

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
MEETING ADMINISTRATION Ratification of Minutes from TSSAC 45	Agenda Item No. 1.5 FOR DECISION

PURPOSE

That the TSSAC **ACCEPT** the minutes from the TSSAC Meeting No. 45 held on the 17-18 June 2008.

BACKGROUND

Minutes of the June 17-18, 2008 TSSAC meeting (TSSAC No. 45) were distributed to members on the 11 July 2008, with comments sought by 25 July 2008. Comments were received from members and incorporated where feasible. An amended version was distributed to all TSSAC members on 11 August 2008, with additional comments sought by 13 August 2008.

Members were informed that the 11 August 2008 version would be used for ratification purposes at TSSAC No. 46 if no further comments were received. No additional comments have been received from TSSAC members.

RECOMMENDATION

The TSSAC **AGREE** to adopt the minutes from the June 17-18 meeting of the Torres Strait Scientific Advisory Committee (TSSAC No. 45).

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
MEETING ADMINISTRATION Action Items from TSSAC Meeting No. 45	Agenda Item No. 1.6 FOR NOTING

PURPOSE

That the TSSAC NOTE the progress of action items from TSSAC meeting No. 45

BACKGROUND

The following action items and progress towards completion are listed below.

Action Items

No.	Action	Agenda	Responsibility	Status
1.	The Chair on behalf on the TSSAC will respond to correspondence from Ms Prichard.	Correspondence	Chair	Completed
2.	The Executive Officer draft a letter to the PNG National Fisheries Authority (NFA) to invite a member to attend the next TSSAC meeting.	1.1	Executive Officer	Completed
3.	Mr David to consult with his constituents and the fisheries portfolio member of the TS Regional Council regarding signing the acknowledgement of the roles and responsibilities of TSSAC Members as described in PZJA Fisheries Management Paper (FMP) #1 prior to the next meeting of the TSSAC.	1.2	Community representative	Next meeting
4.	TSSAC members to review the Terms of Reference and suggest amendments to more adequately reflect the strategic role of the Committee at the next TSSAC meeting and recommend these amendments to the PZJA.	1.3	TSSAC members	Discuss at Meeting No. 46
5.	To draft a brief paper for next meeting about how to get islanders involved in research, communicating research before and during research.	2.1.	Executive Officer	Next meeting
6.	TSSAC Secretariat to review procedures of past TSSAC and other scientific advisory committees with respect to conflict of interest and develop a draft policy for the TSSAC with regard to conflict of interest to consider at the next TSSAC meeting.	3.1	Executive Officer	Next meeting
7.	Methods for better integrating the Committee with other funding bodies will be discussed further at subsequent meetings	3.2	Executive Officer	TBD
8.	TSSAC engage a suitably qualified/experienced independent consultant to develop a strategic	4.1	Executive Officer	In progress

	research plan by October 2008 utilising information recommended by the TSSAC at TSSAC 45.4.1.1.			
9.	Secretariat to provide response to researchers on their submissions to the TSSAC.	6.1	Secretariat	Completed
10.	TSSAC Executive Officer to collate current cultural protocols (eg TSRA and CRC Torres Strait) for researchers working in Torres Strait for discussion at the next TSSAC meeting.	6.1	Executive Officer	Next Meeting

RECOMMENDATION

To be discussed

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
TSSAC PROCEDURES Record Format	Agenda Item No. 2.1 FOR DECISION

PURPOSE

That the TSSAC **DISCUSS** and **AGREE** on a preferred format for TSSAC meeting records.

BACKGROUND

Meeting minutes of a PZJA consultative body must meet minimum requirements as set out in PZJA Fisheries Management Paper No. 1 (May 2008) as these form the official, permanent, written record of the business transacted at the meeting. Meeting minutes need to include:

- Day and date of the meeting
- Place of the meeting
- Names of those present
- Apologies
- Reference to the minutes of the previous meeting and the ratifying of them as a correct record of the proceedings of that meeting by the Chair
- Record of the agenda items discussed, including the agreements reached, action required, and the decisions in regard to any declared conflict/s of interest
- Date and time of the next meeting
- the meeting closing time.

DISCUSSION

There is some administrative benefit to ensuring that action items, decisions and recommendations are clearly identified in the minutes. However, there is some flexibility related to the format and level of detail to be included in the minutes of an advisory committee such as the TSSAC.

The Committee is asked to consider and comment on the format used and detail included in the minutes from TSSAC Meeting No. 45 with any potential improvements tabled.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
TSSAC PROCEDURES Terms of Reference	Agenda Item No. 2.2 FOR DECISION

PURPOSE

That the TSSAC **DISCUSS** and **RECOMMEND** amendments to the TSSAC Terms of Reference if required.

BACKGROUND

At TSSAC Meeting 45 the Committee reviewed the terms of reference (TOR) for the TSSAC as provided at Attachment 2.2A. The members thought that the TOR should better reflect the broader strategic role they felt the Committee should be taking including the role to make recommendations on funding sources and linkages with other research organisations.

The TSSAC agreed to review the TOR and make recommendations for amendments “that broaden its scope to include recommendations for alternative fund providers” and to recommend these amendments to the PZJA (45.1.3.2).

Dr Jones provided suggested alternatives to members via email on 24 July 08 for consideration. Her suggested amendments were:

- 4: Develop and update a strategic plan for Torres Strait Fisheries research including potential sources of research funding.
- 5: Solicit and review research proposals in line with the strategic plan and recommend proposals for implementation to AFMA or other funding organizations where appropriate.
- 9: Engage consultancies, fisheries research forums, workshops and stock assessments as appropriate to review and address research needs for Torres Strait fisheries and recommend research priorities.
- 10: Develop efficient, transparent and effective mechanisms and protocols for engaging research providers in the Torres Strait fisheries.

No other suggested amendments to the TOR were provided by members prior to developing this paper.

DISCUSSION

The TSSAC should discuss the TOR for the TSSAC with consideration of the broader strategic role the Committee believes the TSSAC should be taking.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil

ATTACHMENT 2.2A

The Terms of Reference for the Torres Strait Fisheries Scientific Advisory Committee as endorsed by the PZJA (21.5.1.3).

1. Identify and document research gaps, needs and priorities for fisheries in the Torres Strait.
2. Provide a forum for expert consideration of scientific issues referred to the TSSAC by the Torres Strait Fisheries Management Advisory Committee (TSFMAC).
3. Provide a forum for detailed consideration of scientific issues raised by Torres Strait Fishery Working Groups and relevant stakeholder representative bodies and advise Torres Strait Fishery Working Groups and relevant stakeholders on the feasibility and merits of suggested research.
4. Develop and update a strategic plan for Torres Strait Fisheries research.
5. Solicit and review research proposals in line with the strategic plan and recommend proposals for implementation to the AFMA Research Committee (ARC) and other relevant funding organisations.
6. Provide other advice to the TSFMAC on matters consistent with TSSAC functions.
7. Review research / consultancies, stock assessments, and other reports and outputs relevant to Torres Strait fisheries and advise the TSFMAC and Fishery Working Groups, on their technical merit.
8. Advise the TSFMAC and Fishery Working Groups on the management implications identified by the research projects or the TSSAC's own assessment of fisheries data.
9. Convene Fisheries Assessment workshops as appropriate to review and address assessment needs for Torres Strait fisheries and recommend research priorities for future assessments.
10. Provide advice to research providers and the TSFMAC on appropriate mechanisms and protocols for engaging research providers in the Torres Strait fisheries.
11. Provide advice on effective delivery of research results to stakeholders
12. Provide advice on a range of issues for the Torres Strait Prawn Fishery, including stock assessment advice.

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
TSSAC PROCEDURES Conflict of Interest Protocols	Agenda Item No. 2.3 FOR DISCUSSION

PURPOSE

That the TSSAC **DISCUSS** and **AGREE** on processes to identify and address potential conflict of interest of members of the TSSAC.

BACKGROUND

The TSSAC at its 45th meeting recognised there was potential for Conflict of Interest (COI) to undermine the effectiveness of the Committee in assessing research projects. The Committee identified the need to develop a set of guiding protocols allowing COI to be addressed in a transparent and open manner (45.3.1.3).

DISCUSSION

For the TSSAC, the greatest potential for the detrimental effects of COI to manifest is in the evaluation of research proposals submitted to the Committee. Conflict may also be involved in identifying suitable research providers for identified research projects.

The core of quality peer review processes requires all participants act in good faith, in an open and reasonable manner.

COI can occur in varying situations, in a variety of forms. COI could be a direct or perceived COI, and both should be considered.

The TSSAC should discuss and agree on a process for developing a set of guiding protocols for identifying and mitigating the effects of COI. This process may include a number of steps that are presented below as suggestions to stimulate discussion.

Phase 1: Identify and define potential situations where COI may occur such as:

- a) direct involvement of members in the research application where a member may be the Chief Investigator or Associate/Principle Investigator or Co-Investigator;
- b) direct or potential involvement due to a personal financial interest in the outcome of the granting process;
- c) potential involvement as a scientific¹, or departmental/ institutional colleague²;
- d) perceived involvement due to a family or personal relationship, either currently or during the past five years;
- e) where a verbal or written dispute has occurred at any time between an applicant and the individual acting for the TSSAC; and
- f) any other perceived conflicts.

¹ a scientific colleague is defined as another scientist with whom the collaborator has published papers, held grants or acted in a Higher Degree by Research student/Supervisor relationship with any of the applicants during the past five years.

² a colleague within an identifiable organisational group from which joint benefit may follow award of the grant, ie. Members of the same Research Institute or affiliated University Department or Faculty.

The TSSAC should document definitions for any terms used in these criteria to avoid ambiguity, for example, “scientific”, “departmental/institutional colleagues”, as well as “family” and “personal relationships”.

Phase 2: Discuss and agree on suitable procedures to mitigate COI.

- 1) Members should declare their interests at the commencement of each meeting and be required to update these at each meeting as part of normal meeting procedures.
- 2) in addition to agenda and associated papers sent out prior to the meeting, information on investigators and institutions involved in applications being reviewed by the Committee will be provided to members.
- 3) Members will be required to review the information and declare any real or perceived COI as well as a description of the nature of the COI at the commencement of any SAC meeting.
- 4) Where it is determined that a direct conflict of interest exists, the Committee should discuss the most appropriate course of action. The Committee may allow the member to continue to participate in the discussions relating to the matter but not in any decision making process. In most cases the appropriate action will be that the member will remove themselves from the room during the evaluation process and ranking of the application. If members become aware of a potential COI during the course of the meeting, they must immediately disclose the COI and the members present must consider how best to deal with the disclosure at that point.
- 5) The disclosure of interest and subsequent action taken by the Committee should be recorded in the minutes.

It should be noted that while these COI protocols will form an important element in mitigating COI, it is the members themselves that are most familiar with their own situations. It is the members themselves who will be able to identify situations where there may be an apparent or potential COI. In these situations, their obligations as described in the PZJA Fisheries Management Paper No. 1 (May 2008) would require them to take the appropriate action.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
RESEARCH PROPOSALS FOR 2008/2009 FY Call for pre-proposals for 2008/09	Agenda Item No. 3.1 FOR DECISION

PURPOSE

That the TSSAC **AGREE** on a process for calling for submission of Torres Strait fisheries research pre- proposals for 2008/09; and

BACKGROUND

The TSSAC at its 45th meeting, the Committee discussed and agreed that evaluation of pre-proposals for research funding would be the first stage in identifying appropriate research projects to consider (45.7.1). An important objective of this 46th meeting was to initiate submission to the TSSAC of pre-proposals.

DISCUSSION

To initiate submission of pre-proposals to the TSSAC, the Committee should consider the following steps:

1. determine if there any high priority research areas that need to be addressed in this financial year. If this is the case, this information should be included in the cal for pre-proposals;
2. consider appropriate ways to call for research pre-proposals – for example broad advertising or contacting targeted providers. If the later is the case, appropriate places to advertise should be identified;
3. agree on an acceptable format for pre-proposal;
4. determine appropriate timelines for submission; and
5. agree on appropriate protocols for processing the pre-proposals prior to the next meeting of the TSSAC.

RECOMMENDATION

That the TSSAC **AGREE** on a process for calling for submission of Torres Strait fisheries research pre- proposals for 2008/09.

FINANCIAL IMPLICATIONS

Minor expenses may be incurred by calling for proposals, depending on the process agreed upon.

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
OTHER BUSINESS Involving Torres Strait Islanders in Research	Agenda Item No. 5.1 FOR DISCUSSION

PURPOSE

That the TSSAC **DISCUSS** methods and procedure for facilitating appropriate involvement of Torres Strait Islanders in research in Torres Strait.

BACKGROUND

The TSSAC at its previous meeting (TSSAC 45) discussed the need for Torres Strait Islanders to be involved in research in their area. The Committee agreed to investigate methods to facilitate this involvement at this meeting (TSSAC 46).

DISCUSSION

The Committee should discuss appropriate ways to facilitate and encourage involvement of Torres Strait Islanders in all aspects of the research process.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August 2008
OTHER BUSINESS Protocols for researchers	Agenda Item No. 5.2 FOR DECISION

PURPOSE

That the TSSAC **DISCUSS** and **AGREE** on protocols that researchers should adopt when working in Torres Strait.

BACKGROUND

The TSSAC at its last meeting (TSSAC 45) discussed the need for guiding protocols that researchers should adopt when working in the Torres Strait. The Committee agreed to consider and discuss protocols developed for other organizations such as the TSRA (45.6.1).

DISCUSSION

The TSSAC should use the following examples, included at Attachment 5.1A, as the basis for discussions of preferred protocols for researchers working in the Torres Strait:

- *ABC Message Stick – Cultural Protocols for Indigenous Reporting in the Media 2005*
- *Mina mir lo ailan mun, DATSIP 2000*
- *Values and Ethics: Guidelines for ethical conduct in Aboriginal and Torres Strait Islander Health Research, NHMRC 2003*
- *Ethical Principles and Guidelines for Indigenous Research, EIDOS 2007*
- *Guidelines for ethical and effective communication for researchers working in Torres Strait, Jones and Barnett 2006*

The committee should also discuss an appropriate implementation strategy to promote the appropriate use of these protocols by researchers.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil

TORRES STRAIT SCIENTIFIC ADVISORY COMMITTEE	Meeting 46 27 August, 2008
OTHER BUSINESS Aquaculture and the TSSAC	Agenda Item No. 5.3 FOR DISCUSSION

PURPOSE

That the TSSAC **DISCUSS** where aquaculture research projects fit into research priorities for consideration of the TSSAC.

BACKGROUND

Under the management framework as defined by the Protected Zone Joint Authority (PZJA) all aspects of aquaculture in the Torres Strait Protected Zone (TSPZ) are assigned as the responsibility of Queensland and therefore delegated to the Department of Primary Industries and Fisheries (DPI&F). As part of this agreement DPI&F have agreed to investigate the possibilities for future aquaculture development within the TSPZ.

Under this arrangement the DPI&F will continue to offer strategic advice for future development, administrative and operational functions which include licensing and extension to facilitate the development of aquaculture within the region.

DPI&F are a concurrence agency for all development applications involving aquaculture and assess aspects of the application that pertain to aquaculture operations (including biosecurity, health) and aquatic habitats and pest fish (including marine plants and declared Fish Habitat Areas) under the *Fisheries Act 1994*.

The Aquaculture Policy and Industry Development (APID) unit are responsible primarily for the provision of industry development of existing and future aquaculture developments including the development of appropriate policy for aquaculture within Queensland. Stakeholder consultation has been recognised as a vital step in achieving successful aquaculture development for regional areas.

The APID will continue to engage with the relevant authorities and key stakeholders within the Torres Strait region including Commonwealth and State governments but most importantly the Traditional owners. This will ensure that any future aquaculture development is fully supported, planned and sustainable.

DISCUSSION

The Committee should discuss the linkages of fisheries management under the PZJA with APID group and determine the role that TSSAC plays in considering future aquaculture research and or development projects. Discussion should focus on what structure is needed to ensure that all relevant parties are involved in the discussions and decision process. Consideration should also be given to the funding of any particular future research/development projects.

RECOMMENDATION

To be discussed.

FINANCIAL IMPLICATIONS

Nil