

DMSWG July 9, 2008 Telephone Conference Summary (2:00-3:45 PM Eastern)

Work Group members in attendance: Geoff White, Gregg Bray, Gretchen Jennings, Kathy Knowlton, Lauren Dolinger Few, Patty Zielinski, Ricky Gease, Scott Sauri, Tina Chang, Vivian Matter, Wade Van Buskirk.

Additional persons: Russell Porter with the Pacific States Marine Fisheries Commission (PSMFC).

Work Group members not in attendance: Albert Jones, Anjel Lewis, Bruce Joule, Carlos Rivero, Chad Hanson, Dennis O'Hern, Mike Quach, Risa Oram.

This conference call was paired with a WebEx session.

- K. Knowlton reviewed two documents already emailed to WG members:
  - o 7/1/08 WG Chairs conference call summary
  - o Future MRIP project ideas – this initial list of project ideas is based on undeveloped OT priorities, ideas from regional listening sessions, additional pilot projects and feedback from the WG's. P. Pate and R. Andrews did not intend for this to be an exhaustive list; simply jotting down ideas to date. The mechanism and timing for soliciting future proposals has not yet been determined, however there was discussion for the need to communicate/coordinate with WG's.
- Pacific RecFIN Technical Committee proposal – W. Van Buskirk recently submitted to our WG a proposal (already emailed to WG) from the Pacific RecFIN Technical Committee to update and redesign their website. The following summary of the history, current status, and expected outcomes were presented by K. Knowlton, W. Van Buskirk and R. Porter:
  - o As part of the 2007-2009 PSMFC federal recreational apportionment, NOAA Fisheries included an additional \$100K with the stipulation that it be spent on an MRIP initiative. Therefore, the Commission is already in possession of the funds, and need only approval from a WG that their proposal is consistent with MRIP priorities. Dave Van Voorhees recommended their proposal be presented to the DMSWG for review and approval. To date the Commission has already spent ~\$5-10K on travel in support of regional MRIP listening sessions, and the remaining funds must be spent by June 2009.
  - o (Introduction from the proposal) The RecFIN website has evolved over the past number of years to provide access to recreational catch and effort data, and field sample data for managers, stock assessment biologists and the public. Many features have been added at the request of users, but the site has now become a bit unruly and difficult to navigate if you do not have good knowledge of the sampling programs that feed into RecFIN. The RecFIN Committee made presentations to the Pacific Council users of RecFIN in June, 2007 at a Council meeting. The RecFIN Chairman also met with the Council's Scientific and Statistical Committee (SSC) regarding a number of

RecFIN issues and the website. The SSC indicated that they felt more documentation of RecFIN data is necessary, especially in regards to historical changes during the 30+ years of sample data in RecFIN. The SSC felt the RecFIN website for data queries needs to be thoroughly updated and revised. The current interface is difficult to use, does not provide adequate error or warning messages, and may lead to inappropriate uses of extracted data. The website needs enhancement to include more detailed effort data and raw data that stock assessors can use for the estimation of catch per unit of effort statistics. Documentation and metadata on current and past sampling programs needs to be expanded and referenced in the website and its output.

- o Expected outcomes: switch from static web pages to open source content management system (CMS) editable by RecFIN members; increased ad-hock querying ability with ease of use a key feature, such as query by example, query by wizard or other simplified approach; links to RecFIN and sub-project metadata and documentation through the RecFIN Wiki sites or other sites which will be editable by RecFIN members and data providers; integration of open source data visualizing and mapping tools, such as Google maps and MIT Simile; and improved more direct access to the SAS based RecFIN relational database using open source SQL, data browsers and variable selectors.
- o Both PSMFC staff and contractor support will accomplish work.
- o Site upgrades will be tested and reviewed by Pacific States and Commission major users. Deliverables will include preparing Lessons Learned, conducting project team review, demonstration of display databases, interactive websites, etc, and submitting a final project status report including budget information. Staff expects portability of final products to other states/regions and the DMSWG.
- o Prior to this conference call, W. Van Buskirk presented the proposal in greater detail to K. Knowlton, S. Sauri and G. White, allowing the opportunity for more in depth questions, particularly related to product review and collaboration with DMSWG initiatives. W. Van Buskirk welcomes the input and participation on the project team by any interested DMSWG members.
- **Action Item: Pending immediate review and approval by WG members not in attendance on the conference call (by 7/18/08), K. Knowlton will notify PSMFC staff of the DMSWG's approval to the OT and D. Van Voorhees. DONE with no questions/comments from WG members not in attendance. R. Andrews, V. Van Voorhees and W. Van Buskirk were notified of the WG's support via email.**
- Project #1 update
  - o G. Bray reviewed MDMS content and updated the project status spreadsheet prior to the call. Minor changes added. **Action Item: G. Bray will upload latest project status spreadsheet to the collaboration tool** (titled "Project 1 List & Progress"). **DONE**
  - o **Action Item: Since they were not available on the conf call, K. Knowlton will contact the following to determine project status: A. Lewis, B. Joule, C. Hanson, and R. Oram. DONE**

- o **Action Item: L. Dolinger Few will update MDMS Help Document in preparation for inclusion in Project #1 Report. DONE**
- o Team members were reminded of the need to request review by knowledgeable program staff and then indicate “Verified” (the final stage of Program Record Status). For example, if a regional coordinator entered the program information sent to them, please contact the individual program staff person and request they review the content. If the person entering the information essentially already *is* the knowledgeable staff, change the program record status to “verified.” **Action Item: Team members contact S. Sauri with reviewers’ names such that a read-only account with comments section can be made for each reviewer.** Please note: reviewers will not be able to make any changes, simply suggest changes in a comment box.
- o MDMS functionality – **Action Item: S. Sauri will expedite establishing functionality for the following 1) reviewer accounts 2) guest account. DONE**
- o To date there are still programs in which the necessary individual program staff members are unable to provide the time to either enter information or supply it to the regional coordinator. We can no longer hold up progress on Project #2 waiting for completion of these programs. **Action Item: By 7/25/08, for all incomplete MDMS programs, team members that were responsible for entering program information need to include a note on the “Program” Tab, in the “Record Notes” field and list the contact person, date, basic reason for incomplete status and whether additional progress is expected in the near term.**
- Project #2 update
  - o S. Sauri presented a document that covered the following:
    - Section I – 8 original tasks as identified in the spreadsheet from the August 2007 initial St. Pete Beach meeting (*note: from this point forward they will be referred to as “Tasks” to avoid confusion with funded projects.*)
    - Section II – S. Sauri’s list of individual tasks to date; please review and let him know of edits/additions
    - Section III – individual tasks are grouped/matched to the original 8 overall tasks with the most pressing components highlighted
    - Section IV – notes from the two approved project plans
    - Section V – language from G. White’s revision of the Project #2 plan – limited the scope from full to partial requirements document
    - Section VI – notes from emails pertaining to future plans, including suggestion for sub-teams for Project 2
  - o Lot discussion on Task 4 “standardize information management” since many of these items need to happen as part of Project 2. By mapping the current programs and their information architecture, we can document the big picture before look at the more granular level necessary later. **Team membership revised - G. White, S. Sauri, L. Few, T. Chang, W. Van Buskirk & G. Jennings** (removed V. Matter since she still heavily involved in Project 1)

- o Discussion that W. Van Buskirk will lead first team related to Task 8 “Provide flexible end user interface to agency personnel and public” due to Pac RecFIN proposal for updating their website. Several WG members offered to be involved in addition to subject matter experts W. Van Buskirk will bring in from the Pacific Region.
- o Team memberships reviewed/updated (team membership based on initial volunteering for tasks combined with discussion during call and follow-up with members not in attendance on call)
  - Project 1 wrap-up – **V. Matter**, P. Zielinski, G. Bray, and T. Chang – begin initial review of MDMS for completeness. T. Chang asked about using queries to generate reports so that more efficient? Who will generate/design these queries?
  - Project 2 as originally recommended in Winter 2008.
    - Minimum data elements – **S. Sauri**, L. Few and C. Rivero
    - Codes – **G. White**, C. Hanson and T. Chang
  - Following latest review, S. Sauri recommended (and WG agreed) that initial tasks for Task 4 (“information management”) needed to be folded into Project 2. Thus, Project 2 team members now include **S. Sauri**, G. White, L. Few, T. Chang, W. Van Buskirk, G. Jennings. **Action Item: K. Knowlton will check with C. Rivero, for possible participation (DONE, yes, phone call 8/27/08).**
  - Note: the information management work (in terms of map info architecture, recommend architecture for national system, and create map to facilitate migration from existing programs into national system) needs to be completed prior to minimum data elements and codes review.
  - Task 8 – Pacific RecFIN project team – **W. Van Buskirk**, L. Few, S. Sauri, T. Chang, R. Gease, V. Matter. **Action Item: K. Knowlton will check with C. Rivero (yes, phone call 8/27/08), D. O’Hern (yes, email 8/21/08) and C. Hanson (yes, phone call 8/19/08) for possible participation (DONE).**
- o **Action Item: Each of the four team leaders (V. Matter, S. Sauri, G. White and W. Van Buskirk) will need to coordinate a planning session with their members within the next 2-3 weeks.**