

# **FMA A-Team Manual**

2023-07-20

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# 1 FMA A-Team Manual

Welcome!<sup>1</sup>

This is the manual for the Analytical Services Program in the Fisheries Monitoring and Analysis Division at NOAA's Alaska Fisheries Science Center<sup>2</sup>.

The focus of our work centers on providing scientific products to support the management of marine ecosystems and commercial fisheries.

This manual is intended to provide an overview for Program staff and others about how we do our work, and our expectations. It is also a space to document institutional knowledge and for important information about procedures and available resources. If you have suggestions for additions or changes, please contact the Analytical Services Program Manager, Jason Jannnot (jason.jannnot@noaa.gov), make a pull request, or submit an issue.

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<sup>1</sup>This website is a collaborative effort of the FMA A-Team, with input from AFSC FMA Division staff.

<sup>2</sup>Jeepers, that's a mouthful! Let's just abbreviate from now on - acronym definitions are [here](#)

## 2 Introduction

The FMA Analytical Services Team adheres to NOAA's mission of [Science, Service, and Stewardship](#).

In short, our mission is...**INSERT SUMMARY OF MISSION FROM [HERE](#)**

See [The Big Picture](#) section for more detail on our culture and philosophy.

We are motivated by... **INSERT MOTIVATIONAL REFERENCES...**:

### 2.1 How we meet

#### 2.1.1 A-Team Meetings

##### 2.1.1.1 semimonthly Thursdays, 1000 PT, Google Meet

Currently, as a whole team, we meet virtually by Google Meet every 2 weeks. We use Google Docs to set agendas, record decisions made, and outline action items during these meetings.

##### 2.1.2 1:1 with Jason

We each have individual in-person meetings with Jason.

Each member is responsible for documenting their 1:1 meetings with Jason, including tracking decisions and action items for themselves. Jason is happy to collaborate in Google Docs with individuals if that is their desire.

### 2.2 How we give feedback

Feedback, both giving and receiving it, is an important aspect of our team. We expect feedback to be supportive but constructive. Feedback we give and receive can come in a variety of places and times, including but not limited to, during: brainstorming sessions; meetings; reviews of code or written documents; practice talks; post-project/post-meeting debriefs; 1:1's with Jason.

This [resource from UBC](#) outlines best practices for giving and receiving feedback.

## 2.3 How we share things

We think it is useful to have standard ways of sharing things. These don't always have to be followed but are a useful guide. The most important principle is to make it easier for others and your future self!

- Mechanisms for Sharing
  - Code: Github (preferred), Google Docs
    - \* GitHub account: [Alaska Fisheries Monitoring Analytics](#)
  - Docs: Rmarkdown (preferred), Google Docs, or MSWord
    - \* [A-team Manual](#)
  - Network Drives
    - \* `Y://Programs Share/FMA_Observers/Observer/A is for ANALYSIS/`
    - \* Google Drive: FMA Analysis Group (request access)
  - FMAanalytics G-Chat Space
  - project specific G-Chat Spaces (e.g., SASH, ADP)
  - Github Issues
- When sharing make sure to describe what you are sharing
- A project-based approach to organizing your work makes it easier to share and solicit feedback from others
  - here is [is a good guide](#)
  - see also *Good enough practices in scientific computing* (Wilson et al. 2017))

See the [Resources](#) section for other useful resources

## 2.4 References

## 3 The Big Picture

### 3.1 Vision - Where are we going?

Team Core Values - Taken from the ADP Charter Collaboration - conversation, not lecturing Flexibility - kill your darlings for the greater good if necessary. Respect - we are all professionals and should be treated as such. Safety - the group space is safe for productive conflict Humor - don't take anything too seriously Kindness - don't be a jerk

- What is the future state of the team? What does it look like?
- Answers the question: Where are you going?
- If there were no constraints at all, what would things look like in 5 years, 10 years, 20 years?
- What picture do we want to create for the future?
- What legacy do we want to leave behind? Aim for a vivid picture of what the future looks like in 2-3 pages

What does success look like for the team?

### 3.2 Purpose - Why do we do this?

Why does the team exist? What is the inspiration that guides and motivates the team to achieve the mission?

### 3.3 Mission - What do we do?

What the team aims to do to fulfill its purpose and achieve its vision.

### **3.4 Internal Stakeholders**

### **3.5 External Stakeholders**

### **3.6 Culture & Values**

- Share our learning and time with others on the team as well as those beyond our team, knowing that this builds community and ultimately improves both the quality and impact of our science.

## 4 Code of Conduct

A *Code of Conduct* is a set of basic ground rules that we ask team members to follow. The goal is to create an open and inclusive space for our work that helps us achieve our collective goals. Along with our [Big Picture](#), a *Code of Conduct*

- provides a benchmark for self-evaluation
- helps define our identity
- establishes behavioral guidelines

We expect all team members to adhere to the policies and guidelines outlined here, as well as those found in the [AFSC Code of Conduct](#).

*The FMA Analytical Services Team is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age, race, or religion. We do not tolerate harassment of team members or others in our larger communities in any form.*

This code of conduct applies to all A-Team spaces, including group and individual meetings (face to face and remote), workshops, email correspondence, chat and web channels, and code repositories. Anyone who violates this code of conduct may be sanctioned and referred to the AFSC's policies.

### 4.0.1 Reporting

If you are being harassed by a member of the FMA A-Team, notice that someone else is being harassed, or have any other concerns, please contact the FMA Analytical Services Program Manager, Dr. Jason Jannot, at [jason.jannot@noaa.gov](mailto:jason.jannot@noaa.gov). If you do not feel comfortable reporting to Jason, please contact Jennifer Ferdinand (FMA Division Director) or Lisa Thompson (FMA Deputy Director) or any other AFSC supervisor. Other methods of reporting available to you include:

- [NOAA Sexual Assault Sexual Harassment Helpline](#)
- [NOAA Workplace Violence Prevention and Response Program](#)
- [NOAA Workforce Management Office](#)



- [NOAA Office of Inclusion and Civil Rights](#)

In addition to the AFSC's Code of Conduct, the Dec. 8th 2022 [Policy Statement on Equal Employment Opportunity](#) from NOAA provides a good explanation of NOAA's stance and policies against harassment, discrimination, and violence in the workplace.