

Report of the Joint Advisory Group on Data Management (JAGDM) meeting

18-19 March 2014
Halifax, Nova Scotia, Canada

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1. Opening

The Interim Chair, Ellen Fasmer (Norway), opened the meeting at 9:00 am on Wednesday March 18, 2014 held at the NAFO Secretariat Headquarters in Dartmouth, Canada and welcomed all participants to the first meeting of the Joint Advisory Group on Data Management (JAGDM) (Annex 1). The NAFO Executive Secretary, Fred Kingston welcomed participants to the Secretariat and wished everyone a productive inaugural meeting of this group.

2. Appointment of rapporteur

The NAFO Secretariat, Mark Harley was appointed rapporteur.

3. Discussion and adoption of the Agenda

The previously-circulated agenda was adopted with the following modifications: a new sub-item under item 5 as 5.c *the Guidelines for the Secretariats* was inserted. The *JAGDM website* became sub-item 5.d. Under item 11. *Any other business*, Denmark (in respect of Faroe Islands and Greenland) proposed a presentation by the Faroese participant on their Catch Reporting website.

The *adopted* agenda is presented in Annex 2.

4. Election of Chair and Vice-Chair

This item was discussed, and while participants were unable to commit to the nomination of a Chair or Vice-Chair, they *agreed* to reflect further on possible candidates in advance of the next meeting. The item was deferred to the next meeting (see agenda item 13).

The current Interim Chair Ellen Fasmer (Norway) appealed to the participants to be prepared to have an election in the next meeting and agreed to continue serving until that time.

5. The inception of JAGDM

a) Terms of Reference (ToR)

The ToR (document JAGDM 2014-01-03) as adopted by both NEAFC and NAFO at their 2013 Annual Meetings was reviewed by participants. The review first focused on item 1 of the ToR where it is stated that the wording "data management" in the name of the group refers to technical issues as listed in this item. Furthermore, participants *agreed* that cooperation to achieve harmonization and standardization was an important element of the ToR's. The group took note of the fact that ToR, item 8, allows the group to amend its Rules of Procedure as may be required.

b) The Rules of Procedure (RoP).

The RoP (document JAGDM 2014-01-04) was reviewed. Participants noted that item 6 states that the communication to and from the Joint Advisory Group shall go through the NEAFC and NAFO Secretariats. It was *agreed* that there was a need for Guidelines describing this process and the cooperation of the

Secretariats. (see item 5.c) It was decided that no changes to the RoP were necessary at this time. It was *agreed* that the RoP would be moved to the password-protected portion of the JAGDM website.

c) Guidelines for Secretariats

Guidelines for NEAFC and NAFO Secretariats in fulfilling their roles in the JAGDM were developed and presented to participants. The group edited the document (JAGDM 2014-01-13 REV 1) and *adopted* the Guidelines as amended (Annex 3).

d) The webpage (www.jagdm.org)

The JAGDM website was reviewed. The group *agreed* on the following changes:

- The NEAFC and NAFO logos should be placed at the bottom of the page
- The heading of Terms of Reference and Rules of Procedure should be as in the JAGDM 2014-01 documents.
- The Rules of Procedure should be moved to the password-protected section
- The Guidelines for Secretariats (Annex 3) should be uploaded to the password-protected section
- The NAFO Secretariat address on the front page should be changed to the street address
- A tab for Reference Documents should be added
- A link to the JAGDM website should be added to the NAFO and NEAFC websites

It was suggested that meeting files should be digitally compressed and be made available for easy download by the participants; as well Index, Search and Filter features should be available. The Secretariats indicated that they will investigate this possibility.

6. Data Exchange statistics

a) NAFO

No document presented.

b) NEAFC

The NEAFC Secretariat presented document JAGDM 2014-01-11 which provides statistics on VMS reporting of flag States. There were discussions on these statistics with regards to its usefulness in providing performance indicators of VMS reporting obligations. Some participants stressed that these are important for monitoring not only compliance, but also to follow up the systems from a more technical point of view. A similar report was requested, by some participants, but based only on COE/CAT/COX data covering a range of years for comparative purposes.

7. Technical implications of the implementation of recommendations

a) NAFO

No document presented.

b) NEAFC

The NEAFC Secretariat advised that NEAFC is in the process of implementing an Information Security Management System (ISMS), which will cover both physical and virtual security. The document JAGDM 2014-

01-12 provides an overview of the system and stresses the need for Information Security Administrators to manage the system. NEAFC will review the new ISO standard (27001:2013) for changes implemented since the old standard (27001:2005) was put in place.

The Group stressed that it continues to look into the technical issues related to ISMS in order to assist NEAFC in the process of implementation. NAFO Secretariat indicated the significance of the ISMS. As it indicated in the previous AGDC meetings, NAFO looks with interest on this development as it plans to embark on a similar process for the data security system of NAFO.

8. NAFO issues

a) Documents referred by STACTIC for discussion

No document presented.

9. NEAFC issues

a) Documents referred by PECCOE for discussion

No document presented.

b) Changes to the PSC 1 and 2 forms (additional info from FAO PSMA)

The NEAFC Secretariat explained that the new text developed by NEAFC was intended to align the NEAFC Port State Measures with those of the FAO Port State Measures Agreement (PSMA). Participants were advised that the proposed changes would only be implemented after the five NEAFC Contracting Parties ratify the FAO PSMA. It was also noted that new fields will also be added to the PSC 1 and PSC 2 forms to further align the port provisions.

The NAFO Secretariat indicated that STACTIC would also be conducting a similar alignment exercise based on the PSM to be implemented by NEAFC, with the aim of further harmonization of PSM provisions between NEAFC and NAFO.

c) Clarification on the automated procedures after a cancellation (CAN) report is received (related to vessels status)

The NEAFC Secretariat provided its interpretation on this subject, noting that a Cancel (CAN) report relating to a Catch on Exit (COX) report will extend the "fishing trip". It was further noted that any Catch (CAT) report sent after the CAN should be considered part of the same trip. Accordingly, the vessel operators must send a CAT report to record any catch (CAT) that was originally included in the COX. Participants confirmed that the NEAFC Secretariat's understanding and described message sequencing, were also the group's common interpretation of the reporting provision.

10. Management of the North Atlantic Format (NAF)

a) The webpage www.naf-format.org

It was discussed that the maintenance of the website aligns with the ToR item 2.d. There was agreement that the webpage needs updating. Document JAGDM 2014-01 10 was presented.

Some participants indicated that the NAF is used by parties other than NEAFC and NAFO, and the website should include the data elements used by those parties. It was also noted that some CPs fish outside of the North Atlantic and the NAF does not have enough codes to accommodate all the elements needed.

The following changes were *agreed* upon by the participants:

- Remove “Standard Procedures”
- Revise the text on the home page by removing all current body text and inserting the following:

The North Atlantic Format (NAF) is used for fisheries related electronic data transmission. Some Flag States and Regional Fisheries Management Organisations (RFMO's) including The Northeast Atlantic Fisheries Commission (NEAFC) and The Northwest Atlantic Fisheries Organization (NAFO) are using NAF data-elements or messages.

NAF uses internationally recognized standards for e.g. vessel types (ISSCFV), for gear (ISSCFG), and for fish species (ISSCAAP). In addition NAF uses the ISO3166 3-Alpha Codes standard for states and fishing entities including specialty developed codes for international waters and RFMOs.

NEAFC and NAFO have created a new group called the Joint Advisory Group on Data Management (JAGDM). This group was started in 2014 and, as part of its mandate, is considering new data exchange formats that may replace NAF. For further information please visit www.jagdm.org.

- Remove “Types of Messages” from the Messages tab
- Remove the FAQ tab
- Rename the Messages tab to Users
- Remove FAA from the Messages page
- Add a “Last modified” message to each page
- Remove the Codes tab
- Remove the Contact tab
- Add the following text to the Data tab:

Disclaimer: The lists provided are intended for information purposes only and are not necessarily exhaustive.

- Update NEAFC logo to the current one
- Add a NAF tab to the JAGDM website. The proper way to display correct formats will be discussed at the next meeting.

The group *agreed* to start work to list the messages/reports, elements and codes currently agreed in NEAFC and NAFO and in bilateral agreements of the CPs which may serve as an inventory to aid in the development of standardization and harmonization of electronic data exchange. The list is on completion intended to be made available at the JAGDM website. The work on this item will be addressed on the next meeting of JAGDM.

The Chair offered to revise the NAF History content for presentation at the next meeting. The participants were asked to reflect on the website.

b) Issues raised by a NAF user

Document JAGDM 2014-01-06, 07, 08 and 09 reflects questions received at the NAF website from Mark Oates, Quick Access Computing, Papua New Guinea. Document JAGDM 2014-01-05 was presented and the e-mail text to answer the questions received was agreed by the group (see Annex 4). Matt Kendall was asked to send the response on behalf of the group.

11. Any other business

The Faroese participant gave a presentation on their web based Catch Reporting system. Participants noted the value they received in seeing the presentation and asked a few follow up questions.

12. Report to the NAFO and NEAFC Annual Meetings

The Chair noted the draft report will be distributed to participants for review before it is finalized. The final report will also be sent to both NEAFC and NAFO Annual meetings.

13. Date and place of next meeting

The next meeting will be held in London at NEAFC Headquarters on 17-18 June 2014.

14. Closure of the meeting

Thanks was given to the Chair for a productive meeting. The Chair also thanked everyone for a good meeting and wished everyone a safe trip home.

The meeting was adjourned at 3:30 p.m. on March 19, 2014.

Annex 1. Participant List

CANADA

Fradsham, Trevor. Chief, Program Planning & Analysis, Fisheries and Oceans Canada, PO Box 5667, St. John's Newfoundland, A1C 5X1 Tel: +1 709 765 9359, Email: trevor.fradsham@dfo-mpo.gc.ca

Napier, Brent. Chief, Enforcement Programs, Conservation and Protection, Fisheries and Oceans Canada, 200 Kent Street, Ottawa, Ontario K1A 0E6 Tel: (613) 998-9537, Fax: (613) 941-2718, Email: brent.napier@dfo-mpo.gc.ca

DENMARK (IN RESPECT OF THE FAROE ISLANDS AND GREENLAND)

Gaardlykke, Meinhard. Adviser, Faroe Islands Fisheries Inspection, Yviri við Strond 3, Box 1238, 110 Torshavn, Faroe Islands Tel: +298 311065, Fax: +298 313981, Email: mg@vorn.fo

Rossing Lund, Mads. Special Advisor, Greenland Fisheries Licence Control Authority, Tel: +299 345373, Fax: +299 346360, Email: marl@nanoq.gl

EUROPEAN UNION

Callewaert, Franky. Rue Joseph II, 79 Office 1/79, B-1050 Brussels, Belgium Tel: +32 2 296 40 13, Email: Francky.Callewaert@ec.europa.eu

ICELAND

Sighvatsdóttir, Elín. Head of Department, Information Technology and Finance, Directorate of Fisheries , Dalshraun 1, 200 Hafnarfjörður, Iceland Tel: +354 569 7900, 569 7944, Email: elin@fiskistofa.is

NORWAY

Fasmer, Ellen E. Senior Adviser IT-Department, Directorate of Fisheries, Strandgaten 229, Postboks 185 Sentrum, 5804 Bergen, Norway Ph: +47 974 29 681, Fax: +47 55 23 80 90, Email: ellen.fasmer@fiskeridir.no

RUSSIAN FEDERATION

Savchenko, Igor. Representative of the Federal Agency for Fisheries of the Russian Federation in Canada Phone: +1 902 999 1615, Email: is5@mail.ru

NAFO SECRETARIAT

NAFO, 2 Morris Drive, Suite 100, Dartmouth, Nova Scotia Ph: +1 902 468-5590

Federizon, Ricardo. Senior Fisheries Commission Coordinator rfederizon@nafo.int

Harley, Mark. Data Manager mharley@nafo.int

Kendall, Matthew. IT Manager mkendall@nafo.int

Kerr, Cindy. Senior Fisheries Information Manager ckerr@nafo.int

Kingston, Fred. Executive Secretary fkingston@nafo.int

Lefort, Lisa. Office Manager llefort@nafo.int

NEAFC SECRETARIAT

Neves, João. Monitoring Control and Surveillance Officer, NEAFC, 22 Berners Street, London, UK, W1T 3DY Tel: +44 79 90508051, Fax: +44 20 7631 0016, Email: joao@neafc.org

Annex 2. Agenda

1. Opening
2. Appointment of rapporteur
3. Discussion and adoption of the Agenda
4. Election of Chair and Vice-Chair
5. The inception of JAGDM
 - a. Terms of Reference
 - b. Rules of Procedure
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6. Data Exchange statistics
 - NAFO
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10. Management of the North Atlantic Format (NAF)
 - a. The webpage www.naf-format.org
 - b. Issues raised by a NAF user
11. Any other business
 - a. Faroese Catch Report Application presentation
12. Report to the NAFO and NEAFC Annual Meetings
13. Date and place of next meeting
14. Closure of the meeting

Annex 3. Guidelines for the Secretariats

Meeting organisation

Meetings of the Advisory Group shall be hosted alternately by the NEAFC Secretariat and the NAFO Secretariat, unless otherwise decided by the Advisory Group.

- Both Secretariats - Formal announcement to Contracting Parties and Heads of Delegation on the date and place of next meeting; invitation to appoint participants; invitation to put forward documents and/or agenda items for discussion and/or information; 60 days before the meeting unless otherwise agreed.
- Organising Secretariat (Secretariat hosting the meeting) - Announcement on the date of the next meeting to participants.
- Both Secretariats - Assist the Chair formulating the draft Agenda;
- Organising Secretariat - On behalf of the Chair to produce and circulate the draft Agenda 45 days before the meeting.
- Organising Secretariat – Upload meeting documents and inform Participants 15 days before the meeting; keep an archive of all documents relevant to the meeting.
- Both Secretariats – Assist the Chair and participants during the meeting; upload new documents; amend and upload documents produced during the meeting.
- Organising Secretariat – Act as rapporteur for the meeting.
- Both Secretariats - Assist the Chair on the preparation of the report.
- Organising Secretariat - Distribute the draft report and incorporate comments and/or amendments proposed by the participants.
- Both Secretariats – On behalf of the Chair circulate the final report to Heads of Delegation, chairs of constituent bodies, participants, and the JAGDM website.

Inter-sessional work

- Both Secretariats assist the Chair following a request for advice.
- Both Secretariats will manage the JAGDM website.
- NAFO Secretariat presently manages the North Atlantic Format (NAF) website.

Annex 4. NAF User Reply

Dear Mark,

We apologize for the delay in fully responding to your correspondence of 31 October 2013. As we advised on 30 January 2014, The Joint Advisory Group for Data Management (JAGDM) had its first meeting 18-19 March 2014 where your request was discussed.

In relation to Tuna related issues we are aware of the existence of several initiatives related to data management for tuna and we direct you hereby to the following contact persons who may be of assistance in this regard. Tim.Lemmens@ec.europa.eu, Gail.Lugten@fao.org or Neil.Ansell@europa.eu.

For your information the Joint Advisory Group on Data Management (JAGDM), as part of its mandate, is considering new data exchange formats that may replace NAF in NAFO and NEAFC and as a result no new codes will be added to and the information on the webpage has been changed accordingly.

For JAGDM

Yours sincerely,

Matt