

InterCatch check list for national Data submitters ver. 1.4

All national institutes should import their own national catch data directly into InterCatch before the assessment working groups meet. 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.

1. InterCatch access

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

InterCatch can be accessed from ICES Secretariats home page 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)
- Andy's Conversion program from the exchange format spreadsheet
- People to contact:
 - Creating users, set up stocks and import: Anna Osypchuk, Anna.Osypchuk@ices.dk
 - Other questions: Henrik Kjems-Nielsen, HenrikKN@ices.dk

2. Open InterCatch and log on

If this does not work contact Anna Osypchuk, Anna.Osypchuk@ices.dk and ask her to create your logon.

3. Stock definition

Check your stock definition under **Data handling | 5. Check Stock Areas** by the combination of species and area. If this is not the case inform the stock coordinator.

4. Fleet definition

In cooperation with your stock coordinator you will have fixed which fleet/fisheries/*metier* to refer your national catches to. For EU countries the fleet/fisheries/*métier* should be based on the metier in the DCF Metier (Nantes) Matrix.

If you have not been contacted by your stock coordinator, you should contact him/her to fix the fleet/fisheries/*metier* which you can refer your national catches to.

Check that the fleets/fisheries/*métiers* are created in InterCatch. 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, that could indicate which fleets you could 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 should see the fleets the stock coordinator have asked you to use. If you can see and select your stock but you cannot see all the fleets, which you should refer to, you should again select 'All fleets'. Here you should see the fleets the stock coordinator have asked you to use. In field 'Fleet name' you will see the exact code you should write in your import catch file. If you do not see the fleet you are asked to use by selecting 'All fleets', then the stock coordinator have not created the fleets,

please contact the stock coordinator, and ask the stock coordinator to create the fleets/fisheries/metiers.

5. **Data input**

National catch data should be converted into the InterCatch Exchange Format. The 'InterCatch Exchange Format' document (downloaded from www.ICES.dk under **Data** select **InterCatch**).

The InterCatch Exchange Format is not designed to be manual set up or entered. A generic SQL Query Template can be downloaded from the InterCatch homepage (www.ICES.dk under **Data** select **InterCatch**). This generic SQL Query Template can be adapted to your national institutes own databases by programmers at your national institute. Then you can run the final query and extract the national catch data directly into the InterCatch Exchange Format.

An Access database with one table containing all valid codes and descriptions according to the InterCatch Exchange Format can be downloaded from www.ICES.dk under **Data** select **InterCatch**. If your national institute does not have the data in a relation database for which the generic SQL Query Template can be used a conversion program could be developed, which extract the national catch data directly into the InterCatch format.

If this is not possible you as a data submitter can enter the catch values into the '**Data Submission Workbook**' spreadsheet (also known as 'exchange format spreadsheet'). Hereafter you can use a conversion program which converts the catch data entered in the spreadsheet into the InterCatch format. The conversion program is developed, maintained and so far supported by Andrew Campbell from Marine Institute, Galway, Ireland. Both the spreadsheet and the conversion program can be downloaded from www.ICES.dk, under Data select InterCatch.

For questions regarding log on, import of files or import errors please read the InterCatch Exchange Format document and InterCatch User Manual, if that does not answer your question please contact Anna Osypchuk, Anna.Osypchuk@ices.dk. If you have other questions which are not answered in the manuals please contact Henrik Kjems-Nielsen, HenrikKN@ices.dk

6. **See imported catch data**

You can see all your imported catch data in the **Data handling | 4. Delete imported data**.

7. **Overwriting or deleting data**

If a catch value is updated after it has been imported, import the same data with the new catch value - the new data will 'overwrite' the old data. While updating datasets you should not delete data, but import the same data with new values and InterCatch will always only take the newest imported data.

Only use delete for catches that should not have been reported in that area or referring to that fleet etc. If the catch data can be imported again with new values then delete it.

8. **Problems uploading data**

If you cannot import catch data into InterCatch you should contact the Stock coordinator directly.

InterCatch check list for national Data submitter ver. 1.4

9. Data per statistical rectangle

If you want to import catch data per statistical rectangles please contact Anna Osypchuk, Anna.Osypchuk@ices.dk and ask her to link the needed statistical rectangles.

10. Final confirmation

When you have uploaded catch data for a stock, that is a species in an area, the Stock coordinators automatically receive an email. But when you have done all your imports it is advised to contact your Stock coordinator to confirm everything is imported and fine.

Document log

Ver.	Date	Person	page	Description
1.0	12.03.2009	HKN	All	Document created
1.1	16.03.09	BS	All	Textual update
1.2	17.03.09	CM	All	Textual update
1.3	19.03.2009	HKN	All	Textual update
1.4	26.01.2010	HKN	All	New menu structure textual update