



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
1315 East-West Highway  
Silver Spring, Maryland 20910

THE DIRECTOR

FEB 15 2013

Mr. Dan Wolford  
Chair, Council Coordination Committee  
Pacific Fishery Management Council  
7700 NE Ambassador Place, Suite 101  
Portland, OR 97220

Dear Chairman Wolford:

One of the goals of Council Coordination Committee (CCC) meetings, like all Council meetings, is to be as open and transparent as possible. With that goal in mind, I asked NOAA Fisheries staff and NOAA General Counsel to recommend guidance to clarify the Magnuson-Stevens Act's (MSA) requirements for CCC meetings and best practices to ensure public access to CCC deliberations and materials.

I recommend that the enclosed guidance be incorporated into the existing CCC Terms of Reference. I believe these changes will make the CCC process more transparent to the public and ensure that the CCC meets the meeting expectations established in the MSA.

Sincerely,

Samuel D. Rauen III  
Deputy Assistant Administrator for Regulatory  
Programs, performing the functions and duties  
of the Assistant Administrator for Fisheries

Enclosure

cc: Council Chairs  
Vice Chairs  
Executive Directors

