



Sector Workshop VII

DRAFT Agenda 07/28/10

August 2 – 3, 2010

Address:

Holiday Inn, Peabody (www.holidayinn.com/bos-peabody)
 US 1 north & US 128 north
 1 Newbury St
 Peabody, MA 01960
 978-535-4600

Purpose: To work with industry to improve weekly reporting and source data quality for 2011

Outcomes:

- A shared understanding of what we can work on
- Agreement on weekly reporting challenges and source data quality issues
- Practical solutions for improving weekly reporting and source data quality issues
- Clear actions and next steps to implement improvements
- Clarity on expectations for 2011 sector operations plans

Day 1	
Item	Time
Arrival	8:00 – 8:30am
Opening	8:30 – 9:00am
Sectors background	9:00 – 9:30am
Electronic Monitoring System Pilot Project (video based monitoring)	9:30 – 10:15am
Break	10:15 – 10:30am
Top challenges	10:30 – 11:15am
Data Flows & JIRA	11:15 – 11:45am
Challenge Analysis	11:45 – 12:30pm
Lunch	12:30 – 2:00pm
Challenge Analysis (cont.)	2:00 – 3:00pm
Problem solving	3:00 – 4:00pm
Closing and review of Day 2	4:00 – 4:30pm

Day 2	
Item	Time
Opening	8:00 – 8:30am
Continue problem solving if necessary	8:30am – 10:00am
Preparation for fishing year 2011 & approval process	10:00 – 10:15am
NEPA needs	10:15 – 10:45pm
Break	10:45 – 11:00am
Operations plan contents	11:00 – 11:30am
Lessons learned from 2010	11:30 – 12:00pm
Lunch	12:00 – 1:30pm
Final Review	1:30 – 2:00pm
Closing	2:00 – 3:00pm



Day 1: Monday, August 2

8:00AM – 4:30PM

Item	Details	Time	Owner
Arrival		8:00 – 8:30am	
Opening	<ol style="list-style-type: none"> Purpose: To open and set the stage for the meeting Outcome: <ul style="list-style-type: none"> Agreement on purpose, outcomes, agenda and principles Topics: <ul style="list-style-type: none"> Touchstone reviews purpose, outcomes and agenda for the meeting Presents principles and high-level findings that informed agenda 	8:30 – 9:00am	Touchstone
Sectors background for the managers who just started around May 1 and for potential new sectors for FY2011	<ol style="list-style-type: none"> Purpose: <i>Informational and level setting.</i> To provide a clear background on Sectors and all that has occurred leading up to the workshop Outcome: All sector managers have a <ul style="list-style-type: none"> baseline understanding of sectors, what's different (new processes), what's being monitored, what role they play Understanding of the constraints imposed by A16 Topics: <ul style="list-style-type: none"> Sector Manager overview Amendment 16: <ul style="list-style-type: none"> Mandates Roles and responsibilities Constraints 	9:00 – 9:30am	Dan Morris
Electronic Monitoring System Pilot Project (video based monitoring)	<ol style="list-style-type: none"> Purpose: <i>Informational and level setting.</i> To provide an update on the observers program and electronic monitoring Outcomes: <ul style="list-style-type: none"> An understanding of the electronic monitoring pilot Timeline for electronic monitoring Topics: Electronic monitoring pilot study <ul style="list-style-type: none"> What the pilot is about # of boats, gear type Preliminary results – collecting hard drives Where will this go in the future What are the pros and cons Don't know the next steps <p><i>Note: Informational packets distributed. Management and policy would need to be Dan</i></p> 	9:30 – 10:15am	Nicki Rossi/ Amy Van Atten/ Sue Williams (5 min)
Break		10:15 – 10:30am	All
Top challenges	<ol style="list-style-type: none"> Purpose: <i>Discussion and understanding.</i> To understand the challenges with weekly reporting 	10:30 – 11:15am	Touchstone



Item	Details	Time	Owner
	<p>2. Outcomes:</p> <ul style="list-style-type: none"> ○ A shared understanding of the challenges industry is having with weekly reporting ○ A shared understanding of the challenges NMFS is seeing and having with weekly reporting <p>3. Topics:</p> <ul style="list-style-type: none"> ○ Touchstone report-out ○ Industry & NMFS verify and upgrade <ul style="list-style-type: none"> ▪ SIMM functionality ▪ Timeliness ▪ Data entry ▪ Data quality ▪ Data access ▪ <i>Others from interview analysis</i> ○ Discussion & agreement 		
Data Flows & JIRA	<p>1. Purpose: <i>Informational and level setting.</i> To provide a clear picture of how data flows from source (start) to end user (finish)</p> <p>2. Outcomes: All understand:</p> <ul style="list-style-type: none"> ○ The boundaries of the system ○ The key actors and their roles ○ The source of data and triggers ○ How data flows through the system ○ How data is used ○ How data is reported <p><i>Use Visio graphic as tool</i></p>	11:15 – 11:45am	Greg Power/ Tony Conigliari
Challenge analysis	<p>1. Purpose: <i>Discussion and understanding.</i> To understand the root cause of the top challenges</p> <p>2. Outcomes:</p> <ul style="list-style-type: none"> ○ A shared understanding of what's creating the challenge ○ Constrains around each challenge <p>3. Topics:</p> <ul style="list-style-type: none"> ○ What is already being done to address this challenge? Updates from: <ul style="list-style-type: none"> ▪ Amy – Observers program ▪ Greg – Discard calculations ▪ Greg – Weekly reporting ▪ Barry –SIMM ▪ Tony – Source data (JIRA) ▪ Stan – Programming ○ Prioritization of challenges ○ Root cause analysis & constraints 	11:45 – 12:30pm	Touchstone
Lunch	<i>On your own</i>	12:30 – 2:00pm	
Problem solving	<p>1. Purpose: <i>Problem solving.</i> To develop solutions to resolving top challenges</p> <p>2. Outcomes:</p> <ul style="list-style-type: none"> ○ Options to address each challenge ○ Actionable next steps for each challenge <p>3. Topics:</p> <ul style="list-style-type: none"> ○ Working through each issues using 	2:00 – 3:00pm	Touchstone



Item	Details	Time	Owner
	<ul style="list-style-type: none"> template <ul style="list-style-type: none"> o Action planning for each challenge 		
Closing and review of Day 2 Agenda	<ol style="list-style-type: none"> 1. Purpose: <i>Closure.</i> To appreciatively end day 1 and level set for day 2 2. Outcomes: <ul style="list-style-type: none"> o Appreciation of day 1 challenges and accomplishment o Set expectations for day 2 <p>Topics:</p> <ul style="list-style-type: none"> o Recap of day 1 o Review of actions o Review of parking lot o Review of topics for Day 2 and upgrades 	3:00 – 4:00pm	Touchstone

Day 2: Tuesday, August 3

8:00AM – 3:00PM

Item	Details	Time	Owner
Opening	<ol style="list-style-type: none"> 1. Purpose: To open and set the stage for day 2 2. Outcome: <ul style="list-style-type: none"> o Agreement on what's our priority for the rest of the workshop 3. Topics: <ul style="list-style-type: none"> o Review agenda o Update agenda and outcomes if necessary 	8:00 – 8:30am	Touchstone
Continue problem solving if necessary	TBD	8:30am – 10:00am	Touchstone
Preparation for fishing year 2011 & approval process	<ol style="list-style-type: none"> 1. Purpose: <i>Informational.</i> To provide Sector Managers with a clear plan for the 2011 fishing year 2. Outcomes: <ul style="list-style-type: none"> o Understanding of 2011 schedule 3. Topics: <ul style="list-style-type: none"> o Sector Plans schedule o Mandate implementation dates and approval process o ACEs Trading walk-through o Exemptions o Approval process 	10:00 – 10:15am	Mark Grant
NEPA needs	<ol style="list-style-type: none"> 1. Purpose: <i>Informational.</i> To ensure Sector Managers know all the NEPA needs to assist with the development of their operations plan 2. Outcomes: <ul style="list-style-type: none"> o Understanding of NEPA needs o How these needs should be reflected in the plan 3. Topics: <ul style="list-style-type: none"> o NEPA needs overview o NEPA in the sector operation plans 	10:15 – 10:45pm	Mark Grant
Break		10:45 –	



Item	Details	Time	Owner
		11:00am	
Operations plan contents	<ol style="list-style-type: none"> 1. Purpose: <i>Informational.</i> To ensure Sector Managers know all the components of the operation plan template 2. Outcomes: <ul style="list-style-type: none"> o Understanding of the operations plans template o What's expected in each section 3. Topics: <ul style="list-style-type: none"> o Walk-through of the operations plan o Walk through a trade 	11:00 – 11:30am	Mark Grant/ Doug
Lessons learned from 2010	<ol style="list-style-type: none"> 1. Purpose: <i>Problem solving.</i> To improve the sector planning process in 2011 2. Outcomes: <ul style="list-style-type: none"> o List of 2010 lessons learned and best practices o Ideas to improve the sector planning process o Agreement on how to improve the overall process 3. Topics: <ul style="list-style-type: none"> o What worked/What didn't o What can we do (that we have control over) to improve in 2011 	11:30 – 12:00am	All
Lunch	On their own	12:00 – 1:30pm	
Final Review - Cushion	TBD	1:30 – 2:00pm	All
Closing	<ol style="list-style-type: none"> 1. Purpose: <i>Closure.</i> To appreciatively end day 2 and close the workshop 2. Outcomes: <ul style="list-style-type: none"> o Appreciation of day 2 challenges and accomplishment o Actions and next steps 3. Topics: <ul style="list-style-type: none"> o Recap of day 2 o Review of parking lot o Review of actions o Define next steps o Write communiqué 	2:00 – 3:00pm	Touchstone