



Acceptability Process

September 14, 2005

Notes

- I. Changes in the Statute do not require actions on the part of the Commission
- II. Commission has the ability to protect trade secrets
 - a) Public records exemption
 - b) Public meeting exemption

Agenda

I. Acceptability Process

- a) Introduction
- b) Principles
- c) Commission Structure
- d) Findings of the Commission
- e) Acceptability Process
- f) On-Site Review

II. Remaining Sections of the “Report of Activities”

- a) Definitions
- b) References
- c) Future Inquires or Investigations
- d) 2005 Florida Statute
- e) Delegation to Staff for Technical changes to the remaining portions of the ***Report of Activities***

a) Introduction

1. Updated members, p.1
2. Incorporated new statutory language, p. 3 & 4
3. Added definition of “**trade secrets**”, p. 4
4. Other minor updates and edits, p. 5 & 6

b) Principles

1. #1 added -- No transcript for closed meetings
2. #3 changed “proprietary” to “**trade secret**,” and changed “respected” to “**protected**,” and added the word “**members**”

c) Commission Structure

1. P. 3, Added language for “**On-Site Visits to the Modeler by Commission Members**”
2. P. 4, Added language for “**Documents Containing Trade Secrets Used in the Design and Construction of Hurricane Loss Models**”
 - (1) Part B – Trade Secret Disclosures
 - Viewing Part B:
 - Return and Retention:
 - (2) Material Containing Model Trade Secrets to be Visually Displayed or Discussed during Closed Meetings (Trade Secret List)

c) Commission Structure (con't)

3. P. 5, Section added, **“Closed Meetings for the Purpose of Discussing Trade Secrets Used in the Design and Construction of Hurricane Loss Models.”**
 - Attendees:
 - Role of Professional Team:
 - Room Requirements:
 - Teleconference:
 - Breaks:
 - Transcripts:
 - Quorum Requirements:
 - Additional Closed Meetings:
4. P. 7, New language added to **“Meeting Notices,” “Public Access,”** and **“Recording.”**

c) Commission Structure (con't)

5. P. 8, New language added to denote the closed portion of meetings as part of the meeting for reviewing a model for acceptability.
6. P. 9, Under “Disclosures” language is added to refer to Part B (Trade Secret Disclosures)
7. P. 10, The Trade Secret List will be in its own section and the Commission will define the items on the list.
8. P. 11, The “Material Containing Model Trade Secrets to be Visually Displayed or Discussed during Closed Meetings” (Trade Secret List) will be voted on separately after the Commission adopts Standards.

c) Commission Structure (con't)

9. P. 11, Information moved up to top of section entitled “**Commission Meeting to Review Modeler Submissions**”
10. P. 12, Language changed from “accept the submission as complete” to “**continue the review process**” and other minor edits.
11. P. 13, Language moved to the section “**Commission Meetings to Review Models for Acceptability.**” Title of section edited. Refers to first part of the meeting being “closed.”
12. P. 14, Other language moved and minor edits.
13. P. 15 & 16, Edits and a new section on “**Penalty for Violating s. 812.081, F.S.**”

d) Findings of the Commission

1. P. 1 & 2, Minor edits.
2. P. 3, Changed “Proprietary Information” to “**Trade Secrets**” and edited items #1 - #4. New items #5 and #6 added which deal with “public records” and “public meetings.”

e) Acceptability Process

1. P. 2 & 3, Edits to **Notification Requirements** to accommodate Trade Secret Disclosures. **Part B** on **one electronic copy** and bound copies of part A reduced to **20** from 25. Language moved and edited to refer to “**Trade Secrets**” rather than “Proprietary Information.”
2. P. 4, Language stricken has been moved to p. 3.
3. P. 5, **Review of the Readiness Notification**, language is deleted since it is in the Commission Structure section. Deficiencies will be identified during the meeting and time frames established for correcting prior to the Professional Team going on-site.

e) Acceptability Process (con't)

4. P. 6, **Professional Team On-Site Review**, material deleted and covered in “**On-Site Review Section.**” Language added refers to SBA staff scheduling the on-site review.
5. P. 7, Conforming edits made to address “**Trade Secret List**” and other edits. Information regarding the Professional Team’s Report moved to the “On-Site Review Section.”
6. P. 8, New requirements for “**Submission Revisions,**” changes to electronic copies and once all changes are made 20 hard copies & CD’s are required with revision marks. Except “Trade Secrets” are on one CD marked “Confidential – Trade Secrets.” Trade Secrets should be only discussed in closed meetings.

e) Acceptability Process (con't)

7. P. 9, No voting in a closed meeting. Modeler may need to clarify materials in Part B during the Modeler Presentation (closed portion of the meeting) and will discuss the material in the Trade Secret List.
8. P. 10, The closed portion of the Meeting to Determine Acceptability will last X hours. The public portion of the meeting will be scheduled for 3 hours. Any hard copies of materials containing trade secrets will be returned to the modeler at the conclusion of the closed meeting.
9. P. 10 & 11, Language is moved to the “**Commission Structure Section**” and deleted. The title of the section on p. 10 is changed from “Voting at the Meeting to Determine Acceptability” to “**Acceptability and Notification.**”
10. P. 13 & 14, Other minor conforming edits.

f) On-Site Review

1. P. 1, Title changed to “**On-Site Review by Professional Team.**” The term “**Trade Secret List**” is added to the General Purpose section.
2. P. 2, Duplicate information is deleted. Purpose of the telephone conference call with the modeler is described. Other references are made to the “Trade Secret List.”
3. P. 3 & 4, Discussion of Trade Secrets and the on-site review process. Material is moved to this section.
4. P. 5, The term “**Professional Team**” is added at top.
5. P. 6 & 7, Material has been deleted and moved up.

II. Remaining Sections of the Report of Activities

- A. Definitions
- B. References
- C. Future Inquires or Investigations
- D. 2005 Florida Statute
- E. Delegation to Staff for Technical changes to the remaining portions of the ***Report of Activities***

A. Definitions

1. P. 2, “Base Hurricane Storm Set” -- NEW
2. P. 4, “Event” -- Re-Defined
3. P. 7, “Landfall Angel” -- Deleted
4. P. 9, “Residential Property Insurance” -- NEW
5. P. 11, “Storm Heading” -- NEW, “Sub-Component” -- NEW
6. P. 13, “Verification” -- Modified

B. References

1. P. 1 & 2, See list. Edits and new references.

C. Future Inquiries or Investigations

1. P. 1-3, See deletions and additions.

D. 2005 Florida Statute

1. P. 1 & 3, See changes.

E. Delegation to Staff for Technical Changes to the Remaining Portions of the ***Report of Activities***

Conclusions