ATLANTIC COASTAL COOPERATIVE STATISTICS PROGRAM

A Guide for the ACCSP Advisory Committee

The mission of the ACCSP is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.

The purpose of this document is to facilitate a stronger advisory process and inform existing and potential advisors about the Atlantic Coastal Cooperative Statistics Program (ACCSP), as well as their role in the overall Program. The ACCSP Advisory Committee provides an essential role in the ACCSP since its members not only provide input on the implementation of Program activities but also as valuable information link between the Program and its fishing constituents. The document describes the Program, its development, and current status as well as the duties, responsibilities, and expectations of its Advisory Committee members.

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A. Program Partners

NOAA Fisheries	*www.nmfs.noaa.gov*
U.S. Fish & Wildlife Service	*www.fws.gov*
Atlantic States Marine Fisheries Commission	*www.asmfc.org*
New England Fishery Management Council	*www.nefmc.org*
Potomac River Fisheries Commission	*www.prfc.state.va.us*
Mid-Atlantic Fishery Management Council	*www.mafmc.org*
South Atlantic Fishery Management Council	*www.safmc.net*
Maine Department of Marine Resources	*www.maine.gov/dmr*
New Hampshire Fish and Game Department	*www.wildlife.state.nh.us/Fishing*
Massachusetts Division of Marine Fisheries	*www.mass.gov/dfwele/dmf*
Rhode Island Division of Fish and Wildlife	*www.dem.ri.gov*
Connecticut Department of Energy & Environmental Protection	*www.ct.gov/deep*
New York State Department of Environmental Conservation	*www.dec.ny.gov*
New Jersey Division of Fish & Wildlife	*www.state.nj.us/dep/fgw*
Delaware Division of Fish & Wildlife	*www.fw.delaware.gov*
Pennsylvania Fish & Boat Commission	*www.fish.state.pa.us*
District of Columbia Fisheries & Wildlife	*www.dc.gov*
Maryland Department of Natural Resources	*www.dnr.state.md.us/fisheries*
Virginia Marine Resources Commission	*www.mrc.state.va.us*
North Carolina Division of Marine Fisheries	*www.ncfisheries.net*
South Carolina Department of Natural Resources	*www.dnr.sc.gov*
Georgia Department of Natural Resources	*www.crd.dnr.state.ga.us*
Florida Fish and Wildlife Conservation Commission	*www.myfwc.com*

B. Background

For decades, stock assessment scientists and fishery managers had been making decisions with data collected by state and federal agencies; however, there were major data gaps and data were not cooperatively shared or managed. In 1995, the Atlantic States Marine Fisheries Commission (ASMFC) coordinated the creation of the Atlantic Coastal Cooperative Statistics Program (ACCSP or the Program) to meet the common need for more and better data to support current state in fisheries management.

The Program was established in 1995 through a Memorandum of Understanding (MOU) to address data deficiencies that constrained in the management of fisheries along the Atlantic coast. These deficiencies included incompatibilities between state and federal data systems, a lack of standardized trip level catch and effort reporting, a lack of universal permit and vessel registration data, and a general need for more and better data to support emerging fisheries management initiatives. The Program established four basic principles to ensure that fisheries-dependent statistics are complete, accurate, consistent, and compatible:

1. Cooperative development and implementation across jurisdictional lines
2. Coastwide data collection standards and a single, integrated data management system
3. Data on all fishing activities (e.g., commercial, recreational, and for-hire fisheries)
4. Modular design for data collection and data management projects

The Program's 23 state and federal partner agencies had long recognized the need for complete, accurate, and timely fishery data. Partners especially wanted standardized "fishery-dependent data," those collected on commercial, for-hire, and recreational fishing activity. When they signed the MOU, it was not yet clear which partner would provide the ACCSP with administrative support. In the mid-to-late 1990s, funds from partner contributions from the Atlantic Coastal Fisheries Cooperative Management Act (ACFCMA) provided for a single employee and some committee work to design the program. The ASMFC volunteered to host the staff and conduct the meeting planning required. The other partners agreed that ASMFC was the ideal choice since it had the flexible infrastructure to support the program.

In the mid-to-late 1990s, after the Program officially began, funding from contributions from the ACFCMA supported the establishment of committees to develop the first edition of the program design. The committees also created minimum standards and operating procedures. These committees included a variety of technical committees, an advisory committee, a steering committee (named the Operations Committee), and a policy level committee (named the Coordinating Council). The minimum standards that the committees were instructed to develop were based on needs for fisheries stock assessments and management. The committees were also instructed to evaluate current practices, not necessarily preserve the status quo, and were asked to give little weight to possible cost implications. New minimum standards included 1) the type and resolution of data that should be collected, 2) minimum data elements with standard codes, 3) timeliness, and 4) quality control and assurance practices.

Several committees began setting policies and standards, deciding annual funding allocations, and coordinating data collection and data management programs. Four levels of committee organization evolved: the **Coordinating Council**, which is the governing body; the **Operations Committee**, which serves as a steering committee; the **Advisory Committee**, which provides industry input from the commercial, for-hire and recreational fishing sectors; and **technical committees**, which provide expert recommendations on program standards. Committees worked closely with their sister programs in the Gulf of Mexico, the Fisheries Information Network (FIN) to ensure that data could be shared seamlessly.

By 1999, data collection standards were nearly complete, and partners submitted the first funding proposals for implementing program standards. An increase in funding allowed the program and partners to begin implementation. The ASMFC hired permanent staff to coordinate data collection programs, continue evolution of standards, and create and operate the Data Warehouse. Programs were also outlined for areas where standards needed additional research.

As the ACCSP and its federal appropriations continued to grow, members of the public became more aware of it. The Coordinating Council wished to address public concerns regarding the integrity of data collected by the same entities using it for fisheries management. Separation of the ACCSP from regulatory bodies, to the extent practical, was seen to help address those perception problems.

In 2001, the ACCSP partners recognized the need for stronger leadership at the staff level. The Coordinating Council voted to hire an ACCSP Director. The ACCSP Director, under the guidance of the Coordinating Council, would be given executive authority to manage ongoing development and operation of the program's standards and responsibility for day-to-day operations and staff oversight.

Also in 2002, partners responded to fishing constituents' growing demand for landings data. The ACCSP announced the opening of the online Data Warehouse, which provided users with data contributed by partners that had implemented catch and effort data standards. Public users were allowed access to non-confidential summary data.

Several state partners still lacked the resources to implement the Program's commercial data collection standards, and with only $3.5 million to be shared by all 23 partners, a lower-cost solution was needed. In response, the ACCSP partners and staff developed the Standard Atlantic Fisheries Information System (SAFIS), a real-time web-based data entry system for all catch and effort landings. SAFIS meant partners could collect data from fishing constituents without the associated printing, mailing, and data entry costs. It also meant the Program's scope would be broadened from a data storage entity to a data collection entity. While SAFIS allowed data to be transferred directly into the Data Warehouse, those data are still collected under the authority of the associated partners. Moreover, those partners check and approve their data before it is transferred, ensuring that the information found in the warehouse are the best available data on the Atlantic coast.

In 2009, all federal dealers in the Northeast Region were using SAFIS, as well as most of the Northeast state fisheries agencies. SAFIS was expanded to not only collect commercial landings data, but also vessel trip reports, so that commercial and for-hire fishermen in states that use the tool can submit their data electronically as well. Most recently, a new SAFIS application also made it possible for recreational anglers to log their fishing data. All ACCSP-quality data collected by its partners can be integrated into its online Data Warehouse. Catch and effort data are the highest priority, followed by biological, bycatch, and socioeconomic data. Confidential data are strictly protected by the standards established by the committees. Partners are responsible for benchmarking both recreational and commercial programs to allow maximum use of historical data while implementing the Program's standards. Benchmarking is necessary to ensure that data will be continuous, compatible, and useful for stock assessment and fisheries management purposes.

Today, the Program's data collection and storage components for commercial catch and effort are nearly complete, and ACCSP is able to share quality data with Atlantic coast stock assessment scientists. The Program has been a contributor to many Southeast Data Assessment Reviews (SEDARs). As an acknowledgement of this partnership, the Program was promoted during a Congressional testimony in

October 2009 by the South Atlantic Fishery Management Council Chair, Duane Harris. He stated "The Council supports the efforts of the ACCSP to develop reporting standards and electronic reporting systems and encourages increased funding to the ACCSP so that its standards can be implemented throughout the region. Reliable statistics for discarded fish is another critical monitoring need in the South Atlantic." As ACCSP moves forward, biological and bycatch data will become the next collection priority to better understand the data. A first step in comprehending the data was made in early 2010 with the release of a coast wide metadata directory. Forward progress will rely on the ability of each partner to transition support of their systems to internal funding, and the success of the ACCSP in securing additional funding.

In 2012, another major milestone of the Program was the release of the <u>Atlantic Coast Fisheries Data Collection Standards</u>. This document was the third iteration of the program design and illustrates the hard work that goes into the collaborative process of the Program. This document provides direction on future improvements for Atlantic coast commercial, recreational, and for-hire fisheries statistics, as well as defines policies, data collection, and data management standards for the ACCSP. Also, in the fall of 2012 the Program completed an Independent Program Review. This process will help lead the Program in the next phase of strategic planning.

In 2013, ACCSP staff released highly anticipated work completed with the Highly Migratory Species (HMS) Management Division within the NOAA Fisheries on electronic reporting requirements for dealers to submit HMS data electronically. The shift to electronic reporting for HMS dealers of these quota managed species will provide more timely data for use in monitoring landings. Also, a work group of the Operations and Advisors worked together to release a survey to collect opinions on fisheries electronic reporting applications on the Atlantic coast. This information will be used to guide a workshop in the fall of 2013.

See Appendix A for a list of major milestones from 1995-2013.

II. ACCSP ADVISORS GUIDELINES

A. Purpose of the ACCSP Advisory Committee

At the time of the first Advisory Committee meeting from September 1996, it was noted that, "Organizationally, the Advisory Committee is to serve as the non-technical advisory group to the ACCSP Coordinating Council and Operations Committee on all aspects of program design and implementation, with their recommendations given equal weight to those of the technical committees". Since then, the Advisory Committee has evolved into a broad reaching effort between state, regional, and federal program partners of the ACCSP, as well as commercial fishermen, anglers, and researchers. This group continues that evolution all the while advancing and broadening the exchange of information between these groups by providing meaningful industry input into the Program's process.

B. Membership and Composition

The current membership of the ACCSP Advisory Committee can be found here: http://grouper.accsp.org:8080/myJSPs/membersearch.jsp?member=3. It is in the purview of the state program partners to enlist at least (1) commercial and (1) recreational advisor to the committee. However, a back-up for each may also exist. It is not unusual for many advisors to be absent for several years and then become a part of the process again. However, if many advisors from one state are in an active standing no more than 2 members submit rankings for the proposals.

C. Role of the Advisory Committee

The ACCSP Advisory Committee was established to assure, to the greatest extent practicable, that all aspects of the fisheries data collection and dissemination products are considered in development and implementation. Industry advisors serve an important role by providing recommendations to the Program. The expertise of advisors may range from:

- Geographic distribution of certain key species
- Industry and other key user groups
- Economics of relevant social groups
- Effects on local communities (including potential conflict)
- Potential enforcement issues

The advice provided by advisors is not an administrative directive that must be followed by staff. Although input from advisors is given serious consideration and recommendations are respected, it may not necessarily become part of the final development or implementation.

1. **Expectations and Duties of the ACCSP Advisors:**
   a. Identify avenues of communication for recreational and commercial fishermen in order to improve trust of ACCSP and partner data collection and to maintain an ongoing information loop between ACCSP and interested fishermen.
   b. Improve the public's understanding of impartial data collection and distribution management resources, as well as other related products and services.
   c. Continued communication among advisors along the Atlantic coast with in-person meetings and webinars.

    d.   Continued communications to deliver the committee's recommendations to the Operations Committee and Coordinating Council.

    e.   Continued communication between advisors and technical committees with the appointment of two members to each Technical Committee who provide updates to the Advisory Committee during Spring meeting.

    f.   Actively participate in the proposal ranking process submitted by ACCSP partners.

2. Advisors within ACCSP Committee Structure

The construction of the ACCSP Committee structure is set up such that the Advisory Committee has a direct flow of information to and from the Operations Committee and the technical committees (see Figure 1). The Advisory Committee 1) listens to and provides feedback on recommendations that are sent to the Operations Committee members from the technical committees, as well as 2) provides feedback on recommendations from the Operations Committee that are sent to the technical committees. For an overview of the committees please see Appendix B.

FIGURE 1: Committee Structure of the ACCSP
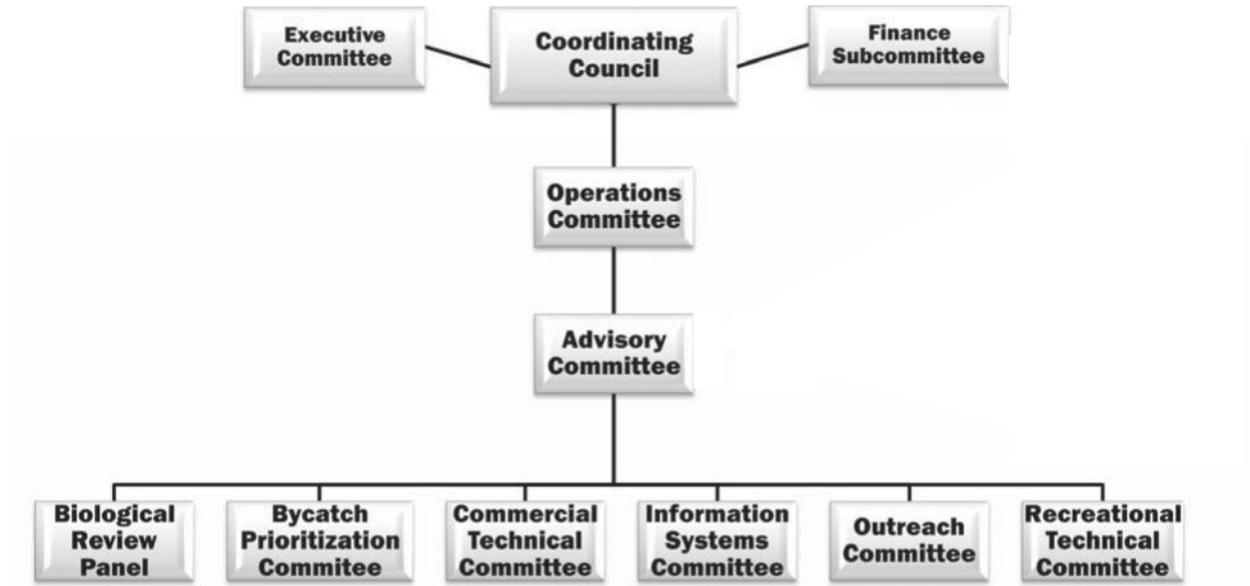
The Advisory Committee and the Operations Committee work simultaneously, although not mutually, on many issues. This relationship is most apparent during the proposal ranking exercise each year. A major responsibility of each advisor on the Advisory Committee is to actively participate in the proposal review process. Each summer a request for proposals is distributed to program partners. The Operations Committee and the Advisory Committee are provided time to review the initial proposals and make recommendations to each principle investigator. Once final proposals are resubmitted both committees are asked to rank each proposal during a joint meeting in the fall. The final ranks of the proposals are kept separate and the Chairs of the Advisory Committee and Operations Committee both have the opportunity to share the recommendations to the Coordinating Council at the annual fall meeting. Also, each year the Operations and Advisory Committees come together prior to the joint meeting to review

the prior year's funded projects. At this time there is also the opportunity to ask questions to the principle investigators of the funded projects.

At least one member of the Advisory Committee also sits on each technical committee to provide industry feedback. There may also be a back-up advisor on each technical committee. It is the responsibility of the advisors that sit on each technical committee (in-person and/or conference call) to react to discussion and recommendations in a timely fashion. There are no votes on the technical committees and thus advisors should feel free to contribute in all parts of the process of each technical committee. It is also the responsibility of the advisors to provide updates to the entire Advisory Committee during the spring meeting or conference call. These updates should be written in conjunction with the staff person of the technical committee. Information that is passed up to the Operations Committee is reviewed by the Chair of the Advisory Committee that also sits on the Operations Committee.

All advisors are also expected to carry out all expectations as outlined in Appendix A, Committee Participation Guidelines, of the Atlantic Coast Fisheries Data Collection Standards: http://www.accsp.org/documents/programdesign/2012/Standards_AppendixA_CommitteeParticipation_2012.pdf

3. Advisors Outside of the ACCSP

It is an objective of the advisors to reach out and connect with other members of industry. It is encouraged that advisors share information about the Program in newsletters, during fishing club meetings, or while at work. It is also acceptable that advisors render feedback and share it with staff. However, it is not recommended that advisors speak on behalf of the Advisory Committee to any state, regional, or federal partners. These recommendations should be presented to the Advisory Committee as a whole and then voiced in unison if majority agree. Also, if a joint statement publicly is to be made this information should be shared with staff, as well as the Operations Committee and Coordinating Council.

D. Selection of Nominations

An interested advisor may request to be part of the ACCSP Advisor Committee by contacting their state representative on the ACCSP Operations Committee. A list of the state representatives on the Operations Committee can be found here: http://grouper.accsp.org:8080/myJSPs/membersearch.jsp?member=26. The Operations Committee member will then ask for further information or recommendations to make the decision to nominate the potential advisor to the state Coordinating Council representative. If all agree that the nominee is a welcome addition to the committee, the Advisor Nomination form must be submitted to the ACCSP staff member overseeing the Advisory Committee.

E. Orientation Process

Once a recommendation has been accepted the process to orient a new advisor is expedited. Staff will call the new advisor and talk about the current status of the funding cycle. The best time of year to bring on new advisors is prior to the initial review of proposals in August of each year. A brief biography will also be requested to be included into the next newsletter. Staff will also add the email address of the new member to the advisors list so they will be able to participate in the process. A welcome packet including the most recent

annual report will also be sent out to the new advisor. The Chair and Vice-Chair of the Advisory Committee will also be updated on the new advisor and one of them will reach out and give them a call to welcome them.

F. Termination

Upon deciding not to participate on the ACCSP Advisory Committee, an advisor should send a letter, via email or mail, directed to their state Operations Committee member, as well as the ACCSP staff person overseeing the Advisory Committee indicating their departure and reason for leaving the Committee. Also, an advisor could be terminated for not actively participating. Annually, the ACCSP staff will bring the names of any advisor that has not participated on a conference call or an in-person meeting for 2 consecutive years to both the state Operations committee member and Chair of the Advisory Committee. It is the duty of the Chair to contact and advise that person 1) they are strongly encouraged to make a meeting and 2) if they are not able to participate than perhaps they consider resigning for a period of time.

G. Nomination of Chair and Vice-Chair

The nomination of Chair and Vice-Chair is done at the annual Operations and Advisory Committee joint meeting every two years. Historically, the nomination of the Vice-Chair has led to the appointment of Chair for an additional two years. The committee then elects a new Vice-Chair. On the year of rotating nominations, the outgoing Chair continues to serve as Chair until he/she presents the funding proposal recommendations at the Coordinating Council's fall meeting. The upcoming Chair is also in attendance for that meeting.

H. Role of Chair

The role of the ACCSP Advisory Committee's Chair requires time and commitment. The most important role is to work with staff to accurately communicate the views and recommendations of the Advisory Committee to the Operations Committee and Coordinating Council.

One of the primary roles of the Chair is to facilitate meetings and/or conference calls. The Chair is also expected to attend all the Operations Committee meetings and/or conference calls. As mentioned above the Chair should also present at the Coordinating Council fall meeting. The Chair may delegate any of these responsibilities to the Vice-Chair.

It is tradition that the Chair should carbon copy (i.e., 'cc') email messages to the Vice-Chair to keep him/her informed. ACCSP Staff should also coordinate with both the Chair and Vice- Chair when coordinating meeting logistics (e.g., location, dates, agendas, meeting materials).

The Chair should also always strive to help all Advisory Committee members to voice their views and strive to develop consensus for recommendations. According to the Atlantic Coast Fisheries Data Collection Standards (2012 edition), "Historically, committees have operated by consensus, where members all agree. In the few cases when consensus was not possible, an appropriate alternate was found, such as a vote or preparation of a minority opinion for the record."

I. Role of Vice-Chair

The Vice-Chair is to keep up-to-date on all matters received from the Chair. The Vice-Chair should always be ready to fill the duty of Chair when requested. The Vice-Chair should also be prepared to be Chair after a two-year period.

J. Role of Staff

Each committee of the ACCSP has one dedicated staff person. The main function of the staff member is to act as the liaison between the Chair and Vice-Chair and the Director of the ACCSP. It is also within the duties of staff to:

1. Collaborate with the ASMFC Meeting Coordinator to arrange meeting spaces for in-person meetings.
2. Collaborate with the ASMFC Accounting department to distribute travel reimbursement forms for in-person meetings.
3. Coordinate conference call logistics.
4. Coordinate and formulate agendas, meeting materials, and meeting summaries.
5. Carry out all expectations as outlined in Appendix A, Committee Participation Guidelines, of the Atlantic Coast Fisheries Data Collection Standards (2012 edition): http://www.accsp.org/documents/programdesign/2012/Standards_AppendixA_CommitteeParticipation_2012.pdf

For a complete list of the positions, descriptions, and organizational chart of the ACCSP staff please visit: http://www.accsp.org/documents/programdesign/2012/Standards_AppendixB_StaffDescriptions_2012.pdf

III. APPENDICES

A. Milestones 1995 – 2013

1995

- Memorandum of Understanding is signed in Charleston, South Carolina by 23 state and federal partner agencies.
- ACCSP establishes Coordinating Council (policy-level group), Operations Committee (responsible for daily program oversight and management), and Advisory Committee (commercial and recreational industry advisory group).

1996

- Connie Young-Dubovsky of the U.S. Fish and Wildlife Service provides initial staff support for the ACCSP.
- The Advisory Committee and Operations Committee begin meeting to discuss program policies.

1997

- The first technical committees begin meeting to develop program standards.

1998

- The Coordinating Council approves the first edition of the ACCSP Program Design, including data modules for catch and effort, biological, bycatch, economic and sociological, and metadata.

1999

- First projects funded with $1.5 million in ACFCMA contributions from partners.
- First permanent ACCSP staff positions are established to coordinate data collection programs, continue evolution of standards, and create and operate the Data Warehouse.

2000

- With seed funding from the ACCSP, the Georgia Department of Natural Resources implements trip-level reporting for commercial fisheries.

2001

- The Coordinating Council approves standards for biological sampling.
- The ACCSP budget increases to $3 million after a congressional line item is added for the program.
- The Florida Fish and Wildlife Conservation Commission, the Georgia Department of Natural Resources, and the North Carolina Division of Marine Fisheries establish routine feeds of commercial fisheries data to the ACCSP's developing data warehouse.
- ACCSP began funding to increase Marine Recreational Fisheries Statistics Survey (MRFSS) angler intercept and telephone sampling interviews from Maine to Virginia by 50%.

2002

- The ACCSP budget increases to $3.5 million.
- The ACCSP launches its online Data Warehouse

- The Coordinating Council hires an ACCSP Director to manage ongoing development and operation of the Program's standards and responsibilities, as well as day-to-day operations and staff oversight.
- The Coordinating Council approves the 2002-2006 ACCSP Strategic Plan.

2003

- The ACCSP and the Rhode Island Department of Environmental Management launch SAFIS, a relatively low-cost, real-time web-based data entry system for commercial landings.
- The ACCSP and the Maryland Department of Natural Resources offer SAFIS as a quota monitoring option for striped bass, black sea bass, and horseshoe crab.
- ACCSP adopts a new For-hire survey as a standard to improve estimates and increase party and charter head boat sampling by 100% from Georgia to Maine. The move was based on results of the ACCSP For-Hire Pilot Study, which identified the most effective methods to collect and verify data from the for-hire fisheries on the Atlantic Coast.

2004

- The Coordinating Council approves the ACCSP Implementation Plan 2004-2008.
- The Coordinating Council approves the second addition of the ACCSP Program Design, which updates Data Collection and Data Management Standards.
- The Virginia Marine Resources Commission establishes a routine commercial fisheries data feed with the ACCSP's online Data Warehouse.
- NOAA's National Marine Fisheries Service makes SAFIS available to its nearly 700 permitted seafood dealers in the Northeast.

2005

- SAFIS is deployed by the New Hampshire Fish and Game Department, the Massachusetts Division of Marine Fisheries, and the Connecticut Department of Environmental Protection.
- ACCSP launches a new website to improve navigation and access to important information.
- ACCSP produced the First Ten Years Report in preparation for an External Peer Review.
- Coordinating Council meets to prepare for the External Peer Review.

2006

- Advanced Data Warehouse query system is reworked to improve access to both confidential and non-confidential data and general usability.
- SAFIS is deployed in partner agencies in Maine and New Jersey.
- ACCSP began work to develop an electronic Trip Reporting (eTRIPs) application within SAFIS to collect fishermen trip data.
- An external peer review panel convened to assess the ACCSP structure, including governance, operating environment, mission goals and priorities, and the 2002 – 2007 strategic plan. The panel outlined successes, important lessons learned, and made recommendations for the future.

2007

- New York State Department of Environmental Conservation deploys SAFIS.

- Directed trip and bag limit analysis capabilities are added to the Recreational Queries on the ACCSP Data Warehouse.
- ACCSP provides data to assist in the Southeast Data Assessment Review (SEDAR) of greater amberjack and red snapper stocks.
- First joint meeting of the Operations and Advisory Committees to review proposals.

2008

- Anglers participating in New Jersey's Volunteer Striped Bass Bonus Fish program are the first recreational anglers able to register and report their daily landings data online using eTRIPS.
- ACCSP provides data to assist in the Southeast Data Assessment and Review (SEDAR) for king mackerel and has plans to provide data for Vermillion Snapper.
- ACCSP gathers data from its northeast partners and prepares it for submission to the NOAA Fisheries Service for use in the 2007 publication of Fisheries of the United States (FUS)

2009

- Massachusetts anglers began using eTRIPS.
- Provided data for over 25 Custom Data Requests.
- ACCSP provides data to assist in the SEDAR for red drum, red and black grouper, and Atlantic croaker and mackerel. Also, ACCSP provided data to assist in the stock assessments for American eel and river herring.
- ACCSP gathers data from its northeast partners and prepares it for submission to the NOAA Fisheries Service to use in the 2008 publication of Fisheries of the United States (FUS)
- Releases first annual report and metadata directory to Program Partners.

2010

- SAFIS redesign deployment launched January 4, 2010
- Work begins in developing a combined electronic trip and landings reporting (e1-Ticket) application within SAFIS to collect fishermen trip and dealer landings data from the Southeast partners.
- Improvements made in the Data Warehouse on validating and aligning data with the partners, especially with federal partners.
- Workshop held to begin setting standards for recreational data collection along Atlantic coast in conjunction with MRIP.

2011

- Rhode Island and Delaware release electronic logbook application to public
- E-1Ticket application goes into production.
- Staff provided commercial landings for SEDAR 25 (Black sea bass and golden tilefish), as well as acted as the workgroup rapporteur and data collector. Also, data were provided to ASMFC for the American eel stock assessment data workshop.
- Program improved and automated the processes to request and expire access to confidential data.

2012

- Releases third edition of Program Design document, *Atlantic Coast Fisheries Data Collection Standards*

- Completed the 2nd independent program review process which will guide the next strategic plan.

2013
- Integrated a Highly Migratory Species dealer application for NOAA Fisheries
- Releases survey collecting opinions and attitudes on electronic reporting from Atlantic coast fishermen and dealers

B. Good Conduct and Common Sense

You are responsible as an ACCSP Advisory Committee member for representing your state, as well as your particular user group (e.g. recreational, commercial, or for-hire). You are expected to attend all Advisory Committee meetings and to the best of your ability stay informed of the topics and projects. If you have been assigned to a technical committee, you are responsible for attending those committee meetings. If you cannot attend a meeting, you are responsible for contacting the Chair and ACCSP staff.

1. Guidelines for Attending Committee meeting:

a. Committee members should read all their meeting materials prior to the meeting and arrive a few minutes before the meeting is scheduled to start.
b. Once the meeting starts, a member should not speak unless recognized by the Chair.
c. No member should interrupt another member, and remarks should be withheld unless the member is recognized.
d. Private discussions between members, while another has the floor are out of order and disruptive.
e. Personal remarks, inflammatory statements, or questioning of motive are out of order.

2. Guidelines for the Chair

a. The Chair is the presiding officer and is responsible for the order so the committee can do its work.
b. The Chair should arrive at the meeting early to go over the agenda and any other issues with ACCSP staff assigned to the committee.
c. The meeting should begin promptly at the scheduled time.
d. The Chair should keep the committee working together and explain procedure clearly.
e. The Chair should be objective, giving both sides of an issue the opportunity to speak.
f. The Chair should not allow irrelevant discussion and should follow the agenda.

C. Committee Overviews

COORDINATING COUNCIL

The Coordinating Council is the Program governing body and oversees program design and implementation. The policies set by the Coordinating Council guide the Program.

OPERATIONS COMMITTEE

The Operations Committee guides the development of program standards and serves as the review body for annual project funding priorities. The Operations Committee provides recommendations to the Coordinating Council.

TECHNICAL COMMITTEES

Technical committees develop or revise standards which in turn are reviewed by the Operations and Advisory Committees and submitted to the Coordinating Council for final approval.
The Biological Review Panel develops program strategies and standards to collect and manage biological data. The Panel biennially recommends target species and sampling levels for biological sampling and works with the Bycatch Prioritization Committee to integrate data collection protocols.
The Bycatch Prioritization Committee develops and updates data collection standards and biennially ranks species for data collection priority based on statutory requirements as well as stock assessments and industry needs.
The Commercial Technical Committee develops catch and effort data standards for all species commercially harvested on the Atlantic coast.
The Information Systems Committee guides and informs the development of information systems that support the implementation of program standards.
The Outreach Committee provides guidance on how to effectively communicate with partners and stakeholders.
The Recreational Technical Committee develops data collection standards for monitoring catch and effort of recreational and for-hire fisheries.

D. Nomination Form

This form is designed to assist in the nomination of Advisors to the Advisory Committee of the Atlantic Coastal Cooperative Statistics Program (ACCSP). The information on the returned form will be provided to the ACCSP staff. Please answer the questions that pertain to the nominee's experience. If the nominee does fits into a particular set of questions, please leave it blank. **In addition, signatures of the nominees and Coordinating Council member are requested to verify consensus.**

Form submitted by:_____State/Partner: _____
(*Name of ACCSP Operations Committee member*)

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Please provide the appropriate information where the nominee can be reached:

Phone (day): _____ Phone (evening): _____

Fax: _____ Email: _____

1. Has the nominee been found in violation of criminal or civil federal fishery law or regulation or convicted of any felony or crime over the last three years?

   yes_____ no_____

2. Is the nominee a member of any fishermen's organizations or clubs? yes _____ no_____

   If "yes," please list them below by name.
   a. _____

   b. _____

   c. _____

FOR COMMERCIAL FISHERMEN:

1. How many years has the nominee been the commercial fishing business? _____ years

2. Is the nominee employed <u>only</u> in commercial fishing? yes _____ no _____

3. What is the predominant gear type used by the nominee? _____

FOR CHARTER/HEADBOAT CAPTAINS:

1. How long has the nominee been employed in the charter/headboat business? _____ years

2.   Is the nominee employed only in the charter/headboat industry? yes _____ no _____

If "no," please list other type(s)of business(es) and/occupation(s):

a. _____

b. _____

c. _____

3.   How many years has the nominee lived in the home port community? _____ years

If less than five years, please indicate the nominee's previous home port community.

_____

FOR RECREATIONAL FISHERMEN:

1.   How long has the nominee engaged in recreational fishing? _____ years

2.   Is the nominee working, or has the nominee ever worked in any area related to the fishing industry?

yes _____ no _____ If "yes," please explain. _____

FOR SEAFOOD PROCESSORS & DEALERS:

1.   How long has the nominee been employed in the business of seafood processing/dealing? _____ years

2.   Is the nominee employed only in the business of seafood processing/dealing? yes _____ no _____
If "no," please list other type(s) of business(es) and/or occupation(s):

a. _____

b. _____

c. _____

3.   How many years has the nominee lived in the home port community?

If less than five years, please indicate the nominee's previous home port community.

_____

FOR OTHER INTERESTED PARTIES (ACADEMIA, NON-GOVERNMENTAL ORGANIZATIONS, RESEARCH, ETC.):

1.   How long has the nominee been interested in fishing and/or fisheries management? _____ years

2.   Is the nominee employed in the fishing business or the field of fisheries management? yes _____ no _____

If "yes," please explain. _____

If "no," please list other type(s) of business(es) and/or occupation(s):

a. _____

b. _____

c. _____

FOR ALL NOMINEES:

In the space provided below, please provide the ACCSP with any additional information which you feel would assist us in making choosing new Advisors. You may use as many pages as needed.

Nominee Signature: _____   Date: _____

Name: _____
        (*Please print*)

COORDINATING COUNCIL MEMBER SIGN-OFF

ACCSP Coordinating Council Member Signature: _____   Date: _____

Name: _____

ATLANTIC COASTAL COOPERATIVE STATISTICS PROGRAM
1050 N. Highland Street, Suite 200A-N
Arlington, VA 22201
(p) 703.842.0780
(f) 703.842.0779
(e) info@accsp.org
www.accsp.org