

1994 Operations Plan
for the
Recreational Fisheries Information Network
in the Southeastern United States
RecFIN(SE)

by: RecFIN(SE) Committee

February 1994

**1994 Operations Plan for the
Recreational Fisheries Information Network in the
Southeastern United States [RecFIN(SE)]**

January 1, 1994 to December 31, 1994

I. INTRODUCTION

The RecFIN(SE) is a cooperative state-federal marine recreational fisheries (MRF) data collection program. It is intended to coordinate present and future MRF data collection and data management activities through cooperative planning, innovative uses of statistical theory and design, and consolidation of appropriate data into a useful data base system. This operations plan implements the RecFIN(SE) Strategic Plan for 1994. All tasks will be completed dependent upon availability of funds.

II. MISSION AND GOALS

The mission of the RecFIN(SE) program is to cooperatively collect, manage, and disseminate MRF statistical data and information for the conservation and management of fishery resources in the Southeast Region¹ and to support the development and operation of a national program.

The four goals of the RecFIN(SE) are:

- planning, management, and evaluation of data collection and management activities;
- implementation of data collection activities;
- establishment and maintenance of a data management system; and
- support for establishment of a national program.

The goals and objectives of RecFIN(SE) 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 MRF surveys will be conducted by various state and federal agencies (RecFIN(SE) 1993). The RecFIN(SE) Committee will review and evaluate progress towards integration of the surveys into the RecFIN(SE).

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

The tasks below cover all 1994 objectives (see Section D).

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

Objective: Develop 1995 Annual Operations Plan including identification of available resources, that implements the Strategic Plan.

Team Members: RecFIN(SE) 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 spring 1994 and completed by the fall 1994.

Task 2: Information Dissemination (Goal 1, Objective 4)

Objective: Distribute program information to cooperators and interested parties.

Team Members: RecFIN(SE) Committee and staff.

Approach: The Committee will distribute program information 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 RecFIN(SE) staff.

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

Product: Development and distribution of a fact sheet concerning RecFIN(SE) and a report which compiles a record of information distributed and presentations given by the Committee and staff.

Schedule: This task will be an ongoing activity.

Task 3: **Planning Activities for Program Review (Goal 1, Objective 5)**

Objective: Provide an outline of the method to be used to conduct the program review.

Team Members: Administrative Subcommittee

Approach: The Administrative Subcommittee will explore several methods for conducting the program review and prepare an outline which presents the best method for handling the review. The Subcommittee will offer its recommendations to the RecFIN(SE) Committee at the next meeting. Accomplished by conference calls, mail and meetings, if necessary.

Resources: Conference call costs, report costs, and inkind (time) and staff time.

Product: Outline which presents methods to be used for the program review.

Schedule: This task will be addressed during the February 1994 RecFIN(SE) meeting.

Task 4: **Biological/Environmental Data Elements (Goal 2, Objective 2)**

Objective: Identify biological and environmental data elements required for each fishery component.

Team Members: Biological/Environmental Work Group.

Approach: Develop criteria for establishment of a metadata data base. Begin compilation of metadata events from 1980 to present which affected the Region. Accomplished by conference calls, mail and meetings, if necessary.

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

Product: Criteria for compilation of metadata and initial database.

Schedule: Work has begun on this task and will continue. Several work group meetings will be held during 1994. This task will be completed by the end of this year.

Task 5: **Biological/Environmental Quality Assurance and Quality Control (Goal 2, Objective 3)**

Objective: Identify and determine standards for biological and environmental data collection, including statistical, training, and quality assurance and quality control standards.

Team Members: Biological/Environmental Work Group.

Approach: Complete review of existing quality assurance and quality control documents and modify as necessary for application to RecFIN(SE).

Accomplished by conference calls, mail and meetings, if necessary.

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

Product: Quality assurance and quality control standards.

Schedule: Work has begun on this task and will continue. Several work group meetings will be held during 1994. This task will be completed by the end of this year.

Task 6: Social/Economic Data Elements (Goal 2, Objective 2)

Objective: Identify sociological and economic data elements required for each fishery component.

Team Members: Social/Economic Work Group.

Approach: Identify sociological and economic data needs by reviewing and refining the NMFS Northeast Region data needs report and other applicable documents. Begin reviewing existing data bases and surveys to identify data gaps. Participate in National Fisheries Statistics Strategic Plan process to explore priorities and methods for collecting needed data. Recommend additional action needed to complete this task.

Resources: Workshop costs, travel costs, conference call costs, report costs, and inkind (time) and staff time.

Product: Progress report.

Schedule: Work has begun on this task and will continue. The need for a workshop will be evaluated in early 1994 and scheduled, if appropriate, pending availability of funds. This task will be completed by the end of this year.

Task 7: Social/Economic Quality Assurance and Quality Control (Goal 2, Objective 3)

Objective: Identify and determine standards for sociological and economic data collection, including statistical, training, and quality assurance and quality control standards.

Team Members: Social/Economic Work Group.

Approach: Determine standards for collection and management of social and economic data. Begin by reviewing ongoing surveys and methods and , if necessary, by convening a workshop.

Resources: Workshop costs, travel costs, conference call costs, report costs, and inkind (time) and staff time.

Product: Progress report.

Schedule: Schedule will be determined based on outcome of Task 6 and sufficiency of review findings.

Task 8: Identification and Evaluation of Current Programs (Goal 2, Objective 4)

Objective: Identify and evaluate the adequacy of current programs for meeting RecFIN(SE) requirements.
Team Members: RecFIN(SE) Committee.
Approach: Evaluate reports from Biological/Environmental and Social/Economic Work Groups in relation to existing programs.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: Recommendations for MRF surveys.
Schedule: This task will be completed by the end of this year.

Task 9: Coordination and Integration of Data Collection Efforts (Goal 2, Objective 5)

Objective: Encourage coordination, integration, and augmentation, as appropriate, of data collection efforts to meet the RecFIN(SE) requirements.
Team Members: RecFIN(SE) Committee.
Approach: Communicate results of Task 8 to agencies conducting MRF surveys.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: Communication of recommendations to ongoing programs.
Schedule: This will be an ongoing activity.

Task 10: Evaluation of Innovative Data Collection Technologies (Goal 2, Objective 6)

Objective: To evaluate and recommend innovative data collection technologies.
Team Members: RecFIN(SE) Committee.
Approach: RecFIN(SE) members report to the Committee any new technologies which will aid in the collection of MRF data. Also, have appropriate personnel report to the Committee concerning such advancements. Request a presentation from NMFS on the use of pen-based technologies.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: Progress reports.
Schedule: This will be an ongoing activity.

Task 11: Equipment and Software Needs (Goal 3, Objective 2)

Objective: Evaluate current hardware, software, and communication capabilities of program partners and make recommendations for support and upgrades.

Team Members: Data Base Work Group.

Approach: Send hardware/software capability questionnaire to appropriate agencies and compile results. Accomplished by conference calls, mail and meetings.

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

Product: Equipment and software inventory for RecFIN(SE) participants.

Schedule: Work has begun on this task and the group will continue to develop an inventory of computer capabilities for participants. Several work group meetings and/or conference calls will be held during 1994. This task will be completed by the end of this year.

Task 12: Design, Implementation and Maintenance of Data Management System (Goal 3, Objective 3)

Objective: To design, implement, and maintain an MRF data management system to accommodate fishery management/research and other needs (e.g., trade and tourism).

Team Members: MRFSS staff, Data Base Work Group, Non-MRFSS Data Base Managers.

Approach: Design Oracle Data Bases for catch and trip estimates, and summarized intercept data bases for specialized needs such as bag limits and size distributions. Incorporate non-MRFSS data bases identified as high priority for inclusion in the MRF data management system. Place Oracle data bases and SAS intercept and telephone interview data bases on the NMFS IT-95 computer system which allows distributed processing to the NMFS Southeast Regional Office, Science Center and laboratories. Develop user-friendly, menu-driven access system to MRF Oracle/SAS data bases. Develop menu-driven Decision Support System allowing easy, standard queries and manipulation of the MRF data.

Resources: A NOAA ESDIM grant proposal was submitted for 1994 funding and has been given high marks. If the grant is funded, approximately \$95,000 will be available to contract Oracle data base development work to a system analyst. The IT-95 contract also has requirements for migrating current high priority data bases to the IT-95 system. The MRFSS data base is listed as high priority, but no decision on timing has been made yet. MRFSS

staff time will be necessary, as well as from data base managers in charge of non-MRFSS data bases that are to be included in the MRF system. The Data Base Work Group and other committees within RecFIN(SE) will be consulted concerning design components throughout the development of the MRF system.

Product: MRF Data Base and software to access and use the data.
Schedule: Work on migrating MRFSS data bases to the IT-95 system will begin in 1994. Development of the Decision Support System will begin in 1994 or 1995.

Task 13: Standards/Protocols/Documentation for Data Management (Goal 3, Objective 4)

Objective: Develop standard protocols and documentation for data formats, input, editing, quality control, storage, access, transfer, dissemination, and application.

Team Members: MRFSS staff, Data Base Work Group, Non-MRFSS Data Base Managers.

Approach: Develop dial-up protocols for access to the MRF system by state personnel and other researchers. Menu-driven access to MRF Oracle/SAS data bases will provide quality control through standardized queries and summarization procedures. The Decision Support System will provide quality control through standardization, with proper use of MRFSS data (weighting for unequal sample size, etc.). Continue development of MRFSS documentation and standardization of formats and codes of historical intercept, telephone and estimate data bases and incorporate them on-line in the MRF system. Develop documentation of non-MRFSS data bases as they are incorporated into the system. Develop MRF Metadata Data Base to help users properly interpret their results. Provide error-checking software on the MRF data management system.

Resources: MRFSS staff time, Data Base Work Group time, other RecFIN(SE) Committees, and staff time as needed.

Product: Standard protocols and documentation on-line on the MRF Data Management System. Published portions needed for access to the system.

Schedule: Documentation and standardization of MRFSS intercept and telephone historical data bases was begun in 1993. The final intercept format will be adopted by MRFSS staff by May 1994 and be available for distribution. Similar documentation of the telephone data base has just begun and will be finished by December 1994. Basic documentation of the catch and trip

estimate data bases exists and will be updated when these data bases are placed on the MRF data management system. Standardization of variables will also occur then. The MRFSS staff is currently contracting with KCA for clean-up and standardization of 1986-1992 intercept data, which should be completed in 1994. Development of dial-up protocols and on-line documentation will depend on work identified under Task 12.

Task 14: Data base Identification and Prioritization of Existing Data Bases (Goal 3, Objective 5)

Objective: Identify and prioritize existing historical data bases for integration into the centralized data base.

Team Members: Biological/Environmental, Data Base and Social/Economic Work Groups.

Approach: The Biological/Environmental and Social/Economic Work Groups will prioritize the existing data bases according to their focus areas. The Data Base Work Group will compile a final priority list based on the lists provided by the Biological/Environmental and Social/Economic Work Groups and present it to the RecFIN(SE) Committee. Accomplished by mail, conference calls and meetings.

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

Product: Final priority list.

Schedule: Work has begun on this task and will continue. Several work group meetings and/or conference calls will be held to address this issue. The Data Base Work Group will present the list during the February 1994 RecFIN(SE) meeting.

Task 15: Equipment and Software Needs (Goal 3, Objective 6)

Objective: To evaluate and recommend innovative, cost-effective information management technologies.

Team Members: Data Base Work Group.

Approach: Work group members will report to the Committee any new technologies which will aid in the management of MRF data. Also, industry personnel will report to the Committee concerning such advancements.

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

Product: Progress reports.

Schedule: This will be an ongoing activity.

Task 16: Long-term National Program Planning (Goal 4, Objective 1)

Objective: Provide for long-term national program planning.
Team Members: RecFIN(SE) Committee.
Approach: The RecFIN(SE) Committee members, GSMFC staff and ASMFC staff will attend Pacific RecFIN and ASMFC Marine Recreational Fishery Statistics meetings and coordinate activities as appropriate. Accomplished by mail and meetings.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: Record of coordination activities.
Schedule: The planning aspect of this task will be an ongoing activity.

Task 17: Coordination, Consistency and Comparability with Other RecFIN Programs (Goal 4, Objective 2 and Objective 3)

Objective: Coordinate RecFIN(SE) with other regional RecFIN programs and encourage consistency and comparability among regional programs over time.
Team Members: RecFIN(SE) Committee.
Approach: The RecFIN(SE) Committee members, GSMFC staff and ASMFC staff will coordinate activities with the Pacific States Marine Fisheries Commission and Pacific RecFIN on the West Coast. The MRFSS staff is revising data files and will get input from the RecFIN(SE) Committee. Distribute appropriate program results and recommendations to other RecFIN programs. Accomplished by mail and meetings.
Resources: Travel/meeting costs, report costs, and inkind (time) and staff time.
Product: Ensure adequate information exchange, consistency and comparability between all regional RecFIN programs and compilation of a record of information exchange.
Schedule: This task will be an ongoing activity.

C. Administrative Activities

Coordination and administrative support of RecFIN(SE) 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 RecFIN(SE) include but are not limited to the following:

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

D. Time Table for RecFIN(SE)

	<u>1993</u>	<u>1994</u>	<u>1995</u>
Goal 1:			
Objective 1	X		
Objective 2	X		
Objective 3	X	X	X*
Objective 4	X	X	X
Objective 5		X	X
Goal 2:			
Objective 1	X		
Objective 2	X	X	
Objective 3	X	X	X
Objective 4	X	X	X
Objective 5		X	X
Objective 6		X	X
Goal 3:			
Objective 1	X		
Objective 2	X	X	
Objective 3		X	X
Objective 4	X	X	X
Objective 5	X	X	
Objective 6		X	X
Goal 4:			
Objective 1	X	X	X
Objective 2	X	X	X
Objective 3	X	X	X

* If program continues.

E. References

RecFIN(SE). 1993. Marine recreational fisheries data collection project summaries. REC93-2. Gulf States Marine Fisheries Commission, Ocean Springs. 78 pp.

F. Committee, Subcommittee, and Work Group Membership

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Cost Element Breakdown

1. Telephone

Conference Calls (estimated @ \$125 each)
2 Work Group calls/2 Committee calls
4 calls X \$125 per call = \$ 500

2. Meeting Cost

Includes meeting room charges, rental for audio
visual and/or other equipment or needs
7 meetings X \$150 per meeting = \$1,050

3. Travel

a. RecFIN(SE) Committee Meetings
2 days @ \$175 per day
X 20 members = 7,000
X 3 meetings = 21,000

b. Administrative Subcommittee
1 day @ \$175 per day
X 7 members = 1,225
X 1 meeting = 1,225

c. Biological/Environmental Work Group
1 day @ \$175 per day
X 7 members = 1,225
X 1 meeting = 1,225

d. Social/Economic Work Group
1 day @ \$175 per day
X 6 members = 1,050
X 1 meeting = 1,050

e. Data Base Work Group
1 day @ \$175 per day
X 5 members = 875
X 1 meeting = 875

f. TOTAL TRAVEL \$25,375

TOTAL PROPOSED BUDGET \$26,925

APPENDIX A

RecFIN(SE) Goals and Objectives

Goal 1: To plan, manage, and evaluate a coordinated state-federal MRF data collection program for the Southeast Region.

Objective 1: To establish a RecFIN(SE) Committee consisting of MOU signatories or their designees to develop, implement, monitor, and evaluate the program.

Objective 2: To complete during the first year a three-year Strategic Plan that outlines policies and protocols of the program.

Objective 3: To develop annual operations plans, including identification of available resources, that implement the Strategic Plan.

Objective 4: To distribute program information to cooperators and interested parties.

Objective 5: To conduct a program review after two years of operation to evaluate the program's success in meeting needs in the Southeast Region.

Goal 2: To implement a coordinated state-federal MRF data collection program for the Southeast Region.

Objective 1: To identify the components of the fishery (modes, areas, etc.) and the required data priorities for each component.

Objective 2: To identify data elements (environmental, biological, sociological, economic) required for each fishery component.

Objective 3: To identify and determine standards for data collection, including statistical, training, and quality assurance and quality control standards.

Objective 4: To identify and evaluate the adequacy of current programs for meeting the RecFIN(SE) requirements.

Objective 5: To coordinate, integrate, and augment, as appropriate, data collection efforts to meet the RecFIN(SE) requirements.

Objective 6: To evaluate and recommend innovative data collection technologies.

Goal 3: To establish and maintain an integrated, centralized MRF data management system for the Southeast Region.

Objective 1: To identify the location and administrative responsibility for a centralized the RecFIN(SE) data management system.

Objective 2: To evaluate the current hardware, software, and communication capabilities of program partners and make recommendations for support and upgrades.

Objective 3: To design, implement, and maintain an MRF data management system to accommodate fishery management/research and other needs (e.g., trade and tourism).

Objective 4: To develop standard protocols and documentation for data formats, input, editing, quality control, storage, access, transfer, dissemination, and application.

Objective 5: To identify and prioritize existing historical data bases for integration into the centralized data base.

Objective 6: To evaluate and recommend innovative, cost-effective information management technologies.

Goal 4: To support the development and operation of a national program to collect, manage, and disseminate MRF information for use by states, territories, councils, interstate commissions, and federal marine fishery management agencies.

Objective 1: To provide for long-term national program planning.

Objective 2: To coordinate the RecFIN(SE) with other regional RecFIN programs.

Objective 3: To encourage consistency and comparability among regional programs over time.

