

15 August 2002

ADDENDUM

**To the
MEMORANDUM OF UNDERSTANDING**

For establishment of an

**ATLANTIC COASTAL COOPERATIVE
STATISTICS PROGRAM**

(ACCSP)

ACCSP Coordinating Council APPROVED: November 21, 2002

INTRODUCTION

When first established in May 1995, Section 8 of the Memorandum of Understanding (MOU) for the Atlantic Coastal Cooperative Statistics Program (ACCSP) provided that:

The Atlantic States Marine Fisheries Commission (ASMFC), the National Marine Fisheries Service (NMFS), and the U.S. Fish and Wildlife Service (USFWS) shall agree on the appropriate method of providing support staff and executive secretarial services to the Council and the Committee established under this Section, subject to the approval of the Council. Responsibility for the day-to-day coordination, planning and implementation of tasks associated with the program shall be the responsibility of all of the partners, under the guidance of the Council and the Committee.

During the first few years of existence, the ACCSP was in a planning stage. Planning was conducted by a variety of committees, with adequate staff support provided first by the ASMFC and then a coordinator from the USFWS who was detailed to the program for a year. As the program completed planning of various modules, it began evolving into an operational stage. Additional staff were required to support planning, building of the central data warehouse, and implementation activities. The need for a permanent home for the ACCSP staff was becoming apparent.

In June 1998, the ACCSP Coordinating Council approved a motion that:

- The ASMFC should serve as the administrative body for the ACCSP and its Coordinating Council,
- The ASMFC should hire new staff under the existing Commission structure to support ACCSP Partners with planning, prototype development, research, and implementation, and
- The services provided by the ASMFC to the ACCSP should be formalized through an addendum to the ACCSP MOU.

An Administrative Assistant, Information Technology Manager, Program Manager, and finally two additional information technology staff were hired from 1999 to 2001. As the program continued to grow, and the public became more aware of the existence and purpose of the ACCSP, discussion continued concerning the structure and support of the program. Options that were considered ranged from continuation of the status quo to complete separation of ACCSP into a stand-alone operational unit. A number of concerns influenced the choice:

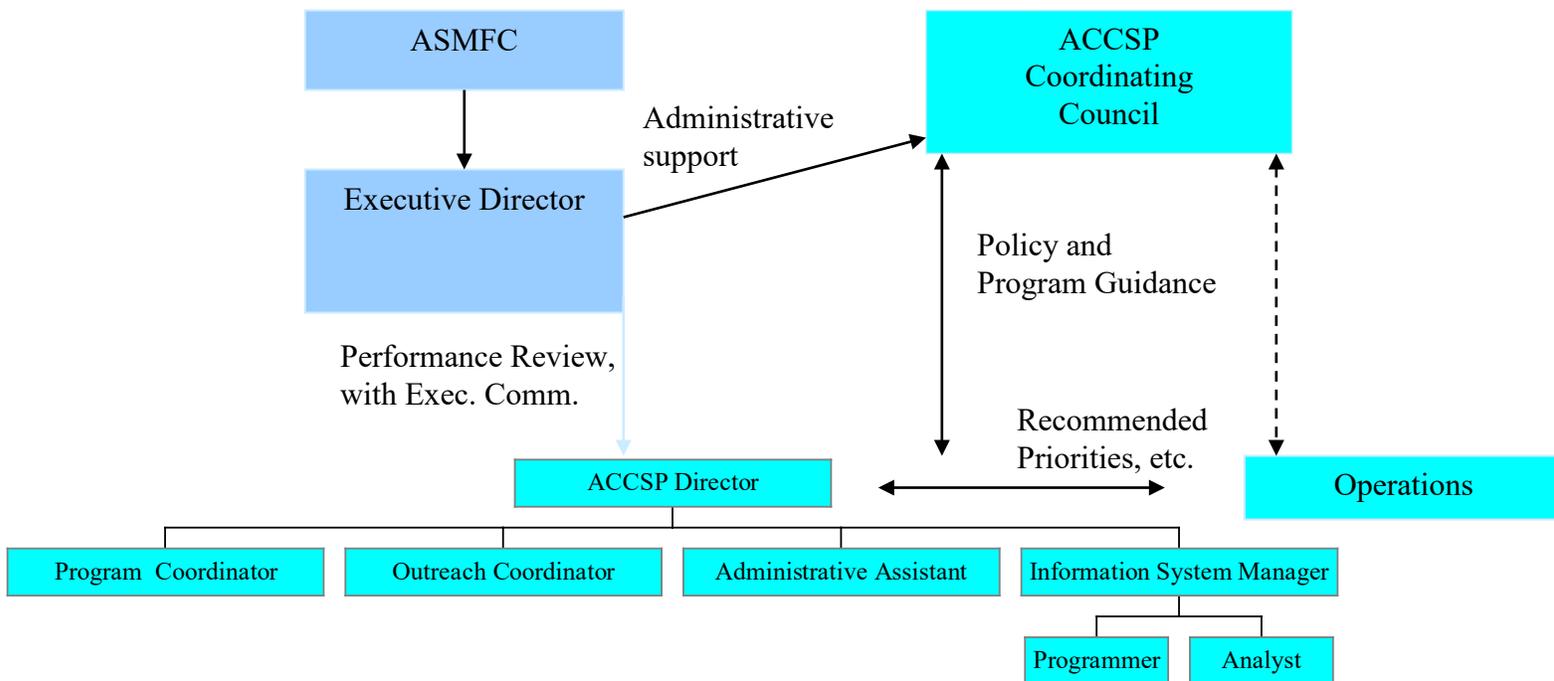
- Perception – the public has concerns when data are collected by the same entity that is using the data for management. Separation of ACCSP from regulatory bodies, to the extent practical, was seen to help address this perception issue.
- The structure would be cost effective and meet the administrative obligations of ACCSP efficiently.
- Any structure would be within Current Legal Authority.
- The structure would reflect that the ACCSP is a partnership that includes the ASMFC, and is not just another ASMFC program.

- The structure would accommodate the continuing growth and maturity of ACCSP.
- There would be clear lines of authority within the program.

In July 2001, the Coordinating Council approved a motion that:

- The ASMFC will provide administrative support to the ACCSP.
- A new ACCSP Director position will be created to provide executive leadership for the program. The ACCSP Director will serve as overall program leader and will have executive authority to manage the continuing development and operation of ACCSP.
- The ASMFC Executive Director and ACCSP Coordinating Council Chair will conduct the performance review for the new ACCSP Director, with oversight by the ACCSP Executive Committee.

The Coordinating Council felt that this decision was the best solution for all concerns. ACCSP would be separated from other ASMFC programs, which addresses perception issues. The structure is within current authorities and would meet the ACCSP's administrative obligations in an efficient, cost-effective manner. The Director will provide leadership and management of the program and be the public view of ACCSP. The continued growth and maturity of the program would be well served with a single, strong program leader. Clear lines of authority are provided for policy/program guidance and staff performance review.



AMENDMENT

This Addendum incorporates both the June 1998 and July 2001 program changes into the MOU, as follows:

All references in Section Eight to *Atlantic Fisheries Statistics* should be amended to read *ACCSP*.

Section 8.B is amended to read:

B. ACCSP Operations Committee. The ACCSP Operations Committee will recommend program priorities, funding criteria, and other items as requested by the Coordinating Council, Executive Committee, and/or ACCSP Director. The Operations Committee is comprised of an experienced staff person from each partner and one representative each from the National Marine Fisheries Headquarter Office of Science and Technology, Southeast Fisheries Science Center and Northeast Regional Office.

Section 8.C is amended to read:

C. ACCSP Director. The ACCSP Director serves as overall program leader and has executive authority to manage the continuing development and operation of ACCSP. The ACCSP Director receives program guidance directly from the Coordinating Council. The ACCSP Director will be responsible for supervision of ACCSP staff. Specific responsibilities include providing overall guidance to all ACCSP staff, ensuring the directives of the Coordinating Council are met by ACCSP staff, coordinating long-range planning and budget requirements, providing programmatic input into grants administration, and conducting annual performance evaluations of ACCSP staff. Hiring and firing of ACCSP staff will be the direct responsibility of the Director, after consultation with the Executive Committee of the Coordinating Council. The ACCSP Director will provide staff support to all ACCSP Committees and Subcommittees. Figure 1 presents the ACCSP organizational structure and relationship with the ASMFC.

Section 8.D is amended to read:

D. *Staff Support.* The Atlantic States Marine Fisheries Commission (ASMFC) will provide administrative support for the ACCSP, including personnel services, meeting planning, grants management, and office space for all present and future ACCSP staff. ACCSP staff will be employed by and will follow the policies and procedures of the ASMFC and will receive the ASMFC employee benefits.

The ACCSP Coordinating Council shall ensure that the ACCSP Director is accountable for implementation of the ACCSP program elements and for carrying out the directives of the Coordinating Council.

The ACCSP Executive Committee will be responsible for policy and program management when the full Coordinating Council cannot act. Hiring and firing of ACCSP staff will be the responsibility of the ACCSP Director, in consultation with the Executive Committee.

The ASMFC Executive Director will ensure appropriate administrative and logistical services/support for ACCSP operations. The ASMFC Executive Director and the ACCSP Coordinating Council Chair will conduct the performance review of the ACCSP Director, with oversight by the ACCSP Coordinating Council's Executive Committee. The performance review includes program leadership, administration, personnel and fiscal management, and grant oversight.