

DRAFT
Goal and objectives of the DET Development Team
February 7, 2012

The next phase of the Coordinated Assessments (CA) project is to finalize the Data Exchange Template (DET) that will be used to guide sharing of specific defined data as a routine business practice of the Columbia Basin's state and tribal fisheries management agencies (agencies). This will be done by a DET Development Team (DDT) made up of representatives from three perspectives: biologists and administrators from the data source / primary data using agencies; regional scale (secondary) data users; and data management / IT specialists. Results and recommendations from the DDT will be shared with and reviewed by a wider DET review group and the CA Planning Group (CAPG).

The goal of the DDT is to develop a final, agreed to by all, DET that clearly defines the specific data elements that will be included by the agencies in their sharing of the three initial VSP Indicators and their supporting Metrics. Since there already is a draft DET, the group will begin work from that. The specific tasks and issues the group will need to address will include:

1. Review the existing draft DET. Identify problems based on the previous experience with gathering these data
 - a. We are already aware of some expressed problems from the workshop (like how we addressed methods) and will try to have at least some of them addressed before the group starts work.
 - b. The DDT group will identify additional problems (contents, organization, format, etc.) and recommend solutions.
2. Clearly articulate the intended uses and endpoints for the shared Indicators and supporting Metrics
 - a. Establish the end point needs as first step in discussing DET contents (item 3)
 - b. The DDT should request input from the CAPG
 - c. Reach consensus on specifics of what the data are needed for
 - i. Identify purposes for data
 - ii. Identify level of detail needed
 - iii. Identify needed formats
3. Review data content and evaluate for appropriate level of detail for the intended uses
 - a. Are the SPS data elements adequately included in the CA DET?
 - i. The goal is to assure that data in DET format are able to feed directly into the SPS database.
 1. Ideally, routine data sharing in DET format should be complete enough and able to provide data in proper format to load directly into SPS so that this could become a routine means of providing these data to NOAAF from the management agencies.
 - ii. Bruce Schmidt is already initiating work with Andrew Albaugh to address this prior to the group's first meeting. A spreadsheet comparing SPS data elements with the existing draft DET data elements was already prepared.
 - b. Does the DET include all of the Indicators and detailed Metrics desired by regional scale data users from item 2?

- i. Input on this is needed from regional entities like BPA, NOAAF, NPCC, CBFWF, etc., so these entities need to be well represented on the DDT.
 - c. Does the DET include too much detail, that is, more than the agencies are able to share or comfortable sharing? Management agency administrators and biologists need to be on the DDT to address this.
 - d. Identify specifically which data elements need to be added or dropped from the DET (that is, specifically which data elements will be shared). This needs to be a consensus driven process to find the ‘common denominator’.
- 4. Review and explicitly define the data elements (the specific data fields included in the DET). This sounds easy, but we found in the initial data gathering exercise that some agencies or biologists define things somewhat differently. Make sure all agencies can use a single set of regional definitions, even if they use different definitions internally/locally.
- 5. Review the Metrics and how they are used to calculate the Indicators. Make sure we are including the correct Metrics in the DET, and are doing so in a way that represents how the calculations are actually done. This is a key role for the biologists on the DDT.
 - a. Make sure the correct Metrics are included
 - b. Make sure the level of detail is adequate for others to understand how the Indicators were derived
 - c. Make sure the DET is organized logically to relate Metrics to the Indicators (provide a basis for #6).
- 6. Develop an appropriate structure for the DET. This will largely be a task for the IT folks, not the biologists.
 - a. Develop a structure for the DET itself
 - b. Develop a database structure for compiling and storing the actual data. This will likely be done by a technical work group led by StreamNet at PSMFC, with review by the other IT folks and the DDT as a whole.
 - i. Design a database to hold and disseminate the data.
 - 1. Dissemination of data from a central database will be an interim approach until the agencies are able to build infrastructure and host the data from their agency as web services and there is a functional regional interface and tools that provide access to the data through the published web services.
 - ii. Develop tools that can transform data into the database structure and submit them to the database, regardless of how each agency wants to provide the data for sharing
 - 1. Excel spreadsheet format (to send data to an interim regional database)
 - 2. Access database forms and tables (to send data to an interim regional database)
 - 3. CSV or other delimited text file (most effective for numerical data)(to send data to an interim regional database)
 - 4. XML format (to send data to an interim regional database, or for hosting data as web services at the source agency)
 - 5. Etc.
- 7. Discuss future need to keep track of versions and updates to the DET

8. Begin to address, or at least define, the issue(s) of data flow within the agencies. The DET is intended to organize and guide data for external sharing (i.e., the final Indicators and the Metrics used to calculate them). We should also discuss data flow within the agencies, since another goal of this project is to improve the internal flow of data so that the TRT biologists are not again faced with the daunting task of locating, obtaining, organizing and managing the data from within their agencies before they can begin the 5-year assessments or other analyses. This represents a next phase of the Coordinated Assessments work, and will likely be a task addressed by the CAPG after the DET is finalized.

Approach and timeline:

The DDT group will decide exactly how they wish to conduct business. An initial recommendation would be to hold periodic teleconference meetings (weekly at first? Or, at least bi-weekly) to discuss the various issues and questions as a group, with consolidation of those recommendations between meetings in the DET draft format by the IT folks and shared via email (or on a Forum, if the group wants to use that approach). There is value in meeting face to face, so if there are a number of DDT members from the Portland/Vancouver vicinity, we should consider getting together at PSMFC, CBFWF or NOAAF, with the more remote members participating by WebEx/GTM teleconference. Progress reports and draft DETs should be shared with the larger DET Review Group and CAPG monthly.

We anticipate beginning work with the DDT in early February, 2012. The timeline for completion of the DET will depend on how fast the group can reach consensus on these issues. Since we have a working draft to start with, this might go quickly (a couple of months, since people are busy on other things besides just this). If the task turns out to be more complex and we can't reach quick consensus on content or definitions, then it could take several more months (assuming people attend the meetings regularly and respond to circulated drafts conscientiously). The ultimate timeline goal is to have a final, agreed to DET available by summer, so that the agencies can begin organizing their data to fit the format by the fall, when they presumably will begin entering, organizing and sharing the data collected during the 2012 field season.

Finalizing this work plan and timeline will be an initial task for the DDT when it first meets in February.

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