

**MEMORANDUM**

TO: Proposal Review Committee Members

FROM: Ken B. Moore, Executive Director *Ken B. Moore*

DATE: October 23, 2015

RE: 2014-2015 Committee Charges

This memorandum is to confirm your appointment by the Conference Executive Board Chair to the Proposal Review Committee. Jerrod Davis will serve as Committee Chairperson.

The Proposal Review Committee is assigned the following tasks:

- The Committee is tasked to link submitted proposals to facilitate discussion by Task Forces (Article IV Section 13)
- The Committee is tasked with working with the Executive Office to develop Proposal Submission Instructions. In addition to technical instructions about how to use the form, the instructions should address each field of the submission form. The instructions for the "cost" field should provide further guidance, including examples, of the type of cost information that may be useful to those reviewing the proposal. This task shall be completed prior to the next call for proposals.

The Executive Board has directed the Proposal Review Committee to recommend "No Action" on proposals that have been deliberated previously and do not contain new supporting information. All "No Action" recommendations must include a rationale. The Committee is requested to use careful consideration in reviewing proposals submitted by an ISSC committee. This Committee traditionally meets on Saturday afternoon prior to the opening General Assembly of the Biennial Meeting.

If you are unable to participate in the activities of this Committee, please contact us at [issc@issc.org](mailto:issc@issc.org) or 803-788-7559. Thank you for your interest and support of the ISSC and we look forward to working with you.

/ccm

<b>2015 Proposal Review Committee</b>			
	<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>
<b>Chair</b>	Davis	Jerrod	<a href="mailto:jerrod.davis@doh.wa.gov">jerrod.davis@doh.wa.gov</a>
<b>Members</b>	Baldwin	Philip	<a href="mailto:philip@walkingtreefarms.com">philip@walkingtreefarms.com</a>
	Bishop	Lisa	<a href="mailto:lisa@skookumshellfish.com">lisa@skookumshellfish.com</a>
	Brohawn	Kathy	<a href="mailto:kbrohawn@mde.state.md.us">kbrohawn@mde.state.md.us</a>
	Dewey	Bill	<a href="mailto:billd@taylorshellfish.com">billd@taylorshellfish.com</a>
	Fowler	Patti	<a href="mailto:patti.fowler@ncdenr.gov">patti.fowler@ncdenr.gov</a>
	Hickey	Eric	<a href="mailto:eric.hickey@state.ma.us">eric.hickey@state.ma.us</a>
	Howell	Lori	<a href="mailto:lahowell@spinneycreek.com">lahowell@spinneycreek.com</a>
	Scanlan	George	<a href="mailto:george.scanlan@alaska.gov">george.scanlan@alaska.gov</a>
	<b>EPA</b>	Hansel	Joel
<b>FDA</b>	Abbott	Melissa	<a href="mailto:melissa.abbott@fda.hhs.gov">melissa.abbott@fda.hhs.gov</a>
<b>NOAA</b>	Bell	Jon	<a href="mailto:john.bell@noaa.gov">john.bell@noaa.gov</a>

ISSC Constitution; Article IV. Executive Board, Officers, Committees; Section 13.

“The Executive Board Chairman shall appoint a 12-member Proposal Review Committee. The Committee will be comprised of a Chairperson and 4 regulatory members, 4 industry members, and a representative from the FDA, NOAA, and EPA. The Committee will review and link proposals for Conference consideration. The Committee will also provide consultation as needed to the Executive Director in assigning proposals to Task Forces.”