



GUIDELINES FOR PREPARATION OF YOUR NATIONAL SUMMARY REPORTS ON THE STATUS OF QUEEN CONCH FISHERIES AND PRESENTATIONS FOR THE

CFMC/ WECAFC/ OSPESCA/CRFM QUEEN CONCH WORKING GROUP

2nd meeting of the Working Group, Panama City, 18 - 20 November 2014

The purpose of the national reports and presentations is to inform the Working Group on work progress and developments at national and sub-regional level.

National reports will be published together with the overall report of the meeting, similarly as was done for the report of the 1st meeting in 2012¹.

The text of national reports should be limited to 3 pages, with 2 additional pages allowed for presenting tables and figures that should be prepared for publication in black and white print only. Please respect these limits to keep publishing costs to a minimum.

NATIONAL REPORTS

These should include the below outlined structure of 6 sections and contain information on the following:

1. Statistics: annual catches, conversion factors, and data collection system

Annual catch statistics

Please find in the attached Excel file current catch statistics in the FAO capture database. Note that the standard conversion factor '7.5' has been applied to convert to live weight data reported by several countries. Verify if the annual catch data relevant to your country coincide with those in the national official statistics. Revise and add missing figures (mark them in red) specifying to what processing grade they refer (i.e. live weight, without processing/dirty, 50% clean, 100% clean) and, in case, what national conversion factors had been applied.

If you have information on the use and processing of shells, opercula and pearls from Queen Conch, please include that as well.

Conversion factors

¹ This meeting report is available at: <http://www.fao.org/docrep/017/i3193t/i3193t.pdf>

Please provide in the second worksheet in the Excel file data on the national conversion factors by processing grade as applied in your country. Include also reference and brief additional information on the studies carried out to determine the conversion factors.

Data collection system

Please provide a brief description of the data collection system in place in your country to gather and compile annual catch statistics.

2. Policy and Legislation

This section should provide information on the status and implementation of national policy and legislative instruments related to Queen Conch Fisheries and Trade. Efforts to update policy and legislation and to harmonize these with agreed regional and international legal instruments (including the CITES Convention, UNCLOS, FAO Compliance Agreement, Port States Measures Agreement) should be described.

3. Fisheries management and conservation activities

This section should provide information on the introduction of any Queen Conch management or conservation measures in accordance with the Declaration of San Juan² and the recommendation WECAFC/15/2014/3 On The Management And Conservation Of Queen Conch In The WECAFC Area³.

The report should also provide details on effectiveness of any management measures (e.g. closed seasons, MPAs, area closures, licensing/permit systems, quota's in effect), as well as the status and performance of supporting systems for monitoring, control and surveillance.

4. Consumption and Trade

This section should provide information on domestic consumption of Queen Conch (kg/capita/year) and trade (import and export data – volume and value), as well as export and import markets.

5. research and stock assessment

Please report on recent research activities and stock assessment surveys of queen conch populations.

Details of all planned and ongoing fisheries research activities, including, inter alia: stock assessment, biological data (e.g. reproduction, diseases, ecological and socio-economic data collection, fish processing data collection, marine reserves/MPAs, fishing technology should also be provided (if available). Please detail which institutions are involved. Full references of published papers and/or reports should be included, wherever available.

6. Non-Detriment Findings

Please report any progress made towards preparation and submission of Non-Detriment Findings (NDFs) and any problems/constraints encountered in the process

² made in 1996, available at: http://www.strombusgigas.com/declaration_of_san_juan.htm

³ The WECAFC 15 report is available at: <http://www.fao.org/3/a-i3790t.pdf>

of preparation.

In case your country prepared an NDF report in 2011 – 2014 please share a copy with us.

Additional guidance on format of the national reports

- Please use Times New Roman 12 font, typed single spaced, keep all margins 2.5 cm.
- Title should be typed in small letters (except first letter) and bold.
- Author(s) initials and last name (no title nor degree) must be given under the title with capital letters.
- The name of the presenter should be underlined if there is more than one author.
- Title, author's name and address should be centred.
- Single spaces are needed between title and author(s) name, single space between name and institution and double space between address and report text.
- National Report text should be justified.
- National Reports must be saved as a Word document. Correspondence author of the presentation should be given as a footnote with the postal address and e-mail address.

POWERPOINT PRESENTATIONS

Due to the limited time available at the meeting, we propose that CRFM and OSPESCA will represent their member countries in overview presentations of 30 minutes each.

Please provide your national reports by 10 November at the latest to the CRFM and or OSPESCA to allow the Secretariats to combine the information into a presentation.

Countries that are expected to each deliver a presentation are:

- Cuba
- Mexico
- United States of America
- Colombia
- Venezuela
- France (Martinique & Guadeloupe)

Please keep the PowerPoint Presentations short (< 15 slides) and concise and cover the same sections as used in the national Reports.