

## Science Advisory Panel Process

*“When the panel ends, the work begins.”*

Amy Gannon, Chair for the May 2022 Firewood SAP.

Phase 1

*Start:* MISC Council confirms the topic at a council meeting.

- The topic is refined and focused in discussion.
- A lead Council member is identified.
  - The lead identifies a planning team.
  - The planning team identifies the potential participants or areas of expertise that would benefit the discussion.

*Scope:*

- Discussions with the potential panel participants are used to develop specific questions to focus the discussion.
  - The Council approves the scope and confirms the goal for the SAP. This can include an application for an action like releasing a biological control organism, a best practices document, or other management focused outcome.
  - The questions are developed into a request for written responses from the panelists and sent out.

*Logistics:*

- Participating panelists are identified and commit to attending. Fall, winter, and early spring panels avoid the field season from April through September.
  - Panelists and the discussion team suggest moderators and the moderator is engaged as part of the planning team.
  - The location is decided and the venue is booked. If there is a substantial international component to the meeting Zoom worked well to reduce travel costs and allow accommodations for shorter meetings over a week-long period to spread out the discussion.
    - An after-hours or informal venue is suggested (this was a popular part of the Firewood SAP).

*Process:*

- The panelist's written answers to the questions are compiled anonymously into a background document. The planning team reviews and approves a draft to be sent out to the panel. The team picks a set of questions to focus the live discussion.
  - The agenda is built around the discussion questions.
    - Public meeting notices and invitations are sent.
    - Final logistics: panelist's lodging, catering, meeting supplies.

*Outcome:*

- Panel meeting: notes and summary drafted and added to the compiled panelist written responses as the basis of the final report.
  - Report drafting, follow up questions with the panelists and planning team.
  - Draft report is presented to MISC for approval.

*End:* MISC approves the recommendations and distributes them to partners.

Phase 2

Phase 3