

1996 Operations Plan  
for the  
Cooperative Statistics Program  
(CSP)

by: Southeast Cooperative Statistics Committee

February 1996



**1996 Operations Plan for the  
Cooperative Statistics Program (CSP)**

January 1, 1996 to December 31, 1996

**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.<sup>1</sup> This operations plan implements the CSP Framework Plan for 1996.

**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.

---

<sup>1</sup>The 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 1996 objectives.

##### Task 1: Annual Operations Plan, 1997 (Goal 1, Objective 1)

Objective: Develop 1997 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 1997.

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

Product: 1997 Annual Operations Plan.

Schedule: The Plan will be drafted by mid/late summer 1996 and submitted for approval by the Committee at the fall 1996 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, 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 fall 1996 meeting. This is an ongoing activity.

Task 4: List of Minimum Data Elements Needed for Fisheries Management (Goal 2, Objective 1)

Objective: Compare the list of minimum data elements with state commercial data collection programs.

Team Members: Data Collection Work Group

Approach: Develop a matrix which compares the information collected during state commercial data collection programs and the minimum set of data elements developed by the Southeast Cooperative Statistics Program. Accomplished by telephone and mail.

Resources: Telephone costs, report costs, travel/meeting costs, inkind support and staff time.

Product: A matrix which compares the list of data elements.

Schedule: A matrix will be presented at the spring 1996 meeting and will be discussed by the Committee.

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

Objective: Conduct a workshop to address issues regarding the TIP.

Team Members: Southeast Cooperative Statistics Committee.

Approach: At the workshop, the Committee will review current protocols, procedures and other activities concerning the TIP. From these discussion, the Committee will develop recommendations and forward them to the appropriate personnel.

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

Product: Report.

Schedule: The workshop is scheduled for spring 1996.

Task 6: 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. An update of the report will be presented to the Committee in fall 1996.

Task 7: Compilation of Licensing Information in the Southeast Region (Goal 2, Objective 1)

Objective: Develop a complete listing of all commercial licenses for the states in the Southeast Region.

Team Members: Southeast Cooperative Statistics Committee.

Approach: Utilizing the results of the NMFS licensing survey conducted for the shrimp permitting activity as a starting point, the Committee will compile a list of all commercial licensing required by each state in the Region. This information will be used to investigate utilizing existing frameworks for improving shrimp effort estimations and examining the possibilities of developing an universal trip ticket system in the Region.

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

Product: A document that lists all commercial licenses required by each state in the Region.

Schedule: This issue will be addressed by the Committee at the fall 1996 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>
<b>Management and Evaluation</b>					
Operations Plans	X	X	X	X	X
Funding priorities		X	X	X	X
Information dissemination	X	X	X	X	X
Program Review					X
<b>Data Collection</b>					
Data needs	X	X			
Standard collection protocol	X	X			
Quality control/assurance		X	X		
Data confidentiality	X	X			
<b>Data Management</b>					
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

Joe Moran  
South Carolina Dept. of Natural Resources

Page Campbell  
Texas Parks and Wildlife Department

Bob Mahood  
South Atlantic Fishery Management Council

Jack Dunnigan  
Atlantic States Marine Fisheries Commission

Joe O'Hop  
Florida Dept. of Environmental Protection

Skip Lazauski  
Alabama Department of Conservation  
and Natural Resources

Dee Lupton  
North Carolina Division of Marine Fisheries

Ron Lukens  
Gulf States Marine Fisheries Commission

John Poffenberger  
National Marine Fisheries Service  
Southeast Fisheries Science Center

Daniel Matos  
Puerto Rico Department of Natural and  
Environmental Resources

Julie Califf  
Georgia Department of Natural Resources



### **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  
Southeast Fisheries Science Center

Skip Lazauski  
Alabama Department of Conservation  
and Natural Resources

Julie Califf  
Georgia Coastal Resources Division

Steven Meyers  
Virgin Islands Division of Fish and Wildlife

Joe Shepard  
Louisiana Dept. of Wildlife and Fisheries

Paul Phalen  
North Carolina Division of Marine Fisheries

### **Data Management Work Group**

Steven Atran  
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

Skip Lazauski  
Alabama Department of Conservation  
and Natural Resources

## **Future Needs**

Steven Atran  
Gulf of Mexico Fishery Mgmt. Council

Mary Anne Camp  
National Marine Fisheries Service  
Southeast Fisheries Science Center

Skip Lazauski  
Alabama Department of Conservation  
and Natural Resources

Steven Meyers  
Virgin Islands Division of Fish and Wildlife

Dee Lupton  
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 and maintain 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 at least every 5 years.

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

**Objective 1:** Collect and periodically review 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.