

**1994 Operations Plan
for the
Cooperative Statistics Program
(CSP)**

by: Southeast Cooperative Statistics Committee

March 1994

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January 1, 1994 to December 31, 1994

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 1994.

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 1994 objectives.

Task 1: Framework Plan (Goal 1, Objective 1)

Objective: Develop a Framework Plan that outlines policies and protocols of the program.

Team Members: Southeast Cooperative Statistics Committee.

Approach: Through meetings and mail, the Committee will develop and complete a Framework Plan.

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

Product: Framework Plan.

Schedule: Framework Plan was approved by the Committee in February 1994 and will be published by late February 1994.

Task 2: Annual Operations Plan, 1994 (Goal 1, Objective 1)

Objective: Develop 1994 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 1994.

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

Product: 1994 Annual Operations Plan.

Schedule: Annual Operations Plan was developed in February 1994 and should finalized, via mail ballot, by late March 1994.

Task 3: Annual Operations Plan, 1995 (Goal 1, Objective 1)

Objective: Develop 1995 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 1995.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: 1995 Annual Operations Plan.
Schedule: Annual Operations Plan will be drafted by mid/late July 1994 and submitted for approval by the Committee at the fall 1994 meeting.

Task 4: 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 5: Current and Future Data Needs (Goal 2, Objective 1)

Objective: Compile a listing of current and future data needs for fisheries management.
Team Members: South Atlantic Fishery Management Council Representative.
Approach: Begin collecting information concerning data needs through telephone contact and existing documentation. Accomplished by telephone and mail.
Resources: Report costs, inkind support and staff time.
Product: A report which lists the current and future data needs necessary for fisheries management.
Schedule: The report will be presented at the fall 1994 meeting.

Task 6: Non-reported Sources of Landing (Goal 2, Objective 3)

Objective: Identification of non-reported sources of landings in the Region.
Team Members: Southeast Cooperative Statistics Committee.
Approach: This will be an independent activity conducted by the Committee. As sources are identified, members 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 7: Commercially-related sampling programs in the Region (Goal 2, Objective 2)

Objective: Document all commercially-related sampling programs in the Region.
Team Members: Southeast Cooperative Statistics Committee.
Approach: Each member will provide a listing of all ongoing commercially-related data collection programs that are not currently documented as part of the CSP which are conducted in their area. The listings from all the participants will be compiled by the CSP administrative staff and formatted into a report. Accomplished by mail and conference call, if needed.
Resources: Mail costs, conference call costs, report costs, and inkind (time) and staff time.
Product: Report describing commercially-related sampling activities in the Region.
Schedule: Work has begun on this task and will continue. The report detailing the activities in the Region will be presented to the Committee at the fall 1994 meeting.

Task 8: TIP Sampling Protocols (Goal 2, Objective 2)

Objective: Review and make recommendations on TIP sampling protocols regarding target sampling levels by species.
Team Members: Data Collection Work Group.
Approach: Via the mail, the work group will review current protocols and make recommendations to the Committee. 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 will begin this year and periodic progress reports will be presented to the Committee. The final report will be ready for the fall 1995 meeting.

Task 9: Compilation of Identified Commercial Data Needs (Goal 2, Objective 2)

Objective: Annually compile a list of identified data needs which have been listed in stock assessment reports from the Region.
Team Members: Data Collection Work Group.
Approach: To be determined.
Resources: Telephone costs, mail costs, report costs, possible travel/meeting costs, inkind (time) and staff time.
Product: Listing of data needs with recommendations.
Schedule: This task is an ongoing activity.

Task 10: Data Collection and Management Quality Control/Quality Assurance Measures (Goal 2, Objective 3)

Objective: Compile a listing of data collection and management quality control/quality assurance measures for commercially-related sampling programs in the Region.
Team Members: Southeast Cooperative Statistics Committee.
Approach: Each member will describe the QC/QA measures used for each data collection program conducted in their jurisdiction. This information will be sent to the CSP administrative staff and formatted into a report. Accomplished by mail and telephone.
Resources: Mail costs, telephone costs, report costs, and inkind (time) and staff time.
Product: Compilation report.
Schedule: Work has begun on this task and will continue. The report detailing the activities in the Region will be presented to the Committee at the fall 1994 meeting.

Task 11: Equipment and Software Needs (Goal 3, Objective 3)

Objective: Evaluate current hardware, software, and communication capabilities of program partners and make recommendations for support and upgrades.
Team Members: Southeast Cooperative Statistics Committee.
Approach: Send hardware/software capability questionnaire to appropriate agencies and compile results. Accomplished by conference calls, mail and telephone.
Resources: Mail costs, telephone costs, conference call costs, report costs, and inkind (time) and staff time.
Product: Equipment and software inventory for CSP participants.
Schedule: Work has begun on this task and will continue. Once the questionnaire is reviewed, it will be distributed and completed by Committee members. CSP administrative staff will compile a final inventory which will be presented at the fall 1994 meeting.

Task 12: Documentation of Data Elements (Goal 3, Objective 4)

Objective: Review the data elements description document in regards to sufficient documentation of the elements.

Team Members: Southeast Cooperative Statistics Committee.

Approach: Each member will review their section of this document and provide further clarification of data elements that are collected during CSP sampling activities. The reason for this is to provide enough description of the elements for people not directly involved in the program. Accomplished by mail and telephone.

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

Product: Updating of data elements description document.

Schedule: Work has begun on this task and will continue. Each member will provide their comments to the NMFS representative on the Committee and copy the staff by the end of February 1994. A updated report will be presented to the Committee at the fall 1994 meeting.

Task 13: (Goal 3, Objective 4)

Objective: Review of products from Tasks 7 and 12 by stock assessment scientists and fisheries managers for recommendations.

Team Members: CSP Administrative Staff.

Approach: Initially, the staff will contact stock assessment scientists and fisheries managers and inform them of the planned activities. Once Tasks 7 and 12 are complete, the staff will send the products from these tasks to stock assessment scientists and fisheries managers for their review and recommendations. Accomplished by mail and telephone.

Resources: Mail costs, telephone costs, and inkind (time) and staff time.

Product: Recommendations.

Schedule: The initial phase of this activity will be conducted and completed by the end of 1994. Once the tasks are completed and the information has been sent to the scientists and managers, a list of final recommendations will be compiled and presented to the Committee during the spring 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. Committee and Work Group Membership

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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.