

SCOPE OF WORK: The Science Advisors Facilitator

The Steering Committee will select a Facilitator, who should be a person experienced in the NCCPA process and with specific experience in developing an NCCP and will be a neutral intermediary between the Steering Committee and the Science Advisors. The role of the facilitator is to provide communication between the Steering Committee and the Science Advisors that maintains the independent nature of the science advisory process.

In performing this function the Facilitator will convey questions from the Steering Committee to the Science Advisors in a manner that accurately reflects the Steering Committee's question and ensures it is clear and answerable by the Science Advisors. The Facilitator will also ensure that the recommendations from the Science Advisors are responsive to the Steering Committee's questions, and conveyed in a manner that provides effective scientific input to the Steering Committee.

The Facilitator will also be responsible for procedural and logistical matters related to the Science Advisors, thus allowing the scientists to focus solely on their analysis and report. Specific knowledge in one of the identified disciplines is not mandatory, but is viewed as a benefit. The facilitator:

- May work with the Lead Scientist and the Steering Committee to identify and secure the services of the scientific advisors.
- May assist the Steering Committee in preparation of a scope of work, including timeline, to guide the science advisors.
- May, at the request of the Steering Committee, assist in preparation of questions to which the scientists are asked to respond.
- Will assist the Steering Committee in identifying relevant background information/data and transmitting the data to the scientists.
- Will coordinate, organize and convene the meetings of the advisors with the objective of making the meetings run smoothly and productively.
- Will explain the charge and questions to the scientists.
- Will be the point of contact between the scientists and Steering Committee.
- May serve as a mediator for the advisors at the request of the Lead Scientist.
- Will assist the Lead Scientist in preparing, editing, and finalizing the science report

The Lead Scientist

The Lead Scientist shall be an expert in at least one of the scientific disciplines necessary to serve as a Science Advisor and shall fill one of the positions on that body as a full working member. The Lead Scientist does not need to have previous experience working on an NCCP, but must have experience working as a member of a panel of scientists to provide scientific analysis and make recommendations as part of a complex science-based planning process.

The Lead Scientist will guide the deliberations of the Science Advisors and assign the research and analytical tasks necessary to answer the questions asked by the Steering Committee and conveyed to the Science Advisors by the Facilitator. The Lead Scientist shall assist the Facilitator to ensure that the answers and recommendations of the Science Advisors effectively respond to the questions asked by the Steering Committee. The Lead Scientist will be responsible for assigning Science Advisors to write sections of the report related to each scientists' expertise and will coordinate the overall preparation of the report.

The Lead Scientist will not communicate directly with the Steering Committee except through the Facilitator, or at the request of the Steering Committee with the express agreement of the state and federal fishery agencies.