



## **~California Dungeness Crab Task Force~**

<http://www.opc.ca.gov/2009/04/dungeness-crab-task-force/>

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### **Description of Administrative Team and Ocean Protection Council (OPC) Roles Specific to the Dungeness crab task force (DCTF)- March 2012**

The California Ocean Protection Council (OPC) is designated as the body responsible for establishing and funding the administration of the Dungeness Crab Task Force (DCTF) pursuant to Senate Bill 369 (Evans, 2011). The OPC has contracted an administrative team to provide assistance in the development, administration, and support of the DCTF. The roles of the OPC and the contracted administrative team are outlined below.

Note: This document is intended to serve as a companion to the DCTF Charter which outlines the roles, responsibilities, and operating procedures of the DCTF. To view the most up-to-date DCTF Charter, visit the DCTF webpage.

#### DCTF Administrative Team

Administrative and facilitation services will be provided to support the DCTF in all aspects of their work. The Administrative Team serves as a “third party neutral” whose primary responsibility is to ensure an open process where all Members’ interests and opinions are heard and thoughtfully considered. Specific responsibilities of the Administrative Team include but are not limited to:

- Provide neutral support to the DCTF, including administrative support, and research and background information on policy, operational, and regulatory matters for DCTF discussion;
- Ensure DCTF meetings follow the mandates of SB 369, the Bagley-Keene Open Meetings Act of 2004, and other pertinent laws;
- Prepare and provide oversight of meeting agendas and summaries, in consultation with OPC staff and Members;
- Facilitate all DCTF meetings;
- Maintain the DCTF email list-serve and a record of all meeting agendas, summaries, and materials;
- Design and conduct a process (consistent with SB 396) whereby the DCTF can discuss legislatively-required topics and other issues, and make decisions/recommendations. This process will ultimately be based on a 2/3 majority vote of all DCTF Members but may also include consensus decision methods;
- Provide orientation to new Members;
- Help build Members’ skills with which to negotiate in his/her self-interest;
- Help build Members’ skills needed to collect and represent the interests of stakeholders in his/her respective ports;



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- Apply collaborative, interest-based negotiation methods that foster openness and identify areas of preliminary and final agreement;
- Integrate new information and data to inform Members' discussion and the negotiation process;
- As project budget and time permit, meet (in person or via telephone) with Members and Alternates to ensure shared understanding of Members' perspectives about any items due for discussion at the pending meetings.
- Prepare draft reports for comment, and initial and final reports that capture the recommendations of the DCTF;

### Ocean Protection Council (OPC)

The OPC staff will:

- Provide neutral support to the DCTF, including administrative support, and research and background information on policy, operational, and regulatory matters for DCTF discussion;
- Reimburse Member travel costs, subject to state travel rules;
- Ensure that DCTF meetings follow the mandates of SB1690, the Bagley-Keene Open Meetings Act of 2004, and other pertinent laws;
- Consult with the Administrative Team on draft and final meeting materials, agendas, and summaries;
- Maintain a record of all meeting materials, agendas, and summaries;
- Maintain the DCTF webpage and email list-serve.