



ANNUAL WORK PLAN

JANUARY 1, 2026 – DECEMBER 31, 2026

This Annual Work Plan (AWP) for the Responsible Offshore Science Alliance (ROSA) is based on ROSA's [Strategic Plan](#) and priorities developed through engagement with the [Organizational Structure](#) and our regional partners. The AWP contains a standing list of tasks that ROSA staff are responsible for and the estimated frequency of those activities.

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The purpose of this AWP is to outline the broad responsibilities of ROSA staff in implementing the organization's mission to advance and communicate credible regional fisheries science. This AWP describes seven broad ongoing tasks and specific subtask actions that will be required within each of these tasks. The Plan is meant to assist ROSA Board members, Advisory Council members, funders, and stakeholders in tracking the types of activities that ROSA undertakes and the approximate frequency of those activities.

TASK 1: MANAGE & ENGAGE WITH GOVERNANCE STRUCTURE AND ORGANIZATIONAL FUNCTIONS

Subtask	Frequency
1.1 Manage staff and contractors; coordinate Board , Advisory Council , Executive Committee , and Research Advisor activities (develop agendas, prepare & distribute meeting materials)	Ongoing
1.2 Staff meetings to promote regular coordination with relevant state, federal, and international entities (e.g., Bureau of Ocean Energy Management (BOEM), state fish and habitat working groups, fishery management councils, Atlantic States Marine Fisheries Commission (ASMFC), International Council for the Exploration of the Sea (ICES) Working Groups, Responsible Offshore Development Alliance (RODA), Environmental Protection Agency (EPA) Tribal Environmental Conference)	Weekly
1.3 Coordinate with other regional science organizations (e.g., Regional Wildlife Science Collaborative (RWSC), National Offshore Wind Research & Development Consortium (NOWRDC), Northeast Regional Ocean Council (NROC), Mid-Atlantic Regional Council on the Ocean (MARCO), Maine Offshore Wind Consortium (MEOSWC))	Monthly/As needed

TASK 2: PURSUE & MAINTAIN FUNDING COMMITMENTS

Subtask	Frequency
2.1 Develop anticipated budget for upcoming year	Annually by Q3
2.2 Maintain, renew, and grow funding agreements with member entities	Ongoing

2.3 Explore additional regional research funding sources; maintain awareness of other regional funder expectations	Ongoing
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TASK 3: ADMINISTER REGIONAL OSW FISHERIES RESEARCH & MONITORING PROGRAMS

Subtask	Frequency
3.1 Fulfill regional research & monitoring fund administration contracts	Ongoing
3.2 Develop and improve Request For Proposal (RFP) processes and tools for reviewing responses and project management	Annually/As cycles require
3.3 Hold RFP application review and select regional research projects	Per RFP cycle
3.4 Manage and uphold accountability for Regional Research & Monitoring Awards: manage project deliverables, reports, and invoicing; track project progress and provide oversight	Ongoing per project timelines
3.5 Develop Data Management and Sharing Plans and provide regional data governance guidance and project advisement	Per project requirements
3.6 Keep Advisory Council and Research Advisors aware of project outcomes and disseminate results; update website to reflect project materials (e.g., Project Fact Sheets, Final Reports, etc.)	Ongoing
3.7 Support development of regional fisheries monitoring plans and programs (e.g., surfclam)	As funding allows

TASK 4: FACILITATE REGIONAL AND CUMULATIVE ASSESSMENTS

Subtask	Frequency
4.1 Manage updates to Fish and Fisheries Offshore Wind Research Database (FishFORWRD), both newly-funded projects and results of the Research Gaps Analysis	Bi-annual
4.2 Conduct annual review survey of FishFORWRD with stakeholders	Annually in Q3
4.3 Publish Research Gaps Analysis Results Summary	Annually
4.4 Convene Data Governance Committee (DGC) to: 1) identify standards and policy needs, 2) coordinate with partners to improve data sharing and reduce duplication, and 3) advise ROSA leadership	At least annually

4.5 Identify priority data collection protocols, data types, or research questions and convene data type-specific working groups (e.g., fishing gear, image data working groups)	Per DGC priorities
4.6 Develop and maintain consistent policies between ROSA-administered projects and DGC recommendations	As needed
4.7 Develop/continue specific working committee meetings to develop practical guidelines (e.g., Acoustic Telemetry Committee)	As scheduled
4.8 In coordination with RWSC, create a single, interoperable metadata catalog that can be queried to discover fisheries or wildlife data.	As funding allows

TASK 5: OSW & FISHERIES FUNDER COORDINATION

Subtask	Frequency
5.1 Coordinate regional offshore research funding discussions with funders and provide resources (e.g. Data Management & Sharing Plan (DMSP), contract language, best practices)	At least quarterly
5.2 Facilitate coordination between newly funded projects	As needed
5.3 Present updates at relevant forums (e.g., Fishery Management Councils, American Clean Power (ACP) Fisheries Working Group)	Ongoing

TASK 6: SUPPORT EXTERNAL PROCESSES, WORKING GROUPS, & ADVISORY COMMITTEES

Subtask	Frequency
6.1 Respond to calls for information or comments on draft RFPs related to ROSA work and regional science needs	As needed
6.2 Support National Oceanic & Atmospheric Administration (NOAA) efforts (e.g., survey mitigation, NTAP, SSEEP, RIBTS)	Ongoing
6.3 Maintain regional presence and understanding through strategic meeting participation/regular attendance at partner meetings (state offshore wind working groups, federal advisory/steering committees, project advisory committees, international working groups)	Frequency: Ongoing/As scheduled

TASK 7: BUILD REGIONAL CAPACITY AND ADVANCE SCIENCE

Subtask	Frequency
7.1 Co-lead organization and convening of symposia, technical workshops/sessions at relevant scientific and professional meetings; participate in regional meeting planning (e.g., New York State Energy Research & Development Authority (NYSERDA) State of the Science, MTS TechSurge, American Fisheries Society)	Annually / As invited
7.2 Exhibit at booths during conferences for increased exposure and networking (e.g., NOAA Cooperative Research Summit)	As scheduled
7.3 Recruit and develop projects for annual summer internship program; provide mentorship	Annually Q1-Q2
7.4 Serve on graduate student committees relevant to ROSA's strategic priorities	Ongoing (target 2+ per year)
7.5 Provide opportunities for graduate student/post-doc positions and scholarships programs	As funding allows

TASK 8: CONDUCT OUTREACH & COMMUNICATIONS

Subtask	Frequency
8.1 Regularly update ROSA website and social media (LinkedIn) with news, resources, Advisory Council materials, project updates	Weekly and as needed
8.2 Draft, review, and distribute ROSA newsletters; archive on ROSA website	Bi-monthly (~6 per year)
8.3 Draft and publish Year in Review	Annually Q1
8.4 Participate in relevant regional meetings (e.g., state fish, habitat, and environmental working groups, fishery management councils, ASMFC, ICES Working Groups, BOEM meetings, EPA Tribal Environmental Conference, RWSC subcommittees, NOWRDC Technical Conferences, NROC and MARCO forums, MEOSWC meetings)	Ongoing
8.5 Develop and implement Tribal Engagement Strategy	As funding allows
8.6 Create science communication materials (one-pagers, fact sheets), particularly, summary information (i.e., "what we know") as the body of knowledge around fisheries and blue economy activities matures	As projects progress
8.7 Communicate geographic scope and explore extraregional coordination opportunities	Ongoing