

# Terms of Reference for MRIP Program Management Team

November 5, 2018

## Goals

The Program Management Team functions to:

- Provide a forum for communication and collaboration among teams and between teams and the ESC.
- Review external communications/outreach products, including website design and content, and clear to the next level.
- Identify policy and process needs, develop policy advice, draft policy and procedural documents, and oversee maintenance of the MRIP Procedures Manual.
- Participate in development of annual Spend Plans and make recommendations to ESC on Final Spend Plan allocations and priorities.
- Annually develop national MRIP priorities to OST Leadership for the AGM, and develop the annual MRIP Implementation Plan Update.
- Review completed MRIP Project Reports and determine whether they would constitute Influential Scientific Information per the Information Quality Act, and therefore require independent Peer Review.
- Undertake such assignments as directed by OST leadership or MRIP ESC (chairs, ST1 leadership).
- Evaluate and identify valuable topics to communicate with NMFS leadership
- Maintain the MRIP Strategic Plan.
- Oversee, monitor, and assure completion of the assignment and implementation of Strategic Plan Tactics and Annual Implementation Plan deliverables.
- Serve as the MRIP liaison to the MRIP Regional Implementation Teams

## Member Expertise, Roles & Responsibilities

The MRIP Program Management Team consists of the ST1 MRIP Program Manager, the Executive Secretary of the MRIP Executive Steering Committee, and the Team Leads or Co-Leads for the Standing MRIP Teams (currently Research and Evaluation, Survey Operations, Communications and Education, Transition, and Regional Implementation Team Council). ST, SF, and contractor staff that support the MRIP Teams will: participate in the meetings; provide information, presentations, and advice as requested; and support the Team in carrying out assignments resulting from the meetings. The ST1 Division Chief and/or ST1 Rec Branch Chief will represent the ST1 Recreational Statistics Team in MRIP Program Management Team meetings and activities. In addition, ST1 and OST leadership will provide assignments to the Program Management Team and feedback on Team's accomplishments and recommendations.

The Program Management Team will be supported by a MRIP Program Management Core Business Team, consisting of the ST1 Division Chief, the ST1 Recreational Branch Chief, ST1

MRIP Program Manager (currently vacant), and contractor staff assigned to program management support. This Core Business Team will meet weekly to:

- Develop and post agendas and supporting materials for Program Management Team meetings, and post Actions and Assignments following the meetings.
- Track progress and take action as necessary to assure completion of Implementation Plan actions and Actions/Assignments from Program Management Team meetings.
- Assign and monitor status of completion of MRIP-related Taskers.
- Plan for MRIP participation and organization of Team meetings, Workshops, partner and leadership briefings, etc.
- Develop draft products, such as Spend Plans, Implementation Plans, presentations, for Program Management Team meetings and use.

### Communication and Reporting

The Program Management Team will meet as needed, but usually monthly, to carry out its responsibilities, and will invite OST leadership to participate in meetings (“Leadership Retreats”) 3 to 4 times per year. In these meetings, the Program Management Team will have a standard agenda item to determine if there are any MRIP products that require notice in the Peer Review Bulletin or other IQA compliance actions.

### Information & Data Sharing

Meeting summaries with Actions/Assignments and all relevant documents will be posted to the Program Management Team confluence site within 2 weeks of each meeting. All meeting documents will also be posted to the same site.

All signed pre-dissemination reviews related to IQA compliance are maintained as a part of the MRIP administrative record at: G:\ST1\MRIP\Information Quality Act

All items for which peer review has been required (Certification Files) for IQA compliance are posted in: G:\ST1\MRIP\MRIP Certifications