



CARIBBEAN REGIONAL FISHERIES MECHANISM SECRETARIAT

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Our File: 414.1

MEETING INFORMATION NOTE & AGENDA FIFTH ANNUAL SCIENTIFIC MEETING (Kingstown, 9-18 June, 2009 – *To Be Confirmed*)

1. MEETING DETAILS

Scheduled Date:	Working Group sessions – Tuesday of week 1 to Tuesday of week 2 (9 – 16 June, 2009, with a rest day on Sunday 14 June 2009) Formal Plenary Sessions – Wednesday to Friday of week 2 (17-18 June, 2009)
Venue:	Kingstown, St. Vincent and the Grenadines (<i>TBC</i>).
Participating countries:	CRFM Member States, Neighbouring States, and Other Interested Parties.
Participants:	Scientists/ Fisheries Officers/ Biologists who have responsibility for research and resource assessment.

2. MEETING OBJECTIVES

- i. To use the available and relevant data to assess the status of those fishery resources for which management advice is needed.
- ii. To discuss, and interpret the results of completed fishery data analyses, taking into account local and traditional knowledge and understanding of the fisheries concerned.
- iii. To make recommendations for management of the fisheries investigated for completed assessments.
- iv. To make recommendations for improvements in statistics, research and assessments.

3. PLANNED ACTIVITIES

Fisheries to be analysed in 2009

During the Fourth Annual Scientific Meeting, several assessments to be addressed in 2008-09 were identified by the Working Groups, and are given in the table below. The list provided is tentative, pending confirmation of the type and quality of available data, as well as of the management questions of concern. Additionally, chairpersons were elected to lead the Working Groups during the period 2008-09. The list of assessment priorities for 2008-09 will be finalized at the 2009 annual meeting of the Caribbean Fisheries

Forum (CFF).

Working Group	Nominated Chairperson (country)	Fisheries analyses proposed for 2009
CLWG	Anginette Murray (Jamaica)	Spiny lobster fisheries of Jamaica, Belize, TCI, The Bahamas and St. Vincent and the Grenadines Queen conch fisheries of Jamaica, Belize, TCI, The Bahamas, and St. Lucia
LPWG	Christopher Parker (Barbados)	Dolphinfish fishery
RSWG	John Jeffers (Montserrat)	Mutton snapper fishery of Belize Red hind and queen triggerfish fisheries of Montserrat Parrotfish fishery of St. Kitts and Nevis Reef fisheries of St. Lucia (species to be identified)
SGWG	Lara Ferreira (Trinidad and Tobago)	Atlantic seabob fisheries of Guyana and Suriname Shrimp fishery of Trinidad and Tobago (species to be identified) Acoupa weakfish fishery of Guyana Groundfish fisheries of Suriname and Trinidad and Tobago (species to be identified)
SCPWG	Sophia Punnett (St. Vincent and the Grenadines)	Four-winged flyingfish fishery (review of 2008 WECAFC assessment report)
DMTWG	Lester Gittens (The Bahamas)	This Working Group will meet during the plenary session to review issues pertaining to data, methods and training

4. REPORTING REQUIREMENTS

4.1 National Reports

For obvious reasons, special care should be taken to present accurate data and information in the national

reports. This will also make the task of updating the report every year easier for those concerned.

National reports will be published together with the overall meeting report. *The text of national reports should be limited to 5 pages, with 3 additional pages allowed for presenting tables and figures.* Please respect these limits to keep publishing costs to a minimum. National reports should include information on the following:

A. Fishery and Fleet descriptions –

This section should provide a description of each fishery and fleet type or discrete category of fishing activity, e.g. commercial longline fishery, artisanal dayboat fishery, artisanal handline fishery, etc. Where changes have occurred over time, details should be provided on the changes and when they occurred, e.g. changes in fishing areas, changes and developments in gear and fishing strategies used, shifts in target species, etc. (describe changes including extent of fleet affected and time periods involved). Descriptions should apply to the ‘average’ or typical vessel and gear types, but information on the range found within each category should also be given.

A table could be used to present the following general statistics and information on fleet types, type of fishing effort, and trends in fishing patterns and practices –

- (i) Type of vessel used (giving range where necessary) including length overall, method of propulsion and horse power.
- (ii) For each type of vessel, indicate type of gear used, including net size, mesh size, hook type and size, method of setting and retrieving gear, mechanical aids and other details concerning the gear such as rigging, chumming, etc.
- (iii) Total number of vessels of each type (per year).
- (iv) For each vessel type, details of times (time of day, using 24-hour time scheme) and areas of operation, including geographical area and depth range typically fished.
- (v) Details of species targeted, and if this changes with season.
- (vi) Appropriate units of effort for use with each vessel type or fleet type, e.g. days at sea, hours trolling/handlining, number of hooks deployed on average per day, number of traps set and soak times (in the case of trap fisheries).
- (vii) Details of statistical programme, and sampling coverage attained each year.

B. National Fisheries Policy and Management Objectives –

This section should include information on policy and objectives. Where management objectives differ by fishery or fleet, this should be clearly noted.

C. Research –

This section should provide details of all planned and ongoing fisheries research activities: socio-economic, biological, ecological, environmental, fish processing, marine reserves, fishing technology, aquaculture, etc. Research results and full references of published papers and/or reports should be included.

D. Legislation and Management Regulations –

This section should provide details of current legislation (Years and Titles of Fisheries Acts, etc.), and regulations should be noted, together with the mechanisms for monitoring, control and surveillance.

4.2 Data required and Working Group reports

The species rapporteurs will be familiar with their national datasets. Data to be prepared and submitted will depend on the type of analysis and/or assessment planned for the species/ resource identified and also on the management information needs for the fisheries concerned. Hence, there should be pre-meeting consultations (via e-mail or otherwise) among rapporteurs and other scientists and consultants who are expected to be

involved in the assessments.

Methods of sampling should be described in detail for each dataset. Where estimates are made (e.g. discards, or species composition of total landings from sub-sampling, full details must be provided on the methods used to make the estimates, including number of samples, size of samples, frequency, and locality of sampling in relation to the duration and landing sites of the fleet as a whole).

Please note:

(i) In preparing Working Group reports, species rapporteurs are reminded to adhere to the format agreed during the First Scientific Meeting. Additionally, sections 1 to 7 of the report should not exceed 5 pages.

(ii) Cleaned datasets to be used in analyses and/or full assessments should be submitted to the Species Rapporteur and the CRFM Secretariat's Meeting Coordinators by 30 April 2009.

(iii) Complete national reports should be submitted in electronic format (as a MS Word or pdf file) no later than 1 May 2009.

5. OUTPUTS

1. Working Group reports that include results of completed fisheries analyses and/or assessments and relevant fisheries management advice.
2. Recommendations for continued and strengthened efforts in fisheries statistics, assessment, research, and management, useful for programme planning purposes at both the national and regional levels.

Meeting Coordinators

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**CRFM'S FIFTH ANNUAL SCIENTIFIC MEETING
AGENDA
(Kingstown, St. Vincent and the Grenadines -TBC)**

I. Individual Resource Working Group Sessions: 9– 16 June 2009 (0830-1700h)

Completion of selected fisheries analyses and assessments and Working Group reports.

II. Formal plenary sessions: 17 – 18 June 2009 (0900-1700h)

1. Opening of the meeting.
2. Adoption of meeting agenda and meeting arrangements.
3. Introduction of participants.
4. Presentation of national (country) reports.
5. 2009 reports of the CRFM Fishery Resource Working Groups (listed in alphabetical order):
 - 5.1 Conch and Lobster Resource Working Group (CLWG);
 - 5.2 Large Pelagic Fish Resource Working Group (LPWG);
 - 5.3 Reef and Slope Fish Resource Working Group (RSWG);
 - 5.4 Shrimp and Groundfish Resource Working Group (SGWG);
 - 5.5 Small Coastal Pelagic Fish Resource Working Group (SCPWG).
6. Meeting of the Working Group on Data Methods and Training (DMTWG)
7. Election of Working Group Chairpersons for 2009.
8. Any other business
9. Review and adoption of meeting report.
10. Adjournment.

**CRFM'S FIFTH ANNUAL SCIENTIFIC MEETING
ANNOTATED AGENDA
(Kingstown, St. Vincent and the Grenadines - TBC)**

I. Individual Resource Working Group Sessions: 9– 16 June 2009 (0830-1700h)

Completion of selected fisheries analyses and assessments and Working Group reports.

II. Formal plenary sessions: 17 – 18 June 2009 (0900-1700h)

1. Opening of the meeting.

- *The plenary meeting sessions will be formally opened by a senior official of the government of St. Vincent and the Grenadines during a short ceremony commencing at 0900h on 17 June 2009.*

2. Adoption of meeting agenda and meeting arrangements.

- *The Chairperson will review the agenda and request that it be adopted by the Meeting. The Chairperson will also confirm general meeting arrangements.*

3. Introduction of participants.

- *Each participant will be invited to introduce him/herself, and to state his/her interest in the Meeting.*

4. Presentation of national (country) reports.

- *The Secretariat will be asked to list those national reports that have been submitted for consideration by the 2009 Meeting.*

5. 2009 reports of the CRFM Fishery Resource Working Groups (listed in alphabetical order):

5.6 Conch and Lobster Resource Working Group (CLWG);

5.7 Large Pelagic Fish Resource Working Group (LPWG);

5.8 Reef and Slope Fish Resource Working Group (RSWG);

5.9 Shrimp and Groundfish Resource Working Group (SGWG);

5.10 Small Coastal Pelagic Fish Resource Working Group (SCPWG).

- *Each Working Group Chairperson will present an overall report of the Working Group's 2009 meeting, including overall findings, recommendations and conclusions.*

- *Each species rapporteur will also present his/her fishery assessment report for 2009.*

- *Following each presentation, the Meeting will be invited to review, discuss, and endorse each report's findings and recommendations.*

6. Meeting of the Working Group on Data Methods and Training (DMTWG)

- *The Chairperson of this Working Group will conduct this meeting.*

7. Election of Working Group Chairpersons for 2009.

- *The Meeting will be invited to elect Working Group Chairpersons and Vice-Chairpersons (where necessary) for 2009-10.*

8. Any other business

- The Chairperson will address any items identified to be addressed under this agenda item.

9. Review and adoption of meeting report.

- The text of the report is reviewed and adopted. If time is limited, the report is to be adopted by email.

10. Adjournment.

- The Chairperson will make any necessary closing remarks, and move to adjourn the Meeting.

**Resource Working Group Meeting Agenda
(CLWG; LPWG; RSWG; SGWG; SCPWG)**

1. Review of Inter-sessional activities, including management developments since last meeting.
2. General review of fisheries trends throughout the region, including recent developments.
3. Review of fisheries to be assessed - i.e. Review available new data and information related to the species proposed for assessment during the present meeting, including review of national reports, fisheries trends, and management developments.
4. Review of management objectives and possible management strategies – i.e. review of fisheries management plans, stated management objectives and agreed, practical management strategies in order to agree on the approaches to data analyses and assessments for the present meeting.
5. Fishery data analyses and/or assessments.
6. Review and adoption of working group report, including species/ fisheries reports for 2009.
7. Any other business
- Issues to be raised in meeting of DMTWG
8. Adjournment.

**Working Group on Data, Methods and Training (DMTWG)
Meeting Agenda**

1. Data collection – issues and recommendations
2. Methods – issues and recommendations
3. Training – issues and recommendations
4. Inter-sessional work plan
5. Any other business
6. Adjournment.

Timetable of deadlines for CRFM's Fifth Annual Scientific Meeting

- 1) Deadline for rapporteurs to advise the Secretariat and Working Group Chairpersons on the progress of inter-sessional activities, including preparations for the 2009 Scientific meeting sessions – 15 March 2009.
- 2) Deadline for submission of cleaned datasets to the Secretariat for review by consultants – 30 April 2009.
- 3) Deadline for submission of national reports – 1 May 2009.
- 4) **Deadline for submission of complete first drafts of Working Group Reports – 16 June 2009.**
- 5) **Deadline for submission of approved revisions to Working Group Reports – 18 June 2009.**