

**Subject:** Biennial report discussion

**From:** Jim D Murray <Jim.D.Murray@noaa.gov>

**Date:** Tue, 13 Jan 2009 16:34:06 -0500

**To:** Dick West <wwwest@cox.net>, John Woeste <jandmwoeste@juno.com>

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Dick/John:

Thanks for your time today. Attached are some notes from the call which we may want to distribute to the Board ahead of time in the briefing book.

Sea Grant Advisory Board Call: State of Sea Grant (Biennial Report)

Date: Tuesday, January 13, 2009

Participants: Richard West, John Woeste (Advisory Board); Jim Murray, Melissa Pearson, Amy Painter (NSGO)

Time: 11:30-12:30

**\*Legislative language - Biennial Report\*** - The Board shall report to the Congress every two years on the state of the national sea grant college program. The Board shall indicate in each such report the progress made toward meeting the priorities identified in the strategic plan in effect under section 204 (c). The Secretary shall make available to the Board such information, personnel, and administrative services and assistance as it may reasonably require to carry out its duties under this title. The Secretary shall make available to the Board such information, personnel, and administrative services and assistance as it may reasonably require to carry out its duties.

#### 1. State of Sea Grant (Biennial) Report Content

The report will include:

- re-enforcing the positioning of Sea Grant as a national program
- progress in reaching strategic plan priorities
- impacts/accomplishments by focus areas, synthesized by the Focus Teams and NSGO Knauss Fellows (National story)
- a summary of the new Planning, Implementation and Evaluation (PIE) system (including a summary of the evaluation process and progress to date)
- Advisory Board activities and outlook, (including an outlook/preliminary reports from the Research, Futures and Communications/Outreach Committees)

#### 2. Process to develop Report

- West and Murray will develop a memo with an outline for the report that includes the timeline to notify the OAR Front Office (in preparation for the clearance process)
- Board to appoint a Biennial Report Sub-committee to develop report. Members to include: West, Woeste, Byrne (pending acceptance), Murray, Pearson and Painter
- April: Biennial Sub-committee members will convene in mid-to-late April to review state program strategic plans; AND, to visit Congressional offices to ask representatives and staffers what kind of report they need/would like from Sea Grant. By assessing Congressional priorities and concerns, the Board will help frame the content (and determine the proper format/context) for the report.

#### 3. To Do:

- Memo to OAR Front Office (see #2, above) & NSGO to prepare for clearance process (Murray, West after Feb. Board meeting)
  - Schedule State Strategic Plan Review (Sami Grimes): I just talked to Sami and her schedule for the state strategic plan review is mid-May not late April as we discussed. Check with Byrne re. April (now May). (Murray, Grimes)
  - Preparation for Board February meeting - I assume that Dick and John will be giving the report, but let me know if you need anything from NSGO, e. g., a Power Point slide
  - Work with OAR CARD and NOAA Leg. Affairs to schedule Board visits to Congress in April
- Let me know if we got any of this wrong.  
Jim