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**COORDINATING WORKING PARTY ON FISHERY STATISTICS**

**Intersessional Meetings of Aquaculture  
and Fisheries Subject Groups –  
Joint Session**

**Seventh Meeting of the Aquaculture Subject Group (AS)  
and  
Twenty-eighth meeting of the Fisheries Subject Group (FS)**

**2 – 5 November 2021**

**Terms of Reference of the CWP ad-hoc Task Group  
on “Reference harmonization” (TG-RH2)**

# CWP ad-hoc Task Group on “Reference harmonization” (TG-RH2)

## Terms of Reference Version 1.0

### 1. Background/Context

CWP parties collect fisheries and aquaculture statistics. However, often data do not flow among these entities and national data producers in a cohesive or standardized way. Exchange and timely submission of statistical data from national offices to the international organizations or FAO can represent a burden in particular for countries reporting to multiples institutions in various formats. Therefore, it is crucial to agree upon unified, coherent and harmonized data and metadata structures, supported by commonly used standards, definitions and concepts.

The interest and incentive of CWP parties on solving these matters have been raised and discussed during several CWP meetings. In the CWP 25<sup>th</sup> session held in FAO headquarters (Rome, 2016), CWP emphasized on the need to structure and harmonize reference data to be exchanged together with the statistical datasets to enable their identification and interoperability across different organizations’ databases. As such, the ad-hoc Task Group on Reference Harmonization for capture fisheries and aquaculture statistics (TG-RH) was established and launched in March 2017.

The TG-RH started with an inventory of CWP parties’ data requirements and coding system for each domain (i.e. catch, effort, and aquaculture). Next, the focus was on mapping statistical concepts, codes and classification systems in alignment with international standards (e.g. CWP, ISO) in order to accommodate various inputs in global standard data structures. The TG-RH conducted several rounds of review, including a workshop with Tuna RFMOs to pilot test the standard data structure with a focus on catch and effort statistics. Outputs laid down the basis to a FAO Tuna Atlas to compile global tuna statistics. The resulting TG-RH’s technical document compiled progress and detailed feedback on the CWP standard for reference harmonization from the 14 TG-RH’s members ([TG-RH technical document](#)). Contributions were incorporated in the [data structures](#). TG-RH recommended to review and further elaborate the CWP catch concept diagram and fishing efforts to accommodate variant definitions and concepts used by CWP parties.

The CWP 26<sup>th</sup> session meeting held in FAO headquarters (Rome, 2019), endorsed three global data structures relevant to capture fisheries: Global Capture Production, Catch, and the concepts for Catch and Effort data structure ([Appendix 5 – Annex 1](#) of the session report). CWP 26 identified the need:

- to develop implementation guidelines for the CWP standard for Reference Harmonization standard;
- to work on four statistical concepts (fishing effort, fishing mode, catch type and fishing area) in the Catch and Effort data structure;
- to further revise the “fishing activity information” guidelines (presented as “logbook” guidelines) and corresponding data structure; and
- to develop a coding system for water jurisdiction areas.

For this, the CWP 26 session endorsed the work’s extension of the CWP standard for Reference Harmonization through a second phase and established of the ad-hoc Task Group on Reference Harmonization (TG-RH2). Related to it, the session also endorsed two ad-hoc task groups to focus on effort and catch concepts.

CWP session also mandated FAO to develop the CWP catalogue, as a collaborative platform to disseminate the global data structures, CWP classifications and code lists used by CWP parties.

## 2. Objectives, tasks and timeframe

The overall aim of the ad-hoc Task Group on Reference Harmonization (TG-RH2) is to develop and test standard data structures to facilitate the interoperability across different organizations' databases while simplifying automation of data and metadata exchange. Thereby it is expected that standard data structures will significantly reduce the multiple response burden in submitting data to international organizations.

The objective is to prepare the CWP standard for “fishing activity information” and few related concepts and classification systems, and to develop implementation guidelines for the endorsed CWP standard for Reference Harmonization.

The detailed tasks are:

- 1- finalize the fishing activity information guidelines and data structure;
- 2- develop coding system for water jurisdiction areas, territorial Seas and inland waters;
- 3- develop implementation guidelines of the three endorsed CWP global data structures and their disaggregation; and
- 4- develop the- CWP catalogue, and the CWP registry and arrangement of their maintenance.

The catalogue will be hosted in the CWP website and will disseminate the CWP global data structures, registry of global and regional datasets, CWP classifications, and the specific reference data made available by CWP parties (i.e. codelists and codelists mappings). It is expected that the catalogue contents will be harvested by CWP Parties, national authorities, data practitioners and scientists to facilitate data usage and exchange.

<b>Obj.</b>	<b>Tasks</b>	<b>Provisional time</b>
0.	Prepare TORs and work plan and circulate to members for validation	February 2021
1	Finalize ToRs and establish TG membership	March 2021
2.	Finalize the data structure and guidelines of the fishing activity information	April 2021
3.	Circulate first draft of implementation guidelines of the three data structures	May 2021
4	Develop coding system for water jurisdiction areas, territorial Seas and inland waters	June 2021
5.	Develop, pilot and present demo of the CWP catalogue. For instance through dynamic fetch of reference data from FAO MDM solution	June 2021
5.1	Pilot test the global data structures and implementation guidelines through the FIRMS Tuna Atlas, if possible another case (e.g. the FCWC regional database), and the CWP catalogue	June 2021
5.2.	Present advanced version of the standard, the implementation guidelines and CWP catalogue for review and validation at the intersessional meeting	Intersessional meeting (IS) Sept/Oct 2021

6.	Further developments including intersessional meeting feedback and enlarging scope of contributions to other CWP Members, during the second intersessional period	Post IS
7.	Incorporate outputs of ad-hoc TG on effort fishing effort and catch concepts	Post IS
8.	Present final version of the standard and the implementation guidelines for endorsement at the CWP-27 session	By mid-2022

### **3. Organization of work**

#### **3.1. Convener**

CWP-26 identified FAO to continue to be the lead organization for TG-RH2 and FAO has advised that Aymen Charef is available to convene that TG, with the technical support of David Ramm, Emmanuel Blondel from the CWP Secretariat. Meetings will be called by the convener and supported by the CWP secretariat. FAO will act also as secretariat of the task group, provide support in ensuring the progress of work, and the development of outputs, as stipulated by the CWP work plan and these terms of reference.

#### **3.2. Membership**

The CWP ad-hoc task group on Reference Harmonization (TG-RH2) is open to all CWP Parties and encourage any CWP member expressing interest to actively contribute. During CWP26 session, the following agencies mentioned their willingness to be part of this group: European Commission, FAO, GFCM, IATTC, IOTC, ICCAT, IWC, and WECAFC.

Tuna Regional Fisheries Management Organizations (trFMOs) are more specifically welcomed to contribute to pilot test the implementation guidelines with the FIRMS tuna atlas case study.

The interested CWP parties are requested to provide the name of the person who acts as member to the Task group. As far as possible, if a member of the working group is unable to attend a meeting, she/he will nominate a substitute to attend the meeting, and inform the convener of this substitution prior to the scheduled meeting.

#### **3.3. Role of group members**

The TG-RH2 will take its decisions in the spirit of consensus and cooperation. Members will decide on the detailed work plan and may propose the revision of these terms of reference for approval by the CWP chair of the fisheries subject group and the CWP secretariat.

Each individual group member is expected to participate actively to the ad-hoc task group by:

- Attending the web calls and meetings,
- Sharing knowledge and practical examples to illustrate CWP needs,
- Reviewing working documents co-prepared by the task group.

As a whole, the TG-RH2 will develop the documents fulfilling the task group objectives, including recommendations for presentation, discussion and decisions at the CWP intersessional and session meetings.

### **3.4. Agenda items**

The agenda, with attached meeting material, will be distributed at least five working days prior to the scheduled meeting, in coordination with the CWP secretariat.

At the end of each meeting, the next meeting will be scheduled (date/time), if possible together with draft agenda items to be addressed.

### **3.5. Minutes and meeting papers**

The minutes of each meeting will be prepared by the convener together with the CWP secretariat, or any other member on a voluntary basis, and shared with the TG-RH2 members no later than ten working days following each meeting.

### **3.6. Working conditions**

Most of activities will be conducted through e-mail exchange and online meetings; however, face-to-face meetings will be held as appropriate if deemed necessary and upon available resources.

The frequency of the meetings will be defined depending on the work progress.