

# RED ABALONE MANAGEMENT STRATEGIES INTEGRATION ADMINISTRATIVE TEAM CHARTER

---

## I. Background

The Ocean Protection Council (OPC) [provided a grant](#) to the Ocean Science Trust to facilitate a scientific peer review of the management strategies provided by the California Department of Fish and Wildlife (CDFW) and The Nature Conservancy (TNC)-led stakeholder team. The final Recreational Red Abalone Peer Review Report, including a key themes summary from the first community webinar, is accessible [here](#).

After the completion of the peer review process and review of the final report, the Fish and Game Commission (Commission) made the following recommendation at its December 2018 meeting: (1) Support addressing peer review recommendations to integrate aspects of both draft management strategies, based on a simulation modeling approach co-developed by CDFW and the TNC-led stakeholder team, including engagement with abalone divers and other stakeholders; (2) revise Fishery Management Plan (FMP) goals to allow for a *de minimis* fishery option; (3) develop triggers for the *de minimis* fishery option in consultation with stakeholders; and (4) request that CDFW develop a proposed process and timeline which accounts for active public and Marine Resources Council (MRC) engagement.

## II. Purpose of the Administrative Team

The primary function of the Administrative Team (Admin Team) is to ensure that the management strategies integration process occurs in a collaborative, efficient, and timely manner and informs a revised management chapter for the Recreational Red Abalone Fishery Management Plan (FMP), in line with the recommendation from the Commission.

In order to ensure a successful outcome, the Admin Team will conduct the following activities:

- 1) Develop a charter to inform structure and charge of the Project Team;
- 2) Assess funding needs to convene Project Team and secure necessary funding;
- 3) Provide clear tasks and feedback to modeler(s) to inform modeling work based on recommendations of peer reviewers and Project Team;
- 4) Schedule regular check-in calls before and after Commission and Project Team meetings, and as needed;
- 5) Schedule third-party facilitated Project Team meetings;
- 6) Draft progress reports for Commission and MRC meetings on overall progress of Project Team;
- 7) Periodically update the OPC and CDFW websites to share information about the management strategies integration process (i.e. Project Team charter, work plan, meeting summaries); and
- 8) At conclusion of management strategies integration process, develop and submit to the Commission a report for fishery managers that summarizes the discussions, proposals,

*Version last updated: June 2019*

## RED ABALONE MANAGEMENT STRATEGIES INTEGRATION ADMINISTRATIVE TEAM CHARTER

---

and suggestions by the Project Team and lead modeler to inform the re-drafting of the FMP.

### II. Membership

The Admin Team is comprised of one representative from the CDFW, OPC, Commission, TNC, and recreational Red Abalone fishing industry, with designated alternates for each organization:

Name	Role
Sonke Mastrup	Primary CDFW Representative [Secretary]
Ian Taniguchi	CDFW Alternate
Paige Berube	Primary OPC Representative
Jenn Eckerle	OPC Alternate
Elizabeth Pope	Primary Commission Representative
Maggie McCann	Commission Alternate
Alexis Jackson	Primary TNC Representative [Chair]
Kate Kauer	TNC Alternate
Joshua Russo	Primary Industry Representative
Jack Likins	Industry Alternate

If there is a need to update membership to the Admin Team due to transition or inability to participate actively and consistently in meetings, this will be discussed during an Admin Team call. Primary representatives will use a consensus-based approach to determine an appropriate and timely process for appointment of a new representative, or alternate will be determined and implemented on a consensus basis. If the team is unable to reach consensus during discussions, they will seek guidance from either the MRC co-Chairs or from the full Commission.

The Admin Team will leverage the experiences, expertise, and insight of key individuals at organizations committed to the successful integration of management strategies. They may also solicit the expertise of the [peer reviewers](#), as needed, throughout the process. Individually, Admin Team members should:

- 1) Understand the significance of the management strategies integration process for coastal communities and conservation and represent those interests; and
- 2) Commit to fully participate in the integration process by being an active contributor during Admin Team meetings and complete any assigned tasks.

All primary representatives on the Admin Team are:

- Expected to actively participate in Admin Team meetings;

## RED ABALONE MANAGEMENT STRATEGIES INTEGRATION ADMINISTRATIVE TEAM CHARTER

---

- Responsible for keeping their peers, interest groups, and/or organizations informed about the Admin Team process;
- Act as a conduit to share information from interest group and responsible for ensuring accurate dissemination of information; and
- Represent interest group in formulating recommendations.

All alternates on the Admin Team:

- Represent interest group when Primary is absent;
- May listen to Admin Team meetings to ensure continuity, but defer to Primary to speak on behalf of respective interest group; and
- May ask clarifying questions but will not be included in any consensus to make a recommendation.

As members of the Admin Team, all agree to adhere to the following Meeting Agreements:

- Support CDFW during the FMP development to ensure a successful outcome;
- Listen to build mutual understanding;
- Openly and constructively discuss issues with others, respect differences;
- Focus on brainstorming ideas, with the intention to develop creative solutions;
- Arrive at each meeting prepared to discuss agenda items, including reviewing materials and information distributed in advance of the meeting or conference call;
- Contribute to and support constructive discussions focused on charge of group rather than personal interests; and
- When participating in a Project Team meeting as a key contributor, that individual is expected to stay for the duration of the meeting unless prior arrangements have been made with the meeting facilitators.

Failure to follow Meeting Agreements can result in removal from Admin Team.

### **III. Administrative Team Meetings**

The Admin Team shall hold meetings in advance of and immediately following Commission and/or MRC meetings, Project Team meetings, or as needed. All members of the Admin Team will work collectively to make consensus-based decisions. If the team is unable to reach consensus on any issue, they will seek guidance from either the MRC co-Chairs or from the full Commission, consistent with the process outlined in Section II.

The Admin Team shall have a Chairperson responsible for facilitating Admin Team meetings and a Secretary responsible for documenting discussions and follow-up actions. At each meeting,

*Version last updated: June 2019*

## **RED ABALONE MANAGEMENT STRATEGIES INTEGRATION ADMINISTRATIVE TEAM CHARTER**

---

the Chair or other appropriate Admin Team member will report on project status using an agenda outline that includes but is not limited to:

- 1) Introductory items including agenda review and review of actions from previous meetings;
- 2) Review project status and agenda items requiring Admin Team approval or recommendations;
- 3) Task actions for modeler(s) arising from the Project Team meeting;
- 4) Assign responsibility to Admin Team members for actions arising from the meeting; and
- 5) Plan for the next Project and Admin Team meetings.

Notes will be made available to the Admin Team via email or Google Drive within 3 days after an Admin Team meeting.