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(Adopted)

35<sup>TH</sup> ANNUAL MEETING - SEPTEMBER 2013

**Terms of Reference and Rules of Procedure for the proposed joint NEAFC/NAFO Advisory Group on Data Management**

At the 34<sup>th</sup> Annual Meeting STACTIC and FC accepted the invitation of NEAFC to establish an *ad hoc joint NEAFC/NAFO Working Group on the possibility of making Advisory Group on Data Communications (AGDC) a joint body of NEAFC and NAFO.*

Following the decision of the acceptance, the Secretariats of NEAFC and NAFO organized and coordinated the meeting of the ad hoc WG. The meeting was held in London, UK on 29-31 January 2013 participated by Contracting Parties representatives from NEAFC and NAFO.

The ad hoc joint working group agreed on following recommendations which are being forwarded to the Fisheries Commission:

1. NEAFC and NAFO jointly establish a “Joint Advisory Group on Data Management”, JAGDM, as a joint body of NEAFC and NAFO with the attached Terms of Reference (Annex 1) and Rules of Procedures (Annex 2).
2. JAGDM be a successor body to the current AGDC.
3. The establishment of JAGDM will become effective on the next January after both NEAFC and NAFO have formally agreed to its establishment.

It is noted the meeting report (FC Working Paper 13/3) has been presented at the STACTIC Intersessional Meeting in May 2013 and that the report and its recommendations will also be presented to NEAFC at its next Annual Meeting for consideration.

## **Annex 1. Terms of Reference for the Joint Advisory Group on Data Management**

- 1) For the purposes of this Advisory Group, “data management” refers to the design of relevant frameworks and any technical issue related to the generating, storing, transmitting and use of fisheries related data, including data processing, protocols, standards and data security and confidentiality.
- 2) The functions of the Advisory Group shall be to:
  - a) Consider and evaluate developments in, and issues related to, data management in relation to NEAFC, NAFO and to the extent practical other Regional Fisheries Management Organisations (RFMOs);
  - b) Engage in the development of data management;
  - c) Contribute to the harmonization and standardization of protocols, formats and standards used in NEAFC, NAFO and to the extent practical other RFMOs;
  - d) Ensure the standardization of the electronic reporting formats used by NEAFC and NAFO and act as their repository;
  - e) Contribute to harmonization and standardization in the development of fisheries related electronic recording and reporting systems (ERS);
  - f) Work towards globally harmonized and compatible data management for monitoring, control and surveillance and scientific research relevant to fisheries;
  - g) Respond to requests from NEAFC, NAFO, their Contracting Parties and to the extent practical other RFMOs, seeking advice on data management;
  - h) Present advice in the field of data management to NEAFC, NAFO, their Contracting Parties and, as applicable, other RFMOs.
- 3) The Advisory Group shall invite NEAFC and NAFO Contracting Parties to nominate persons with relevant expertise to be participants in the Advisory Group.
- 4) The Advisory Group may, as appropriate, invite other RFMOs, and/or other relevant intergovernmental organizations to nominate persons with relevant expertise to be participants in the Advisory Group
- 5) The Advisory Group shall contribute to a close cooperation regarding data management among the Secretariats of NEAFC and NAFO, and, as appropriate, their cooperation with the Secretariats of other RFMOs.
- 6) The Advisory Group shall elect a Chair and a Vice-Chair from among its participants.
- 7) The NEAFC and NAFO Secretariats shall jointly provide services to the Advisory Group to facilitate the exercise of its functions. The resources needed to provide these services shall be included in the regular respective budgets of NEAFC and NAFO.
- 8) The Advisory Group may amend its Rules of Procedure.

## **Annex 2. Rules of Procedure for the Joint Advisory Group on Data Management**

1. NEAFC and NAFO Contracting Parties shall appoint contact persons for the Secretariats regarding the work of the Advisory Group.
2. NEAFC and NAFO Contracting Parties may appoint to the Advisory Group persons with relevant expertise, and shall inform the NEAFC or NAFO Secretary of the names of their appointed participants. The NEAFC and NAFO Secretariats shall jointly manage an updated list of participants in the Advisory Group.
3. Parties to other RFMOs as well as the Secretariats of the RFMOs concerned, and/or other relevant intergovernmental organizations, may, as appropriate, be invited to appoint persons with relevant expertise as participants in the Advisory Group.
4. All decisions of the Advisory Group shall be made on the basis of consensus.
5. The Chair and Vice-Chair shall be elected from among the participants for a term of two years and shall be eligible for re-election. In the event of the office of Chair falling vacant the Vice-Chair shall perform the duties of Chair until a new Chair is elected.
6. Communications to and from the Advisory Group shall go through the NEAFC and NAFO Secretariats.
7. The Chair shall have the following responsibilities:
  - a) to convene a meeting of the Advisory Group at least once a year;
  - b) to convene additional meetings, as decided by the Advisory Group;
  - c) to decide on whether additional meetings shall be held when a Contracting Party or Secretariat of NEAFC or NAFO so requests;
  - d) to decide, in consultation with the Advisory Group contact persons, what invitations shall be issued pursuant to Article 3 of these Rules of Procedure;
  - e) to consult with the Advisory Group contact persons in formulating a draft agenda in a timely manner before meetings;
  - f) to ensure that reports of meetings are circulated to participants and to Contracting Parties of NEAFC and NAFO;
  - g) to ensure, upon request, that the work of the Advisory Group is presented at relevant meetings of NEAFC and NAFO;
  - h) to ensure that conclusions of the Advisory Group are communicated to other parties, as deemed appropriate by the Chair;
  - i) to facilitate intersessional discussions in the Advisory Group;
  - j) in cases where it is necessary to provide advice between meetings, to confer with participants of the Advisory Group to formulate a response.
8. The Advisory Group shall provide a response to requests for advice in a timely manner. If the Advisory Group fails to achieve a consensus on any issue, this shall be reflected in the report of the meeting and the response to the relevant request.
9. Meetings of the Advisory Group shall be hosted alternately by the NEAFC Secretariat and the NAFO Secretariat, unless otherwise decided by the Advisory Group.