CCAMLR Data Centre

This document describes the CCAMLR Data Centre, which is a composed of officers engaged in data management drawn from four different sections of the CCAMLR Secretariat. The Centre coordinates and manages CCAMLR data and data processes across all business areas of the Secretariat.

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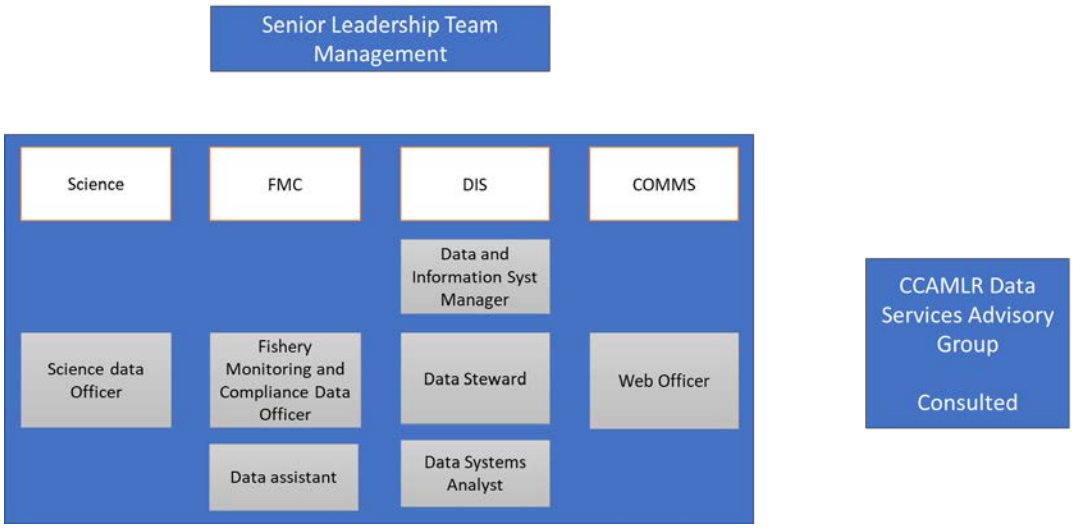
Terms of Reference of the CCAMLR Data Centre

1. Develop, maintain and regularly review the Roles and Responsibilities for the management of all CCAMLR data across its lifecycle:
    - Data acquisition
    - Data entry
    - Integrity checks
    - Data storage
    - Data extraction
    - Data use
2. Deliver on specific tasks as assigned by senior management, inter alia:
    - Tasks agreed under the Strategic Plan 2019-22
    - Tasks identified following feedback on the catch and effort monitoring consultation (CCAMLR-37/BG/22)
    - Tasks identified by the Scientific Committee and DSAG (SC-CAMLR-37, paragraphs 3.40 – 3.45 and Annex 10; WG-FSA-2018, Table 1)
    - Any other tasks assigned or identified by the Data Centre as necessary for data maintenance and integrity
3. Develop by December each year, and implement, an annual work plan which is integrated across the Data Centre
    - Include realistic timelines, deliverables, milestones
    - Ensure adequate resourcing and timelines within secretariat priorities, budgets and activities
    - Ensure all project proposals are presented appropriately
    - Meet monthly to review progress against the annual work plan providing a report back to the senior management team.

Structure

The Data Centre is a distributed team, working across 4 different sections.



Roles and Responsibilities

The roles and responsibilities of individuals involved in the Data Centre are as follows:

DIS Manager: responsibility for the IT and database systems infrastructure supporting all CCAMLR databases, data holdings and web site. Management of the DIS team. Liaison responsibility for CCAMLR Data Advisory Services group and CWP and responsible for ensuring that delivery of all data centre tasks is supported by comprehensive IT project management techniques. Directly responsible for maintenance of secretariat wide systems – meeting server, IT infrastructure.

Data Systems Analyst DSA: responsible for creating and maintaining all CCAMLR databases, including the Data Warehouse, CDB (CCAMLR Data Base), maintenance of automatic upload software (AMS), implementing routine cross-system integrity checks, particularly for data running across several groups (eg C2 vs VMS vs observer data). Responsible for liaising with the SDO and FMCDO on databases to support science and FMC data, and agreeing in advance of any changes to ensure that the impact of any change is known and managed and that data products used by business owners (standard downloads of data, standard views) are not negatively affected by the change.

Data Steward DS: responsible for documenting the entire life cycle of all data within the Secretariat as defined above, maintaining and documenting standard user views / data extracts, maintaining meta-data repositories including global data products such as DKAN, and issuing the Statistical Bulletin and SC-BG/01.

Science data officer SDO: Responsibility and business owner for all science data including:

- CCAMLR Scheme of International Scientific Observation (Observer)
- CCAMLR Ecosystem Monitoring Program (CEMP)
- Tagging
- Marine Debris
- Acoustic data

- MPA RMP data

The officer is the business owner for all structured scientific data, and will liaise with the Data Systems Analyst concerning database structure and maintenance and will assist the Data Steward with documentation for all science data bases. Primary responsibility for the upload of data, designing data quality rules, developing internal and cross-system integrity checks, designing rules built into AMS systems, designing and communicating data submission forms, and for supporting requests for science data rests with the SDO. Responsibility to assist others in the science team with data extracts, analyses.

FMC data officer FMCDO: Responsibility and business owner for all FMC data including

- Fishery catch and effort data (CE)
- Vessel logbook (C1, C2, C3 data) and vessel submitted biological data (currently redundant)
- Vessel Monitoring System (VMS)
- Catch Documentation System (CDS) data
- Vulnerable marine ecosystems (VME)
- Vessel Licences
- Vessel Movements
- Vessel Transhipments
- Vessel Lists (IUU, Authorised),
- System of Inspection data, including register of designed inspectors
- Vessel and gear sightings
- Fishery Notifications

The officer is the business owner for all FMC data, and will liaise with the Data Systems Analyst concerning database structure and maintenance and will assist the Data Steward with documentation for all FMC data bases. Oversight of the upload design of data quality rules, developing internal and cross-system integrity checks, designing rules built into AMS systems, designing and communicating data submission forms, and for supporting requests for FMC data rests with the FMCDO. Responsibility to assist others in the FMC team with data extracts, analyses, in particular the CCEP, essential modification of CDS data (i.e deletions), support to the Trade Data Analyst, and provision of notification data to Finance and Administration.

Data Assistant DA: Primary responsibility for processing and uploading all vessel-derived data (CE data, C1-3 data), implementation of integrity checks and correspondence with members on data submission, undertaking validation and quality assurance, logically resolving data issues and maintaining data documentation, including submission forms and guidelines, checking submissions for completeness, filing submissions and related correspondence and updating the data registry, preparing and/or providing input into data-related circulars, correspondence, documents and information for publication and the web, plus other responsibilities in support of the FMC as necessary.

Web officer WO: responsibility for design and maintenance of the website. Liaise with business owners to ensure that content is accurate, appropriate, and coordinated to provide a single corporate message. Design website structures to support Member users and general public. Liaise with others in the Data Centre regarding web-based data collection systems, and contract web site developers for web development.