



Atlantic Coastal Cooperative Statistics Program

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June 8, 2018

To the members of the Operations and Advisory Committees:

The FY2019 Administrative Budget contains two significant changes. First, the ASMFC has reduced its overhead rate from 24% to 15%. Second, the budget includes additional funding for contract support, primarily for the Help Desk authorized in 2016.

Transitions to electronic reporting in the for-hire and commercial sectors, the first of which went into effect on March 1, 2019, will continue to increase the volume of data coming in to SAFIS. Consequently, the Program is experiencing an increase in support calls as new users are onboarded and technical problems are discovered and resolved. Additional funding for the Help Desk will help the Program accommodate these support calls.

Thanks to the reduction in the ASMFC overhead rate, the dollar amount requested has decreased slightly.

Attachment I of the FY2019 Administrative Budget request, the FY19 Action Plan, provides an overview of the high level tasks and milestones expected for the coming year.

Sincerely,

Michael S Cahall,

Director, ACCSP

**Funding Proposal
FY19 ACCSP Administrative Budget**

Applicant Name: Atlantic States Marine Fisheries Commission

Project Title: Administrative Support to the Atlantic Coastal Cooperative Statistics Program

Principal Investigator: Michael S. Cahall, Director, ACCSP

Requested Award Amount: \$1,816,503

Request Type: Maintenance/Administrative

Requested Award Period: March 1, 2019 through February 28, 2020

A. Goals

The Atlantic Coastal Cooperative Statistics Program (ACCSP) is a state-federal cooperative partnership between 23 entities responsible for fisheries management, and fisheries data collection on the Atlantic Coast: the 15 Atlantic coast states and the District of Columbia, two federal fisheries agencies (Commerce's NOAA Fisheries and Interior's U.S. Fish and Wildlife Service), three regional fisheries management councils (New England, Mid-Atlantic, and South Atlantic), the Potomac River Fisheries Commission, and the Atlantic States Marine Fisheries Commission (ASMFC). Partner agencies are listed in the original [ACCSP Memorandum of Understanding](#).

The Program was established in 1995 to design, implement, and conduct marine fisheries statistics data collections programs and to integrate those data into a single data management system that will meet the needs of fishery managers, scientists and the general public.

By establishing and maintaining data collection standards and providing a data management system that incorporates state and federal data, ACCSP will ensure that the best available statistics can be used for fisheries management.

B. Objectives (based on the 2014-2018 Strategic Plan)

1. Manage and expand a fully integrated data set that represents the best available fisheries data;
2. Continue working with the program partners to improve fisheries data collection and management in accordance with the evolving ACCSP standards within the confines of limited funds;

3. Explore the allocation of existing Program funds and work with partners to pursue additional funding;
4. Maintain strong executive leadership and collaborative involvement among partners at all committee levels;
5. Monitor and improve the usefulness of products and services provided by the ACCSP;
6. Collaborate with program partners in their funding processes by providing outreach materials and other support to demonstrate the value of ACCSP products and the importance of maintaining base support for fishery-dependent data collection programs to state partners and their executive and legislative branches as well as to all other partner agencies; and,
7. Support nationwide systems as defined in the Magnuson-Stevens Fishery Conservation and Management Act (MSA).

C. Need

Various state and federal fishery management agencies on the Atlantic coast collect data on the status and trends of specific fish populations and the fisheries that utilize these resources; however, it is often difficult to develop sound recommendations to fisheries managers due to inconsistencies in the way data are collected and managed. The various data sets often cannot be integrated to provide accurate information at the state, regional, or coast-wide level. In addition, the disparate manner in which these data are collected and managed places duplicative burdens on fishermen reporting to multiple state and federal agencies and regions. Due to rapidly changing stock conditions, within-season regulatory changes and catch quotas have become common fishery management strategies. Timely and accurate harvest information for both recreational and commercial fisheries is required to determine the need for and effects of these management measures.

The [Atlantic Coastal Fisheries Cooperative Management Act of 1993](#) mandated a cooperative state-federal program for the conservation of Atlantic coastal fisheries. Section 804 of the Act requires the Secretaries of Commerce and the Interior to develop a program to support state fisheries programs and those of the ASMFC, including improvements in statistics programs. Since the mid-1990s, the ASMFC has provided administrative support for this coordinated effort to improve data collection and management activities.

In 1995 the states, the ASMFC, and the federal fishery management agencies on the Atlantic coast entered into a [Memorandum of Understanding \(MOU\)](#) to develop and implement a cooperative state-federal statistics program that will meet the management needs of all participating agencies. All program partners signed the MOU for the ACCSP at the Commission's 54th Annual Meeting in Charleston, SC. Following signing, an Operations Plan was developed to outline the specific tasks and timetables required to develop and initiate implementation of this program. Annual Operations Plans are developed by the ACCSP to provide guidance on further development and implementation of the Program.

D. Results and Benefits

The ACCSP developed and adopted 1999, 2004 and 2012 versions of the Program Design (now renamed [Atlantic Coast Fisheries Data Collection Standards](#)), which document the standards and protocols for collection and management of commercial, recreational, and for-hire fisheries statistics. Program partners developed and approved minimum data elements for collection of catch, effort, biological, social, and economic statistics. The ACCSP also developed standard codes and formats to ensure consistency of all data collected under the Program. These standards require periodic review and revision as the needs of fisheries managers and the state of the art of fisheries science change.

In 2000, the first version of the [Data Warehouse](#) was made available to the program partners. Since then, it has grown to encompass a 50 plus year time series of fisheries-dependent catch and effort data. Loading of biological data has begun. These data are constantly reviewed and updated as needed.

In 2004, the first version of the [Standard Atlantic Fisheries Information System \(SAFIS\)](#) was deployed. This system is used to collect Program-compliant data from commercial and recreational fishermen and dealers and is now deployed from Maine to Georgia. SAFIS is an ongoing and evolving system, requiring support, review and revision.

The ACCSP will continue to reduce duplication of effort by dealers and fishermen, make more efficient use of limited funds, promote education of resource users, and provide a more complete information base for formulating management policies, strategies, and tactics for shared resources. An integrated multi-agency program using standard protocols for reporting compatible information will lead to more efficient and cost-effective use of current federally and state funded data collection and management programs. The ACCSP will reduce the burden on the fishing industry to provide information in multiple formats to multiple agencies, and will provide more accurate and timely information to achieve optimum public benefits from the use of fishery resources along the Atlantic coast. The ACCSP will ensure the timely dissemination of accurate data on commercial and recreational fisheries for use in stock assessments and fisheries management through a comprehensive and easily accessible data management system.

E. Approach

The ACCSP is managed collaboratively by committee: the Coordinating Council, composed of high level fisheries policy makers from all the program partners, is the governing body; the Operations Committee provides guidance in standards setting and funding priorities. An Advisory Committee provides industry input into the process. A number of other technical committees provide input into various aspects of the process.

Program planning builds on basic principles related to the goals stated in the ACCSP MOU:

- Development of data collection standards and the implementation of data collection

- programs will be done cooperatively, across jurisdictional lines;
- Consistent coast-wide data collection standards will be implemented by all program partners that include data on all fishing activities -- commercial, recreational and for-hire fisheries;
 - Once achieved, data collection improvements will be maintained;
 - These data will be loaded and maintained in a central data repository and provided to data users through a user-friendly query system;
 - Program planning will be done collaboratively, by consensus;
 - The program will be responsive and accountable to partner and end-user needs; and
 - Focus on activities that yield maximum benefit.

The FY19 Action Plan (Attachment I) details activities to be conducted by ACCSP staff and committees under the FY19 Administrative Budget. Note that activities in support of the Marine Recreational Information Program are separately funded and therefore not included in this plan.

The ACCSP initially developed common standards collaboratively, by consensus, then began to work with program partners to implement the standards according to a commonly agreed-upon priority. All ACCSP technical committees—except for the Advisory Committee, which is composed of industry and recreational representatives—are composed of managers and staff of the partner agencies and set policy by consensus. Only the Coordinating Council votes directly on motions.

The standards, known as the [Atlantic Coast Fisheries Data Collection Standards](#), for data collection and management are developed and maintained by ACCSP Technical Committees, with review and oversight by the Operations Committee and advice from the Advisory Committee. The ACCSP Coordinating Council makes policy level decisions to adopt the program standards. The full-time ACCSP staff coordinates all activities conducted by the ACCSP.

The [Atlantic Coast Fisheries Data Collection Standards](#) documents all completed standards and provides the basic framework for full implementation of the ACCSP by all program partners. Administrative support of ACCSP activities is provided by the ASMFC and funded through overhead charges. The ACCSP is continuously evolving as technology and the needs of management and science change over time. Therefore the *Standards* and supporting systems are still in development. Support for the implementation of ACCSP modules is provided by staff in various jurisdictions. To this end, funding is required to provide for full-time staff for all ACCSP activities, as well as for travel and meeting expenses.

The ACCSP Director, reporting to the Executive Director of the ASMFC, provides leadership for the Program, overall programmatic management and guidance, and is responsible for the day-to-day operations. The ACCSP Program Manager provides assistance to the Director, coordinates Program activities, produces outreach materials, and provides staff support for program and technical committees by drafting, maintaining, and coordinating program documents. The Software Team Leader coordinates the development and management of ACCSP data management systems. The Systems Administrator manages the information systems infrastructure. The Data Team Leader provides guidance for all data-related activities. The

Information Systems Specialist, Data Coordinators and Fisheries Programmer provide programming services and system support required to develop and fine-tune the data management systems, assist users as they access the system, and provide quality management and control. The Data Coordinators also directly participate in data intensive activities such as stock assessment data workshops as needed. The Information System staff provides expert consultations to partners as they implement new reporting and licensing/permitting systems. They also continue to support development of SAFIS.

ACCSP staff will follow the FY19 Action Plan during FY19, in consultation with all partners. Specific tasks to be accomplished during the period include: initiation and maintenance of Partner data feeds from the commercial, recreational, and biological modules; continued development and implementation of SAFIS; and support of other partner projects (such as the SE SEFHIER project) by providing technical expertise as necessary.

The ASMFC has basic responsibility for the logistics of all committee meetings which support the development of the ACCSP, including: the ACCSP Coordinating Council, the ACCSP Operations Committee, the Advisory Committee, the Outreach Committees (one which is jointly administered with ASMFC), the Recreational and Commercial Technical Committees and Subcommittees, the Information Systems Committee, the Biological Review Panel, the Bycatch Prioritization Committee, the Standard Codes Committee, the ASMFC Assessment Science Committee (used by ACCSP), and the ASMFC Committee on Economic and Social Science (used by ACCSP). Full-time ACCSP personnel staff these committees for planning of work, providing minutes and other documents, and other follow-up.

The ACCSP has helped foster an improved atmosphere of cooperation among its partners. The Program has succeeded in establishing coast-wide fisheries data standards that all program partners have agreed to adopt. Data collection and management systems will be developed and deployed as the standards and Partner needs evolve. Program partners remain engaged in the process, and the program has made substantial progress towards its goals.

1. Geographic Location: Atlantic Coast (Maine through Florida)

2. Milestone Schedule: See FY19 Action Plan (Attachment I)

This is a continuation from previous projects. Table 1 contains the base administrative budget amounts by year since implementation began in 1999.

Table 1. Administrative funding for ACCSP from 1999-2018

Year	Funding	Number of Staff
1999	\$907,902	3
2000	\$681,451	3
2001	\$1,054,466	5
2002	\$1,178,677	6
2003	\$1,302,768	7

2004	\$1,298,319	8
2005	\$1,409,545	8
2006	\$1,380,598	8
2007	\$1,489,189	8
2008	\$1,447,620	9
2009	\$1,527,996	9
2010	\$1,509,899	9
2011	\$1,530,699	9
2012	\$1,509,555	9
2013	\$1,582,780	9
2014	\$1,718,447	9.5
2015	\$1,731,666	9.5
2016	\$1,623,360	9.5
2017	\$1,855,113	9.5
2018	\$1,854,249	9.5

3. Cost Summary: The ACCSP requests \$1,579,568 for administrative support, committee travel and systems operations during FY19. The addition of the 15% overhead rate raises the request to \$1,816,503.

The funds used for the ACCSP shall be accounted for separately from all other ASMFC funds.

4. Personnel

Program personnel funded through this grant, except the Information Systems Manager are dedicated 100% to the ACCSP, and are full-time employees of the Atlantic States Marine Fisheries Commission. The Systems Manager is a shared position with the ASFMC under the joint supervision of the ACCSP Director and the ASMFC Director of Finance. Fringe benefits which include health care, vision, dental, annual and sick leave are calculated at 27%. Note that personnel associated with the APAIS are funded under separate authority and not accounted for in this document. ASMFC salaries are kept confidential, thus only totals are displayed. In addition an agreement has been put in place with NMFS Highly Migratory Species (HMS) to partially fund the Information Systems Specialist who is largely responsible for maintaining HMS data feeds. Note that the vacant Data Coordinator is a new position required due to the increasing volume of data being managed by the Program.

- ACCSP Director - Michael S. Cahall
- Program Manager – Alexandra Schwaab
- Information Systems Manager – Edward Martino
- Software Team Leader - Karen Holmes
- Senior Fisheries Programmer – Nicolas Mwai
- Data Team Leader – Julie Simpson

- Information Systems Specialist - Jennifer Ni
- Senior Data Coordinator – Joseph Myers
- Data Coordinator – Heather Konell
- Data Coordinator – Michael Rinaldi

Salaries and Wages	
Total Salary	\$ 954,346
Benefits @27%	\$ 252,621
Total Costs	\$ 1,188,254

5. Travel

Travel is broken down into two general categories: committee meetings and staff travel. The bulk of travel is in support of committee meetings. While significant savings have been achieved by using remote meeting technologies, such as online meetings, face-to-face meetings are often required to complete the tasks assigned. In general, each committee will have at least one face-to-face meeting during the year. In addition to staff travel to support committee meetings, staff travel is needed for implementation planning, data collection activities, outreach efforts, and information system development meetings with partners.

The Program funds fares to and from the meeting sight, per diem according to Office of Personnel and Management guidelines and facilities costs for the meeting itself. (The daily rate per meeting includes cost of airfare or mileage, lodging, meals and other travel related expenses.) Reimbursable participants include state fisheries directors and biologists, state and university scientists, law enforcement personnel and citizen advisors from Maine through Florida. Meetings will be held in various locations on the Eastern Seaboard, including but not limited to: Annapolis, MD; Norfolk, VA; Charleston, SC; Philadelphia, PA; Alexandria, VA; Providence, RI; Jacksonville, FL; Washington, D.C.

The travel budget is based on an estimated \$260 per day multiplied by meetings multiplied by days multiplied by membership plus staff.

Committee Travel	Meetings	Days	Membership	Total	Staff	Total	Grand Total
Advisory Committee	1	1.5	11	\$4,290	1	\$300	\$4,590
Biological Review panel	0	1	12	\$0	1	\$0	\$0
Bycatch Prioritization	1	1	14	\$3,640	1	\$200	\$3,840
Commercial Technical Committee	1	1	14	\$3,640	1	\$200	\$3,840
Coordinating Council (with ASMFC)	4	0.5	12	\$6,240	2	\$800	\$7,040
Operations Committee	2	2	12	\$12,480	2	\$1,600	\$14,080
Outreach	1	1	10	\$2,600	1	\$200	\$2,800
Recreational Technical	2	2	14	\$14,560	1	\$800	\$15,360
Information Systems Committee	1	1	13	\$3,380	1	\$200	\$3,580
Total Committees				\$50,830		\$4,300	\$55,130
Staff Travel							
Partner Coordination	4	2	2	\$4,160			
Data Support (Stock Assessment etc)	3	2	2	\$3,120			
IT Support	3	1	1	\$780			
Outreach	4	2	1	\$2,080			
GulfFIN Coordination	2	1.5	1	\$780			
Etrip Support	10	1	4	\$10,400			
Total Staff Travel				\$21,320			
Grand Total							\$76,450

Attachment II provides a tentative schedule of the funding cycle and calendar of meetings.

6. Supplies

Supply costs include supplies not covered by the ASMFC overhead. This includes ACCSP specific materials for outreach, smaller information systems items such as network switches and cables.

Supplies	
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Misc Hardware (cables, network hubs etc)	4,651
Backup Tapes	\$2000
Total	\$6,651

7. Equipment

ACCSP maintains several large server systems and related hardware in support of the Data Warehouse, website, SAFIS and administrative functions. These systems typically have a 5 year life cycle after which they require upgrade or replacement. In cases of the larger items, lease options have been explored, but it appears that, in part due to current staffing, it is more cost effective to own and maintain the equipment internally.

Included are the costs are normal life cycle replacements of laptop and desktop systems, assuming replacement of 3 systems annually. Costs are based upon current market surveys and an estimate of our needs. We assume the replacement of one major infrastructure component (server, router, firewall, etc.) yearly. We assume the replacement of three desktop/laptop systems per year.

Equipment	
Infrastructure Replacements (servers, UPS systems, etc.)	\$12,000
Desktop/Laptop Systems	\$5,000
Total	\$17,000

8. Other Costs

Hardware and software support are supplied by a number of different vendors and include costs associated with licensing and maintenance fees (such as *Oracle* licensing).

The Program maintains three high speed internet connections and associated infrastructure in support of the server systems. The first is the primary internet connection used by all incoming and outgoing public traffic. The second is a dedicated line to the NOAA Fisheries Greater Atlantic Regional Fisheries Office (GARFO). This second line provides full time secure connectivity requested by the Region. The third connection, using an entirely different technology and provider, provides redundancy to the primary connection in case of failure. The system is configured to automatically fail over in the event of a failure of the primary internet connection.

Outside vendors include Hewlett Packard for systems hardware and software support; Oracle for database management systems support; DLT Solutions and Trident Solutions for hardware support. All pricing is based on the GSA schedule.

Communications supports high-speed internet connectivity for ACCSP and related systems and a direct secure connection to the GARFO Data Center in Gloucester, MA. Costs are based upon negotiated contracts with Cogent Communications, Level 3 Communications and Verizon.

Software maintenance and development workload at times exceeds staff's resources. Contract services will be utilized to provide services that staff may be unable to perform.

E-Reporting Support

Funds are requested for electronic reporting outreach and support activities. Interest among state Partners and harvesters has been steadily rising and a steady stream of new users are adopting the system where agencies will accept electronic reports through SAFIS. In addition, recent management actions mandate electronic reporting for the for-hire sector. SAFIS eTrips in both the mobile and on-line versions are likely to be used by the majority of harvesters as the reporting tool. In addition, the majority of trips will be reported to the SAFIS system regardless of the tool selected.

Funds requested include both costs associated with the initial deployment and ongoing support. Initial startup costs include, but are not limited to, in-person training workshops for harvesters and Partner Agency personnel and published training guides and videos that will be available via the ACCSP website. ACCSP continues to contract for help desk support for SAFIS which would include 24/7 helpdesk support, a toll free number to contact support personnel, and a helpdesk ticketing program designed to keep track of all requests and provide feedback to the Program.

Other Expenses	2018
Software Support	\$60,000
Hardware Support	\$7,500
Communications	\$27,500
Printing (outreach)	\$2,500
Contract Services	\$175,000
Total	\$272,500

Budget Summary

Budget Summary	
Personnel	\$954,346
Fringe Benefits	\$252,621
Travel	\$72,800
Equipment	\$17,000
Supplies	\$6,651
Other	\$272,500
Total Program	\$1,575,918
ASMFC Overhead	\$236,388
Sub Total	\$1,812,305



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FY19 Action Plan for the Atlantic Coastal Cooperative Statistics Program

Purpose

This plan is intended to provide guidance in achieving the goals of the ACCSP in FY2019 (March 1, 2019 – February 28, 2020). References within this plan are to the ACCSP 2014-2018 Strategic Plan

Please note that some of the tasks to be accomplished during FY19 are funded from outside sources.

Strategic Plan Program Goals

1. Manage and expand a fully integrated data set that represents the best available fisheries data;
2. Continue working with the program partners to improve fisheries data collection and management in accordance with the evolving ACCSP standards within the confines of limited funds;
3. Explore the allocation of existing Program funds and work with partners to pursue additional funding;
4. Maintain strong executive leadership and collaborative involvement among partners at all committee levels;
5. Monitor and improve the usefulness of products and services provided by the ACCSP;
6. Collaborate with program partners in their funding processes by providing outreach materials and other support to demonstrate the value of ACCSP products and the importance of maintaining base support for fishery-dependent data collection programs to state partners and their executive and legislative branches as well as to all other partner agencies;
7. Support nationwide systems as defined in the Magnuson-Stevens Fishery Conservation and Management Act (MSA).

2019 Planned Program Activities: Summary

Planned activities for Fiscal Year 2019 are targeted towards operation, maintenance and expansion of commercial dealer landing and fisherman catch reporting; expansion of the data warehouse to include biological data, deployment of electronic reporting in the for-hire fisheries; and the implementation of processes designed to improve the integrity of data in the Data Warehouse. These activities include: the continued maintenance and deployment of SAFIS based fisherman and dealer reporting, expansion

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on the Atlantic coast through the cooperation of all program partners.*

of the hand held version of the SAFIS dealer and trips reporting (SAFIS/M) systems, expansion of existing QA/QC procedures, and the loading of available legacy biological and bycatch sample data.

The Marine Recreational Information Program (MRIP) Access Point Angler Intercept Survey (APAIS) will be managed through the Program, but planning and execution are covered by a separate process. The Recreational Technical Committee serves as the advisory body for planning and execution of this NMFS program.

Program data staff will work with the appropriate partner staff to maintain a 'best available' data set to be used where accurate totals are needed (an example might be Fisheries of the United States), and an 'all available' data set to be used for detailed analysis. Staff will provide a yearly matrix showing data sources and suppliers for the combined data sets as preliminary metadata.

Data Warehouse

Catch/Effort

Current data feeds will continue to be maintained and enhanced. Staff will work with program partners to improve timeliness and resolve any data issues that may arise. A routine feedback loop for data will continue to be maintained, providing partners with the opportunity to review data stored in the warehouse. Quality assurance procedures will be implemented in accordance with recommendations from the appropriate committees.

Biological Data

Progress will be made in populating the biological tables in the Data Warehouse. Based on the recommendations of the Biological Committee, staff will work with program partners to feed biological sample data sets to the warehouse where it will be loaded. Use of the new biological query interface will be monitored and adjustments made based on user feedback.

Bycatch Data

Progress will be made in populating the Bycatch data set in the Data Warehouse. Staff will work with program partners to develop and implement routine Bycatch data feeds for priority data sets as identified by the Bycatch Committee.

User Interface (Data Queries)

The new query interface will be monitored and adjusted based on feedback from the end users and research conducted by staff and the Information Systems Committee.

Goal 2 – Data Collection

SAFIS System Maintenance and Enhancements

SAFIS will be maintained and enhanced based on requirements from the program partners. Additional partners will be brought on line as needed. The Program expects to continue to develop and modify handheld versions of both the dealer and trip reporting systems, additional deployments of voluntary angler systems, and electronic reporting in federal for-hire fisheries.

A SAFIS redevelopment process will provide functional requirements for an integrated reporting system based on the previous planning. A redevelopment roadmap will be drafted based on these functional requirements and software development will begin.

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Other Systems

1. **Lobster Allocation System (LOBSTAH)** – The LOBSTAH system will be fully deployed and in maintenance mode. Staff expect to make minor enhancements as the system and management requirements evolve.
2. **American Lobster Settlement Index (ALSI)** - ALSI will have additional functionality added to make it more user friendly and to give it the ability to perform basic summary analysis tasks.

Ensure that Data are Disseminated and Used (Goals 1, 5, and 6)

Part of the mission of the ACCSP is to facilitate the use of data and better acquaint fisheries managers and scientists with the data managed by the Program. To that end, the ACCSP plans to participate in stock assessment and data workshops whenever ACCSP data might be of assistance to the process. The program will continue to provide custom queries as necessary, and provide access to end users through the on-line query tool.

Manage and Execute Outreach

Established outreach processes will continue. These include: routine automated updates for meetings, changes and/or updates in data and significant events, quarterly newsletters, data sheets detailing the status of the Program, articles in 'Fisheries Focus', and the preparation and publication of the Annual Report. Additional opportunities to get the message out to Program constituents and the public will be sought out and exploited and are outlined in the 2014-2018 Communications and Outreach Strategic Plan.

Outreach will maintain a schedule of fisheries related events, reviewing them periodically to identify opportunities to establish or improve stakeholder communications. Appropriate staff will be detailed to these events to ensure that the ACCSP is represented.

The website will continue to serve as a primary point for providing information to the general public and casual user.

Regional data workshops or presentations will be conducted to provide data consumers with up to date information on the Programs progress and capabilities, and to bring them up-to-date on the data available.

Appropriate Congressional staff and key stakeholders will be kept apprised of the Program through the routine distribution of informational materials.

Participate in Data Intensive Activities

Staff will track various stock assessments, conferences, and other data intensive activities with an eye towards participating as fully as possible. Data will be provided where appropriate. This task would include the presentation of papers or posters in support of Program objectives.

Manage and Execute the ACCSP Processes (Goals 1, 2, 3 and 4)

Funding Process

As in all years, the ACCSP will continue to manage the funding process, track performance on funded projects, and report to its constituents on progress towards Program goals. Revisions to the process will be made as needed based on the recommendations from the Independent Program Review or constituent input.

The funding subcommittee will continue to meet in order to refine the funding decision process with a focus on potentially shifting some Program priorities based on current progress. Additional sources of funding will continue to be sought out to fund short term needs (such as the SAFIS redesign).

Program Standards

The Program will conduct routine reviews of standards to ensure that they are both current and relevant. In addition, the Recreational Technical Committee will be working to continue revisions to the Recreational section of the Atlantic Coast Fisheries Data Collection Standards document in order to incorporate the results of the MRIP PSE project, MRIP For-hire project and lessons learned from, the APAIS transition.

Executive Engagement

The Coordinating Council will continue to meet in order to provide Executive level managers with the most up-to-date information and provide greater opportunities for input into Program related activities.

Metrics

Metrics will be monitored. These include the collection of system usage statistics, user surveys, and data load and availability statistics. The metrics will be distributed throughout the year and summarized in the Annual Report.

Support the National Fisheries Information System (FIS) and Marine Recreational Information Program (MRIP) (Goal 7)

ACCSP will continue to participate in both the FIS and MRIP programs, providing resources as appropriate to the various committees of the programs. In accordance with the MSA, ACCSP will provide data for the Atlantic Coast to the FIS when requested.

Summary List of Major Tasks

Program Area – Program Management

- **Manage the funding cycle (Director, Program Manager, Operations Committee, and Coordinating Council)**
 - Manage and follow Funding Decision Process
 - Work with finance and funding committees as needed
- **Manage the ACCSP Process (Technical Meetings)**
 - Commercial Technical
 - Recreational Technical

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- Information Systems
- Standard Codes
- Biological/Bycatch
- Participate in FIS and MRIP processes (**Staff and Committees as needed**)
 - Participate in FIS and MRIP processes and meetings as necessary
- Outreach and Education (**Director, Outreach Coordinator, Staff, Committees**)
 - Monitor Program Success Metrics
 - Publish relevant metrics (**Program Manager**)
 - Newsflash
 - Quarterly newsletter
 - Annual report
 - Press Releases
 - Maintain the feedback loop to gauge the success of the Program in meeting the needs of its constituents
 - Participate in face-to-face meetings to increase awareness and support of ACCSP
 - Regularly meet or communicate with policy level constituents
 - ACCSP staff attends stock assessment data workshops
 - Contact partners to receive agendas for monthly advisory committee meetings and attend those that include relevant issues
 - Participate in Council and Commission meetings as needed
 - ACCSP Director will provide ACCSP updates to Coordinating Council
 - Exhibit at appropriate venues
 - Manage media relations to encourage news stories mentioning ACCSP
 - Contact partners to be added to their press release lists and public notices and state newsletter distribution lists
 - Issue press releases when relevant
 - Maintain a media list
 - Publish in fisheries related publications and journals
 - Promote the use of the Data Warehouse
 - Clearly identify to users data available
 - Provide end-user support for use of the query interface
 - Solicit feedback to improve the system
 - Quickly respond to data requests
 - Identify opportunities to offer training sessions or workshops

Program Area – Data Management (Data Team Lead, Data Coordinators)

- Continue catch/effort data quality review and reconciliation with supplying partners (**Data Team Lead, Data Coordinators, Appropriate Technical Committees, Partner Staff**)
 - Monitor data for quality issues and reconcile as necessary
 - Review current standard codes, and make adjustments as necessary.
 - Verify ACCSP data against source data sets
 - Implement data quality processes as recommended
- Support and improve partner catch/effort data loads (**Data Coordinators, Partner Staff**)
 - Complete loading of 2018 Commercial and Recreational Catch/Effort/Landings data into the data warehouse and make it available to the end-user query interface and Fisheries of the United States.
 - Continue work on identifying and loading legacy catch/effort data sets

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- **Biological Data (Data Coordinators, Biological Committee, Partner Staff)**
 - Continue loading biological data sets as identified by the Biological Committee
 - Continue deployment of the Biological Query System
- **Bycatch Data (Data Coordinators, Bycatch Committee, Information Systems Committee)**
 - Begin loading legacy Bycatch data sets
 - Develop data use requirements
- **Provide support for the following fisheries data intensive activities (Data Coordinators)**
 - Stock Assessment Activities (SEDAR, SAW/SARC, ASMFC and state assessments)
 - Custom data requests
 - FUS
 - Others as necessary
- **Maintain and update infrastructure (Data Team Lead, System Administrator)**
 - Maintain existing infrastructure
 - Upgrade Data Warehouse server
 - Update software as needed
 - Acquire and deploy hardware and software for the MRIP APAIS

Program Area - Software Development and Maintenance

- **Maintain SAFIS applications (Software Team)**
 - eDR
 - Both online and mobile
 - eTRIPS
 - Both online and mobile
 - eLogbook
 - e1-Ticket
 - SMS
 - HMS
- Continue development of integrated reporting
- **SAFIS Auditing (Software Team, Audit Subcommittee)**
 - Continue auditing enhancements as needed
- **Maintain Simple Query Interface (Software Team, Data Team, Technical Committees)**
- **Internal Applications (Staff)**
 - Enhance website
 - Maintain website
 - Administrative applications



FY18 Program Calendar

This fiscal year 2018 calendar provides dates and locations for both ACCSP committee meetings (in teal) and additional meetings or conferences (in black) that may be of interest to our partners. ACCSP's funding cycle milestones are highlighted in red. If you have any questions or comments on this calendar please do not hesitate to contact Elizabeth Wyatt, ACCSP Program Coordinator, at elizabeth.wyatt@accsp.org.

Date	Meeting
Jan 30 - Feb 1	NEFMC Meeting - Portsmouth, NH
Feb 6 - 8	ASMFC Winter Meeting - Arlington, VA
Feb 7 - 8	APAIS South Atlantic Field Training- Wilmington, NC
Feb 13 - 15	MAFMC Meeting - Raleigh, NC
Wk of Feb 19	Biological Review Panel Webinar
Wk of Feb 19	Bycatch Prioritization Committee Webinar
Feb 21 - 22	APAIS Mid-Atlantic Field Training - Little Creek, DE
Mar 1	Start of ACCSP FY18
Mar 5 - 9	SAFMC Meeting - Jekyll Island, GA
Wk of Mar 12	Commercial Technical Committee Webinar
Wk of Mar 12	Information Systems Committee Webinar
Mar 14 - 15	APAIS New England Field Training- New Bedford, MA
Wk of Mar 26	Operations Committee and Advisory Committee Webinar (10 am)
Wk of Apr 2	Recreational Technical Committee Webinar
Apr 10 - 12	MAFMC Meeting - Montauk, NY
Apr 17 - 19	NEFMC Meeting - Mystic, CT
Apr 30 - May 3	ASMFC Meetings/ACCSP Coordinating Council Meeting- Arlington, VA; ACCSP issues request for proposals
Jun 5 - 7	MAFMC Meeting - Philadelphia, PA
Jun 11	Initial proposals due

Jun 11 - 15	SAFMC Meeting - Fort Lauderdale, FL
Jun 12 - 14	NEFMC Meeting - Portland, ME
Jun 18	Initial proposals are distributed to Operations and Advisory Committees
Wk of Jul 9	Review of initial proposals for Operations and Advisory Committees Webinar (10 am)
Wk of Jul 23	Feedback submitted to principal investigators
Aug 7 - 9	ASFMC Meeting/ACCSP Coordinating Council Meeting - Arlington, VA
Aug 13	Revised proposals due
Aug 14 - 16	MAFMC Meeting - Virginia Beach, VA
Aug 20	Revised proposals distributed to Operations and Advisory Committees
Wk of Aug 27	Preliminary ranking exercise for new Advisors and Operations Members
Sep 17 - 21	SAFMC Meeting - Charleston, SC
Sep 24 - 25	Annual Advisors and Operations Committee Joint Meeting (in-person; location TBD)
Sep 25 - 27	NEFMC Meeting - Plymouth, MA
Oct 2 - 4	MAFMC Meeting - Cape May, NJ
Oct 21 - 25	ASMFC Annual Meeting/ACCSP Coordinating Council Meeting - New York, NY
Dec 3 - 7	SAFMC Meeting - Kitty Hawk, NC
Dec 4 - 6	NEFMC Meeting - Newport, RI
Dec 11 - 13	MAFMC Meeting - Annapolis, MD

RESUME

Michael Sheldon Cahall
22659 Davdison Lane
Lexington Park, MD 20653

email: mcahall@comcast.net

Education:

- | | |
|---|---------------------------------------|
| - West Virginia University, Morgantown, WV
(Cum Laude) | B.M. - Violin Performance
8/83 |
| - Peabody Conservatory of Music, Baltimore, MD | Post Graduate (not completed)
8/84 |
| - College of Southern MD, Leantonartown, MD | Paramedic Certificate
8/11 |

Skills:

Management

Experienced Project/Program Manager
Worked with widely coordinated/collaborative projects
Good personnel management skills
Able to deliver projects on time, on budget, in scope
Positive 'can do' attitude
Worked within budgets and budgeting processes
Managed IT budgets in numerous organizations
Experience in the budget formulation process

IT Related

Highly Proficient with Oracle RDBMS
16+ years of experience with Database Administration, Design, and Oracle development tools
Good grasp of database design and implementation in both warehousing and OLTP
System Administration/Management
Administered a wide variety of UNIX systems (AIX, HP, LINUX and Solaris)
Managed multiple server NT networks
Skilled with Online Analysis Applications
Functioned as Administrator and Designer
Very familiar with Microsoft Networking
10+ years of Microsoft Network design and management
Familiar with NT/Win200/WinXP networks and management
Able to respond quickly to changes in technology

Other Areas

Worked in a wide variety of subject specialties
Developed Fisheries Information Systems
Comprehensive Commercial/Recreational Data Warehouse
Commercial Data collection systems
Very familiar with Federal and DOD logistics systems (MIL 1388, MILSTRIP, FEDSTRIP)
Developed two logistics management and integration systems for NOAA/NWS
Knowledge of Supply and Logistics life cycle planning
Experience in Commercial Development

American Radiology Services – developed financial and customer tracking warehouse
Developed software to transfer data between disparate applications
Very familiar with federal Information Systems Policies
Managed Contract Efforts
Managed several large Federal Procurements
Contracting Officers Technical Representative Level II Certification
Worked with Various Medical Systems
HL/7 Communication Protocol
Managed Centralized Message System
Developed Patient Information Systems

Employment History (10 year, additional available on request):

Atlantic States Marine Fisheries Commission

Currently serving as the Director of the Atlantic Coastal Cooperative Statistics Program (ACCSP)

2/99 to 8/07

- Information Systems Manager
 - o Manage Information Systems for ACCSP
 - Manage budget, systems operations and system development
 - Manage in house and contract operations and development staff
 - Manage Development and Deployment of Fisheries Data Warehouse
 - Oracle for Solaris V 9.2, LINUX and NT (10.0.1)
 - Microsoft IIS 6.0
 - Business Objects Web Intelligence (OLAP)
 - Designed Data Warehouse for all Atlantic Fisheries Statistics
 - o Designed and Manage Development of Standard Atlantic Fisheries Information System
 - Multi-agency system includes all states on the Atlantic Coast and the NOAA/NMFS
 - Provides on-line data entry for commercial fisheries in the Mid-Atlantic and New England region
 - o Provide Technical Lead for Program
 - Serve as System Admin, Project Lead as required
 - o Assist State and Federal Agencies in advanced software implementations
 - o Consult with technical committees as required
 - o Coordinate between Program and State and Federal Agencies (NOAA/NMFS)