

## **Joint Groundfish Plan Teams - Policy on Documentation and Deadlines**

In general, the Teams will take action only on items that have been placed on the agenda, and for which sufficient documentation has been received, well ahead of time; specifically:

- If possible, each potential action item should be on the preliminary agenda distributed to the Teams ahead of the meeting, and in all cases must (at least) be on the final agenda as adopted by the Teams at the beginning of the meeting.
- For November SAFE report chapters, “sufficient documentation” means a stock assessment that has been certified by the AFSC as complying with the SAFE chapter guidelines. For all other potential action items, “sufficient documentation” means a reasonably detailed Word or PowerPoint file.
- The Teams expect that sufficient documentation for any potential action item will be provided at least 7 days prior to the start of the meeting. If exceptional circumstances make it impossible to meet this deadline, the Teams expect such documentation to be provided as soon as possible, and in no case later than 5:00 p.m. on the day before the presentation is to be given.

In the event that a document is revised prior to its presentation at the meeting, the author must provide the Team(s) with an efficient means of identifying which tables, figures, or pieces of text have been revised (e.g., use of redline/strikeout format, or a written description or list of changes).