

## **Procedural Guidelines for DFG *Ad Hoc* Independent Scientific Advisory Committees**

To ensure that the DFG's actions and decisions regarding its management of trust natural resources are based on best available science and thorough technical review, DFG may establish temporary *ad hoc* independent Science Advisory Committees (SACs) to provide objective scientific review of major documents, studies, and policies. Given the considerable breadth of scientific disciplines and issues that concern DFG, *ad hoc* SACs allow for "tailoring" of committee membership to ensure that appropriate scientific expertise is directed at a specific question or issue. SAC recommendations will not limit the authority of DFG or the Fish and Game Commission to adopt regulations, policies or plans, but will enhance confidence in, and transparency of, the scientific considerations behind decisions made by these entities.

### **I. Terms of Reference**

1. SACs may be established by the Director upon recommendation by internal program leadership.
2. SACs shall provide objective scientific review and recommendations to DFG concerning scientific information, decisions that rely on scientific information and any other tasks assigned by DFG. Any tasks charged by DFG to a SAC shall be publicly noticed and available on the DFG website.
3. SACs are responsible for collecting and reviewing the necessary information for providing scientific advice. SACs will determine where and how this information is to be obtained and may consult DFG scientific staff as needed.
4. SACs shall ensure that recommendations are based on the best available scientific information.
5. SAC members may receive nominal compensation to be determined by DFG and based on availability of funding. SAC members shall be eligible for per diem subject to State of California travel limits.

### **II. Membership**

1. For each SAC, DFG shall identify an external, independent appointing agent, to which DFG shall specify required areas of scientific expertise among SAC members. The appointing agent will identify such experts and have final appointing authority for SAC members.
2. SAC members will be selected based on scientific expertise in relevant discipline(s), and ability and time to fully participate in SAC activities. Potential SAC members must disclose any potential conflicts of interest and cannot have financial conflicts of interest.

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3. SACs shall identify from amongst its members a Chair and a Vice-Chair.
4. The Director of DFG or his/her designee(s) may be ex officio non-voting members of SACs.
5. SACs may invite other scientific experts to participate in meetings of the Committee as ex officio non-voting members. These experts may receive nominal compensation to be determined by DFG and based on availability of funding.

### **III. Organization and Meetings**

1. Each SAC Chair shall be responsible for ensuring that SAC activities are consistent with, and relevant to, the charges assigned to it by DFG.
2. SACs may establish subcommittees on specific topics related to the work of developing scientific recommendations to DFG.
3. SACs shall meet as often as necessary to carry out responsibilities with no fewer than 2/3 of members present at any meeting. DFG shall provide venue and administrative support for the meetings. Meetings shall be publicly noticed on the DFG website and a portion of SAC meetings shall be open to the public for input and questions.
4. A provisional agenda for all SAC meetings shall be developed by the Chair and distributed to the members of the Committee and posted on DFG's website no later than 10 days prior to the meeting in question.

### **IV. Reporting**

1. SACs will provide updates and final report of its findings in writing to DFG according to mutually agreed upon deadlines. All final reports or findings of the SAC shall be made available to the public at minimum via the DFG website.
2. SACs will meet with DFG upon request to discuss SAC findings and determine whether further work is required or whether a SAC can be dissolved.