

# PSG Code of Conduct Committee Annual Report

2023 ANNUAL REPORT

TO: PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

FROM: CODE OF CONDUCT COMMITTEE

DATE SUBMITTED: 5 FEBRUARY 2024

The Code of Conduct Committee (hereafter Committee) reviews and recommends action for complaints as to potential violation of the Pacific Seabird Group (PSG) Code of Conduct. The Committee was formed in 2020, and was fully seated with eight members after the approval of the Terms of Reference in 2022. Therefore, the Committee is still relatively new and is evolving as issues continue to arise while members handle incoming cases.

During 2023, the CoCC accomplished the following:

(1) We received two complaints during the reporting period (Cases #3 and #4). We have already reviewed and submitted a findings report for Case #3, which we feel moved smoothly through the case process. We are currently reviewing Case #4, and we expect to complete our review and issue findings before the annual meeting.

(2) We formed three committee task groups, each with 2–3 members. One group is focused on revising the Terms of Reference (Tom Good, Scott Pearson, Marc Romano), another is tasked with training development (Emma Kelsey, Kristin Brunk, Julia Parrish), and a third group is responsible for setting up a recordkeeping process (Derek Harvey, Michelle Kissling). During this reporting period, the task groups accomplished the following:

- (a) Terms of Reference revision – This task group drafted a list of items in the Terms of Reference that need to be added, deleted, and/or revised. The whole Committee has not approved these changes yet. We will continue working on this task in 2024.
- (b) Training – This task group started to develop training about the implementation of the Code of Conduct and the complaint process for Executive Council members. We already have training for onboarding new Committee members, but not for Executive Council members. We will finalize this task in 2024.
- (c) Recordkeeping – We created a PSG email address for future communications and a Google Drive for organizing and retaining committee records and files. The whole Committee has access to the Google Drive. For security reasons, we will change the password to the Google Drive annually. The Committee Coordinator (and potentially others on the committee, as needed) will monitor the email account. All communications with the Committee should be sent to the dedicated email address ([codeofconduct@pacificseabirdgroup.org](mailto:codeofconduct@pacificseabirdgroup.org)).

(3) Two members (Brunk, Kissling) are stepping down from the Committee at the 2024 Annual Meeting, as both will be working overseas for an extended period and will not be able to participate regularly. Kissling informed the Executive Council (Chairs only) in September, and they recruited and selected two new members: Laney White and Alex Dutcher. In addition, Tom Good agreed to serve as the Committee Coordinator after Kissling steps down.

(4) The Committee reported out to the Executive Council and the Members Meeting at the Annual Meeting, La Jolla, California, in 2023; we plan to provide a report again at the Members Meeting during the 2024 Annual Meeting, Seattle, Washington.