



# STAC WORKSHOPS 101

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STAC Coordinator

# What is a STAC workshop?

Workshops are a primary mechanism by which STAC...brings the broad expertise of the scientific and technical community to bear on critical and timely issues relevant to the successful restoration of the Chesapeake Bay

[...] gather critically needed scientific or technical information related to protection and restoration of Chesapeake Bay and its watershed.

- To review the state of the science or technology
- To identify important areas of research, technology development, or data collection and analysis
- To investigate emerging science issues
- To be responsive to science-based questions from the CBP, and develop strategies in support...the management needs of the CBP

# Each STAC Workshop is unique

- 1-3 days
- Range from ~15 – 70 participants (Average 30-40)
- Seminar series format vs. Conference style
  - *Concurrent sessions / Break-out groups / Group discussion*

Structure will vary based on the overarching goals of the workshop



# What is STAC looking for?

**Recommended Themes** – Selected by STAC Membership in December for each fiscal year (FY), included in the RFP

- *Suggested areas of interest – Not a prerequisite for funding*

## ■ FY16 Themes

- *Climate Change*
- *Adaptive Management*
- *Multiple stressors on living resources*
- *Human dimensions – social and economic issues in restoration*
- *Nutrient Management*

Requestors should make a strong case as to the importance of their topic for the current year and why the workshop should be viewed as a priority for STAC, and appropriate for STAC support

# Who can apply?

As an advisory committee to the CBP, STAC reserves funds each year for both proactive and responsive workshops

## Proactive

- Comes from within STAC: individual or groups of STAC members
- Collaboration with current *ad hoc* workgroups in STAC, research institutions, or CBP partner

## Responsive

- Comes from CBP partner or committee: any Bay jurisdictions, GIT, LGAC, CAC, CBC, MB...etc.
- Must collaborate with/ include a current STAC member on steering committee
- Needs Letter of Support\* with proposal

# Time to Plan!

- Workshops, (but not workshop products), must be completed in the fiscal year for which they are approved
  - *June 1 – May 31*
- Workshop planning typically takes – on average – **3 months**
  - *Size and structure of workshop*
  - *Proposed time of year*
  - *Responsiveness of steering committee*
- Agenda should be finalized and invitations sent **at least 1 month** prior to workshop date
- Committee will hold calls **~every 2 weeks** – less frequently closer to the workshop date



# RFP – Request for Proposals

\*Timeline to be Finalized



**December 14, 2016:** Request for proposals is distributed to Partnership

**January 25, 2017:** All proposals are due to STAC Staff

**February 3, 2017:** Proposal comments/necessary edits are returned by STAC Staff no later than this date

**February 17, 2017:** Final proposals due to STAC Staff

**March 7, 2017:** Deadline for STAC Members to submit preliminary scores

**March 14-15, 2017:** STAC reviews results of scoring and discusses final proposals at their quarterly meeting; workshop approval is determined

**June 1, 2017:** Funding begins for approved workshops

**May 31, 2018:** Deadline for workshop completion to receive funding

Proposals received after the deadline may be considered, if funding remains after consideration of proposals submitted by January 25

# Budget

- The total amount allocated by STAC will not exceed \$10,000 for each workshop activity
  - *Typical cost between \$5-10,000*
  - *STAC can support avg. 4-5 workshops per FY*
  
- External contributors/Matching Funds/Fiscal Partners? Great!
  - *Identified in the proposal*
  - *Outline any restrictions or limitations*
  
- Costs can only be applied to actual workshop expenses and services
  - *No international travel*
  - *Cannot support travel for Federal employees*



*\*All STAC reports can be found on our website, at [chesapeake.org/stac](http://chesapeake.org/stac)*

# Workshop Report



STAC Workshop Report  
November 12-13, 2014  
Solomons, Maryland



STAC Publication 15-005

- Steering committee must develop a written report on the workshop proceedings, including **specific findings** and **recommendations**
- Additional products (factsheets, press releases) may also be generated
- Content, length and structure of report will vary
  - *Standardized report format*
- STAC Staff cannot assist in any substantive writing (per CRC protocols)

# Reports are due to STAC 90 days from the workshop date

- STAC Staff will work with the committee following the workshop to develop a timeline for drafting – and help stay on track!
- 1. Steering committee drafts report
- 2. STAC Staff conducts an editorial review, checking for grammar, style, and formatting
- 3. 1-week review by workshop participants (optional)
- 4. 1-week review by STAC
- 5. Final review by STAC Coordinator/Executive Secretary
- 6. Final report is distributed to the CBP Management Board, and posted on the STAC website

# Submitting a Successful Proposal\*

\*in ~three pages!

## Content

- Topic/Title
- List of steering committee members – ID chair(s)
- Description of objectives and degree of urgency
- Relevant background info
- Link between topic and CBP management needs
- Why is a STAC workshop the best format for this activity?
- Specific scientific/technical questions to be addressed
- List of anticipated speakers and/or key participants
- Description of workshop outcomes and product(s)
- History of any previously funded STAC workshops

# How to Apply – [www.chesapeake.org/stac](http://www.chesapeake.org/stac)



## Chesapeake Bay Program's Scientific and Technical Advisory Committee

[Home](#)[About](#)[Resources](#)[Activities](#)[Publications](#)[MySTAC](#)

### Welcome

The Scientific and Technical Advisory Committee provides scientific and technical guidance to the Chesapeake Bay Program in order to restore and protect the Chesapeake Bay. Since its creation in November 1984, STAC has worked to enhance scientific communication and outreach throughout the Chesapeake Bay watershed and beyond.

[Calendar](#)

[Science connections](#)

[Chesapeake Bay Program Info](#)

[Apply for assistance](#)

[FAQ](#)

[Reimbursement Form](#)

### STAC News



#### Evaluating Proprietary BMPs: Is it Time for a State, Regional, or National Program?

This report summarizes recommendations identified by workshop participants at the March 2015 workshop. These recommendations highlight the need to establish a Chesapeake Bay-wide evaluation program for proprietary or structural best management practices (BMPs) for stormwater treatment.  
**More:** [Click here](#)

### Recent Publications



#### Review of Nutrient Input Estimation for the Watershed Model

This report outlines the findings and recommendations of the review panel for the Chesapeake Bay Program (CBP) requested STAC-sponsored review of the procedures used to estimate nutrient inputs to the landscape in the Phase 6 Chesapeake Bay Watershed Model.  
([view](#))



#### Conowingo Reservoir Infill and Its Influence on Chesapeake Bay Water Quality

A STAC workshop was held in January 2016 to address the state of the science on the influence of Conowingo Reservoir infill on tidal Chesapeake Bay water quality. This report summarizes participant's recommendations on immediate and future management actions.  
([view](#))



#### Evaluating Proprietary BMPs: Is it Time for a State, Regional, or National Program?

This report summarizes recommendations identified by participants at the March 2015 workshop, highlighting the need to establish a Chesapeake Bay-wide evaluation program for proprietary or structural best management practices (BMPs) for stormwater treatment.

# RFP and Protocols are available online

## Applying for Workshop Assistance

STAC workshops provide a format for formulating recommendations from the scientific and technical community on information needs, opportunities for collaborations, and further management actions.

STAC releases a request for proposal to CBP partners in January of each year. All proposals are then presented to STAC and considered at a STAC quarterly meeting. Although proposals are accepted throughout the year, CBP representatives are encouraged to submit proposals to STAC as early as possible.

## Requesting a STAC Review

STAC reviews provide thorough, competent, and objective technical guidance in a timely fashion to advise the CBP decision-making process.

Unlike workshops, STAC does not release a request for review proposals. Instead, STAC review requests are considered throughout the year as needs arise. Likewise, while there are a finite number of workshops STAC will accept each fiscal year, there is no set limit on the number of reviews the Committee will support as long as funding is available and STAC deems the review appropriate.



### GUIDANCE ON APPLYING FOR RESPONSIVE WORKSHOP ASSISTANCE

The links provided below are to be used by CBP representatives seeking to apply for STAC responsive workshop assistance. Please submit all responsive workshop requests to STAC Staff.

- [STAC Responsive Workshop RFP](#)
- [STAC Workshop Protocol](#)
- [STAC Publications Protocol](#)
- [Submit a Responsive Workshop Request to STAC](#)



### GUIDANCE ON APPLYING FOR PROACTIVE WORKSHOP ASSISTANCE

The links provided below are to be used by STAC members seeking to apply for STAC proactive workshop assistance. Please submit all proactive workshop requests to STAC Staff.

- [STAC Proactive Workshop RFP](#)
- [STAC Workshop Protocol](#)
- [STAC Publications Protocol](#)
- [Submit a Proactive Workshop Request to STAC](#)



# Contact Us



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# Brainstorming Session: Potential Maintain Healthy Watersheds STAC Workshop

- The Role of Natural Landscape Features in the Fate and Transport of Nutrients and Sediment (March 2012)  
[http://www.chesapeake.org/pubs/293\\_2012.pdf](http://www.chesapeake.org/pubs/293_2012.pdf)
- Developing vulnerability information (utilize sea level rise assessments, incorporate energy development trends, incorporate resiliency study, incorporate resource conservation opportunity areas)
- Outreach, including: effectively conveying information on the status of healthy watersheds to local stakeholders
- Identify the various tools that may be used, primarily by local governments, to protect healthy watersheds
- Implement new or improve existing policy/programs/research
- Provide a valued forum for mutual learning and exploration
- Develop information resources and support communications
- Promote science