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Organización  
de las  
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Unidas  
para la  
Agricultura  
y la  
Alimentación

## FISHERY COMMITTEE FOR THE EASTERN CENTRAL ATLANTIC

### Twenty-second Session

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CECAF rules and procedures for Working Group members

### SUMMARY

All the working groups of CECAF have specific terms of references guiding the work to be undertaken by the different group. The most recent terms of reference being that of the Artisanal Working Group. The assessment working groups have also developed specific work procedures to facilitate preparation of and implementation of the working groups. To improve the organization of work and clarify working procedures terms of references have also been developed for the assessment working group chairs. This is important to establish and clarify the role of the chair vis a vis the preparation, conduct and follow up to the working group sessions. The duration of the tenure of the chair is also addressed. Hence formalizing the role of the chair in the context of CECAF's work. The eight session of the Scientific Sub-Committee held in Abidjan in October 2018, suggested to develop terms of reference for working group members, with the aim to address the recurrent issues related to data quality. Through these terms of reference, the responsibility of the members to follow up at the national level on any data issues identified during a meeting and report back on these in the following meeting. It was also suggested that that members are appointed for a defined period.

Questions of Working Group participation and membership as well as use and access to the Working Group data have come up that needs to be addressed through formalized nomination procedures and guidelines for data use and access. This document provides an overview of the existing rules and procedures for the five CECAF Working Groups (Small Pelagics North, Small Pelagics South, Demersals South, Demersals North, and Artisanal Fisheries) and provides proposals for the consideration of the Committee as regards improvement of these through formalized Terms of References for members and guiding principles for nominations and data use and access.

## INTRODUCTION

The established working groups of CECAF all have specific terms of references for the work to be undertaken by the different group, the most recent terms of reference being that of the Artisanal Working Group. The assessment working groups have also developed specific work procedures to facilitate preparation of and implementation of the working groups. To improve the organization of work and clarify working procedures terms of references have also been developed for the assessment working group chairs. This is important to establish and clarify the role of the chair vis a vis the preparation, conduct and follow up to the working group sessions, formalizing the role of the chair in the context of CECAF's work. The duration of the tenure of the chair is also addressed. The eighth session of the Scientific Sub-Committee held in Abidjan in October 2018, suggested to develop terms of reference for working group members with the aim to address, amongst others, the recurrent issues related to data quality. Through these terms of reference, the members would be made responsible to follow up on any data issues internally within the country and report back on these in the following meeting. It was also suggested that that members are appointed for a defined period.

Questions regarding working group participation and membership, as well as related to the use and access to the working group data have come up that needs addressing by CECAF and these issues are also outlined below.

## ROLES AND RESPONSIBILITIES OF THE CECAF WORKING GROUPS

All of the CECAF working groups have formalized terms of references that defines their roles and describes their responsibilities, activities and to some extent the outputs expected from them. They set the scope of the work expected by the different working groups and puts responsibilities upon its members to deliver the expected outputs to CECAF.

### *Assessment working groups*

The overall objective of the Assessment Working Groups of CECAF is to contribute to the improved management of small pelagic resources in the CECAF region through the assessment of the state of the stocks and fisheries in order to ensure sustainable use of these resources for the benefit of coastal countries. Generalized terms of references for these groups (Small pelagics South and North, demersals South and North) were developed at the First session of the Scientific Sub- Committee in Abuja in 2001, and are still in use.

Through the terms of references the working groups are given the responsibility:

1. To update the catch and effort statistics by country and by species.
2. To consolidate and update biological information on catches, in particular length and age, if available.
3. To proceed with a review of the trends and quality of the available data.
4. To select the most reliable data sources and assessment methods.
5. To assess the current state of the different stocks in the subregion using the available catch and effort information, the biological data and the data from the research surveys.
6. To present the different stock management options for the various stocks, pointing out the long- and short-term effects.
7. To identify gaps in the data that need to be remedied during future Working Group meetings.

These generalized terms of references have later been adapted to the different working groups, and also may integrate the timing and responsibility for performing certain tasks in preparation of the working group or at the working group session, such as for example for the Small Pelagics North Working Group (see Appendix 1). The terms of references give a clear guidance to the working groups of the expected work and the expectations to them. The working groups have also developed data templates for the collation and sharing of information, and routines for assigning responsibilities among the members.

### *Artisanal working group*

The terms of reference for the artisanal working group was recently adopted at CEEAF 21 in 2016, and applied at the 2018 session of the working group.

The Working Group on Artisanal Fisheries will address issues in relation to data collection and analysis, socio-economics, environment, collaboration and links and on the basis of the tasks outlined below and in collaboration with the Working Groups on the Assessment of Demersal Resources and Small Pelagics, it will make recommendations for better management of the small-scale fisheries sector.

Specifically, it will:

#### Data collection and analysis:

- Evaluate, harmonize and promote common methods and tools for the collection and analysis of artisanal fisheries data, including catches (in volume and value) and effort and, as far as possible, post-harvest components and stakeholders.
- Improve knowledge of spatial distribution, harvesting system, fishing strategies, as well as costs and benefits of the artisanal sector.

#### Socioeconomics:

- As needed, conduct socio-economic studies on aspects of harvesting, processing and marketing of the artisanal sector.
- Assess the social and economic impact of small-scale fisheries regulations.

#### Environment:

- Assess the impacts of artisanal fishing activities on the environment as well as environmental factors influencing the sector, including climate change.

#### Collaboration and links:

- Recognize, promote and contribute to the evaluation of the implementation of relevant regional and international initiatives for the work of this Working Group, including the Voluntary Guidelines for the Responsible Governance of Land, Fisheries and Land Tenure Regimes. In the context of national food security, adopted by the Committee on World Food Security in 2012, the Voluntary Guidelines for the Sustainable Securement of Small-Scale Fisheries in the Context of Food Security and the Eradication of Poverty, adopted by FAO in 2014, and the Policy and Reform Strategy for Fisheries and Aquaculture in Africa, adopted at the African Union Joint Conference of Ministers of Agriculture, Rural Development, Fisheries and of Aquaculture and endorsed by the Summit of Heads of State and African Governments in 2014.

Given the long period since the last Working Group had met, the 2018 session focused on setting specific objectives to establish foundations for the Working Group's future based on the terms of reference. A key activity of the Working Group consisted of identifying priority areas of work in relation to the main areas of work: data collection and analysis, socioeconomics, and environment. To this end, the Working Group developed a Work Plan, that was endorsed by the SSC. It is expected that the work procedures and its role vis a vis the different elements of its terms of reference will evolve as the working group become more mature.

## **ROLES AND RESPONSIBILITIES OF WORKING GROUP CHAIRS**

Each working group elects a chair and the working group chair, in close consultation with the technical support staff of FAO and CECAF, communicates with members, oversees the process and ensures that responsibilities are assigned for all actions in relation to the terms of reference and the work plan of the working group

The Chair of the Working group is selected by the respective working group members and the Secretariat will inform and put forward their names to the Scientific Sub-committee and the Committee. The period of tenure of Chairs is normally three meetings of the Group (or, three years if more than one meeting per year). Chairs should be appointed on the basis of merit, leadership, and scientific excellence.

In principle, the Chair must be a duly appointed member of the Working Group. If an-invited expert is recommended as Chair of a Working Group (in the place of a member), that person must have the support of all country members.

Agreement by individuals to accept the role of Chair implies an investment of time, to carry out the duties of the Chair. The respective CECAF member or affiliated country of the Chair needs to provide support ensuring that individuals accepting the Working Group Chairs will be capable to meet time and financial commitments required to carry out the responsibilities of the position. Chairs of working groups should plan to participate in the meetings of the SSC.

To formalize the role of the chair, the assessment working groups have developed specific terms of references for this function, which can be found in Appendix 2.

The CECAF Secretariat and the technical unit at FAO responsible for providing scientific support to CECAF, will provide technical support to the chair. The Secretariat will provide the chair and all members with a copy of the TORs, showing expected task and expected outcomes for the meeting and will provide the Chair with any supporting information.

## **PARTICIPATION, MEMBERS AND NOMINATION PROCEDURES FOR WORKING GROUP MEMBERS**

### *Assessment working groups*

The members of the assessment working groups are scientists nominated from the responsible research institutions or research divisions in the concerned member countries (coastal or fishing countries) that have available data for the use of the working group. Regional experts with particular expertise or experts that hold data of importance to the working group may be invited

to attend on an ad-hoc basis. These working groups have no observers as the work is hands on, working with actual data during the sessions, some of which may be confidential.

Nominations or confirmation of members to the assessment working groups are normally requested to the concerned parties by CECAF in the advance of the working group meetings, along with the request to provide the required data for the working group. CECAF encourages countries to maintain nominations over a period of time to promote stability, capacity development and understanding of procedures among members. All with the aim to provide the best possible management advice on the state of stocks and fisheries.

Recently, requests for participation from additional members not traditionally having taking part in a group, or proposals have been received to include as members representatives of fishing industry and a university, that hold data in relation to sampling of fishing fleet, as example, in particular for the small pelagic north working group. In the case of CECAF members traditionally not having taking part in the groups, the Secretariat has informed these parties of required profile of the members and the data requirement for participation and asked them to share the data with the group in advance of the meeting so that it can be integrated in the respective databases. In relation to industry representatives, and given that the suggested member hold data of importance to the working group the Secretariat has advised that the nomination should come through the respective member country's research institution. Similarly, this could be the approach for the university, but recognizing that it represents a non-member country of CECAF, further guidance is needed from CECAF on the approach to take.

In allowing new members, due consideration should be given to the scientific nature of the group, the requirements for data and the need to keep the group within a manageable size.

#### *Artisanal working group*

The activities of the Working Group on Artisanal Fisheries should cover the entire value chain, including the harvesting, processing, marketing and consumption aspects of the sector. To this end, the composition of the Working Group must reflect the multidisciplinary aspects of its tasks. Considering the added value and relevance of the information that could be provided by the stakeholders involved in artisanal fisheries, the Working Group encourages the participation, as an observer, of stakeholders involved in small-scale fisheries in the area. CECAF, including regional fisheries bodies and regional professional organizations. The Artisanal Fisheries Task Force can establish work teams to address specific issues as needed.

Nominations to the Artisanal Working Group are requested to all CECAF members by the CECAF Secretariat. As for the Assessment Working groups, stability of the membership over a certain period is also encouraged to facilitate the implementation of the work plan. It should be noted that given the different nature of the artisanal working group as compared to the assessment working groups, this working group also allows for observers. At the same time the procedures for how to express interest in becoming an observer to this group and the procedure for acceptance is not yet developed.

## RESPONSIBILITIES OF WORKING GROUP MEMBERS

The eight session of the Scientific Sub-Committee held in Abidjan in October 2018, suggested to develop terms of reference for working group members, with the aim to address the recurrent issues related to data quality. Through these terms of reference, the responsibility of the members to follow up at the national level on any data issues identified during a meeting and report back on these in the following meeting. It was also suggested that that members are appointed for a defined period.

In this respect it is suggested that the below is considered with respect to appointment and responsibilities of working group members.

- Working group members are appointed for the same period as the chair, i.e. three sessions of the working group, the period is renewable. Nominations should be submitted to the Secretariat in writing. CECAF members should inform the CECAF Secretariat if there are any changes in the membership during a person's tenure.
- Members are fisheries scientists from research institutions/research units in the relevant CECAF member countries, with knowledge of the resources and fisheries, data requirements for fisheries and stock assessments, fisheries stock assessments methods and models used;
- Members are officially nominated by the relevant government department in their country, no more than two members per country are recommended to attend the Working Groups; Coastal states may send additional members as they see the need, with a maximum of four members.
- Non-member countries of CECAF may participate in the working group if they bring relevant data for the analysis.
- Working group members are expected to collect updated data and information on their respective fisheries in the pre-agreed EXCEL format and present these data during the first days of the Working Group meetings;
- Members will participate in the analysis of data and assessments and in the drafting of the relevant chapter text, after being assigned to different species groups according to their specific expertise;
- Members are responsible for ensuring they bring working laptops with functional Microsoft Word and Excel software to the Working Group meetings.
- Members should follow up on the observations and recommendations of the working group with the responsible units at the national level with the view to address the issue or implement the recommendation in the interim period. The member will report back on actions taken at the subsequent working group.

### *Artisanal fisheries*

Appointment of Members and participation in the Working Group:

- Members are nominated by CECAF member States to contribute to the Working Group. The members are expected to serve for a period of at least 2 years to ensure continuity.
- The Working Group is expected to draw from a cross-disciplinary membership to enable it to address the different elements of its ToRs. Working Group membership should therefore include sociologists, economists, anthropologists, biologist, and fisheries experts.

- There might be a need to review the membership of the Working Group, to actively seek nominations that addresses key expertise in the future,
- It is suggested that membership also can be strengthened to address certain themes or prepare specific studies on a case to case basis.
- Given the nature of artisanal fisheries it has also been suggested that CECAF should consider to reach out to observers: small-scale fisheries organizations at national and regional level.

## **DATA USE AND ACCESS**

Over the years, the CECAF assessment working groups have built up considerable data sets that are used in the assessments. These data are normally made available to all members of the working groups, for their use in the context of the work with the working group. Holding a set of data does not imply any form of ownership of these data and does not grant the members the right to use such data for any other purpose than for the purposes of the working group or to share it with third parties. All of the data published in the working group reports, on the other hand are available to all.

Currently, the system is built on trust, however as the data sets expands, and the request for access and use to the data become more frequent, the Secretariat seeks advice on the need to develop a more specific data policy for this purpose. It is also suggested that some guidance can be sought from similar processes within other regional organizations that perform tasks similar to that of CECAF, such as for example the International Council for the Exploration of the Sea (ICES).

## **ACTIONS REQUESTED BY THE COMMITTEE**

- Provide advice on the terms of reference for the Working groups chairs and members.
- Provide guidance on the procedures to follow for requests for new memberships in working groups and the invitations of observers to the artisanal working group.
- Provide guidance on the need to develop a specific data policy for the use and access to the working group data.

## **Appendix 1: Terms of reference of CECAF Working Groups**

### ***Small Pelagics North***

#### **Part 1: Internet communication**

1. Updating of existing data base – Updating the catch, fishing effort, sampling intensity and biological data by country databases as well as surveys.
2. Analyses of catch, fishing effort and biological data for the relevant period.
3. Finalize section on fisheries and trends for the report.
4. Discussions on constraints for the assessments.

#### **Part 2: Working Group**

5. Review of research activities carried out during the intersessional period, as recommended by the previous Working Group. Presentation of working papers.
6. Presentation of reports of the acoustic surveys carried out in intersessional period from the last Working Group and from surveys carried out by the research vessels of other countries.
7. Presentation of the report of the Planning Group for the coordination of acoustic surveys.
8. Report on the progress made on age readings in the region.
9. Review and discuss the analyses of catch, fishing effort and biological data updates and chapters finalized through communication. Discussion on methods for assessment, including eventual new methods and approaches.
10. Update stock assessments and projections for sardine, sardinella, horse mackerel, chub mackerel, bonga and anchovy.
11. Formulate management recommendations.
12. Election of chair (every four years).



## **Appendix 2: Terms of reference of CECAF Working Group Chairs (Assessment)**

### **Responsibilities and functions of the Chair of a Working Group**

The main responsibility of a Chair is to, in close consultation with the Secretariat and the Working group members, ensure that the specific tasks assigned to the Working group are carried out. In general, this includes:

- plans the specified meeting(s) of the group, including the preparation of an agenda and work schedule;
- lead preliminary discussions and exchange and preparation of data prior to the meeting
- chairing the meeting;
- overseeing the preparation of the working group's report and ensuring that a first draft is available at the end of the meeting and that a finalised draft it is submitted to the Secretariat according to the date agreed at the meeting for processing, and distribution to the relevant committees/members;
- ensure that a management summary is available at the end of the meeting, according to the agreed format;
- ensure that all files from the meeting are available to the Secretariat in electronic format at the end of the meeting;
- assist the secretariat with the preparation of the SSC summary report and present the report to the Scientific sub-committee and
- in cooperation with the Secretariat. prepare eventual draft resolutions or other communication from the working group, as appropriate

Specifically, the Chair is expected to complete the following tasks in relation to the organization of a meeting of the Working group:

#### **Before the meeting**

- Seek final agreement on the date and venue of the next meeting; While ensure that the meeting is organised within the time period indicated by the secretariat and at the agreed venue. The time and place of the meeting must be agreed with the Secretariat and must be supported by a clear explanation if changes to original time period is proposed.
- The chair will lead the discussions for the arrangement for the meeting through email exchange with all members of the group well in advance of the meeting to agree on date and venue; share terms of reference; propose agenda including start time, work schedule, and meeting timetable and agenda; instructions/requests for information, data, and any preliminary analyses to be assembled and brought to the meeting; work assignments at the meeting; and any other relevant information.
- Formal contacts with other international and intergovernmental organisations with regard to the activities of the Working group must first be agreed by the Secretariat.

- The working group should prepare, finalise and summarise as much information and data as possible before the meeting to ensure optimal use of time during the working group session.

#### During the meeting

- The meeting should be focused on data analysis, discussion, and report preparation.
- A daily work schedule should be established at the beginning of the meeting.
- All participants are expected to share in the responsibility for the contents of the work to be conducted and the report.
- The draft report should be reviewed in plenum and adopted before the end of the meeting, in particular the parts relating to assessment and recommendations
- Chairs should ensure that the workload during a meeting is appropriately and equitably distributed among the meeting participants, and that sufficient time is allocated for planning, overseeing and reviewing the work of other members, organizing plenary discussions, summarizing, and drawing conclusions, etc.
- At the end of the meeting the Chair should make sure that all the group responsible provide all the relevant files with respect to Tables, Figures, Assessments, relevant sections of text, as well as descriptive notes on specific choices made or on relevant discussions from plenary discussions are provided to the Chair of the Secretariat and made available on the shared drive for the working group
- Assessment Working Groups, should prepare, process, and summarize as much data as possible before the meeting to ensure optimal use of time at the meeting.

#### After the meeting

- It is recommended that Chairs put aside 1-2 days right after the meeting to finalise the report, with the assistance of the secretariat.
- An updated draft of the Working Group reports should be sent electronically to the Secretariat within the deadline agreed by the working group using the report template provided by the Secretariat.
- Reports should be as concise as possible, while at the same time providing accurate and complete descriptions of data, assumptions made, methods and analytical procedures used, inputs to relevant analyses, results, conclusions, and recommendations.
- All working papers, data and work sheets, computer output, and any other material used, considered, and/or produced by a group during its meeting and deemed necessary for future use or reference should be provided to FAO/CECAF.

The Secretariat will inform the Chair and all nominated group members as well as the parent and any reference committees when the report is available for download from the FAO website.