

Statement of Work

External Independent Peer Review by the Center for Independent Experts

Gulf of Alaska (GoA) walleye pollock stock Assessment Review

Scope of Work and CIE Process: The National Marine Fisheries Service's (NMFS) Office of Science and Technology coordinates and manages a contract providing external expertise through the Center for Independent Experts (CIE) to conduct independent peer reviews of NMFS scientific projects. The Statement of Work (SoW) described herein was established by the NMFS Project Contact and Contracting Officer's Technical Representative (COTR), and reviewed by CIE for compliance with their policy for providing independent expertise that can provide impartial and independent peer review without conflicts of interest. CIE reviewers are selected by the CIE Steering Committee and CIE Coordination Team to conduct the independent peer review of NMFS science in compliance the predetermined Terms of Reference (ToRs) of the peer review. Each CIE reviewer is contracted to deliver an independent peer review report to be approved by the CIE Steering Committee and the report is to be formatted with content requirements as specified in **Annex 1**. This SoW describes the work tasks and deliverables of the CIE reviewer for conducting an independent peer review of the following NMFS project. Further information on the CIE process can be obtained from www.ciereviews.org.

Project Description The Alaska Fisheries Science Center (AFSC) requests a Center of Independent Experts (CIE) review of the stock assessment for Gulf of Alaska (GOA) walleye pollock. The walleye pollock stock in the Gulf of Alaska is important to local fishing communities and is a key component of the GOA ecosystem. Walleye pollock stock assessments routinely undergo review by the AFSC, the North Pacific Fisheries Management Council's Groundfish Plan Team and Scientific and Statistical Committee. The assessment model for pollock has been stable for some time, and several significant changes are being contemplated for the 2012 assessment. In addition, the pollock stock assessment has not had the benefit of a CIE review since 2003. Therefore, a CIE review in 2012 would be timely. The Terms of Reference (ToRs) of the peer review are attached in **Annex 2**. The tentative agenda of the panel review meeting is attached in **Annex 3**.

Requirements for CIE Reviewers: Three CIE reviewers shall conduct an impartial and independent peer review in accordance with the SoW and ToRs herein. CIE reviewers must be thoroughly familiar with various subject areas involved in stock assessment, including population dynamics, survey methodology, and estimation of parameters in complex nonlinear models. Reviewers must also have experience conducting stock assessments for fisheries management. Expertise would be desirable in several other areas. First, since the pollock assessment uses AD Model Builder (ADMB) software, expertise in using this software would be desirable. Second, changes being considered for the 2012 assessment include adding ecological interactions and environmental forcing to the assessment model, so expertise in these areas

would also be desirable. It is not expected that all three of the reviewers have these specialized areas of expertise, rather that at least one of the three reviewers should be knowledgeable in these areas. Each CIE reviewer's duties shall not exceed a maximum of 14 days to complete all work tasks of the peer review described herein.

Location of Peer Review: Each CIE reviewer shall conduct an independent peer review during the panel review meeting scheduled in Seattle, Washington with dates July 17-20, 2012.

Statement of Tasks: Each CIE reviewers shall complete the following tasks in accordance with the SoW and Schedule of Milestones and Deliverables herein.

Prior to the Peer Review: Upon completion of the CIE reviewer selection by the CIE Steering Committee, the CIE shall provide the CIE reviewer information (full name, title, affiliation, country, address, email) to the COTR, who forwards this information to the NMFS Project Contact no later the date specified in the Schedule of Milestones and Deliverables. The CIE is responsible for providing the SoW and ToRs to the CIE reviewers. The NMFS Project Contact is responsible for providing the CIE reviewers with the background documents, reports, foreign national security clearance, and other information concerning pertinent meeting arrangements. The NMFS Project Contact is also responsible for providing the Chair a copy of the SoW in advance of the panel review meeting. Any changes to the SoW or ToRs must be made through the COTR prior to the commencement of the peer review.

Foreign National Security Clearance: When CIE reviewers participate during a panel review meeting at a government facility, the NMFS Project Contact is responsible for obtaining the Foreign National Security Clearance approval for CIE reviewers who are non-US citizens. For this reason, the CIE reviewers shall provide requested information (e.g., first and last name, contact information, gender, birth date, passport number, country of passport, travel dates, country of citizenship, country of current residence, and home country) to the NMFS Project Contact for the purpose of their security clearance, and this information shall be submitted at least 30 days before the peer review in accordance with the NOAA Deemed Export Technology Control Program NAO 207-12 regulations available at the Deemed Exports NAO website: <http://deemedexports.noaa.gov/>
http://deemedexports.noaa.gov/compliance_access_control_procedures/noaa-foreign-national-registration-system.html

Pre-review Background Documents: Two weeks before the peer review, the NMFS Project Contact will send (by electronic mail or make available at an FTP site) to the CIE reviewers the necessary background information and reports for the peer review. In the case where the documents need to be mailed, the NMFS Project Contact will consult with the CIE Lead Coordinator on where to send documents. CIE reviewers are responsible only for the pre-review documents that are delivered to the reviewer in accordance to the SoW scheduled deadlines specified herein. The CIE reviewers shall read all documents in preparation for the peer review.

Panel Review Meeting: Each CIE reviewer shall conduct the independent peer review in accordance with the SoW and ToRs, and shall not serve in any other role unless specified herein. **Modifications to the SoW and ToRs can not be made during the peer review, and any SoW or ToRs modifications prior to the peer review shall be approved by the COTR and CIE Lead Coordinator.** Each CIE reviewer shall actively participate in a professional and respectful manner as a member of the meeting review panel, and their peer review tasks shall be focused on the ToRs as specified herein. The NMFS Project Contact is responsible for any facility arrangements (e.g., conference room for panel review meetings or teleconference arrangements). The NMFS Project Contact is responsible for ensuring that the Chair understands the contractual role of the CIE reviewers as specified herein. The CIE Lead Coordinator can contact the Project Contact to confirm any peer review arrangements, including the meeting facility arrangements.

Contract Deliverables - Independent CIE Peer Review Reports: Each CIE reviewer shall complete an independent peer review report in accordance with the SoW. Each CIE reviewer shall complete the independent peer review according to required format and content as described in Annex 1. Each CIE reviewer shall complete the independent peer review addressing each ToR as described in Annex 2.

Other Tasks – Contribution to Summary Report: Each CIE reviewer may assist the Chair of the panel review meeting with contributions to the Summary Report, based on the terms of reference of the review. Each CIE reviewer is not required to reach a consensus, and should provide a brief summary of the reviewer’s views on the summary of findings and conclusions reached by the review panel in accordance with the ToRs.

Specific Tasks for CIE Reviewers: The following chronological list of tasks shall be completed by each CIE reviewer in a timely manner as specified in the **Schedule of Milestones and Deliverables**.

- 1) Conduct necessary pre-review preparations, including the review of background material and reports provided by the NMFS Project Contact in advance of the peer review.
- 2) Participate during the panel review meeting at the Seattle, Washington during July 2012 (dates to be determined by Project Contact no later than 15 April 2012).
- 3) In Seattle, Washington during July 2012 (dates to be determined by Project Contact no later than 15 April 2012) as specified herein, and conduct an independent peer review in accordance with the ToRs (**Annex 2**).
- 4) No later than **August 10, 2012**, each CIE reviewer shall submit an independent peer review report addressed to the “Center for Independent Experts,” and sent to Mr. Manoj Shivlani, CIE Lead Coordinator, via email to shivlanim@bellsouth.net, and CIE Regional Coordinator, via email to Dr. David Die ddie@rsmas.miami.edu. Each CIE report shall be written using the format and content requirements specified in Annex 1, and address each ToR in **Annex 2**.

Schedule of Milestones and Deliverables: CIE shall complete the tasks and deliverables described in this SoW in accordance with the following schedule.

18 June-2012	CIE sends reviewer contact information to the COTR, who then sends this to the NMFS Project Contact
3 July 2012	NMFS Project Contact sends the CIE Reviewers the pre-review documents
17-20 July 2012	Each reviewer participates and conducts an independent peer review during the panel review meeting
3 August 2012	CIE reviewers submit draft CIE independent peer review reports to the CIE Lead Coordinator and CIE Regional Coordinator
17 August 2012	CIE submits CIE independent peer review reports to the COTR
24 August 2012	The COTR distributes the final CIE reports to the NMFS Project Contact and regional Center Director

Modifications to the Statement of Work: This ‘Time and Materials’ task order may require an update or modification due to possible changes to the terms of reference or schedule of milestones resulting from the fishery management decision process of the NOAA Leadership, Fishery Management Council, and Council’s SSC advisory committee. A request to modify this SoW must be approved by the Contracting Officer at least 15 working days prior to making any permanent changes. The Contracting Officer will notify the COTR within 10 working days after receipt of all required information of the decision on changes. The COTR can approve changes to the milestone dates, list of pre-review documents, and ToRs within the SoW as long as the role and ability of the CIE reviewers to complete the deliverable in accordance with the SoW is not adversely impacted. The SoW and ToRs shall not be changed once the peer review has begun.

Acceptance of Deliverables: Upon review and acceptance of the CIE independent peer review reports by the CIE Lead Coordinator, Regional Coordinator, and Steering Committee, these reports shall be sent to the COTR for final approval as contract deliverables based on compliance with the SoW and ToRs. As specified in the Schedule of Milestones and Deliverables, the CIE shall send via e-mail the contract deliverables (CIE independent peer review reports) to the COTR (William Michaels, via William.Michaels@noaa.gov).

Applicable Performance Standards: The contract is successfully completed when the COTR provides final approval of the contract deliverables. The acceptance of the contract deliverables shall be based on three performance standards:

- (1) The CIE report shall be completed with the format and content in accordance with **Annex 1**,
- (2) The CIE report shall address each ToR as specified in **Annex 2**,
- (3) The CIE reports shall be delivered in a timely manner as specified in the schedule of milestones and deliverables.

Distribution of Approved Deliverables: Upon acceptance by the COTR, the CIE Lead Coordinator shall send via e-mail the final CIE reports in *.PDF format to the COTR. The COTR will distribute the CIE reports to the NMFS Project Contact and Center Director.

Support Personnel:

William Michaels, Program Manager, COTR
NMFS Office of Science and Technology
1315 East West Hwy, SSMC3, F/ST4, Silver Spring, MD 20910
William.Michaels@noaa.gov Phone: 301-427-8155

Manoj Shivlani, CIE Lead Coordinator
Northern Taiga Ventures, Inc.
10600 SW 131st Court, Miami, FL 33186
shivlanim@bellsouth.net Phone: 305-383-4229

Roger W. Peretti, Executive Vice President
Northern Taiga Ventures, Inc. (NTVI)
22375 Broderick Drive, Suite 215, Sterling, VA 20166
RPerretti@ntvifederal.com Phone: 571-223-7717

Key Personnel:

NMFS Project Contact:

Martin Dorn
NOAA National Marine Fisheries Service
Alaska Fisheries Science Center
7600 Sand Point Way, NE, Seattle, WA 98115-6349
Email: martin.dorn@noaa.gov Phone: 206-526-6548

Annex 1: Format and Contents of CIE Independent Peer Review Report

1. The CIE independent report shall be prefaced with an Executive Summary providing a concise summary of the findings and recommendations.
2. The main body of the reviewer report shall consist of a Background, Description of the Individual Reviewer's Role in the Review Activities, Summary of Findings for each ToR in which the weaknesses and strengths are described, and Conclusions and Recommendations in accordance with the ToRs.
 - a. Reviewers should describe in their own words the review activities completed during the panel review meeting, including providing a brief summary of findings, of the science, conclusions, and recommendations.
 - b. Reviewers should discuss their independent views on each ToR even if these were consistent with those of other panelists, and especially where there were divergent views.
 - c. Reviewers shall provide a critique of the NMFS review process, including suggestions for improvements of both process and products.
 - d. The CIE independent report shall be a stand-alone document for others to understand the weaknesses and strengths of the science reviewed.
3. The reviewer report shall include the following appendices:
 - Appendix 1: Bibliography of materials provided for review
 - Appendix 2: A copy of the CIE Statement of Work
 - Appendix 3: Panel Membership or other pertinent information from the panel review meeting.

**Annex 2: Terms of Reference for Peer Review of the
Gulf of Alaska Walleye Pollock Stock Assessment**

1. *Evaluate and provide recommendations on data collection procedures and analytical methods used to develop assessment model input.*
2. *Evaluate and provide recommendations on model structure, assumptions, and estimation procedures.*
3. *Evaluate and provide recommendations for the reporting of assessment results and characterization of uncertainty.*
4. *Evaluate and provide recommendations on F35% spawning biomass per recruit as an appropriate proxy for FMSY under non-stationarity in vital rates. Also evaluate and provide recommendations on the B35% biomass reference point as a proxy for BMSY.*
5. *Recommendations for further improvements.*
6. *Brief description on panel review proceedings highlighting pertinent discussions, issues, effectiveness, and recommendations.*

Annex 3: Tentative Agenda

Review of the Gulf of Alaska Walleye Pollock Stock Assessment

Alaska Fisheries Science Center, NOAA

7600 Sand Point Way N.E., Building 4

Seattle, Washington 98115

Phone: 206 526-4000

17-20 July 2012

The final meeting agenda has not yet been drafted, but will be forwarded by the project contact as soon as it becomes available.

<i>17 July 2012</i>	Presentations by survey and fishery data collection scientists
<i>18 July 2012</i>	Presentation by assessment scientists, Panel discussion and requests
<i>19 July 2012</i>	Panel discussion and requests, Begin drafting reviewer reports
<i>20 July 2012</i>	Draft reviewer reports