



California Marine Life
Protection Act Initiative
c/o California Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

August 2, 2005

From: Michael DeLapa, Central Coast Project Manager
To: Central Coast Regional Stakeholder Group (CCRSG)
Re: Procedure for managing requests for science-based information

Members of the Central Coast Regional Stakeholder Group:

We are committed to responding to your science-based questions in a timely manner with meaningful answers. Your questions and corresponding SAT answers are important to the stakeholder-driven process that implements the MLPA.

Based on your comments at the July meeting, we have developed the following procedures for responding to science-based information requests from stakeholders and others during CCRSG meetings.

1. Collect requests (that is, questions, comments, and suggestions)

During CCRSG meetings, SAT sub-team support staff (specifically Carrie Kappel or Heather Galindo) shall document and log scientific questions raised by CCRSG members and the public. Science questions may also be submitted to the SAT sub-team via the web or by email.

2. Clarify requests

Following the CCRSG meeting, MLPA Initiative staff and the SAT sub-team shall review and, as necessary, clarify requests. Requests shall then be prioritized and assigned to appropriate MLPA Initiative staff or SAT members (see steps 4 and 5 below).

3. Validate requests

Questions raised by stakeholders will be distributed to the CCRSG with CONCUR's Key Outcomes Memo within 7-10 days following completion of the CCRSG meeting. The CCRSG will be invited to validate the requests as documented.

4. Prioritize requests

MLPA Initiative staff and SAT sub-team members shall prioritize requests. Criteria used to prioritize requests include:

- Does the request involve "readily available scientific information?"
- Does the Marine Life Protection Act require the request?
- Is the request immediately relevant to a work product of the CCRSG?
- Is the request eventually relevant to a work product of the CCRSG?
- Does the request involve information that is otherwise useful?

5. Assign response

MLPA Initiative staff will collaborate with the Science Sub-team to assign a response to either a lead member from the MLPA Initiative Staff or the Science Advisory Team. The lead member will be contacted and consulted on a deadline for response.

6. Provide response

MLPA Initiative staff will collect and distribute responses to CCRSG members.

7. Report to CCRSG.

MLPA Initiative staff will provide a status report at the CCRSG's monthly meetings.