

CVPIA Science Integration Team Guidance for Members January 2020

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Responsibilities

The SIT is a technical team composed of stakeholders and agency scientists with the responsibility of:

- Incorporating science and data into the Adaptive Resource Management (ARM) process;
- Refining and revising Decision Support Models (DSMs) with new and existing information;
- Recommending Anadromous Fish Program (AFP) priorities for types of actions, science, and monitoring over a 5-year time horizon. The SIT is responsible for recommending priorities, not projects; and
- Attendance at in-person meetings and conference calls.
- Keeping up with SIT activities and contacting the Science Coordinator for updates.
- Developing a communication strategy for collaborating with the Core Team and conveying information to stakeholders and the public.

The Science Coordinator will be responsible for ensuring the production of an annual technical memo documenting the state of the DSMs, any changes that were made or recommended, and potential influence on 5-year priorities. The Science Coordinator will also be the lead author for the 5-year Plan that will document AFP priorities and restoration strategy. The 5-year plan and annual technical memo originate from the Science Coordinator, and SIT members are not responsible for their contents.

Membership

Interested organizations may appoint members to the SIT. However, SIT membership is individual rather than organizational; thus, the same individual must attend the meetings (see Attendance section for more information). Consultants may serve as an organization's SIT representative, but organizations may not have both a consultant and an organizational representative on the team.

Attendance

Members will be expected to attend all meetings in person. On the rare occasion that a member must miss a meeting, the member is expected to review meeting notes, ask for information from other members or the Science Coordinator, and find out about any assignments to ensure they are prepared for the next meeting. A member may appoint an alternate from their organization to attend a meeting in their absence, but this practice must be infrequent. The Science Coordinator will decide whether attendance is an issue at their discretion.

Workload

Members will have an important role in guiding the science that will be used to inform decision making by the CVPIA fish programs. SIT members will participate in the refinement of the DSM and the synthesis of new and existing information. Thus, SIT members will be required to spend time researching topics relevant to model refinement, reviewing published manuscripts and reports and, at times, writing reports for review by fellow SIT members, the Science Coordinator, the Core Team, and technical experts. We anticipate that this may require up to 20 hours per month to complete reviews and write reports plus approximately 12 days to attend SIT meetings. SIT members can propose changes to the DSMs and will review the scientific basis for changes proposed by fellow SIT members and other stakeholders.

Collaboration

Members must be willing to collaborate with fellow SIT members and engage in respectful discussions with SIT members, stakeholders, and technical experts. Members must be willing to take ownership in the ARM process and the DSMs. The SIT should be willing to evaluate competing hypotheses for potential incorporation into the DSMs. If the group feels that a member is not willing to collaborate or engage in respectful discussions, or is not a productive member of the team, the group may choose to request the removal of that member from the SIT. However, the authority to remove a SIT member rests with the Science Coordinator.

Decision making

The SIT is a collaborative team that will make progress through scientific and technical discussions. Individual members will express their own scientific viewpoints that may be informed or refined by group discussions. Any decision made by the group during a meeting will not be revisited at a subsequent meeting during the same year, but may be revisited in future years. Agency members of the SIT (the Agency Technical Team) will participate in the discussions and use them to inform decisions about the DSMs and 5-year priorities. The SIT will not be a voting body or a consensus-based team. The technical memo and 5-year plans resulting from these discussions are consultative documents that originate from the Science Coordinator.

Subgroups

On occasion, SIT members will form subgroups to complete tasks, such as reviewing recent studies, improving DSM inputs and components, and drafting proposals (detailed below). Although all SIT members are welcome to participate on a subgroup, the subgroups will be self-selected and will consist of SIT members willing to participate. Subgroups will report to the Science Coordinator and the SIT at large progress on their tasks during SIT conference calls or in person meetings. The subgroups will be responsible for drafting recommended changes or actions with justification and submit the draft as a proposal for review by the Science Coordinator and SIT in the form of a pre-proposal. The proposal and review process are detailed below.

Proposals

Existing DSMs and inputs can be modified through a proposal process. All proposals made by SIT members and other stakeholders must be constructive and based on peer-reviewed science. Proposed changes to the DSMs will be written as scientific documents using a standard form provided by the Science Coordinator. To ensure the best use of SIT resources and facilitate communication, proposals are evaluated in a two-stage process: pre-proposal and full proposal stages.

Pre-proposal process

1. Brief discussion of scientific rationale for the proposed changes to the DSM;
2. Illustrations or diagrams of the conceptual changes to the model;
3. List of sources of information that can be used to inform the model components;
4. Pre-proposals are to be submitted to the Science Coordinator who is responsible for reviewing the document for completeness and requesting clarification when necessary;

5. SIT members will be provided with copies of the pre-proposals at least one week prior to discussion of the merits of the pre-proposal;
6. The pre-proposal sponsor(s) are responsible for participating in the discussion of their pre-proposal and answering questions from SIT members; and
7. Following discussion, the Science Coordinator will ask SIT members for input regarding the merit of the pre-proposals and will inform the proposal sponsors if they are to proceed with a full proposal.

Full proposal process

Full proposals are comprehensive documents that contain the following information:

1. The scientific rationale for the proposed changes to the DSM complete with citations of peer-reviewed literature;
2. Illustrations or diagrams of the changes to the conceptual model;
2. Details of the proposed changes including parameter or data values (when new values are proposed) and the source of the new information;
3. Explicit instructions on how to integrate the changes into the existing DSM; and
4. Detailed criteria and source of (monitoring) data for evaluating the scientific evidence for or against the proposed approach in the existing ARM framework.
5. Proposal will be evaluated by fellow SIT members based on the scientific rigor of the source of the new information, while at the same time considering if the additional complexity incorporated into the DSM (if applicable) is necessary based on the objectives of the program. Scientific rigor will be evaluated based on study design, proper data analysis, and repeatability.
6. If proposals are evaluated favorably, modifications will be made to the DSM, and the influence the modifications have on model results will be evaluated.
7. The decision on whether to incorporate changes is the responsibility of the Science Coordinator who will instruct technical staff to implement the modifications.

Technical memo review process

The technical memo is consultative document that is authored by the Science Coordinator. The technical memo will consist of a set of strategies that are based on decision analysis tools, as they relate to the 5-year plan. SIT members have the opportunity to review and comment on the document through the tech-review process, outlined below.

Week 0: SIT reviews priorities

Following the SIT annual review of priorities, the Science Coordinator drafts a technical memo based on input they received during the discussion.

Week 2: Technical memo is distributed to SIT (email and portal)

SIT will be provided with a draft of the technical memo and asked to review the document for content and potential inaccuracies. SIT members are responsible for providing comments or suggested edits to the Science Coordinator within 1 week of receiving the draft.

Week 3: SIT provides feedback to Science Coordinator (email)

The Science Coordinator reviews suggested SIT comments and edits of the technical memo. The Science Coordinator is responsible for determining which comments and edits are incorporated into the final draft technical memo.

Week 4: Science Coordinator distributes final version to SIT

SIT members will be provided with the final draft technical memo within 1 week of submitting comments. SIT members are not required to review the final draft. However, SIT members that disagree with aspects of the technical memo can record dissenting views in a document that will be added as addendum to the technical memo and provided to the Core Team. This document will be provided to the Science Coordinator within 1 week of SIT members receiving the final draft. The format of the document (length, file format) will be determined by the Science Coordinator.

Week 5: Addendum submitted to Science Coordinator

The Science Coordinator will collate the addendum documents, attach them to the technical memo, and submit the documents to the Core Team.

