Cooperative Management Act. The Act brought about many changes for the Commission and its fisheries management planning process, not the least of which was a strengthening of the Commission's public participation process through the establishment of species advisory panels and a public hearing process.

Since that time, the Commission has established 15 species advisory panels, involving over 200 individuals with expertise in one or more of the following activities: recreational, commercial, and charterboat fishing, seafood processing, resource conservation, biomedical use and hydropower operations.

In 1999, through the direction of the Advisory Committee, which is composed of the chairs of the various advisory panels, the Commission undertook an evaluation of its advisory panel process. This evaluation took the form of a questionnaire sent to all the advisors. The purpose of the questionnaire was to begin to identify the strengths and weaknesses of the advisory panel process and identify ways to improve the process. Specific questions addressed issues such as meeting attendance and planning; information dissemination and availability; avenues of communication; roles, responsibilities and expectations, and general administrative issues. Three major areas of concern were identified by the questionnaire: (1) the need for greater communication among all stakeholders, (2) a more thorough and thoughtful meeting planning process, and (3) a more thorough orientation of advisors about their roles and responsibilities. The purpose of this primer is to address this last issue.

## ***Purpose***

Through this primer, advisors both new and old will be provided with a basic guide to the Commission, its Interstate Fisheries Management Program (ISFMP), and, most specifically, the advisory panel process. It will trace the path of an advisor from his/her initial nomination and appointment through his/her entire term. The roles and responsibilities of the advisors both as individuals and a collective group will be explored. The primer will also begin to address what advisors in turn can expect from their state Commissioners, species management boards, and Commission staff.

## **ASMFC Overview**

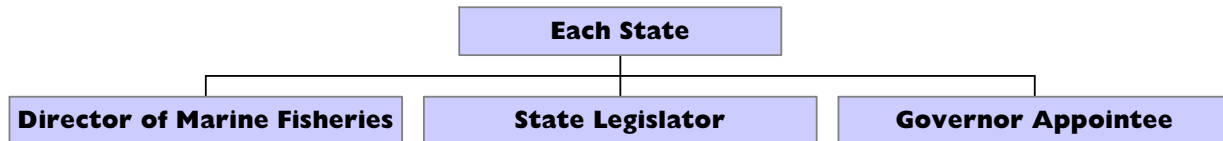
The Commission was formed by the 15 Atlantic coastal states in 1942. The states formed the Commission to assist in managing and conserving their shared coastal resources. The states recognize that they cannot protect their citizen's interest in the resource alone. Because marine fish species move among many states, sometimes over wide ranges, each state knows it needs the cooperation of the other states in order to be successful.

The Commission is nothing more, nothing less, than the place where the states come together to define what needs to be done to accomplish their mutual interests towards common goals; and to abide by majority rule in order to work together to pursue the goals. The Commission is not a part of the federal government, such as the National Marine Fisheries Service and the regional fishery management councils. The Commission is a states' organization. As such, the authority to implement and enforce regulations established through interstate fishery management plans rests solely with the states, not the Commission

### ***Structure of the Commission***

The Commission members are each of the 15 Atlantic coastal states, which include (from north to south): Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia and Florida. Each state is represented on the Commission by three Commissioners, including the director for the state's marine fisheries management agency, a state legislator, and an individual representing fishery interests appointed by the state governor. The three Commissioners cast a single vote on behalf of the state.

#### **State Representation on the Commission**



These Commissioners participate in deliberations in four out of five of the Commission's programmatic areas: interstate fisheries management, research and statistics, habitat conservation, and sport fish restoration. The remaining Commission program relates to law enforcement and the primary participants in this program are state and federal law enforcement representatives. This guide will focus primarily on the interstate fisheries management program, which is responsible for the development and implementation of fishery management plans and is the program for which the species advisory panels were first developed.

### **ISFMP Overview**

#### ***Program Goals***

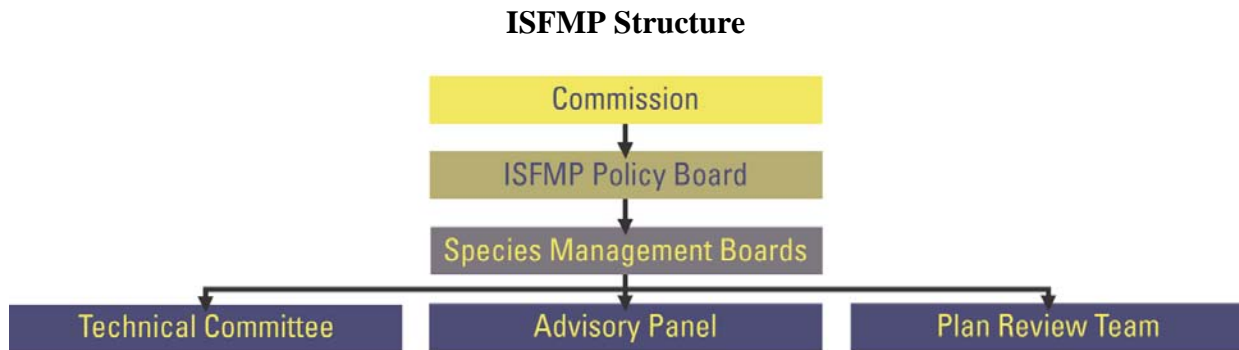
The ISFMP began in 1981, with the signing of a cooperative agreement with the National Marine Fisheries Service (NMFS). The program was built upon the experiences of the cooperative State/Federal Fisheries Management Program, which started in 1971, and the regional fishery management council system, which was established under the Magnuson Fishery Conservation and Management Act in 1976. The ISFMP operates according to the standards and procedures contained in its Charter, which is available upon request from the Commission.

The major objectives of the ISFMP are:

- to determine the priorities for interjurisdictional fisheries management in coastal state waters
- to develop, monitor, and review fishery management plans (FMPs) for priority species
- to recommend to states, regional fishery management councils, and the federal government management measures to benefit these fisheries
- to provide an efficient structure for the timely, cooperative administration of the ISFMP
- to recommend procedures to protect shellfish against the introduction of pests, parasites, and diseases
- to monitor compliance with approved FMPs

### ***Program Structure***

The ISFMP operates under the direction of the ISFMP Policy Board and 17 species management boards. The ISFMP Policy Board is composed of one representative from each member state, the District of Columbia, the Potomac River Fisheries Commission, the NMFS, and the U.S. Fish and Wildlife Service (USFWS). The Policy Board provides overall guidance and ensures consistency with the ISFMP Charter and between FMPs. The species management boards consider and approve the development and implementation of FMPs, including the integration of scientific information and proposed management measures. In this process, the species management boards primarily rely on input from two main sources – species technical committees and species advisory panels.



Species technical committees provide scientific advice to the management boards, while advisory panels provide guidance about the fisheries that catch or land a particular species. Species technical committees are composed of technical staff from Commission state members, NMFS and USFWS, and members of academia. Advisory panel members include representatives from the commercial, charterboat, and recreational fishing industries, seafood processors, as well as conservation and other interest groups. Advisors are appointed by the three Commissioners from each state with a declared interest in a species because of their particular expertise within a given fishery. The advisors' role is to provide input throughout the entire fishery management planning process from plan initiation through development and into implementation.

### ***Species under Management***

Currently, the ISFMP coordinates the conservation and management of 22 Atlantic coastal fish species or species groups. They are as follows:

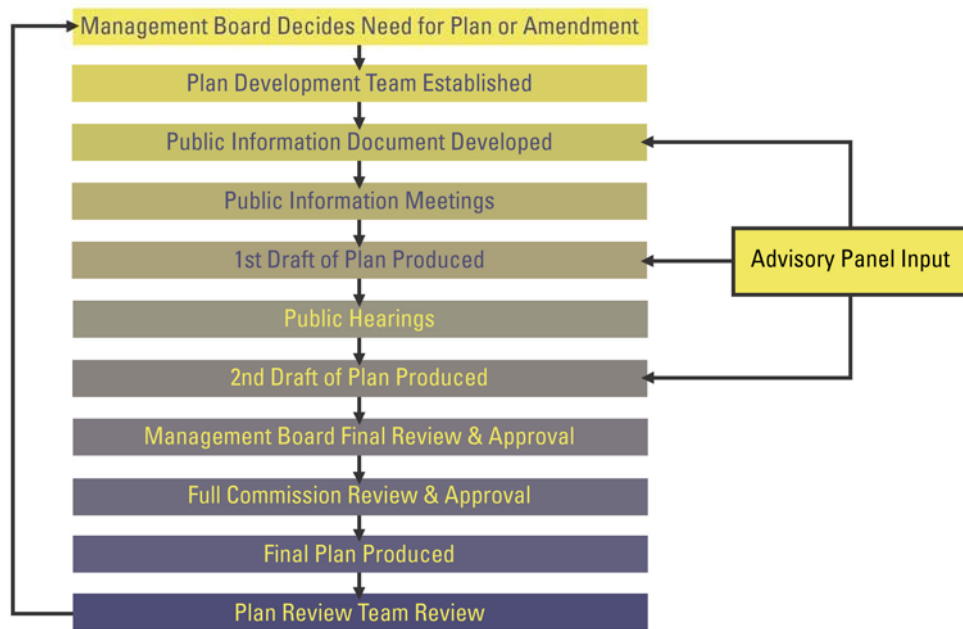
- |   |                        |                  |
|---|------------------------|------------------|
| American Eel                            | Black Sea Bass         | Spot             |
| American Lobster                        | Bluefish               | Spotted Seatrout |
| Atlantic Coastal Sharks & Spiny Dogfish | Horseshoe Crab         | Striped Bass     |
| Atlantic Croaker                        | Northern Shrimp        | Summer Flounder  |
| Atlantic Herring                        | Red Drum               | Tautog           |
| Atlantic Menhaden                       | Scup                   | Weakfish         |
| Atlantic Sturgeon                       | Shad and River Herring | Winter Flounder  |
|   | Spanish Mackerel       |                  |

For species that have significant fisheries in both state and federal waters (i.e., Atlantic herring, summer flounder, red drum), the Commission works jointly with the relevant East Coast regional fishery management council to develop FMPs. The Commission also works with NMFS to develop compatible regulations for the Exclusive Economic Zone.

***Fishery Management Plan Development Process & Public Input***

The accompanying figure traces the path of the Commission's fisheries management planning process from its inception to the final outcome. It focuses primarily on the development of FMPs or amendments, which constitute major changes to the fisheries management program. In the case of FMPs, it is the establishment of a new program where none existed before. Amendments, on the other hand, represent significant revisions to an already established management program, which can result from changes in stock status or the reference periods/targets established by the plan. Addenda are also used to modify current fishery management programs. They are done through the ISFMP Charter's adaptive management framework, which provide management boards with the opportunity to make slight modifications to the current management program. Generally, addenda can be developed and implemented within several months, while FMPs and amendments can take anywhere from one to two years to be finalized.

Fisheries Management Planning Process for New Plans & Amendments



Public comment and advisory panel input play an important role in the development of all three management actions – FMP, amendments and addenda. In this process, the advisory panel is the management board’s first point of public contact. When developing a new FMP or amendment, the board looks to the advisory panel to help identify the management and use issues surrounding a particular species. What are the advisors’ greatest issues of concern? What do the advisors want as a long-term goal in the management of a particular species? What regulatory measures work and do not work? These are just some of the questions the management board asks its advisory panel to address.

All of this will be explored in greater detail in the next section of this primer under “roles and responsibilities.”

### **Advisory Panel Process**

The advisory panel process was formally established in 1994 through the Commission’s Advisory Committee Charter, which created the Advisory Committee and established a mechanism to develop and conduct advisory panels. Specifically, the Charter provides a statement of purpose for the formulation and use of the Commission’s Advisory Committee and species advisory panels; outlines the responsibilities and duties of the advisory panels; establishes a process for panel formation and the appointment of members; and addresses general administrative issues. The complete text of the Charter can be found in **Appendix A**.

Since the initiation of the process in 1994, species advisory panels have been developed for American eel, American lobster, Atlantic herring, Atlantic sturgeon, bluefish, horseshoe crab, northern shrimp, scup and black sea bass, shad and river herring, striped bass, summer flounder, tautog, weakfish, winter flounder. Panels that are still being developed include those for Atlantic croaker and other South Atlantic species, as well as Atlantic coastal sharks.

#### ***Panel Formation and Member Appointments***

Typically, the way that panels have been established is through a request of a species management board to the Commission’s Executive Director. In making its request, the board specifies the appropriate size and makeup (by geography and interest group) of the proposed advisory panel, as well as the number of seats each state will have on the panel. In some cases, states may agree to share seats on an advisory panel. In making such a determination, the board strives to assure broad representation of relevant interests and states, promote the efficient operation of the proposed advisory panel, and minimize unnecessary costs.

The Executive Director then considers the request for establishment of an advisory panel, and either authorizes its establishment or refers the request back to the board for further consideration. Upon authorizing the establishment of an advisory panel, Commission staff notifies each state of the seats allocated to it. The three Commissioners from each state determine a nominee and alternate for each seat allocated to it on the proposed advisory panel, and submit the appropriate paperwork (i.e., Advisory Panel Nomination Form, see **Appendix B**) to the Commission.

The panel nominees are then forwarded to the management board, who reviews and approves the candidates. New panel members are then notified by Commission staff of their appointment, and are provided background information on the Commission, the ISFMP, the advisory process, and their particular species of interest. Species-specific information includes: current committee lists for the management board, technical committee, advisory panel and other relevant species committees, the current FMP and addenda, and available stock assessment and peer review information.

New panels are also provided an orientation to the Commission and its fisheries management process at the panel’s first meeting. Detailed information on the relevant species is also provided either by the FMP coordinator or technical committee chair.

#### ***Advisory Panel Alternates and Proxy Policy***

The Advisory Committee Charter states that when a state/jurisdiction nominates a member to an advisory panel, it also should nominate an alternate to the appointed advisor. Neither the Commission’s Advisory Committee Charter nor the ISFMP Charter allow for the appointment of permanent or on-

going proxies by individual advisors. In the past, the Commission has allowed advisors to appoint proxies by meeting only, and, generally, these proxies should be approved by the appointing state or jurisdiction. The concerns regarding proxy appointment are many and have been discussed in great detail by the Advisory Committee. One primary concern is that the states/jurisdictions have gone to great lengths in selecting their various advisors; advisors are selected because they are seen as the best people to represent the interests of the state/jurisdiction and their particular interest group. They are also generally viewed as individuals that play a key role in communicating back to their constituency or interest group the issues and actions being addressed by the Commission. Advisors are also selected for their ability to be active panel participants; meaning, they stay informed of the current issues and attend meetings to their best ability. Selection of proxies by advisors circumvents these intentions. As such, the Commission will renew its efforts to get the states/jurisdictions to appoint alternates to their various members.

When an alternate is selected, Commission staff will inform both the alternate and panel member of their respective colleague and their responsibilities to each other. Specifically, it will be the advisor's responsibility to notify the alternate of his/her need to attend the upcoming meeting, as well as bring the alternate up-to-date about the relevant issues. The alternate will be placed on the same mailing list of the advisor, so he/she will receive the same information as the advisor. In turn, the alternate is responsible for following-up with the advisor after the meeting, regarding his/her concerns, the outcome of the meeting, and what is next in the process.

#### ***Member Reappointment or Replacement***

Panel members are appointed for a term limit of four years, although they may be reappointed for another term(s). Commission staff maintains records on each member's date of appointment to the panel. At or around the expiration date of an advisor's term limit, Commission staff notifies the affected state/jurisdiction, the advisor and the relevant advisory panel chair of the advisor's expired term limit and the need to reappoint or replace that individual.

States/jurisdictions may also at any time replace their advisors. Many times states may do this if a particular advisor's attendance is poor. Advisory panel member attendance records are maintained by Commission staff in order to provide additional information to the states regarding the level of participation by its advisory panel members.

Some advisory panel chairs and Commissioners feel so strongly about active advisory panel member participation and attendance they believe that any advisor who has missed 2-3 meetings in a row should be removed from the advisory panel. To date, no formal policy has been developed on this issue.

#### ***Roles, Responsibilities and Expectations***

In general, the *role of an advisor* is to provide information and advice to the Commission species management board(s) regarding the management of a particular resource and fishery. This may include information on:

- Perceived trends in the resource and the fishery, and the extent to which current stock assessments and other available scientific information reflect these trends
- Problems in the resource or the fishery that need to be addressed by the management program
- Socioeconomic factors affecting the fishery
- Existing or potential conflicts between or among user groups
- Ecological or other environmental concerns affecting the resource or the fishery
- Information concerning the accuracy and adequacy of available fishery statistics

- Interactions among species or fisheries
- Suggested strategies for inclusion in a fishery management plan
- Affects of proposed management measures on local economies and social structures
- Specific enforcement problems or difficulties that would be expected in enforcing management measures
- Possible ways in which different, and sometimes opposing, interests in a fishery management program may be mutually accommodated.

Collectively, the *role of an advisory panel* is similar, providing the species management board with the full range of issues to be addressed in a fishery management plan, amendment or addendum. When making specific management recommendations, advisory panels are strongly encouraged to reach those recommendations through consensus. The standard for reaching consensus is that all advisors can “live with” the proposed recommendation. In the absence of a consensus agreement, panels are to provide the management boards with all possible management recommendations, including a justification or rationale for the recommendations. The Commission and its management boards do not view “voting” as an appropriate or constructive vehicle for advisory panel deliberations. It tends to create divisiveness and conflict within the advisory panel, setting one user group against another. The strongest advisory panel recommendations are those that represent the collective voice of the panel.

As a state member to an advisory panel, you are *responsible* for representing your state and your particular user group. You are expected to attend panel meetings to the best of your ability and stay informed of the issues. If you cannot attend a meeting, you are responsible for contacting the identified state alternate. If your state does not have an alternate, you are encouraged to work with your state Commissioners to identify an appropriate alternate for your advisory panel position.

As a participant in the Commission’s advisory panel process, you can *expect* to be informed of your appointment to the panel and your responsibilities as an advisor. You can also expect to:

- Receive advance notice of meetings for your species advisory panel, technical committee and management board
- Receive meeting materials in a timely fashion
- Receive regular updates on Commission activities for your species, either through staff correspondence or the Commission’s monthly newsletter, *Fisheries Focus*
- Be solicited for input (via conference call or meeting) when there are any major proposed changes or revisions to the management program
- Receive fair compensation for your travel and meal costs
- Have regular and easy access to Commission staff

### ***Meeting Process***

As with all the other Commission management boards and committees, advisory panels should elect a Chair and Vice-Chair, if not at its first meeting, very shortly after that. The chair shall serve for a term limit of two years, with the vice-chair acceding to the chair after the two-year period. There are certain responsibilities that come with a chairmanship. Probably the most significant responsibilities entail the dedication of time and commitment – being able to attend advisory panel meetings, as well as the meetings of the management board. And, most importantly, working with staff to accurately communicate the views and recommendations of the advisory panel to the management board. Other related responsibilities include:



- Being available to attend most meetings, and, when you cannot, informing Commission staff and the advisory panel vice-chair of your absence
- Running the advisory panel meeting, which includes working with Commission staff to develop an agenda, and ensuring that all agenda items have been adequately addressed
- Striving to develop consensus recommendations
- Providing all members with an equal opportunity to voice their views
- Getting to know and working with the chairs of your species management board and technical committee
- Attending all management board meetings and providing the input of the advisory panel at those meetings\*
- Working with the board chair and Commission staff to clarify board actions, particularly when those actions are inconsistent with advisory panel recommendations

\* In the event that an advisory panel cannot meet before the management board meeting, the advisory panel chair always has the ability to work with Commission staff to solicit the input of the advisory panel members. This can be accomplished through various mechanisms, including teleconferencing and written correspondence.

Another important responsibility of advisory panel chairs is to serve on the Advisory Committee, which meets twice a year to review the advisory panel and public input process, and provide recommendations for its improvement to the ISFMP Policy Board. This Committee may also be asked to provide recommendations for other Commission programs including outreach and habitat conservation.

### ***Travel Guidelines and Protocols***

After consultation with the species management board, advisory panel chair and the Commission's Executive Director, Commission staff will begin the process of scheduling an advisory panel meeting. This includes setting up meeting location and hotel accommodations (as necessary) and developing a travel authorization form. This can take anywhere from one to two days to a couple of weeks. Once all the meeting details have been established, the responsible FMP coordinator will notify the advisory panel of its scheduled meeting, specifying the meeting location and dates and issues to be discussed at the upcoming meeting, as well as providing any necessary meeting materials (including a travel authorization form and reimbursement voucher). It is the Commission's intent to provide as much advance notice of the meeting as possible, with the goal of notifying advisors at least one month before the meeting date.

Receipt of a meeting notice, travel authorization form and a reimbursement voucher, confirms your eligibility to attend and be reimbursed for a meeting; it is then your responsibility to reserve a hotel room and schedule your own travel plans. A sample authorization form can be found in **Appendix C**. Travel performed without prior approval will be considered unauthorized and will not be reimbursed.

To receive reimbursement for your travel and lodging expenses, you will also need to complete and submit, within 30 days of the last day of travel, a reimbursement voucher to the Commission's Finance and Administration Department. Original receipts (with copies) must be attached for transportation fares, hotel, taxi, rental car, parking and any other miscellaneous expenses. Receipts for meals or public transportation are not required. A sample reimbursement voucher can be found in **Appendix D**.

To avoid unnecessary delay in the processing and payment of travel claims, additional explanation should be made on the reimbursement voucher for those items which might appear improper or

excessive to the voucher auditor. Periods of time that are not related to official business should be clearly explained.

Meals and chambermaid tips are not to exceed \$34.00 per day, or \$6.00 for breakfast, \$8.00 for lunch and \$20.00 for dinner.

Travel may be performed by common carrier (bus, train, airplane), privately owned vehicle (POV) or other means. When traveling by airplane, only coach fares will be allowed. When traveling by POV, mileage will be paid from the point of departure to the meeting location and return. Mileage for use of POV will be reimbursed at the prevailing federal rate, currently \$.325 per mile. The Commission will not reimburse expenditures for dry cleaning, auto repairs on private vehicles or other miscellaneous expenses not directly related to the conduct of business.

### ***Staff Role and Responsibilities***

The Commission staff is committed to making its advisory panel and public input process the best it can be. Advisors are encouraged to contact Commission staff for assistance or to voice their concerns. Generally, the main Commission contact will be a fisheries management plan coordinator. From the advisory panel perspective, the primary role of a species coordinator is to facilitate communication among the management board, technical committee and advisory panel. Specific responsibilities include:

- Working with the chairs of the management board and advisory panel to schedule meetings
- Working with the advisory panel chair to develop a meeting agenda
- Sending out meeting notices and any relevant meeting materials
- Regularly keeping the advisory panel informed regarding species-related activities
- Providing summaries of advisory panel meetings
- Maintaining advisory panel attendance records and information on term limits

### **Conclusion**

The ultimate success of the Commission's advisory panel and public input process rests with all those involved in the process – Commission staff, and members of the management boards, technical committees and advisory panels. We are continually looking for ways to improve the process, so your thoughts and comments are always welcome!

**APPENDIX A: ADVISORY COMMITTEE CHARTER**  
***ATLANTIC STATES MARINE FISHERIES COMMISSION***

**Advisory Committee Charter**

**Section 1. Statement of Purpose and Authority**

- (a) The Atlantic States Marine Fisheries Commission hereby establishes its Advisory Committee in order to advise the Commission in carrying out its mission to promote the better utilization of the fisheries, marine, shell and anadromous, of the Atlantic seaboard by the development of a joint program for the promotion and protection of such fisheries, and by the prevention of the physical waste of the fisheries from any cause.
- (b) This Committee is established pursuant to and in order to fulfill the requirements of Article VII of the Atlantic States Marine Fisheries Compact, approved by P.L. 539, 77th Congress, as amended; and Article IV, Section 5, of the Commission's Rules and Regulations.
- (c) Through the establishment of this Advisory Committee, and Advisory Panels as specified herein, it is the purpose and intent of the Commission to provide greater public input into the development and monitoring of fishery management plans under the Commission's Interstate Fishery Management Program (ISFMP), and into the formation and carrying out of the Commission's other programs.
- (d) The Advisory Committee of the Commission shall be comprised of the chairs of the Advisory Panels established under Section 3, below. The principal duty of the Advisory Committee shall be to provide oversight and advice to the Commission concerning the effectiveness of the Commission's efforts to promote public involvement in its programs and activities. The Advisory Committee shall meet at least once each year, and shall advise the Commission, or any committee thereof, on such matters as it may be requested, or as it may from time to time desire to make.

**Section 2. Responsibilities and Duties of Advisory Panels**

- (a) Advisory panels will be formed for specific purposes by the Commission according to the procedures specified in Section 3. These purposes may include providing advice concerning specific fisheries managed under the ISFMP, or other issues relating to Atlantic coastal fisheries such as habitat, outreach and law enforcement.
- (b) Advisory Panels formed to provide advice concerning specific fisheries managed under the Interstate Fishery Management Program (ISFMP) will be expected to advise the relevant ISFMP Management Board concerning the following:

## (1) DESCRIPTION OF THE RESOURCE AND THE FISHERY

1. Perceived trends in the resource and the fishery, and the extent to which current stock assessments and other available scientific information reflect these.
2. Identification and articulation of problems in the resource or the fishery that need to be addressed by the management program.
3. Socioeconomic factors affecting the fishery.
4. Existing or potential conflicts between or among user groups.
5. Ecological or other environmental concerns affecting the resource or the fishery.
6. Information concerning the accuracy and adequacy of available fishery statistics.
7. Interactions among species or fisheries.
8. Bycatch problems in fisheries.

## (2) SPECIFICATION OF THE MANAGEMENT PROGRAM

1. Suggested strategies for inclusion in a fishery management plan.
2. Affects of proposed management measures on local economies and social structures.
3. Specific enforcement problems or difficulties that would be expected in enforcing management measures.
4. Possible ways in which different, and sometimes opposing, interests in a fishery management program may be mutually accommodated.

(3) OTHER MATTERS: Such other matters as the ISFMP Management Board for that fishery shall request.

- (c) Advisory panels formed to provide advice to the Commission or any committee thereof on any issues other than ISFMP management plans shall be expected to provide that advice as requested at the time the panel is formed.

### **Section 3. Advisory Panel Formation; Appointment of Members**

- (a) Any ISFMP Management Board, the Executive Committee or the Commission may request that the Executive Director establish an advisory panel for any specific fishery or purpose.
- (b) When a request is made under subsection (a), the board or committee making the request shall specify in its judgment the appropriate size and makeup (by geography and interest group) of the proposed advisory panel, and shall designate seats on the proposed advisory panel accordingly by state. States may be designated to share seats on an advisory panel in appropriate

circumstances. In making such determination, the board or committee making the request shall give due regard to assure broad representation of relevant interests and states, to promote the efficient operation of the proposed advisory panel, and to minimize unnecessary costs.

- (c) The Executive Director shall promptly consider the request for establishment of an advisory panel, and authorize such establishment unless he believes that the board or committee making the request has not given due regard to assure broad representation of relevant interests and states to promote the efficient operation of the proposed advisory panel; or that the costs of the advisory panel would be excessive or unnecessary. In such a case the Executive Director shall refer the matter back to the board or committee making the request along with his comments and suggestions. The board or committee making the request may revise and resubmit its request, or refer the matter to the Executive Committee.
- (d) Upon authorizing the establishment of an advisory panel, the Executive Director shall promptly notify each state of the seats allocated to it. Upon receiving such notification, the Commissioners from such state shall determine a nominee and alternate for each seat allocated to it on the proposed advisory panel, and notify the Executive Director using nomination forms as prescribed.
- (e) The board or committee making the request shall review the nominees and alternates from each state as they become available and appoint members to the Advisory Panel.
- (f) If an advisory panel member cannot attend a meeting, the state's alternate designee will be eligible to attend and be reimbursed for their actual expenses for travel incurred for such meeting.
- (g) An individual may not be qualified to serve on an advisory panel who has, within the preceding three years, been found in violation, criminal or civil, of any state or federal fishery law or regulation; or convicted of any felony crime.
- (h) Advisory panel members shall serve for terms not to exceed four years, but may be reappointed. They will continue to serve until reappointment, reassignment or resignation. An advisory panel member may be recalled by any state that nominated the member. After an advisory panel has been established, vacancies or reappointments shall be filled by the relevant state delegation(s) to the Commission and the relevant board or committee, according to the procedures contained in this section.

#### **Section 4. Administration of Advisory Panels**

- (a) Advisory panel meetings shall be scheduled by the Executive Director upon the request of the ISFMP Management Board or other committee of the Commission with which the advisory panel is associated. Such meetings shall be held as often as necessary to fulfill the advisory panel's responsibilities, taking into account time and budget constraints.
- (b) The Executive Director shall, as appropriate, arrange for staff support of advisory panels, including making the formal record of advisory panel meetings and other activities, within budget limitations and consistent with other ongoing activities of the Commission.

- (c) Advisory panels shall give advice to ISFMP Management Boards or other committees of the Commission as directed at the time the advisory panel is formed.
- (d) Members of advisory panels shall serve without compensation, but shall be reimbursed for authorized travel expenses incurred in the performance of their duties for the Commission, in accordance with the established Commission travel guidelines.
- (e) Any question concerning the administration of any advisory panel shall be resolved by the Executive Director, in consultation with the Chair of the Commission, the relevant ISFMP Management Board, or other committee of the Commission.

APPENDIX B: ADVISORY PANEL NOMINATION FORM



ATLANTIC STATES MARINE FISHERIES COMMISSION
Advisory Panel Nomination Form

This form is designed to help nominate Advisors to the Commission's Species Advisory Panels. The information on the returned form will be provided to the Commission's relevant species management board or section. Please answer the questions in the categories (All Nominees, Commercial Fisherman, Charter/Headboat Captain, Recreational Fisherman, Dealer/Processor, or Other Interested Parties) that pertain to the nominee's experience. If the nominee fits into more than one category, answer the questions for all categories that fit the situation. Also, please fill in the sections which pertain to All Nominees (pages 1 and 2). In addition, nominee signatures are required to verify the provided information (page 4), and Commissioner signatures are requested to verify Commissioner consensus (page 4). Please print and use a black pen.

Form submitted by: \_\_\_\_\_ State: \_\_\_\_\_
(your name)

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please provide the appropriate numbers where the nominee can be reached:

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

FOR ALL NOMINEES:

1. Please list, in order of preference, the Advisory Panel for which you are nominating the above person.

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

2. Has the nominee been found in violation of criminal or civil federal fishery law or regulation or convicted of any felony or crime over the last three years?

yes \_\_\_\_\_ no \_\_\_\_\_

3. Is the nominee a member of any fishermen's organizations or clubs?

yes \_\_\_\_\_ no \_\_\_\_\_

If "yes," please list them below by name.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What kinds (species ) of fish and/or shellfish has the nominee fished for during the past year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What kinds (species ) of fish and/or shellfish has the nominee fished for in the past?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR COMMERCIAL FISHERMEN:**

1. How many years has the nominee been the commercial fishing business? \_\_\_\_\_ years

2. Is the nominee employed only in commercial fishing? yes \_\_\_\_\_ no \_\_\_\_\_

3. What is the predominant gear type used by the nominee? \_\_\_\_\_

**FOR CHARTER/HEADBOAT CAPTAINS:**

1. How long has the nominee been employed in the charter/headboat business? \_\_\_\_\_ years

2. Is the nominee employed only in the charter/headboat industry? yes \_\_\_\_\_ no \_\_\_\_\_

If "no," please list other type(s)of business(es) and/occupation(s): \_\_\_\_\_

\_\_\_\_\_

3. How many years has the nominee lived in the home port community? \_\_\_\_\_ years

If less than five years, please indicate the nominee's previous home port community.

\_\_\_\_\_



**FOR RECREATIONAL FISHERMEN:**

1. How long has the nominee engaged in recreational fishing? \_\_\_\_\_ years
2. Is the nominee working, or has the nominee ever worked in any area related to the fishing industry? yes \_\_\_\_\_ no \_\_\_\_\_

If "yes," please explain.

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**FOR SEAFOOD PROCESSORS & DEALERS:**

1. How long has the nominee been employed in the business of seafood processing/dealing? \_\_\_\_\_ years
2. Is the nominee employed only in the business of seafood processing/dealing?  
yes \_\_\_\_\_ no \_\_\_\_\_ If "no," please list other type(s) of business(es) and/or occupation(s):

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3. How many years has the nominee lived in the home port community? \_\_\_\_\_ years

If less than five years, please indicate the nominee's previous home port community.

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**FOR OTHER INTERESTED PARTIES:**

1. How long has the nominee been interested in fishing and/or fisheries management? \_\_\_\_\_ years
2. Is the nominee employed in the fishing business or the field of fisheries management?  
yes \_\_\_\_\_ no \_\_\_\_\_

If "no," please list other type(s) of business(es) and/or occupation(s):

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**FOR ALL NOMINEES:**

In the space provided below, please provide the Commission with any additional information which you feel would assist us in making choosing new Advisors. You may use as many pages as needed.

Nominee Signature: \_\_\_\_\_

Date:

Name: \_\_\_\_\_  
(please print)

**COMMISSIONERS SIGN-OFF (not required for non-traditional stakeholders)**

\_\_\_\_\_  
State Director

\_\_\_\_\_  
State Legislator

\_\_\_\_\_  
Governor's Appointee

APPENDIX C: TRAVEL AUTHORIZATION FORM

**Atlantic States Marine Fisheries Commission**

1444 Eye Street N.W., Sixth Floor, Washington, D.C. 20005

**TRAVEL AUTHORIZATION**

Travel Authorization Number: 00-069

Purpose: YORK HAVEN FISH PASSAGE OPENING CEREMONY

Date(s): 6/1/00

Location: MIDDLETOWN, PA

Charge to: 6000IXXX0020

Authorized by: *[Signature]*

Date: 5/8/00

Actual Cost:

Meeting Cost

***Voucher must contain TA number.***

- \* Hotel rate is \$n/a plus tax/single per night and per diem is \$34 per day (\$6 breakfast, \$8 lunch, \$20 dinner). You will not be reimbursed for a rate higher than the negotiated rate unless you receive prior approval.
- \* Mileage rate is .325 per mile.
- \* If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage, or per diem but any miscellaneous expenses that would not normally be incurred during a work day may be reimbursed (i.e. parking, tolls).
- \* You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for attending meetings of boards or committees of which they are members.
- \* The Commission reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

**Travel Participants**

You must submit an official (carbonized triplicate) ASMFC travel voucher within 30 days of the final day of travel. Travel must comply with ASMFC travel instructions. All other travel arrangements must be specifically authorized by Laura Leach (202) 289-6400.

# APPENDIX D: ASMFC TRAVEL VOUCHER



## Atlantic States Marine Fisheries Commission

1444 Eye Street, N.W., Sixth Floor ■ Washington, DC 20005 ■ (202) 289-6400

### TRAVEL VOUCHER

#### INSTRUCTIONS

1. Original receipts, along with copies of each receipt must be submitted for all expenses (except meals).
2. Telephone calls must be business related and shown on the itemized hotel bill and may not exceed \$10 without prior approval.
3. Per diem is \$34 per day; \$6 breakfast, \$8 lunch, \$20 dinner. Meal claim amounts in excess of \$34 per day will not be reimbursed.
4. The actual "passenger receipt" ticket from your airline must be submitted for air travel reimbursement.
5. Travel reimbursement vouchers must be submitted within 30 days from last date of travel.

Traveler's Name & Address: \_\_\_\_\_ TA # \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Please check here  
if new address

Purpose: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

DATE	DEPART TIME	RET'N TIME	MEALS	HOTEL	DAY TOTAL

**OFFICE USE**

Variance
Amount Paid
Date Paid
Check Number
Charge to
Authorized By

**SUB-TOTAL**

Transportation Fares ..... \_\_\_\_\_  
 Mileage \_\_\_\_\_ @ \_\_\_\_\_ Per mile ..... \_\_\_\_\_  
 Parking and/or Tolls ..... \_\_\_\_\_  
 Taxi/Limo ..... \_\_\_\_\_  
 Business Calls ..... \_\_\_\_\_  
 Other Expenses (specify) ..... \_\_\_\_\_  
**TOTAL CLAIMED** ..... \_\_\_\_\_

*I hereby certify that the above listed expenses were incurred in the execution of official ASMFC business and that the expenses are not reimbursable from any other source.*

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

White/Yellow-ASMFC, Pink-Traveler