

# **Guidelines for the amendment of National Programmes 2011-13 for the year 2013**

**July 2012**

## **Background**

The DCF National Programmes (NP) 2011-13 were submitted by Member States in 2010 (deadline 31 March 2010).

Member States who wished to amend their NP2011-13 for 2012 and/or 2013 had until 31 October 2011 to submit their proposed amendments to the NP2011-13 to the Commission. The proposed amendments to the NP2011-13 were evaluated by STECF Expert Working Group (EWG) 11-19 which met from 28 November to 1 December 2011. This EWG identified a number of problems with the evaluation process and made recommendations to improve it for future amendments to the NPs. The EWG's comments and recommendations were reviewed by the 39<sup>th</sup> Meeting of the STECF Plenary (Plen-12-01) that met from 16-20 April 2012.

By 31 October 2012, Member States who wished to amend their NP2011-13 for 2013 must submit their proposed amendments to the NP2011-13 to the Commission. The following guidelines are designed to help member States determine whether or not they should submit amendments to their NP2011-13 for the year 2013, and if so, how to do so to facilitate the EWG's subsequent evaluation of the proposed amendments. The present guidelines for the amendment of NPs were reviewed by STECF EWG12-08 in June 2012. They complement the *Guidelines for the submission of National Programmes 2011-2013* that were published in 2009.

## **1. What amendments require resubmission of the National Programme?**

### **1.1. Amendments that require submission of the amended NP to the Commission**

Member States wishing to make the following type of amendment to their National Programme for the year 2013 **should submit their proposed amended National Programme** to the Commission:

- Addition/removal of surveys or pilot studies.
- Modification of surveys or pilot studies that have an effect on the temporal aspects (continuity of survey series), spatial aspects (coverage), technical aspects (change in gear, technology) or financial aspects of the National Programme.

- A modification in sampling design or any other change in methodology e.g. a change from probability to non-probability sampling.
- A request for a derogation.

**In their amended National Programme, Member States should provide a justification for each proposed amendment and a description of the impact this will have on the data quality and coverage.**

## **1.2. Amendments that do not require submission of the amended NP to the Commission**

Member States making the following type of amendment to their National Programme **do not need to submit their proposed amended National Programme** to the Commission:

- Modification of surveys or pilot studies that do not have an effect on the temporal aspects (continuity of survey series), spatial aspects (coverage), technical aspects (change in gear, technology) or financial aspects of the National Programme.
  - Updated description of the fishing or aquaculture or processing sector (e.g. number of enterprises in the population) or of the institutional set up for the DCF (e.g. changes in the role or task sharing between institutes).
  - Updated or more detailed description of a methodology used (as long as these do not involve a change in methodology).
  - Updated list of recommendations by STECF/RCMs etc. or follow-up actions such as changes to metier naming conventions that were agreed in an RCM.
  - Updated list of eligible meetings.
  - Addition or deletion of a bilateral or multilateral agreement.
- Regarding **Reference Years**, MS can choose whether or not to update the **reference years** in the text and tables of the amended NP. If a Member State updates the reference years, they do not need to resubmit their amended National Programme to the Commission, but should report on this in their Annual Report.

Note that the list under section 1.1. above is not a comprehensive list but aims to provide an indication of the type of changes considered to be important enough to require submission of the amended National programme to the Commission. **Member States are invited to contact the Commission in case of doubt regarding whether to resubmit their amended National Programme.**

## **2. How should the amended National Programme be presented?**

- Member States should resubmit the full programme (word file and excel file with ALL tables) and **highlight the modifications** in track changes in the word file and in a different colour in the tables. Moreover, Member States should ensure that their Tables only contain the coloured text that indicates proposed amendments (i.e. Tables should not contain any

other national colour-coding, highlighted text or coloured cells). Also, Member States should refrain from adding national comments alongside the standard tables.

-On the front page of the amended National Programme (word file) please indicate, in track changes, the **date** at which the amended document was prepared.

e.g. Belgian National Programme 2011-2013  
Revision for year 2013  
15 October 2012

- After the front page of the NP (word file), Member States should include a section (of 1-2 pages) **summarising the proposed amendments** to the programme.

- Member States should not delete **information relating to previous years** as the amended National programme should still reflect the work that was planned for the whole period 2011-2013 (i.e. NPs should not provide information solely on the year 2013). E.g. Member States should not delete RCM/STECF or other recommendations from previous years that the Member State has already acted upon.

-If proposed amendments are based on **bilateral or multilateral agreements**, Member States should include the agreement as an annex.

-If **derogation** is requested, member States should note this clearly and include a justification for the request and information on the likely impact this would have on data availability and quality.

-For any amendment, Member States should **provide a justification** and in addition, if proposed amendments (including requests for derogations) were discussed at an RCM, member States should include **relevant information from that RCM**, e.g. what is the importance of the metier in the regional view? Has the RCM concluded that sampling is well covered by other countries? This kind of information is usually compiled in the RCM reports, and should be included in the NP proposal allowing the EWG to judge the potential consequences of a derogation or an amendment.

- If a **change in methodology** is proposed, Member States should provide details about the proposed changes or the proposed new methodology to be followed.

- Member States are reminded to **follow the *Guidelines for the submission of National Programmes 2011-2013*** e.g. Member States should use scientific species names throughout the Programme.

### **3. Which changes will require adoption by the Commission of the amended National Programme?**

All amended National Programmes submitted by Member States will be submitted to the STECF Expert Working Group 12-20 (December 2012). The Expert Working Group will be responsible for deciding whether proposed amendments are minor or major and whether such amendments will have a positive or a negative impact on quality and coverage of the data. Based on this evaluation by the STECF, the Commission will decide whether amended National programmes require adoption by Commission Decision, based on whether the proposed amendments are minor or major and on the expected positive or negative impact on the data quality and coverage.