**Work Plan and Annual Report Guidance**

February 2021

(EWG 20-18)

Table of contents

[Section 0: Format 4](#_Toc65490800)

[Section 1: General principles 7](#_Toc65490801)

[Table 1.1: Data availability 7](#_Toc65490802)

[Table 1.2: Planned regional and international coordination 8](#_Toc65490803)

[Table 1.3: Bi- and multi-lateral agreements 9](#_Toc65490804)

[Table 1.4: Follow-up of recommendations and agreements 10](#_Toc65490805)

[Section 2: Biological Data 12](#_Toc65490806)

[Table 2.1: List of required species/stocks 12](#_Toc65490807)

[Table 2.2: Planning of sampling for biological variables 14](#_Toc65490808)

[Text Box 2.2: Planning of sampling for biological variables 17](#_Toc65490809)

[Table 2.3: Recreational fisheries 18](#_Toc65490810)

[Text Box 2.3: Recreational Fisheries 20](#_Toc65490811)

[Table 2.4: Diadromous species data collection in freshwater 21](#_Toc65490812)

[Table 2.5: Sampling plan description for biological data 23](#_Toc65490813)

[Text Box 2.5: Sampling plan description for biological data 27](#_Toc65490814)

[Table 2.6: Research surveys at sea 28](#_Toc65490815)

[Text Box 2.6: Research surveys at sea 32](#_Toc65490816)

[Section 3: Fishing Activity Data 35](#_Toc65490817)

[Table 3.1: Fishing activity variables data collection strategy 35](#_Toc65490818)

[Text Box 3.1: Fishing activity variables data collection strategy 37](#_Toc65490819)

[Text Box 3.2: Fishing activity variables data collection strategy (for inland eel commercial fisheries) 38](#_Toc65490820)

[Section 4: Impact of fisheries on marine biological resources 39](#_Toc65490821)

[Table 4.1 Stomach sampling and analysis 39](#_Toc65490822)

[Section 5-7: Economic and Social Data 41](#_Toc65490823)

[Table 5.1: Fleet total population and clustering 41](#_Toc65490824)

[Table 5.2 : Economic and social variables for fisheries data collection strategy 42](#_Toc65490825)

[Text Box 5.2: Economic and social variables for fisheries data collection strategy 45](#_Toc65490826)

[Table 6.1: Economic and social variables for aquaculture data collection strategy 47](#_Toc65490827)

[Text Box 6.1: Economic and social variables for aquaculture data collection strategy 49](#_Toc65490828)

[Table 7.1: Economic and social variables for fish processing data collection strategy 50](#_Toc65490829)

[Text Box 7.1: Economic and social variables for fish processing data collection strategy 52](#_Toc65490830)

[ANNEX 1.1 - Quality Report for biological data sampling scheme 54](#_Toc65490831)

[ANNEX 1.2 - Quality Report for socio economic data sampling scheme 58](#_Toc65490832)

## Section 0: Format

**Format of the Work Plan (WP) and Annual Report (AR) files**

The WP - and the AR - should be provided in three documents, (1) a file containing the text in a Microsoft Word (or compatible) file, (2) a PDF file of the word document, and (3) a file containing the standard tables in an Excel (compatible) file (also see section ‘Standard tables’ below). Annexes should be part of the main report, so not provided as separate files.

Plain text should be formatted in Arial or 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 WP file for the main body of the work plan should be named as follows:

MemberState\_Work\_Plan\_Programme-years\_Text\_Submission-date.docx

Example: Belgium\_Work\_Plan\_2022-2024\_Text\_ YYYY-MM-DD.docx.

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

MemberState\_Work\_Plan\_Programme-years\_Tables\_Submission-date.xlsx

Example: Belgium\_Work\_Plan\_2022-2024\_Tables\_ YYYY-MM-DD.xlsx

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

MemberState\_Annual\_Report\_Programme-year\_Text\_Submission-date.xlsx

Example: Belgium\_Annual\_Report\_2022\_Text\_ YYYY-MM-DD.xlsx

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

MemberState\_Annual\_Report\_Programme-year\_Tables\_Submission-date.xlsx

Example: Belgium\_Annual\_Report\_2022\_Tables\_ YYYY-MM-DD.xlsx

Only those WPs and ARs that have been reviewed by the STECF and subsequently approved by the Commission shall be placed on the DCF website (<https://datacollection.jrc.ec.europa.eu/ars>). Any earlier versions shall be removed. This is to ensure that only the most recent definitive approved versions of MSs’ WPs and ARs are accessible.

**Language**

MS are encouraged to submit their WP and AR in English, in order to avoid delays in the evaluation process. STECF is aware that the EC cannot oblige MS to submit their WP and AR in English, but stresses that doing so is in the MS's own interest since it helps to speed up the evaluation process.

**General section layout**

The WP and AR should have the sections and sub-sections as reported in the Commission Implementing Decision (EU) 2021/XXXX.

The layout of the WP and AR and the numbering of the sections should strictly be adhered to.

Landlocked countries are allowed to not submit tables/boxes that are not relevant (i.e. marine fisheries).

The first pages of text documents should contain the list of institutes/bodies responsible for the implementation of the WP within the MS.

Details on the expected contents of each section and sub-section of the WP and AR are given in the relevant sections of the present Guidance document.

MS should not include any empty rows (e.g., meant to mark sections in long tables) and unhide any hidden cells and remove any filters before submitting the WP/AR tables, as this makes the evaluation process difficult. Furthermore, it is not allowed to enter text (e.g.10-15, or < 60) in columns where numerical variables (number, percentages) are requested. If the guidance mentions NA as an option, this is the only text that is allowed in those columns.

**Standard tables**

The Guidance comes with a set of standard tables. Those should be submitted as a separate file, and in an Excel compatible format, avoiding the use of pdf or other non-compatible formats. No cells should be deleted from the tables (apart from example rows or guidance text) and no columns should be added, unless otherwise stated.

Comments should be inserted into the relevant column at the end of the table or explained in the WP or AR text. The aim of this column is to substitute the footnotes in every cell and make the tables more workable. The AR column for comments should also be used to provide short explanations for deviations from the WP, while longer and complex explanations should be inserted in the AR text.

In the AR submission, WP tables shall be maintained as in the original formats, because suggested revisions only relate to information that should be given in the AR and not in the WP.

Each Table and Text Box is in the guidance document accompanied by a section addressed to the MS with: (i) an introductory general text explaining the applicability for the WP/AR and general purpose; (ii) a general comment, containing the necessary legal references and any other specific explanations; (iii) the specific guidance on how to fill in all sections.

Specific guidance for WP and AR evaluations are reported in separate documents.

When filling in the tables, MS should closely follow the instructions and not leave cells blank.

Cell Descriptions:

|  |  |
| --- | --- |
| White Cells | WP |
| Grey Cells | AR: fill in with achievements |
| Yellow cells | AR: Contain calculations and will update automatically |

**Revised versions of Work Plans and Annual Reports**

Revisions of WP and AR text and/or standard tables before their evaluation by STECF (e.g., because omissions or errors were discovered after the original had been sent to the Commission) are sometimes authorised by the Commission under certain conditions.

Should a revision be necessary and agreed by the Commission, MS shall submit a revised version of the entire WP or AR with all modified paragraphs (instead of 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 WP and AR should be named following the same rules as for the initial versions (see section ‘Format’ above).

**Consistent naming and codification, compliance with conventions**

In order to allow full comparability within and between MS reports, **consistent naming and coding** of gears, species, metiers, fishing grounds etc. – according to the DCF/EU-MAP and other international conventions including those established at Regional Co-ordination Groups (RCGs) – has to be applied throughout the text and tables of the reports.

To this end, the file of standard tables includes a MasterCodeList. The codes reported in this master file should be strictly followed to compile the WP and AR tables.

"Other regions" should be presented in one regional chapter per section and not separately by CECAF, ICCAT etc. Regional (Fisheries Management) Organisations (RFMO) should be specified within these chapters. The same division is to be followed in the standard tables, i.e., columns "Region" and "RFMO/RFO/IO" (i.e., Regional Fisheries Management Organisation/Regional Fisheries Organisation/International organisation).

## Section 1: General principles

### Table 1.1: Data availability

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 6 paragraph 3(e) of the of the Regulation 2017/1004: National Work Plans shall contain a detailed description on when data are to be made available to end-users of scientific data, taking into account the needs defined by the end-users of scientific data, where known.*  *Use this table to provide information on data availability to end-users per data set.* | |
| **Field name** | **Description** |
| **MS** | Member State shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **Table** | Member State shall refer to the specific table of the Work Plan where the corresponding data is detailed |
| **Data set** | Member State shall refer to the data set for which information on availability will be given. See MasterCodeList ‘Dataset’ |
| **Data Subset** | Member State shall refer to the subset for which information on availability will be given.  See MasterCodeList ‘Data subset’ |
| **Specific item** | Free text if needed |
| **Implementation year** | Member State shall refer to the year or years that the Work Plan will apply. |
| **Reference year** | The year for which data will be collected shall be indicated here (e.g. "N", "N-1").  The year of implementation is "N". |
| **Availability of the data** | Member State shall report the time when the data collected during the reference year is planned to be available. (e.g. "N+1", "N+1-2nd quarter", "N+1, specific date", etc.). |
| **WP comments** | Any further comments |
| *General comment: This grey part of the table is applicable only to Annual Report. MS should provide information on the data availability to end-users per data set.* | |
| **Time when data was available** | Member State shall indicate the time when data was made available. |
| **AR comments** | Member State shall add a comment, in the case of deviation from the time of data availability. |

### Table 1.2: Planned regional and international coordination

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 7 paragraph 2(c) of Regulation 2017/1004. Use this table to provide information on the planned participation of the Member State to meetings relevant for data collection under the DCF.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. |
| **Meeting Acronym** | Member State shall provide the official acronym of the meeting planned to attend.  As a minimum, National coordination meeting (if it is necessary), all RCG meetings where the MS in involved, PGECON meeting, Liaison meeting, NC meeting shall be listed. |
| **Name of meeting** | Member State shall provide the full official name of the meeting planned to attend.  As a minimum, National coordination meeting (if it is necessary), all RCG meetings where the MS in involved, PGECON meeting, Liaison meeting, NC meeting. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  See Mastercode list ‘RFMO/RFO/IO’.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used. |
| **WP Comments** | Any further comments. |
| *General comment: This grey part of the table is applicable only to Annual Report. MS should provide information on the number of meetings related with DCF attended by participants of the MS. New meetings not included in the Work Plan, may be added as additional rows, highlighted in grey, at the end of the Table* | |
| **Number of MS participants** | Member State shall indicate the number of MS participants per meeting |
| **AR comments** | Add comments to clarify any deviation from the Work Plan. |

### Table 1.3: Bi- and multi-lateral agreements

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 6 paragraph 3(f) of the Regulation 2017/1004. Use this table to provide information on the agreements with other Member States and how European and international obligations are met.* | |
| **Field name** | **Description** |
| **MSs** | Member States involved in the agreement shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. Multiple entries should be separated by semicolon. |
| **Name of the agreement** | Member State shall provide the name for the agreement.  Member States concerned should apply the same description for the same agreement. |
| **Contact persons** | Member State shall provide the name(s) and email address(es) of the responsible person(s) from each Member State, involved in the agreement. |
| **Content** | Member State shall provide a brief description of the aim of the agreement. Member State shall provide an unambiguous full reference or a valid link to the documentation of the agreement, where relevant, in the column 'WP Comments'. |
| **Coordination** | Member State shall describe briefly how the coordination is done/will be done and by whom. |
| **Description of sampling / sampling protocol / sampling intensity** | Member State shall describe briefly the sampling to be carried out under the agreement. |
| **Data transmission** | Member State shall state which Member State is/ will be responsible for submitting which data set. |
| **Access to vessels** | Member State shall state if the agreement implies access to other partners’ vessels. |
| **Validity** | Member State shall mention the year when the agreement expires or the year when the agreement was/will be signed, if it rolls over annually. |
| **WP comments** | Any further comments. |
| *General comment: This grey part of the table is applicable only to Annual Report. MS should provide information on the changes in the ongoing agreements.*  *New agreements not included in the Work Plan, may be added as additional rows, highlighted in grey, at the end of the Table* | |
| **AR comments** | Member State shall provide a comment to say whether there were any changes to the agreements during the sampling year. Use the terms “Ongoing” if operational, “Obsolete” if no longer in date and “New” if added. |

### Table 1.4: Follow-up of recommendations and agreements

|  |  |
| --- | --- |
| *General Comment: This Table fulfills Article 6 paragraph 3(g) of the Regulation 2017/1004.*  *This grey part of the table is applicable only to Annual Report. Use this Table to provide information on how the Member State plans to fulfill the recommendations and agreements relating to data collection under the DCF at the European and international level and how European and international obligations are met.* | |
| **Field name** | **Description** |
| **MS** | Member State shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’ |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  See MasterCodeList ‘RFMO/RFO/IO’.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used. |
| **Source of recommendation/agreement** | Member State shall provide the source of recommendation in the form of the acronym of the relevant Regional Coordination Group (RCG), Liaison Meeting (LM), STECF Expert Working Group (EWG), e.g. 'LM 2020', 'STECF EWG 20-08'. |
| **Section** | Member State shall refer to the sections in EU-MAP (e.g. 1. General principles, 5. Socioeconomic data on fisheries, etc...)  If recommendation applies to several sections, insert the relevant sections. If recommendation applies to all sections, insert 'all'. |
| **Topic** | Member State shall refer to the topic to which recommendation applies, e.g. 'Data quality', 'Surveys' etc. |
| **Recommendation number** | Member State shall refer to the number assigned to an individual recommendation, where numbers exist.  When it is not the case ‘NA’ |
| **Recommendation/ Agreement** | Member State shall refer to the recommendations and agreements applicable to the Member State. There is no need to list recommendations and agreements that do not apply to the Member State (e.g. on Terms of Reference of expert groups, on actions to be taken by the Commission etc.).  In case of agreements, MS concerned should apply the same description for the same agreement. |
| **Follow-up action** | Member State shall provide a brief description on the responsive actions taken or to be taken. |
| **AR comments** | Any further comments. |

## Section 2: Biological Data

### Table 2.1: List of required species/stocks

|  |  |
| --- | --- |
| General comment: This table fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.a) of the EU-MAP Delegated Decision. This table is intended to specify data to be collected under Table 1 of the EU-MAP Delegated Decision. Use this table to give an overview of the collection of data at the level of area/stock. All individuals sampled shall be identified to species level and have length measurements taken, where possible | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS |
| **Reference period** | Member State shall report the year(s) to which the data actually refer. Member State shall select the three most recent representative years before the first year of the WP period (no update of reference period needed within the WP period) with data available. Give the reference years as e.g. '2018-2020'.  When the reference period taken is different from the most recent three years, clarification should be included in “WP Comments” column. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  See MasterCodeList ‘RFMO/RFO/IO’.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used. |
| **Species** | Member State shall report the scientific name of all the species/stocks listed in Table 1 of the EU-MAP Delegated Decision, for all regions where the Member State's fishing fleet is operating. When a MS is in a combined Region (e.g. Mediterranean and Black Sea), then all species should be listed for that Region.    The species/stock, not included in Table 1 of the EU-MAP for which sampling is required by other RFMOs or agreed at marine region level based on the identified needs of end-user of scientific data, can be added as additional rows, at the end of the Table. This inclusion should be clearly justified in the “WP Comments” column. |
| **Area** | Member State shall indicate the area of the mentioned species/stock, in accordance with the third column of Table 1 of the EU-MAP Delegated Decision. |
| **Average landings in the reference years (tonnes)** | Average landings for each species and stock over the statistics reference period. If the species is not landed at all, then enter 'None'. Exact number of landings should be provided without decimal positions. |
| **Data source used for average national landings** | Enter the name of the data source for the average national landings. See MasterCodeList ‘Data Source’. |
| **EU TAC (if any)**  **(%)** | Only applies to stocks that are subject to TAC and quota Regulations. In this column Member State shall: Enter 'None', if the Member State has no share in the EU TAC of the stock concerned. Enter the percentage of the share (value between 0 and 100) if the Member State has share in the EU TAC of the stock concerned. Enter NA if the stock is not managed by TAC. In this case column 'share (%) in EU landings' should be filled in. |
| **Share (%) in EU landings** | Applies to all stocks for which no TACs have been defined (yet). In this column Member State shall: Enter 'None', if the Member State has no landings of the stock concerned. Enter the percentage of the share (value between 0 and 100), if the Member State's has landings of the stock concerned. |
| **Data source used for EU landings** | Enter the name of the data source for EU landings. See MasterCodeList ‘Data Source’. |
| **Threshold rules used** | Indicate the name of the threshold used. For species that are selected for sampling MS should enter 'None'. See MasterCodeList ‘Threshold rules used’. |
| **Regional coordination agreement on a stock level** | Enter 'Y' (yes) or 'N' (no) if there is a regional agreement on sampling the stock. If there is a Regional agreement, MS should refer the agreement in table 1.5 |
| **Covered by a commercial sampling scheme for length** | Member State shall enter 'Y' (yes) or 'N' (no) if this species/stock is covered by commercial sampling for length. A stock is considered covered by sampling if length structures have been sent to end-users routinely during the last three years, or if covered by a new sampling frame with a plan to send the length structure to the competent RFMO/RFO/IO in the future. |
| **Selected for sampling of biological variables** | Member State shall indicate by 'Y' (yes) whether the species/stock has been selected for sampling for at least one variable of Table 2.2 of the WP and by ‘N’ (no) otherwise. MS should make sure that all stocks marked by a ‘Y’ in this field have an entry in Table 2.2. |
| **WP comments** | Any further comments. |
| *General comment: This grey part of the table is applicable only to Annual Report. MS should provide information on the number of fish individuals measured for each species/stock. New species/stock, not included in the Work Plan, may be added as additional rows, highlighted in grey, at the end of the Table.* | |
| **Achieved number of individuals measured for length at the national level from commercial sampling** | Member State shall state the total number of fish individuals measured for length at the national level from commercial fisheries |
| **Achieved number of samples for length at a national level from commercial sampling.** | Member State shall state the number of samples (PSUs) from which the number individuals were obtained from commercial fisheries. Even when a species is not selected for sampling, but data is collected, MS is requested to put the number of samples here. |
| **AR Comments** | Any comment to explain the differences between the achieved numbers compared to the expectations based on the protocol. |

### Table 2.2: Planning of sampling for biological variables

|  |  |
| --- | --- |
| *General comment: This table fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.a) of the EU-MAP Delegated Decision. This table is intended to specify data to be collected under Table 1 of the EU-MAP Delegated Decision. For species listed in this table, biological parameters (age, weight, sex ratio, maturity and fecundity) planned to be collected shall be shown.*  This table should be consistent with Table 2.1 | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See Mastercode list ‘MS’. |
| **Implementation year** | Member State shall enter the year the activity will be implemented. The different years of the WP period shall be stated in different rows of the table. All years concerned in the Work Plan period shall be included. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision. If information refers to all regions, insert 'all regions'. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock as specified in Table 1 of the EU-MAP Delegated Decision.  See Mastercode list ‘RFMO/RFO/IO’.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used. |
| **Species** | Member State shall report the scientific name of the species for which biological variables sampling is required according to Table 1 of the EU-MAP Delegated Decision, for all areas where the Member State's fishing fleet is operating. Only the species that have a “Y” in the column “Selected for sampling of biological variables"” of the Table 2.1 shall have an entry in this Table 2.2. |
| **Area** | Member State shall indicate the area of the mentioned species/stock, in accordance with the third column of Table 1 of the EU-MAP Delegated Decision. |
| **Biological variable** | Enter biological variable to be collected. See Mastercode list ‘Biological Variable’. MS should list the variables to be collected for biological information, irrespective if the data have been made available yet.  One entry for each variable should be entered, avoiding entering multiple variables in the same cell. |
| **Sampling scheme** | Enter the sampling scheme used, See Mastercode list 'Sampling scheme'.  The name of the sampling scheme should match the name used in Annex 1.1.  For mandatory research surveys at sea, the acronym used in ‘sampling scheme’ column shall be identical to those used in Table 1 of the EU-MAP Implementing Decision and it should be consistent with the information under column ‘Survey Acronym’ in Table 2.6.  The reference to sampling schemes should be consistent throughout all the tables where this column appears.  The reporting of sampling schemes in case of mandatory research surveys at sea is restricted to the Main target species as listed in Table 1 of the Implementing decision. |
| **Data collection requested by end-user** | Enter whether the data collection is based on an end-user request by reporting 'Y' (yes) or 'N' (no). For data mandatory under the EU-MAP, it is to be expected that the default is 'Y'. For additional data, 'Y' (e.g. because a national body or RCG requests a certain type of data collection) or 'N' (e.g. when data collection will take place with a scope on future use) can be entered. |
| **Average number of individuals sampled in the last 3 years** | Enter the average number of individuals sampled within the three most recent representative years. Member States can opt to fill this column or the column 'Planned minimum number of individuals to sample' (only one of the columns should be filled). |
| **Planned minimum number of individuals to sample** | Enter the planned minimum number of individuals to sample. Member States can opt to fill this column or the column 'Average number of individuals sampled in the last 3 years' (only one of the columns should be filled). |
| **Name of the Regional Work Plan** | Member States shall name here the Regional Work Plan in force if any (It is preferred to use an acronym if any.)  Member States shall report “N” (no) if no Regional Work Plan applies. |
| **WP Comments** | Any further comments. |
| *General comment: This grey part of the table is applicable only to Annual Report. MS should provide information on the number of fish measured for each species, area, biological parameter and sampling scheme. New species/parameter/scheme, not included in the Work Plan, may be added as additional rows, highlighted in grey, at the end of the Table.* | |
| **Achieved number of individuals measured at the national level** | Member State shall state the total number of individuals measured at the national level. |
| **Achieved % of individuals measured at the national level** | Member State shall report the % (not a proportion) achieved.  In case there is not an exact planned number of individuals, the calculation of % should be derived from the relevant sampling protocol or from the average number in column "Average number of individuals sampled in the last 3 years" |
| **Achieved number of samples** | Member State shall state the number of samples (PSUs) from which the number of individuals was obtained.  If PSUs are not used, MS should describe the units in the column ‘AR comments’ |
| **AR Comments** | Detailed comments on the deviations in terms of expected vs. achieved (< 80% and > 150% from expected, to be decided) should be included here. The addition of species, for which sampling was not planned, should be clearly justified in this column.  In case MS consider necessary to provide general reasons for deviations, they should be included in the Text Box 2.2.  Any further comments. |

### Text Box 2.2: Planning of sampling for biological variables

|  |  |
| --- | --- |
| *General comment: This Text Box fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.a) of the EU-MAP Delegated Decision. This Text Box is applicable to the Annual Report and complements the Table 2.2.* |  |
| **Deviations from the Work Plan**  *MS to list the deviations (if any) in the achieved data collection compared to what was planned.*    *General reasons for deviations from the Work Plan in terms of planned vs. achieved should be summarised in this section, while detailed comments on deviations on particular species/stocks should be included in the AR Comments column in Table 2.2.*      **Actions to avoid deviations.**  *Member State to describe the actions that will be considered/have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section is not applicable.*          *(One text-box max. 1 000 words per Region/RFMO/RFO/IO can be used)* |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

### Table 2.3: Recreational fisheries

|  |  |
| --- | --- |
| *General comment: This table fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.2 of the EU-MAP Delegated Decision. This Table is intended to specify data to be collected under chapter II, section 2, point 2.2 of the Delegated Decision. Use this table to specify data to be collected under Table 4 of the EU-MAP Delegated Decision which also includes marine and freshwater recreational catches* | |
| **Field name** | **Description** |
| **MS** | Member State shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See Mastercode list ‘MS’. |
| **Implementation year** | Member State shall enter the year the activity will be implemented. The different years of the WP period shall be stated in different rows of the table. All years concerned in the Work Plan period shall be included. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision. If information refers to all regions, insert 'all regions'. |
| **Area** | Member State shall refer to the naming convention used in Table 4 of the EU-MAP Delegated Decision. In the case of eel, salmon and sea trout, Eel Management Unit (EMU)/river/subdivision shall be reported, respectively. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used.  See MasterCodeList 'RFMO/RFO/IO. |
| **Species** | Member State shall report the scientific name of the species/stocks for recreational fisheries sampling. (As a minimum, those species required according to Table 4 of the EU-MAP Delegated Decision should be listed). Species identified by pilot studies and/or management needs for the recreational fishery and/or agreed at regional level shall be included as well. All species shall be included even if the species is/are not present in the Member State. Elasmobranchs and highly migratory ICCAT species shall be given individually (one line per species). |
| **Species present in the MS** | Member State shall indicate with “Y” (yes) or “N” (no) if the species is present in the Member State even if not sampled. |
| **License** | Member State shall indicate whether a general, a species-specific or no license is required by a delegated authority.   See MasterCodeList 'License' |
| **Reasons for not sampling** | If the species is required according to Table 4 of the EU-MAP Delegated Decision or is selected at regional level, but not collected, Member State shall indicate the reason(s) for not sampling this species, with specific references and scientific evidence where appropriate (e.g. species not present in the area, regulations/laws in the country etc.). |
| **Agreed at RCG** | The designation of species of interest shall be defined at regional level. MS should indicate by 'Y' (yes) or 'N' (no) in this column if there is RCG recommendation or agreement at the regional level to conduct the respective sampling. |
| **Is the annual estimate of the total catch planned?** | Member State shall indicate by 'Y' (yes) or 'N' (no) whether, for the mentioned species all the necessary actions that will enable the annual estimate of catch per species (weight and/or numbers), are planned. |
| **Is the estimation of the annual percentage of catch released alive planned?** | Member State shall indicate by 'Y' (yes) or 'N' (no) whether for the mentioned species all the necessary actions that will make the estimation of the annual percentage of released catch per species (rate of fish released alive) possible, are planned.  Member State shall include an explanation on how these estimates have been calculated in the quality document (Annex 1.1). |
| **Is the collection of biological variables planned?** | Member State shall indicate by 'Y' (yes) or 'N' (no) whether, for the mentioned species, all the necessary actions that will make the estimation of the catch composition (e.g. length, age structure) possible, are planned. |
| **Is there any threshold for the collection of stock related variables agreed at regional level** | Member State shall indicate by 'Y' (yes) or 'N' (no) whether, for the mentioned species, a threshold applies on biological data collection from recreational catches, which is agreed and coordinated at marine region level based on end-user needs. This column shall be filled only when “Y” is indicated in previous question (Is the collection of stock-related variables planned?). |
| **Sampling scheme** | Member State shall indicate the types of survey that will be done to collect data on recreational fisheries. See MasterCodeList 'Sampling scheme' |
| **Frequency** | Member State shall indicate the frequency at which sampling will take place. See MasterCodeList 'Frequency'.  If 'Other' is chosen the frequency should be specify in “WP comments” column. |
| **WP Comments** | Any further comments |
| *General comment: The grey part of this Table is applicable to the Annual Report. This Table should provide information on the realization of the estimations on catch quantities, percentage released and collection of catch composition data concerning the recreational fisheries implemented by Member States.* | |
| **Estimation of the annual catch quantities by species** | Member State shall indicate by ‘Y’ (yes) or ‘N’ (no) whether, for each mentioned species, the annual catch weight (tonnes) is estimated for the sampling year. |
| **Estimation of the annual percentage release** | Member State shall indicate by ‘Y’ (yes) or ‘N’ (no) whether, for each mentioned species, the annual percentage released is estimated for the sampling year. |
| **Collection of biological data** | Member State shall indicate by ‘Y’ (yes) or ‘N’ (no) whether, for each mentioned species, the biological data is collected for the sampling year |
| **Evaluated by external experts/bodies** | Member State shall indicate by ‘Y’ (Yes) or ‘N’ (No) if the survey is evaluated by external experts/bodies. If the answer is ‘Y’, identify the evaluator (e.g. WGRFS, ICCAT) and elaborate on details of the evaluations (year, part of the survey, progress...) in the AR Comments column. |
| **AR Comments** | Any further comment |

### Text Box 2.3: Recreational Fisheries

|  |
| --- |
| *General comment: This Text Box fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.2 of the EU-MAP Delegated Decision. Use this Text Box to give an overview of the methodology used for the data collected on marine and freshwater recreational catches.* |
| Description of the sampling scheme/survey according to Table 2.3.    *(max 900 words)* |
| **Deviations from the Work Plan**  *Member State shall list the deviations (if any) in the achieved data collection, compared to what was planned in the Work Plan and explain the reasons for the deviations.*  **Action to avoid deviations**  *Member State shall describe the actions that will be considered/have been taken to avoid the deviations in the future and when these actions are expected to produce* |

### Table 2.4: Diadromous species data collection in freshwater

|  |  |
| --- | --- |
| *General comment: This table fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.b) and 2.3 of the EU-MAP Delegated Decision. Use this table to give an overview of the data to be collected from freshwater commercial fisheries for salmon, sea trout and eel, and from research surveys on salmon and sea trout in freshwater, and on eel in any relevant habitat including coastal waters.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. |
| **Implementation year** | Member State shall state the year the sampling will be implemented. The different years of the WP period shall be stated in different rows of the table. All years for the Work Plan period shall be included. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision. If information refers to all regions, insert 'all regions'. |
| **Management unit / River** | In the case of salmon and sea trout, river shall be reported. In the case of eel, Eel Management Unit (EMU) shall be reported. |
| **Body of Water** | Member State shall fill in the name of the chosen river (for salmon and sea trout) or body of water (for eel). |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) is used.  See MasterCodeList 'RFMO/RFO/IO’. |
| **Species** | Member State shall report the scientific name of the species. All species shall be reported, even if the species is/are not present in the Member State.  The full species list is in Table 3 of the EU-MAP Delegated Decision. |
| **Species present in the MS** | Member State shall indicate with “Y” (yes) or “N” (no) if the species is present in the Member State even if not sampled. |
| **Sampling scheme** | Member State shall indicate the source(s) from which data will be derived. (e.g. commercial, scientific surveys, etc.)  See MasterCodeList "Sampling Scheme" |
| **Reasons for not sampling** | I If the species is required according to Table 3 of the EU-MAP Delegated Decision or is selected at regional level, but not collected, Member State shall indicate the reason(s) for not sampling this species, with specific references and scientific evidence where appropriate (e.g. species not present in the area, regulations/laws in the country etc.). |
| **Life stage** | Member State shall indicate the life stage of the species (e.g. glass, yellow, silver, parr, smolt, adult etc.).  See MasterCodeList ‘Life stage’ |
| **Agreed at RCG** | The designation of water bodies and rivers to be monitored for eel, salmon and sea trout shall be defined at national and agreed at RCG level.  MS shall indicate by 'Y' (yes) or 'N' (no) (Y/N) in this column if there is RCG recommendation or agreement at the regional level, to sample the sampling sites specified. |
| **Fishery / Independent data collection** | Member State shall indicate whether data shall be derived from commercial catches (F = fishery) or from sources other than commercial catches (I = independent). |
| **Diadromous variable** | Member State shall indicate the variables to be collected [e.g. the abundance of recruits (glass eel), the abundance of standing stock (yellow eel), the number, weight and sex ratio of emigrating silver eels, the abundance of smolt, parr and the number of ascending individuals in rivers for adult salmon and sea trout).  If variables are not directly collected but estimated, the method of estimation should be described in Text Box 2.4. Different variables shall be stated in different rows of the table.  See MasterCodeList ‘Diadromous variable’. |
| **Methods** | Member State shall indicate the methods used (e.g. traps, electrofishing, counter, logbooks etc. or any combination of these methods) from which data will be derived. The sampling method/strategy should be also described also in Annex 1.1. |
| **Unit** | For each method, the planned unit of data reporting shall be indicated (number, sites, number of individuals etc.) |
| **Planned minimum numbers of units** | Member State shall indicate the planned minimum numbers for the unit chosen. (e.g. number of traps, number of counters, number of electrofishing sites etc.) |
| **Frequency** | Member State shall indicate the frequency at which sampling will take place.  See MasterCodeList 'Frequency’.  If 'Other' is chosen the frequency should be specify in WP comments column. |
| **WP Comments** | *Any further comments.* |
| *General comment: The grey part of this Table is applicable to the Annual Report. This Table should provide information on the achieved numbers and short texts to explain any non-conformities with the Work Plan* | |
| **Achieved numbers of units** | Member states shall indicate the achieved numbers of planned numbers of unit chosen. |
| **% of achievement (100\*U/R)** | No action required by Member State. Automatically filled column |
| **Reasons for non-conformity** | If Planned/Achieved ≠ 1, Member State shall make a reference here or shall describe in the Text Box 2.4 the reasons of non-conformity and actions taken to mitigate it. |
| **AR Comments** | Any further comment. |

**Text Box 2.4: Diadromous species data collection in freshwater**

|  |  |
| --- | --- |
| *General comment: This Textbox fulfills Article 5 paragraph 2(a), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.b) and 2.3 of the EU-MAP Delegated Decision. Use this Text Box to give an overview of the methodology used for the data collected from freshwater commercial fisheries for salmon, sea trout and eel, and from research surveys on salmon and sea trout in freshwater, and on eel in any relevant habitat including coastal waters.* |  |
| Method selected for collecting data.      *MS should briefly describe the method for collecting the variables presented in Table 2.4. Detailed descriptions are to be included in Annex 1.1. If variables are not directly collected but estimated the method of estimation should be described here.*    (Max. 250 words per species and area*).* |  |
| **Were the planned numbers achieved?** Yes/ No  If the answer is No, Member State shall explain why not, and what measures were taken to avoid non-conformity.  (max. 500 words per Area) |  |

### Table 2.5: Sampling plan description for biological data

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 5 paragraph 2(a) and 2(b), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II, section 2.1.a) and 4.1 of the EU-MAP Delegated Decision. This table refers to data to be collected under Table 1 and under regulations specified in Table 2 of the EU-MAP Delegated Decision. Use this table to identify all fishery-dependent sampling schemes in the Member State. The Member State shall list the strata within the scheme, the primary sampling unit (PSU) type and the envisaged number of PSU that will be available in the year of submission. For each stratum, the Member State shall record the number of PSUs it is planning to undertake.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. |
| **Reference period** | Member State shall report the year(s) from which data were used for planning the sampling. Member State shall select the three most recent representative years before the first year of the WP period (no update of reference period needed within the WP period) with data available. Give the reference years as e.g. '2018-2020'.  In case the reference period is not equal to the most recent three years before the first year of the Work Plan period, explain why different reference years have been selected in “WP Comments” column. |
| **Implementation Year** | Member State shall enter the year the activity will be implemented. The different years of the WP period shall be stated in different rows of the table. All years concerned in the Work Plan period shall be included. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **RFMO/RFO/IO** | Member State shall enter the acronym of the competent Regional Fisheries Management Organisation (RFMO), Regional Fisheries Organisation (RFO) or International Organisations (IO) for providing management/advice on the species/stock.  See MasterCodeList ‘RFMO/RFO/IO’.  If no RFMO, RFO or IO is applicable, 'NA' (not applicable) shall be used. |
| **Sampling scheme** | Enter the sampling scheme used. See MasterCodeList 'Sampling scheme'. The reference to sampling schemes should be consistent throughout all the tables where this column appears.  Each sampling scheme should be reported in separate row. |
| **Sampling frame ID code** | Member State shall indicate a unique code to identify each sampling frame within the sampling scheme. In text-boxes the reference should be identical.  To provide insight in the real coverage of the sampling design developed, Member State shall enter one row per Region\*RFMO\*Sampling scheme combination for out-of-frame parts of the population [e.g. unsampled (on-shore), unsampled (at-sea)]. |
| **Sampling frame description** | Member State shall insert a short description (free text) of the sampling frame (e.g. trawlers in the GSA 22; west coast purse-seiners; ports of the NW area, etc.). In case Member State considers it necessary to better describe the sampling frame, this can be added to Text Box 2.5. |
| **Sampling frame spatial coverage** | Member State shall indicate the spatial coverage of the sampling frame (e.g. the ICES area, the GFCM GSA, the NAFO area, ICCAT sampling areas, etc). The area of the sampling frame is decided by the Member State itself. |
| **Frequency** | Member State shall provide a keyword description of the sampling scheme in terms of temporal stratification.  See MasterCodeList ‘Frequency'.  In case 'Unknown' or 'Other' is filled in, an explanation is requested in the column 'WP comments' or in Text Box 2.5. |
| **PSU type** | Member State shall indicate the Primary Sampling Unit (PSU) inside each sampling frame. PSU could be fishing trip, fishing vessel, fishing day, port, trip, vessel\*trip, vessel\*week, port\*day, port\*week, port\*month, etc. |
| **Observation types** | Member State shall record the type of observation activity being used to collect data for the sampling scheme and frame specified. See MasterCodeList “Observation types”. |
| **Catch fraction** | Member State shall indicate which fraction of the catch is to be covered by the sampling. See MasterCodeList 'Catch fraction'. If 'Other' is used, it shall be described in ‘WP comments. |
| **Species / Stock Coverage** | Member State shall indicate if the sampling frame covers all or only a part of the species. See MasterCodeList ‘species coverage’  In case of using ‘Selected species/stocks’, Member State shall provide specific details in quality document. |
| **Average Number of PSU during the reference period** | Member State shall indicate the overall number of PSU calculated as the average values of the years used as period of reference |
| **Planned number of PSUs** | Member State shall state the planned number of PSU to be sampled annually for the implementation year(s) |
| **PETS observation covered within the sampling scheme** | Member States shall enter “Y” (yes) when the PETS observation is covered within the sampling scheme, and “N” (no) if PETS observation is not included. |
| **Does the sampling protocol allow for the quantification of PETS observation effort?** | Member State should indicate "Y" (yes) or "N" (no) whether the PETS observation effort can be quantified.  This effort might cover the whole trip, or part of the trip. Partial observation of a trip might include a known fraction of hauls, sorting/processing, or catch being observed. |
| **Name of the Regional Work Plan** | Member States shall name here the Regional Work Plan in force if any (It is preferred to use an acronym if any.)  Member States shall report “N” (no) if no Regional Work Plan applies |
| **WP Comments** | Any further comments, or further information required if "other" has been used in previous columns. |

**Annual report:**

|  |  |
| --- | --- |
| *General comment: This table is applicable to the Annual Report. This table should provide information on the achieved level of sampling of Member States and also if incidental catches of PETS were monitored. New scheme/frame, not included in the Work Plan, may be added as additional rows, highlighted in grey, at the end of the table.* | |
| **Total number of PSU in the implementation year** | Member State shall report the total number of primary sampling units (PSU) that were available for selection for the specified sampling frame in the implementation year. |
| **Achieved number of PSU in the implementation year** | Member State shall report the number of primary sampling units (PSU) from which data was successfully collected for the specified sampling frame in the implementation year. |
| **Achieved % of PSUs** | Member State shall enter the % of PSUs achieved in the reporting year.  The % is calculated by ***100\*(Achieved number of PSUs in the implementation year)/(Planned number of PSUs in the implementation year)***. |
| **Divergence (%) of implementation year vs. reference period** | Member State shall enter the divergence of the implementation year vs. the reference period.  This is calculated by ***100\*(Total number of PSU in the implementation year)/(Average Number of PSU during the reference period)***.  This percentage provides the dimension of the divergence between the existing situation when planning was designed and the real situation during the sampling year. |
| **Number of unique active vessels in the sampling frame** | Member State shall report the number of unique active vessels during the implementation year for the sampling scheme and frame specified, using the definition of ‘active vessel’ from the EU-MAP Delegated Decision Chapter 1.  This information should be reported in all cases where it is possible to link the sampling frame to fishing vessels, including on-shore sampling. |
| **Number of unique vessels sampled** | Member State shall report the number of unique vessels sampled during the implementation year for the sampling scheme and frame specified.  This information should be reported in all cases where it is possible to link samples to vessels, including on-shore sampling. |
| **Number of fishing trips in the sampling frame** | Member State shall report the total number of fishing trips for the sampling scheme and frame specified.  This information should be reported in all cases where it is possible to link the sampling frame to fishing trips, including on-shore sampling. |
| **Number of fishing trips sampled** | Member State shall report the number of fishing trips sampled for the sampling scheme and frame specified.  This information should be reported in all cases where it is possible to link the samples to fishing trips, including on-shore sampling. |
| **Number of fishing trips sampled with PETS mitigation device** | Member State shall report the number of fishing trips sampled where a PETS mitigation device was used, for the sampling scheme and frame specified. |
| **Number of species with length measurements** | Member State shall report the number of species for which length measurements have been recorded.  his is distinct from the species for which biological data has been collected. |
| **Total number of length measurements** | Member State shall report the total number of length measurements that have been recorded.  This is distinct from the species for which biological data has been collected. |
| **Has the observer dedicated time to record the bycatch of PETS?** | Member State shall indicate by ‘Y’ (yes) or ‘N’ (no) if PETS have been recorded. Recordings marked by ‘Y’ also include zero bycatch (no bycatch recorded), as long as the observer was looking for bycaught specimens, i.e. there was observation effort for bycatch. If only a selection of PETS is collected (Mammals, Reptiles, ...), the information should be reported in the AR comments, and/or Text Box 2.5. |
| **AR Comments** | Member State shall provide information if there is a deviation between the ‘Planned number of PSU’ and the ‘Achieved number of PSU in the sampling year’ or any further comments. More detailed explanation shall be provided in the Text Box 2.5. |

### Text Box 2.5: Sampling plan description for biological data

|  |  |
| --- | --- |
| *General Comment: This Text Box fulfills Article 5 paragraph 2(a) and 2(b), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter 2, section 2.1.a) and 4.1 of the EU-MAP Delegated Decision. This Text Box complements Table 2.5.* |  |
| Guidance:  This text box is optional, since all information on the sampling schemes should be available in the Quality document (Annex 1.1). If according to the Member State, it is beneficial to highlight additional information on sampling schemes and sampling frames to understand the current sampling design planned for the region and the implementation year(s), this information can provided in this text box.    Additional information on sampling schemes  Member State may add to the existing sampling scheme in the quality document (Annex 1.1), specific contextual information regarding the region and the implementation year(s), e.g. highlighting new development not yet detailed in the quality document, regional adaptation and/or perspectives for the future. In this case insert the information under the same Sampling scheme names as in column F of the Table 2.5.    Additional description on sampling frames  In case of Member State considers necessary to include additional description to that already included in column H of the Table 2.5, then insert the information under the same ID and title used for each frame in columns G and H of the table and in the same order (Sampling frame ID number+Sampling frame title)    *(One text box (max. 1 000 words) per region/RFMO/RFO/IO)* |  |
| **Deviations from the Work Plan**  Guidance:  Member State shall list the deviations (if any) in the achieved data collection, compared to what was planned in the Work Plan and explain the reasons for the deviations*.*      **Actions to avoid deviations.**  Guidance:  Member State shall describe the actions that will be considered/have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section is not applicable.    *(One text-box (max. 1 000 words) per Region/RFMO/RFO/IO)* |  |

### Table 2.6: Research surveys at sea

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 5 paragraph 1(b), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 (EU-MAP) and Chapters I and II of the EU-MAP Implementing Decision. This table is intended to specify which research surveys at sea set out in Table 2 of the EU-MAP Implementing Decision and which additional surveys will be carried out by the Member State.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See code list ‘MS’. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **Implementation year** | Member State shall enter the year the activity will be implemented. The different years of the WP period shall be stated in different rows of the table, avoiding entering multiple years in the same cell. All years concerned in the Work Plan period shall be included. |
| **Name of research survey** | Member State shall state the name of the research survey at sea. For mandatory surveys the name shall be identical to those used in Table 1 of the EU-MAP Implementing Decision.   Member State shall at least list:   * the surveys it participates in, whether financial, technical, in effort or with a combination of those; * single-species mandatory surveys where the Member State’s TAC share (or total Union landings) is more than 0% but below the threshold (based on Table 2.1 of the National Work Plan); * multi-species and ecosystem surveys where thresholds have been set at a regional level for the relevant regions.     Member State is allowed to list non-mandatory research surveys. The name for those surveys should be in accordance with national survey names. |
| **Research survey acronym** | Member State shall state the acronym of the research survey at sea. For mandatory surveys the acronym shall be identical to those used in Table 1 of the EU-MAP Implementing Decision. The survey acronyms used in this table should be in line with the information under ‘Sampling scheme’ in Table 2.2. |
| **Mandatory research survey** | Member State shall enter 'Y' (yes) if the research survey at sea is included in Table 1 of the EU-MAP Implementing Decision, and 'N' (no) if the survey is not included in that table. |
| **Threshold rules used** | Member State shall state if, and if yes, which, threshold rules apply, based on which the Member State has no obligation to contribute to the survey. See code list ‘Threshold’ for codings.   For mandatory surveys, Member State shall enter one of the following options:  ● ‘No threshold applies’: the Member State has to contribute to the survey by any means, further specified in column “Type of MS participation” in this table;  ● ‘Threshold applies based on Implementing decision rules’: the Member State has no obligation to contribute to the survey due to the rules laid out in the EU-MAP Implementing Decision.  ● ‘Threshold applies based on Regional agreement’: the Member State has no obligation to contribute to the survey due to the rules laid out in a regional agreement. If a regional threshold agreement applies, Member State shall provide reference to the agreement in question 4 of the Text Box 2.6.   For non-mandatory surveys, Member State shall fill in ‘None’. |
| **Name of the Regional Work Plan** | Member States shall name here the Regional Work Plan in force if any or “N” (no) if no Regional Work Plan is in force for the related sampling scheme.  It is preferred to use an acronym if available. |
| **Cost-sharing agreement signed by MS** | Member State shall enter 'Y' (yes) if the Member State has signed a cost-sharing agreement. When no cost-sharing agreement is in place, 'N' (no) should be entered.    If a cost-sharing agreement applies, Member State shall provide reference to the agreement in Table 1.5. |
| **Type of MS participation** | Member State shall indicate the form of participation as mentioned in code list ‘Type of MS participation’. This column needs to be filled in for all research surveys at sea carried out by the Member State, irrespective of any agreements on a regional level apply.   * ‘Financial’ assumes only financial support (mostly arranged via a cost-sharing agreement); * ‘Technical’ includes ships or other platforms, supply of materials, support in post-processing samples (e.g. lab work) (mostly arranged via a cost-sharing agreement or Regional Work Plan); * ‘Personnel’ includes contribution of people on board (mostly arranged via a cost-sharing agreement or Regional Work Plan); * ‘Combination’ is any combination of the above; * “NA” *i.e.* Not Applicable (when no other MS participate in the survey).   For Type of participation other than ‘Financial’, describe the type of participation, and/or the background of the type of participation in more detail under question 4 in Text Box 2.6. |
| **Area(s) covered** | Member State shall indicate the areas planned to be covered. For mandatory surveys the area shall be the same as those used in Table 1 of the EU-MAP Implementing Decision. |
| **Time period (Month)** | Member State shall indicate the time period (calendar months in numbers separated by comma) planned to be covered by the Member State. |
| **Frequency** | Member State shall indicate the frequency of the survey according to allowed values specified in the MasterCodeList ‘Frequency’.    In case 'Unknown' or 'Other' is filled in, an explanation is requested in the column 'WP comments'. |
| **Relevant international planning group - RFMO/RFO/IO** | Member State shall enter the acronym of the relevant international group in charge of planning the research survey at sea and its corresponding RFMO/RFO/IO (e.g. IBTSWG-ICES or GFCM).  See code list ‘RFMO/RFO/IO’ for the RFMO/RFO/IO coding, the acronym of the planning group should be in line with the acronym used within the RFMO/RFO/IO.  If no planning group, RFMO, RFO or IO is responsible for the survey planning, 'NA' (not applicable) is used.   If available, Member State shall provide the link to the webpage where more information on the survey planning group can be found. |
| **Days at sea planned** | Number of days at sea planned for conducting the research survey. In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to WP of the MS planning and conducting the survey. |
| **Type of sampling activities** | Member State shall state the type of core sampling activities. Core sampling activities are those agreed in the relevant group in charge of planning the survey. Additional sampling activities, decided upon by the Member State itself, can be mentioned according to MS preference. Use a separate line for each type of sampling activity in a survey, repeating the information from the previous columns. Member State is prompted to use the following categories: trawl hauls, hydrography, plankton hauls, acoustic profiles, nautical miles, litter hauls, benthic invertebrate samples, seabed monitoring, etc. In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to WP of the MS planning and conducting the survey. |
| **Number of sampling activities planned** | Member State shall indicate the number of planned sampling activities. In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to WP of the MS planning and conducting the survey. |
| **Research survey database** | Member State shall state the name of the database, either national or international, housing the data collected.  If available, Member State shall add the link to the database.  In case no database exists, Member State shall enter ‘None'.  When data is stored in national and international databases, only the latter shall be mentioned.  Please note: this column applies to the existence of a database where the data will be stored. |
| **Link to survey manual** | Member State shall indicate where the research survey manual can be found. For mandatory and internationally coordinated surveys the Member State shall provide the link to the international manual, even if a national manual is also in place. For non-mandatory surveys a link to the (inter)national manual is optional. If no link is available, enter 'No link available'. If no manual is available, enter 'No manual available'. |
| **WP comments** | Any further comments |

**Annual Report**:

|  |  |
| --- | --- |
| *General comment: This table is applicable to the Annual Report and reports on the achieved survey sampling.* | |
| **In case of financial participation, is payment done?** | In case of financial participation to a research survey as part of a cost-sharing agreement, enter 'Y' (yes) or 'N' (no) whether financial contribution has been realised or not. If no cost-sharing agreement applies, enter 'NA' (Not applicable). |
| **Days at sea achieved** | Member State shall indicate the number of days at sea achieved during the research survey. In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to AR of the Member State conducting the survey. |
| **Number of sampling activities achieved** | Member State shall indicate the number of target units given in the column “Number of sampling activities planned” achieved during the survey. In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to AR of the MS conducting the survey. |
| **Other data submissions** | Member State shall enter 'Y' (yes) if the raw data are submitted to other scientific bodies than the relevant database, and 'N' (no) if not. |
| **Was the survey carried out within the official time period?** | Member State shall enter 'Y' (yes) if the research survey was carried out within the official survey time period, and otherwise 'N' (no).  In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to AR of the MS conducting the survey. |
| **Was the sampling carried out within the official survey area?** | Member State shall enter 'Y' (yes) if the research survey was carried out within the official survey area, and otherwise 'N' (no).  In case the survey is subject to a cost-sharing agreement and MS participation does not include ship time (Type of MS participation), Member State shall refer to AR of the MS conducting the survey. |
| **Indication if AR comments by MS are required concerning number of sampling activities achieved** | This column is automatically filled in, depending on the magnitude of the discrepancy between planned and achieved number of sampling activities. The range of discrepancy falls between <90% and > 150%. If the values fall outside the range of discrepancy, this is flagged by “x”, and the Member State is requested to provide a comment in the AR comments. Member State can fill in comments even though no indication is given. |
| **Indication if AR comments by MS are required concerning temporal and spatial coverage** | This column is automatically filled in, depending on the spatial and temporal coverage being met. If in one of the columns, ‘N’ has been reported, this is flagged by “x”, and the Member State is requested to provide a comment in the AR comments. Member State can fill in comments even though no indication is given. |
| **AR Comments** | Member State shall include concise explanation for the discrepancy detected in previous columns. Additionally, Member State can fill in relevant comments even though no indication is given. Extended comments should only be given in the text box, with reference in this column. |

### Text Box 2.6: Research surveys at sea

|  |
| --- |
| *General Comment: This Text Box fulfills Article 5 paragraph 1(b), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapters I and II of the EU-MAP Implementing Decision. It is intended to specify which research surveys at sea set out in Table 2 of the EU-MAP Implementing Decision will be carried out. Member States shall specify whether the research survey is included in Table 2 of the EU-MAP Implementing Decision or whether it is an additional survey.* |
| 1. Objectives of the survey    Guidance:  For mandatory surveys: list the full list of target species/ecosystem components set by the coordinating group (as opposed to the target species provided in Table 1 of the EU-MAP Implementing Decision), and the international as well as additional national objectives.  For non-mandatory surveys: describe the purpose of the survey including sampling activities and target species/ecosystem components, the end user, the data use.    2. Description of the survey design and methods used in the survey for each type of data collection as listed in Table 2.6 for this specific survey.    Guidance:  If documentation of the survey design and methods used is available online in English, Member State can refer to that documentation.    3. For internationally coordinated surveys, describe the participating Member States/vessels.    4. Where applicable, provide more details on the type of participation and/or threshold agreement applied.  Guidance:  For Type of participation other than ‘Financial’ or, describe the type of participation, and/or the background of the type of participation in more detail.    *(max 450 words per survey)* |

|  |
| --- |
| 1. For internationally coordinated surveys, provide a link to the latest meeting report of the coordination group.   Member State shall provide a hyperlink to the meeting report from the body coordinating the survey (ICES, MEDITS coordination group, MEDIAS coordination group etc.). For surveys that are not internationally coordinated, Member State shall refer to any status report (e.g. Cruise report).   1. List the main use of the results of the survey (e.g. indices, abundance estimates, environmental indicators).   Member State shall specify in which context the results are used (on routine basis), both on an international as well as on a national context.  If the Member State feels the need to present a map of the achieved research survey stations, this can be provided as an annex. Member State shall clearly refer to the Annex and map numbers.   1. Extended comments (refer in AR comments in Table 2.6 to the text box)   If the Member State has extended AR Comments, these can be placed under this section. If this is the case, a reference to this text box should be provided in the corresponding tables.    (max 450 words per survey) |

**Annual Report:**

## Section 3: Fishing Activity Data

### Table 3.1: Fishing activity variables data collection strategy

|  |  |
| --- | --- |
| *General comment: This table fulfills Article 5 paragraph 2(c), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II section 3 of the EU-MAP Delegated Decision. This table is intended to cover variables indicated in Table 6 of the EU-MAP Delegated Decision and describe the method used to derive estimates on representative samples where data are not to be recorded under the Control Regulation (EC) No 1224/2009 or where data collected under Regulation (EC) No 1224/2009 are not at the right aggregation level for the intended scientific use. Table 3.1 should be filled only in case complementary data collection is planned.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See code under list name 'MS' in MasterCodeList. |
| **Supra region** | Member State shall refer to the naming convention used in Table 2 of the EU MAP Implementing Decision. If information refers to all supra regions, insert 'all supra regions'. See code under list name 'Supra region' in MasterCodeList. |
| **Geo Indicator** | The 'Geo Indicator' distinguishes fleet segments operating in outermost regions and fleet segments operating exclusively in non-EU waters (international waters + third country – fisheries partnership agreements). If a ‘Geo Indicator’ is not relevant for a fleet segment, the code ‘NGI’ should be used. For Geo Indicators, see code under list name 'Geo Indicator' in MasterCodeList. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision. If information refers to all regions, insert 'all regions'. See code under list name 'Regions' in MasterCodeList |
| **Activity indicator** | Member State shall use the following activity indicators: Low active; Active and NA. If the MS is using activity indicators and dividing the fleet segment into different activity levels, use “L” for the low activity vessels and “A” for the normal economic activity vessels. Be aware that the sum of the vessels with “L” and “A” activities should be equal to the total population of that segment. Methodology of how to apply activity level is provided in the Recommendation 5 of PGECON 2018. If activity level is not applied, the “NA”- not applicable should be indicated in the column. For the activity indicators, see code under list name 'Activity indicator' in MasterCodeList. |
| **Segment or Cluster Name (either name of segment or cluster, in case of clustering)** | Either the name of segment or cluster, in case of clustering.  Member State shall refer to the naming convention used in Table 8 of the multi-annual Union programme. Put an asterisk in the case the segment has been clustered with other segment(s) for data collection purposes, see WP guidance for Table 3.1 and Text Box 5.2; rules for clustering (paragraph 1.Description of clustering) (e.g. Beam trawlers 0-< 6 m). For fleet segmentation, see code list name ‘Fishing technique’ and ‘Length class’ in MasterCodeList. |
| **Fishing Activity variable** | Member State shall refer to the naming convention used in Table 6 (Marine waters) of the multi-annual Union programme. It should be specified by variables, and not by the variables group. See code under list name 'Fishing Activity variable' in MasterCodeList. |
| **Data source** | Member State shall enter the data sources used. See code under list name 'Data source' in MasterCodeList. Multiple data sources should be separated with “;”. |
| **Data collection scheme** | Member States shall enter the data collection scheme code (C - Census; PSS - Probability Sample Survey; NPS - Non-Probability Sample Survey; IND - Indirect survey). See code under list name 'Data collection scheme' in MasterCodeList. |
| **Planned sample rate** | For each of the data sources, the planned coverage percentage, estimated on the basis of numbers of vessels under complementary data collection shall be provided. Values in %.   * If the 'Data collection scheme' of multiple Data source' entries are the same, the percentages for ‘Planned sample rate’ should be added and presented in one line. * For each 'Data collection scheme' with different 'Data source', values for ‘Planned sample rate’ should be provided in separate lines. * If the 'Data source' is related to CR, the corresponding figures can be ignored (as it would have to be 100% in all cases). |
| **Year(s) of WP implementation** | Refer to the year or years that the Work Plan will apply, see code under list name “WP Year” in MasterCodeList. |
| **WP Comments** | Any further comments. |
| **AR reference year** | Year for which data have been collected |
| **Number of vessels** | Enter the number of vessels under complementary data collection. The population shall be based on the active and inactive vessels registered in the Union Fishing Fleet Register as defined in Commission Implementing Regulation (EU) 2017/218 on December 31st of the reporting year and vessels that do not appear on the Register at that date but have fished at least one day during the reporting year. |
| **Planned sample number** | Number of vessels planned for the complementary data collection. |
| **Achieved response number** | Numbers of responses for the complementary data collection for each of the data sources and variables. |
| **Response rate** | Number of responses/ Sample size  Response rate (%) = (Achieved response number / Planned sample number) % |
| **Achieved coverage** | Achieved coverage from the number of vessels under complementary data collection.  Achieved coverage (%) = (Achieved response number / Number of vessels under complementary data collection) % |
| **AR comments** | Any further comment relevant to AR. |

### Text Box 3.1: Fishing activity variables data collection strategy

|  |
| --- |
| *General comment: This Text Box fulfills Article 5 paragraph 2(c), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II section 3 of the EU-MAP Delegated Decision. It is intended to describe the method used to derive estimates on representative samples where data are not to be recorded under the Control Regulation (EC) No 1224/2009 or where data collected under Regulation (EC) No 1224/2009 are not at the right aggregation level for the intended scientific use. Text Box 3.1 should be filled only in case complementary data collection is planned* |
| Explain the reasons for implementing complementary data collection  Information on the sampling schemes is available in Annex 1.2 document template. However, MS is invited to highlight additional information here on sampling schemes and sampling frames deemed necessary to understand the actual sampling design planned for the implementation year(s). |
| 1. Deviations from Work Plan  List the changes from WP (if any) and explain the reasons.  2. Actions to avoid deviations.  Briefly describe the actions that will be considered / have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section can be skipped. |

### Text Box 3.2: Fishing activity variables data collection strategy (for inland eel commercial fisheries)

|  |
| --- |
| *General comment: This Text Box fulfills Chapter II section 3.2 of the EU-MAP Delegated Decision. It is intended to describe the methods and data sources used to estimate fishing capacity, effort and landings data.* |
| MS is invited to describe inland eel commercial fisheries landings, effort and capacity data collection. Please list or describe e.g. number of fishing entities, fishing methods as well as associated units used. |
| 1. Deviations from Work Plan  List the changes from WP (if any) and explain the reasons.  2. Actions to avoid deviations.  Briefly describe the actions that will be considered / have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section can be skipped. |

## Section 4: Impact of fisheries on marine biological resources

### Table 4.1 Stomach sampling and analysis

|  |  |
| --- | --- |
| *General Comment: This table fulfills Article 5 paragraph 2(b), Article 6 paragraph 3(a), 3(b) and 3(c) of the Regulation 2017/1004 and Chapter II section 4.3 of the EU-MAP Delegated Decision. This table is intended to specify the sampling plan to collect and analyse stomach contents.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See MasterCodeList ‘MS’. |
| **Region** | Member State shall refer to the naming convention used in Table 2 of the EU-MAP Implementing Decision.  If information refers to all regions, insert 'all regions'. |
| **Implementation year** | Member State shall enter the year the activity will be implemented. The different years of the WP period shall be stated in different rows of the table, avoiding entering multiple years in the same cell. All years concerned in the Work Plan period shall be included. |
| **Area(s) covered** | Member State shall indicate the areas planned to be covered. For mandatory research surveys at sea the area shall be the same as those used in Table 1 of the EU-MAP Implementing Decision. |
| **Sampling scheme** | Enter the sampling scheme used, following allowed options in code list ‘Sampling scheme’.  For mandatory research surveys at sea the acronym used in ‘sampling scheme’ column shall be identical to those used in Table 1 of the EU-MAP Implementing Decision.  The survey acronyms used in ‘sampling scheme’ column’ should be consistent with the information under column ‘Survey Acronym’ in Table 2.6. |
| **Name of the Regional Work Plan** | Member States shall name here the Regional Work Plan in force if any (It is preferred to use an acronym if any.)    Member States shall report “N” (no) if no Regional Work Plan applies. |
| **Time Period** | Member State shall indicate the time period (quarters, if more than one separated by a comma) planned to be covered by the Member State.    In case a Regional stomach sampling plan applies, Member State shall refer to that plan. |
| **Species for stomach sampling** | Member State shall report the scientific name of the species for which stomach sampling is planned. Species should be according to Table 1 of the EU-MAP Delegated Decision. |
| **Expected number of stomachs** | Member State shall fill in the expected number of stomach samples based on the sampling protocol.  (e.g. if the protocol mentions 5 fish per length class for a species, estimate how many length classes may be expected for that species based on previous years, and multiply by 5)  If no stomach sampling protocol applies, Member State should underpin the expected number of stomachs to be collected, in WP comments. |
| **Link to stomach sampling protocol** | Member State shall indicate where the stomach sampling protocol can be found.  It is preferred that the Member State refers to an international manual, even if a national manual is also in place.  If no stomach sampling protocol is available, ‘N’ should be entered. |
| **Metagenomic techniques** | Member State shall indicate ‘Y’ (Yes) if metagenomic techniques will be used in the stomach sampling or ‘N’ (No) if not. |
| **WP Comments** | Any further comments |

**Annual Report**:

|  |  |
| --- | --- |
| *General comment: This table is applicable to the Annual Report and reports on the achieved stomach sampling.* | |
| **Sampled number of stomachs** | Member State shall indicate the number of stomachs collected. |
| **Was the sampling carried out within the planned quarter(s)?** | Member State shall enter 'Y' (yes) or 'N' (no) if the stomach sampling was carried out within the planned time period. |
| **Was the sampling carried out within the planned area(s)?** | Member State shall enter 'Y' (yes) or 'N' (no) if the stomach sampling was carried out within the planned area(s). |
| **Indication if AR comments by MS are required concerning number of samples achieved** | This column is automatically filled in, depending on the magnitude of the discrepancy between planned and achieved number of samples. The range of discrepancy falls between <80% and > 150%. If the values fall outside the range of discrepancy, this is flagged by “x”, and the Member State is requested to provide a comment in the AR comments. Member State can fill in comments even though no indication is given. |
| **Indication if AR comments by MS are required concerning temporal and spatial coverage** | This column is automatically filled in, depending on the spatial and temporal period being met. If in one of the columns ‘N’ has been reported, this is flagged by “x”, and the Member State is requested to provide a comment in the AR comments. Member State can fill in comments even though no indication is given |
| **AR Comments** | Member State can/must include an explanation for the discrepancy detected in previous columns. Member State can fill in relevant comments even though no indication is given |

## Section 5-7: Economic and Social Data

### Table 5.1: Fleet total population and clustering

|  |  |
| --- | --- |
| *General comment: This table is intended to indicate the size of fleet segments and clustering schemes. The population shall be all active and inactive vessels registered in the Union Fishing Fleet Register as defined in Commission Regulation (EU) 2017/218 on December 31st of the reporting year and vessels that do not appear on the Register at that date but have fished at least one day during the reporting year.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code. See code under list name 'MS' in MasterCodeList. |
| **Supra region** | Member State shall refer to the naming convention used in Table 2 of the EU MAP Implementing Decision. If information refers to all supra regions, insert 'All Supra regions'. For the supra regions, see code under list name 'Supra region' in MasterCodeList. |
| **Geo Indicator** | The 'Geo Indicator' distinguishes fleet segments operating in outermost regions and fleet segments operating exclusively in non-EU waters (international waters + third country – fisheries partnership agreements). If a ‘Geo Indicator’ is not relevant for a fleet segment, the code ‘NGI’ should be used. For Geo Indicators, see code under list name 'Geo Indicator' in MasterCodeList. |
| **Activity indicator** | Member State shall use the following activity levels: Low active; Active and NA. If the MS is using activity indicators and dividing the fleet segment into different activity levels, use “L” for the low activity vessels and “A” for the normal economic activity vessels. Be aware that the sum of the vessels with “L” and “A” activities should be equal to the total population of that segment. Methodology of how to apply activity level is provided in the Recommendation 5 of PGECON 2018. If activity level is not applied, the code ‘NA’ (not applicable) should be indicated in the column. For the activity indicators, see code under list name 'Activity indicator' in MasterCodeList. |
| **Fishing technique** | Member State shall refer to the naming convention used in Table 8 of the EU-MAP Delegated Decision. See code under list name 'Fishing technique' in MasterCodeList. |
| **Length class** | Member State shall refer to the naming convention used in Table 8 of the EU-MAP Delegated Decision. Put an asterisk in the case the segment has been clustered with other segment(s) for data collection purposes. See code under list name 'Length class' in MasterCodeList. |
| **Segment or Cluster Name (either name of segment or cluster, in case of clustering)** | Either the name of the segment or of the cluster, in case of clustering. Member State shall refer to the naming convention used in Table 8 of the multi-annual Union programme. Put an asterisk in the case the segment has been clustered with other segment(s) for data collection purposes, see WP guidance for Table 3.1 and Text Box 5.2; rules for clustering (paragraph 1.Description of clustering) (e.g. ‘Beam trawlers 0-< 6 m\*’). For fleet segmentation, see code list names ‘Fishing technique’ and ‘Length class’ in MasterCodeList. |
| **Total Population (WP)** | Number of vessels as described in the EU-MAP description of this table (based on information available at the time of WP submission). |
| **Year(s) of WP implementation** | Refer to the year or years that the Work Plan will apply, see code under list name “WP Year” in MasterCodeList. |
| **WP Comments** | Any further comments. |
| **AR reference year** | Year for which data have been collected. |
| **Total population (AR)** | Number of vessels as described in the header of this section |
| **AR comments** | Any further comment relevant to AR. |

### Table 5.2 : Economic and social variables for fisheries data collection strategy

|  |  |
| --- | --- |
| *General comment: This table fulfills Chapter II section 5 of the EU-MAP Delegated Decision. This table is intended to specify data to be collected under Tables 7 and 9 of the EU-MAP Delegated Decision. Use this table to give an overview of the population for economic and social data in the fisheries sector.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code. See code under name “MS” in Master Code List. |
| **Supra region** | Member State shall refer to the naming convention used in Table 2 of the EU MAP Implementing Decision. If information refers to all supra regions, insert 'All Supra regions'. See code under list name 'Supra region' in MasterCodeList. |
| **Geo Indicator** | The 'Geo Indicator' distinguishes fleet segments operating in outermost regions and fleet segments operating exclusively in non-EU waters (international waters + third country – fisheries partnership agreements). If a ‘Geo Indicator’ is not relevant for a fleet segment, the code ‘NGI’ should be used. For Geo Indicators, see code under list name 'Geo Indicator' in MasterCodeList. |
| **Activity indicator** | Member State shall use the following activity indicators: Low active; Active and NA. If the MS is using activity indicators and dividing the fleet segment into different activity levels, use “L” for the low activity vessels and “A” for the normal economic activity vessels. Be aware that the sum of the vessels with “L” and “A” activities should be equal to the total population of that segment. Methodology of how to apply activity level is provided in the Recommendation 5 of PGECON 2018. If activity level is not applied, the “NA”- not applicable should be indicated in the column. For the activity indicators, see code under list name 'Activity indicator' in MasterCodeList. |
| **Type of variables (E/S)** | Enter the category that the variables belong to: 'E' (economic) or 'S' (social), see column "Description" for list name "Economic and Social Variables" in MasterCodeList. |
| **Segment or Cluster Name (either name of segment or cluster, in case of clustering)** | Either the name of the segment or of the cluster, in case of clustering. Member State shall refer to the naming convention used in Table 8 of the multi-annual Union programme. Put an asterisk in the case the segment has been clustered with other segment(s) for data collection purposes, see WP guidance for Table 3.1 and Text Box 5.2; rules for clustering (paragraph 1.Description of clustering) (e.g. ‘Beam trawlers 0-< 6 m\*’). For fleet segmentation, see code list names ‘Fishing technique’ and ‘Length class’ in MasterCodeList. |
| **Economic and Social Variables** | Refer to the naming convention used in Table 7 of the EU-MAP Delegated Decision, 2nd column, for the economic variables and Table 9 of the EU-MAP Delegated Decision for the social variables. See column "Description" for list name "Economic and Social Variables" in MasterCodeList. |
| **Data Source** | Member State shall enter the data sources used. See code under list name 'Data source' in MasterCodeList. Multiple data sources should be separated with “;”. |
| **Data collection scheme** | Member States shall enter the data collection scheme code (C - Census; PSS - Probability Sample Survey; NPS - Non-Probability Sample Survey; IND - Indirect survey). See code under list name 'Data collection scheme' in MasterCodeList. |
| **Year(s) of WP implementation** | Refer to the year or years that the Work Plan will apply, see code under list name “WP Year” in MasterCodeList. |
| **Planned sample rate** | The Planned sample rate (%) shall be based on the population. When data collection for some variables will not be implemented, the column ‘Planned sample rate’ shall be filled in with 'N' (No).   * If the 'Data collection scheme' of multiple 'Data source' entries are the same, the percentages for ‘Planned sample rate’ should be added and presented in one line. * For each 'Data collection scheme' with different 'Data source', values for ‘Planned sample rate’ should be provided in separate lines. * If the 'Data source' is related to CR, the corresponding figures can be ignored (as it would have to be 100% in all cases). |
| **WP Comments** | Any further comments. |
| **AR reference year** | Year for which data have been collected |
| **Total population** | Should be consistent with “Total population (AR)” in Table 5.1 |
| **Updated planned sample rate** | Sample rate, updated during the sampling process (based on updated information) - |
| **Updated planned sample number** | “Number of vessels”**\***“Updated planned sample rate (%)”.  Value in whole number. |
| **Achieved response number** | Number of responses received |
| **Response rate** | % achieved responses number/update planned sample number |
| **Achieved coverage** | % Achieved response number/total population (AR) |
| **Updated planned sample rate/ Planned sample rate** | Updated planned sample rate/ Planned sample rate % |
| **AR comments** | Any further comments relevant in the AR context (e.g. justification of updated planned sample rate) |

### Text Box 5.2: Economic and social variables for fisheries data collection strategy

|  |
| --- |
| *General comment: This Text Box fulfills Chapter II section 5 of the EU-MAP Delegated Decision. It is intended to specify data to be collected under Tables 7, 8 and 9 of the EU-MAP Delegated Decision.* |
| 1. Description of clustering  *[In cases where a fleet segment has less than 10 vessels:*  *(a) Clustering may be necessary in order to design the sampling plan and to report economic variables;*  *(b) Member States shall report which fleet segments have been grouped at the national level and shall justify the clustering on the basis of statistical analysis;*  *(c) In their annual report, Member States shall report the number of sampled vessels for each fleet segment regardless of any clustering made to collect or provide the data.”*  *Clustering should be described, and information should be given on the segments that are clustered.*  *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.*  *For each of the cases described, MS should apply the following approaches for clustering according to the different characteristics of fleet segments:*  *1. Important segments with distinct characteristics*  *Such segments should not be clustered unless strictly necessary in data reporting for confidentiality reasons. Data should be separately collected for these segments and included in national totals (unless separate identification is then made possible as a consequence).*  *2. Segments similar to other segments*  *Such segments can be clustered for sampling purposes, as well as for confidentiality reasons. The segments merged should be selected according to criteria that should be fully explained and justified by the MS. In particular, the approach to determine similarity should be clearly described by the MS.*  *3. Non-important segments with distinct characteristics*  *Such segments can be clustered for sampling purposes, as well as for confidentiality reasons. These segments can be merged with other non-important segments. Clustering of these segments with other important segments should be avoided. MS should explain how the lower importance had been determined and for which reasons the clustered segments have been selected. Clusters should be named after the biggest segment in terms of number of vessels or economic significance.]*  2. Description of activity indicator  *If the MS is using activity indicator for dividing the fleet segment into different activity levels, use “L” for the low activity vessels and “A” for the normal economic activity vessels please provide description of activity methodology used.*  *3.* Deviation from PGEGON or RCG ECON definitions  *Describe and justify any deviations from variable definitions as listed in ‘*[*EU MAP Guidance Document*](https://datacollection.jrc.ec.europa.eu/dc/fleet/guidance#_48_INSTANCE_pMomk7430Xoy_%3Dhttps%253A%252F%252Fdatacollection.jrc.ec.europa.eu%252Fdocuments%252F10213%252F1374286%252FEUMAP_guidance.pdf)*’* |
|
|
|
|
|
|
|
| 4. Deviations from Work Plan  List the changes from WP (if any) and explain the reasons.  5. Actions to avoid deviations.  Briefly describe the actions that will be considered / have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section can be skipped. |

### Table 6.1: Economic and social variables for aquaculture data collection strategy

|  |  |
| --- | --- |
| *General comment: This table fulfills paragraph 6 points (1) and (2) of Chapter II of the EU-MAP Delegated Decision. This table is intended to specify data to be collected under Tables 9,10, and 11 of the EU-MAP Delegated Decision. Use this table to give an overview of the collection of economic and social data of the aquaculture sector.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See code under list name 'MS' in MasterCodeList. |
| **Aquaculture techniques** | Data shall be segmented by species and technique for aquaculture, as mentioned in EU-MAP Table 11. For definitions of farming techniques, see Regulation (EC) No 762/2008. Collection of data is not mandatory if it is under threshold applied by MS. The segmentation should be provided as detailed under list name 'Aquaculture technique' in MasterCodeList and under list name 'Aquaculture species group' in MasterCodeList. |
| **Aquaculture species group** |
| **Type of variables (E/S)** | Enter the category that the variables belong to: 'E' (economic) or 'S' (social), see column "Description" for list name "Economic and Social Variables" in MasterCodeList. |
| **Economic and Social variables** | Refer to the naming convention used in Table 10 of the EU-MAP Delegated Decision, 2nd column, for the economic variables and Table 9 of the EU-MAP Delegated Decision for the social variables. See code under list name 'Economic and Social Variable' in MasterCodeList. |
| **Data source** | Member State shall enter the data sources used. See code under list name 'Data source' in MasterCodeList. Multiple data sources should be separated with “;”. |
| **Data collection scheme** | Member States shall enter the data collection scheme code (C - Census; PSS - Probability Sample Survey; NPS - Non-Probability Sample Survey; IND - Indirect survey). See code under list name 'Data collection scheme' in MasterCodeList. |
| **Aquaculture thresholds** | Indicate the threshold applied according to Chapter II (7) of the EU-MAP Implementing Decision. See code under list name ‘Aquaculture thresholds’ in MasterCodeList. |
| **Planned sample rate** | The Planned sample rate (%) shall be based on the population, as defined in provision 6.1 of Chapter II of the EU-MAP Delegated Decision. When data collection for some variables will not be implemented, the column ‘Planned sample rate (%)’ shall be filled in with 'N' (No).   * If the 'Data collection scheme' of multiple Data source' entries are the same, the percentages for ‘Planned sample rate’ should be added and presented in one line. * For each 'Data collection scheme' with different 'Data source', values for ‘Planned sample rate’ should be provided in separate lines. |
| **Year(s) of WP Implementation** | Refer to the year or years that the Work Plan will apply, see code under list name “WP Year” in MasterCodeList. |
| **WP Comments** | Any further comments. |
| **AR reference year** | Year for which data have been collected. |
| **Number of Enterprises** | Number of enterprises in segment. |
| **Updated planned sample rate** | Sample rate, updated during the sampling process (based on updated information). |
| **Updated planned sample number** | “Number of Enterprises” \* “Updated planned sample rate %”  Value in whole number. |
| **Achieved response number** | Number of responses received |
| **Response rate** | % Achieved response number/updated planned sample number |
| **Achieved coverage** | % Achieved response number/Number of Enterprises (AR) |
| **Updated planned sample rate/ Planned sample rate** | Updated planned sample rate/ Planned sample rate % |
| **AR comments** | Any further comments relevant in the AR context |

### Text Box 6.1: Economic and social variables for aquaculture data collection strategy

|  |
| --- |
| *General comment: This Box fulfills paragraph 6 points (1) and (2) of Chapter II of the EU-MAP Delegated Decision. It is intended to specify data to be collected under Tables 10 and 11 of the EU-MAP Delegated Decision.* |
| 1. Description of the threshold application  [Please provide % of the MS production from the latest EU aquaculture production reported to the EUROSTAT.] |
| 2. Deviations from Work Plan    List the changes from WP (if any) and explain the reasons.    3. Actions to avoid deviations.  Briefly describe the actions that will be considered / have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section can be skipped |

### Table 7.1: Economic and social variables for fish processing data collection strategy

|  |  |
| --- | --- |
| *General comment: This table fulfills paragraph 7 of Chapter II of the EU-MAP Delegated Decision. This table is intended to specify data to be collected under the EU-MAP Delegated Decision for complementary data collection. Use this table to give an overview of the collection of economic and social data of the processing industry. Specify data collection for variables not covered by EUROSTAT or for which additional sampling is required. Economic and social data may be collected for fish processing enterprises below 10 employees; for enterprises which have fish processing as a secondary activity; for variables not covered by EUROSTAT.*  *The complementary data collection for fish processing may be implemented on a voluntary basis.* | |
| **Field name** | **Description** |
| **MS** | Member State's name shall be given as ISO 3166-1 alpha-3 code e.g. 'DEU'. See code under list name 'MS' in MasterCodeList. |
| **Fish Processing Segment** | The criteria for the segmentation shall be the number of persons employed. The following EUROSTAT segmentation should be applied: companies <= 9; companies 10-49; companies 50-250; companies >250. Member State shall enter “NA” if segmentation is not applied. See code under list name 'Fish processing segment' in MasterCodeList. |
| **Type of variables (E/S)** | Enter the category that the variables belong to: 'E' (economic) or 'S' (social), see column "Description" for list name "Economic and Social Variables" in MasterCodeList. |
| **Economic and social variables** | Refer to the naming convention. See code under list name 'Economic and Social Variable' in MasterCodeList. |
| **Fish processing activity** | See code under list name 'Fish processing activity' in MasterCodeList. |
| **Data Source** | Member State shall enter the data sources used. See code under list name 'Data source' in MasterCodeList. Multiple data sources should be separated with “;”. |
| **Data collection scheme** | Member States shall enter the data collection scheme code (C - Census; PSS - Probability Sample Survey; NPS - Non-Probability Sample Survey; IND - Indirect survey). See code under list name 'Data collection scheme' in MasterCodeList. |
| **Planned sample rate** | The population may refer to enterprises whose main activity is defined according to the EUROSTAT definition under NACE Code 15.20: ‘Processing and preserving of fish and fish products’ and to those which have fish processing as non-main activity.   * If the 'Data collection scheme' of multiple 'Data source' entries are the same, the percentages for ‘Planned sample rate’ should be added and presented in one line. * For each 'Data collection scheme' with different 'Data source', values for ‘Planned sample rate’ should be provided in separate lines. |
| **Year(s) of WP Implementation** | Refer to the year or years that the Work Plan will apply, see code under list name “WP Year” in MasterCodeList. |
| **WP Comments** | Any further comment. |
| **AR reference year** | Year for which data have been collected. |
| **Number of enterprises** | Member States shall enter the number of fish processing enterprises. |
| **Updated planned sample rate** | Sample rate, updated during the sampling process (based on updated information). |
| **Updated Planned sample number** | “Number of Enterprises” \* “Updated planned sample rate %”  Value in whole number. |
| **Achieved response number** | Number of responses received. |
| **Response rate** | % Achieved response number/updated planned sample number |
| **Achieved coverage** | % Achieved response number/Number of Enterprises (AR) |
| **Updated planned sample rate/planned sample rate** | Updated planned sample rate/ Planned sample rate % |
| **AR comments** | Any further comment relevant to AR. |

### Text Box 7.1: Economic and social variables for fish processing data collection strategy

|  |
| --- |
| *General comment: This Box fulfills paragraph 7 of Chapter II of the EU-MAP Delegated Decision. MS should provide justification for complementary data collection for fish processing.* |
| This text box is optional, since all information on the sampling schemes is available in Annex 1.2 document template. MS is invited to highlight additional information here on sampling schemes and sampling frames deemed necessary to understand the actual sampling design planned for the region and the implementation year(s). |
| 1. Deviations from Work Plan  List the changes from WP (if any) and explain the reasons.  2. Actions to avoid deviations.  Briefly describe the actions that will be considered / have been taken to avoid the deviations in the future and when these actions are expected to produce effect. If there are no deviations, then this section can be skipped. |

## ANNEX 1.1 - Quality Report for biological data sampling scheme

*General comment: This document fulfills Article 6 paragraph (3) point (d) of the EU-MAP. This document is intended to specify data to be collected under chapter II, section 2 of the Delegated Decision on Biological data on exploited biological resources caught by Union commercial and recreational fisheries.**Use this document to state whether documentation in the data collection process (design, sampling implementation, data capture, data storage and data processing) exists and identify where this documentation can be found. Names on sampling schemes and strata shall be identical to those in Tables 2.3, 2.4, 2.5 and 2.7 of the WP/AR template. In case of quality information on scientific surveys, the survey acronym can be used as sampling scheme. For mandatory surveys, refer to Table 1 of the EU-MAP Implementing Decision.*

|  |
| --- |
| **MS :** |
| **Region :** |
| **Sampling scheme name :** |
| **Time period of validity :** from when until when |
| Short description (max 100 words) : *e.g. sampling scheme aiming at collecting length samples from commercial landings on-shore for all species listed in Table 1 of the EU-MAP*. *The scheme covers mainland and all overseas islands (RUP).* |

|  |
| --- |
| **Description of the population** |
| **Population targeted** : Member State shall specify which are the Primary Sampling Units, e.g. all national port\*days (information present in former Table 4B). For research surveys: specify the main target species from a survey perspective (as opposed to the table in the Annex to the Implementing Decision) and the main survey area.    **Population sampled** : Member State shall specify which part of the target population will be sampled and specify which part of the target population is unreachable for sampling or excluded for some reason to explain, *e.g. major ports being listed as auctions excluding all minor ports and no sampling during the week-ends.* For research surveys at sea describe target species in single-species surveys or ecosystem component *(e.g. demersal, pelagic)* in multispecies surveys.    **Stratification** : Member State shall explain which logic has been taken to stratify the population and the number of strata generated, *e.g. population stratified in 3 geographical lots (from A to B, from B to C and from C to D). Each lot is then stratified by auction.* |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **Sampling design and protocols** |
| **Sampling design description :** Member State shall describe how the sampling allocation is defined; how PSU and SSU are selected for sampling; indicate for which catch fraction the sampling scheme applies.    **Is the sampling design compliant with the 4S principle?** : Y/N/NA (NA for e.g. surveys and diadromous and recreational sampling schemes)    **Regional coordination** : Member State shall indicate if the sampling design and protocols were developed as part of a regional or multi-lateral agreement, and if yes, refer to the agreement (table 1.5) and list all MS participating.    **Link to sampling design documentation** : Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on the sampling design exists, Member State shall ~~’~~ provide some details in the textbox.    **Compliance to international recommendations** : Member State shall state ‘Y’ (yes) if the sampling design is in line with international recommendations, and ‘N’ if not. If no relevant expert or coordination groups exist, the sampling design should be shortly explained in the text, and should be available upon request for the evaluators.    **Link to sampling protocol documentation** : Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on the sampling design exists, Member State shall provide details on the sampling protocol in this textbox.    **Compliance to international recommendations** : Member State shall state ‘Y’ (yes) if the sampling protocol is in line with international recommendations, and ‘N’ if not. If no relevant expert or coordination groups exist, the sampling protocol should be shortly explained in the text, and should be available upon request for the evaluators. |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **Sampling implementation** |
| **Recording of refusal rate** : Member State shall indicate with 'Y' (yes) or 'N' (no), or ‘NA’ (not applicable, in case of research surveys). If 'N' (no), indicate when (year) documentation will be available.    **Monitoring of sampling progress within the sampling year** : Member State shall indicate how sampling allocations are adjusted (if needed) and followed-up, what are the mechanisms in place to resolve issues and adopt mitigation measures during the sampling year? |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **Data capture** |
| **Means of data capture** : short description (+ photo optionally). MS shall indicate what are the means for collecting the data, e.g. scales, measuring board, dedicated software, ...    **Data capture documentation** : Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on data capture (e.g. measuring protocols, maturity staging, manual for the data capture means, ...) exists, Member State shall provide some details in the textbox.    **Quality checks documentation** : Member State shall indicate with 'Y' (yes) or 'N' (no). If 'N' (no), indicate when (year) documentation will be available. Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on the quality checks exists, Member State shall provide some details in the text box. |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **Data storage** |
| **National database** : Member State shall provide the name of national database, if applicable. Otherwise, insert 'NA' (not applicable). Provide a link if the database is accessible through a website.    **International database** : Member State shall provide the name of international database(s) and the organisation hosting the database, if applicable. Otherwise, insert 'NA' (not applicable). Provide a link if the database is accessible through a website.    **Quality checks and data validation documentation** :Member State shall provide link to webpage where the documentation can be found. Otherwise, provide some details in the text box. |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **Data processing** |
| **Evaluation of data accuracy (bias and precision):** Member State shall indicate with 'Y' (yes) or 'N' (no). If 'N' (no), indicate when (year) documentation will be available. Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on the evaluation of data accuracy exists, Member State shall provide some details in the textbox.    **Editing and imputation methods:** Member State shall indicate with 'Y' (yes) or 'N' (no). If 'N' (no), indicate when (year) documentation will be available. Member State shall provide a link to a webpage where the documentation can be found. If no link is available, but documentation exists, Member State shall provide a literature reference (author(s), year and type of publication - e.g. internal report). If no documentation on the editing and imputation methods exists, Member State shall provide some details in the textbox.    **Quality document associated to a dataset**: Is there a publication digital object identifier (DOI) created? Is there a document summarising the estimation process followed?    **Validation of the final dataset**: How are datasets validated (quality checked) before providing to end-user? |
| **AR comment :** Have there been any deviations? |

|  |
| --- |
| **AR comment:** Use this text box for providing any additional comments if necessary. |

## ANNEX 1.2 - Quality Report for socio economic data sampling scheme

|  |
| --- |
| **General comment**: Annex 1.2 fulfils the requirements of the EU-MAP referring to data to be collected under chapter II, section 3, 5, 6, 7 of the EU-MAP Delegated Decision on socio economic data on fisheries, aquaculture and any complementary data collection of fishing activity and fish processing. Use this document to describe quality aspects of the data collection process (design, sampling implementation, data capture, data storage and data processing etc.). The annex should be filled for each sampling scheme. The handbook on sampling design (reference with link) should be used as a reference where applicable. |
| **Survey Specifications** |
| *Sector name refers to socio economic data on fisheries, aquaculture and any complementary data collection of fishing activity and processing as given in the EU-MAP Delegated Decision.*  *Sampling scheme refers to survey technique: by census, by sampling, random or non-random, other (with explanation). If sampling then outline sampling design.*  *Variables**refer to Tables 7, 9 and 10 of the EU-MAP Delegated Decision. Supra region refers to Table 2 of the EU-MAP Implementing Decision. If the sampling scheme is the same in all supra regions put ‘All Supra regions’.* |
| **Sector name(s):** |
| **Sampling scheme:** |
| **Variables:** |
| **Supra region(s):** |
| 1. **Survey planning** |
| Provide a short description of the population the sampling scheme applies to; e.g. ‘*less active vessels using passive gears*’. |
| **AR comment:** Have there been any deviations? |
| 1. **Survey design and strategy** |
| List data sources; e.g. interviews, registers, log books, sales notes, VMS, financial accounts etc.  Describe how the sample sizes were determined.  Describe survey methods and distribution; e.g. questionnaire forms by post, by email, on website, by phone etc. access to other datasets etc.  Describe the role of auxiliary information, if any, in the strategy: e.g. for validation, cross referencing, fall back data source etc. |
| **AR comment:** Have there been any deviations? |
| 1. **Estimation design** |
| Describe method of calculating population estimate from sample.  Describe method of calculating derived data: e.g. imputed values.  Describe treatment of nonresponse. |
| **AR comment:** Have there been any deviations? |
| 1. **Error checks** |
| Describe potential errors and how and where in the process these are detected, avoided or eliminated e.g., data; duplication, double counting, respondent error, upload error, processing error etc. |
| **AR comment:** Have there been any deviations? |
| 1. **Data storage and documentation** |
| Describe how the data is stored.  Provide link to webpage where additional methodological documentation can be found, if any. |
| **AR comment:** Have there been any deviations? |
| 1. **Revision** |
| Describe the frequency of the methodology review e.g., revision of; segmentation, survey method per segment, per variable etc. |
| **AR comment:** Have there been any deviations? |

|  |
| --- |
| 1. **Confidentiality** |
| Are procedures for confidential data handling in place and documented?  Are protocols to enforce confidentiality between DCF partners in place and documented?  Are protocols to enforce confidentiality with external users in place and documented?  Are there any issues with publication of data due to confidentiality reasons? Provide an explanation. |
| **AR comment:** Have there been any deviations? |

|  |
| --- |
| **AR comment:** Use this text box for providing any additional comments, if necessary. |