**NOAA GROUP TRAVEL REQUEST**

DUS/O approval is required for groups of fifteen (15) or more employees on domestic travel and eight (8) or more employees on foreign or non-foreign travel, including invitational travelers, traveling to the same location or event and regardless of whether or not NOAA is funding the travel or event. The standard for what travel can be approved is if the travel is essential, attendance must be limited to the minimum participants necessary to accomplish the mission, and less expensive alternatives must be considered (such as conference calls and delegating field personnel to accomplish the proposed mission).  Approving officials must consider costs in selecting attendees and meeting locations, including travel to and from the site, ground transportation, lodging, meals and incidental costs, registration fees, meeting room rentals and other related costs including employees' time away from the official duty station. For additional guidance see: <http://www.corporateservices.noaa.gov/finance/GROUP.html>

**Instructions:** Thirty (30) days in advance of the travel, please fill out this form and submit as follows:

**Conference check:** Is this group travel request supporting a conference per the five criteria outlined on the Conferences and Group Travel Decision Flow Chart? Yes No

XXX

1. If yes, in addition to submitting this form (and for informational purposes only) please include conference materials including approval transmittal forms signed by LO DAA or SO Director.
2. If no, submit this form and any associated documentation through your LO or SO CoS (or equivalent POC).
3. Send all materials to the conferences\_grouptravel@noaa.gov email address.

**Name of Meeting:** 173rd Meeting of the Western Pacific Fishery Management Council

**Dates of Meeting:** June 11-13, 2018

**Location of Meeting:** Wailea Beach Resort, Marriot

 3700 Wailea Alanui Drive, Wailea, Maui, HI 96753

**Point of Contact:** Name:

Phone:

Email:

**Travelers:** Total: 20

 NOAA FTEs: 20

 Invitational Travelers: 0

**Total Cost:** $28,665.00

*Contractors are managed per the terms of their contract and are not included in group travel, unless they are on invitational travel.*

**Purpose of Meeting/Event/Conference/Activity:**

1. Describe the purpose of the event.

This is the 173rd meeting of the Western Pacific Regional Fishery Management Council (WPRFMC).

1. How is this relevant to NOAA’s mission?

The WPRFMC is one of eight regional fishery management councils established by the Magnusson Fishery Conservation and Management Act of 1978. Amended in 1996 as the Magnuson-Stevens Fishery Conservation and Management Act (MSA) to prevent overfishing, minimize by catch and protect fish stocks and habitat.

1. Why is it important that NOAA participates in the event? Legislative requirements? International commitments?

NMFS Regional Administrator is a voting member of the Council and represents interests of the agency. Regional Office staff provide technical support and advice regarding subject specific topics (Sustainable Fisheries, Protected Species, etc. under each Territorial Jurisdiction) covered under the Council meeting agenda.

NMFS Science Center scientists participate in many scientific committees that advise these organizations in setting fisheries management and marine conservation actions. Participation in these organizations support cutting-edge science, provide science advice, and serve both U.S. domestic and international interests. For this meeting, PIFSC scientists are either on the agenda as presenters of information to the Council or will be active participants in the ‘Fishers Forum’, a public outreach event put on by the Council at each meeting. This forum will focus on the science and management of Hawaii Deep-7 Bottomfish.

Included in the forum are presentations on the recent stock assessment, bottomfish research and survey that fed and supported the stock assessment, socioeconomic impacts and implications, and current progress in the Annual Catch Limit (ACL) determination. The fishery base is strongly influenced by the Maui fishing industry hence the venue is the ideal locale to host the event.

Council decisions are based on the best available scientific information provided largely by the Pacific Islands Fisheries Science Center and transmitted to the Secretary of Commerce for approval. Management measures created by the Council and approved by the Secretary are implemented by the Pacific Islands Regional Office and enforced by the NOAA Office of Law Enforcement.

1. Is NOAA sponsoring the event? If so, how was the location chosen?

NOAA is not sponsoring the event. While the Council receives funding from NOAA Fisheries through a grant, this event was planned by and is hosted by the Western Pacific Fishery Management Council. Maui was chosen since the Maui fishing industry’s input is critical.

**Funding:**

1. Is funding available for the travel? Are we meeting required cuts to the travel budget?

Yes, funding is available for travel and within scope of travel budgets.

1. Provide any other pertinent information related to the travel costs. What is the cost comparison of meals vs. per diem (according to Federal Travel Regulations)?

E2 estimates and GSA per diem rates were used to estimate all travel costs. There are no meals provided at the meeting. The venue is over the $296.00 per day lodging per diem. The only other hotel in the area that is within per diem is located approximately 40 miles from the meeting location. Actual lodging is being requested for all travelers.

1. If there are costs associated with local attendees such as registration (costs included in the table above under Facility/Meeting/Registration/Other costs), list the number of local attendees:

**There are no associated costs for this meeting.**

1. List the costs for the travel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TotalTravelers | Total Lodging Costs($339.00) | Total Per Diem Costs($128.00) | Flights / Transportation Costs | Facility / Meeting / Registration/ Other Costs  | Total Estimated Costs |
| 20 | $14,238.00 | $6,912.00 | $5,085.00 | $2,430.00 | $28,665.00 |

**Efforts to minimize the total cost of travel:**

1. Describe all efforts to reduce the cost of the travel.

The participation has been limited to only those who are presenting or who are subject matter experts supporting the meeting.

1. If available, provide historical comparisons in regards to number of attendees and total costs.

There are no historical comparisons for this meeting. The five previous council meetings were local meetings with no associated travel.

1. What is the absolute minimum number of attendees necessary for this activity and what steps have been taken in determining this?

The list of participants has been limited to the Council voting members, and subject matter experts requested by the Council on the agenda or needed to support the Fishers Forum.

**Other:**

1. Provide any other information relevant to the group travel request.

This meeting was planned and organized by the Executive Director of the Western Pacific Fishery Management Council.

1. If a conference, are there conference fees, speakers, or awards? If yes, what is the associated cost to NOAA for each? **N/A**

**List of all NOAA Travelers from all LO’s or SO’s:**

|  | **Name** | **Affiliation** | **Role at Meeting**  | **Notes** **(where traveling from)** |
| --- | --- | --- | --- | --- |
|  | Seki, Michael | PIFSC | Presenting PIFSC Report  | Honolulu, HI |
|  | Howell, Evan | PIFSC | Strategic planning with council members. | Honolulu, HI |
|  | Hospital, Justin | PIFSC | Presenting at Fisher's Forum (booth) | Honolulu, HI |
|  | Jones, T. Todd | PIFSC | Speaker | Honolulu, HI |
|  | Yau, Annie | PIFSC | Present at Fishers Forum | Honolulu, HI |
|  | Langseth, Brian | PIFSC | Presenting assessment results at Fisher's Forum | Honolulu, HI |
|  | Richards, Benjamin | PIFSC | Presenting MOUSS camera system and PIFSC BFISH survey | Honolulu, HI |
|  | Dukes, Stefanie | PIFSC | Presenting on behalf of the Archipelagic Plan Team | Honolulu, HI |
|  | Tosatto, Michael | PIRO | voting council member | Honolulu, HI |
|  | Pickering, Bill | OLE PID | Presenting OLE/PID's enforcement report to the Council, advising and representing OLE's positions to the Council members. | Honolulu, HI |
|  | Smith, Duane | OGC, Enforcement | Enforcement Attorney - giving report and representing General Counsel, Enforcement Section | Honolulu, HI |
|  | Leong, Kirsten | PIFSC | Presenting at Fisher's Forum (panel) | Honolulu, HI |
|  | Garrett, Ann | PIRO | Subject Matter Expert | Honolulu, HI |
|  | Amlin, Angela | PIRO | Subject Matter Expert | Honolulu, HI |
|  | Makaiau, Jarad | PIRO | Subject Matter Expert | Honolulu, HI |
|  | Nichols, David | PIRO | Presenter | Honolulu, HI |
|  | Ellgen, Sarah | PIRO | Subject Matter Expert | Honolulu, HI |
|  | Bigelow, Keith  | PIFSC | Reporting as Council Pelagic Plan Team Chair  | Honolulu, HI |
|  | Oliver, Chris | OAA | Leadership | Silver Spring, MD |
|  | Johns, Kristen  | OGC | Legal Counsel | Honolulu, HI |