

Final Technical Report

PROJECT TITLE Data Conversion and Organization Project

Project ref. No CU/PE1/BZ/10/006

Region: Caribbean Country: Commonwealth of Dominica

Date: May 2011

A project implemented by:
Sherill Barnwell



AFRICA



CARIBBEAN



PACIFIC

Contents

EXECUTIVE SUMMARY	3
BACKGROUND	4
METHODOLOGY/WORK PLAN	4
IMPLEMENTATION	5
FINDINGS:	5
ACTUAL WORK (PHASE 2):	6
TABULAR PRESENTATION OF TOR AND OUTCOME	11
RECOMMENDATIONS:	13
ANNEX 1: TERMS OF REFERENCE	14
ANNEX 2: LIST OF PERSONS MET	16
ANNEX 3: DATA SYSTEM GUIDE	17
ANNEX 4: FILES DESCRIPTION WITHIN NEW SYSTEM	25



Executive Summary

The Fisheries Division of Dominica had been collecting data and storing electronically since the 1980's. From that time to the mid 1990s, the format for data collection and storage followed a somewhat ad-hoc/disorganised pattern. Also the systems used in these activities were mainly of DOS based software such as various Lotus 123 versions, DBASE 1V, and SPSS.

From the mid 1990s to 2007, the data management format became more organised and structured with the introduction of TIP - a FoxPro based software, but the querying and reporting facility were limited and did not offer much power and flexibility in generating calculated reports.

Most of the data deriving from the above situations were stored on floppy diskettes and were not easily accessible for statistical and reporting purposes, especially since the storage media was antiquated and out of use in these modern times.

This intervention of ACPFish 11 provided expert assistance to the Division for the retrieval of all legacy data files where possible, and converting to MS Excel - the goal being to make historical data readily available for statistical analysis and reporting.

This exercise has seen over 4000 files during the period of assistance. The task of sorting and filtering through this extensive mass was quite intensive and involved spanning over a period of two (2) months. The resulting product, however, is a new data system dating from 1989 to 2010 with all files formatted in MS Excel 2003 and 2007. TIP files are also presented in MS FoxPro but only for backup and to preserve native configurations.



Background

Catch and effort data had been collected and stored electronically by the Fisheries Division since the 1980s. Prior to the mid 90s the data was organized and formatted in a somewhat ad-hoc manner using DOS based software such as Lotus 1-2-3 and Dbase 1V, and stored on floppy disk drives. However with the intervention of the CFRAMP during the mid 1990s, TIP was introduced to systematically host and manage catch and effort data. While TIP provided some level of uniformity and reliability, it was limited in its reporting capability thereby providing reason for the use of other software for querying and analysis.

In the recent past and also at present, the Fisheries Division found it necessary to peruse and analyze historic data on some major species caught in Dominica but is greatly challenged both by the type of storage media on which the data is stored and also by the DOS based software used to format the data. This project seeks to recover, where possible, the said historic data and update it to a more modern and accessible format.

Methodology/Work plan

It was agreed that the project would be implemented over three (3) phases:

Phase 1

- Engage in preliminary discussions with staff and ACP Fish11, via email and telephone
- In-country preliminary discussions with stakeholders to agree on work plan
- Inspect formats of historical data, and discuss proposed preferences for data conversion and organization
- Decide on format for training workshop
- Purchase USB floppy disk drive
- Purchase of storage drives

Phase 2

- In-country visit(s) to the Fisheries Division
- Data analysis and software selection and adaptation
- Complete data transfer of all files to the hard disk and data cleaning
- Develop the resulting data management system
- Develop data base to catalogue hard copies of report.

Phase 3

- The new data management system will be presented to the Fisheries Division
- Prepare and conduct relevant training to staff
- All files and data management system, original and converted, copied to CDs and USB drives for distribution to the Fisheries Division/ACP Fish II Project.
- Prepare and submit required Technical Reports to ACP Fish II.

Implementation

During phase 1 the consultant engaged in various discussions with staff at the Fisheries Division, Dominica and also with ACP Fish11. The gist of the discussions was to agree on the course and content for the completion of work.

The Consultant assisted by staff, performed preliminary inspection on data stored on floppy disk drives. Corrupted files were tagged and floppy disks eliminated from the exercise in cases where they were not readable.

Findings:

A total of 11 floppy disks were examined. Among these, three were inaccessible and files stored on another two were corrupted and could only be partly read. Common file formats were DOS based and written in software such as Lotus 1-2-3, MS Excel, SPSS, Charts (either generated from SPSS or Lotus 1-2-3), Dbase 1V, MS FoxPro, and Zip (compressed) files. Put together, properties information of all files revealed a time period from 1989 to 1998. Further, an inspection of the files showed that the catch and effort data were an assortment of production estimates, generally organized by Site under the following variables: dates, vessel ID, landing sites, species, weight, gear. Also present were data and reports resulting from a project carried out by Gobert in 1994, and prepared in French. There were also sets of data stored in the TIP database.

Other data included a combination of files stored on hard disk drive. File formats were found to be: MS FoxPro, MS Excel, WinZip (compressed) files, MS Access applications. The overall time period for this set was 1994 to 2007.

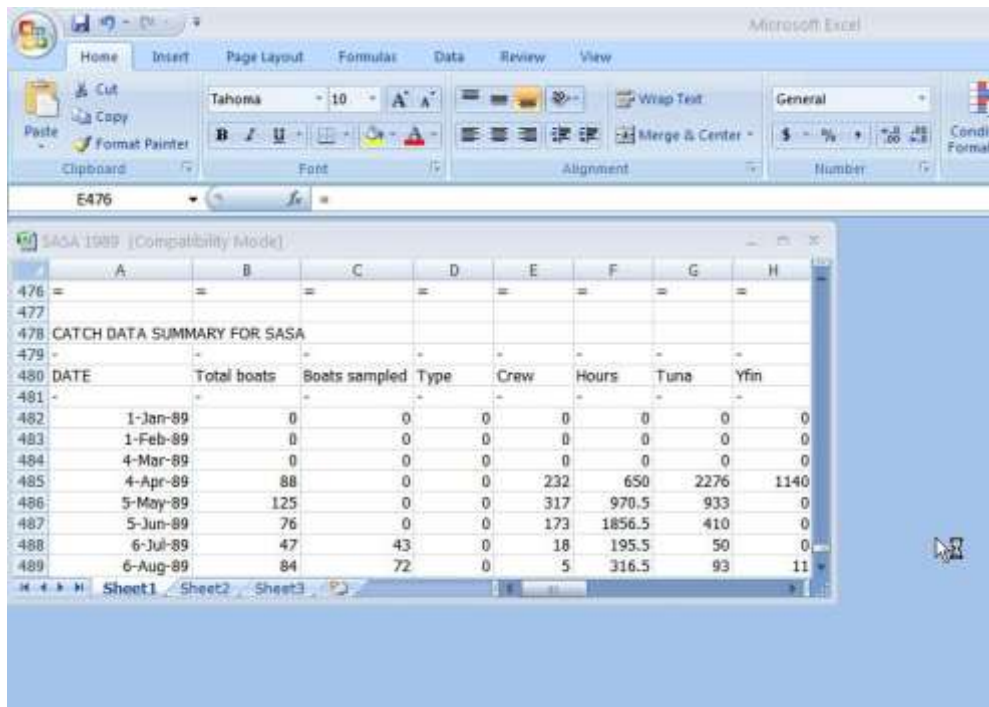
1. The majority of files were catch and effort data stored in the TIP database: Tip11.dbf, Tip12.dbf, TIP13.dbf, and Tip21.dbf. There were also some biological data: Tip31.dbf, Tip41.dbf, and Tip51.dbf, tables. With the yr2000 excluded from this data set, the time period for TIP data was from 1994 to 2007.
2. MS Excel files were outputs from the above mentioned Tip files – apparently generated from queries and analysis.
3. There were also MS Access applications developed via queries, using this same data set.
4. Also present were a number of compressed files created with WinZip utility program. In some instances, there were multiple copies of the same data.

The Fisheries Division decided that once the files are recovered from floppy and hard disk drives, they should be organized and converted to a more modern and usable format compatible with their national and regional needs. This new format would be easily accessible for the study of landing trends of shared commercial fish stocks exploited by CRFM member states and for general stock assessment.

The format of choice was MS Excel. All data files were to be converted and organized in a system of Years, dating from the earliest data set to current. Relevant staff would be trained in the manipulation and maintenance of this new system.

Actual work (Phase 2):

Where possible, all files were copied from floppy and hard disks drive, and transferred to the Consultant's computer for detailed examination and conversion. Various Lotus 1-2-3 and Dbase 1V files dated 1989 to 1993 were all converted and formatted for MS Excel, to arrive at the following example below:



DATE	Total boats	Boats sampled	Type	Crew	Hours	Tuna	Yfin
1-Jan-89	0	0	0	0	0	0	0
1-Feb-89	0	0	0	0	0	0	0
4-Mar-89	0	0	0	0	0	0	0
4-Apr-89	88	0	0	232	650	2276	1140
5-May-89	125	0	0	317	970.5	933	0
5-Jun-89	76	0	0	173	1856.5	410	0
6-Jul-89	47	43	0	18	195.5	50	0
6-Aug-89	84	72	0	5	316.5	93	11

The TIP database is an MS FoxPro application. Related files found were a collection of databases from as early as 1994 to the year 2007, with the exception of 2000. These 13 years of data were collated and merged together, creating one vast database which amounted to two hundred and twenty thousand, two hundred and six (220,206) catch and effort records.

Queries were performed from this merged database in an attempt to generate specific annual data sets, in keeping with the Fisheries Division requests. Subsequently, the result of each query was converted from FoxPro to MS Excel as illustrated by the following example:

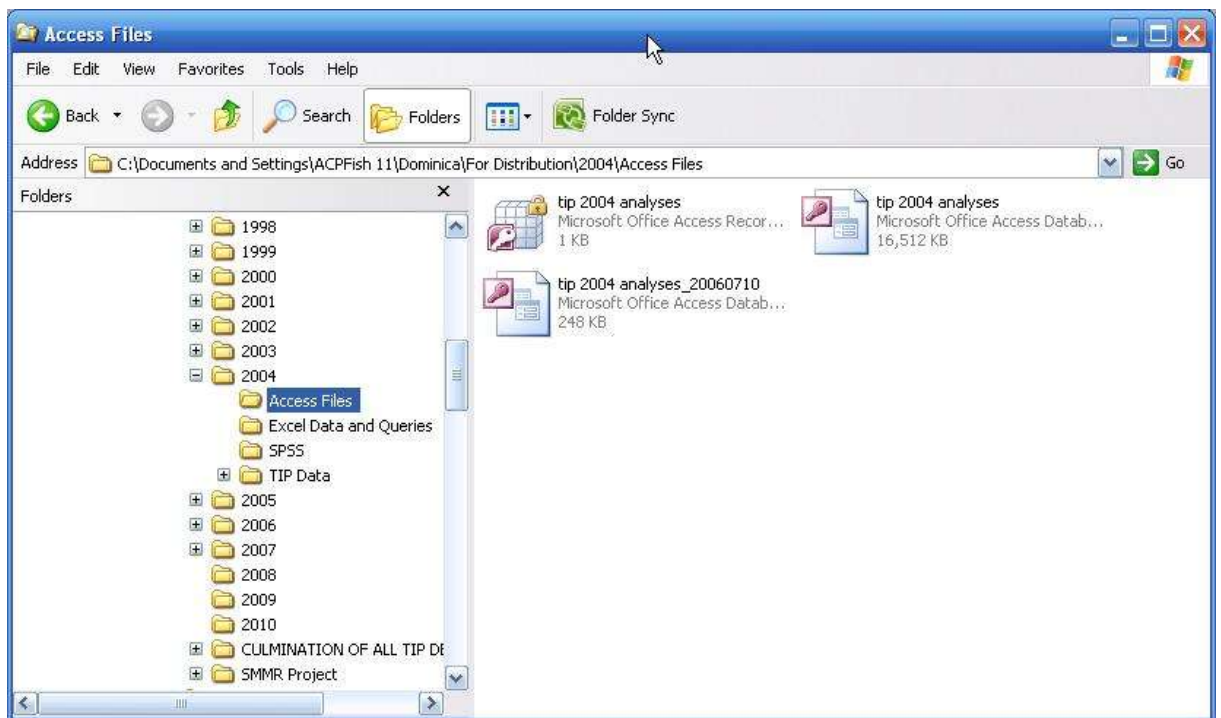
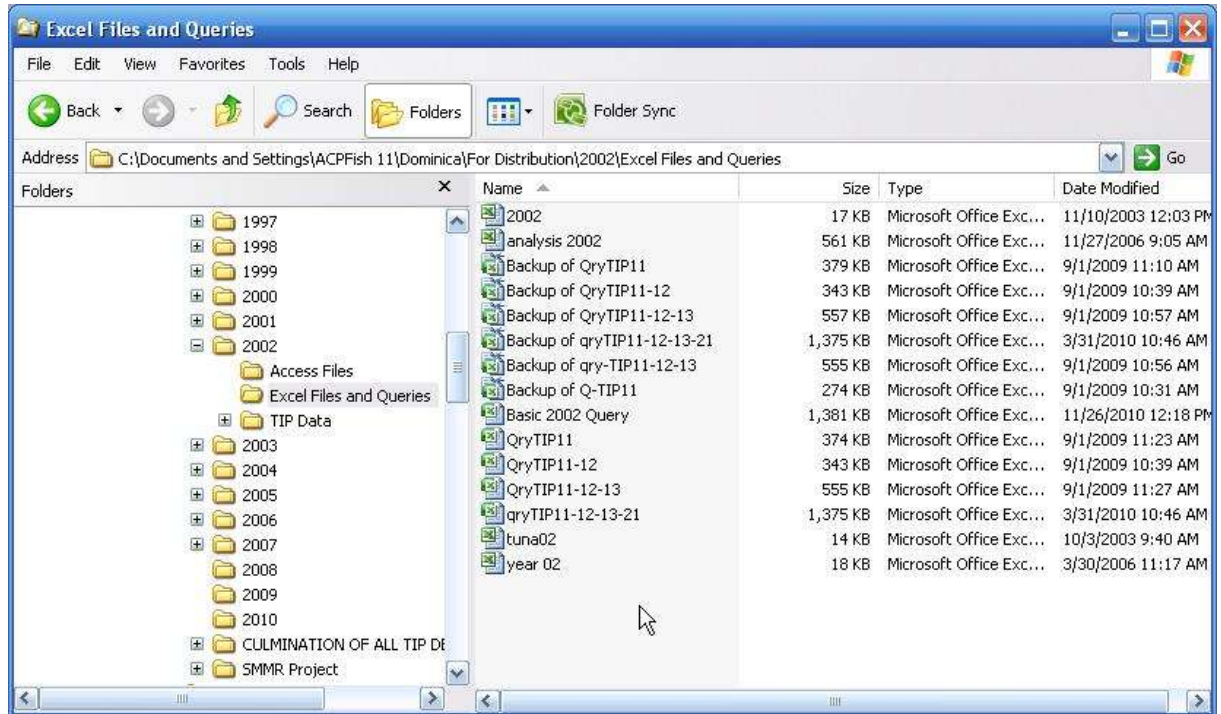
	Date	Site	Vessel ID	Vessel length	Species	Weight	Measure Type	Fishery	Collector	Landing Type	Crew size	Days out	Days fished	Gear	Main Gears	Quant. of fish size
4	1/1/2002	BCE	JT-BCE	0	B ISTNE	120 RP	OP	PL	CL		1	1	1	1 TROL	0	0
5	1/1/2002	DBL	JT-DBL	0	B SCOMAB	85 RP	OP	PL	CL		2	1	1	1 TROL	0	0
6	1/1/2002	FSJ	JT-FSJ	0	B SERRFU	14 RP	RF	BF	CL		3	1	1	1 HLN	0	0
7	1/1/2002	LJU	JT-LJU	0	B CARA	200 RP	CP	RJ	CL		4	1	1	1 BSNE	0	0
8	1/1/2002	LJU	JT-LJU	0	B CLUPS	110 RP	CP	RJ	CL		4	1	1	1 BSNE	0	0
9	1/1/2002	MTN	JT-MTN	0	B HBGR	40 RP	CP	RL	CL		3	1	1	1 BSNE	0	0
10	1/1/2002	MTN	JT-MTN	0	B HOPESH	0	CP	RL	MF		2	1	1	1 BSNE	0	0
11	1/1/2002	MTN	JT-MTN	0	B LUTJ	7 RP	RF	BF	CL		1	1	1	1 POTS	0	0
12	1/1/2002	SHD	JT-SHD	0	B CARANA	45 RP	CP	RA	CL		2	1	1	1 TROL	0	0
13	1/1/2002	SBR	JT-SBR	0	B SCORHT	20 RP	OP	VS	CL		2	1	1	1 TROL	0	0
14	1/1/2002	STJ	JT-STJ	0	B CARA	200 RP	CP	RJ	CL		3	1	1	1 BSNE	0	0
15	1/1/2002	STJ	JT-STJ	0	B HBGR	160 RP	CP	RJ	CL		3	1	1	1 BSNE	0	0
16	1/1/2002	DBL	JT023-DBL	0	B SCOMAB	85 RP	OP	PL	CL		2	1	1	1 TROL	0	0
17	1/1/2002	LJU	JT024-LJU	0	B HBGR	80 RP	CP	RJ	CL		4	1	1	1 BSNE	0	0
18	1/1/2002	FSJ	JT023-FSJ	0	B CORVH	150 RP	OP	BF	CL		2	1	1	1 TROL	0	0
19	1/1/2002	FSJ	JT023-FSJ	0	B SCOMAT	50 RP	OP	BF	CL		2	1	1	1 TROL	0	0
20	1/1/2002	FSJ	JT023-FSJ	0	B SCOMPE	9 RP	OP	BF	CL		2	1	1	1 TROL	0	0
21	1/1/2002	FSJ	JT023-FSJ	0	B SCOMSO	80 RP	OP	BF	CL		2	1	1	1 TROL	0	0
22	1/1/2002	FSJ	JT023-FSJ	0	B BALNE	4 RP	RF	BF	CL		2	1	1	1 POTS	0	0
23	1/1/2002	FSJ	JT023-FSJ	0	B HOLORU	2 RP	RF	BF	CL		2	1	1	1 POTS	0	0
24	1/1/2002	FSJ	JT023-FSJ	0	B MIRAMO	5 RP	RF	BF	CL		2	1	1	1 POTS	0	0
25	1/1/2002	FSJ	JT023-FSJ	0	B SCOMAT	5 RP	RF	BF	CL		2	1	1	1 POTS	0	0
26	1/1/2002	FSJ	JT023-FSJ	0	B SERRFU	5 RP	RF	BF	CL		2	1	1	1 POTS	0	0
27	1/1/2002	DBL	JT-DBL	0	B ISTNE	124 RP	OP	PL	CL		2	1	1	1 TROL	0	0

Data for 2000 were initially entered into MS Excel spreadsheets and organized by Landing Site. Compared to that of the TIP database, the 2000 information is limited only to a few variables (date, site, gear, species, and weight) as in the following example:

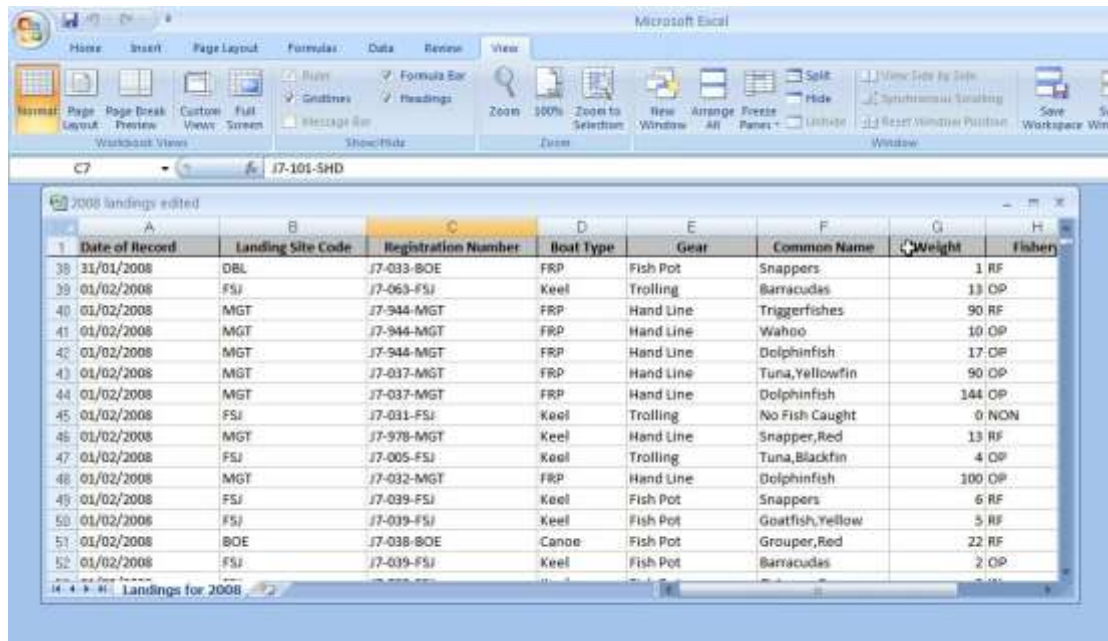
	Intdate	site/catch	gear/code	species	weight
1	1/4/2000	BCE	POTS	LUTJ	3
2	1/4/2000	BCE	POTS	HOLORU	4
3	1/4/2000	BCE	POTS	HAEMST	1
4	1/4/2000	BCE	POTS	MULLMA	2
5	1/4/2000	BCE	POTS	ACARHC	3
6	1/4/2000	BCE	POTS	LUTJ	10
7	1/4/2000	BCE	POTS	SCARVE	14
8	1/4/2000	BCE	POTS	CARAH	8
9	1/4/2000	BCE	POTS	MULLMA	4
10	1/4/2000	BCE	POTS	MIRAMO	8
11	1/4/2000	BCE	HLN	LUTJ	2
12	1/4/2000	BCE	POTS	LUTJ	12
13	1/4/2000	BCE	POTS	SERRFU	6
14	1/4/2000	BCE	POTS	SCARVE	20
15	1/4/2000	BCE	POTS	HOLORU	9
16	1/4/2000	BCE	POTS	HAEMST	7
17	1/4/2000	BCE	POTS	CARAH	1



All other data files previously formatted in MS Excel and Access was left unchanged, but organized in the new system as follows.



Phase three commenced when the consultant visited the Fisheries Division to present the new system. Relevant staff was given the opportunity to view the new system and to provide feedback. The system was well received to the extent that the Division requested the 2008 to 2010 data be extracted from the current MS Access Catch and Effort database, to match the new MS Excel format converted from TIP as in the following.



	A	B	C	D	E	F	G	H
1	Date of Record	Landing Site Code	Registration Number	Boat Type	Gear	Common Name	Weight	Fishes
38	31/01/2008	DBL	J7-033-BOE	FRP	Fish Pot	Snappers		1 RF
39	01/02/2008	FSJ	J7-063-FSJ	Keel	Trolling	Barracudas	13	OP
40	01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Triggerfishes	90	RF
41	01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Wahoo	10	OP
42	01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Dolphinfish	17	OP
43	01/02/2008	MGT	J7-037-MGT	FRP	Hand Line	Tuna, Yellowfin	90	OP
44	01/02/2008	MGT	J7-037-MGT	FRP	Hand Line	Dolphinfish	144	OP
45	01/02/2008	FSJ	J7-031-FSJ	Keel	Trolling	No Fish Caught	0	NON
46	01/02/2008	MGT	J7-978-MGT	Keel	Hand Line	Snapper, Red	13	RF
47	01/02/2008	FSJ	J7-005-FSJ	Keel	Trolling	Tuna, Blackfin	4	OP
48	01/02/2008	MGT	J7-032-MGT	FRP	Hand Line	Dolphinfish	100	OP
49	01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Snappers	6	RF
50	01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Goatfish, Yellow	5	RF
51	01/02/2008	BOE	J7-038-BOE	Canoe	Fish Pot	Grouper, Red	22	RF
52	01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Barracudas	2	OP

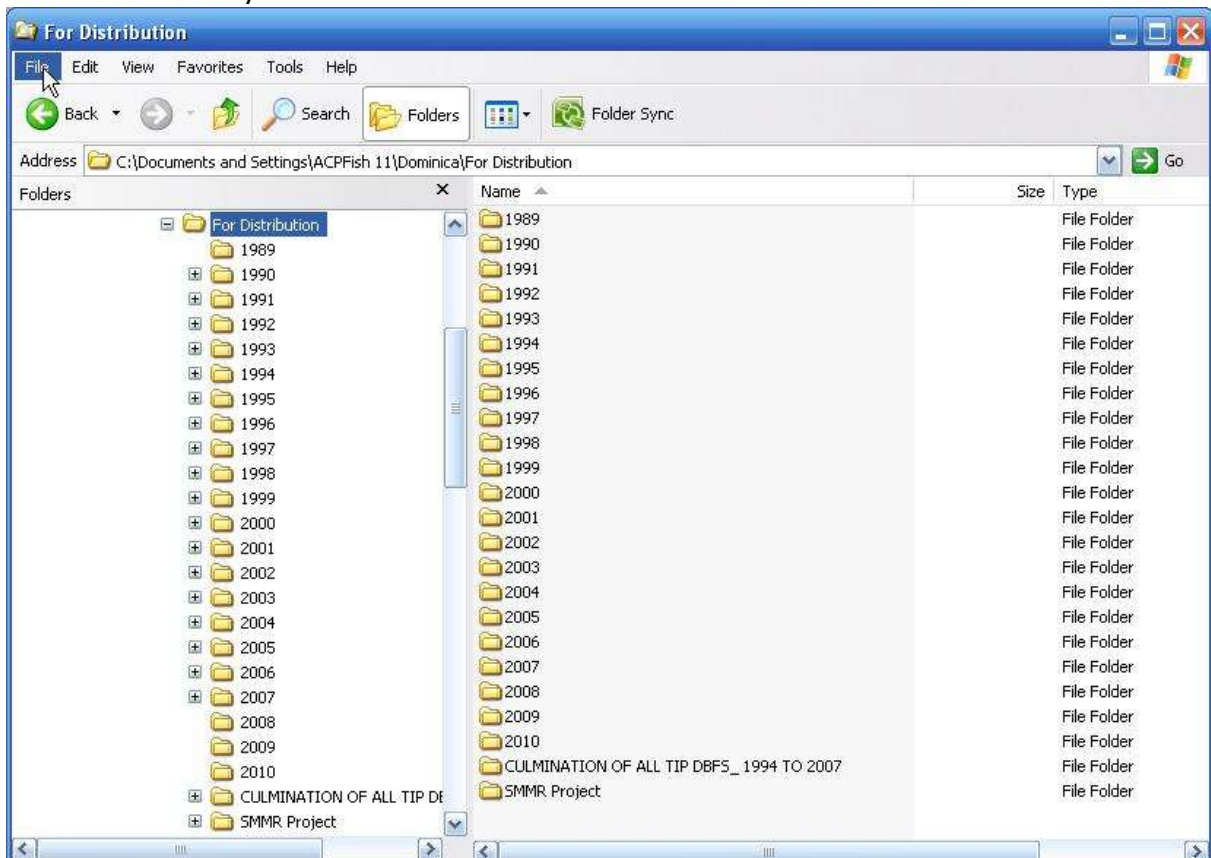
Other changes were made where requested. Overall, the staff was well pleased with the outcome of the project.

The new system was copied to USB flash drives and presented to the Fisheries Division.

Actual work:

- A total of over 4000 files were perused during the intervention.
- After perusing, sifting, and collating, a new system was constructed, the base of which consist of over 880 files.
 - ❖ Overall, data is organized by years.
 - ❖ From 1989 to 1993 the catch and effort data system was somewhat disorganized. Files were formatted for various DOS based software. The intervention has recovered these historic data, convert to MS Excel, and organise into a new system where data is easily accessible and useable.
 - ❖ From 1994 to 2007 data was stored in TIP - an organized and somewhat reliable DOS based system, but lacked flexibility and ease for the construction of queries and analysis. The new system includes selected variables from TIP data and converted to MS Excel
 - ❖ An MS Access database developed in-house is used to store data from 2008 to current. Data was extracted from this database in keeping with the content of the TIP format, and converted to MS Excel.
 - ❖ Other files which were originally formatted for MS Excel and Access were kept as is, and form part of the new organised system.

Format of New System



Tabular presentation of TOR and outcome

Task (as per TOR)	Accomplishments/Challenges	Status
1. Brief with ACP Fish II and the Dominica Fisheries Division (FD), directly responsible for the coordination of this project. During the briefing session the consultant will develop a workplan for the completion of this activity and submit this workplan to the CU and RFU and Dominica Fisheries division within 5 days from the end of the briefing phase.	<p>Discussion held with all involved prior to and during in-country visit. The plan of work was agreed upon and the format of new data system verified by the FD: System arranged by years and all data files converted to MS Excel spreadsheet format.</p> <p>Report of findings and decisions prepared and submitted to all appropriate bodies. Fisheries Division presented the report at the ACPFish 11 meeting of April 2011, held in Belize CA.</p>	Completed satisfactorily March 28 – 30, 2011
2. Consult with the FD and other Government Departments involved in data storage and management	The fisheries division advised that no other government/non-government organizations were repository of fisheries catch and effort data. All consultations involved only the fisheries division. These were conducted via email, instant messaging, and face to face.	Completed satisfactorily March 28 – 30, 2011
3. Review existing data entry, storage and management system	Existing data systems reviewed. Strengths and weaknesses discussed. The legacy TIP database is still in use, although barely. Two MS Access data systems were currently in use by the division.	Completed satisfactorily March 28 – 30, 2011
4. Obtain floppy disks (period 1980 – 1990s) of historical fisheries data, extract data from DOS/TIP/Dbase IV format to existing fisheries data storage system compatible with national and regional requirements	All available floppy and hard disks included in the work were provided. Assisted by staff of the division, the consultant, where possible, gathered all data files and copy to USB drive. There were instances where files and/or diskettes were corrupted and therefore inaccessible. Consultant began draft of new data system, as requested.	Completed satisfactorily March 28 – 30, 2011 April - May, 2011
5. Where it is not possible to extract information from the floppy disk due to damage or otherwise, manual entry of data to existing fisheries data storage system may be required. Access and document how much data needs manual entry and make recommendations on how this could be achieved	No hard copies of legacy data existed so in circumstances where files were inaccessible, they could not be restored. However, the FD agreed that the 2000 data should be entered in the legacy catch and effort system TIP, and then extracted in order to achieve the new standard format for catch and effort data files for the period 1994 – 2007.	Agreed that entry will be completed by staff at the soonest suitable date. (Listed among report recommendations)

Tabular presentation of TOR and outcome (Cont'd)

Task (as per TOR)	Accomplishment/Challenges	Status
6. Develop database (as agreed with FD) to sort and catalogue hard copies of reports related to fisheries data management and archive historical data and documents	Each file was perused and filtered to determine its appropriateness for the new data system. Many duplicates were discovered. All suitable files were converted from its native format to MS Excel, retaining its original name in many instances. It was difficult to locate Lotus 1-2-3 Ver. 3, which was necessary for the charts created from historical data. Alternate software was used to read and convert the Lotus 1-2-3 ver. 3 files (excluding charts) to MS Excel. New data system established.	Task was repetitive and laborious. Completed satisfactorily April - May, 2011
7 Present computerized databases of historical data and documents to the FD. Also, if data cannot be extracted present recommendations on how it should be done	New data system presented to the FD	Completed satisfactorily
8 Train 4 staff in data management systems and entry of un-extracted data (if required)	Three (3) staff members, as requested by the FD, were guided in the use of the new data system. The training took the form of one-on-one discussion (one at a time) in order to accommodate staff involvement with other office activities. Each person was encouraged to comment on the system, and, where necessary, changes were made. Configuration, structure, and maintenance of system were discussed. The discussions also involved the conversion of historical landing sites and gears codes to what is being used at present. This will be particularly important when time-series analysis is being considered. Staff commented on the system and rated it as well done. Participants: Harold Guiste; Derek Theophile; Sharon Corriette	Completed satisfactorily Old codes needs to be replaced as agreed. Also see #5 in this table. May, 24 – 26, 2011
9 Prepare report (as outlined below) and digital format of the databases	Draft report prepared and submitted to all concerned. New data system was copied to USB drives and distributed to the FD. Copy of the same is also prepared for ACPFish 11.	Completed.

Recommendations:

1. Data presented for the year 2000 appears weak and lacking when compared to other formats in the new system. For the purpose of standardizing and strengthening the system, the data for the year 2000 should be entered into the TIP database to arrive at a format, compatible with the pattern established for the TIP-to-MS Excel conversion in the new system.
2. The Fisheries Division should establish repository relationships with off-site locations such as the CRFM (St. Vincent) and Statistics Department, Government of Commonwealth of Dominica. This would ensure that the results of this project are not lost but remain available and accessible to all concerned.
3. Every effort should be made to ensure that the structure and content of this new system for organizing and storing catch and effort data are maintained and kept intact.
4. Landing sites and Gears were organized into different codes in the 1980s and early 1990s than what exists at present. To maintain reliability and uniformity, the Fisheries Division should convert/update the "original" codes to the closest meaningful match to the current codes.
5. Carifis is the new regional data management system for catch and effort and biological data. The system, developed for the CRFM participating countries was designed to replace the DOS based legacy systems LRS and TIP. Carifis has been in development since 2002 and is implemented in a number of countries. The Fisheries division should make every effort to commit to adapting Carifis as their data management tool so as to strengthen their capacity in the management of fisheries catch and effort and biological data.

Annex 1: Terms of Reference

ACP Fish II – Strengthening fisheries management in ACP states
9 ACP RPR 128 Accounting No. RPR/006/07 – EDF IX
RFU Caribbean Office: Belize
Project A.3 - Terms of Reference

Assignment Title	Fisheries data enhancement project (max. budget €10,000)
Workplan activity	Activity Number 3.2, Project No. A.3
Supervisor (admin.)	RFU manager and Co-ordination Unit
Technical Supervisor	RFU Manager and Dominica Fisheries Division representative
Background to the assignment	<p>Fisheries catch and effort data has been collected by the Fisheries Division since 1987. The data was collected at various landing sites in data books and was entered into an excel spread sheet and Dbase IV data base. The data collection system improved with the introduction of the CFRAMP project and data was computerized using the Trip Interview Programme (TIP), a dedicated fisheries data-base and more appropriate for data entry but was limited in querying and reporting capabilities. As a result much of the data was not analyzed.</p> <p>In recent times, it is necessary to produce historic data for analysis on some of the major commercial species caught in Dominica. However, there is great difficulty in retrieving the data since they were stored on floppy disc drives in Excel and TIP and cannot be easily retrieved. At the Caribbean Regional Fisheries Mechanism (CRFM) Sixth Scientific Meeting where historic data on Dolphin fish was being analyzed, Dominica could not produce data from 1987 in a form which was compatible with present data-base formats. Most computers no longer carry floppy discs and much of Dominica’s data are stored on such discs.</p> <p>This project seeks to recover and update historic fisheries data (approximate period 1980-1990s). The data includes fish landings from ten landing sites (a census taken from two sites). The fishery is a multispecies fishery (>24 commonly caught species) using multi-gear and vessels. The main information collected are boat identification, species, fishing method, catch and fishing effort. Two data sheets are completed in one day in the areas where a census is taken. The data sheet is designed to take eleven entries and as many as 15 boats are recorded on certain days. Once the data are update it will become available for the study of landing trends of shared commercial fish stocks exploited by CRFM member states and for general stock assessment. Where extraction of data may prove to be extremely difficult or impossible the data may need to be entered again in an appropriate format; hence, a plan needs to be set up for proper archiving of the data sets of the Dominica Fisheries Division. The project will also provide training for four staff in extraction of data from existing databases, use of appropriate computer software for querying and data analysis, and general data management (recording, entry, validation, analysis) or as agreed with the FD.</p>
Issues to be addressed	<p>The intervention will:</p> <ul style="list-style-type: none"> • Extract, catalogue, and archive historic fisheries data (DOS/TIP/Dbase IV format) from floppy discs to an updated useable computerized format consistent with national and regional needs • Train staff in fisheries data management and how to improve existing systems
Activities of the consultant	<p>The consultant will:</p> <ol style="list-style-type: none"> 1. Brief with ACP Fish II and the Dominica Fisheries Division (FD), directly responsible for the coordination of this project. During the briefing session the consultant will develop a workplan for the completion of this activity and submit this workplan to the CU and RFU and Dominica Fisheries division within 5 days from the end of the briefing phase. 2. Consult with the FD and other Government Departments involved in data storage and management 3. Review existing data entry, storage and management system 4. Obtain floppy disks (period 1980 – 1990s) of historical fisheries data, extract data from DOS/TIP/Dbase IV format to existing fisheries data storage system compatible with national and regional requirements 5. Where it is not possible to extract information from the floppy disk due to damage or otherwise, manual entry of data to existing fisheries data storage system may be

	<p>required. Access and document how much data needs manual entry and make recommendations on how this could be achieved</p> <ol style="list-style-type: none"> 6. Develop database (as agreed with FD) to sort and catalogue hard copies of reports related to fisheries data management and archive historical data and documents 7. Present computerized databases of historical data and documents to the FD. Also, if data cannot be extracted present recommendations on how it should be done 8. Train 4 staff in data management systems and entry of un-extracted data (if required) 9. Prepare report (as outlined below) and digital format of the databases
Expected outputs	<ol style="list-style-type: none"> 1. Agreed Work plan and preliminary examination of data formats and listing of historic fisheries data (Phase 1) 2. Meta-data listing and data in DOS/TIP/DBase IV format extracted from floppy disk and other formats to an updated useable computerized format and data management system established (Phase 2); 3. Presentation and installation of system and four persons trained in use of the data management system (Phase 3) 4. Submit to the RFU a CD/DVD/USB device containing all data and outputs along with Final Report
Format of each report	<p>Format: MS Word Style with pages numbered</p> <p>Structure: Title pages Table of contents List of annexes, List of Tables, List of Figures, List of photographs/picture Abbreviations and acronyms Executive Summary (1 to 2 pages) Main report (up to 20 pages) Conclusions and recommendations (each recommendation must be preceded by a conclusion) linked to the main report</p> <p>Annexes Annex 1 Terms of reference Annex 2 Programme and people met (including contacts), itinerary Annex 3 Copy of the CD/DVD/USB device Annex 4 Other important technical documents</p>
Report to be reviewed by	Dominica Fisheries Division and RFU Manager to make and provide comments on the draft report within 10 days for onward submission for final approval by the CU in Brussels. The consultant must submit the final report 5 days after receipt of comments at the latest. The draft report must be submitted on 15 th May at the latest.
Duration	The assignment should be completed between 15 March and May 2011.
Start date	15 March 2011
Completion dates for reports and fee payment schedule	Work plan will be agreed with the Supervisor on signing the contract. An advance of 40% of the contract value may be requested by the Consultant on signing of the contract. The contract balance will be paid on full approval of the Final Report and completion of all requirements.
Experience and qualification of the consultant	The study will be undertaken by an IT Specialist. The Specialist should have expertise in extracting information from floppy to a computer hard-drive. Also, expertise in DOS operating systems, FoxPro, TIP and Dbase IV software. Experience working in the Caribbean and knowledge of the Caribbean fisheries data and information system will be a distinct advantage. The selected consultant should be able to demonstrate a successful history of consultancy engagements in a field related to this Terms of Reference.
Location and travel	Based in Dominica. Travel within country maybe required

Annex 2: List of persons met

March 27th March, 2011

Mr. Andrew Magloire
Chief Fisheries Officer
Fisheries Division
Dominica
Phone : 001-767-448-0140; 001-767-448-0140
Email: fisheriesdivision@dominica.gov.dm

March 27th – 30th, 2011 and May 24th – 26th, 2011

Harold Guiste
Senior Fisheries Officer
Fisheries Division
Dominica
Phone: 001-767-448-0140; 001-767-448-0140
Email: hguiste@hotmail.com

March 27th – 30th, 2011 and May 24th – 26th, 2011

Derek Theophile
Extension Officer
Fisheries Division
Dominica
Phone: 001-767-448-0140; 001-767-448-0140
Email: derkjt@hotmail.com

March 27th – 30th, 2011 and May 24th – 26th, 2011

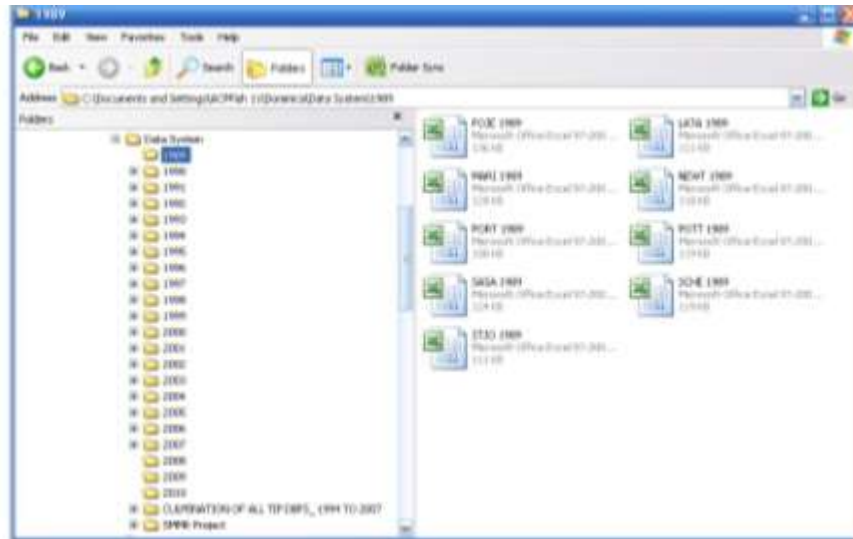
Sharon Corriette
Fisheries Division
Dominica
Phone: 001-767-448-0140; 001-767-448-0140
Email: sharoncorriette@yahoo.com

Annex 3: Data system guide

The new catch and effort data system is arranged in year-labelled folders, beginning from 1989 and at the time of this report, ending at 2010, as shown below:

Main folders and sub-folders layout – 1989 to 1994

General Layout



Each main [year-labelled] folder may contain subfolders which are typically named to describe the nature of the files within. Subfolders are basically named with a combination Site, Year, Fishery, and Gear.

In the following illustration, the layout shows main folders labelled 1989 – 1993 and related sub-folders.

Typical folder/sub-folder layout



Between 1989 and 1993 the categories of sub-folders may vary:

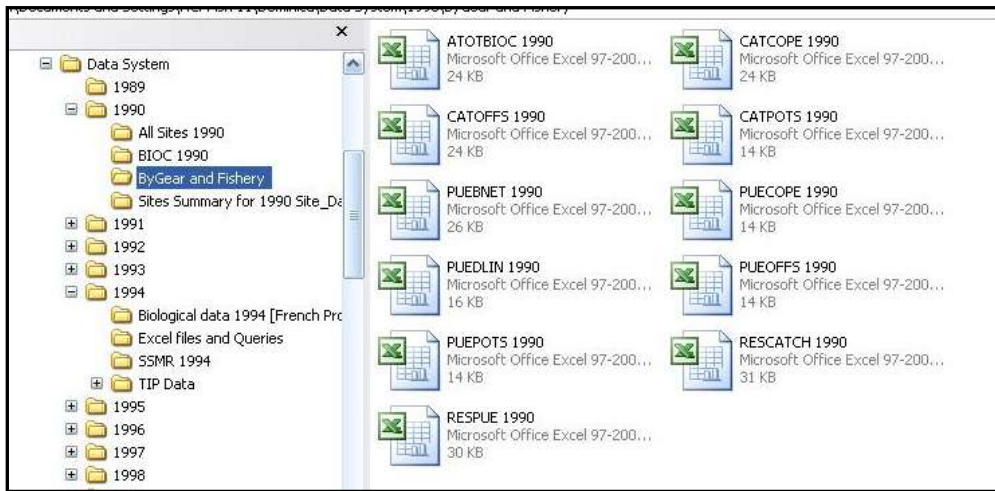
You will see that the 1989 folder bears no sub-folders. Then, while 1990 to 1993 folders may have some similarities there are instances where they vary. For example, the 1993 folder has no "All Sites 1993" sub-folder, but can be found in 1990, 1991, and 1992 folders.

1990 main folder content

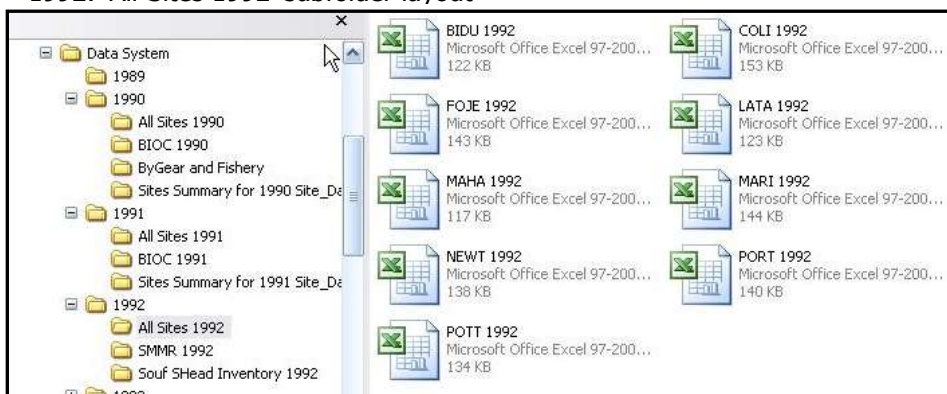


Subfolders names are a varied combination of site, year, fishery, and gear.

1990 sub-folder content



1992: 'All-Sites 1992' subfolder layout



Main folders and sub-folders layout – 1994 and onwards

From 1994 onwards there is some level of standardisation among years and contents of related folders. This can most likely be accredited to the implementation of TIP around 1993/1994. TIP provided the capability to capture and manage catch and effort data in a more structured format, keeping data management more or less centralised and organized.

Typical main folder layout - 1994 onwards

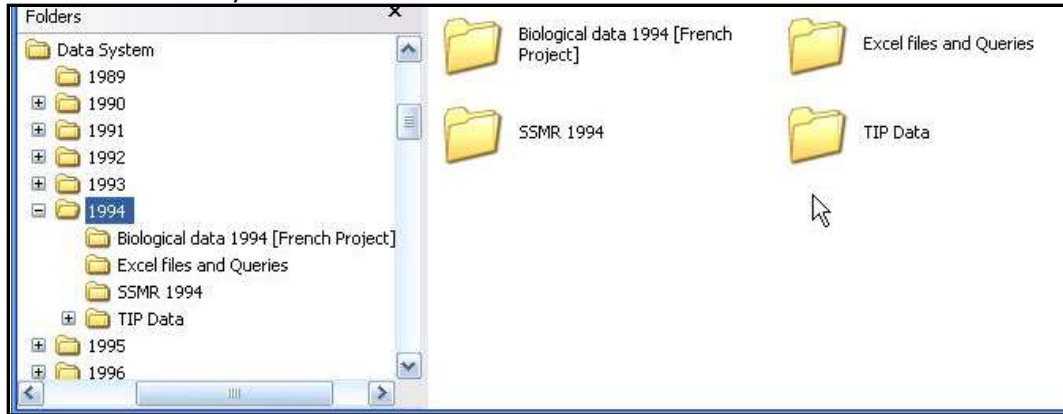


With the exception of other special interventions in 1994 and 1996, the content of the main folders remains constant over the years.

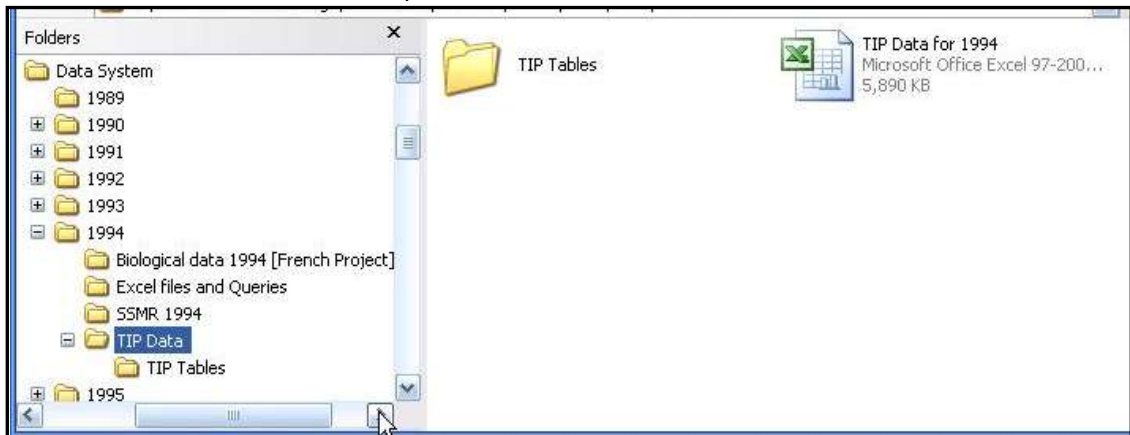
Once TIP became dominant, Excel and Access were used only as add-ons for the purpose of analysis.

Folder	Description of typical contents
Access Files	Data extracted from TIP and manipulated in an Access structure
Excel files and queries	Data extracted from TIP to Excel spreadsheets for analysis. Excel was used to perform the queries which extracted the data from TIP.
TIP data	TIP tables (11, 12, 13 21, 31 41, 51) with data for corresponding year, converted to Excel. Standard extraction of TIP data performed thru Excel, as requested by the Fisheries Division.

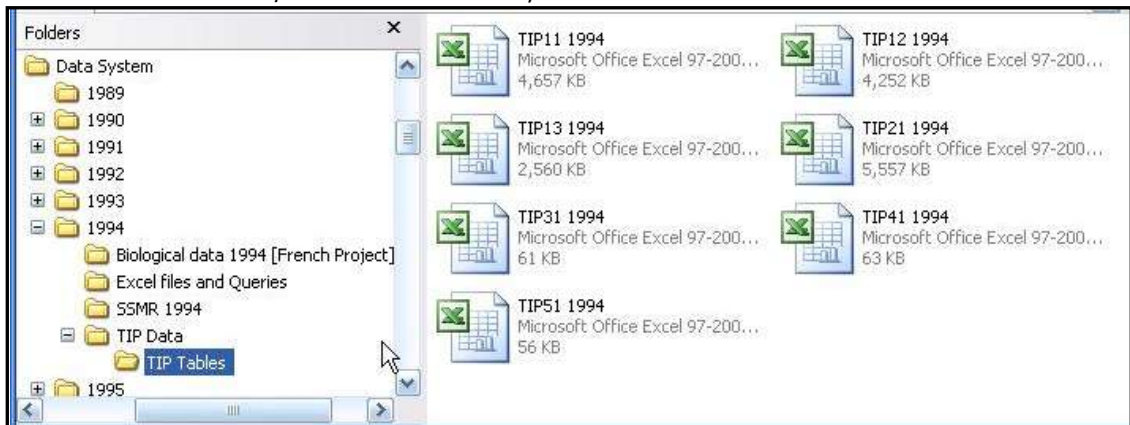
1994 main folder layout



Contents of 'TIP Data' subfolder, 1994

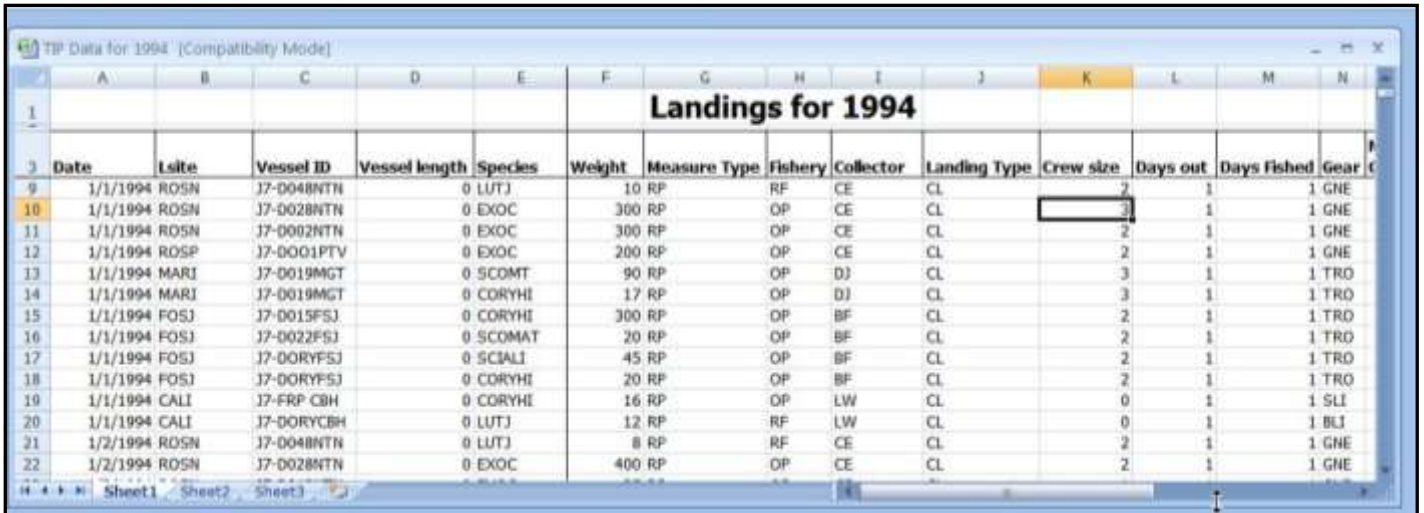


Contents of TIP Data/TIP Tables subfolder, 1994



Actual TIP (original FoxPro) tables converted to Excel

In all of 'TIP Data' sub-folders, you will find a single file named 'TIP Data + year'. Below, the format of 'TIP Data 1994' file is displayed



Landings for 1994													
Date	Lsite	Vessel ID	Vessel length	Species	Weight	Measure Type	Fishery	Collector	Landing Type	Crew size	Days out	Days Fished	Gear
1/1/1994	ROSN	J7-D04BNTN	0	LUTJ	10	RP	RF	CE	CL	2	1	1	GNE
1/1/1994	ROSN	J7-D02BNTN	0	EXOC	300	RP	OP	CE	CL	2	1	1	GNE
1/1/1994	ROSN	J7-D002BNTN	0	EXOC	300	RP	OP	CE	CL	2	1	1	GNE
1/1/1994	ROSP	J7-D001PTV	0	EXOC	200	RP	OP	CE	CL	2	1	1	GNE
1/1/1994	MARJ	J7-D019MGT	0	SCOMT	90	RP	OP	DJ	CL	3	1	1	TRO
1/1/1994	MARJ	J7-D019MGT	0	CORYHI	17	RP	OP	DJ	CL	3	1	1	TRO
1/1/1994	FOSJ	J7-D015FSJ	0	CORYHI	300	RP	OP	BF	CL	2	1	1	TRO
1/1/1994	FOSJ	J7-D022FSJ	0	SCOMAT	20	RP	OP	BF	CL	2	1	1	TRO
1/1/1994	FOSJ	J7-D0RYFSJ	0	SCIALI	45	RP	OP	BF	CL	2	1	1	TRO
1/1/1994	FOSJ	J7-D0RYFSJ	0	CORYHI	20	RP	OP	BF	CL	2	1	1	TRO
1/1/1994	CALI	J7-FRP CBH	0	CORYHI	16	RP	OP	LW	CL	0	1	1	SLI
1/1/1994	CALI	J7-DORYCBH	0	LUTJ	12	RP	RF	LW	CL	0	1	1	BLJ
1/2/1994	ROSN	J7-D04BNTN	0	LUTJ	8	RP	RF	CE	CL	2	1	1	GNE
1/2/1994	ROSN	J7-D02BNTN	0	EXOC	400	RP	OP	CE	CL	2	1	1	GNE

The year 2000

Yr 2000 is of special mention since no data was recorded in TIP for that year. Instead, data was inputted into Excel spreadsheets as shown below. You will see that the 2000 spreadsheet format did not capture as many variables as TIP would have permitted.

Landings for Yr 2000



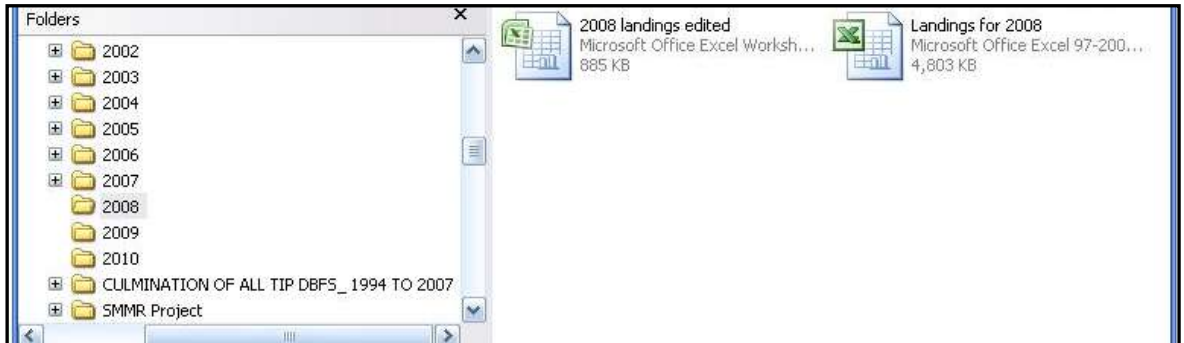
Intdate	site/locats	gearcode	species	weight
1/4/2000	BOE	POTS	LUTJ	3
1/4/2000	BOE	POTS	HOLORU	4
1/4/2000	BOE	POTS	HAEMST	1
1/4/2000	BOE	POTS	MULLMA	2
1/4/2000	BOE	POTS	ACANCH	3
1/4/2000	BOE	POTS	LUTJ	10
1/4/2000	BOE	POTS	SCARVE	14
1/4/2000	BOE	POTS	CARAH	8
1/4/2000	BOE	POTS	MULLMA	4
1/4/2000	BOE	POTS	MURAMO	8
1/4/2000	BOE	HLN	LUTJ	2
1/4/2000	BOE	POTS	LUTJ	12
1/4/2000	BOE	POTS	SERRMO	6
1/4/2000	BOE	POTS	SCARVE	20
1/4/2000	BOE	POTS	HOLORU	9
1/4/2000	BOE	POTS	HAEMST	7
1/4/2000	BOE	POTS	CARAH	15
1/4/2000	BOE	POTS	MULLMA	8
1/4/2000	BOE	POTS	ACANCH	6
1/4/2000	BOE	POTS	MURAMO	10
1/5/2000	BOE	HLN	CARAH	4
1/5/2000	BOE	POTS	SERRFU	12
1/5/2000	BOE	POTS	SERRFU	4
1/6/2000	BOE	HLN	NOFISH	0
1/6/2000	BOE	POTS	SERRFU	8
1/6/2000	BOE	POTS	SERRFU	20
1/7/2000	BOE	POTS	LUTJ	6
1/7/2000	BOE	POTS	SCARVE	8
1/7/2000	BOE	POTS	HOLORU	3
1/7/2000	BOE	POTS	HAEMST	2
1/7/2000	BOE	POTS	MULLMA	4
1/7/2000	BOE	POTS	CARAH	2
1/7/2000	BOE	POTS	LABRPA	3
1/7/2000	BOE	POTS	SERRFU	16
1/8/2000	BOE	POTS	LUTJ	20

Yr 2008 to 2010

From 2007, or there about, TIP was no longer the principal data management tool in use by the division. It was replaced by an Access database which developed by the fisheries division.

The figures below show the typical folder content for 2008 to 2010

Yr 2008 main folder content



Data files are both in Excel 2003 and 2007 format

The spreadsheet format below displays the Yr 2008 data after it was extracted from the Access system into Excel.

A	B	C	D	E	F	G	H
Date of Record	Landing Site Code	Registration Number	Boat Type	Gear	Common Name	Weight	Fishery
31/01/2008	DBL	J7-033-BOE	FRP	Fish Pot	Snappers	1	RF
01/02/2008	FSJ	J7-063-FSJ	Keel	Trolling	Barracudas	13	OP
01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Triggerfishes	90	RF
01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Wahoo	10	OP
01/02/2008	MGT	J7-944-MGT	FRP	Hand Line	Dolphinfish	17	OP
01/02/2008	MGT	J7-037-MGT	FRP	Hand Line	Tuna, Yellowfin	90	OP
01/02/2008	MGT	J7-037-MGT	FRP	Hand Line	Dolphinfish	144	OP
01/02/2008	FSJ	J7-031-FSJ	Keel	Trolling	No Fish Caught	0	NON
01/02/2008	MGT	J7-978-MGT	Keel	Hand Line	Snapper, Red	13	RF
01/02/2008	FSJ	J7-005-FSJ	Keel	Trolling	Tuna, Blackfin	4	OP
01/02/2008	MGT	J7-032-MGT	FRP	Hand Line	Dolphinfish	100	OP
01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Snappers	6	RF
01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Goatfish, Yellow	5	RF
01/02/2008	BOE	J7-038-BOE	Canoe	Fish Pot	Grouper, Red	22	RF
01/02/2008	FSJ	J7-039-FSJ	Keel	Fish Pot	Barracudas	2	OP

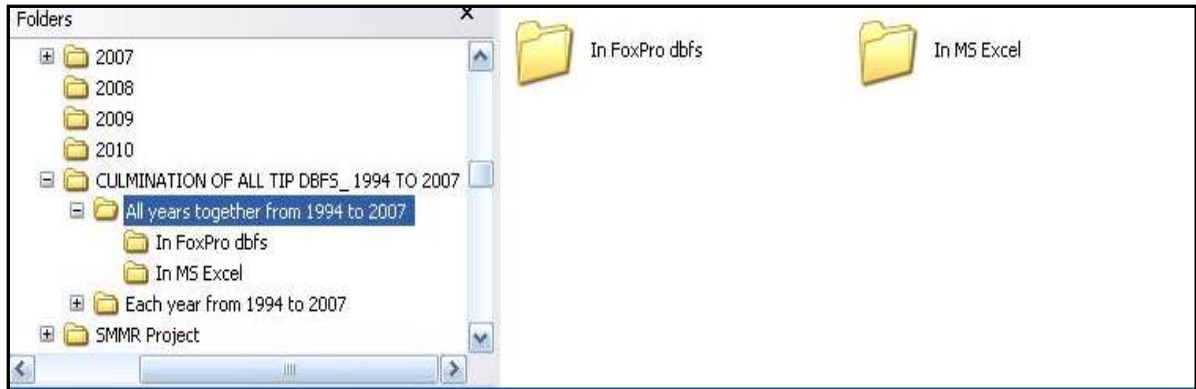
Merged data

Data in the TIP system from 1994 to 2007 were brought together and stored in the folder named 'Culmination of all TIP DBFS_1994 to 2007'. Below, the folder displays its contents:

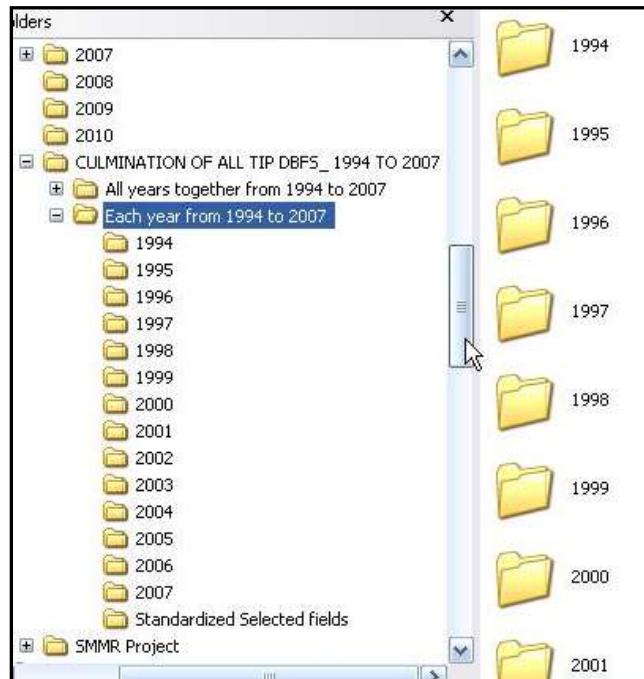


The following figure shows the make-up the "All years together from 1994 to 2007" subfolder. This sub-folder is further divided into two (2) subfolders where TIP data is provided as a merger of all the years 1994 to 2007. In this case the data is available in the original FoxPro table structure (All TIP11.dbf together; all TIP12.dbf together; All TIP21.dbf together and so on. The same merged data is also converted to Excel.

Please note that the Excel data can only be accommodated in MS Excel 2007 and higher, since the 2003 Excel version does not have the capacity hold this quantity of records.



In this figure, each year between 1994 and 2007 is provided in the FoxPro format. TIP data tables (TIP11.dbf, TIP12.dbf, TIP21.dbf, etc.) are made accessible in each relevant folder.



The '*Standardised selected fields*' folder is composed of data files, derived from extracted data within TIP database, and kept in FoxPro. This is the same data you will find in sub-folders within 1994 to 2007 folders, except that the data found stored in '*Standardised selected fields*' folder is formatted in Foxpro.

SMMR Project folder

Data files in this folder are copies of the same found in the 1992, 1993, 1994, and 1996 folders.

Annex 4: Files description within new system

Year	Main Folder	Sub-folder	File	Description
1989	1989	_____	FOJE 1989; MARI 1989; PORT 1989; SASA 1989; STJO 1989; LATA 1989; NEWT 1989; POTT 1989; SCHE 1989	Catch and effort data organised by landing site and year. Original name (four letter-coded site) of file kept, but the year 1989 is added to the name.
1990	1990	All Sites 1990	BIDU 1990; FOJE 1990; MAHA 1990; NEWT 1990; POTT 1990; SCHE 1990; COLI 1990; LATA 1990; MARI 1990; PORT 1990; SASA 1990; STJO 1990	Catch and effort data organised by landing site and year. Original name (four letter-coded site) of file kept, but the year 1990 is added to the name.
		BIOC 1990	BIOCNIIV1 1990;	Detailed catch and effort for Bioche for the year 1990. Primary and secondary gear data in included
			BIOCNIIV2 1990	Detailed catch and effort for Bioche for the year 1990. Only primary gear data in is included.
		By Gear and Fishery	ATOTBIOC 1990; CATOFFS 1990; PUEBNET 1990; PUEDLIN 1990; PUEPOTS 1990; RESPUE 1990; CATCOPE 1990; CATPOTS 1990; PUECOPE 1990; PUEOFFS 1990; RESCATCH 1990	Original names of files kept, but the year 1990 is added for identification purposes. Name of file represents its category of species (fishery) and/or type of gear used in effort.
Sites Summary for 1990 Site_Date_ Boat_Species	DOMIV1 1990	Catch and effort data for all species at all sites from January to December 1990. Original file name is kept but "1990" added.		
1991	1991	BIOC 1991	BIOCNIIV1 1991	Detailed catch and effort for Bioche for the year 1991. Primary and secondary gear data in included
			BIOCNIIV2 1991	Detailed catch and effort for Bioche for the year 1991. Only primary gear data in is included.

Year	Main Folder	Sub-folder	File	Description
1991	1991	All Sites 1991	ATOTBIOC 1991; CATOFFS 1991; POTT1991; PUECOPE 1991; PUEOFFS 1991; SASA 1991; STJO 1991; CATCOPE 1991; CATPOTS 1991; PUEBNET 1991; PUEDLIN 1991; PUEPOTS 1991; RESPUE 1991; SCHE 1991; RESCATCH 1991	Original names of files kept, but the year 1991 is added for identification purposes. Name of file represents its category of species (fishery) and/or type of gear used in effort.
		Sites Summary for 1991 Site_Date_Boat_Species	DOMIV1 1991	Catch and effort data for all species at all sites from January to December 1991. Original file name is kept but "1991" added.
1992	1992	All Sites 1992	BIDU 1992; FOJE 1992; MAHA 1992; NEWT 1992; POTT 1992; COLI 1992; LATA 1992; MARI 1992; PORT 1992	Original names of files kept, but the year 1992 is added for identification purposes. Files represent catch and effort data at a given site.
		SSMR 1992	Detailed SSMR_in French;	Multiple worksheet file includes monthly and annual activity, catch composition; activity by gear etc. at he Soufriere/Scotts Head Marine reserve
			SSMRFISH 1992	Original names of files retained, but '1992' added for naming purposes. Catch and effort data for the period Aug – Dec, 1992, at Soufriere/Scotts Head Marine Reserve area
Souf SHead Inventory 1992	Souf SHead Inventory December 1992	Data and species inventory for the Soufriere/Scotts Head Marine Reserve, for December 1992		

Year	Main Folder	Sub-folder	File	Description
1993	1993	Souf SHead Inventory 1993	Souf SHead Inventory Dec 1993	Soufriere/Scotts Head Marine Reserve data and species inventory for December 1993
			Souf SHead Inventory June 1993	Soufriere/Scotts Head Marine Reserve data and species inventory for June 1993
		SSMR 1993	SSMRFISH 1993	Catch and effort data for the Soufriere Scotts Head, from Jan – Dec 1993
		-----	Tuna Fish Catch 1993	Site totals for tuna fish catch for the year 1993
1994	1994	Biological data 1994 [French]	Bioldum	Biological/aging data for various species. Original name of file kept
			Biomdum	Biological/length summary data for various species
			Pechdom (April to October 1994)	Biological data for DOM maybe put together for conference presentation. Original name of file kept
			Prisdum	Biological data. Original name of file kept
		Excel files and Queries	94CORYHI.QPR; SCOMAT94; CORYHI94; CORYHI94 pivot; 94SCOMAT.QPR	These files are in their original format and names. They are basically queries generated from TIP data and deposited into Excel for analysis.
		SSMR 1994	SSMR 1994	Catch and effort data for SSMRJan – Mar, 1994
		TIP Data	TIP Data for 1994	TIP Catch and effort data for 1994. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
Tip Data/TIP Tables	TIP11 1994; TIP12 1994; TIP13 1994; TIP21 1994; TIP31 1994; TIP41 1994; TIP51 1994	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1994'.		
1995	1995	All Sites 1995	BIDU 1995; CAPA 1995; FOJE 1995; MAHA 1995; NEWT 1995; POTT 1995; SASA 1995; CALI 1995; COLI 1995; LATA 1995; MARI 1995; PORT 1995; SALI 1995; SCHE 1995	Catch and effort, also with summary data for sites, from Jan – Dec, 1995. Original names of files are kept, with the year 1995 added for identification.

Year	Main Folder	Sub-folder	File	Description
1995	1995	Excel files and Queries	CORYHI95; SCOMAT95; CORYHI95.QPR; SCOMAT95.QPR;	These files are in their original format and names. They are basically queries generated from TIP data and deposited into Excel for analysis.
		TIP Data	Data for 1995	TIP Catch and effort data for 1995. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 1995; TIP12 1995; TIP13 1995; TIP21 1995; TIP 31 1995; TIP41 1995; TIP51; 1995	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1995'.
1996	1996	Access Files	1996 add fishery field; tip 1996	Original format and names of file kept. These are MS Access files created from TIP data files, mainly for the purpose of further manipulation.
		Excel Files and Queries	1996 TIP basic Query; Backup of 1996 TIP basic Query; 96 CORYHI.QPR; 96 SCOMAT.QPR; SCOMAT96.DBF; CORYHI96 By Months; Coryhi96; Coryhi96 By Months 94; SCOMAT96	Original format and names of files kept. Files appear to be data queried from TIP and extracted into MS Access for further manipulation.
		Gobert Report	RAPSTATS; CONTENTS	Gobert report on the project, entitled "Assessment and management of demersal fisheries of the Lesser Antilles.
		TIP Data	Data for 1996	TIP Catch and effort data for 1996. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 1996; TIP12 1996; TIP13 1996; TIP21 1996; TIP 31 1996; TIP41 1996; TIP51; 1996	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1996'.

Year	Main Folder	Sub-folder	File	Description
1997	1997	Access Files	1997_final	Data extracted from TIP into Access for further manipulation.
		Excel Files and Queries	1997 Basic query; Coryhi97; Coryhi.dbf; Scomat97.dbf; SCOMAT97.qpr; Coryhi97.qpr; Scomat97;	Original format and names of files kept. Files appear to be data queried from TIP and extracted into MS Access for further manipulation.
		TIP Data	Data for 1997	TIP Catch and effort data for 1996. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 1997; TIP12 1997; TIP13 1997; TIP21 1997; TIP 31 1997; TIP41 1997; TIP51 1997	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1997'.
1998	1998	Access Files	1998_final; MARI-98	Data for 1998 extracted from TIP into Access for further manipulation. 1998 Data for Marigot extracted from TIP into Access for further manipulation
		Excel Files and queries	1998 Basic Query; Coryhi98; Coryhi.dbf; Scomat98.dbf; Coryhi98.qpr; Scomat98; Scomat98.qpr	Original format and names of files kept. Files appear to be data queried from TIP and extracted into MS Access for further manipulation.
		TIP Data	Data for 1998	TIP Catch and effort data for 1998. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 1998; TIP12 1998; TIP13 1998; TIP21 1998; TIP 31 1998; TIP41 1998; TIP51 1998	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1998'.

Year	Main Folder	Sub-folder	File	Description
1999	1999	Access Files	1999_final	Data for 1999 extracted from TIP into Access for further manipulation. Original format and name of file kept.
		Excel Files and queries	1999 Basic Query	Original format and name of file kept. File is data queried from TIP and extracted into MS Access for further manipulation.
		TIP Data	Data for 1999	TIP Catch and effort data for 1999. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 1999; TIP12 1999; TIP13 1999; TIP21 1999; TIP 31 1999; TIP41 1999; TIP51 1999	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '1999'.
2000	2000	—	All records for 2000; 2000 Landings with Raised estimates; CBT 2000; DBL 2000; LYU 2000; NTN 2000; SSR 2000; BOE 2000; CHT 2000; FSJ 2000; MGT 2000; PMH 2000; STJ 2000	Basic catch and effort data (Date, Site, Gear, Species, Weight) in Excel organised by Site; Landings with raised estimates. Original formats and names of files kept.
		DBFS	BOE.BDF; CHT.DBF; FSJ.DBF; MGT.DBF; PMH.DBF; STJ.DBF; CBT.DBF; DBL.DBF; LYU.DBF; NTN.DBF; SSR.DBF	Basic catch and effort data in Foxpro table format, organized by Site.

Year	Main Folder	Sub-folder	File	Description
2001	2001	Access files	Tip2001; TIP 2001 analyses_20070710; TIO 2001_analysis	Data for 2001 extracted from TIP into Access for further analysis. Original format and names of files kept.
		Excel data and queries	By Site and Species (Sub folder)	Various catch and effort data files on individual species and sites formatted in Excel.
			TIP analysis 2001	TIP data extracted into Excel spreadsheet for the purposes of further analysis
		TIP Data/TIP Tables	TIP11 2001; TIP12 2001; TIP13 2001; TIP21 2001; TIP 31 2001; TIP41 2001; TIP51 2001	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '2001'
			2001catchdata (subfolder)	Various catch and effort data files on individual species and sites formatted in FoxPro.
		TIP Data	Data for 2001	TIP Catch and effort data for 2001. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
	-----	ICR 2001	Internal Memo re Institute of Cetacean Research (ICR) Survey	
2002	2002	Access Files	2002; 2002_analysis	Data for 2002 extracted from TIP into Access for further analysis. Original format and names of files kept.
		Excel Files and queries	2002; analysis 2002; basic 2002 query; QryTIP11; QryTIP11-12; QryTIP11-12-13-21; QryTIP11-12-13; tuna02; year 02	Original format and names of files kept. Data queried from TIP and extracted into Excel for further analysis
		TIP Data	Data for 2002	TIP Catch and effort data for 2002. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 2002; TIP12 2002; TIP13 2002; TIP21 2002; TIP 31 2002; TIP41	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP



			2002; TIP51 2002	standard format with the addition of '2002'
--	--	--	------------------	---

Year	Main Folder	Sub-folder	File	Description
2003	2003	Access Files	Tip 2003	Data for 2003 extracted from TIP into Access for further analysis. Original format and names of files kept.
		Excel Data and Queries	2003 analysis_dt_20060308; Basic Query 2003_20090717	Original format and names of files kept. Data queried from TIP and extracted into Excel for further analysis
		TIP Data	Data for 2003	TIP Catch and effort data for 2003. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format
		TIP Data/TIP Tables	TIP11 2003; TIP12 2003; TIP13 2003; TIP21 2003; TIP 31 2003; TIP41 2003	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '2003'
2004	2004	Access Files	TIP 2004 analyses; Tip 2004 analyses_20060710	Data for 2004 extracted from TIP into Access for further analysis. Original format and names of files kept.
		Excel Data and Queries	2004 analyses; 2004 analysis_dt_20060308; 2004 analyses_pivot table; 2004 basic query; Basic 2004 Q_20090717: Tip11; TIP11 2004; TIP13; TIP21; TIP 2004 Starting Query Basic Data; TIP 2004 Starting Query Basic Data Complete revised; 2004 Starting Query Basic Data Complete revised (best)	Data queried from TIP and extracted into Excel for further analysis. Original format and names of files kept
		TIP Data	Data for 2004	TIP Catch and effort data for 2004. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel

			spreadsheet format
		TIP Data/TIP Tables	TIP11 2004; TIP12 2004; TIP13 2004; TIP21 2004; TIP 31 2004; TIP41 2004; TIP51 2004
		SPSS	Output1.spo; TIP2004 analyses.sav; syntax1.sps

Year	Main Folder	Sub-folder	File	Description
2005	2005	Access Files	2005_in progress	Data for 2003 extracted from TIP and analyses in Access. Original format and name of file kept.
		Excel files and queries	2005 analysis; 2005 fish catch data; final Data Report; TIP11; TIP12; TIP13; TIP21; TIP31; TIP41; TIP51; TIP31 Query; TIP analysis 2005_20060329; vessel activity analysis	Data queried from TIP and extracted into Excel for further analysis. Original format and names of files kept
		TIP Data	Data for 2005	TIP Catch and effort data for 2005. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format
		TIP Data/TIP tables	TIP11 2005; TIP12 2005; TIP13 2005; TIP21 2005; TIP 31 2005; TIP41 2005; TIP51 2005	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '2005'

Year	Main Folder	Sub-folder	File	Description
2006	2006	Access Files	2006_final	Data for 2006 extracted from TIP and analyses in Access. Original format and name of file kept.
		Excel files and Queries	2006 Data Analysis; TIP11_edited; TIP2006analysis; TIP2006analysis_20070308; TIP2006analysis_20070308	Data queried from TIP and extracted into Excel for further analysis. Original format and names of files kept.
		TIP Data	Data for 2006	TIP Catch and effort data for 2006. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format
		TIP Data/TIP Tables	TIP11 2006; TIP12 2006; TIP13 2006; TIP21 2006; TIP 31 2006; TIP41 2006; TIP51 2006	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '2006'
2007	2007	Access Files	2007; Copy of 2007	Data for 2007 extracted from TIP and analyses in Access. Original format and names of file kept.
		Excel files and Queries	2007analysis; 2007 species analysis; All 2007 data; Fish Catch and Effort Database; qryBasicLandingsQuery	Data queried from TIP and extracted into Excel for further analysis. Original format and names of files kept.
		TIP Data	Data for 2007	TIP Catch and effort data for 2007. Fields were selected and queried from TIP data tables, as requested by the FD, and formatted in Excel spreadsheet format.
		TIP Data/TIP Tables	TIP11 2007; TIP12 2007; TIP13 2007; TIP21 2007; TIP 31 2007; TIP41 2007; TIP51 2007	TIP data tables with raw data converted from FoxPro to Excel. Naming of files follow the TIP standard format with the addition of '2007'
		XML etc.	Basic Query 2007	Data generated in XML format.

Year	Main Folder	Sub-folder	File	Description
2008	2008	-----	Landings for 2008	Catch and effort data 2008 extracted from the Trip2008v01-2 Access system and converted to Excel 2003 version spreadsheet format.
		-----	2008 landings edited	Catch and effort data 2008 extracted from the Trip2008v01-2 Access system and converted to Excel 2007 version spreadsheet format.
2009	2009	-----	Landings for 2009	Catch and effort data 2009 extracted from the Trip2008v01-2 Access system and converted to Excel 2003 version spreadsheet format.
		-----	2009 landings edited	Catch and effort data 2009 extracted from the Trip2008v01-2 Access system and converted to Excel 2007 version spreadsheet format.
2010	2010	-----	Landings for 2010	Catch and effort data for 2010 extracted from the Trip2008v01-2 Access system and converted to Excel 2003 version spreadsheet format.
		-----	2010 landings edited	Catch and effort data 2010 extracted from the Trip2008v01-2 Access system and converted to Excel 2007 version spreadsheet format.
Culmination of All TIP DBFS_1994 to 2007		All Years together	-----	-----
		<ul style="list-style-type: none"> In FoxPro dbfs 	TIP11; TIP12; TIP13; TIP21; TIP31; TIP41; TIP51	Each of TIP data table, from 1994 to 2007, merged together, (all TIP11s together, TIP12s together, TIP13s together etc.) and kept in original format.
			TIP 11 ALL YEARS.QPR	Sample of query which was constructed to extract the TIP data.
<ul style="list-style-type: none"> In MS Excel 	TIP11 1994 to 2007; TIP12 1994 to 2007; TIP13 1994 to 2007; TIP21 1994 to 2007; TIP31 1994 to 2007; TIP41 1994 to 2007; TIP51 1994 to 2007	Each of TIP data table, from 1994 to 2007, merged together, (all TIP11s together, TIP12s together, TIP13s together etc.) and converted to Excel format.		

Culmination of All TIP DBFS_1994 to 2007	Each year from 1994 to 2007	1994; 1995; 1996; 1997; 1998; 1999; 2000; 2001; 2002; 2003; 2004; 2005; 2006; 2007	Each date (year) named folder contains TIP data tables relative to the year. For the year 2000, the data is organised by Site. This original format (FoxPro) and names kept.
	<ul style="list-style-type: none"> Standardized selected fields 	Data for 1994; Data for 1995; Data for 1996; Data for 1997; Data for 1998; Data for 1999; Data for 2001; Data for 2002; Data for 2003; Data for 2004; Data for 2005; Data for 2006; Data for 2007;	Data queried from TIP data tables. Fields were selected as per request of the FD. This set of data is similar to that found in "TIP Data/Data for `year`" file, except that this set is kept in FoxPro.
SSMR Project	Gobert Report	Rapstats; Contents	Table of Contents and report on the ORSTOM project: Assessment and management of demersal fisheries of the Lesser Antilles – data collected from 1990 - 1992.
	SSMR 1992	SSMR 1992	Scotts Head/Soufriere Marine Reserve data and species inventory for 1992.
	SSMR 1993	SSMR 1993	Scotts Head/Soufriere Marine Reserve data and species inventory for 1993.
	SSMR 1994	SSMR 1994	Soufriere/Scotts Head Marine Reserve data and species inventory for 1994.
	-----	SSMR Report	Paper presenting a scientific analysis of the catch and effort data collected on fishing activity within the reserve over a period of eighteen months.
	-----	SSMR 1992 1993 1994	Culmination of different facets of the Soufriere/Scotts Head Marine Reserve inventory.