

COMMISSION ...

**Guidelines for the submission of
National Programme Proposals on the
National Data Collection Programmes under
Council Regulation (EC) 199/2008,
Commission Regulation (EC) 665/2008
and Commission Decision 2008/949/EC**

Version 2009

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Purpose of the Guidelines

The Guidelines for the submission of National Programme Proposals under the framework Council Regulation (EC) 199/2008, and implementing Commission Regulation (EC) 665/2008 and Commission Decision 2008/949/EC (the 'Data Collection Framework' or DCF), are intended to help Member States (MS) in producing National Programme Proposals (NP Proposals) that contain all the necessary information for their discussion and coordination in the RCMs and subsequent evaluation by the Sub-group on Research Needs (SGRN) of the Scientific, Technical and Economic Committee on Fisheries (STECF) and the European Commission (EC).

Effectiveness and periodical revision of the Guidelines

The present document contains the 2009 version of the Guidelines, based on a review of the Guidelines established by the expert group SGRN-08-01 (Nantes, 2-6 June 2008) and finalised by SGRN-09-03 (Ispra, October 2009). These Guidelines should be used for the first time in the submission of the NP Proposals for 2011-2013. The Guidelines will be reviewed and updated at intervals by SGRN. New versions of the Guidelines will always be published as stand-alone documents.

Circulation of the Guidelines

The Guidelines will be circulated by the EC to the MS through their National Correspondents. This will be done well in advance of the NP submission deadlines, so that MS are always provided in time with the most recent version of the Guidelines.

The Guidelines will also be available on JRC's data collection web pages:

<https://datacollection.jrc.ec.europa.eu> (Documents > National Programmes Proposals > Guidelines > [most recent year])

Deadline for the submission of National Programme Proposals

Following the provisions of the DCF, the deadline for the submission of the NP Proposals 2011-2013 is 31 **March 2010**. MS are urged to scrupulously respect this deadline. Delays in submission may lead to reductions in the financial assistance (Reg. 199/2008 Article 8, 5.(a); Reg. 665/2008, Article 6(1)). In addition, this may prevent evaluation of the overdue NP Proposals by SGRN, and delay the final approval and financial assistance by the EC.

Evaluation of the National Programme Proposals

The NP Proposals 2011-2013 will be evaluated by SGRN during its summer meeting 2010. SGRN shall evaluate their conformity and the scientific relevance of the data to be covered and also the quality of the proposed methods and procedures (Article 6 of Reg. 199/2008).

The annual Technical Reports detailing the outcomes of the EC-approved NPs for each of the years 2011-2013 will be reviewed by SGRN in the year following each data-collection year to allow STECF to evaluate the execution of the NPs and the quality of the data collected by the MS, as required by Article 7(2) of Reg. 199/2008.

SGRN's conclusions and recommendations will be laid down in its summer meeting report, for subsequent endorsement by STECF and further consideration by the EC.

It was stressed that regarding the submission of the NP proposals and TRs, Articles 2 and 5 of Commission Regulation 665/2008 clearly stipulate that MSs have the obligation to use the guidelines and templates established by STECF.

Scope of the National Programme Proposals

The primary aim of the NP Proposals is to allow SGRN and STECF to evaluate:

- What has been planned by MS to meet the requirements of the DCF;
- The methods that will be used to collect the data;
- The soundness of the derogations requested, and the reasons for any non-conformity in the NP Proposals with the provisions of the DCF.

The NP Proposals should particularly address the above aspects of the data collection programmes, in a brief but sufficiently comprehensive way. Descriptions of sampling schemes and methodological aspects should contain the minimum sufficient information required for SGRN to evaluate the appropriateness of the methods used. Any detailed information may be provided as an annex of the NP proposal, following the same structure as suggested by the guidelines.

Format of the National Programme Proposals

MS should produce a single NP Proposal. Submissions consisting of a collection of separate documents from different institutes or regions within a MS are not acceptable.

The NP Proposals should be provided in two physical documents, one file containing the main report and one file containing the standard tables in an Excel compatible file (also see Section 'Standard tables' below). Annexes (if any) should be physically part of the main report, not in separate files.

Plain text should be formatted in Times New Roman, font size 11 or 12.

Coloured graphs and charts should be avoided unless their complexity is such that the use of grey scales only makes reading difficult.

The NP Proposal file for the main body of the report should be named as follows:

- Country_NP-Proposal_Reference-year_Text_Submission-date
Example: Belgium_NP-Proposal_2011-2013_Text_31-March-10

The NP Proposal file containing the standard tables should be named as follows:

- Country_NP-Proposal_Reference-year_Tables_Submission-date
Example: Belgium_NP-Proposal_2011-2013_Tables_31-March-10

It is expected that the NP proposals documents will be revised several times during the 3-year period. Only the latest version should be available under the JRC's Data Collection web site.

Important notice: Budget Proposals are for the attention of the Commission only (they are not evaluated by SGRN or STECF) and therefore, should be provided in a separate file, using the standard tables issued by the Commission. It is advisable however, to name the budget files following the same rules that apply to the files for the NP Proposal itself. Example: Belgium_Budget-Proposal_2011-2013_31-March-10.

Language

MS are encouraged to submit their NP Proposals in English, in order to avoid delays in the evaluation process. SGRN is aware that the EC cannot oblige MS to submit their NP Proposals in English, but stresses that doing so is in the interest of the MS: (a) it helps to speed up the evaluation process, and (b) it prevents translation errors and hence mis-interpretation by the evaluators.

General section layout

The NP Proposals should have the following sections and sub-sections, referring to the structure of Commission Decision 2008/949/EC.

I	General framework	
II	Organisation of the National Programme	
II	A National organisation and coordination	
II	B International coordination	
II	C Regional coordination	
III	Module of the evaluation of the fishing sector	
III	A General description of the fishing sector	
III	B Economic variables	
III	B 1 Data acquisition	
III	B 1 (a) Definition of variables	
III	B 1 (b) Type of data collection	
III	B 1 (c) Target and frame population	
III	B 1 (d) Data sources	
III	B 1 (e) Sampling stratification and allocation scheme	
III	B 2 Estimation	
III	B 3 Data quality evaluation	
III	B 4 Data presentation	
III	B 5 Regional coordination	
III	B 6 Derogations and non conformities	
III	C Biological metier related variables	
III	C 1 Data acquisition	
III	C 1 (a) Codification and naming convention	
III	C 1 (b) Selection of metiers to sample	
III	C 1 (c) Type of data collection	
III	C 1 (d) Target and frame population	
III	C 1 (e) Sampling stratification and allocation scheme	
III	C 2 Estimation procedures	
III	C 3 Data quality evaluation	
III	C 4 Data presentation	
III	C 5 Regional coordination	
III	C 6 Derogations and non conformities	
III	D Biological recreational fisheries	
III	D 1 Data acquisition	
III	D 1 (a) Type of data collection	
III	D 1 (b) Target and frame population	
III	D 1 (c) Data sources	
III	D 1 (d) Sampling stratification and allocation scheme	
III	D 2 Estimation procedures	
III	D 3 Data quality evaluation	
III	D 4 Data presentation	
III	D 5 Regional coordination	
III	D 6 Derogations and non conformities	
III	E Biological stock-related variable	
III	E 1 Data acquisition	
III	E 1 (a) Selection of stocks to sample	
III	E 1 (b) Type of data collection	
III	E 1 (c) Target and frame population	
III	E 1 (d) Sampling stratification and allocation scheme	
III	E 2 Estimation procedures	
III	E 3 Data quality evaluation	
III	E 4 Data presentation	
III	E 5 Regional coordination	
III	E 6 Derogations and non conformities	

III	F	Transversal variables
III	F	1 Capacity
III	F	1 1 Data acquisition
III	F	1 2 Data quality evaluation
III	F	2 Effort
III	F	2 1 Data acquisition
III	F	2 2 Data quality evaluation
III	F	2 3 Data presentation
III	F	2 4 Regional coordination
III	F	2 5 Derogations and non conformities
III	F	3 Landings
III	F	3 1 Data acquisition
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III	G	Research surveys at sea
III	G	1 Planned surveys
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IV		Module of the evaluation of the economic situation of the aquaculture and the processing industry
IV	A	Collection of economic data for the aquaculture
IV	A	1 General description of the aquaculture sector
IV	A	2 Data acquisition
IV	A	2 (a) Definition of variables
IV	A	2 (b) Type of data collection
IV	A	2 (c) target and frame population
IV	A	2 (d) Data sources
IV	A	2 (e) Sampling stratification and allocation scheme
IV	A	3 Estimation
IV	A	4 Data quality evaluation
IV	A	5 Data presentation
IV	A	6 Regional coordination
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IV	B	Collection of data concerning the processing industry
IV	B	1 Data acquisition
IV	B	1 (a) Definition of variables
IV	B	1 (b) Type of data collection
IV	B	1 (c) Target and frame population
IV	B	1 (d) Data sources
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IV	B	5 Regional coordination
IV	B	6 Derogations and non conformities
V		Module of the evaluation of effects of the fishing sector on the marine ecosystem
VI		Module for management and use of the data
VI	A	Management
VI	B	Use of the data
VII		Follow-up STECF recommendations
VIII		List of derogations
IX		List of acronyms and abbreviations
XI		References
XII		Annexes

The layout of the NP Proposals and the numbering of the sections should strictly be adhered to.

Details of the expected contents of each section and sub-section of the NP Proposals are given in sections I-XII of the Guidelines.

Standard tables

The Guidelines come with a mandatory set of standard tables. These are included in a separate file, called NP-Proposal_Standard-Tables_Version-X, where X is the version number (most recent year). As for the Guidelines, the standard tables will be reviewed and updated by SGRN at intervals. New versions of the standard tables will always be published as stand-alone documents, which are circulated together with the Guidelines.

Several technical improvements were introduced in the 2009 version of the standard table templates, the principal one being that the same tables are used for both NP proposal and TR. Columns shaded in grey have been added to the relevant tables and should be left blank when submitting the NP but completed when submitting the annual TR to document achievements compared with the data collection proposed in the NP. In addition, two full tables that are entirely shaded in grey have been added (III.C.6, VI.B.1), and are for completion only in the TR. In order to allow SGRN, RCMs etc. to work with the tabulated information and produce regional overviews, the standard tables should be submitted as a separate file, in an Excel compatible format. , avoiding the use of pdf or other non compatible formats.

All standard tables have entries for 'NP Years' and, when relevant, an entry for 'TR year'. The 'NP years' are the calendar years during which the data will be collected and are pre-filled with the entry '2011- 2013'. The 'TR year', shaded in grey, is to be filled at the time of producing the TR and refers to the year when the data were collected.

Most standard tables also have a number of rows in grey font, providing examples of how the tables should be filled in. These example entries should be deleted from the tables before submission to the EC, even if no action is planned. In the latter case, an explicit text in the table should indicate that no action was planned.

For tables where information is required separately for each year in a multi-annual programme, use a separate row for each year.

Printer settings of the standard tables are pre-defined, so that the tables can readily be printed. MS are kindly requested not to change these settings.

Details on which tables go with which Modules and sections of the DCF and on the types of data that should be included in the tables (and their formatting), are given in Sections I-XII of the Guidelines. When filling in the tables, MS should closely follow the instructions and not to leave cells blank when they should have a "No". An empty space in a cell that should have a "No" is very confusing, as it may mean both a "No" or a forgotten entry.

Revised versions of National Programme Proposals and standard tables

Revisions of NP Proposals and/or standard tables (e.g. because omissions or errors were discovered after the original had been sent to the EC, or to take RCM recommendations into account) are acceptable, provided that the revised versions are forwarded in due time for consideration by SGRN.

Should a revision be necessary MS shall submit a revised version of the entire Proposal with all modified paragraphs (not single figures, words or sentences), table entries and graph titles highlighted in red font, to allow easy identification of the sections that were changed. Revised versions of the NP Proposals should be named following the same rules as for the initial versions (see section 'Format' above).

Only the latest version of the NP proposals and standards tables should be available on the JRC Data Collection web site.

Derogations and non-conformities

The DCF has several formal provisions for derogation, where metiers can be excluded from sampling for length (based on a ranking system) or where stocks can be exempted from the obligation to collect samples for stock-related variables, if a MS's landings are below certain thresholds. Whenever these exemption rules are applied, it should clearly be stated and documented in the relevant sections of the NP Proposal and under 'List of derogations'.

There may however, be other reasons for a MS to ask for a derogation or to justify a non-conformity between its planned data collection activities and the requirements of the DCF. All such requests should be fully documented and explained in the relevant sections of the NP Proposal. Derogations and non-conformities that are most likely to be accepted by SGRN and endorsed by STECF are those which are in accord with:

- A formal recommendation by an external expert group (e.g. ICES and other acknowledged planning groups on fishery-independent surveys, market and discard sampling, etc.).
- A formal recommendation by a Regional Coordination Meeting (RCM).
- A bilateral agreement between MS on task sharing in relation to certain aspects of the DCF (e.g. sampling of foreign flag vessels, joint sampling programmes for age-length-keys or other stock-related variables, etc.).
- A former, unconditional approval of a similar request for derogation, or a non conformity, by SGRN, STECF or the Commission.

Should this be the case, then a verbatim transcript of the supporting recommendation / section of the agreement / approval should be included in the NP Proposal (preferably in quotes "..." and in italic), together with a reference to the document where the relevant background information can be found. As an alternative, bilateral agreements may also just be referred to in the text and included as an annex to the NP Proposal.

NP Proposal sections

I. General framework

Outline the general framework of the planned national data collection programme in relation to the DCF. Also mention which years of activities (the so-called 'NP years') is covered by the NP Proposal.

II. Organisation of the National Programme

II.A National organisation and coordination

Give name and contact details of the National Correspondent (postal address, phone and fax number, e-mail). Give full name, acronym and contact details of all institutes that will contribute to the NP (postal address, phone and fax number, website – if any). Describe the geographical and thematic scope of the different institutions involved in the NP.

Give an overview of the national coordination meetings that are planned, and an outline of their main aims.

II.B International coordination and international scientific meetings

According to Article 10(2) of Council Reg. 665/2008, the Commission shall provide MS, by 15 December each year, with the list of meetings it considers eligible for Community financial support for the experts' participation in the following year. In table II.B.1, provide a preliminary list of meetings that will likely be attended by national experts. The list will include international coordination meetings (Planning Groups, Study Groups, Regional Coordination Meetings, etc.), workshops (e.g. ageing workshops) and meetings for scientific advice (e.g. stock assessment working groups). Indicate the years for which the MS will provide a chairperson, and (in the case of a stock assessment working group) the number of stock co-ordinators involved in the provision of data sets for the working group. Once the EC has provided the full list of eligible meetings, MS should update table II.B.1 with the appropriate list and fill the column 'Eligible under DCF'.

International coordination meetings and workshops that are not eligible under the DCF but that can be considered as being helpful to co-ordinate data collection between MS may also be included in table II.B.1, but this is optional.

Description of fields in the table II.B.1 : Planned International co-ordination

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code eg. "GER"
Expert group	Name of the meeting. It is advised to copy here the official eligible list of meetings given by the European Commission.
RFMO	Acronym of the Regional Organisation planning the meeting, if any.
Year	Give one year or a range of years if the meeting is routinely held and attended by MS.
Number of stock co-ordinators provided by MS	Give the number of stock coordinators provided by MS for stock assessment, whether they attend the meeting or not This information is only relevant for stock assessment working groups.
Years for which a chairperson is provided by MS	Give the year or range of years for which a chairperson is provided by MS.
MS participation	Mark with an 'X' if MS is planning to participate to the meeting.
Eligible under DCF	Mark with an 'X' if the meeting is eligible under the DCF

II.C Regional co-ordination

Regional coordination and cooperation between Member States was developed during the former period of the DCF and is now fully integrated in the general framework (Article 5 of Reg. 199/2008). The Regional Coordination Meetings (RCMs) are established to improve the overall quality of the data collected in support of the CFP, through task and cost sharing, data pooling and, in general, all bilateral, regional and pan-European initiatives that can help increasing the accuracy, effectiveness and cost efficiency of data collection. It is further envisaged to invite representatives from third countries to the relevant RCM, e.g. Norway for the North Sea & Eastern Arctic region.

The elements of regional co-ordination shall be given in the relevant NP Proposal sections.

MS are expected to participate in the following Regional Coordination Meetings following the RCM areas of competences in force in 2009 :

MS	Baltic Sea	North Sea & East Arctic	North Atlantic	Mediterranean & black Sea	Other Regions
Belgium		X	X		
Bulgaria				X	
Cyprus				X	X
Denmark	X	X			
Estonia	X		X		
Finland	X				
France		X	X	X	X
Germany	X	X	X		X
Greece				X	X
Ireland			X		
Italy				X	X
Latvia	X		X		
Lithuania	X	X			X
Malta				X	X
Netherlands		X	X		X
Poland	X		X		
Portugal		X	X		X
Romania				X	
Slovenia				X	
Spain		X	X	X	X
Sweden	X	X			
United Kingdom		X	X		

III. Module of the evaluation of the fishing sector

III.A General description of the fishing sector

Use this section, and standard table III.A.1, to give a general and concise description of the MS's national fisheries of the MS. The prime aim of standard table III.A.1 is to get an overview of (i) the geographical areas where a MS's fishing fleet is operating, and (ii) the broader species assemblages it is exploiting, and hence, for which the NP Proposal should have either concrete plans for sampling activities or a justification of the requested derogations. Such description should make use of the information already available in the RCM reports. Enter 'Yes' or 'No' in the appropriate cells of standard table III.A.1, regardless of the quantities of fish and/or shellfish landed. If quantities landed from an area are too small to justify any sampling activities, then this should be justified in the section III.C.1 of the NP Proposal, not in Section III.A.

For cells in table III.A.1 that have a 'No', there is no need for further coverage in the NP Proposal. Note that crossed-out cells represent irrelevant combinations (in terms of the DCF specifications) and hence, require no entry.

Each of the rows containing at least one 'Yes' in table III.A.1, should be described with a specific header in the sections III.C, III.D and III.E of the NP Proposal. Several regions sharing the same methodology and data acquisition protocols may be addressed together. In this case, the header should contain the names of all regions concerned, e.g. North Atlantic, North Sea and Eastern Arctic. For the economic variables, the headers should refer to the supra-region as defined in Appendix II.

III.B Economic variables

[Insert here supra-region header, according to Appendix II of Commission Decision 2008/949/EC. For each supra region, sections III.B.1-4 should be given.]

This section of the NP should provide a clear and detailed description of the data collection methodologies in the MS. MS is invited to refer to the report of the STECF/SGECA 09-02 meeting for additional clarifications.

III.B.1 Data acquisition

(a) Definition of variables

The variables are listed and defined in Appendix VI of Commission Decision 2008/949/EC. For those variables which are not defined in the Appendix VI MS should provide definition.

Templates for calculation of capital value and depreciation are available on the DCF website (<http://fishnet.jrc.it/web/datacollection>). MS shall consider them and give information on data estimation procedures. In the case they are not used MS should provide justifications.

The methodology for calculation of FTE should be in accordance with the Study FISH/2005/14 and amendments made by SGECA 07-01 report (15-19 January 2007, Salerno) and should be explained in the NP.

In addition to variables listed in Appendix VI of Commission Decision 2008/949/EC, environmental indicators to measure the effects of fisheries on the marine ecosystem should be considered. In particular, within this section of the NP, MS shall describe the methodology to calculate the "fuel efficiency of fish capture" (indicator 9 of Appendix XIII of Commission Decision 2008/949/EC). This indicator is calculated as the ratio between value of landings and cost of fuel, by quarter and by metier. MS shall describe the collection of value of landings by metier in the relevant section of the NP (section III.F.3). Regarding the quarterly cost of fuel by metier, it is recommended that, in the case it cannot be derived from direct survey, MS shall estimate it considering a proportionality with the quarterly effort by metier.

(b) Type of data collection

Indicate which type of data collection is to be applied for each fleet segment and for each economic variable as listed in Appendix VI of Commission Decision 949/08. Three different types of data collection schemes could be used for data collection:

- A) Census, which attempts to collect data from all members of a population. This would include collection of data from administrative records, as well as other cases in which data are derived from sources originally compiled for non-statistical purposes
- B) Probability Sample Survey, in which data are collected from a sample of a population members randomly selected
- C) Non-Probability Sample Survey, in which data are collected from a sample of population members not randomly selected.

The Standard table III.B.3 should be used in order to illustrate which different types of data collection schemes will be used for different segments and different variable.

(c) Target and frame population

The target population is the population for which inferences are made and is defined in the DCF. MS should:

- explain if there are deviations from the definition given in the DCF;
- describe the fleet segmentation (Standard table III.B.1 with numbers of vessels per segment should be supplied);

The frame is a device that permits access to population units. The frame population is the set of population units which can be accessed through the frame and the survey data then refer to this population. The frame contains sufficient information about the units for their stratification, sampling and contact. The information about frame population should be provided in Standard table III.B.1.

For economic variables to be collected for active and non-active vessels, the population and the frame (normally based on the Community Fishing Fleet Register) are the same. For economic variables to be collected only for active vessels, the frame may be different from the population. In this case the source of information used to distinguish the frame from the population should be described.

The fleet segments in table III.B.1 should correspond to those listed in Appendix III of the DCF, and the 'Total population nos.' should be those of the official fleet register on the 1st of January. The column, headed 'Reference year' should give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table. Example: if, as part of a MS's National Programme for 2011-2013, data have been collected on variable costs incurred in 2010, then the cell 'NP-year' in the top of the table should read '2011-2013' and the entry in the column 'Reference year' should read '2010'.

Clustering of fleet segments should be described and information should be given on the segments that are clustered, as required by the DCF and following SGECA recommendations.

MS should distinguish between segments considered for clustering as follows:

1. Important segments with distinct characteristics
2. Segments similar to other segments
3. Non-important segments with distinct characteristics

Importance of fleet segments should be assessed in terms of landings (value and volume) and/or effort. Similarity should be demonstrated using expert knowledge on fishing patterns or on available data on landings and/or effort.

MS is invited to refer to the report of the STECF/SGECA 09-02 meeting in order to cluster segments according to their different characteristics.

Standard Table III.B.2 should report the segments that have been clustered. Clusters should be named after the biggest segment in terms of number of vessels.

Following the proposal of the 2009 RCM Med and in order to ensure the comparability of data at regional level, clusters should be discussed and agreed by RCMs after the first year, i.e. in 2010

Description of fields in the table III.B.1 : Population segments for collection of economic data

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code eg. "GER"
Supra-region	Refer to the naming convention used in the Comm. Dec 2008/949/EC Appendix II
Fleet segment	Refer to the naming convention used in Comm. Dec. 2008/949/EC Appendix III. put an asterisk in the case the segment has been clustered with other segment(s)
Reference year	Give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table.
Target population no	Total number of vessels in each of the fleet segments.
Frame population no	Number of vessels accessible for sampling in each of the fleet segments.
Planned sample no	Number of vessels comprised in the sampling plan for each of the fleet segments. Where planned sample numbers differ for the estimation of different parameters within a segment, please give the appropriate range.
Planned sample rate	Planned sampling rate for each of the segments. Where planned sampling rates differ for the estimation of different parameters within a segment, please give the appropriate range.
Type of data collection scheme	Enter the code of the data collection scheme, as referred to in subsection III.B.1.(b).

Description of fields in the table III.B.2 : Economic Clustering of fleet segments

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code eg. "GER"
Supra region	Refer to the naming convention used in the Comm. Dec 2008/949/EC Appendix II
Reference year	Give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table.
Name of the clustered fleet segments	Provide an entry for all the segments marked with an asterisk in table III.B.1
Total number of vessels in the cluster from the most recent information	Total number of vessels in each of the clusters.
Fleet segments which have been clustered	Refer to the naming convention used in Comm. Dec. 2008/949/EC Appendix III
Classification of segments which have been clustered	I : Important segments with distinct characteristics S : Segments similar to other segments N : Non-Important segments with distinct characteristics

Number of vessels in the segment from the most recent information	Total number of vessels in each of the fleet segments.
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Description of fields in the table III.B.3: Economic Data collection strategy

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code eg. "GER"
Supra region	Refer to the naming convention used in the Comm. Dec 2008/949/EC Appendix II
Variable group	Refer to the naming convention used in the Comm. Dec 2008/949/EC Appendix XII
Variables	Refer to the naming convention used in the Comm. Dec 2008/949/EC Appendix XII
Reference year	Give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table.
Data sources	Enter the data sources, as referred to in subsection III.B.1.(d), for all the variables listed in Appendix .
Type of data collection scheme	Enter the code of the data collection scheme, as referred to in subsection III.B.1.(b).
Type of error	Bias and/or Variability
Accuracy indicator	According to STECF/SGECA 09-02 recommendations
Fleet segment	Fleet segments can be reported as "all segments" where the sampling strategy is the same for all segments, otherwise MS should specify the segments for which a specific sampling strategy has been used.

Regarding Chapter III A.2.(3) of the Commission Decision 2008/949/EC, MS have to describe the approach followed to allocate vessels in each supra region (e.g. fishing days, catches, ...).

(d) Data sources

A description should be provided per each type of data collection scheme.

Provide a list of data sources used (logbook, sales notes, accounts, etc.) and a description of each. The information on data sources used to collect each variable per segment should be provided in Standard table III.B.3.

If a questionnaire is going to be used, a copy of this may be included in an annex to the NP. Otherwise provide it in the TR or updated NP.

Describe how the consistency of data coming from different data sources will be ensured.

(e) Sampling frame and allocation scheme

A description of the sampling frame should be provided if data are to be collected through a Probability Sample Survey or/and Non-Probability Sample Survey.

Type of sampling strategy

Describe the selection of sampling units and the type of sampling strategy used (e.g., simple random sampling, systematic sampling, sampling with PPS, multiple stage sampling, etc.)

Further stratification within fleet segment

Describe if fleet segments have been divided into subsets (strata) before the selection of a sample. Define what parameters have been used for stratification.

Determination of sample size for each fleet segment

Explain which targets have been used to determine the sample size and why these targets have been chosen. Present the sample size by fleet segment in Standard table III.B.1, together with the coverage rate (number of vessels in the sample/number of vessels in the population)

Sample evolution over time, rotational groups

In the case where rotation will be applied to substitute non-responsive units, this should be clearly described and the consequences for the estimates should be discussed.

Describe any projected changes in sample size over time and should report the number of sample units that will be substituted from one year to another.

III.B.2 Estimation

Information on planned methodologies to derive final estimates from data collected should be given for each variable.

Estimation methods from sample to population

Describe the type of estimators to be used according to the type of sampling strategy (for example, Horvitz-Thompson or Hansen-Hurwitz estimators)

Describe the planned estimation procedures, including the nature of any additional information used.

Imputation of non responses/ Non-response adjustments

In the case of a census with non-responses, variables should be estimated using models described in the methodological report. Methods used to evaluate the accuracy of these estimates should also be discussed under Section data quality evaluation.

Describe the statistical models used, e.g., regression analysis, adjustments of raising actors, etc.

Where substitution is applied in cases of unit non-responses, the following information should be provided:

- method of selection of substitutes;
- the main characteristics of substituted units compared to original units.

III.B.3 Data quality evaluation

A description should be provided for each type of data collection scheme.

Describe the methods to assess the variability of the estimates and to assess the bias derived from non-responses and from the use of models in case of non-probability sampling. MS is invited to refer to the report of the STECF/SGECA 09-02 meeting where these terms are defined and explained.

Use standard table III.B.3 to give further details on the methods to be used to assure the quality of the collected data. Information on data quality evaluation depends on the type of data collection and on the type of error. Methods used have to be described in the text (MS should use the European Statistical System (ESS) standard quality reporting documents (EUROSTAT 2009a and 2009b) and SGECA recommendations may be used for more information)

Two types of error should be distinguished: bias and variability. Targets for variability indicators should be provided in the Standard table 3.B.3. It is proposed that:

- For data collection type A (census) the variability indicator is “none”, MS should give information on the targeted response rate;
- For data collection type B (Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The indicator of variability is the coefficient of variation (CV);
- For data collection type C (Non-Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The variability of the estimates serves as variability indicator. MS should describe clearly the methods which will be used to assess such variability in this section of the NP.

III.B.4 Data presentation

Indicate when data will be available to end users, and the time lag with respect to the reference year.

Confidentiality problems, and the need for clustering of segments when presenting the results, should be discussed in this section.

III.B.5 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of economic variables. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List the recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

III.B.6 Derogations and non-conformities

Justify any derogation requested and any non-conformity with the requirements of the DCF. When relevant, this justification should be based on scientific evidence. Note that under the DCF there are no provisions for the exclusion of any part of the vessel population from data collection (by means of thresholds for, e.g., fishing effort, quantities landed, revenues, etc.).

III.C Biological - metier-related variables

[Insert here a region header, according to Appendix II of Commission Decision 2008/949/EC. For each region, sections III.C.1-6 should be given.]

III.C.1 Data acquisition

(a) Codification and naming convention

The metiers for the regions are given in Commission Decision 2008/949/EC Appendix IV (1-5). MS shall give a description of the allocation rules used to fill in the matrix (Appendix IV (1-5)). In so doing, pay particular attention to the procedures used when selecting target species (Level 5 in the matrix “Demersal fish”, “Crustaceans” etc.).

Label the metiers at level 6 as follows:

Gear type_Target assemblage_Mesh size (range)_Selective device_Mesh size (range) in the selective device
--

For regions covered by a RCM, the fishing grounds, mesh size ranges and metiers naming convention agreed by the RCMs have to be used. Refer to the most recent RCM reports for the exact definitions to use.

For regions not covered by a RCM, the spatial units are given in Commission Decision 2008/949/EC Chapter III.B1.2.3, and the following convention should be used for metier coding :

Gear type codes:

Code	Description
FPO	Pots and traps
GND	Driftnet
GNS	Set gillnet
GTR	Trammel net
LHP	Pole lines
LHM	Hand lines
LLD	Drifting longlines
LLS	Set longlines
OTB	Bottom otter trawl
OTM	Midwater otter trawl
OTT	Multi-rig otter trawl
PS_	Purse seine

Target assemblage codes:

Code	Description
CRU	Crustaceans
DEF	Demersal fish
FIF	Finfish
LPF	Large pelagic fish
MCF	Mixed cephalopods and demersal fish
SPF	Small pelagic fish

All regions

Selective device codes:

Code	Description
0	Not mounted
1	Exit window / Selection panel
2	Grid

Examples:

DRB_MOL_0_0_0

GNS_CRU_120-219_0_0

GNS_DEF_>=220_0_0

OTB_DEF_90-119_0_0

OTM_DEF_>=105_1_110

OTT_CRU_70-99_2_35

(b) Selection of metiers to sample

All metiers for which fishing activity has been recorded during the reference years should be given in table III.C.1. MS shall give a short description how the information used for ranking the metiers was obtained (logbooks, sales notes, vessel register data, census, etc.).

MS should perform the ranking system as described in Commission Decision 2008/949/EC. Indication should be given when the metiers have to be sampled for discards or other reasons, with reference to relevant RCM recommendations.

When the table is completed, highlight in grey all metiers that will not be sampled for any reason, to facilitate the distinction between the “sampled” and the “non-sampled” metiers.

A brief description of the metiers selected by the ranking system should be given. MS should also consider the relevant RCM descriptions available.

Description of the fields in table III.C.1: List of identified metiers

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code eg. “GER”
Reference years	According to the Commission Decision 2008/949/EC, MS should use the average values of the 2 previous years. Reasons may be given to justify using only values for the latest year. Give the reference year/years e.g. “2008-2009”
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. “Baltic”, “North Sea and Eastern Arctic”, etc.
Fishing ground	The fishing ground given section III.C.1
Gear LVL4	Gear code e.g. “OTB” following Commission Decision 2008/949/EC Appendix IV (1-5) metier level 4 and codes given in section III.C.1 (a).
Target Assemblage LVL5	Target species assemblage e.g. “Demersal fish” following Commission Decision 2008/949/EC Appendix IV (1-5) metier level 5, and codes given in section III.C.1 (a).

Metier LVL6	Metier level 6 as defined in Commission Decision 2008/949/EC Appendix IV (1-5) metier level 6, using the metier labelling convention described in section III.C.1.(a)
Effort Days	Total days at sea for the metier as defined in Commission Decision 2008/949/EC.
Total Landings	Total volume in live weight of the landings for the metier given in tonnes.
Total Value	Total value of the landings for the metier given in €
Selected Effort	Metier selected according to the ranking system based on the effort variable. Enter "YES" or "NO".
Selected Landings	Metier selected according to the ranking system based on the landings variable. Enter "YES" or "NO".
Selected Value	Metier selected according to the ranking system based on the value variable. Enter "YES" or "NO".
Selected Other	Metier selected for other reasons that selected from the ranking system (e.g. of particular relevance for management purpose, metier merged with a selected metier, ...). Enter "YES" or "NO". Explain in the text the reasons of the choice.
Selected Discards	Metier selected according to the provisions of the Commission Decision 2008/949/EC (more than 10% discard of the total volume in weight of catches). Enter "YES" or "NO".

In relevant cases, it may be scientifically justified to merge metiers provided scientific evidence is brought regarding their homogeneity (Commission Decision 2008/949/EC Chapter III.B1.2(1)). This may include merging of metiers selected by the ranking system, and/or merging of selected metiers with metiers that have not been selected by the ranking system. Describe the scientific rationale behind the decision to merge the specific metiers. Use table III.C.2 to specify which, if any, metiers have been merged and how these are labelled in subsequent tables. The new metiers defined should appear in the table III.C.3.

At a national level, one metier defined at level 6 of the matrix in Appendix IV (1 to 5) of Commission Decision 2008/949/EC may be further disaggregated into several more precise strata, i.e. distinguishing different target species. Such disaggregation should respect the two conditions given in Commission Decision 2008/949/EC Chapter III.B1.2(2). It is possible that two or more metiers that are merged (e.g. a metier selected by the ranking system merged with others not selected) may be subsequently split into more precise strata referenced at target species level. Use table III.C.2 to specify which, if any, metiers have been split and how these are labelled in subsequent tables. The new metiers defined should appear in the table III.C.3.

For each of the metiers merged or split, indicate whether an agreement has been reached in the relevant RCM, following Commission Decision 2008/949/EC Chapter III.B1.2.(1).

Description of fields in table III.C.2: Merging and disaggregation of metiers (re-arrangement)

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
Fishing ground	The fishing ground given in section III.C.1.

Sampling year	Year for planned sampling. Information contained in this table should cover the three years 2011, 2012 and 2013 separately.
Metiers picked up by ranking system (Table III.C.1 column G)	State single metier that will be merged with other metiers or disaggregated for sampling purposes (the metiers referenced in this field should exactly match the metiers referenced in 'Metier LVL6' and not highlighted in table III.C.1).
Is metier merged with other metiers for sampling purposes?	Indicate with Y if the metier will be merged with other metiers for sampling purposes
Metiers that will be merged for sampling purposes (Table III.C.1 column G)	Provide a list including the metier in column E and all other metiers that are to be included with it in the merged metier. This may include metiers not picked up by the ranking system.
Metiers that will be further disaggregated	For those metiers selected by the ranking system (column E) which will be further disaggregated into more precise national metiers, copy the name of the metier from column E to column H, and enter "N" in column F. If two or more metiers are being merged (column G) prior to splitting into more precise national strata, enter the name of the merged metier in column H. The merged metier should be given the same name as the highest ranked metier in the group being merged (Table III.C.1).
Name of metier to sample (Table III_C_3 column H)	State the name of the new metier. Use the name of the metier within the sampling stratum with highest ranking score (Table III.C.1). The metiers referenced in this field should exactly match the metiers referenced in 'Metier LVL6' of table III.C.3.
Agreement at Regional level	Indicate by 'Yes' or 'No' whether there exists an agreement at Regional level.

(c) Type of data collection

Indicate which type of data collection is to be applied for the collection of biological metier-related variables. Three different types of data collection schemes could be used for data collection:

- A) Census, which attempts to collect data from all members of a population. This would include exhaustive monitoring of all fishing trips.
- B) Probability Sample Survey, in which data are collected from randomly selected units of a population
- C) Non-Probability Sample Survey, in which data are collected from non randomly selected units of population.

In the case of concurrent sampling, justify the choice of sampling scheme that is implemented with regard to the species' groups 1,2 & 3 and, in the case of scheme 2 or 3, justify the choice of the balance between the different coverage of species in each of the schemes (i.e. value of 'x%' in Commission Decision 2008/949/EC section B1.3(1)(g)).

If a non-concurrent (Commission Decision 2008/949/EC) sampling strategy is used to estimate length distributions and species compositions by metiers, this sampling strategy needs to be thoroughly described and evidence of its effectiveness provided.

Explain how resources are allocated to at-sea sampling and shore-based sampling recognising that there are separate precision targets for the length distribution of landings, the length distribution of discards and the volume of discards (number and weight).

Use table III.C.3 to summarise the sampling strategies that have been adopted for metier-related variables.

Description of fields in table III.C.3: Expected sampled trips by metier

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
MS participating in sampling	If the metier is sampled according to a regionally co-ordinated programme, give the names of all participating Member States. If the metier is sampled unilaterally, give the name of the single participating Member State.
Sampling year	Year for planned sampling. These should be individual years (2011, 2012 or 2013), not groups of years.
Region	Region shall be given according to the labelling of regions in table III_A_1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
Fishing ground	The fishing ground given in section III.C.1 (a).
Gear_LVL4	Gear code e.g. "OTB" (refer to Commission Decision 2008/949/EC Appendix IV (1-5) metier level 4, and codes given in section III.C.1).
Target_Assemblage_LVL5	Target species assemblage e.g. "Demersal fish" (refer to Commission Decision 2008/949/EC Appendix IV (1-5) metier level 5, and codes given in section III.C.1).
Metier_LVL6	Metier level 6 as defined in Commission Decision 2008/949/EC Appendix IV (1-5) metier level 6., and using the metier labelling convention described in section III.C.1(a) or codes redefined after merging/splitting in table III_C_2 .
Sampling frame codes	Reference to the codes of the sampling frames defined in table III.C.4
Sampling strategy	State the sampling strategy; "concurrent sampling at markets", "concurrent sampling at sea" or "other". If "other" is used (e.g. "other [Market stock specific sampling]"), the strategy should be described in section III.C.1 (c) and scientific evidence should be provided to ensure that the sampling strategy does not conflict with the objectives of concurrent sampling. If more than one sampling strategy is applied to a metier then separate rows should be used for each strategy that is used.
Sampling scheme	State the sampling scheme applied for the sampling strategy according to Commission Decision 2008/949/EC section III.B1.3(1)(g). If the sampling strategy is "other" and none of the defined sampling schemes is applicable then leave the cell blank and provide clear explanation in section III.C.1.(c).
Average total no. of trips in the reference years	State the total number of trips of the fleet in the particular metier, calculated as the average for the previous 2 years.
Expected no. of trips to be sampled by MS	State the <u>expected</u> number of trips per sampling strategy. If the sampling strategy is "other" and sampling is not done by trip, then state the number of planned sampling events and describe them in section III.C.1.(c).
Expected no. trips to be sampled at sea by MS	State the <u>expected</u> number of trips to be sampled at-sea. If the sampling strategy "other" is used and the sampling is not done by trip, state the number of expected sampling events and describe them in section III.C.1.(c)
Expected total no. trips sampled on shore by MS	State the <u>expected</u> number of trips for landings per sampling strategy. The figure in this column should be the total of the number of sampling events at sea and on shore.

(d) Target and frame population

The target population is the population for which data are required and inferences are made and is defined in the DCF as the total number of fishing trips, implicitly of a given metier, in a given time period, in a given fishing ground. MS should explain if there are deviations from this definition.

Frame populations are sets of primary sampling units upon which MS can plan a sampling scheme to obtain the metier-based information at the trip level, and the survey data then refer to these populations. The frame contains sufficient information about the units for their stratification and sampling.

In some circumstances, the metier level 6 and fishing ground may be known in advance for all the trips of a set of vessels. In this case the sampling frame can be defined as all the individual trips of this set of vessels, and the trips can be the primary sampling units (eg dredging for scallops DRB_MOL_0_0_0 in ICES VIIId). The sampling frame may be further stratified, e.g. by season. In many other circumstances, the metier level 6 combined to fishing grounds varies too dynamically in response to fishermen's operational decisions to form a basis for a sampling plan. In these circumstances, MS may choose the most appropriate sampling frame and stratification scheme to provide the required data for the metiers selected for sampling (table III.C.4). In addition, MS should give all relevant explanation to justify the choice of sampling schemes and the linkage with the metier requirements.

SGRN will consider the sampling intensities in the NP proposal based on the sampling frame (table III.C.4) to further evaluate MS achievements, and thus consider the sampling intensities based on metier (table III.C.3) as an expectation.

(e) Sampling stratification and allocation scheme

The MS should allocate its sampling effort amongst the sampling frames recognising (i) that the sampling unit will be the fishing trip and that sampling effort should be proportional to the relative effort and variability of the metiers and (ii) the requirement that the minimum number of fishing trips to be sampled shall never be less than 1 fishing trip per month during the fishing season for fishing trips of less than 2 weeks and 1 fishing trip per quarter otherwise (Commission Decision 2008/949/EC, section III.B1.3.(1)(e)).

This means that highly variable metiers will require correspondingly greater sampling effort per unit of fishing effort than less variable metiers and Member States should justify their allocation of sampling effort accordingly. This should be done on the basis of an analysis of the number of samples and number of measurements per sample that are needed to attain the specified precision targets. If such an analysis is not feasible then Member States must otherwise justify their allocation of sampling effort. In the NP Member States should briefly describe what rationales have been used to distribute sampling effort amongst the sampling frames. Use table III.C.4 to summarise the sampling effort that have been adopted for the different sampling frames and table III.C.3 to give a prediction of the resulting sampling intensity by metier.

Description of fields in table III.C.4: Metier sampling strategy

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
MS participating in sampling	If the metier is sampled according to a regionally co-ordinated programme, give the name of all participating Member States. If the metier is sampled unilaterally, give the name of the single participating Member State.
Sampling year	Year for planned sampling. These should be individual years (2011, 2012 or 2013), not groups of years.

Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. “Baltic”, “North Sea and Eastern Arctic”, etc.
Sampling frame code	Free text or coding for reporting in table III.C.3.
Sampling frame (fishing activities)	Description of the sampling frame in term of fishing activities.
Sampling frame (geographical location)	Description of the sampling frame in term of geographical locations.
Sampling frame (seasonality)	Description of the sampling frame in term of temporal stratification.
Sampling strategy	As defined in Commission Decision 2008/949/EC Chapter III.B1.3 (f) (g) (i)
Sampling scheme	As defined in Commission Decision 2008/949/EC Chapter III.B1.3 (g)
Type of data collection scheme	Enter the code of the data collection scheme, as referred to in subsection (c).
Average total no. of trips in the reference years	Enter the average total number of trips relative to the sampling frames for the years used to construct table III.C.1.
Planned no. trips to be sampled at sea by MS	State the <u>planned</u> number of trips to be sampled at-sea. If the sampling strategy "other" is used and the sampling is not done by trip, state the number of planned sampling events and describe them in section III.C.1.(c)
Planned no. trips to be sampled on shore by MS	State the <u>planned</u> number of trips to be sampled on shore. If the sampling strategy is "other" and sampling is not done by trip, then state the number of planned sampling events and describe them in section III.C.1.(c)
Planned total no. trips to be sampled by MS	State the <u>planned</u> total number of trips to be sampled by MS. The figure in this column should be the total of the number of sampling events at sea and on shore.
Time stratification	State the level of stratification in time (M)onthly, (Q)uarterly, (H)alf-yearly or (Y)early.

Table III.C.5 shows the planned targets and requirements for national and regional length measurements for all metiers combined, i.e. at the level where the precision must be targeted. Note that the agreement at the regional level must be provided by the relevant RCM. Guidance on the completion of these tables is given below.

Description of fields in table III.C.5 : Sampling intensity for length compositions (all metiers combined)

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. “GER”
MS participating in sampling	If the metier is sampled according to a regionally coordinated programme, give the names of all participating Member States. If the metier is sampled unilaterally, give the names of the single participating Member State.
Sampling year	Year for planned sampling. . These should be individual years (2011, 2012 or 2013), not groups of years.
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. “Baltic”, “North Sea and Eastern Arctic”, etc.
Fishing ground	The fishing ground given in section III.C.1.

Species	Use scientific name.
Species group	1, 2 or 3 following the grouping specified in Commission Decision 2008/949/EC, Chapter III, section B1.3(1)(f).
Required annual precision target (CV)	As required in Commission Decision 2008/949/EC
Intensity agreed at the regional level	Indicate, if it exists in a RCM report or bilateral agreement, the number of fish to measure/age that has been agreed at the regional level. If the sampling programme is not regionally co-ordinated this field should be left blank.
Planned minimum no. of fish to be measured/aged at national level	State the planned minimum number of fish to be measured at the national level. If a regionally co-ordinated scheme exists, provide the agreed national share.
Planned minimum no. of fish to be measured/aged at the regional level	State the planned minimum number of fish to sample to achieve the required precision target in a regionally co-ordinated sampling programme. If the sampling programme is not regionally co-ordinated this field should be left blank.
Time stratification	State the level of stratification in time (M)onthly, (Q)uarterly, (H)alf-yearly or (Y)early.

III.C.2 Estimation procedures

Give a short description of the methods that will be used for estimating the discards volumes and the length and age structure of the catches. Give particular attention to the raising procedures and the data sources for estimating the parameters of the population used for raising

III.C.3 Data quality evaluation

Give concise details in the text regarding

- Potential sources of bias and the means to mitigate them¹;
- Indications of precision obtained from previous sampling years and lessons learnt for the current NP proposal;
- Procedures developed for validation and quality checks.

III.C.4 Data presentation

Use this section to indicate when data will be available for end users, the time lag with respect to the reference year, and confidentiality of the data.

This section also covers the production of sets of data and their use to support scientific analysis as a basis for advice to fisheries management. It should include preparation of sets of data for stock assessments and corresponding scientific analysis.

MS should ensure that all data stored allow the reliable estimation of the total volume of catches (defined by regional fishing types and fleet segments, geographical area and time period) including discards. Any deviations from the required levels of stratification should be clearly reported

¹ For information, a comprehensive list of potential sources of bias may be found in the report of the ICES WKACCU (ICES, 2008).

III.C.5 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to sampling for discards and length structure of the landings of foreign flags. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations on metier-based variables from the relevant RCMs and give a brief description of the responsive actions that will be taken. List the recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to the MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

III.C.6 Derogations and non-conformities

Use this section to justify any derogation requested and any non-conformity with the requirements of the DCF. Document and discuss changes brought to the design of the data collection for reasons of cost efficiency purpose. To that aim, bring all scientific evidence that the changes implemented do not compromise the primary objectives specified in the Regulation with regards to this section. Also document and discuss any changes in the data collection system that could have an impact on the overall continuity and consistency of the discards and/or length data series collected.

III.D Biological - Recreational fisheries

[Insert here a region header, according to Appendix II of Commission Decision 2008/949/EC. For each region, sections III.D.1-4 should be given.]

III.D.1 Data acquisition

Briefly describe the context of the relevant recreational fisheries (marine or inland, fishermen population, types of fishing, seasonality, management regimes). If known, describe the importance of recreational fisheries catches compared with commercial ones, e.g. in terms of volumes or ratio of recreational to commercial landings.

(a) Type of data collection

Indicate which type of data collection is to be applied for each species listed in Appendix IV (1 to 5) of Commission Decision 949/08. Three different types of data collection schemes could be used for data collection:

- A) Census, which attempts to collect data from all members of a population. This would include collection of data from administrative records, as well as other cases in which data are derived from sources originally compiled for non-statistical purposes
- B) Probability Sample Survey, in which data are collected from a sample of a population members randomly selected
- C) Non-Probability Sample Survey, in which data are collected from a sample of population members not randomly selected.

(b) Target and frame population

The target population is the population for which inferences are made. MS should provide details on the definition used for target population.

The frame population is the set of population units which can be accessed through the frame and the survey data then refer to this population. The frame contains sufficient information about the units for their stratification and sampling. MS should either ascertain that the frame and target populations are the same, or explain how the frame differs from the target population.

(c) Data sources

Briefly describe how the relevant information will be obtained (phone surveys, on-site surveys, mailed questionnaires, logbooks, etc.).

(d) Sampling stratification and allocation scheme

Briefly describe the sampling strategy including which parameters will be collected for raising purpose, and the stratification used for the catch weight .

Be as concise as possible and group species, where relevant, under the same header if they have identical or similar sampling schemes.

Explain if work is planned as pilot studies or will be carried on in the mid or long term, which species will be monitored yearly, or with which periodicity. Give the year when tasks will be carried out.

III.D.2 Estimation procedures

Give a short description of the methodology that will be used for estimating the catches of the relevant species. Particular attention should be given to the raising procedures and the data sources for estimating the parameters of the population used for raising.

III.D.3 Data quality evaluation

Provide an evaluation of the quality of the data in terms of sampling coverage (e.g. the extent to which the sampling frames cover all elements of the population of recreational fishermen to be sampled, other sources of bias (e.g. recall bias) and precision achieved for the quarterly estimates of recreational fishery harvests compared to targets.

Also document and discuss any changes in the data collection system that could have an impact on the overall continuity and consistency of the series collected.

III.D.4 Data presentation

Use this section to indicate when data will be available for end users and any confidentiality issues.

III.D.5 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to recreational fisheries sampling. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to the MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

III.D.6 Derogations and non-conformities

Justify any derogation requested and any non-conformity with the requirements of the DCF. If any part of the fishermen population or of the catches of a species are excluded from sampling (by means of thresholds for e.g. fishing types, fishing effort, quantities landed, etc.), or if another updating periodicity than annual (according to the DCF regulation) is adopted, the reasons for this should be fully documented and explained.

III.E Biological - stock-related variables

[Insert here a region header, according to Appendix II of Commission Decision 2008/949/EC. For each region, sections III.E.1-4 should be given.]

III.E.1 Data acquisition

(a) Selection of stocks to sample

Use table III.E.1 to identify which stocks are going to be included in the sampling scheme and provide all the elements for requesting derogations.

Description of fields in table III.E.1: List of required stocks (Appendix VII)

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Species	Use scientific name.
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
RFMO	Enter the acronym of the competent RFMO for providing management advice on the species/stock.
Area / Stock:	All species and stocks for which biological variables sampling is mandatory according to the requirements of the Appendix VII of Commission Decision 2008/949/EC, for all areas where the MS's fishing fleet is operating regardless as to whether the MS has ever reported landings of these species from these areas or not. In many cases, this will result in an extensive list of species and stocks, many of which with zero landings.
Species Group	1, 2 or 3 following the grouping specified in Commission Decision 2008/949/EC, Chapter III, section B1.3(1)(f).
Average landings	Average landings for each species and stock over the most recent 3-years reference period. Enter the reference period in the header of the table, next to the cell which says "Reference period landings". Average landings figures can be rounded to the nearest 5 or 10 t. If the species is not landed at all, then enter 'None'.
Share in EU TAC	Only applies to stocks that are subject to TAC and quota-regulations. In this column: <ul style="list-style-type: none">• Enter "None", if the MS has no share in the EU TAC of the stock concerned.• Enter the exact share if the MS's share in the EU TAC of the stock concerned.

Share in EU landings	Applies to (i) all stocks in the Mediterranean, and (ii) all stocks outside the Mediterranean for which no TACs have been defined yet. In this column: <ul style="list-style-type: none"> • Enter “None”, if the MS has no landings of the stock concerned. • Enter the exact share, if the MS's has landings of the stock concerned
Selected for sampling	Indicate by ‘Yes’ or ‘No’ whether the species/stock has been selected for sampling.

When the table is completed, highlight all the stocks that will not be sampled for any of the variables in pale grey, to facilitate the distinction between the “sampled” and the “non-sampled” stocks (see highlighted rows in table for examples)

(b) Type of data collection

Indicate which type of data collection is to be applied for the collection of biological stock-related variables. Three different types of data collection schemes could be used for data collection:

- A) Census, which attempts to collect data from all members of a population (not relevant for this section).
- B) Probability Sample Survey, in which data are collected from randomly selected units of a population
- C) Non-Probability Sample Survey, in which data are collected from non randomly selected units of population.

(c) Target and frame population

The target population is the population for which inferences are made, and is clearly defined from the Appendix VII of Commission Decision 2008/949/EC to be the stocks within their geographical boundaries.

The frame population is the set of population units which can be accessed through the frame and the survey data then refer to this population. The frame contains sufficient information about the units for their stratification and sampling. MS should either ascertain that the frame and target populations are the same, or explain how the frame differs from the target population.

(d) Sampling stratification and allocation scheme

Use table III E.2 to give an overview of the long-term sampling strategy with respect to 'Stock related variables'. For each parameter (age, weight, sex ratio, maturity and fecundity) and year, enter 'X' if data collection has taken place or is planned. This table should allow the evaluators to identify in which year(s) data were / will be collected and hence, whether the MS is respecting the required periodicity for data collection. The species referenced in the column “species “ in table III.E.2 should exactly match the species not highlighted in table III.E.1.

Use table III E.3 to give an overview of the planned sampling for age, weight, sex ratio, maturity and fecundity (if applicable) in the NP years.

Description of fields in table III.E.3:

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
MS participating in sampling	If the stock is sampled according to a regionally co-ordinated programme, give the names of all participating Member States. If the stock is sampled unilaterally, give the name of the single participating Member State.
Sampling year	Year for planned sampling. These should be individual years (2011, 2012 or 2013), not groups of years.
Species	Use scientific name.
Species group	1, 2 or 3 following the grouping specified in Commission Decision 2008/949/EC, Chapter III, section B1.3(1)(f).
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
RFMO	Enter the acronym of the competent RFMO for providing management advice on the species/stock.
Fishing ground	The fishing ground given in section III.C.1.
Area/stock	According to Commission Decision 2008/949/EC Appendix VII.
Variable	Use one of the code given as a footnote of table III.E.3. For maturity, fecundity and sex ratio, a choice may be made between reference to age or length following the Commission Decision 2008/949/EC Chapter III.B2.4.3.
Data source	Give a keyword description of the main data sources (e.g. surveys, market samples, discard samples, etc., or any combination of these)
Required precision target (CV)	As required in Commission Decision 2008/949/EC
Planned minimum number of individuals to be measured at a national level	State the planned minimum number of fish to be measured at the national level as part of a regionally co-ordinated scheme if one exists or, otherwise, the national scheme.
Planned minimum number of individuals to be measured at the regional level	State the planned minimum number of fish to sample to achieve the required precision target when a regional agreement exists, and taking into account the effect of cluster sampling. If the sampling programme is not regionally co-ordinated this field should be left blank.

Describe the sources used for collecting stock-related variables (commercial fisheries, surveys) and how the data will be collected with regard to the requirements specified in the Appendix VII of Commission Decision 2008/949/EC.

Regarding triennial sampling, MS collecting data in the same region should adopt compatible approaches (not only in the timing of their data collection, but also with regard to the methodology applied), so that comparability and compatibility of the data is maximised and redundancy is avoided. For sex ratios, maturity and fecundity, state if the parameters are referenced to age or length. MS should make sure that in the same region, data are collected with the same reference to length and/or age.

III.E.2 Estimation procedures

Give a short description of the methods that will be used for estimating the stock variables.

III.E.3 Data quality evaluation

Explain the sampling strategy planned regarding the objectives in terms of target precisions. The coverage and precision levels should be in accordance with those specified in Commission Decision 2008/949/EC, Chapter III, section B2.4.

Also document and discuss any changes in the data collection system that could have an impact on the overall continuity and consistency of the series collected.

III.E.4 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of stock-related variables. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

Sampling requirements for surveys should in general be defined by the relevant survey planning groups. Make reference to the corresponding document(s), where these requirements are defined.

III.E.5 Derogations and non-conformities

Formal derogations with regard to the data collection on “Stock related variables” are already included in table III E.1 (see section III.E.1). If no further derogations are requested, then it should be explicitly stated. All extra derogations and all non-conformities should be fully explained and justified.

III.F Transversal variables

III.F.1 Capacity

III.F.1.1 Data acquisition

Briefly describe how fishing capacity data will be obtained. In particular, information from the fleet register has to be integrated with other sources (logbook, surveys,..) in order to get data at the level of fleet segments. The NP should describe the different data sources used.

III.F.1.2 Data Quality evaluation

MS shall describe the methods used to assure the quality of the collected data (validation rules, cross checking, etc.). In case where capacity variables are collected through surveys, information on data quality should be given in terms of target precision levels.

III.F.2 Effort

III.F.2.1 Data acquisition

The effort variables are listed in Commission Decision 2008/949/EC Appendix VIII. Data sources (e.g. logbooks, landings and effort declarations, census, surveys etc.) should be clearly stated for each variable. Methods for deriving final estimates from these data sources should be described. Where survey work is being undertaken, concise details should be given about

- Type of data collection
- Target and frame population
- Data sources
- Sampling frame and allocation scheme
- Estimation

MS may provide detailed calculation procedures, including statistical ones, in an annex.

MS shall describe specific actions for vessels less than 10 meters.

Description of fields in table III.F1: Transversal Variables Data collection strategy

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER".
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
Variable group	Refer to Commission Decision 2008/949/EC Appendix VIII under column 'Heading' .
Variables	Refer to Commission Decision 2008/949/EC Appendix VIII under column 'Variable'.
Data sources	Indicate the name(s) of the sources used for collecting the data and detailed in section III.F.2.1 of the NP proposal.
Type of data collection scheme	Enter 'A' for a census, 'B' for a probability based survey and/or C for a non-probability based survey.
Variability indicator (a)	Specify the variability indicators to be used in relation to the type of collection scheme.
Target population (b)	Target population can be reported as "all registered vessels in the case the sampling strategy is the same for all vessels otherwise MS should specify the vessels segments for which a specific sampling strategy has been used.

III.F.2.2 Data quality evaluation

MS shall describe the methods used to assure the quality of the collected data (validation rules and consistency among different variables).

In case where effort variables are collected through surveys, information on data quality should be given in terms of accuracy (bias and target precision levels).

III.F.2.3 Data presentation

Use this section to indicate when data will be available for end users.

III.F.2.4 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of data for the effort variables. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

III.F.2.5 Derogations and non-conformities

MS shall justify any derogation requested and any non-conformity with the requirements of the DCF. Note that under the DCF, there are no provisions for the exclusion of any part of the vessel population from data collection (for example vessels less than 10 meters).

III.F.3 Landings

III.F.3.1 Data acquisition

The variables are listed in appendix VIII. Data sources (e.g. logbooks, landings and effort declarations, census, surveys etc.) should be clearly stated for each variable. Methodologies, including conversion factors, to derive final estimates from these data sources should be described. Where survey work is being undertaken, concise details should be given about methodology (including sampling procedures). MS may provide detailed calculation procedures, including statistical ones, in an annex.

Use table III.F.2 to provide conversion factors, The full table was provided for 2009 and it should be updated in subsequent years only in case of any modification. If no modifications is done it should be stated in the text.

Explain the approach followed to calculate annual average prices per species (it is recommended to use weighted averages).

Describe specific actions for vessels less than 10 meters.

III.F.3.2 Data quality evaluation

Describe the methods used to assure the quality of the collected data.

In case where effort variables are collected through surveys, information on data quality should be given in terms of target precision levels.

III.F.3.3 Data presentation

Use this section to indicate when data will be available for end users.

III.F.3.4 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of data for landings variables. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

III.F.3.5 Derogations and non-conformities

MS shall justify any derogation requested, including derogations recommended by STECF, and any non-conformity with the requirements of the DCF. Note that under the DCF, there are no provisions for the exclusion of any part of the vessel population from data collection (for example vessels less than 10 meters).

III.G Research surveys at sea

III.G.1 Planned surveys

For each survey listed at Appendix IX of Commission Decision (2008/949/EC), a brief overview should be given of

- The main aims of the survey (target species, target data).
- How the data will be collected. Specify the linkage to an international manual web page if one exists.
- How and where the data will be stored (with reference to both national and international databases).
- the suitability of the survey for the calculation of the ecosystem indicators 1 to 4 listed in appendix XIII

The NP Proposal should not contain any new survey proposed by the MS, as this should follow a procedure agreed by STECF (*cf.* Report of SGRN-07-01).

Use standard table III.G.1 to give an overview of the planned numbers of days at sea, and the planned numbers of echo sounding tracks, UWTV tracks, plankton hauls for fish eggs and/or larvae, fishing hauls or sampling stations. In the column 'Max. days eligible', take over the number of days given in the survey effort column in Appendix IX of Commission Decision 2008/949/EC for the particular survey.

Both in the text of the NP Proposal and in the standard tables, surveys should be listed in the same order and with exactly the same names as in Appendix IX of Commission Decision 2008/949/EC.

Description of fields in table III.G.1: List of surveys.

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Name of survey	Use the name of the survey(s) as spelled in the Commission Regulation 2008/949/EC appendix IX.
Aim of survey	Enter the main aims of the survey (target species, target data).
Area(s) covered	Enter the codes of the areas visited (ICES divisions, GFCM subareas, ...)
Period (Month)	Enter the period, by months, when the survey will be operating. Note that this period should match the information given in Commission Decision 2008/949/EC Appendix IX.
2011 - 2013	Enter 'X' for specifying the years when the survey occurs.
Days at sea planned	Give the number of days at sea planned for the survey(s).
Max. days eligible	Give the maximum days eligible for the survey(s) as stated in Commission Decision 2008/949/EC Appendix IX
Type of Sampling activities	<p>Use the following convention :</p> <ul style="list-style-type: none"> • Enter 'Echo Nm', if the target is to perform a pre-set distance (in nautical miles) of echo sounding, regardless of the sampling strategy used. • Enter 'TV Tracks', if the target is to perform a pre-set number of underwater TV tracks, regardless of the sampling strategy used (simple random, stratified random or fixed stations). • Enter 'Fish Hauls', if the target is to perform a pre-set number of fishing hauls, regardless of the sampling strategy used (simple random, stratified random or fixed stations). • Enter 'Plankton Hauls', if the target is to perform a pre-set number of plankton hauls for fish eggs and/or larvae, regardless of the sampling strategy used (simple random, stratified random or fixed stations). • If different methods will be deployed during the same survey, then use more than one line and specify the targets for each method separately (see highlighted rows in table III.G.1 for examples).
Planned target	Give the numerical value of the planned target for the sampling activities named in previous column?
Ecosystem indicators collected	Enter the code specification of the ecosystem indicators collected (Commission Decision 2008/949/EC Appendix XIII.
Map	Indicate the reference to map(s) given in the text of the NP proposal.
Relevant international planning group	Indicate the acronym of the international planning group coordinating the survey(s).
Upload in international database	Indicate by 'Yes' or 'No' whether the data will be upload in an international database or not.

III.G.2 Modifications in the surveys

In this section, all planned changes in the design or effort of the surveys should be fully documented and explained. Changes and alterations to be discussed include:

- Changes in the vessel(s) that is/are used for a survey.
- Changes in the timing of a survey.
- Changes in the geographical coverage of a survey and the location of sampling stations.
- Changes in the gear(s) used during a survey.
- Changes in the sampling protocols.

Wherever possible, an appreciation should be given of the likely impact (if any) of the planned changes on the consistency of the survey data. If the changes are in agreement with a recommendation by an acknowledged planning or steering group, then it should be mentioned, together with a reference to the documents where the relevant background information can be found.

If no changes in the design of the surveys are foreseen, then it should be explicitly stated.

III.G.3 Data presentation

Use this section to indicate when data will be available for end users.

III.G.4 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region.

III.G.5 Derogations and non conformities

MS shall justify any derogation requested, including derogations recommended by STECF, and any non-conformity with the requirements of the DCF.

IV. Module of the evaluation of the economic situation of the aquaculture and processing industry

IV.A Collection of data concerning the aquaculture

IV.A.1 General description of the aquaculture sector

Use this section, and standard table IV.A.1, to give a general and concise description of the MS's aquaculture sector. The prime aim of standard table IV.A.1 is to get an overview of the typologies of aquaculture present in each MS and also for which the NP Proposal should have either concrete plans for sampling activities or a justification of the requested derogations. Enter 'Yes' or 'No' in the appropriate cells of standard table IV.A.1, regardless of the quantities produced. If quantities produced by a certain segment are too small to justify any sampling activities, then this should be justified in the section « IV.A.6. Derogations and non-conformities » and should be identified with NS (no sampling) in table IV.A.1 in brackets behind “Yes” in the respective cell.

Provide information on the importance of the aquaculture sector compared with the fishery sector, in terms of values and volume (tons) of production.

IV.A.2 Data acquisition

(a) Definition of variables

The variables are listed and defined in Appendix X of Commission Decision 2008949/EC. For those variables which are not defined in the Appendix VI MS should provide definition.

Specify which is the reference year of the data that will be collected and when final validated data will be available. In the different years of the NP data for different reference years will be collected. Hence a separate row for each variable or segment for each reference year has to be provided.

The methodology for calculation of FTE should be in accordance with the Study FISH/2005/14 and should be explained in the NP.

(b) Type of data collection

Indicate which type of data collection is to be applied for each economic variable as listed in Appendix XII of Commission Decision 949/08. Three different types of data collection schemes could be used for data collection:

- A. Census, which attempts to collect data from all members of a population. This would include collection of data from administrative records, as well as other cases in which data are derived from sources originally compiled for non-statistical purposes
- B. Probability Sample Survey, in which data are collected from a sample of a population members randomly selected
- C. Non-Probability Sample Survey, in which data are collected from a sample of population members not randomly selected.

(c) Target and frame population

Use standard table IV.A.2. to give a general outline of (i) the population nos. by segment, (ii) the planned sampling levels and sample rates (columns 'Planned sample no.' and 'Planned sample rate'), and (iii) the sampling method(s) that will be used (column 'Sampling strategy'). The segments in table IV.A.2 should correspond to those listed in Appendix XI of the DCF.

Description of fields in table IV.A.2: Population segments for collection of aquaculture data

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. “GER”
Segment	Refer to the naming convention used in Comm. Dec. 2008/949/EC Appendix XI.
Reference year	Give the year to which the data collected will refer and thus may differ from the 'NP-years' in the top of the table.
Total population no	Number of enterprises comprised in each of the segments.
Frame population no	Number of enterprises accessible for sampling in each of the segments.
Planned sample no.	Number of enterprises comprised in the sampling plan for each of the segments. Where planned sample numbers differ for the estimation of different parameters within a segment, please give the appropriate range.
Planned sample rate	Planned sampling rate for each of the segments. Where planned sampling rates differ for the estimation of different parameters within a segment, please give the appropriate range.
Type of data collection scheme	Enter the code of the data collection scheme, as referred to in subsection (b).

Description of fields in table IV.A.3: Sampling strategy - Aquaculture sector

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. “GER”
Variables (as listed in Appendix X)	Enter the name of the variables as listed in Commission Decision 2008/949/EC Appendix X.
Reference year	Give the year to which the data collected will refer and thus may differ from the 'NP-years' in the top of the table.
Data sources	Indicate the name(s) of the sources used for collecting the data and detailed in section IV.A.2.(e) of the NP proposal.
Type of data collection scheme	Indicate the code of the data collection scheme as detailed in section IV.A.2 (b) of the NP proposal.
Type of error	Bias and/or variability.
Accuracy indicator	According to STECF/SGECA 09-02 recommendations.
Segments	Enter the name of the segments, which may be a composition of the segments names listed in Commission Decision 2008/949/EC Appendix XI.

The population to be considered is composed of enterprises whose primary activity is defined according to the EUROSTAT definition under NACE Code 03.2: “Fish Farming”. In case additional sources (e.g. veterinary register, aquaculture licences register, ...) are to be used to adjust the population, MS shall explain the procedure used.

Follow Appendix XI of Commission Decision 2008/949/EC to stratify the population; enterprises should be segmented according to their main farming technique. In this view, describe the criteria used to identify the main farming technique (e.g. on the basis of turnover, production,).

Further segmentation on the basis of size or other criteria shall be explained.

The column, headed 'Reference year' should give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table. Example: if, as part of a MS's National Programme for 2011-2013, data have been collected on the turnover made in 2009, then the cell 'NP-year' in the top of the table should read '2011-2013' and the entry in the column 'Reference year' should read '2009'.

Target population.

The target population is the population for which inferences are made and is defined in the DCF. MS should:

- explain if there are deviations from the definition given in the DCF;
- describe the segmentation if it is used.

Frame Population.

The frame is a device that permits access to population units. The frame population is the set of population units which can be accessed through the frame and the survey data then refer to this population. The frame contains sufficient information about the units for their stratification, sampling and contact. The information about frame population should be provided in Standard Table IV.A.2.

(d) Data sources

Provide a list of data sources planned to be used and a description of each. The information on data sources to be used to collect each variable per segment (if segmentation is used) should be provided in Standard table IV.A.3.

If a questionnaire is going to be used, a copy of this may be included in an annex to the NP.

Provide information how the consistency of data coming from different data sources will be ensured.

(e) Sampling stratification and allocation scheme

The description should be provided if sampling is planned (Probability Sample Survey or/and Non-Probability Sample Survey).

Type of sampling strategy

Describe the selection of sampling units and therefore the type of sampling strategy used (e.g., simple random sampling, systematic sampling, sampling with PPS, multiple stage sampling, etc.)

Further stratification within sector/segment

Describe if sector/segments will be divided into subsets (strata) before the selection of a sample. MS should define what parameters will be used to stratify.

Determination of sample size

Explain which targets have been used to determine the sample size and why these targets have been chosen. Present the planned sample size (if segmentation is used by segment) in Standard table IV.A.2.

Sample evolution over time, rotational groups

In the case where rotation is applied to substitute non-responsive units, this should be clearly described and the consequences for the estimates should be discussed.

Describe any projected changes in sample size over time and should report the number of sample units that will be substituted from one year to another.

IV.A.3 Estimation

Information on planned methodologies to derive final estimates from data collected should be given for each variable.

Estimation methods from sample to population

Describe the type of estimators to be used according to the type of sampling strategy (for example, Horvitz-Thompson or Hansen-Hurwitz estimators)

Describe estimation procedures, including the nature of any additional information planned to be used.

The text of the NP should contain a description of estimators and estimation procedures. Raising factors and other details may be included in an annex to the NP.

Imputation of non responses/ Non-response adjustments

Describe the methods planned (e.g., regression analysis, adjustments of raising actors, etc.) for dealing with non-responses and other data deficiencies.

IV.A.4 Data quality evaluation

A description should be provided per each type of data collection scheme.

Use standard table IV.A.2 to give further details on the sampling methods used (column 'Sampling strategy') and describe the methods planned to assure the quality of the collected data.

MS should describe the methods to assess the variability of the estimates and to assess the bias derived from non-responses and from the use of models in case of non-probability sampling. MS is invited to refer to the report of the STECF/SGECA 09-02 meeting where these terms are defined and explained.

MS shall use standard table IV.A.3 to give further details on the methods used to assure the quality of the collected data. Information on data quality evaluation depends on the type of data collection and on the type of error. Methods used have to be described in the text (MS should use The European Statistical System (ESS) standard quality reporting documents (EUROSTAT 2009a and 2009b) and SGECA recommendations may be used for more information).

MS should distinguish two types of error: bias and variability. Accuracy indicators should be provided in the Standard Table IV.A.3. It is proposed that:

- For data collection type A (census) the variability indicator is “none”, MS should give information on the targeted response rate;
- For data collection type B (Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The indicator of variability is the coefficient of variation (CV);
- For data collection type C (Non-Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The variability of the estimates serves as variability indicator. MS should describe clearly the methods which will be used to assess such variability in this section of the NP..

IV.A.5 Presentation

Indicate when data will be available to end users, and the time lag with respect to the reference year.

Confidentiality problems, and the need for clustering of segments when presenting the results, should be discussed in this section.

IV.A.6 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of economic data from the aquaculture sector. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

IV.A.6 Derogations and non-conformities

MS shall justify any derogation requested and any non-conformity with the requirements of the DCF. When relevant, this justification should be based on scientific evidence.

IV.B. Collection of data concerning the processing industry

IV.B.1 Data acquisition –

(a) Definition of variables

The variables are listed and defined in Appendix XII of Commission Decision 2008/949/EC. For those variables which are not defined in the Appendix XII MS should provide definition and chosen methodology if necessary as stated in the Appendix XII of Commission Decision.

MS shall specify which is the reference year of the data that will be collected and when final validated data will be available. In the different years of the National Programme data for different reference year will be collected. Hence a separate row for each variable or segment for each reference year has to be provided.

The methodology for calculation of FTE should be in accordance with the Study FISH/2005/14 and should be explained in the NP.

(b) Type of data collection

Indicate which type of data collection is to be applied for each economic variable as listed in Appendix XII of Commission Decision 949/08. Three different types of data collection schemes could be used for data collection:

- A. Census, which attempts to collect data from all members of a population. This would include collection of data from administrative records, as well as other cases in which data are derived from sources originally compiled for non-statistical purposes
- B. Probability Sample Survey, in which data are collected from a sample of a population members randomly selected
- C. Non-Probability Sample Survey, in which data are collected from a sample of population members not randomly selected.

(c) Target and frame population

The population is defined in the DCF. The population shall refer to enterprises whose main activity is defined according to the Eurostat definition under NACE Code 10.20: 'products'. "Processing and preserving of fish, crustaceans and molluscs."

For those enterprises that carry out fish processing but not as a main activity, it is also mandatory to provide information on population.

If segmentation is to be used the criteria for it should be number of persons employed and/or turnover. Standard table IV.B.1 should be used to present information on target and frame population. The column, headed 'Reference years' should give the year to which the data collected actually refer and thus may differ from the 'NP-years' in the top of the table. Example: if, as part of a MS's National Programme for 2011-2013, data have been collected on variable costs incurred in 2009, then the cell 'NP-year' in the top of the table should read '2011-2013' and the entry in the column 'Reference years' should read '2009'.

Target population.

The target population is the population for which inferences are made and is defined in the DCF. MS should:

- explain if there are deviations from the definition given in the DCF;
- describe the segmentation if it is used.

Frame Population.

The frame is a device that permits access to population units. The frame population is the set of population units which can be accessed through the frame and the survey data then refer to this population. The frame contains sufficient information about the units for their stratification, sampling and contact. The information about frame population should be provided in Standard table IV.B.1.

(d) Data sources

Provide a list of data sources to be used and a description of each. The information on data sources used to collect each variable per segment (if segmentation is used) should be provided in Standard table IV.B.2.

If a questionnaire is going to be used, a copy of this may be included in an annex to the NP.

Provide information how the consistency of data coming from different data sources will be ensured.

(e) Sampling stratification and allocation scheme

A description should be provided if sampling is planned (Probability Sample Survey or/and Non-Probability Sample Survey).

Type of sampling strategy

Describe the selection of sampling units and therefore the type of sampling strategy used (e.g., simple random sampling, systematic sampling, sampling with PPS, multiple stage sampling, etc.)

Further stratification within sector/segment

Describe if sector/segments have been divided into subsets (strata) before the selection of a sample. Define which parameters have been used to stratify.

Determination of sample size

Explain which targets have been used to determine the sample size and why these targets have been chosen. Present the sample size (if segmentation is used by segment) in Standard table IV.B.1.

Sample evolution over time, rotational groups

In the case where rotation is applied to substitute non-responsive units, this should be clearly described and the consequences for the estimates should be discussed.

Describe any projected changes in sample size over time and report the number of sample units that will be substituted from one year to another.

Description of fields in table IV.B.1: Processing industry: Population segments for collection of economic data.

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Segment	If applied, refer to the segmentation by number of employees used in Comm. Dec. 2008/949/EC Appendix XII or give the range of turnover for the different segments, when turnover is used for segmentation Otherwise indicate "entire segment".
Reference year	Give the year to which the data collected will refer and thus may differ from the 'NP-years' in the top of the table.
Total population no	Number of enterprises comprised (in each of the segments, if segmentation is used).
Frame population no	Number of enterprises accessible for sampling (in each of the segments, if segmentation is used).
Planned sample no.	Number of enterprises comprised in the sampling plan (for each of the segments, if segmentation is used). Where planned sample numbers differ for the estimation of different parameters (within a segment, if segmentation is used), please give the appropriate range.
Planned sample rate	Planned sampling rate for each of the segments. Where planned sampling rates differ for the estimation of different parameters within a segment, please give the appropriate range.
Type of data collection scheme	Indicate the code of the planned data collection scheme as detailed in section IV.B.1 (b) of the NP proposal.

Description of fields in table IV.B.2: Sampling strategy - Processing industry

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Variables (as listed in Appendix XII)	Enter the name of the variables as listed in Commission Decision 2008/949/EC Appendix XII.
Reference year	Give the year to which the data collected will refer and thus may differ from the 'NP-years' in the top of the table.
Data sources	Indicate the name(s) of the sources used for collecting the data and detailed in section IV.B.1.(d) of the NP proposal.
Type of data collection scheme	Indicate the code of the data collection scheme as detailed in section IV.B.2.(b) of the NP proposal.
Type of error	Bias and/or variability.

Variability indicator	According to STECF/SGECA 09-02 recommendations.
Segments	If applied, refer to the segmentation by number of employees used in Comm. Dec. 2008/949/EC Appendix XII or give the range of turnover for the different segments, when turnover is used for segmentation. Otherwise indicate “entire sector”.

IV.B.2 Estimation

Give information on planned methodologies to derive final estimates from data collected for each variable.

The text of the NP should contain a description of estimators and estimation procedures. Raising factors and other details may be included in an annex to the NP.

Estimation methods from sample to population

Describe the type of estimators to be used according to the type of sampling strategy (for example, Horvitz-Thompson or Hansen-Hurwitz estimators)

Describe planned estimation procedures, including the nature of any additional information used.

Imputation of non responses/ Non-response adjustments

Describe the methods planned (e.g., regression analysis, adjustments of raising actors, etc.) for dealing with non-responses and other data deficiencies.

IV.B.3 Data quality evaluation

A description should be provided per each type of data collection scheme.

Use standard table IV.B.1 to give further details on the sampling methods that will be used (column 'Sampling strategy') and this section for the description of the methods planned to assure the quality of the collected data.

MS should describe the methods to assess the variability of the estimates and to assess the bias derived from non-responses and from the use of models in case of non-probability sampling. MS is invited to refer to the report of the STECF/SGECA 09-02 meeting where these terms are defined and explained.

MS shall use standard table IV.B.2 to give further details on the methods used to assure the quality of the collected data. Information on data quality evaluation depends on the type of data collection and on the type of error. Methods used have to be described in the text (MS should use The European Statistical System (ESS) standard quality reporting documents (EUROSTAT 2009a and 2009b) and SGECA recommendations may be used for more information).

MS should distinguish two types of error: bias and variability. Accuracy indicators should be provided in the Standard Table IV.B.2. It is proposed that:

- For data collection type A (census) the variability indicator is “none”, MS should give information on the targeted response rate;
- For data collection type B (Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The indicator of variability is the coefficient of variation (CV);
- For data collection type C (Non-Probability Sample Survey), the indicators of bias are coverage rates and/or response rates. The variability of the estimates serves as variability indicator. MS should describe clearly the methods which will be used to assess such variability in this section of the NP..

IV.B.4 Data presentation

Indicate when data will be available to end users and the time lag with respect to the reference year.

Confidentiality problems and the need for clustering of segments in the phase of presentation of the results should be discussed in this section.

IV.B.5 Regional coordination

Use this section to describe the initiatives taken to coordinate the national programme with other Member States in the same marine region, with regard to the collection of economic variables for the processing sector. Formal multi-lateral agreements should be annexed to the NP Proposals of all referenced parties.

There may also be agreements reached during a RCM which are documented in the appropriate report, but for which there is no formal multi lateral signed document. In this case, the text of the appropriate RCM should be copied and pasted in italics in the NP proposal of all MS involved.

List the appropriate recommendations from all relevant RCMs and give a brief description of the responsive actions that will be taken. List any recommendations and planned responsive actions in a text table comprising on the left side the recommendations and on the right side the responsive actions. There is no need to also list recommendations that do not apply to MS (e.g. on the terms of reference of ICES expert groups, on actions to be taken by the EC, etc.).

IV.B.6 Derogations and non-conformities

MS shall justify any derogation requested and any non-conformity with the requirements of the DCF. When relevant, this justification should be based on scientific evidence.

V. Module of evaluation of the effects of the fishing sector on the marine ecosystem

In this NP Proposal section, specify the temporal (years) and spatial (geographical) coverage of the data that will be collected in order to allow the calculation of the ecosystem indicators specified in Appendix XIII of Commission Decision 2008/949/EC.

The surveys which contribute to the collection of data for the calculation of ecosystem indicators shall be specified in section III.G.1.

Provide details on the access to VMS data and the expected temporal and spatial resolution.

With reference to section III.B.1 of the NP Proposal (economic variables), describe how data on the value of the landings and fuel costs will be collected to allow calculation of ecosystem parameter 9.

Description of fields in table V.1: Indicators to measure the effects of fisheries on the marine ecosystem

Fields	Description/definition of the fields
MS	Member State shall be given as three letter code e.g. "GER"
Region	Region shall be given according to the labelling of regions in table III.A.1 e.g. "Baltic", "North Sea and Eastern Arctic", etc.
Code specification	Enter the code specification of the ecosystem indicators collected as specified in the Commission Decision 2008/949/EC Appendix XIII.
Indicator	Enter the name of the ecosystem indicators collected as specified in Commission Decision 2008/949/EC Appendix XIII.
Data required	Enter the data requirement of the ecosystem indicators collected as specified in the Commission Decision 2008/949/EC Appendix XIII.
Data collection	Indicate by 'Yes' or 'No' whether the relevant data will be collected or not.

VI. Module for management and use of the data

Use this section to give a general and concise description of the MS's activities on management and use of the data. In this view MS should :

- Describe which data are stored (primary data, aggregated data, metadata) in which databases (national and/or international) and data exchange systems (transferring between participants/Commission/other...);
- Describe how the databases are centralised with reference to Comm. Reg. 665/2008 Art. 8(2). If this is not the case yet, MS should outline the plan for doing so;
- Summarize the structure of the database and all technical measures necessary to protect such data (Art. 13 of Reg. 199/2008). Chapter VI section A.(2) states that MSs have to describe the transformation process of the primary socio-economic data into metadata (data inventory) referred to in Article 13(b) of Regulation 199/2008. This description shall be given in this section of the NP Proposal;
- Describe the means to store the requests and transmission of data, as required by Commission regulation 665/2008, Article 9.
- Briefly illustrate the quality, validation and completeness both of the primary data collected under national programme, and of the detailed and aggregated data derived which could be transmitted to end-users. Particularly MS should exemplify how detailed and aggregated data

derived from primary data collected under national programme are validated before their transmission to end-users;

- Describe the means developed for ensuring the processing, analysing and estimating of the parameters, in complement of the information already given in the 'Estimation procedures' sections.

VII. Follow-up of STECF recommendations

In its evaluation of the NP Proposals and Technical Reports, SGRN makes general comments that have an impact on the way MS are expected to set up their national data collection programmes in the years to come (see the General Comments sections at the beginning of SGRN's summer and winter reports). In the ensuing NP Proposals, however, it is sometimes difficult to ascertain whether MS have properly followed these recommendations. MS should summarise the follow-up given to SGRN's recommendations and endorsed by STECF in a text table comprising on the left side the recommendations and on the right side the responsive actions.

VIII. List of derogations

Provide a complete list of requests for derogations, making reference to the NP Proposal section where detailed justifications for these derogations are given. In cases where derogations were approved in the past, these should be listed here and the year of approval shall be given.

List of requests for derogations:

Short title of derogation	NP Proposal section	Derogation approved or rejected ¹	Year of approval or rejection of past requests for derogations

¹ Insert 'a' for approved or 'r' for rejected

IX. List of acronyms and abbreviations

Provide a full list, in alphabetical order, of all acronyms and abbreviations used in the main body of the NP Proposal, together with their meaning in plain language.

X. Comments, suggestions and reflections

Use this section to comment on general problems encountered while planning or executing the NP, to indicate inconsistencies in the DCF, to suggest improvements, etc.

XI. References

Provide a full list of bibliographic references used in the main body of the NP Proposal and in the standard tables, in alphabetical order.

XII. Annexes

Use this section to add methodological overviews, working papers, etc., that are essential to the understanding and evaluation of the NP Proposal. Annexes should be concise and have the general structure and layout of a scientific paper.

Correspondence between the tables in the guidelines version 2008 and the new set of tables for the guidelines version 2009.

Guidelines version 2008(NP)		Corresponds to	Guidelines version 2009 (NP&TR)		Applicable to
TABLE NAME			TABLE NAME		
Planned International co-ordination	II_B_1	-----	II_B_1	Planned International co-ordination	NP&TR
General description of the fishing sector	III_A_1	-----	III_A_1	General description of the fishing sector	NP
Population segments for collection of economic data	III_B_1	-----	III_B_1	Population segments for collection of economic data	NP&TR
Clustering of fleet segments	III_B_2	-----	III_B_2	Economic Clustering of fleet segments	NP&TR
Sampling strategy	III_B_3	-----	III_B_3	Economic Data collection strategy	NP&TR
Selection of metiers to be sampled	III_C_1	-----	III_C_1	List of identified metiers	NP
Description of metiers to merge for sampling purposes	III_C_2	-----	III_C_2	Merging and disaggregation of metiers (re-arrangement)	NP
Planned trips by metier	III_C_3	-----	III_C_3	Expected sampled trips by metier	NP&TR
			III_C_4	Metier sampling strategy	NP&TR
Sampling intensity by stock	III_C_4	-----	III_C_5	Sampling intensity for length and age compositions (all metiers combined)	NP&TR
			III_C_6	Achieved Length sampling of catches, landings and discards by metier and species	TR
Stocks to be sampled and derogations	III_E_1	-----	III_E_1	List of required stocks (Appendix VII)	NP
Long-term planning of sampling for stock-based variables	III_E_2	-----	III_E_2	Long-term planning of sampling for stock-based variables	NP
Sampling intensity for stock-based variables	III_E_3	-----	III_E_3	Sampling intensity for stock-based variables	NP&TR
			III_F_1	Transversal Variables Data collection strategy	NP&TR
Conversion factors	III_F_3	-----	III_F_2	Conversion factors	NP
List of surveys	III_G_1	-----	III_G_1	List of surveys	NP&TR
General overview of aquaculture activities	IV_A_1	-----	IV_A_1	General overview of aquaculture activities	NP
Population segments for collection of aquaculture data	IV_A_2	-----	IV_A_2	Population segments for collection of aquaculture data	NP&TR
Sampling strategy - Aquaculture sector	IV_A_3	-----	IV_A_3	Sampling strategy - Aquaculture sector	NP&TR
Processing industry: Population segments for collection of economic data	IV_B_1	-----	IV_B_1	Processing industry: Population segments for collection of economic data	NP&TR
Sampling strategy - Processing industry	IV_B_2	-----	IV_B_2	Sampling strategy - Processing industry	NP&TR
			V_1	Indicators to measure the effects of fisheries on the marine ecosystem	NP&TR
Preliminary list of meetings for the support of scientific advice	VI_B_2	-----	II_B_1		
			VI_B_1	Achieved Data transmission	TR