



Alaska Department of Fish and Game

Board of Fisheries

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## ALASKA BOARD OF FISHERIES

### POLICY ON BOARD MEMBER REQUEST FOR DEPARTMENT INFORMATION

2020-2##-FB

The Alaska Board of Fisheries (board) establishes the regulatory framework for all state-waters fisheries. The board sets the regulations by annually seeking regulatory proposals from the public and agencies, which culminates in a series of public meetings that occur from October through March.

When a board meeting is set, Alaska Department of Fish and Game (ADF&G) staff relevant to the management and research for subject matters at the meeting work together to compile significant information pertinent to the meeting call and proposals received. The information is delivered as staff comments, oral presentations, topic-specific written reports, and long-standing annual management reports. The amount of time it takes to develop this information can take hundreds to thousands of staff hours depending on the meeting. Board members will also make requests for additional information prior to meetings, and similarly seek additional information at board meetings. In addition, staff are requested to provide the public with data and analyses, many of which require substantial time and resources to complete.

It is the goal of ADF&G to provide the board and public with the most helpful information possible. However, there is a limit to the information that can be provided given staff have other duties and responsibilities. Also, because there is not coordination in the requests, often similar information is requested by different Board members and the public.

The purpose of this policy is to provide a framework for board members to request information from ADF&G that allows ADF&G to provide it, if feasible, in a timely manner with the maximum benefit for other board members and the public. The policy is not intended to be prescriptive for every instance.

In recognizing that situations will vary, the policy holds that –

- ADF&G is not in position to anticipate all of the information needs by board members,
- Board members are encouraged to seek additional information as the need arises.
- Information requests should use a central tracking system to assure the request is met and distributed widely as applicable to other board members and the public to ensure transparency and avoid duplicative requests
- Established timelines will ensure information requests are provided in adequate time to fulfill the request.

**October Work Session:** The board solicits and receives regulatory proposals from the public, advisory committees, and agencies in April of any given year. By the end of July or early August those proposals are published for the board and general public. This is the first time the board has an

opportunity to see the subject matters up for review for the meeting cycle.

Two-weeks prior to the October work session, ADF&G will provide its proposed oral and written reports for the upcoming meetings. ADF&G will also provide a list of reports and presentations produced from the last meeting cycle for the upcoming meetings. The board will schedule an agenda item at the work session to discuss with ADF&G the proposals, the anticipated report information, and other information the board would like to have available at the upcoming meetings.

**Information Requests Prior to Meetings:** Board members may determine prior to board meetings there remains more information relevant to their review. Board members are encouraged to develop rapport with ADF&G staff and often a conversation is a good first step to understanding what information can be generated. However, when a board member seeks ADF&G provide detailed written information, the request will be made through the executive director of Boards Support Section. Boards Support will forward the request to the divisions of Commercial Fisheries, Sport Fisheries, and the Subsistence Section.

Once completed, the finalized information will go from the divisions to Boards Support to all board members, and included as a record copy for the appropriate upcoming meeting.

**Information Requests at Meetings:** Board members and staff alike recognize not all information needs will be conceived prior to a meeting. Board meetings are dynamic events that challenge participants to work effectively within time constraints. This policy considers that board member may develop a number of information requests at the meetings and ADF&G will do its best to accommodate all requests. Information ADF&G develops at meetings will be shared with other boards members and the public as a record copy.

Date Adopted:  
Meeting Venue

VOTE: ##

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TBD, Chairman