

## Draft Proceedings

# Working meeting of ASCLME National Data and Information Coordinators

Grahamstown 9 - 13 February 2009



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Full list of participants on p12 below.

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# 1. Summary of Actions (way forward)

This table excludes dates in the MEDA work plan

	Action	Responsibility	Due date	Proceedings # below	Note
1	MEDA template will be revised and circulated	Lucy	23 Feb (one week after meeting)	7	Appended to this document
2	Comments on the MEDA template to be provided to PCU (Lucy)	All D&I coordinators	6 March (just before Steering Committee meeting)	7	
3	D&I plan will be revised and circulated	Lucy	23 Feb	12	Appended to this document
4	Comments on the D&I plan to be provided to PCU (Lucy)	All D&I coordinators	6 March	12	
5	D&I Coordinators and focal points to get a revised budget table + notes	Lucy	23 Feb	18	
6	PCU to liaise with national focal points to request them to meet with D&I coordinators	Lucy	23 Feb	19	
7	D&I to meet with focal points, discuss appendices I and V, select specialists, and determine the method of contracting. This must be taken to the ASCLME Steering Committee meeting.	All D&I coordinators and focal points	Before 6 March	20	
8	Focal points to bring contracting methods and names of specialists to SC meeting.	Focal points	9 March	21	
9	D&I Coordinators' Terms of Reference to PCU	Lucy	23 Feb	22	
10	MICOA new focal point contact details to Clousa	Lucy	23 Feb	23	
11	GIS/RS training course Terms of Reference drafted	Lucy	23 March	16	
12	Website action: Email addresses		23 March	26	
13	Website action: D&I content		23 March	27	
14	Website action: Working section and FTP site		23 March	28	
15	Website action: Email forum, address and correspondence history		23 March	29	
16	Website action: Online calendar for many projects		23 March	30	
17	Website action: Meetings portal		23 March	31	
18	Nansen cruise report leg 3.1 to Michelle	Lucy	23 Feb	33	
19	MEDA specialists' Terms of Reference to PCU	Lucy	23 Feb	35	
20	Proceedings of the D&I Coordinators meeting 9-13 February 2009 circulated	Lucy	23 Feb		This document
21	Lucy to work on TOR for extended bibliography and circulate to the D&I group, then consult Marc and Harrison and others for potential solutions.		As soon as possible; topic of ODINAFRICA	37	

			IV meeting		
22	Lucy to send Harrison the outline for the extended bibliography.		23 Feb	41	
23	Follow-up on US army data in WIO	Renganaden		44	
24	Data repatriation source list to the SC	Lucy	9 March	44	
25	One-page data exchange agreements describing the relationship with other projects.	Lucy		60	Ongoing
26	PCU to comment on SA COG doc for SANCOR	PCU	As soon as possible	64	
27	Re SIMORC, Renganaden will follow up with UK contacts and circulate to the group.	Renganaden		61	
28	Tommy to draft an outline of monitoring equipment/activities for COGs			46	
29	Documentation required for payment of contracts	PCU to inform SC	11 March	58	
30	The Steering Committee OR PCU could also consider how to handle the case of a D&I Coordinator moving jobs while contracted to the ASCLME.			57	
31	D&I contact details to Francois	Lucy	23 Feb	70	
32	DLIST forum space made available online for a discussion of rapid assessments.	Francois		70	
33	Support requested from the SC to ensure continuity of representation by D&I Coordinators at meetings	Lucy	9 March	55	
34	Nansen data inventory fully annotated	Lucy, Tommy, Mike and all other scientists	First review of all cruises as soon as possible.	34	Annotations change so this is a working document
35	First part (v1) of National D&I Plan complete: Sections 1, 2, 7 completed	All D&I coordinators	27 February	13	
36	National D&I Plan finished	All D&I coordinators	13 March	13	
37	Dates confirmed for next meeting	Lucy with D&I coordinators	31 March	63	
38	Agenda for next meeting	Lucy	Circulate on 10 June	65	
39	Official invitations sent out	PCU	By 1 April	63	
40	D&I coordinators' annual report due	All D&I coordinators	11 December	13	

## 2. Provisional agenda

		<i>*Likely additional input:</i>					
		WS	TB	DV	MN	JS	TA
<b>MONDAY</b>	08h30 - 17h00						
1	Review the MEDA template						
2	Finalise the work plan and deliverable dates for national MEDAs (2009), including national workshops and content of mid-term reviews.						
<b>18h30</b>	<b>Dinner</b>						
<b>TUESDAY</b>	08h30 - 15h00						
3	Review the draft ASCLME regional data and information plan.						
4	Review draft national data and information plans.						
5	Review TOR of ASCLME project activities to ensure their incorporation and alignment with the MEDA process. 1) Coastal livelihoods; 2) Habitat mapping (including GIS/RS training)						
6	D&I training for 2009						
7	How to get good representation on training courses and projects						
<b>15h00</b>	<b>Tour of SAIAB, SAEON</b>						
<b>WEDNESDAY</b>	08h30 - 17h00						
8	Review and revise Terms of Reference and budget for D&I members of the ASCLME COG.						
9	Finalise Terms of Reference for specialist input into the national MEDAs.						
10	In-country monitoring - activities and data template						
11	Extended bibliography and the MEDA						
12	Metadatabases and the MEDA						
<b>THURSDAY</b>	08h30 - 17h00						
13	Review the Nansen cruise data inventory.						
14	Provide input into the design and content of data and information-related sections of the ASCLME website.						
15	Review and complete the ASCLME request for data repatriation to countries of the Western Indian Ocean.						
16	Discussion of data sources and data exchange with other projects.						
17	D&I working groups at Project and Programme level, frequency of meetings and representation.						
<b>FRIDAY</b>	08h30 - 13h00						
18	Communications strategy						
19	Annual D&I report from each country, template, contents and time line.						
20	Review data-related reports for the next ASCLME Steering Committee meeting.						
<b>14h30</b>	<b>Outing and dinner</b>						
		*	WS	Warwick Sauer			
			TB	Tommy Bornman			
			DV	David Vousden			
			MN	Magnus Ngoile			
			JS	James Stapley			
			TA	Tim Andrew			

## 2. Summary of Proceedings and notes for **Action**

### MONDAY 9th February

1. A warm welcome was given by the Project Director, Dr David Vousden.

#### **Agenda item 1. Review of the MEDA template**

2. The working group went through the MEDA template in detail. For each section, relevance, content, suggested text length, issues, data and gaps were discussed. We need to give careful consideration to terminology used for chapter headings. The value of the MEDA is not only in the status report, but also the *diagnostic* analysis.
3. We should consider a regional oceanographic overview (as well as the national reviews in the MEDA).
4. We need to include a section on monitoring and indicators that are currently implemented in the region.
5. Guidelines for maps and figures should be included.
6. The full discussion is recorded in changes made to the MEDA document.
7. **Lucy will revise the MEDA text according to agreed changes, and re-circulate to the D&I working group (Appendix 1).**

#### **Agenda item 2. Work plan and deliverable dates for the MEDA**

8. The work plan and deliverable dates for National MEDAs were discussed.
9. Regarding reviews of the MEDA, the meeting recommended that the first national meeting be a national review (to suggest additions, comment, and improve the MEDA), and that there then be a peer-review period, and then a second national meeting for the causal chain analysis. The causal chain analysis meeting must be held at a different date in every country so that the specialist(s) can be present at all meetings.

### TUESDAY 10th February

#### **Agenda item 1. Review of the MEDA template continued**

10. The full discussion is recorded in changes made to the MEDA document.
11. We need a standard format for the reference list. Use numbered references, with section numbers included in the number system.

#### **Agenda item 3. Review the draft ASCLME regional data and information plan**

12. The full discussion is recorded in changes made to the D&I management plan document (Appendix II). **Lucy to make changes and circulate to the D&I group for comments.**

**Agenda item 4. Review draft national data and information plans (section 9 of the D&I Plan, Appendix II)**

13. Discussion of timing and deliverables related to the MEDA and D&I plan. And a discussion of the review process (national reviews in-country, and peer reviews).
14. It is again recommended that the national MEDA meeting take place first, then the peer review (academic review of the MEDA), then the causal chain analysis meeting. This was discussed against MEDA time lines; the full period may need to be extended.

**Agenda items 5-7. Review TOR of ASCLME project activities to ensure their incorporation and alignment with the MEDA process. 1) Coastal livelihoods; 2) Habitat mapping (including GIS/RS training courses).**

15. For coastal livelihoods, the link to the MEDA was discussed. As soon as the coordinator is appointed, they will work with D&I coordinators to ensure all parts of the MEDA template are covered.

**16. For the GIS/RS training course, a short list (TOR) should be developed (Lucy) to include**

- course outline
- minimum requirements
- skills required
- area of interest
- objectives

**WEDNESDAY 11<sup>th</sup> Feb**

**Agenda item 8. Review and revise Terms of Reference for D&I members of the ASCLME COG.**

17. Although D&I Coordinators will not make a final decision on the budget, input into the TOR was solicited.
18. Lucy to provide to D&I Coordinators and focal points a revised budget table + notes.
19. PCU to lease with national Steering Committee members to request them to meet with D&I coordinators.
20. D&I coordinators and Steering Committee members of each country to hold a meeting between now and the SC meeting to discuss contracting, budgets and payments. The MEDA outline should be reviewed and specialists chosen. Countries can select and contract consultants/ specialists as they like, but deliverables will always be approved by the D&I coordinator and the focal points, and payment method must be specified to the ASCLME PCU to facilitate processing of contracts.
21. Focal points to present outcomes (the methods of contracting they prefer) as well as names of specialists at the Steering Committee meeting.

22. Revised D&I Coordinators' Terms of Reference are in Appendix III. **Lucy to provide these to PCU for review in preparation for the SC meeting.**
23. Mozambique has a new focal point at MICOA, **Lucy to provide this to Clousa.**

#### **NEW agenda Item:**

24. There was a group discussion of key ministries and departments related to marine management, policy and governance in the region
25. **Each country to check / complete the list provided by Magnus, and return it to him by the end of the meeting (Friday 13 February).**

#### **Agenda item 14. ASCLME Website**

26. The working group requested xxx@asclme email addresses. **Lucy to discuss protocol with David, technical possibilities with James.**
27. We should put the sections from the D&I plan up on to the D&I section of the website, once approved. **Lucy to discuss with James.**
28. We should have a working section on the site (documents in progress and recording of deliverables). We also need access to an FTP site. **Lucy to discuss with James.**
29. We should have a single email address to send to many, with a forum that records correspondence. **Lucy to discuss with James.**
30. We should have a calendar system up on the website with information about regional events, from many projects. **Lucy to discuss with James.**
31. **Lucy to work with James to set up a meetings portal on the website, for the WIO.**

#### **Agenda item 15. Data repatriation**

32. Discussion commenced (continued below)

#### **Agenda item 13. Nansen cruise data inventory**

33. Seychelles didn't get cruise reports from the Nansen as, although they got the CD, they can't read the CD format. We should make cruise reports available online in pdf. Cruise data reports also need to be published to ensure they are in the public domain. **Lucy to send the cruise report to Michelle.**
34. The meeting went through the Nansen spreadsheets and discussed data categories that should be used in the development of the national D&I plans (Appendix VI and VII). The spreadsheet needs to be completed with attribute information about progress on each data set. **Lucy to work on this with Tommy and Mike R (for leg 4).**

#### **Agenda Item 9. Specialist reviews for MEDAs – Terms of Reference**

35. The Terms of Reference for specialist input into National MEDAs were discussed, revised and are attached in Appendix IV. **Lucy to take revisions back to PCU.**

36. The National MEDA budget is in Appendix V.

### **Agenda Item 11. Extended Bibliography and the MEDA**

37. Lucy to work on TOR for extended bibliography and circulate to the D&I group, and then consult Marc and Harrison and others for potential solutions.

- We need to support a stand-alone system
- It would be very useful to have a system that allows people to enter their own data, email it across to you and then upload from a single server.
- We should not start from scratch, but should try to use an existing bibliographic database eg. OceanDocs to prevent people having to re-enter everything.
- This should be an important point of discussion at the ODINAFRICA IV planning meeting.

38. SWIOFP notes

- For SWIOFP, each project component needs to pull documents out and reference them for that particular component.
- The WEBLIS bibliographic system SWIOFP will use to manage documents can be run on a laptop, offline, and export records are sent to Mombasa. There is good technical support in Mombasa, so this system is easy to handle.
- Training is straightforward, taking about 2 days. System administrators in the Mombasa office run the server.
- SWIOFP will use Geonetwork as an overall data & information management system, with an expanded list of fields to include bibliographic information, numerical data and fisheries statistics.
- They'll also use NANSIS for managing survey data and STATBASE for managing fisheries statistics.
- As a short-term solution, SWIOFP are using Excel to develop a template for fishery statistics, ultimately to be incorporated into STATBASE.

39. We discussed the status of IOC/UNESCO's OceanDocs, which contains over 1400 papers relating to the ASCLME region (marine and coastal).

40. As a group, we need to decide: Are we going to start from scratch for document capture for the ASCLME or can we decide on an existing system/resource? See point 37 above.

41. Harrison offered to look at WEBLIS and the extended bibliography template to see if WEBLIS can be adapted for the ASCLME. Lucy to send Harrison the outline for the extended bibliography.

### **Agenda item 12. Metadatabases and the MEDA**

42. The WIO region has a long history of using metadatabase systems, but there has been uncertainty/concern about the sustainability of some systems in the past, and there is currently some concern around reliability and instability in the existing systems.

43. The Nairobi Convention Clearinghouse needs further support; they do have a lot of valuable stakeholder information. ODINAFRICA (in ODINAFRICA IV) is implementing Ocean Data Portals in each country for all oceanographic data. MEDI records will be imported or harvested.

- Mozambique has established the clearinghouse, but the system still needs some work. Regarding ODINAFRICA Mozambique has been very stable for information management, but for data management there has been lots of mobility – people were trained then move away. Most coastal metadata from Mozambique is going into the clearinghouse mechanism.
- Seychelles were very active in ODINAFRICA, and in the Clearinghouse.
- Comoros, very involved in ODINAFRICA, and in contributing to OCEANDocs. Farid was very involved in the Clearinghouse Mechanism.
- Somalia – not familiar with any data / metadata mechanisms, perhaps other ministries have been involved; Ali will follow up for the Somali D&I plan.
- For information management (ODINAFRICA), Comoros uses INMAGIC in institution, exported to OceanDocs.
- OceanDocs uses DSPACE software

## THURSDAY

### Agenda item 15. Data repatriation continued

44. Discussion continued from Wednesday. Some expeditions discussed included:

- German – Meteor
- Netherlands expedition
- Professor Masiestev 1977-8-9
- Government of India / Indian Navy worked on the bathymetry of Mauritius and the Seychelles. They worked with the Seychelles coastguard on cartography, and worked with the MOI.
- The US army worked in the region in the 1990s and had extensive holdings of aerial photos. They might have photographed all the Indian Ocean Islands. **Renganaden had some of the data and will look up contacts to send to Lucy.**
- Indian Ocean Expedition
- Russian data from the WIO (some repatriated via IOC's GODAR)
- Many fisheries surveys were supported by the FAO, who will have cruise reports if not actual data as well.
- **Lucy to take this list to the Steering Committee**

### Agenda Item 10. In-country monitoring – activities and data template

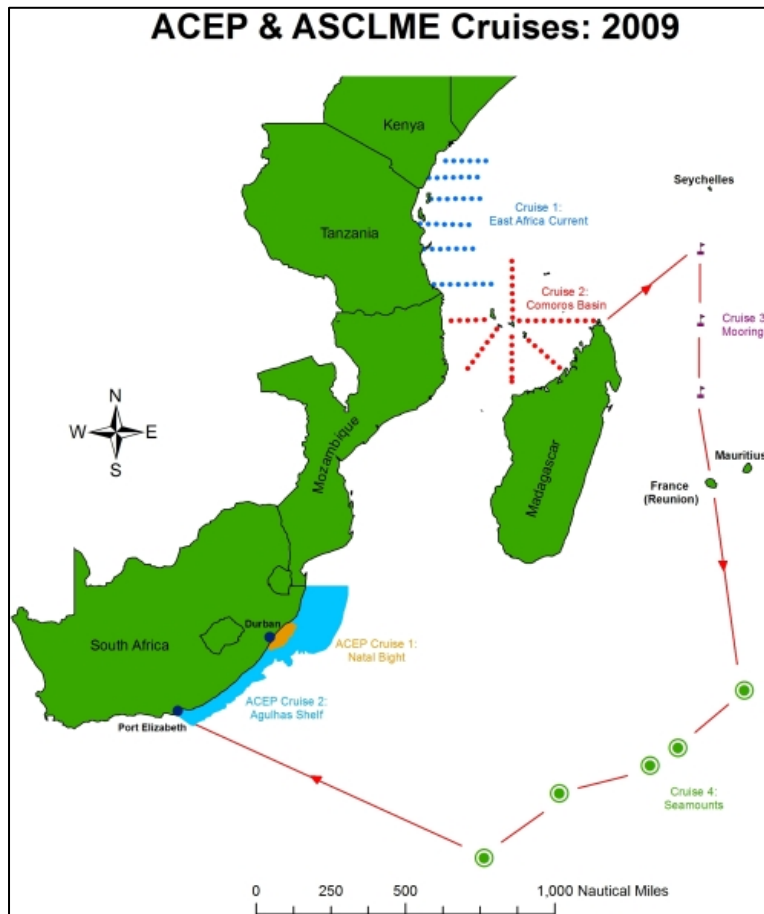
45. The monitoring process should start as soon as possible, and be built in to the ecosystem process – indicators can be tweaked later, but must start now. COGs will decide where instrumentation goes.

- Suggestion to link up with POGO-SCOR
- Are there sensors for pollution monitoring?
- Questions around maintenance of equipment.

46. **Tommy to draft an outline of what is required for decision by country COGs.**

47. D&I coordinators need to ensure that provision is made in the national D&I plan for data coming from the monitoring programme.
48. The TOR for the training consultant were circulated and discussed. Regarding the TOR for the training consultant – it was recommended that the TOR include that the person speak at least 2 languages of the region.

**New Agenda Item: 2009 cruises.**



49. The Oceanography Training course was discussed
50. The research cruise will be mid-August to mid-December, but the sequence (S>N, or N>S) is not determined yet. Most likely EACC first, then moving South, as illustrated above.
51. Questions were raised about Mauritius as they are not included in the cruises for 2009; Tommy responded that Mauritius waters were surveyed last year, and the Nansen will be able to return in 2010.

**Agenda item 19. Annual D&I report**

52. Reporting will be against deliverables; there was nothing specific to add.  
Three annual reports are envisaged – December 2009/10/11

**Agenda item 8. Review and revise Terms of Reference for D&I members of the ASCLME COG (continued).**

53. The meeting discussed continuity of this working group, particularly with regard to representation at working meetings.
54. It was noted that the nomination of alternates may pose a problem as it may unduly encourage the replacement (representation) of the D&I Coordinators at working meetings. This is extremely counter-productive to the continuity of the D&I section which is going to demand commitment from the D&I Coordinator.
55. Steering Committee members should be aware of the importance of ensuring continuity of the D&I focal person on the ASCLME Project and between meetings. The nomination of alternates to attend meetings should be strongly discouraged, unless there is absolutely no alternative. In the case that the D&I Coordinator really cannot attend, the focal point has the responsibility to ensure continuity, facilitating preparatory meetings (as Farid and Yahaya did before this one). The PCU will make every effort to schedule meetings well in advance to facilitate the appropriate representation. **This should be raised at the Steering Committee to draw attention to the importance of the focal point's responsibility in the delivery of the MEDAs.**
56. Focal points also should bear in mind that they need to make provision for extra support of those attending in the place of D&I Coordinators (to cover the costs of their time, if this is required).
57. **The Steering Committee OR PCU could also consider how to handle the case of a D&I Coordinator moving jobs while contracted to the ASCLME.**
58. **The PCU should inform the focal points if any additional supporting documentation or receipts (besides the delivery of deliverables) are required for approval of payment tranches.**

#### **Agenda item 16. Data exchange between projects**

59. The Appendix to the D&I management plan, describing data exchange between projects is useful; some additions were made which have been captured in the revision of the D&I plan.
60. For those projects with which the ASCLME does not have a formal MOU, a one page description of the relationship / agreement between the projects should be drawn up (like an informal MOU). **Lucy to follow-up.**
61. **SIMORC** (The System of industry metocean data for offshore and research communities) may be a useful resource. They have an excellent online interface, but at the moment are not hosting much data from our region. **Renganaden will follow up with UK contacts and circulate to the group.**

#### **Agenda item 17. D&I meetings, frequency and next meeting**

62. It was decided that at this critical stage of MEDA development, the next meeting should take place in 6 months' time, after which the interval between meetings could be 6-8 months.

63. It was suggested that the next meeting be held concurrently with, or back-to-back with (*after*) the WIOMSA symposium. The Project Director provisionally agreed to this arrangement, and the PCU will investigate logistics and costs of the meeting timing, to be followed up over email. **Lucy to confirm with the D&I group and ensure that official invitations are sent out in good time.**
64. The South African COG prepared a briefing document for distribution via SANCOR, in follow up to the Mauritius meeting. **The PCU (DV) has this for review.**
65. Items for the agenda of the next meeting were discussed, and should include:
- Presentation on progress
  - Issues regarding MEDA, requirements, support
  - Implementation of national D&I plans
  - **Lucy to circulate a draft agenda in June for additions.**

### **Agenda Item 20. Data – related reports for the Steering Committee**

66. No discussion was needed here, the Steering Committee report will be a report-back on progress made to date, and plans for 2009 (MEDA timeline and D&I plan). The main content of the SC reporting is presented in the Appendices to this report.

## **FRIDAY 13th February**

### **Agenda item 18. Communications strategy**

67. Welcome and introduction to Francois Odendaal – IKM and EcoAfrica – followed by an introduction to DLIST by Francois and a demonstration of the website.
68. There was a discussion of online tools available for the region
- How do we cultivate the culture of using IT in the region, and what lessons have we learned from the West coast of SA?
  - Dlist will undertake rapid assessments of livelihoods and communication tools.
  - D&I Coordinators will be contacted by Francois for their input on the best selection of sites.
  - What is the entry point of DLIST into communities (NGO / Government / other)
  - Rapid assessments may provide the information on best entry point.
69. DLIST is not planning much implementation except in three demonstration sites which will be chosen after the rapid assessments.
70. DLIST will set up a forum for discussion of rapid assessments to take questions and the discussion forum forward. **Lucy to provide Francois with D&I contact details, Francois will get the forum space up online.**
71. The ASCLME Project Director, Dr. David Vousden, closed the meeting at 12h30, 13 February 2009, with thanks to the participants, translator and Jean Francois (observer, France).

#### 4. List of participants

Country	Institution	Representative	Email
Comoros	Ministry of Agriculture, Fisheries and the Environment	Mr Yahaya Ibrahim	yahayaim@yahoo.fr
Kenya	Kenya Marine and Fisheries Research Institute (KMFRI)	Mr Harrison Onganda	honganda@kmfri.co.ke
Mauritius	Mauritius Meteorological Services	Mr Renganaden Virasami	vganessen@yahoo.com
Mozambique	INAHINA	Ms Clousa Maueua	clousam@yahoo.com.br
Seychelles	Seychelles Centre for Marine Research & Technology - Marine Parks Authority (SCMRT-MPA).	Ms Michelle Etienne	m.etienne@scmrt-mpa.sc
South Africa	SAEON	Dr Juliet Hermes	juliet@saeon.ac.za
Somalia	Ministry of fisheries	Ali Sabriye	ali.sabriye@gmail.com
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