

Proceedings of the 3rd Meeting of CSAS and Regional RAP Coordinators

**November 16-17, 1998
12E250 Boardroom,
DFO Headquarters, Ottawa, ON**

Jake Rice, Chairperson

**Canadian Stock Assessment Secretariat
200 Kent, Ottawa
Ontario, K1A 0E6**

February 1999

TABLE OF CONTENTS

Abstract / Résumé	3
Introduction	4
Review of 1997 RAP coordinators meeting	4
Regional Activities	4
Pacific	4
Central & Arctic	6
Laurentian	8
Maritimes	9
Newfoundland	11
National Activities	13
Communication and service delivery	16
Appendix 1. List of participants	20
Appendix 2. Meeting agenda	21
Appendix 3. Actions and recommendations from previous meeting	23
Appendix 4. Maritimes Regional Advisory Process Fall 1998 Report presented by R. O'Boyle, RAP Coordinator Maritimes Region	26
Appendix 5. Comparison of regional processes	34
Appendix 6. CSAS Service Delivery	35
Appendix 7. CSAS Research Document Mailing Distribution Survey Results	36

ABSTRACT

Regional RAP coordinators and CSAS officers met in Ottawa on 16-17 November 1998 to discuss science peer review and advisory issues for the coming year.

Action items from the previous meeting were reviewed. Each coordinator presented a summary of regional activities and issues while national topics were identified and discussed by all participants. Communication and service delivery within CSAS and also the regional advisory processes was discussed. New features and improvements to products such as CSAS documents and web site were proposed.

RÉSUMÉ

Les coordonnateurs des processus consultatifs régionaux ainsi que les agents du SCÉS se sont réunis à Ottawa les 16 et 17 novembre 1998 afin de discuter du processus d'examen par les pairs et des questions liées à la consultation prévues pour la prochaine année.

La liste des actions issue de la réunion de 1997 a été passée en revue. Chacun des coordonnateurs a présenté un résumé des activités et questions régionales alors que les sujets d'ordre national ont été identifiés et discutés par l'ensemble des participants. Le thème de la communication et du service au sein du SCÉS et des processus régionaux a été discuté. Certaines nouveautés et améliorations aux produits tels les publications du SCÉS et son site web ont été proposées.

INTRODUCTION

Regional RAP Coordinators and CSAS officers met in Ottawa at DFO Headquarters on 16-17 November 1998. Attendees are listed in Appendix 1. The meeting agenda (Appendix 2) distributed prior to the meeting was adopted. It was agreed that each regional coordinator would be rapporteur for his/her presentation and that the CSAS coordinator and assistant would report on the general issues.

REVIEW OF 1997 CSAS AND RAP COORDINATORS MEETING

The list of actions and recommendations from the previous meeting was reviewed and the status of each item was discussed (Appendix 3). Most issues have been addressed and those still requiring some action are highlighted.

REGIONAL ACTIVITIES

■ Pacific

1. Overview of the PSARC Process

The Pacific Stock Assessment Review Committee coordinates reviews of scientific information on the status of fish stocks and the biological implications of stock management. PSARC was established by DFO in 1985 to provide peer reviewed information on the status of fisheries resources on Canada's Pacific coast. PSARC also reviews technical analysis on fisheries management issues at the request of the Regional Director General. PSARC advises the Resource Management Executive Committee (RMEC), stakeholders and the public on stock status and potential biological consequences of fisheries management actions and natural events.

PSARC consists of a 21 member Steering Committee, the chairperson of the Steering Committee supported by a secretary (Dee Milton), and five Subcommittees. The technical work of PSARC is carried out by the Groundfish (19 members), Herring (17 members), Invertebrate (24 members), Salmon (22 members) and Habitat Subcommittees. These Subcommittees serve as the main forum for peer review and evaluation of scientific research and literature as well as traditional knowledge. The Steering Committee looks at all material in the Subcommittee Reports and evaluates its technical soundness and scientific merit. Based on this evaluation, the Steering Committee develops scientific advice to senior managers.

This advice is then reported to the RMEC in the form of Advisory Documents. The RMEC consists of senior DFO staff from the Pacific Region. This Committee is responsible for integrating all the available information, including the scientific advice provided by PSARC, to develop advice for the Minister of Fisheries.

The Salmon Subcommittee has two meetings per year in March, and April. The Invertebrate Subcommittee meets twice a year in January and June. The Herring Subcommittee meets in September, and the Groundfish Subcommittee meets in November.

Steering Committee meetings are usually held 10 days to two weeks after Subcommittee meetings. PSARC/RMEC Meetings are usually held a week after the Steering Committee. To ensure full Committee

participation at meetings, PSARC schedules all meetings for the whole year at the beginning of the year. This meeting schedule fits the requirements of fisheries managers for developing fishing plans.

2. Steps in the PSARC Process

1. Consult regarding schedule of assessments to be conducted for the year.
2. Prepare Working Papers before PSARC Subcommittee meetings.
3. Obtain written reviews of Working Papers before Subcommittee meetings by internal and / or external professionals in the field.
4. Review Working Papers by PSARC Subcommittees to ensure they are technically sound and meet explicit standards for content and form.
5. Develop best possible scientific assessment of stock status or state of knowledge on science issues at Subcommittee meetings.
6. Review of Subcommittee Report by Steering Committee. Steering Committee develops scientific advice for RMEC and other clients.
7. Present Advisory Documents containing scientific information on resource status and recommended conservation measures to RMEC.

3. Documentation

PSARC has established four categories of documents:

1. Working Papers (which become Research Documents after the revision period) on stock and habitat issues
2. Advisory Documents which include subcommittee advice and summaries of meeting discussions
3. Stock Status Reports and habitat status summaries
4. Annual Reports (which are collections of the advisory documents produced during a given calendar year).

The following is a summary of documents produced for the period 1996-98:

Docs./Year	1996	1997	1998
Working Papers	53	42	41
Advisory Documents	8	7	6
SSRs	N/A	2	15

4. Scientific Issues

On October 14, 1998 the Minister of Fisheries and Oceans issued "A new direction for Canada's Pacific salmon fisheries." The document establishes clear principles which are leading to operational policies which will impact the science advisory process in the Pacific region. Specific items are:

1. What salmon escapement goals are appropriate for conservation
2. A precautionary approach will continue to be implemented
3. Work towards net gain in productive capacity of salmon habitat
4. An ecological approach will guide activities in the future (stepped approach)

The PFRCC has been established by the Minister on September 18, 1998. PFRCC will issue annual reports on status of salmon stocks and their habitat. The first of these reports reviewing the 1998 salmon fishery is due in March 1999. Status for many of the salmon stocks, and indeed groundfish and invertebrate stocks is unknown. A long-term plan is needed to address this short coming.

5. Administrative Issues

1. The SSR approval process needs to be clarified in the Region.

2. Terms of reference for PSARC need to be approved by RMEC
3. A policy governing external participation in the PSARC process is being developed. The policy recognizes four groups of participants: 1) Subcommittee members, 2) invited technical experts, 3) invited external participants, and 4) observers. The following is a summary of the roles and obligations of these four groups, and are currently being finalized.

	Subcommittee member	Technical expert (invited)	External participant (invited)	Observer
Understand PSARC goals and process	✓	✓	✓	✓
Have scientific expertise	✓	✓		
Have fishery or traditional knowledge	✓	✓	✓	
Contribute to technical evaluations	✓	✓	✓	
Adhere to the provision of non-disclosure	✓	✓	✓	✓
Participate in discussion	✓	✓	✓	
Participate in development of advice and recommendations ¹	✓	✓	✓	
DFO reimburses travel cost	✓	✓		

¹ PSARC Subcommittees responsibility is to provide consensus interpretation of each agenda item wherever possible. Where a consensus cannot be reached, alternative interpretations must be delineated clearly, along with the evidence in support of and inconsistent with each interpretation.

4. Interactions of PSARC with PFRCC need to be clarified. Draft terms of reference for the PFRCC have been prepared by DFO officials and await Ministerial approval. A draft policy dealing with the provision of information and data, and access to DFO staff for the PFRCC has been sent to the Regional Executive Committee for approval. The policy states that "Every attempt will be made to ensure that information [supplied to PFRCC] has been peer reviewed through the PSARC process.

■ Central & Arctic

The Arctic Stock Assessment Section (ASAS) in Central and Arctic Region conducts both stock assessment-related research and assessment reviews which result in Stock Status Reports. There are eight (soon to be nine) people in the section so we have a small human and financial resource base relative to the work that needs to be done in the Region.

ASAS works closely with Co-management Boards. Co-management Boards have been legislated through land claims agreements to make day-to-day management decisions on fisheries stocks. (Management recommendations made by the Boards are forwarded to the Minister who has final approval.) We currently work with four such boards including the Nunavut Wildlife Management Board (NWMB), Fisheries Joint Management Committee (FJMC), Gwich'in Renewable Resource Board (GRRB) and Sahtu Renewable Resource Board (SRRB). Other boards could be created in the future, depending on provisions of future land claims settlements. Fish and marine mammal resources in the arctic are used primarily for subsistence, however there are several significant commercial fisheries including Great Slave Lake whitefish, Cambridge Bay charr and Davis Strait turbot.

The Region held a workshop to develop a RAP that included input from the Co-management Boards. Representatives of the Boards and DFO Fisheries Management participated in the workshop. Board members indicated that their role was management not assessment however they were interested in being included in the RAP. It was agreed that Boards would be asked for their assessment priorities and would receive draft Stock Status Reports for review. The Boards reported that their RAP meetings would depend on the relative importance of the stock being assessed.

Following the workshop, Boards were asked to list priority stocks for review. The response was minimal so ASAS set priorities for 1998/99. These included Baffin Bay narwhal, Hudson Bay narwhal and Lower Mackenzie Inconnu. The NWMB was considering the removal of quotas on narwhal and DFO, FJMC, GRRB and SRRB were preparing an Integrated Fisheries Management Plan for Lower Mackenzie Inconnu.

The narwhal RAP was held in Iqaluit, prior to the management workshop to discuss changes to the quota system. Community and Board representatives participated in the RAP. The draft SSR was translated into Inuktitut and distributed with other background documents prior to the meeting. An interpreter was used during the meeting where both scientific and traditional knowledge were discussed and incorporated into the SSR. The response to the process has been positive. We have since received a request for RAP meetings on Hudson Bay/Foxe Basin Bowheads and all walrus stocks.

The inconnu RAP was also successful. Both the FJMC and GRRB participated in the meeting and the SRRB reviewed the draft SSR. Both traditional and scientific knowledge was included in the SSR. Positive comments were received on both the process and the SSR. The top priority for a RAP in the western arctic in 99/00 is the Hornaday River charr which appears to spawn inside the boundary of the Tuktot Nogait park. A mining development just outside the park boundary has been proposed. There is interest in moving the park boundary to develop a mine site that happens to coincide with the charr spawning area. This stock is the primary source of fish for the community of Paulatuk.

The protocol for developing and approving the SSR is as follows. The person assigned to write the SSR gathers the background documents and prepares a draft SSR. The documents and the draft SSR (including a translated version, if necessary) are distributed to the Boards and any external invitees 2 weeks prior to the RAP meeting. At the meeting, reviews are discussed and changes to the SSR are proposed. A schedule for review and sign-off is developed at the meeting so participants know when to expect the SSR for final review. The meeting Chair prepares the Proceedings that are sent with the revised SSR for review. Once final comments are received on the Proceedings and the second version of the SSR, the RAP Coordinator makes editorial (but not content) revisions and sends the SSR to CSAS for a technical edit. A briefing note is prepared and the documents are then circulated for sign-off.

The SSR and Proceedings are signed off by the meeting Chair, ASAS manager (also the RAP Coordinator), Arctic Research Division Manager and Regional Science Director. The Briefing Note has a different circulation route and is signed off by the Regional Science Director, Communications Director and Regional Director General. Copies of the SSR and Proceedings are attached to the Briefing Note for information. The benefit of this seemingly complicated routing is that the Communications Director and RDG see the documents and are aware of the SSR's as products of the stock assessment process.

The RAP appears to be evolving smoothly in the Region. Our main concern is that we limited human and financial resources to carry out assessment-related activities including both research and reviews. Conducting RAP's is both expensive and time consuming. Travel and translation costs financially limit the number of RAP meetings we can hold in a year. The time investment needed to work with the Boards to complete an SSR also limits the number we can reasonably do in a year. Another issue that has arisen is adapting the national stock numbering system to the Region's fish stocks. Including regional review numbers within the stock number sequence and numbering the large variety of stocks in the Region is going to be a challenge. Another issue is implementation of the Precautionary Approach.

One of our section personnel is working with Laurentian Region to develop a model for marine mammals. We're not clear about what will be required to apply precautionary approach models. Finally, there is interest in both the Nunavut Settlement Area and the Inuvialuit Settlement Region in developing marine invertebrate fisheries such as clams, scallops and shrimp. At present we have only one person in the Division who is knowledgeable about invertebrates. Meeting future assessment needs of these new fisheries will be a challenge.

Discussion: The person assigned to chair RAP meetings varies from one meeting to the next. The time to complete a SSR is relatively long because of the involvement of the Co-management Boards. While the chair of one RAP is working on the Proceedings and editing from that meeting, another person can be chairing a RAP for a different stock.

A protocol for checking translated documents for accuracy is still being developed. The approach so far has been to contract a second translator to check the documents for errors. We also intend to post the name of the translator on the SSR. Being publicly identified should encourage translators to do their best to put out a good product.

The documents for the RAP done to date have been published or, at least have been written up in report form. Much of the traditional knowledge included in SSR's is in report form. It is the SSR that is reviewed at the RAP meeting, not a working paper. Some regions prepare the SSR at the meeting from the background documents but this is not the approach we have taken. The revised SSR is then sent to the Board participants for review and further revision. The RAP Coordinator (Sue Cosens) does the final editing for format. Care is taken not to change the meaning of the text.

What happens if the Regional Director of Science doesn't approve the documents? This has not happened.

There was general discussion about whether SSRs should be developed at the RAP meetings or tabled as documents at the meetings.

■ Laurentian

The Laurentian region is a small region. It is difficult to maintain a highly structured process, for lack of human resources and the limited number of key-players who must assume several roles. In the last year, we experienced lots of uncertainty regarding the direction in the branch: the two managers of the fisheries divisions resigned and were replaced in late summer after a fairly long transition period. As a result, there was a certain lack of direction, and some actions or follow-up did not receive all the attention that they required. The workload of the assessment biologists is very heavy and still increasing, and the nominations of the two acting Division managers decimated the groundfish assessment group.

- External participation. Laurentian Region is the only region that does not regularly invite industry members to its assessment meeting (memorandum between ADM Sciences & RDS), but this position is more difficult to support now. Technical experts (including biologists hired & paid by the fishing industry) are regularly invited and present at our meetings. So far, logistics problems have prevented us from systematically inviting industry representatives. We have to systematically deal with unilingual fishermen in both official languages, thus requiring systematic use of simultaneous translation. Also, a large part of the fishing industry lives at great distances from MIL (Magdalen Islands, West Coast of Newfoundland, Lower North shore), which makes it very difficult for them to come without subsidizing their transports. Inviting only fishermen living nearby (Gaspé area) would certainly not provide a representative or unbiased perception of the industry.

-
- Advice: Advice provided for stocks managed in sectors does not carry the same weight as advice provided for stocks managed regionally or zonally, resulting in frustration for biologists who feel that they may be working in vain.
 - Integrated fisheries management coastal zones. We received several proposals for creating these zones and so far we are uncertain how to deal with this issue. This clearly involves fishery management (and science for advice), but also the Ocean sector as it overlaps with the concepts of the Integrated Management of Coastal zones and eventually Marine Protected Areas (MPA's). We are still struggling on how to deal internally (and conceptually) with these proposals in the absence of policies.
 - Marine Mammals (mostly cetaceans). There is no hard exploitation of cetaceans in the South, although there is some in the North (belugas in Hudson Bay). However they are (literally) quite visible in the St. Lawrence and they support a thriving whale watching industry. We feel that we will be pressed to provide some advice on these populations. An "assessment" of Gulf of Saint Lawrence belugas was presented and reviewed, but the SSR died before being finalized. Uncertainty exists on how to provide advice and how to relate to external bodies (COSEWIC, and in this case Comité de rétablissement du béluga).

Following that meeting, discussions on the Endangered Species Act clearly indicate that these concerns are real and that we will be requested to provide different kinds of advice to a different clientèle (re Marine Park, MPAs, in relation to harassment for instance).

■ Maritimes

The regional report (Appendix 4) was circulated to the Committee.

The most significant activity undertaken since the 1997 National RAP Coordinators Committee (NRCC) meeting was the review of the structure and functioning of RAP in the region.

RAP has been addressing stock assessment, habitat and fisheries management issues. With the emergence of the Oceans mandate, consideration (but no specifics as yet) is being given to a role for RAP in the provision of peer reviewed science on Oceans mandate issues (e.g. MPA definition). As well, at the RAP review meetings in St. Andrew's, concerns were raised on the apparent closed decision-making process in relation to aquaculture site review and selection. It was recommended that RAP play a role in the aquaculture mandate. This was accepted by the Maritimes RAP Co-ordination Committee (RCC), although the specifics still need to be defined. It was noted that the relevant line managers of Oceans and Aquaculture are now members of the RCC. During the discussion on these changes, it was asked if the Science Director sees his role as coordinating what in effect is the review of Oceans issues. It was responded that the Science and Oceans branches in the region have agreed that RAP would be used for both mandates. The Committee then discussed the need for rigor in the peer review of Oceans mandate issues, such as MPAs, biodiversity, ecosystem management, monitoring protocols for closed areas, etc.). RAP can provide this but there are resourcing implications.

It was also asked if the impending split of the Maritime Region into a Scotia-Fundy and Gulf regions would have an affect on the RAP, to which it was also replied likely not.

The four standing Subcommittee structure has been maintained, although these may disappear in the long run with RAP meetings defined and conducted as needed. As well, the four issues working groups are still active. It is intended that remits be drafted by the RCC for action by the relevant subcommittee.

In practice, this is working well for some finfish, and all habitat issues, but still needs to be fully implemented. Re attendance at subcommittee meetings, it was noted that now all meetings are open to any interested party, besides the invited participants, and so far nobody has been turned away. Also, the intent is to have meeting working papers circulated to participants at least one week before the meeting. This has been implemented in most groups but is still a problem in some.

Another change is the delegation of the approval authority (but not accountability) for RAP documents released from the Regional Science Director (RDS) to the chair of the RAP meeting. He/she is the ultimate arbiter of the results of the RAP meeting. This goes further than the ADM directive of 22 January 1998. The need to brief line management before public release of RAP documents was queried. It was replied that the meeting chair is responsible for compiling a briefing note, based on the status report Summary bullets, and sent up line management as soon as possible after the meeting. It was noted that this routing is not to seek document approval but rather just to inform the organization of the results of the meeting. The routing is different for Stock, Habitat and Fishery Status Reports as the latter two documents are regional, but with differing ADMs in NHQ.

An Editorial Board has been struck to review the style and format of RAP documents after they have been peer reviewed. This has been effective in ensuring a minimum quality standard for these documents.

Comment was made of the first joint Canada/US Transboundary Resources Assessment Committee (TRAC) in April 1998 with plans underway for the 1999 meeting. It was noted that a similar process may be required on the west coast (e.g. pacific hake). Max Stocker will follow up on this concept with his Pacific Region colleagues.

The schedule of the four standing subcommittees was briefly covered. Of note was the review of two Integrated Fisheries Management Plans (IFMP) by the Fisheries Management Subcommittee. This group also reviewed proposals for changes to the groundfish plan fishing year. However, while the proposals were accepted, the recommendation to delay implementation until 2000-2001 wasn't and thus the region is currently developing harvest advice for the transition period.

The regional report presents a number of issues relating to CSAS activities, particularly those that could be examined at a Zonal or national level in 1999/2000. The feedback on these was:

1. Canada/US workshop on stock assessment methodology. Generally considered worthy of further consideration.
2. SSSC evaluation of the design of the 4T White Hake telephone survey. This could be done by Statistics Canada. Indeed, in subsequent discussion with Doug Swain, it has been done and is not an issue.
3. Multi-lab meeting on witch stock structure. It was considered that before this goes further, Ray Bowering should be consulted (action: O'Boyle)
4. Reference points for lobster. We should wait for the results of the SSF project as discussed in Halifax during 16 - 17 November 1998.
5. Workshop on Shrimp to consider role in ecosystem. NAFO will be addressing this in 1999.
6. Long-term impact of fishing on the genome. While a good idea, not practical both due to lack of expertise and programs in DFO.

-
7. MPA Reference Points. Good idea that needs follow-up.
 8. MPA Monitoring Protocols. Good idea that needs follow-up
 9. Chemical Impacts on Endocrine Systems. Good idea that needs follow-up but in the future.
 10. Follow-up discussions on the implications of the Precautionary Approach for DFO fisheries management. Good idea that needs follow-up (action: Jake Rice to discuss with John Davis)

Additional initiatives noted were Zonal assessments of cod, and lobster, and the redfish science meeting in the last week of March. The agenda of the 1999 FOC meeting is discussed below.

The regional report also presents a number of communications and service delivery issues. Re the SSR, standardization in the content of the Background section has been noted as an issue. This is also discussed later. Indeed, standardization of the various sections is required and is again discussed below.

The issue of the SSR update format was raised. In 1997, the NRCC recommended that one SSR be generated that includes the information on all the stocks receiving a data update, but not a new assessment. As a consequence of the regional RAP review, it was decided locally to have separate SSRs for each stock. The NRCC felt that these might be perceived by clients as having the same status as the longer, peer reviewed SSRs. The FRCC meetings of the coming week present an opportunity to ask clients which format they prefer.

Other issues are given in Appendix 4.

■ Newfoundland

In Newfoundland Region, regional reviews take place for pelagics, invertebrates, groundfish and salmonids. In addition, regional staff participate in zonal reviews for redfish (Div. 30 and Unit 2) and cod (2J3KL and 3Ps). National reviews of marine mammal status take place through the Marine Mammals Committee (MMC). This committee also reviews issues related to the interactions of marine mammals with fish species (e.g., cod). Unlike other regions, Newfoundland is also involved in international assessment/management of a number of important commercial fish and invertebrate species through NAFO.

Regional assessments generally take place with the following general schedule:

- 2+3 groundfish spring (March)
- 3Ps groundfish fall (October)
- capelin spring
- herring fall
- salmonids fall/spring (2 stage process)
- invertebrates spring
-

With the exception of cod and redfish reviewed zonally, groundfish stocks are reviewed in detail every 3 years on a rotational basis. This process was put in place to reduce overall workloads of staff. In years when full reviews are not carried out, the lead researchers prepare brief updates of status based on the most recent data. These updates are collated into a Groundfish Overview document prepared by the Division Manager, Groundfish. This document also summarizes information on NAFO resources and environmental conditions. It is produced during July of each year, after the June meeting of NAFO Scientific Council.

There was discussion of requests by industry for RAP-type reviews of NAFO stocks prior to NAFO. Both Region and Headquarters rejected this proposal outright. There are logistical problems related to data availability, NAFO's use of "designated experts," perceived interference with the objectivity of Canadian scientists participating in an international forum, etc. Hopefully this will set a precedent - that we do not have a full RAP with conclusions and industry participation, if the assessment is to be conducted in another forum afterwards.

There could be problems with turbot in NAFO Subareas 0+1 and Management Boards wanting an assessment of turbot in which they participate. At present the assessments of this stock are carried out by NAFO Scientific Council as a result of requests by both Canada and Denmark (on behalf of Greenland). Overall quotas are set by Canada and Greenland during bilateral discussions, as is the split in TAC between the two.

In the region, chairs are selected for the various committees with a mandate to serve for 3 years. Efforts are made to ensure that the chairs are from outside the specific species/species group under evaluation.

The regional meetings are open to outside participation through invitation. Each chair consults with staff to determine who may be appropriate attendees from DFO, industry and academia as well as others. Formal invitations are then sent to those identified. Consideration is also given to requests from any others not so identified and they are generally invited as well.

The process for salmonids is somewhat different in that extensive public consultations take place throughout the region prior to the assessment meetings, then DFO staff attend the assessment meetings.

Actual participation in the various meetings varies according to species and species group. Regional meetings involve review of working papers presented by participants. There is no draft SSR tabled at commencement. Instead, the SSR is developed after review of available material, and consensus is reached regarding interpretation. The lead researcher is charged with the task of SSR preparation (as well as preparation of the briefing note), but it is then reviewed and discussed by all participants before finalization. Once the committee approves the SSR, the chair forwards it to the Regional director for final regional sign-off. The Regional Director may suggest editorial changes, rewording for better clarification, etc. to the chair and author, but if there are more substantive issues, these must go back to the full committee for review and consideration.

Two people carry out RAP co-ordination within the region, each with other significant responsibilities. The 2 people are responsible for scientific and administrative issues respectively. Because of the very heavy workloads of both individuals in other areas, it is considered that not enough attention to the process is available on an ongoing basis. In addition, no single secretary has been identified for SSR production. This results in a number of ongoing difficulties with formatting issues since there is a requirement for "relearning" each year.

Another issue currently in the region has to do with staff reductions and overall continuing high workloads, which are resulting in less than adequate participation at the various meetings. Problems exist to varying degrees with regard to both "critical mass" and "diversity" at the meetings. These have the potential of compromising the effectiveness of the peer review process.

Another important issue related to work-loads is the ongoing work by professional staff far in excess of the 37.5 hour week without compensation as available through negotiated contracts. This problem, which has existed for over 5 years now, is probably not restricted to Newfoundland Region and instead is national. Staff are becoming increasingly dissatisfied with the situation and are beginning to show more militancy against it. They are clearly less tolerant and flexible than in the past, and tempers flair much

more quickly. It is important to recognize that there is a serious flaw in a system that continues to function simply because staff are willing to work outside the bounds of their negotiated contracts. This should be discussed with high priority, and solutions found, by NSDC.

Another issue pertaining specifically to groundfish is the increased time and funding required to participate in the various FRCC consultations.

NATIONAL ACTIVITIES

■ National issues

- **Comparison between regional processes**
Comparative table (Appendix 5).
- **Precautionary approach:**
The Chair of the Workshop on Science Aspects of Implementing the Precautionary Approach presented an update on the status of the Report of the Workshop. The A/ADM-Science has made a commitment to talk to the ADM-Fisheries Management, to mandate a person or a committee to proceed with inter-sector initiatives. The group noted there were special problems with transboundary stocks - what happens if US and Canada or NAFO -Canada frameworks are not equally conservative? **It was agreed that the CSAS coordinator will raise this question with the A/ADM- Science.**
- **Scheduling:**
The CSAS Coordinator tabled Denis Rivard's spreadsheet of a fixed schedule for groundfish. FRCC consultations. The group noted the increasing demand for science participation in FRCC discussions was breaking our timetables and budgets. **The CSAS coordinator will also take this concern to the A/ADM. All Regional coordinators are to remind staff of the change in Atlantic groundfish schedule.**
- **UCS:**
The CSAS Coordinator reported that in response to inquiries to the DFO UCS coordinator, it was confirmed that there are no precedents for process coordinators. **The Regional and National Coordinators agreed to exchange drafts as we progress with them.**
- A long discussion about the standards for **Document approval** led to 4 principles:
 1. The meeting Chair has some opportunity to sign off the final SSR as a sufficiently accurate and complete summary of the meeting's discussion.
 2. As a minimum, the meeting must agree on a set of point form conclusions which are binding on all subsequent editorial revisions of the SSR. This does not preclude finalization of SSRs at the meeting, but is intended to constrain the opportunities for changes of meaning in subsequent editing and line approval processes.
 3. Approval for release remains within Science Branch.
 4. When an SSR or overview addresses stocks in more than one region, the Chair of the ZAP serves the function in 1. Approval for release lies with the Director, FRB. Prior to that approval, however, the CSAS coordinator will contact RAP coordinators in all regions addressed in the SSR, to ensure the Regional Directors are fully briefed on its contents, and scientists participating in the meeting have had the opportunity to review materials consistent with processes agreed upon at the ZAP.
- Following a long discussion on the need and processes for review of **Oceans tasks:**, the group agreed on 2 principles:
 1. It is important to have processes of equal rigour, openness, and transparency for peer review of science aspects of oceans issues which have a complexity or scope comparable to evaluating the status of a stock.
 2. The RAP process has evolved to serve the peer review function well in stock assessment, and could serve that function for science aspects of oceans issues. Workload demands and

resourcing issues for RAP must be addressed as part of any decision on how the peer review of Oceans Sector science issues is conducted.

With reviews of EIS's there are potential dangers regarding legal aspects of EIS process thus advocacy positions of some potential participants. This means that the science peer review should be done with extra care to ensure the review is restricted to objective science issues, but is not a reason not to ensure the provision of peer review. Experienced and strong chairpersons are essential.

■ National Committees

□ Fisheries Oceanography Committee

A significant problem was identified with the draft remit for the next meeting. The merit of the nominated themes is high. Operationally it will be difficult to deliver for several reasons. The cod ZAP in March makes the agenda item on why cod collapsed and failed to rebuild awkward. Many cod assessment people will be unable to participate in the FOC meeting, and any conclusions from a meeting lacking them will be challenged as a product of DFO's most knowledgeable staff.

In context of the cod ecosystem workshop which just happened, FOC may want to re-think this. There were also uncertainties about whether the Committee was rolling many items over from the last meeting. It was agreed the meeting would phone the Chair, point out the problems, and ask he discuss with core membership of FOC what might be appropriate agenda items. Concerns were also expressed about the second proposed theme; the conference in France and workshop in May makes this questionable

Maritime Region has gone ahead with **forage species issues. The Coordinator of Maritime region will e-mail other coordinators and CSAS on actions taken on this topic. Also the CSAS Coordinator will discuss the status national approaches with the Director of FRB and seek clarification if there is to be a nationally coordinated initiative.**

Teleconference with the Chair of FOC

In order to clarify the FOC meeting agenda, during a phone hookup, the chair was contacted by phone. As a result of concerns regarding timing, the Chair of FOC agreed that the Committee would not have the cod theme session. Instead it will have the forage species from an invertebrate perspective. Discussions will give emphasis to what work is needed to answer questions in future.

□ National Marine Mammal Committee

After review, the coordinators agreed the NMM Committee had the proper agenda and proper chair. The major problems are that Regions have no money for travel of people to participate. Timing of a meeting in January is nearly impossible. Long discussion of what the C&A marine mammal review has relative to IWC role. **The group agreed that there was a need for at least 5K of travel per region for national meeting, and even then some people would not be available in January.**

□ Survey, Statistics and Sampling Committee

It was agreed that the subject matter is still important, and the need for the Committee still exists. The problem is that no one has time to prepare documents for review and no one has money or approval to attend meetings.

The coordinators agreed that they would canvass staff for issues and try to put together a list of possible agenda items.

They are to poll scientists:

1. What are important agenda items for a national SSSC meeting?
2. Under current workload conditions, what could YOU have prepared for review at a committee meeting this year?

▫ **FRCC & PFRCC**

With regard to the FRCC & PFRCC, coordinators felt strongly **that there is a need for official feedback from them regarding their degree of satisfaction with the products produced by RAP and ZAPs.** There are also serious concerns about the growing expense of attending their consultations.

With regard to the PFRCC, all had questions about what is the interaction with them, and how an open process in interactions is to be implemented with them. **The coordinators agreed that at our next annual meeting we will invite them to take an hour at our meeting to discuss their interests.** With further discussion, it was **agreed that should be a general practice, that as we rotate our meetings geographically, we invite corresponding regional Advisory Council to talk to us about their objectives and expectations from the peer review processes.**

▫ **General comments**

The CSAS coordinator summarized the discussion on committees, and the group concurred that the committee system, described in the Boulva Working Group intended to promote inter regional discussions and coordinated work, is essential. However the vision in the Boulva Report is no longer viable, given the current workload and funding environment.

There are two core problems:

1. **Committees have problems attracting all the people needed for the meaty issues. Key people have to be at too many meetings, and can't secure travel funding.**
2. **People have trouble getting time to conduct new research or even credible reviews of new published work elsewhere to provide the material needed for review at Committee meetings.**

The Strategic Science funding could be an asset for logistics, but committee chairs need to have assurance that work will be prepared, and Regional needs have dominated in work planning.

The RAP coordinators saw themselves as forming an important linkage between high priority project work across several regions and implementation in subsequent assessments. The group identified two critical needs both of which could be addressed effectively within RAP processes:

- **Need to review implications of results of HPPs for assessments late in project, with HPP and assessment staff.**
- **Need for a structure to ensure consistent implementation afterwards across regions. In general, zonal assessments in the next cycle after final meeting of a HPP would yield many benefits with regards to implementation of HPP results.**

These concerns would suggest, for example that there be a ZONAL lobster assessment in the year after the HPP finishes. The Zonal meeting should be done BEFORE there is a transboundary meeting.

With regard to the HPP on Redfish, the workshop is scheduled for the last week of March, with implementation in assessment at the zonal meeting in fall 1999.

The question of how important in fisheries science is long-term monitoring was deferred for a future meeting.

COMMUNICATION AND SERVICE DELIVERY

■ Printed media

- **Publication Guidelines:** A draft document "*CSAS Publication Guidelines / Directives de publication SCÉS*" was presented, covering issues related to document format (templates, numbering system), content and publication process (review, approval, distribution) for the Research Documents, Stock Status Reports and Proceedings series. Making these guidelines available to all authors and science staff in each region will contribute to ensuring that CSAS publication standards are met. It was proposed that these guidelines become available on the DFO Intranet site.

The coordinators agreed that the CSAS Assistant Coordinator would

- **provide draft Guidelines for Publications to all Regional coordinators**
- **put a copy of the Guidelines on the Intranet for general access by DFO assessment staff**

It was also agreed that making the yearly Research Document collection available on a CD would be useful product. However, this would require getting all Res. Doc. into electronic format.

- **Numbering system.**

There remain some sequence problems with the SSR numbering system, as well as missing Research Documents, leaving blank numbers there occasionally as well. The current approach to numbering will mean there will always be many gaps in SSR numbers. The only strategy is just leaving a large number of holes; nothing else can be done. With regard to the issue of having different years for the most current SSR, this is not a problem of the numbering system. As long as new SSRs are not issued on every stock every year, explanations are always going to be needed for the different years as being "most current" for different stocks.

- **SSR: Supplements, Overviews and Updates**

There was a discussion of the contrast between Supplements within a year vs one united overview of many stocks which individually would not receive updated SSRs. Updates ARE required for essentially all stocks, because of institutional clients, and as proof that we are looking at things annually, even if we aren't doing full analytical assessments.

The occurrence of two SSRs on a single stock in one year is a detail of scheduling which will happen from time to time. It will be awkward, but is unavoidable, unless we were to let the details of publication convenience dictate the schedule of evaluation of stock status. That is not a reasonable situation.

Supplements. With regard to issuing separate brief supplements or "updates" on each SSR separately, they are intended to be always read relative to the last full SSR. The advantage to Supplements is continuity with previous numbering system. The disadvantages include cost of preparation and translation, and the possibility of misinterpretation of Supplements as new SSRs, notwithstanding any warning to the contrary.

After long discussion the coordinators agreed on several principles for issuance of interim status reports, regardless of whether they are to be updated Overviews or Supplements:

- 1. They must be informative – as a minimum a few figures and tables.**
- 2. Whatever is a piece of an SSR must have comparable levels of review, transparency, etc.**

All coordinators are to discuss with clients if they feel we need to have the same product for all clients and what product would best meet their needs. Within these discussions the choices are – Combined Overview - Annex - Stand-alone Supplement.

The CSAS Secretariat will ask the FRCC to comment those options.

▫ **Service delivery.**

The CSAS Assistant Coordinator presented a tabulation of service delivery profiles over the past year. The number of requests received by CSAS during a 6 month period was compiled and the results are presented in Appendix 6 a. The majority of these requests come via electronic mail. Most clients (88%) request copies of Research Documents (available in paper form only). A proportion of 6% contact CSAS to obtain general information on fisheries research, biology, fishing gear, etc. On average, CSAS regularly handles 77 requests per month, with 13% originating from DFO staff across the country. Most inquiries come from Canada but a fair number are also received from the U.S., Europe, Africa and South America.

Appendix 6 b shows the distribution of CSAS clients on the Research Document mailing list, 37% of which are DFO staff and 21% are libraries. These clients were surveyed in October 1998 in order to obtain information on Internet access and preferred document format e.g. electronic format on the Internet or paper copies by mail. The survey results are shown in Appendix 7. Participation was very high (58.1%) and people indicated that although they have Internet access, they prefer receiving paper copies in a proportion of 65%.

There was a long discussion of the feasibility of using a scanner to convert all Research Documents to electronic format. No one was completely up to date with regard to current technology capacities, time requirements for input for format checking, quality of products, or file sizes.

Regional coordinators agreed to poll staff to determine how many people could provide the full document Research Documents in electronic format.

With regard to simply requiring that Research Documents be submitted in electronic format initially, there is already a problem of timely (or in some cases, any) submission of Res. Docs. There was agreement that many more Research Documents would not be done if people had to bring all figures, tables and text into electronic format. In that context, it was noted that the growing lag in printing the Research Documents is making it harder to get people to complete them in a timely manner. It was agreed that the CSAS office and RAP coordinators will encourage but not require submission of research documents in electronic format.

There was a long discussion about the growing diversity of **forms of Stock Status Reports**. Regional perspectives differed on what suited the staff in each locale. The CSAS Coordinator stressed again that from a client perspective, having consistency among Regions is important. Moreover, in some Regions SSRs are becoming more and more terse, and some clients are complaining that they can no longer find information they seek in the SSR. At the conclusion of the discussion, **the coordinators agreed on the basic form and general structure of all SSRs (Ordering of sections must follow the sequence below):**

Background

Mandatory. Most Regions focus on biological information on the animal (distribution; life history, diet, history of fishery prior to commencement of time series in "The Fishery". Information to put

assessment in context - annual, special request, etc.) This led to a discussion about differences between Laurentian and other regions – and there were arguments about best to serve the need of invertebrate clients more fully. Laurentian includes tombstone information about the RAP meeting which provided the basis for the SSR, whereas C&A always puts in what management need or other event triggered the need for the SSR.

It was agreed that biological information CAN go in the Background, but if the species biology is not in Background, it MUST appear in a separate section with its own heading, and not be buried anywhere, or left out altogether. Information on the source of the request for the SSR and the RAP meeting are optional in the Background, but if they are included in the SSR, it must be here.

- Summary Bullets*** Optional, but if included they must be the first thing after the Background. **The CSAS Assistant Coordinator will add Summary section to CSAS template.**
- Species Biology*** Optional.
- The Fishery*** Mandatory. Includes a discussion of the recent fishery & historical trends; narrative information on composition a single year’s catches. If the species is not exploited this section states that, and may elaborate the non-consumptive societal value of the stock.
- Industry Perspective*** Optional.
- Resource Status*** Mandatory. If each type of information is available it ***must*** be included, and typically in the sequence: surveys, catch rates, quantitative information on size composition of catches, recent biological indicators of stock well being; results of analytical assessment - population trends.
- Sources of uncertainty*** Optional, but ***strongly*** encouraged, particularly if there are analytical estimates of stock size and structure.
- Outlook*** Mandatory.
- Other Considerations*** Optional.
- Management Considerations*** Optional.
- Correct citation*** Mandatory. **The CSAS Assistant Coordinator will add correct citation format to CSAS template.**
- Tombstone information*** Mandatory.

Figure legends are mandatory, and figures must be numbered. Citations are appropriate for the client base for C&A, but are not needed elsewhere, and should be avoided except in extraordinary circumstances. The geography of the C&A region makes

including references more necessary than in other regions, because most clients are thousands of km from the RAP office.

During the coming year the CSAS Coordinator will ask Department managers and the FRCC how they like SSR content. Regions are to talk to clients about this as well. The CSAS office will update the SSR templates.

■ **Electronic media**

There was a discussion about the CSAS Web site, with which coordinators expressed general satisfaction. **It was agreed that the RAP schedules should be added to the Web site.**

Maritime region reported that the fax on demand is up and running, but the link to CSAS Web site was still under development.

With regard to preparing videos for the public, Maritime Region is doing the most. There was consensus that videos remain costly and only the really good ones have significant impact.

- Finally, there was a discussion of what RAP stands for; is it Regional Advisory Process or Regional Assessment Process? With the expansion of formal review processes into Habitat and Oceans issues, there was general agreement that Regional Advisory Process was a more accurate reflection of the full job coordinated, notwithstanding the role of formal Advisory Councils. **It was agreed that the CSAS Coordinator would discuss with the A/ADM - Science the acceptability of allowing RAP stand for the Regional Advisory Process.**

The meeting adjourned at 16:00.

-
- Appendix 1. List of participants.

Participant	Region	Telephone	E-mail
ATKINSON, Bruce	Newfoundland	(709) 772-2052	atkinsonb@dfo-mpo.gc.ca
COSENS, Sue	Central & Arctic	(204) 983-8838	cosenss@dfo-mpo.gc.ca
GASCON, Dominique	Laurentian	(418) 775-0631	gascond@dfo-mpo.gc.ca
HAMEL, Joanne	CSAS	(613) 993-0029	hamelj@dfo-mpo.gc.ca
O'BOYLE, Bob	Maritimes	(902) 426-3526	oboyler@mar.dfo-mpo.gc.ca
RICE, Jake	CSAS	(613) 990-0288	ricej@dfo-mpo.gc.ca
STOCKER, Max	Pacific	(250) 756-7200	stockerm@dfo-mpo.gc.ca

Appendix 2. Meeting agenda.

**AGENDA
MEETING OF CSAS AND RAP COORDINATORS**

16-17 November 1998
12th floor, room E250 - DFO Headquarters, Ottawa

Monday, 16 November 1998	
09h00	<p>OPENING REMARKS [Rice]</p> <ul style="list-style-type: none"> ▪ Greetings ▪ Appointment of rapporteurs ▪ Revision and approval of agenda.
09h15	<p>REVIEW OF 1997 RAP COORDINATORS MEETING [Rice]</p> <ul style="list-style-type: none"> ▪ Discussion of the Fall 1997 Meeting action items and results.
10h15	Break
10h45 11h30	<p>REGIONAL ACTIVITIES Presentations by region, discussion of Regional Assessment Process (RAP), administrative and scientific issues, upcoming plans.</p> <ul style="list-style-type: none"> ▪ Pacific [Stocker] ▪ Central & Arctic [Cosens]
12h15	Lunch
13h30 14h15	<ul style="list-style-type: none"> ▪ Maritimes [O'Boyle] ▪ Laurentian [Gascon]
15h00	Break
15h30 16h15	<ul style="list-style-type: none"> ▪ Newfoundland [Atkinson] ▪ Compilation of national issues raised during regional presentations [All]
17h15	End of Day 1.

Tuesday, 17 November 1998	
08h45	<p>NATIONAL ACTIVITIES National and zonal initiatives, committees, interaction with stakeholders.</p> <ul style="list-style-type: none"> ▪ Discussion of national issues raised on Day 1 [Rice] ▪ Canadian Stock Assessment Secretariat (CSAS) [Rice]
10h15	Break
10h30	<ul style="list-style-type: none"> ▪ National Committees: <ul style="list-style-type: none"> ▫ National RAP Coordination Committee [Rice] ▫ Fisheries Oceanography Committee (FOC) ▫ Marine Mammals Committee (MMC) ▫ Statistics, Sampling and Surveys Committee (SSSC) ▫ Fisheries Resource Conservation Council (FRCC) ▫ Pacific Fisheries Resource Conservation Council (PFRCC)

12h00	Lunch
13h00	<p>COMMUNICATION AND SERVICE DELIVERY</p> <p>Overview of current procedures and guidelines, identification of required improvements.</p> <ul style="list-style-type: none"> ▪ PRINTED MEDIA [Hamel] <ul style="list-style-type: none"> Research Documents - Stock Status Reports - Proceedings ▪ Document formats: <ul style="list-style-type: none"> ▫ Templates ▫ Numbering systems ▫ Language requirements ▫ Standards and guidelines ▪ Publication process: <ul style="list-style-type: none"> ▫ Document approval ▫ Document release, briefing notes to DFO Minister ▫ Submission to CSAS ▪ CSAS documentation service: <ul style="list-style-type: none"> ▫ Annual production ▫ Document and information requests ▫ Printing and distribution costs ▪ General discussion.
15h00	Break
15h30	<ul style="list-style-type: none"> ▪ ELECTRONIC MEDIA <ul style="list-style-type: none"> ▪ Web sites: <ul style="list-style-type: none"> ▫ CSAS [Hamel] ▫ Regional [RAP coordinators] ▪ File transfer between regions and CSAS: SSRs, Research Document Abstracts [Hamel] ▪ National Image Library: regional inventory results [Hamel] ▪ FAX-on-demand service [O'Boyle] ▪ Videos ▪ General discussion.
17h00	End of Day 2

Appendix 3. Actions and recommendations from previous meeting (CSAS Proceedings 97/3, 97/27).

Recommendation	<i>(date recommended)</i>	Action	Status
<p>1. CSAS and Committee Chairs [NMM, FOC and SSSC] will review draft terms of reference and update them if necessary. These will be presented to either a meeting of NSDC or to the DG-FOSD, depending on which channel is preferred by the Branch. <i>(Nov. 96, Oct. 97)</i></p> <p>Regional directors to approve Terms of Reference for regional processes. CSAS Terms of Reference need also to be approved.</p>		<ul style="list-style-type: none"> ▪ Committee Chairs ▪ JR (reminder) <p>JR to ask reg. Directors and ADM Science for approval.</p>	<p>Terms of Ref. dated:</p> <ul style="list-style-type: none"> ▫ NMMC: March 1996 ▫ FOC: October 1992 ▫ SSSC: ? ▫ NSDC: no action
<p>2. The 1994 document ["A Renewed Process for Assessment of Atlantic Stocks"] will be reviewed, suggestions for modifications developed, and the draft revisions will be circulated to Regional coordinators for comment. When a draft of a new framework document has been developed from the Regional input, it will be presented to a meeting of NSDC by the Coordinator of CSAS. <i>(Nov. 96, Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ JR <p>Target date first half of 1998.</p>	<p>Reviewed with ASDC in March 1996. Not placed on subsequent agendas.</p> <p style="text-align: right;">DONE</p>
<p>3. To keep Regional and Headquarters mailing lists up-to-date and well coordinated, the CSAS will send a copy of its full mailing list to all Regional coordinators at the beginning of each calendar year. Regional coordinators are to review the lists and advise the Secretariat of any changes which are appropriate. CSAS requires up-to-date mailing lists for documents that need zonal or national distribution. Additional changes to mailing lists can be sent to CSAS throughout the year. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ SS ▪ JH & GL 	<p>Lists updated and distributed to regions.</p> <p>Memo sent to mailing lists re: addition of documents from Pacific and Central & Arctic.</p> <p style="text-align: right;">DONE</p>
<p>4. The Proceedings Series list is to be placed on the CSAS Website. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ CM ▪ JH 	<p>Paragraph on Proceedings Series.</p> <p>Web page with links to 1997 and 1998 lists created.</p> <p style="text-align: right;">DONE</p>
<p>5. Regional coordinators will acquire candidate images from Regional sources, which must be copyright free (or have blanket permission by the copyright holder) and usable by anyone. CSAS will be the archive for the images, will establish formats and criteria for what is in the library, and maintain a catalog to facilitate access to the images as needed. <i>(Oct. 97)</i></p> <p>Explore options regarding national photo-library i.e. expansion of Maritimes library to include other regions' images.</p>		<ul style="list-style-type: none"> ▪ JH <p>JH to work with Art Cosgrove & Terry Boucher.</p>	<p>Regions asked to provide inventory of available images. Interest & commitment to national archive=??</p>
<p>6. CSAS will also check if we can use the pictures in the posters circulated by the department. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ CM 	<p>Cannot use without author's permission.</p> <p style="text-align: right;">DONE</p>
<p>7. Regional coordinators will tell CSAS what maps are needed. CSAS will work with national GIS experts to get necessary files made accessible. <i>(Oct. 97)</i></p> <p>ACON (Maritimes region mapping package) is accessible on Internet and can be used as a source of base maps.</p>		<ul style="list-style-type: none"> ▪ REGIONAL ▪ CM (reminder) <p>All can download application and on-line manual.</p>	
<p>8. [re: Ecosystem Management] The letter requesting participants, drafted by Ken Drinkwater, will be transmitted to the DG-FOSD. Rice and Rivard will alert the DG to the relevance of input from all Regions. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ JR 	<p>Final report on FRCC web site.</p> <p style="text-align: right;">DONE</p>

Recommendation	<i>(date recommended)</i>	Action	Status
<p>9. RAP coordinators have accountability for ensuring editorial content of SSRs is high before the documents ever leave the Region. Drafts of all SSRs are to be sent to the Assistant Coordinator, CSAS, who will either have a look at the language personally, or coordinate a reading by an appropriate officer in Headquarters. Feedback to the Regional RAP coordinator is to address only clarity and editorial content, and to be provided quickly (target turn-around of two working days). WRITE OUT PROPOSED PROCESS FOR WGD / LSP APPROVAL – <i>(Oct. 97)</i></p> <p>Pacific region situation.</p>		<ul style="list-style-type: none"> ▪ JR & CM <p>JR to participate in conference call with RMEC.</p>	<p>Process in place.</p> <p>Memo on process from ADM Science to all regions – Jan. 1998.</p>
<p>10. CSAS will select a few exemplar SSRs and editorial comments, and circulate these to Regional RAP coordinators, who may add additional comments. The Regional coordinators are to provide full editorial feedback to staff on a sample of these SSRs illustrating how they can be improved. <i>(Oct. 97)</i></p> <p>FRCC should provide Regional coordinators with feedback on SSRs and process.</p>		<ul style="list-style-type: none"> ▪ CM ▫ JR to write letter to FRCC. ▫ Invitation will be extended to FRCC and PFRCC (when in Winnipeg, invite Manag. Board reps). ▫ Obtain FRCC Annual Rep.? 	<p>Selection done.</p> <p>Not implemented.</p>
<p>11. RAP coordinators are to discuss with their Science Directors and other staff the details of the process for approval and release within their respective Region. As soon as a process is agreed to in a Region, a memo describing it should be sent to the Coordinator, CSAS. To facilitate sharing ideas, CSAS will copy each memo to RAP coordinators in the other Regions. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ REGIONAL ▪ JR (Reminder) 	<p>Summary of all Regional processes included in briefing material for ADM Science & DM prior to meeting with Standing Committee.</p> <p>DONE</p>
<p>12. CSAS is to organize a method to conduct an annual review of the quality of SSRs, including a postmortem on the quality of SSRs produced to date. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ CM/JR 	<p>Not done.</p>
<p>13. Such a process [sending SSRs to CSAS] has to be implemented regionally, and Regional RAP coordinators are alerted to the need to put such a process in place. This should be done in close coordination with the Assistant Coordinator, CSAS. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ REGIONAL ▪ CM (Coordinate) 	<p>Process in place: electronic and paper copies of approved SSRs sent by regions.</p> <p>DONE</p>
<p>14. CSAS will coordinate exchange of an e-mailing list and phone list of the administrative staff who maintain the Regional websites and prepare the final files of the SSRs. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ SS ▪ JH 	<p>Contacted regions to get information. Compilation distributed to regions.</p> <p>DONE</p>
<p>15. CSAS will make the most useful format a part of the consultation with clients on the quality and clarity of SSRs. The deadline of the full review is the end of this calendar year. RAP Coordinators to forward names of the Communications staff for consultation. <i>(Oct. 97)</i></p>		<ul style="list-style-type: none"> ▪ CM 	<p>Not done.</p>

Recommendation	(date recommended)	Action	Status
16. Starting in 1998, the year of the SSR will be added to the identification number, and be in parenthesis. The Assistant Coordinator, CSAS will consult with departmental librarians, and notify Regional Coordinators of the proper citation of SSRs, RES DOCs, and Proceedings. (Oct. 97)		<ul style="list-style-type: none"> ▪ CM 	DONE
17. In invitations to non-DFO staff to participate in RAPs, it should be made clear that if one tables a Working Paper, one may be asked to revise it afterwards, and the revisions are mandatory. (Oct. 97) No leverage to get the documents produced if asked for.		<ul style="list-style-type: none"> ▪ REGIONAL ▪ JR (Reminder) <p>Added to template letter of invitation.</p>	
18. Working Papers must be kept for a minimum of 6 months after the RAP meeting, by RAP coordinator. After that time each Region may apply their own procedures to further custodianship of them. (Oct. 97)		<ul style="list-style-type: none"> ▪ REGIONAL 	Process in place. DONE
19. The Research Document series for one calendar year is closed March 31st of the next calendar year. (Oct. 97) Need to have authors respect deadlines and publish in a timely manner. Regions to notify CSAS of regional deadlines for res. Docs after RAP. List of res. Docs to be sent to CSAS after each meeting. DG FOS will be informed of who is delinquent and will discuss matter with RDS.		<ul style="list-style-type: none"> ▪ CM ▫ Regions ▫ CSAS ▫ DG FOS 	
20. The Assistant Coordinator will look into the requirements for government publications and send out new versions of the template for 1998 if necessary. (Oct. 97)		<ul style="list-style-type: none"> ▪ CM 	DONE
21. CSAS will prepare a Guide to chairs on what should be in the proceedings series. (Oct. 97) Maritimes has produced own guide.		<ul style="list-style-type: none"> ▪ JR 	Draft sent for internal comments – died.
22. CSAS to work with the Chair of the NMMC to send out Terms of Reference to RDS & check on agenda for the November meeting. (Oct. 97)		<ul style="list-style-type: none"> ▪ JR 	DONE
23. The chairpersons [SSSC, NMMC, FOC] should send any committee announcement to the Regional Coordinators of all Regions. (Oct. 97) Need resources for committees.		<ul style="list-style-type: none"> ▪ Committee Chairs ▪ JR (Reminder) ▪ JR discuss with A/ADM 	Apparently working.
24. To make the Committee [SSSC, NMMC, FOC] Chairs members of this group [RAP coordinators & CSAS], and have them make an annual report at this meeting. Regional RAP coordinators would come to the annual meeting prepared with regional issues which should go to these Committees. (Oct. 97)		<ul style="list-style-type: none"> ▪ REGIONAL 	Process in place, chairs invited to attend and/or table report at the CSAS & RAP coord. Meeting. DONE
25. This group [RAP coordinators & CSAS] will report annually to the NSDC, and provide feedback to it on what has been achieved by RAP, as well as what is needed to be done. (Oct. 97) Still a priority.		<ul style="list-style-type: none"> ▪ JR <p>JR to talk to Dir. FRB</p>	No action by NSDC.

Appendix 4. Maritimes Regional Advisory Process Fall 1998 Report presented by R. O'Boyle, RAP Coordinator Maritimes Region.

Maritimes Regional Advisory Process Fall 1998 Report

Introduction

This report documents activities in the Maritimes Regional Advisory Process (RAP) during November 1997 - October 1998 and presents planned activities until 31 March 1999. It also presents issues that have been raised in the region which require attention at a national or zonal level and which need to be discussed by the National RAP Coordination Committee.

The report was presented to the Maritimes RAP Coordination Committee meeting of 12 November 1998 to obtain input for the National RAP Coordination Committee meeting of 16 - 17 November 1998.

Review of Action Items from fall 1997 National RAP Coordination Committee meeting

Below are action items from the fall 1997 meeting, along with progress against these items:

Action: Regional coordinators will acquire candidate (clipart) images from Regional sources which must be copyright free (or have blanket permission by the copyright holder) and useable by anyone. CSAS will be the archive for the images, will establish formats and criteria for what is in the library, and maintain a catalog to facilitate access to the images as needed.

An inventory and file system has been established for clipart in the region, along with copyright status. This information was made available to CSAS on October 14, 1998.

Action: Regional coordinators will tell CSAS what maps (for SSRs, etc) are needed. CSAS will work with national GIS experts to get necessary files made accessible.

Maritimes maps used in the SSRs are available in the regional inventory.

Action: RAP Coordinators have accountability for ensuring editorial content of SSRs is high before the documents leave the region. Drafts of all SSRs are to be sent to the Assistant Coordinator, CSAS, who will either have a look at the language personally, or coordinate a reading by an appropriate officer in headquarters. Feedback to the regional RAP Coordinator is to address only clarity and editorial content, and to be provided quickly (target turn-around of two working days).

As part of changes to the Maritimes RAP (see below), an Editorial Board has been established to review status reports for format and readership. The CSAS Coordinator is routinely invited to editorial meetings.

Action: RAP Coordinators are to discuss with their Science Directors and other staff the details of the process for approval and release within their respective regions. As soon as a process is agreed to in a Region, a memo describing it should be sent to the Coordinator, CSAS. To facilitate sharing ideas, CSAS will copy each memo to RAP Coordinators in the other regions.

As part of the Maritimes review of RAP (see below), a new approval process has been implemented. The review was only completed by October 1998 and thus the requested memo

has not been sent to CSAS. However, drafts of the RAP review, which describe the process, have been routinely sent to the CSAS Coordinator.

Action: CSAS will make the most useful format (of the SSR) a part of the consultation with clients on the quality and clarity of SSRs. The deadline of the full review is the end of this calendar year. RAP Coordinators to forward names of the Communications staff for consultation.

No action taken.

Action: In invitations to non-DFO staff to participate in RAPs, it should be made clear that if one tables a Working Paper, one may be asked to revise it afterwards, and the revisions are mandatory.

Done routinely.

Action: Working papers must be kept for a minimum of 6 months after the RAP meeting, by RAP Coordinator. After that time, each Region may apply their own procedures to further custodianship of them.

Maritimes RAP Secretariat has established a permanent numbering and filing system for all working papers. It is the responsibility of meeting chairs to send a set of meeting working papers to the RAP Secretariat.

Action: To make the Committee Chair members of this group, and have them make an annual report at this meeting, regional RAP Coordinators would come to the annual meeting prepared with regional issues which should go to these (the national and zonal) committees.

The current report, which outlines initiatives for the national and zonal committee, has been compiled with the input of the Maritimes Region's RAP Coordination Committee.

Report of Regional Activities and upcoming plans

One of the most important activities conducted since November 1997 was the completion of the **review of the RAP structure and process**. This review was initiated in the fall of 1997 and stimulated by discussions at the time on perceived problems with the peer review process. A description of the RAP was generated and circulated to staff for comment. As well, meetings were held at each of the region's three labs. In January 1998, the ADM Science regionalized the approval process for Stock Status Reports (SSR). This input was used to produce a new RAP description which was first discussed at the regional Coordination Committee and then, in the summer of 1998, at meetings at the three labs in the region. The description, approved in October 1998, has the following highlights:

- The Coordination Committee has been enhanced to incorporate membership from both the Oceans office as well as the aquaculture sector. In both areas, the role of RAP is as yet to be specifically defined but some role is expected in the future.
- An Editorial Board has been struck to facilitate the regional review of status reports. This is chaired by the RAP Coordinator, and attended by the RAP Administrator, the appropriate subcommittee chair, the author(s) of the status reports, any member of the Coordination Committee wishing to attend, and other invited outside individuals to assist in the editorial review. The board meets soon after subcommittee meetings to review status reports for format and readership.

-
- The subcommittee structure has been maintained but chairs are assigned by the Coordination Committee on an issues basis. Participation at subcommittee meetings has been opened to all interested parties. Notice of meetings is to be posted with the Communications Secretariat, subject with the meeting chair's approval.
 - A major change is in the approval process of status reports and proceedings. The regional Director has delegated final approval of these documents to the Subcommittee chair. Once a meeting is completed, and the documents proofed by the Editorial Board, the chair provides them to the RAP Secretariat for distribution. At the same time, the chair prepares a DFO briefing note, based on the Summary section bullets in the Status Reports, for transmittal to the appropriate Division Manager, Regional Director, RDG and ADMs. The Minister's office is given a three day period for briefing, after which time the Status Reports are then distributed.
 - A budget has been established to facilitate the participation of external experts in the RAP. Experience has shown that while this can occur on a modest basis at all RAP meetings, there is a need to consider more in-depth reviews of specific stocks on a multi-year basis. This could complement the zonal review process. Discussions are to be held by the Coordination Committee to decide which assessments will receive this review in 1999.
 - Approval of research documents is with the appropriate Division Manager. However, the draft Res Doc is sent to the meeting chair by the author to ensure that the technical basis for the status report is fully covered.

To facilitate joint Canada/US assessment of resources in the Gulf of Maine transboundary area, the **Transboundary Resources Assessment Committee (TRAC)** was struck in the winter of 1998. The first meeting of TRAC was held in April 1998 in St. Andrew's N.B. and considered Georges Bank cod, haddock and yellowtail. The agenda for the April 1999 meeting is being planned for Woods Hole. The review of the stock structure and assessments of 5Z cod and haddock has been confirmed. That for mackerel assessment and herring stock structure still needs to be confirmed.

The Maritimes GOMAC has discussed and approved the consideration of Gulf of Maine lobster at the either 2000 or 2001 meeting. However, further consultation with the lobster fishing industry is still required before it is put on the TRAC agenda. It is expected that resources such as herring, and other transboundary stocks, may eventually be considered by TRAC.

An issue of national implications raised by TRAC was:

- The need for a national Canada/US workshop on stock assessment methodology.

The **Marine Fisheries Subcommittee** met the following times since November 1998:

19 - 20 January 1998	Gulf groundfish
22 - 23 January 1998	Gulf snow crab
24 - 27 March 1998	Herring and shark
14 - 17 April 1998	Scallop
7 - 9 July 1998	Lobster
26 - 30 October 1998	Shelf groundfish

About 35 SSRs and 6 Fisheries Status Reports were produced by these meetings. However, three proceedings are outstanding.

Issues that the Subcommittee has identified for consideration at a zonal level include:

- SSSC evaluation of the design of the 4T white hake telephone survey.
- A meeting of all research labs associated with the Gulf, 4Vn and 3Ps with resource to discuss research needs and develop a research proposal to resolve the witch stock question.
- A workshop to develop strategic reference points for lobster. A regional meeting on 16 - 17 November 1998 sponsored by the IFD will discuss some options. What is required is discussion at a zonal level to ensure consistency of approach.
- A workshop on the role shrimp in the ecosystem with consideration on the appropriate harvest strategy. This is related to the need for discussion on a policy on the exploitation of forage species.

An issue raised at the Naniamo Precautionary Approach workshop that may benefit from broader discussion is:

- The impact of harvesting on the genome of the fish populations and its implications for resource management

The Marine Fisheries Subcommittee will next meet on 25 November 1998 to discuss shelf shrimp, in January 1999 to discuss Gulf snow crab and 17 - 19 February 1999 to discuss Gulf groundfish. Shelf surf clam, and regional scallops will be reviewed sometime in spring 1999.

The **Diadromous Subcommittee** met the 9 - 13 March 1998 to review the region's salmon and striped bass resources. The meeting generated about 10 SSRs for these stocks, and Proceedings 98/17 which is now available. As well, a zonal workshop on the Marine Survival of Salmon was held during 3 - 7 February 1998.

The Subcommittee has not identified any issues that require attention at a national or zonal level that have not already been highlighted.

The Subcommittee will be holding a workshop during 30 November - 4 December 1998 to consider the interaction between wild and cultured salmon. It will be meeting during 8 - 10 December 1998 to review striped bass, and during 3rd week of December 1998 to conduct a preliminary review of the region's salmon stocks. This is to provide Fisheries Management enough information to prepare the 1999 management plans. Full reviews of selected salmon stocks will be conducted in February, as per the normal schedule. Sturgeon will be reviewed during 1st week of February and the eel review, scheduled for this year, has been postponed until spring 1999.

The **Habitat Subcommittee** met once during 10 - 11 February 1998 to undertake the science review of the Gully. The planning and preparation for this meeting was extensive and taught us a lot on how to and not to conduct reviews of habitat issues. The Habitat Status Report 98/1 and Proceedings 98/02 were produced.

Outside of RAP, the regional Oceans Act Office has struck an MPA Systems Planning WG to compile an overview of the Scotian Shelf ecosystem. This would be similar to that produced for the Gully review but at a larger scale. While the remit is still to be drafted, the work is in support of the identification of potential MPAs. It has been agreed that once this work is completed, it will be reviewed by RAP.

Issues of zonal and national implications emerging from the activities of this Subcommittee are:

- The requirement for analytical reference points associated with the objectives of MPAs
- Monitoring protocols for MPAs (needed in 2000 or 2001)
- Chemical impacts on natural endocrine systems

During the discussion on these issues, it was mentioned that there is an MEQ WG that should be reactivated to address important issues related to the new Oceans Act.

The next meeting of the Subcommittee, to be held during 1 - 3 December 1998, will be to assess the potential impact of oil and gas drilling on Georges Bank, for the Georges Bank Review Panel. The Subcommittee will meet in fall 1999 to review the status of finfish aquaculture. This meeting is being planned as an annual event.

The **Fisheries Management Subcommittee** met on 26 February 1998 to consider a number of management issues including the review of two management plans, the report of the Fisheries Management Studies Working Group (FMSWG), a review of a method to estimate the extent of discarding, development of a protocol for small fish closures in the Gulf groundfish fishery, and a review of a proposal for changes in the fishing year for Gulf and shelf groundfish. The latter formed the basis of the plan to be implemented in 2000. However, recent announcements by the Minister have brought implementation of the proposal forward to 1999, which is causing problems in the region.

The discussion on the IFMPs both at the WG and Subcommittee level have raised questions on the implications of the precautionary approach for regional management. The Subcommittee will be meeting in February 1999 to discuss a number of items, including the report of the October 1998 Naniamo workshop of the Precautionary Approach, a review of two IFMPs from Gulf fisheries, further work of discarding indices, the report of the FMSWG, and implementation plans for a change in the fishing year.

The main issue of interest to the Subcommittee at a zonal/national level is:

- the implications for management of a precautionary approach to harvesting.

This issue was also raised at the Naniamo Precautionary Approach Workshop.

The **Environmental Trends WG** was active preparing reports for FOC and the assessment subcommittees and will continue to be in 1999.

The **Plankton Trends WG** produced an overview of the status of zooplankton in the region. This will shortly be reviewed by the RAP Editorial Board. As well, work in 1997 by the WG on krill has led to a call for a policy on the harvesting of forage species. Therefore, there will be a workshop held in May 1999 to initiate development of such a policy in the region. The results of this workshop will feed into the development of a national policy for forage species fisheries. This workshop will draw extensively upon the discussions to be held at the SCOR Ecosystems workshop in Montpellier in March 1999.

Ecosystem Dynamics WGs were not active in 1998. However, there were regional discussions during 12 - 13 November to define a research program on comparative ecosystems.

The most active working group is that of the **Fisheries Management Studies**. This WG is proving to be a focus of technical discussion in the region of issues at the interface between the resource and its management. The next meeting of the WG is planned for February 1999 in association with the Fisheries Management Subcommittee.

Issues related to CSAS activities and upcoming plans

From a regional perspective, there is a need to clarify the status of **National RAP Coordination Committee** and its association with the NSDC. Were the recommendations made in November 1997 implemented?

The **FRCC** has apparently complained about the consistency in the SSRs among the regions and has recommended another zonal meeting for cod in March 1999. A mechanism needs to be established by which comments and observations by the FRCC are documented and circulated to the regions. As well, the FRCC might be invited to the annual meeting of the Coordinators to provide comment and solicit feedback.

Related to this is the identified desire by the SMC for the zonal process to facilitate more inter-regional interaction e.g. rotating workshops in the different regions.

It has proved difficult to identify **chairs for the standing national committees**. An alternate approach is that chairs could be identified on an issues basis, with the National Coordination Committee defining the issues. The exception is the FOC which has proved effective and self-motivated for a long period. However, this approach would be effective as a replacement for SSSC and MMC.

As discussed above, a number of issues have been raised in the region that would benefit from discussion at the national or zonal level. These are:

- A national Canada/US workshop on stock assessment methodology
- SSSC evaluation of the design of the 4T white hake telephone survey.
- A meeting of all research labs associated with the Gulf, 4Vn and 3Ps with resource to discuss research needs and develop a research proposal to resolve the witch stock question.
- A workshop to develop strategic reference points for lobster. A regional meeting on 16 - 17 November 1998 sponsored by the IFD will discuss some options. What is required is discussion at a zonal level to ensure consistency of approach.
- A workshop on the role shrimp in the ecosystem with consideration on the appropriate harvest strategy. This is related to the need for discussion on a policy on the exploitation of forage species.
- The impact of harvesting on the genome of the fish populations and its implications for resource management
- The requirement for analytical reference points associated with the objectives of MPAs
- Monitoring protocols for MPAs (needed in 2000 or 2001)
- Chemical impacts on natural endocrine systems
- Followup discussions to the Naniamo workshop on the implications for management of a precautionary approach to harvesting.

Communications and Service Delivery

Printed Media

The **SSR format** has been adopted by all subcommittees but not without problems. There are still complaints from staff on the time required on the word processing. The process of adding the SUMMARY section to SSRs will be complete by the end of November 1998. **The format for FSR and HSRs** is evolving to some common elements with a lot of flexibility to incorporate specific issues. One issue raised by clients is the need to bring standardization to the background section.

A different **Stock Status Report format for updates** was suggested during the RAP Review. This format devotes one SSR to each stock rather than combining all in one document. This allows continuity with the existing document. This format was used in the October 1998 Scotian Shelf RAP. The FRCC will be asked for its opinions on this format.

Guidelines for the Proceedings series have also been compiled.

Regarding the **Publication Process**, there is a need to ensure that the data used in the status reports are in the supporting research documents. This is one of the functions of the check by the meeting chair in the Maritimes Region. Also, the timely production of Res. Docs. and Proceedings is still an issue.

Electronic Media

The regional **intranet website** has proved convenient for staff to access current and old status reports and document formats and ultimately will include approved clipart, maps, and meeting information.

Now that the region has finalized its RAP process, an **internet page** will be created which will assist in communication of RAP outside DFO. It is hoped that a page will be up and running during winter 1999. The advertising of meetings on this webpage still needs to be confirmed with the RAP Coordination Committee.

The regional **Fax-on-demand** service maintained by the Communications Secretariat is a very effective means to distribute RAP products to stakeholders. This past fall, it had been planned to link the CSAS page to this service. However, problems in the software have prevented this happening as yet. It is hoped these will be resolved in the winter 1999.

Other Media

Planned **videos** on the Scotian Shelf fisheries and on ocean climate were not produce because of excessive workload. Attempts will be made to produce the climate video this winter.

A display on the RAP was put together for the **BIO Open House** and received good reviews.

Hits on the RAP intranet site

Period of January 1998 to November 26, 1998 (compiled November 26, 1998) by Dianne Geddes.

Remarks : "outside hosts" are DFO staff in other regions since this is simply a DFO site.

□ *January 1998*

There was a total of 138 accesses by 22 unique hosts viewing an average of 6.3 pages related to RAP. Of these, 134 (97.1%) was from Department of Fisheries and Oceans, and 4 (2.9%) have been from outside hosts.

There was a total of 493 hits and 1 errors related to RAP, accounting for 11.7% of total server hits and consisting of 38712 kilobytes of information.

□ *February 1998*

There was a total of 554 accesses by 57 unique hosts viewing an average of 9.7 pages related to RAP. Of these, 530 (95.7%) was from Department of Fisheries and Oceans, and 24 (4.33%) have been from outside hosts.

There was a total of 1519 hits and 18 errors related to RAP, accounting for 9.95% of total server hits and consisting of 75162 kilobytes of information.

□ *March 1998*

There was a total of 342 accesses by 45 unique hosts viewing an average of 7.6 pages related to RAP. Of these, 332 (97.1%) was from Department of Fisheries and Oceans, and 10 (2.92%) have been from outside hosts.

There was a total of 1009 hits and 3 errors related to RAP, accounting for 8.52% of total server hits and consisting of 33987 kilobytes of information.

-
- *April 1998*

There was a total of 318 accesses by 57 unique hosts viewing an average of 5.6 pages related to RAP. Of these, 291 (91.5%) was from Department of Fisheries and Oceans, and 27 (8.49%) have been from outside hosts.

There was a total of 878 hits and 23 errors related to RAP, accounting for 8.92% of total server hits and consisting of 57118 kilobytes of information.
 - *May 1998*

There was a total of 527 accesses by 64 unique hosts viewing an average of 8.2 pages related to RAP. Of these, 526 (99.8%) was from Department of Fisheries and Oceans, and 1 (0.19%) have been from outside hosts.

There was a total of 1338 hits and 4 errors related to RAP, accounting for 18.5% of total server hits and consisting of 122384 kilobytes of information.
 - *June 1998*

There was a total of 602 accesses by 63 unique hosts viewing an average of 9.6 pages related to RAP. Of these, 598 (99.3%) was from Department of Fisheries and Oceans, and 4 (0.664%) have been from outside hosts.

There was a total of 1543 hits and 2 errors related to RAP, accounting for 9.29% of total server hits and consisting of 103921 kilobytes of information.
 - *July 1998*

There was a total of 341 accesses by 46 unique hosts viewing an average of 7.4 pages related to RAP. Of these, 294 (86.2%) was from Department of Fisheries and Oceans, and 47 (13.8%) have been from outside hosts.

There was a total of 906 hits and 8 errors related to RAP, accounting for 5.9% of total server hits and consisting of 41089 kilobytes of information.
 - *August 1998*

There was a total of 325 accesses by 40 unique hosts viewing an average of 8.1 pages related to RAP. Of these, 325 (100%) was from Department of Fisheries and Oceans, and 0 (0%) have been from outside hosts.

There was a total of 810 hits and 7 errors related to RAP, accounting for 2.69% of total server hits and consisting of 33211 kilobytes of information.
 - *September 1998*

There was a total of 419 accesses by 56 unique hosts viewing an average of 7.5 pages related to RAP. Of these, 401 (95.7%) was from Department of Fisheries and Oceans, and 18 (4.3%) have been from outside hosts.

There was a total of 1133 hits and 12 errors related to RAP, accounting for 4.19% of total server hits and consisting of 54370 kilobytes of information.
 - *October 1998*

There was a total of 497 accesses by 70 unique hosts viewing an average of 7.1 pages related to RAP. Of these, 482 (97%) was from Department of Fisheries and Oceans, and 15 (3.02%) have been from outside hosts.

There was a total of 1389 hits and 4 errors related to RAP, accounting for 4.4% of total server hits and consisting of 47079 kilobytes of information.
-

□ *November 1998*

There was a total of 633 accesses by 62 unique hosts viewing an average of 10.2 pages related to RAP. Of these, 633 (100%) was from Department of Fisheries and Oceans, and 0 (0%) have been from outside hosts.

There was a total of 1480 hits and 3 errors related to RAP, accounting for 5.79% of total server hits and consisting of 116292 kilobytes of information.

Hits resulting from region's maintenance of the site are included in the above at least for the past few months. It accounted for a low or around 5% of the hits in July to as much as 25% in November (updating the site with the 1996 documents).

Appendix 5. Comparison of regional processes.

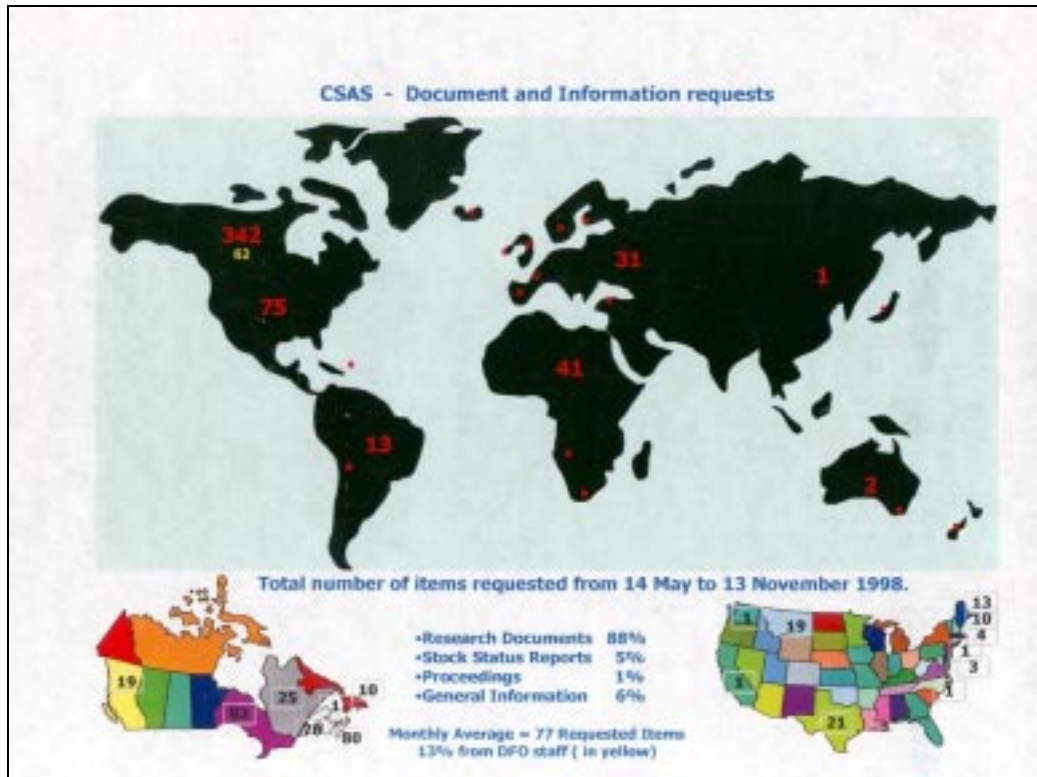
	W. Papers presented	W. Papers reviewed	External Participation				Editorial review	Draft SSRs at RAP	Research Docs deadline	Tech. Prep. of SSRs	Hierarchical levels above	Other than Stock assess. issues	RAP secr. dedicated persons	Meeting remits/ terms of reference
			Tech. experts	Other invitees	Observers	Other Branches at RAP								
NFLD	On Day 1 of RAP	N/A	Y (\$)	Y	N	Y variable	RAP attendees; Chair	At the end of RAP	None	Various	-Dir -RAP	N	No focus on coord. No secretary	N
MAR	1 week before	2 reviewers	Y (\$)	Y	Y?	Y common	Multi-Branch Editorial Committee	At start	1 month	Line secretary	-CC -Sub Ctees -WGroups	Habitat Fish. Manag.	3.0	Y
LAU	On Day 1 of RAP	N/A	Y	R	N	Y common	Div. Manager; RAP coord.; Subset	After RAP	None	Branch secretary	-Dir -RAP	N	0.5 (.2 coord .3 secr.)	Occasional
C&A	2 weeks before	From attendees	Y (\$)	Y	N	Y common	RAP attendees; Chair; RAP coord.	At start	None	Various	-Dir -RAP	N	No secretary ?Coord	By written requests from boards and fisheries manag.
PAC	3 weeks before	2 reviewers	Y (\$)	Y	Y?	Y common*	Dir. Comm.; PSARC chair	Mixed (goal is at start)	4-5 calendar ays	PSARC secretariat	-RMEC -Dir -Steer. Ctee -Sub Ctees	Oceano. Habitat	2.0	invert. Y salmon N GF + herring - custom

* only region where 2 classes of DFO staff: Members of Sub-Committee and Others.

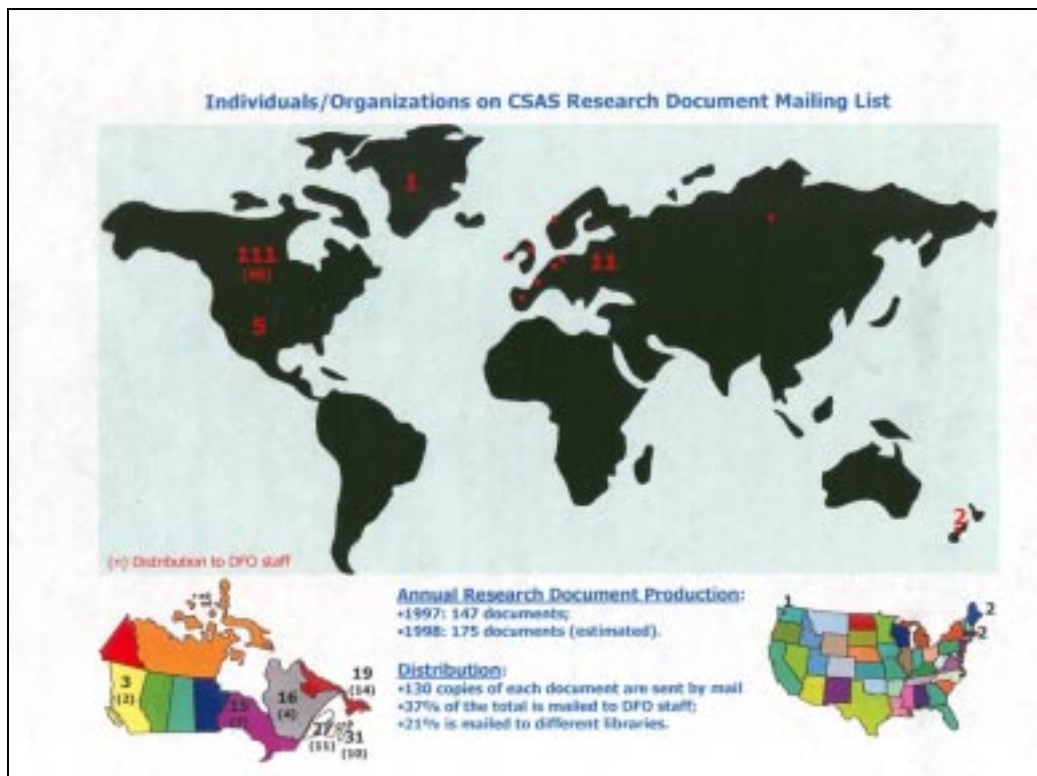
** Travel paid by DFO.

Appendix 6. CSAS service delivery: a) Public requests and b) Research Documents mail distribution.

a)



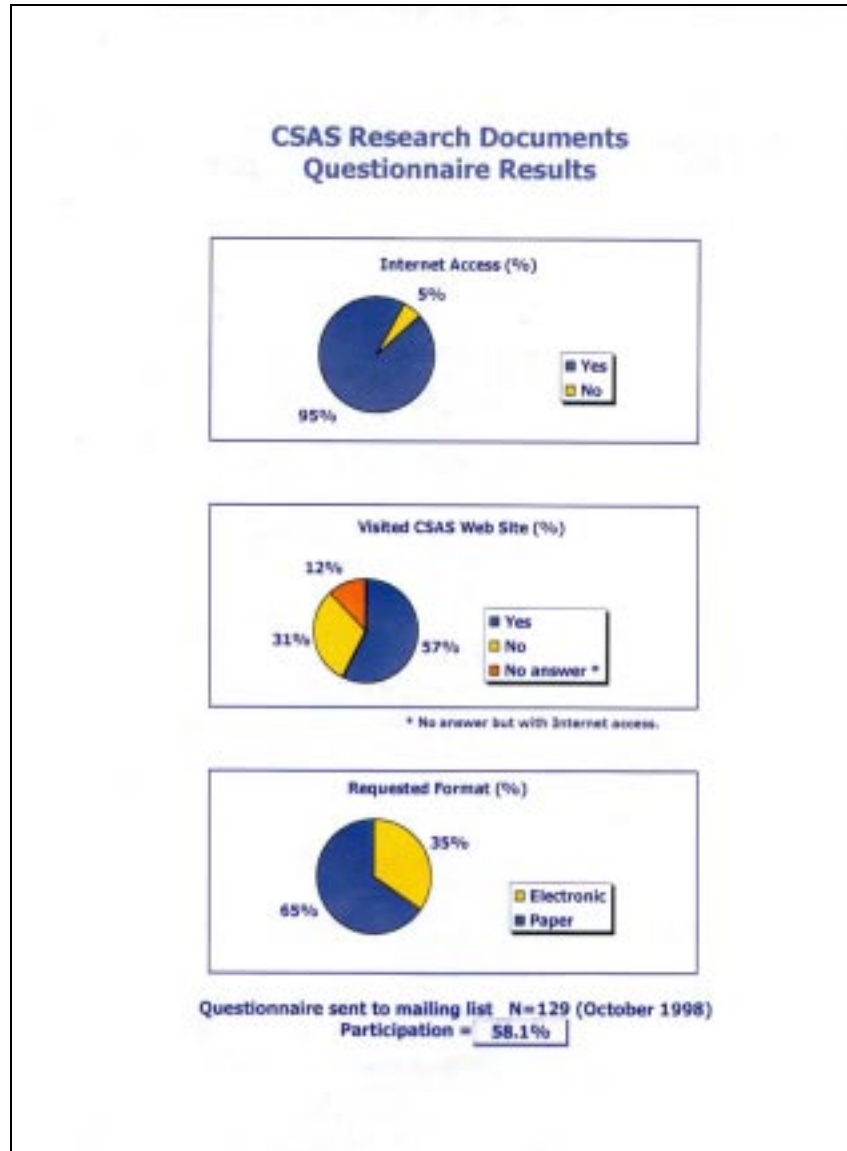
b)



Appendix 7. CSAS Research Document mail distribution survey results.

Questions asked:

1. Do you have Internet access?
2. Have you visited the CSAS web site yet?
3. Check your preferred option:
 - An electronic version of the CSAS Research Documents on the Internet would suit my needs;
 - I would prefer to continue receiving paper copies by mail.



Remarks:

At the time of printing this report, participation had increased to 67% but results remained stable (Internet access: 94%; Visted web site YES: 58% NO: 29%; Prefer paper copies: 65%).