

Statement of Work
(T020-04, final 24 June 2010)

External Independent Peer Review by the Center for Independent Experts

Status Review of Bumphead Parrotfish

Scope of Work and CIE Process: The National Marine Fisheries Service's (NMFS) Office of Science and Technology coordinates and manages a contract providing external expertise through the Center for Independent Experts (CIE) to conduct independent peer reviews of NMFS scientific projects. The Statement of Work (SoW) described herein was established by the NMFS Project Contact and Contracting Officer's Technical Representative (COTR), and reviewed by CIE for compliance with their policy for providing independent expertise that can provide impartial and independent peer review without conflicts of interest. CIE reviewers are selected by the CIE Steering Committee and CIE Coordination Team to conduct the independent peer review of NMFS science in compliance the predetermined Terms of Reference (ToRs) of the peer review. Each CIE reviewer is contracted to deliver an independent peer review report to be approved by the CIE Steering Committee and the report is to be formatted with content requirements as specified in **Annex 1**. This SoW describes the work tasks and deliverables of the CIE reviewer for conducting an independent peer review of the following NMFS project. Further information on the CIE process can be obtained from www.ciereviews.com.

Project Description: A Status Review of the bumphead parrotfish (*Bolbometopon muricatum*) is being conducted by a team at the Pacific Islands Fisheries Science Center pursuant to a petition for NMFS to list the species as threatened or endangered and designate critical habitat under the Endangered Species Act. The draft Report of the review team is the subject of the peer review. The draft report will include a comprehensive presentation and evaluation of information on distribution, biology, abundance trends, threats and risks, information on population structure and genetics, and danger of extinction throughout all or a significant portion of its range. The Terms of Reference (ToRs) of the peer review are attached in **Annex 2**.

Requirements for CIE Reviewers: Three CIE reviewers shall conduct an impartial and independent peer review in accordance with the SoW and ToRs herein. The combination of required expertise of the CIE reviewers shall include working knowledge and recent experience in coral reef fish biology and ecology, fish population dynamics, and quantitative risk assessment of endangered species. Each CIE reviewer's duties shall not exceed a maximum of 10 days to complete all work tasks of the peer review described herein.

Location of Peer Review: Each CIE reviewer shall conduct an independent peer review as a desk review, therefore no travel is required.

Statement of Tasks: Each CIE reviewer shall complete the following tasks in accordance with the SoW and Schedule of Milestones and Deliverables herein.

Prior to the Peer Review: Upon completion of the CIE reviewer selection by the CIE Steering Committee, the CIE shall provide the CIE reviewer information (full name, title, affiliation, country, address, email) to the COTR, who forwards this information to the NMFS Project Contact no later the date specified in the Schedule of Milestones and Deliverables. The CIE is responsible for providing the SoW and ToRs to the CIE reviewers. The NMFS Project Contact is responsible for providing the CIE reviewers with the background documents, reports, and other pertinent information. Any changes to the SoW or ToRs must be made through the COTR prior to the commencement of the peer review.

Pre-review Background Documents: Two weeks before the peer review, the NMFS Project Contact will send (by electronic mail or make available at an FTP site) to the CIE reviewers the necessary background information and reports for the peer review. In the case where the documents need to be mailed, the NMFS Project Contact will consult with the CIE Lead Coordinator on where to send documents. CIE reviewers are responsible only for the pre-review documents that are delivered to the reviewer in accordance to the SoW scheduled deadlines specified herein. The CIE reviewers shall read all documents in preparation for the peer review.

Desk Review: Each CIE reviewer shall conduct the independent peer review in accordance with the SoW and ToRs, and shall not serve in any other role unless specified herein. **Modifications to the SoW and ToRs can not be made during the peer review, and any SoW or ToRs modifications prior to the peer review shall be approved by the COTR and CIE Lead Coordinator.** The CIE Lead Coordinator can contact the Project Contact to confirm any peer review arrangements.

Contract Deliverables - Independent CIE Peer Review Reports: Each CIE reviewer shall complete an independent peer review report in accordance with the SoW. Each CIE reviewer shall complete the independent peer review according to required format and content as described in Annex 1. Each CIE reviewer shall complete the independent peer review addressing each ToR as described in Annex 2.

Specific Tasks for CIE Reviewers: The following chronological list of tasks shall be completed by each CIE reviewer in a timely manner as specified in the **Schedule of Milestones and Deliverables**.

- 1) Conduct necessary pre-review preparations, including the review of background material and reports provided by the NMFS Project Contact in advance of the peer review.
- 2) Conduct an independent peer review in accordance with the ToRs (**Annex 2**).
- 3) No later than 15 September 2010, each CIE reviewer shall submit an independent peer review report addressed to the “Center for Independent Experts,” and sent to Mr. Manoj Shivlani, CIE Lead Coordinator, via email to shivlanim@bellsouth.net, and Dr. David Die, CIE Regional Coordinator, via email to ddie@rsmas.miami.edu. Each CIE report shall be written using the format and content requirements specified in Annex 1, and address each ToR in **Annex 2**.

Schedule of Milestones and Deliverables: CIE shall complete the tasks and deliverables described in this SoW in accordance with the following schedule.

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|---------------------|---|
| 19 August 2010 | CIE sends reviewer contact information to the COTR, who then sends this to the NMFS Project Contact |
| 20 August 2010 | NMFS Project Contact sends the CIE Reviewers and background documents |
| 30 August 2010 | NMFS Project Contact sends the Status Report to the peer reviewers |
| 1-14 September 2010 | Each reviewer conducts an independent peer review as a desk review |
| 15 September 2010 | CIE reviewers submit draft CIE independent peer review reports to the CIE Lead Coordinator and CIE Regional Coordinator |
| 29 September 2010 | CIE submits the CIE independent peer review reports to the COTR |
| 4 October 2010 | The COTR distributes the final CIE reports to the NMFS Project Contact and regional Center Director |

Modifications to the Statement of Work: Requests to modify this SoW must be approved by the Contracting Officer at least 15 working days prior to making any permanent substitutions. The Contracting Officer will notify the COTR within 10 working days after receipt of all required information of the decision on substitutions. The COTR can approve changes to the milestone dates, list of pre-review documents, and ToRs within the SoW as long as the role and ability of the CIE reviewers to complete the deliverable in accordance with the SoW is not adversely impacted. The SoW and ToRs shall not be changed once the peer review has begun.

Acceptance of Deliverables: Upon review and acceptance of the CIE independent peer review reports by the CIE Lead Coordinator, Regional Coordinator, and Steering Committee, these reports shall be sent to the COTR for final approval as contract deliverables based on compliance with the SoW and ToRs. As specified in the Schedule of Milestones and Deliverables, the CIE shall send via e-mail the contract deliverables (CIE independent peer review reports) to the COTR (William Michaels, via William.Michaels@noaa.gov).

Applicable Performance Standards: The contract is successfully completed when the COTR provides final approval of the contract deliverables. The acceptance of the contract deliverables shall be based on three performance standards:

- (1) each CIE report shall be completed with the format and content in accordance with **Annex 1**,
- (2) each CIE report shall address each ToR as specified in **Annex 2**,
- (3) the CIE reports shall be delivered in a timely manner as specified in the schedule of milestones and deliverables.

Distribution of Approved Deliverables: Upon acceptance by the COTR, the CIE Lead Coordinator shall send via e-mail the final CIE reports in *.PDF format to the COTR. The COTR will distribute the CIE reports to the NMFS Project Contact and Center Director.

Support Personnel:

William Michaels, Contracting Officer's Technical Representative (COTR)
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Key Personnel:

NMFS Project Contact:

Jerry Wetherall
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Annex 1: Format and Contents of CIE Independent Peer Review Report

1. The CIE independent report shall be prefaced with an Executive Summary providing a concise summary of the findings and recommendations, and specify whether the science reviewed is the best scientific information available.
2. The main body of the reviewer report shall consist of a Background, Description of the Individual Reviewer's Role in the Review Activities, Summary of Findings for each ToR in which the weaknesses and strengths are described, and Conclusions and Recommendations in accordance with the ToRs.
3. The reviewer report shall include the following appendices:

Appendix 1: Bibliography of materials provided for review

Appendix 2: A copy of the CIE Statement of Work

Annex 2: Terms of Reference for the Peer Review

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Evaluate the adequacy, appropriateness and application of data used in the Status Review document.

1. In general, does the Status Review include and cite the best scientific and commercial information available on the species, its biology, stock structure, habitats, threats, and risks of extinction?
2. Are methods used valid and appropriate?
3. Are the scientific conclusions factually supported, sound, and logical?
4. Where available, are opposing scientific studies or theories acknowledged and discussed?
5. Are uncertainties assessed and clearly stated?

Evaluate the findings made in the Status Review.

1. Are the results of the Extinction Risk Analysis supported by the information presented?

All information associated with the Status Review document is to remain strictly confidential until the Status Review is posted to the PIFSC website and/or the Federal Register by NMFS.