



*9th Meeting of the
International Scientific Committee
for Tuna and Tuna-Like Species in the North Pacific Ocean
Kaohsiung, Taiwan
July 15-20, 2009*

Position Description Data Administrator¹

ISC

July 2009

RESPONSIBILITIES OF THE ISC DATABASE ADMINISTRATOR

(January 2009)

The ISC Database Administrator (DA) is a full-time position identified within the ISC Secretariat with responsibilities for managing all data and information needs for the smooth functioning of the ISC technical Working Groups (WGs) and Secretariat. Because an ISC Secretariat has not yet been established, the position and responsibilities have been modified to correspond to existing circumstances and requirements. The position is currently part-time and supervised by the National Research Institute of Far Seas Fisheries, Shimizu, Japan.

Before 2007, the DA was responsible for maintaining; exchanging and making available summarized information to researchers from fishery data (ISC Categories I through III) that are collected and submitted by ISC members. This role was modified in 2007 because it duplicates the role performed by the IATTC and WCPFC of maintaining and exchanging similar fishery data from their sources and making the data available to the public. Furthermore, the stock assessment work of the ISC typically requires the use of more detailed and possibly confidential data than summarized data designated as public domain data. The ISC, therefore, revised the responsibilities of the DA to focus on the objectives of managing a database for archiving documents and information used or produced by ISC, supporting a WG portal system and maintaining selective fishery statistics for monitoring the fisheries. To achieve these objectives, the responsibilities of the DA include:

- (1). Receive and manage end-products produced by the ISC WGs , such as catch tables, geographic maps showing locations of fisheries by types of data collected, and reports,
- (2). Receive and manage catch data for all HMS of interest to ISC from the North Pacific Ocean, including species not covered by the WGs. This may require research of Pacific HMS catch statistics from non-member sources in order to produce a full picture of total North Pacific HMS catches from all sources.
- (3). Provide support for preparing summary tables and figures of fishery data for use on the ISC website and for use by the WGs.

Archive end-products from Working Groups.

The WGs will each have access to an ISC computer portal (i.e., access to a part of the central database containing detailed data generated by each WG) for maintaining data and information files for its members only. For example, a WG would maintain a portal (or portion of the central database), containing detailed fishery data, metadata; catch at age matrices, specifications for stock assessment runs, etc. The portal could be used to archive proprietary working and reference papers used by the WG.

The WGs annually submit Category I data (including updates to previous years' data) to the DA. WGs also submit summarized data for geographic maps, size frequency distributions and other information as may be required for the webpage. After each WG meeting, the WG submits for archiving the final meeting report and all working papers used in the meeting to the DA for archiving.

Monitor total HMS catch and bycatch from the North Pacific Ocean HMS Fisheries

The DA will collect and maintain catch statistics on all HMS of concern to the ISC and catch statistics on key non-HMS species that interact with the fisheries. For HMS catches, the statistics will be used to monitor the overall production of HMS from the North Pacific Ocean. For key non-HMS catches (e.g., turtles and seabirds), the statistics will be used to monitor levels of fishery interactions with these species.

ISC Members will annually submit catch statistics for all HMS caught in the North Pacific Ocean and catch statistics for key non-HMS species that are caught in HMS fishing operations to the DA. The DA will obtain additional HMS catch statistics from non-member sources through professional contacts and from research of available sources. This activity is to ensure accurate, “best available” estimation of total annual HMS catches in the North Pacific Ocean by the DA.

Manage a portal system

The DA will manage the portals created for the WGs. The DA will provide instructions for authorized access by the WG Data Managers and Chairs and will assist the WG Data Managers as needed.

Support the website and archive information

The DA will produce summarized fishery statistics in tables and figures for the ISC website. These tables and figures are produced from data submitted by the WG Data Managers as well as Data Correspondents and cleared for release to the public. The DA will also archive Plenary reports, Workshop reports and all working papers used in meetings and listed as meeting working papers. Reports and papers approved for release to the public are to be made available on the website.