

## InterCatch check list for Stock coordinators ver. 1.4

All national institutes should import their own national catch data directly into InterCatch. InterCatch is designed to let national Data submitters import national catch data and Stock coordinators to do the allocations for unsampled catches and aggregate data. As a stock coordinator you have responsibility to check if data submitters upload the relevant data in time.

### 1. **InterCatch access**

To access InterCatch you need to be created as a user in InterCatch. Please contact Henrik Kjems-Nielsen, [HenrikKN@ices.dk](mailto:HenrikKN@ices.dk), who will create you as a user.

InterCatch can be accessed from ICES home page [www.ices.dk](http://www.ices.dk) under **Data** in the menu, then click **InterCatch**. Here you can find all about InterCatch:

- Link to the InterCatch web application
- InterCatch Exchange Format Manual
- InterCatch User Manual (useful to download first)
- Conversion program from the exchange format spreadsheet developed by Andrew Campbell
- People to contact:
  - Creating users, set up stocks and import: Anna Osypchuk, [Anna.Osypchuk@ices.dk](mailto:Anna.Osypchuk@ices.dk)
  - Other questions: Henrik Kjems-Nielsen, [HenrikKN@ices.dk](mailto:HenrikKN@ices.dk)

### 2. **Open InterCatch and log on**

Send a list of your data submitters to Anna Osypchuk, [Anna.Osypchuk@ices.dk](mailto:Anna.Osypchuk@ices.dk), and she will ensure access to InterCatch.

### 3. **Stock definition**

Check your stock definition under **Data handling | 5. Check Stock Areas** by the combination of species and area. If your stock is wrongly defined, contact Anna Osypchuk.

### 4. **Fleet definition**

Ensure the definition of fleets/fisheries/*métiers* to which national catches are to be referred. For EU countries fleet definition should be according to metier in the DCF Metier (Nantes) Matrix.

If fleet definitions are not yet done contact the national data submitters and fix on a definition for a common name for fleets/fisheries/*métier* used for your stock. Then create the fleet/fisheries/*métier* needed.

To check and create fleet definitions, in InterCatch go to: **Data handling | Check or Create Fleets/Métiers**. In the middle of the page you can select your stock to see if any fleets previously have been referred to it, that could indicate which fleets to use this year. If your stock is not in the list then no catch data have been import to that stock before. Then you can select 'All fleets', in this list all fleets are shown independent if they have been used/referred to or not. Here you see a list of all fleets. If you can see and select your stock but you cannot see all the fleets, which your stock should refer to, you should again select 'All fleets', because you will see all created

fleets. The fleet name/code which must be used in the import catch file is in the field 'Fleet name', The fleet name here must be exactly the same as in import catch file, so the 'Fleet name' is the name you should ask the national data submitters to refer to in their national catch files. If you do not see the fleet you need to use under 'All fleets', then you as the stock coordinator have to create the needed fleets/fisheries/metiers.

5. **Data input**

Contact all your national data submitters, and ask them to import their national catch data into InterCatch by using the InterCatch exchange file format (download from [www.ICES.dk](http://www.ICES.dk) under Data select InterCatch).

Please forward and inform the national data submitters about the generic SQL Query Template and the Access database with one table containing all valid codes. This will help the national institutes and their data submitters to create queries or conversion programs which automatically extract national catch data into the InterCatch exchange format. Please also inform the national data submitters about the more manual way to enter national catch data into the '**Data Submission Workbook**' spreadsheet (also known as 'exchange format spreadsheet'). Thereafter the data submitters can use the conversion program InterCatchFilemaker, which convert the data from the exchange format spreadsheet into the InterCatch exchange format. The conversion program InterCatchFilemaker is developed, maintained and so far supported by Andrew Campbell from Marine Institute, Galway, Ireland. Everything can be downloaded from [www.ICES.dk](http://www.ICES.dk) under Data select InterCatch

6. **Check for data input**

As a Stock coordinator you automatically receive an email when national data submitters have uploaded catch data to your stock. To check to see which data have been uploaded, you log on to InterCatch select current year and stock in the InterCatch working space. Then go to **Data handling | 8. Extract and View Imported Stock and Year** page, here you click the '**Extract**' button. This will extract and show you all imported data for your stock. Read the InterCatch User Manual for guidance and more detailed information.

7. **Problems uploading data**

If the national data submitters cannot import the national catch data, they should contact you. If there is a problem with the use of InterCatch, please contact Anna Osypchuk, [Anna.Osypchuk@ices.dk](mailto:Anna.Osypchuk@ices.dk).

If the problem lies in a generic issue with import formats, please check with Henrik Kjems-Nielsen to see if there may be suitable example exchange formatting done at different institutes.

Please note, the final responsibility for having all available catch data for a stock in InterCatch lies with the Stock coordinator.

If national data submitters do not submit their data to you at all, contact Barbara Schoute, [Barbara@ices.dk](mailto:Barbara@ices.dk), or Cristina Morgado, [Cristina@ices.dk](mailto:Cristina@ices.dk) at the ICES Secretariat.

8. **InterCatch in short**

What follows is a checklist in simple steps. For alternative ways to do allocations and checks on new data in 'Trial' status please download the InterCatch User Manual and follow the overview steps diagram on page 6.

9. **Finalizing data input**

When all catch data are imported and shown to you in the **8. Extract and View Imported Stock and Year** page, click '**Finalise**'. Always finalise your data/calculations, because you can only export data out of InterCatch from final data. Remember to say 'Copy allocation schemes before finalising' if you have allocation in an already existing final status, otherwise the 'old' allocation schemes are deleted.

10. **Setting up new allocations**

Now you need to set up allocations for unsampled catches. You start by entering **Data handling | Set Stock and Year/Workingspace** (you should already have selected your stock and year (and working group assessment, data year, etc.), then you click the 'Manage Allocation Scheme' button. You see a page where you can copy or rename allocation schemes, but you want to create a new, so you just press the 'New' button. Now you enter a name and description for the allocation scheme you want to set up. Make sure you have selected the newly created allocation scheme name in your working space.

11. **Entering allocation scheme**

Enter **Data handling | Setup or Check Allocation Scheme**, first you click '**Yes**' to the filter page (use the filter if you have many allocations). Then you click '**Yes**' to let InterCatch identify all unsampled catches. Now you see a list of all unsampled catches, to which you as a stock coordinator have to allocate sampled catches. Click the '**Edit**' button for each unsampled catch. Then you enter a page, where you select sampled catches on which the calculation of the age or length data for the unsampled catch is based. VERY IMPORTANT: Be sure to select the **CORRECT WEIGHTING ALGORITHM** according to how you (in the old legacy system) previously have weighted allocations. Pressing OK at the button of the page will save the set up of that unsampled catch, and you return to the list of all unsampled catches. Press '**Edit**' and set up allocations for all unsampled catches.

12. **Executing the allocation scheme**

When allocations for all unsampled catches have been set up, InterCatch can calculate the age or length data for all the unsampled catches. You enter **Data handling | Calculate Distributions from Allocation Scheme** and press '**Yes**' to process the allocation scheme '*The name you gave your allocation scheme*'. Remember to Finalise the Result from the allocation calculation.

13. **Exporting data**

You can now aggregate and export all catch data for your stock. Enter **Data handling | Aggregate and Export Stock Data** and select '**All**' in all the list boxes to aggregate all catch data. Then press '**Aggregate**'. InterCatch will now aggregate all catch data and return a SOP value, which should be 100 %. Then you press '**Export**' to let InterCatch extract the following files CATON, CANUM, WECA, Allocations overview and Catch and Sample data tables. These files follow the Lowestoft file format, which easily can be converted to any format in a spreadsheet.

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**Document log**

<b>Ver.</b>	<b>Date</b>	<b>Person</b>	<b>page</b>	<b>Description</b>
1.0	12.03.2009	HKN	All	Document created
1.1	16.03.09	BS	All	Textual update
1.2	17.03.2009	CM	All	Textual update
1.3	19.03.2009	HKN	All	Textual update
1.4	21.01.2010	HKN	All	New menu structure textual update