

**1995 Operations Plan
for the
Cooperative Statistics Program
(CSP)**

by: Southeast Cooperative Statistics Committee

October 1994

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January 1, 1995 to December 31, 1995

I. INTRODUCTION

The Cooperative Statistics Program (CSP) is a cooperative effort among agencies that manage commercial fisheries resources. These agencies have an interest in and the need to collect, manage, and disseminate statistical data and information on the Southeast Region's commercial fisheries. The CSP is designed to provide sound scientific information on catch, effort, and participation that managers need to prudently conserve and manage commercial fisheries resources in the Southeast Region.¹ This operations plan implements the CSP Framework Plan for 1995.

II. MISSION AND GOALS

The mission of the CSP is to cooperatively collect, manage, and disseminate landings (including finfish and shellfish) and bioprofile information for marine commercial fisheries in the Region.

The three goals of the CSP are:

- To manage and evaluate a coordinated State/Federal marine commercial fishery statistics program for the Region;
- To collect State/Federal marine commercial fishery information for the Region; and
- To operate an integrated marine commercial fishery data management system for the Region.

The goals and objectives of the CSP are found in Appendix A.

¹The Southeast Region (the Region) includes Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Texas, and the U.S. Virgin Islands.

III. OPERATIONS

A. Data Collection and Management

Ongoing CSP surveys will be conducted by various state and federal agencies. The Southeast Cooperative Statistics Committee (SCSC) will review and evaluate ongoing activities and provide recommendations for continued operations.

B. Committee and Work Group Activities (see Section D for membership)

The tasks below cover all 1995 objectives.

Task 1: Annual Operations Plan, 1996 (Goal 1, Objective 1)

Objective: Develop 1996 Annual Operations Plan, including identification of available resources, that implements the Framework Plan.

Team Members: Southeast Cooperative Statistics Committee.

Approach: Through meetings and mail, the Committee will develop and complete an Annual Operations Plan for 1996.

Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.

Product: 1996 Annual Operations Plan.

Schedule: The Plan will be drafted by mid/late July 1995 and submitted for approval by the Committee at the fall 1995 meeting.

Task 2: Information Dissemination (Goal 1, Objective 5)

Objective: Distribute program information to cooperators and interested parties.

Team Members: Southeast Cooperative Statistics Committee and staff.

Approach: The Committee will distribute information concerning the structure, mission, goals and objectives, etc., to cooperators and interested parties documented by a request log. Each committee member is responsible for maintaining a list of information distributed and providing that list to the CSP administrative staff.

Resources: Copy and mailing expenses and inkind (time) and staff time.

Product: A report which compiles a record of information distributed and presentations given by the Committee and staff.

Schedule: This task is an ongoing activity.

Task 3: Current and Future Data Needs (Goal 2, Objective 1)

Objective: Annually compile a listing of current and future data needs for fisheries management.

Team Members: Data Collection Work Group
 Approach: Begin collecting information concerning data needs through telephone contact and existing documentation including stock assessment reports. Accomplished by telephone and mail.
 Resources: Telephone costs, report costs, possible travel/meeting costs, inkind support and staff time.
 Product: A report which lists the current and future data needs necessary for fisheries management and recommendations.
 Schedule: A preliminary report will be presented at the spring 1995 meeting. This is an ongoing activity.

Task 4: Compilation of Licensing Information (Goal 2, Objective 1)

Objective: Compile licensing information for marine commercial fisheries from each state and NMFS in the Region.
 Team Members: Southeast Cooperative Statistics Committee
 Approach: Each participant will provide licensing information for marine commercial fisheries concerning their jurisdiction to the CSP staff. This information will be compiled by staff and presented as a report. Accomplished by telephone and mail.
 Resources: Telephone costs, report costs, inkind support and staff time.
 Product: A report which describes each participant's licensing structure for marine commercial fisheries.
 Schedule: The report will be presented at the spring 1995 meeting.

Task 5: TIP Sampling Protocols (Goal 2, Objective 2)

Objective: Review and make recommendations on TIP sampling protocols regarding target sampling levels by species.
 Team Members: Southeast Cooperative Statistics Committee.
 Approach: Via the mail, the Committee will review current protocols and provide recommendations to the appropriate personnel. These recommendations will be forwarded to stock assessment panels and TIP coordinators with a request that any reports developed by the groups include a section concerning data needs.
 Resources: Mail costs, conference call costs, report costs, and inkind (time) and staff time.
 Product: Report.
 Schedule: Work began in 1994 and will continue this year. Periodic progress reports will be presented to the Committee. The final report will be ready for the fall 1995 meeting.

Task 6: Development of List of Necessary Data Elements (Goal 2, Objective 2)

Objective: Review of the Commercially-related Sampling Programs and the Data Elements Description document.

Team Members: Data Collection Work Group.

Approach: The staff will send the Commercially-related Sampling Programs and the Data Elements Description document to the work group for their review and recommendations. The group is charged with developing a minimum set of data elements which are necessary for fisheries management. Accomplished by mail, telephone, possible meeting.

Resources: Mail costs, telephone costs, possible travel/meeting costs, and inkind (time) and staff time.

Product: Minimum set of data elements.

Schedule: The initial phase of this activity has been completed. The next step is to distribute the resulting document to the work group and have them develop a list of needed elements. The list of elements will be compiled and presented to the Committee at the spring 1995 meeting.

Task 7: Non-reported Sources of Landings (Goal 2, Objective 3)

Objective: Identification of non-reported sources of landings in the Region.

Team Members: Geographic Subcommittees.

Approach: This will be an independent activity conducted by the geographic subcommittees. As sources are identified, each subcommittee will compile a listing and periodically mail the listings to CSP staff members. Accomplished by mail, conference calls, and meetings, if necessary.

Resources: Mail costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report which lists sources of non-reported landings.

Schedule: This is an ongoing task. A preliminary draft will be presented to the committee in spring 1995.

Task 8: Incorporation of Processed Products Survey (Goal 2, Objective 4)

Objective: Evaluate the incorporation of the processed products survey in the CSP.

Team Members: Southeast Cooperative Statistics Committee.

Approach: This task will be addressed via a workshop. The workshop will discuss issues related to the processed products survey including possibly making it part of the CSP. The NMFS will provide a program description to members and be the main presenter at the

workshop. The details of the workshop will be developed by the geographic subcommittees. Accomplished by workshop, mail, and telephone.

Resources: Travel/workshop costs, mail costs, conference calls costs, report costs, and inkind (time) and staff time.
Product: Report and recommendations
Schedule: The workshop is tentatively set for the spring 1995 meeting. It may have to be delayed until the fall 1995 meeting

Task 9: Confidentiality Workshop (Goal 2&3, Objective 5)

Objective: Conduct a work session concerning the confidentiality of commercial fisheries data.

Team Members: Southeast Cooperative Statistics Committee.

Approach: This task will be address via a workshop. The workshop will discuss issues such as definitions of confidentiality, protection of confidentiality versus enforcement use, confidentiality from data collection versus data management perspective, and others. The details of the workshop will be developed by the Committee. Prior to the workshop, a letter will be sent to each participant that requests they develop a list of questions that need to be addressed during this session. From these lists, the outline of the workshop will be developed. Accomplished by workshop, mail, and telephone.

Resources: Travel/workshop costs, mail costs, conference calls costs, report costs, and inkind (time) and staff time.

Product: Report and recommendations

Schedule: The workshop is tentatively set for the spring 1995 meeting. It may have to be delayed until the fall 1995 meeting

C. Administrative Activities

Coordination and administrative support of CSP will be accomplished through administrative structures established in the Caribbean, Gulf of Mexico, and South Atlantic areas. Major tasks involved in the coordination and administration of the various levels of CSP include but are not limited to the following:

- Work closely with the SCSC in all aspects of program coordination, administration, and operation;
- Implement plans and program directives approved by the SCSC;
- Provide coordination and logistical support, including communications and organization of meetings for the SCSC, subcommittees, and work groups;
- Develop and/or administer cooperative agreements, grants, and contracts;
- Serve as liaison between the SCSC, other program participants, and other interested organizations;
- Assist the SCSC in preparation or review of annual spending plans;
- Prepare annual operations plans under the direction of the SCSC;
- Prepare and/or supervise and coordinate preparation of selected documents, including written records of all meetings;
- Distribute approved CSP information and data in accordance with accepted policies and procedures as set forth by the SCSC;
- Assist in the identification of regional and geographic needs that can be satisfied through CSP activities;
- Seek funding for CSP activities as the need develops; and
- Conduct or participate in other activities as identified.

D. Time Table for CSP

	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
Management and Evaluation					
Operations Plans	X	X	X	X	X
Funding priorities		X	X	X	X
Information dissemination	X	X	X	X	X
Program Review					X
Data Collection					
Data needs	X	X			
Standard collection protocol	X	X			
Quality control/assurance		X	X		
Data confidentiality	X	X			
Data Management					
Standard coding system			X	X	
Data management system		X	X	X	X
Data maintenance	X	X	X	X	X
Standard management protocols		X	X		
Data confidentiality	X	X			

E. Committee and Work Group Membership

Southeast Cooperative Statistics Committee

Steven Atran
Gulf of Mexico Fishery Mgmt. Council

Bob Mahood
South Atlantic Fishery Management Council

Page Campbell
Texas Parks and Wildlife Department

Joe O'Hop
Florida Dept. of Environmental Protection

Skip Lazauski
Alabama Department of Conservation
and Natural Resources

Paul Perra
Atlantic States Marine Fisheries Commission

Ron Lukens
Gulf States Marine Fisheries Commission

Paul Phalen
North Carolina Division of Marine Fisheries

Daniel Matos
Puerto Rico Department of Natural and
Environmental Resources

John Poffenberger
National Marine Fisheries Service
Southeast Fisheries Science Center

Joe Moran
South Carolina Dept. of Natural Resources

Gina Rogers
Georgia Coastal Resources Division

Southeast Cooperative Statistics Committee (continued)

Miguel Rolón
Caribbean Fishery Management Council

Joe Shepard
Louisiana Dept. of Wildlife and Fisheries

Steven Meyers
Virgin Islands Division of Fish and Wildlife

Tom Van Devender
Mississippi Department of Marine Resources

Data Collection Work Group

Page Campbell
Texas Parks and Wildlife Department

John Poffenberger
National Marine Fisheries Service
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Skip Lazauski
Alabama Department of Conservation
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Gina Rogers
Georgia Coastal Resources Division

Steven Meyers
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Paul Phalen
North Carolina Division of Marine Fisheries

Data Management Work Group

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Gulf of Mexico Fishery Mgmt. Council

Steven Meyers
Virgin Islands Division of Fish and Wildlife

Mary Anne Camp
National Marine Fisheries Service
Southeast Fisheries Science Center

Joe Moran
South Carolina Dept. of Natural Resources

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Future Needs

Steven Atran
Gulf of Mexico Fishery Mgmt. Council

Mary Anne Camp
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Southeast Fisheries Science Center

Skip Lazauski
Alabama Department of Conservation
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Steven Meyers
Virgin Islands Division of Fish and Wildlife

Paul Phalen
North Carolina Division of Marine Fisheries

John Poffenberger
National Marine Fisheries Service
Southeast Fisheries Science Center

APPENDIX A

CSP Goals and Objectives

Goal 1: Manage and evaluate a coordinated State/Federal marine commercial fishery statistics program for the Southeast Region.

Objective 1: Establish a Southeast Cooperative Statistics Committee responsible for 1) development of strategic and operations plans; 2) providing direction, guidance and evaluation for the CSP on a continuing basis.

Objective 2: Utilize the South Atlantic Statistics Committee of the Atlantic States Marine Fisheries Commission, the Data Management Subcommittee of the Gulf States Marine Fisheries Commission, and the Scientific and Statistical Committee of the Caribbean Fishery Management Council and, as appropriate, representatives of Fishery Management Councils and other interested parties to accomplish working group tasks and provide advice to the CSP.

Objective 3: Maximize effective utilization of available funds and personnel for data collection and processing.

Objective 4: Establish and maintain cooperative agreements that are consistent with goals and objectives of the CSP.

Objective 5: Distribute program information to the program participants and to interested parties.

Objective 6: Conduct a program evaluation by an outside review team every 5 years.

Goal 2: Collect State/Federal marine commercial fishery information for the Southeast Region.

Objective 1: Collect landing statistics and bioprofile data (size and age composition, etc.) at a level needed for management of marine resources.

Objective 2: Promote uniformity of data element definitions and comparability of data collection methods and procedures.

Objective 3: Provide for regular assessment of the quality of the data collected through reviews, edits, and verification procedures.

Objective 4: Eliminate duplication between state and federal data collection activities.

Objective 5: Protect the confidentiality of personal and business information, as required by state and/or federal law.

Goal 3: Operate an integrated marine commercial fishery data management system for the Southeast Region.

Objective 1: Process State/Federal marine commercial fishery data for computer storage.

Objective 2: Supply, operate, and administer a regional data management system.

Objective 3: Maintain all data in a computerized data base that is accessible by all CSP participants.

Objective 4: Develop and maintain standard data management protocols and documentation for data formats, inputs, editing, storage, access, transfer, dissemination, and application.

Objective 5: Protect the confidentiality of personal and business information, as required by state and/or federal law.