Working Group on Spatial Fisheries Data Governance (WGSFDGOV)

2019/FT/HAPISG08   A **Working Group on Spatial Fisheries Data Governance** (WGSFDGOV), chaired by Christian von Dorrien*, Germany, will be established and will meet 4 times per year via WebEx and may meet physically once per year in association with DIG, to work on ToRs and generate deliverables as listed in the Table below.

	WEBEX Meeting dates	Meeting dates and Venue	Reporting details	Comments (change in Chair, etc.)
Year 2020	1) 4 February - Q1 2) 28 May - Q2 3) 2 September - Q3 4) 10 December - Q4	Online meetings	E-evaluation	
Year 2021	1) 25 February - Q1 2) 23 June - Q2 3) 3 September - Q3 4) TBD - Q4	Dates and venue as DIG	Interim report to DIG and DSTSG	
Year 2022	1) TBD - Q1 2) TBD - Q2 3) TBD - Q3 4) TBD - Q4	Dates and venue as DIG	Final report by DATE to DIG and SCICOM	

ToR descriptors

TOR	DESCRIPTION	BACKGROUND	SCIENCE PLAN CODES	DURATION	EXPECTED DELIVERABLES
a	Establish a governance framework setting out a forward looking plan, including objectives of the VMS and Logbook DB, responsibilities, processes and resources.	In order to successfully develop and maintain a workplan for the VMS and Logbook DB it is necessary to first establish a vision for the future of the VMS and Logbook DB, supported by guidelines on project management, handling of feedback, task prioritisation and expected resource availability.	3,2, 3,5, 4,2	3 years/ Generic ToR	The WGSpatialFisheriesDataGov manifesto: a mission statement on the direction of VMS and Logbook DB development and overarching short to medium term goals. Guidelines on how to prioritise. Definition of resources available. Definition of responsibilities.
b	Based on the guidelines established in ToR A: Provide a platform for user feedback to the VMS	The VMS DB should develop to meet the requirements of a broad range of users and thus needs to be	4.2, 5.4	3 years/ Generic ToR	A GitHub site allowing users to submit feedback and requests. Provide an annual workplan, with an agreed and prioritised list of VMS DB related EG

	and Logbook DB. Feedback will be compiled by WGSpatialFisheriesDataGov and appropriate actions to be taken with assigned responsibilities and resource requirements will be listed and prioritised.	responsive to user feedback. Feedback will be collected and organised using GitHub and the traditional recommendations system from ICES reports. To achieve a long-term stability, availability and quality, the VMS and Logbook DB development requires a workplan with clear objectives and milestones. This can only be sucessfully implemented when resource requirements have been estimated and the availability of resources is known.			recommendations along with suggested resource allocations, budget estimates and feasibility estimates.
c	Using the guidelines established in ToR A and the feedback captured in ToR B: Oversee and advise on the interpretation and prioritisation of recommendations and requests addressed to the VMS and Logbook DB.	The project planning cycle needs to be responsive (more than one meeting a year) in order to manage the the VMS and Logbook DB development effectively. Although there is an annual plan, short term priorities must be evaluated against resource availability and needs of the ICES advice processes that vary through the year.	3.2, 3.5,	3 years/ Generic ToR	Establish and maintain a project board on GitHub to manage tasks. Review project plan and agree on tasks to be completed. Review new tasks for addition to the workplan, or for consideration for the next annual workplan.
d	Oversee development of data submitter guidance and training for VMS and Logbook DB.	Data submitters require various levels of training including step by step user manuals, tutorials and workshops. Maintenance of documentation of guidelines and procedures will also be necessary.	3.2, 3.5	3 years/ Generic ToR	Annually updated training documentation and workflow. Workshops with specific goals proposed and planned where necessary.

Summary of the Work Plan

Year 1	First meeting to establish ToRs a) and b) will be a physical meeting to be followed by quarterly WebEx meetings dealing with ToR c) and d). First annual meeting intended to coincide with DIG for prioritising ToR b) and review of ToR a)
Year 2	ToRs c) and d) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with DIG for prioritising ToR b), with potential review of ToR a)
Year 3	ToRs c) and d) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with DIG for prioritising ToR b), with potential review of ToR a)

Supporting information

Priority	High priority.
Resource requirements	A commitment of time from the members of the group consistent with progressing actions identified in the quarterly meetings.
Participants	DIG and WGSFD representatives, one member each representing data submission, data policy and data use. ICES Secretariat and other related EG members as need be.
Secretariat facilities	Standard (Sharepoint site, remote meeting facilities)
Financial	No financial implications.
Linkages to ACOM and groups under ACOM	This database is an integral component of many groups and products created by ICES EGs, such as Fisheries overviews, WKTRADE, WGBEDPRES, etc..
Linkages to other committees or groups	There is a strong linkage to WGSFD as the group which has coordinated the VMS and logbook data call and quality control of data submissions and products. There is also a strong linkage to DIG as the main umbrella for data/software governance structures.
Linkages to other organizations	OSPAR, HELCOM, RCG, NAFO.