1. Opening of the meeting

The Chair, Ellen Fasmer, Norway, opened the meeting and welcomed the participants. All Contracting Parties were represented. NAFO Secretariat was represented by two participants. The list of participants is Annex 1 of this report.

2. Appointment of rapporteur

The Secretariat representative was appointed rapporteur.

3. Discussion and adoption of the agenda

The agenda was approved as circulated before the meeting. The agenda is Annex 2 of this report. The list of documents is Annex 3 of this report.

4. Data Exchange

4.1. Review of EPSC Switchover

The Secretariat presented Document AGDC 2013-02-18, noting that there are still shortcomings in the implementation of the EPSC. The cancelation of PSC form, the management of the designated national authorities and the conversation factors were all issues recently noted. The participants did not comment further.

4.2. Information from the NEAFC Secretariat on the status of VTI Pilot Project

The Secretariat presented Document AGDC 2013-02-20 and described the testing of the VTI pilot project.
The Secretariat made a demonstration on the state of the web-based service to be used by FMCs. Participants considered that it is an important tool and that some additional FMCs will test it soon. Participants inquired on the next steps of the project and the Secretariat informed that there are still some minor technical issues outstanding. PECCOE will need to decide on how to proceed.

5. **Documents referred by PECCOE for discussion**

The Chair noted that there were no documents received from PECCOE since last AGDC meeting. Documents sent by AGDC to PECCOE after AGDC 2013-01 will most likely be discussed on the October PECCOE meeting and will if needed return to AGDC on the AGDC October meeting.

6. **Documents referred by STACTIC for discussion**

The Chair introduced Document AGDC 2013-02-22. NAFO participant informed that STACTIC inter-sessional meeting looked at data security and confidentiality developments in NEAFC and decided that it will continue to monitor NEAFC developments.

7. **NEAFC - ERS/Electronic logbook issues**

The Chair introduced Document AGDC 2013-02-17 noting that it is still a draft report of the latest AHWGERS meeting earlier in June. One of the annexes to the report has data-element tables referred to AGDC for advice. Participants asked if PECCOE has already taken a decision on the ERS system architecture. The Secretariat noted that there are two possible system architectures and that CPs will continue discussions. The Chair noted that work done before PECCOE takes a decision on the final architecture may be premature. Some participants expressed the view that some work could be done on the data-element’s tables either clarifying and/or confirming codes or providing new codes and definitions when they are non-existent. Views were expressed that NAF coding may not make much sense in an XML based system, since investing large sums to get the same result as before does not make sense. Participants compared different existing technical solutions on the present ERS and the possible way forward both at “business” and “transport” levels.

8. **Security and confidentiality issues (Recommendation 11:2013 ISMS)**

The chair introduced Recommendation 11: 2013 on Information Security Management System (ISMS) for NEAFC.

8.1. Objective

Participants did not comment on this issue.
8.2. Scope

Participants did not comment on this issue.

8.3. Risk management

Participants noted the eventual need to have an external audit once the ISMS is in place. The Chair commented that the Secretariat will play an important assistance role on evaluating ISMS but all CPs should be involved. If considered necessary an external audit will be programmed.

8.4. Security Policy

Participants did not comment on this issue.

8.5. Security Guidelines

Participants did not comment on this issue.

8.6. Organisation of Information Security

8.6.1. Internal Organisation

Participants questioned the tasks of the Secretariat and of the security system administrators. The Chair noted that a guideline will explain in more detail the responsibilities and tasks of the administrators.

8.6.2. External Parties

The Secretariat presented Document AGDC 2013-02-8 rev1. Participants discussed responsibilities on ownership and licensing issues for data/information available in the public website. Issues of data/information usage by the public and the acknowledgment to sources of data/information were also raised. The agreed modified text is Document AGDC 2013-02-8 rev2.

The Secretariat introduced Document AGDC 2013-02-9. Participants agreed to minor amendments and it is now Document AGDC 2013-02-9 rev1.

8.7. Asset Management

8.7.1. Responsibility for Assets

The Chair introduced Document AGDC 2013-02-13 noting that this document will not be a recommendation because it is a list of Secretariat assets and it will be presented to the Annual Meeting for information. The participants agreed on the text of the document.
8.7.2. Information Classification

The Chair introduced Document AGDC 2013-02-10 rev1 noting that it is linked to Document AGDC 2013-02-15 on the classification of data types, transmission media and data storage. This table is the base for PECCOE, who are tasked with assigning risk levels to the different types of data/information. The participants noted the different “transmission types” and “data classification”.

Participants discussed at length some technical aspects of the classification of data/information and the differences of its classification on storage, transmission and access.

The Secretariat noted that CPs should fully understand the consequences that a higher security classification will have on the restrictions of data transmission (i.e. REB vessels catch data sent by email).

Some definitions were amended and the text re-worded for clarity. The amended version is Document AGDC 2013-02-10 rev2.

The Secretariat presented Document AGDC 2013-02-11 listing the information presently available to the public on the NEAFC website. The Secretariat explained the different procedures for user registration and the validation mechanisms in place (i.e. confirmation by CP), vessels operators (PSC) and the public.

Participants approved Document AGDC 2013-02-10 rev3 (that includes Document 11 as an annex). This new document will be sent to PECCOE with an explanatory note from the Chair.

8.8. Human resources security

The Secretariat introduced Document AGDC 2013-02-12 rev1 and the participants discussed the responsibilities of the Secretariat described in the guideline. Amendments were proposed and Participants agreed that the Secretariat should get advice and revisit the ISO standard, amend the document and circulate it before AGDC October meeting.

The Chair introduced Document AGDC 2013-02-21 that is also relevant for this issue. Amendments were agreed and the amended document is now Document AGDC 2013-02-21 rev1.

8.9. Physical and environmental security

Participants took note of Documents AGDC 2013-02-14 and AGDC 2013-02-19 and no additional amendments were done.

8.10. Communications and operations management

The Chair introduced Documents AGDC 2013-02-15 and AGDC 2013-02-16 rev1. Participants agreed to amend Document AGDC 2013-02-16 and it is now rev2. The Participants agreed to amend Document AGDC 2013-02-15 and it is now rev2.

The Secretariat was instructed to crosscheck Document AGDC 2013-02-16 rev2 with other relevant documents, review it and circulate it and AGDC 2013-02-15 rev2 before AGDC October meeting.
8.11. Access Control

The Secretariat introduced Document AGDC 2013-02-3 rev1 explaining the present situation of user subscriptions to the website. Participants required some clarifications. Participants agreed to amend the document and it is now Document AGDC 2013-02-3 rev2.

The Secretariat introduced Document AGDC 2013-02-4. The participants agreed to it and no amendments were made.

8.12. Information systems acquisition, development and maintenance

The Chair introduced Documents AGDC 2013-02-5 and AGDC 2013-02-6. These documents were already presented to the previous meeting and the Participants had no further comments. The Secretariat noted that PECCOE will address the amendment of Appendix I to Annex IX on its October meeting.

The Chair noted that Document AGDC 2013-02-21 was already amended in agenda item 8.8 and is now Document AGDC 2013-02-21 rev1.

8.13. Information security incident management

No documents presented, but the Participants were very concerned that the documents listed under other points must make it clear that all security incidents must be logged and taken care of.


The Secretariat introduced Document AGDC 2013-02-7 rev1. Participants agreed to some minor amendments and it is now Document AGDC 2013-02-7 rev2. The Secretariat will receive additional advice from CPs experts and will circulate the new document before AGDC October meeting.

8.15. Compliance

Participants did not comment on this issue.

9. Management of the North Atlantic Format

The Chair informed on recent developments. NAFO Secretariat is renewing the effort of managing the NAF website. New additional information on the use of NAF will be added to the site. The chair encouraged Participants to send codes already used to postmaster@naf-format.org, so that a general overview of codes in use is possible. The NAFO Participants confirmed the intention to review and improve the data in the NAF website. This e-mail will be read by Matt Kendall NAFO.

9.1. Information about UN/CEFACT work to develop a new standard for ERS

EU Participant presented an overview of the project of fisheries data standardisation and harmonisation under UN/CEFACT. The presentation and additional documents will be available to participants in addition to the meeting documents.
10. AGDC as a joint NAFO/NEAFC group

The Chair introduced this issue resuming the last meeting of the WG NAFO/NEAFC AGDC.

10.1. Assessment of the role of a new joint group within Recommendation 11:2013 (ISMS)

The Chair invited Participants to review the tasks assigned to AGDC by Recommendation 11:2013 and make sure that the new JAGDM would be in a position to take decisions, even when those decisions only affect one of the organisations. Participants agreed that problems of consensus on advice to be given may theoretically occur, but this is unlikely. Issues specific to one organisation may be dealt with by organising agendas in a way that different participants would be present when relevant issues are discussed.

The Participants agreed that Recommendation 11:2013 assigns tasks to AGDC that may be performed by the new joint NAFO/NEAFC group without problems.

Obviously some logistical issues will have to be addressed at the inception (i.e. documents lists in both websites or just in one?).

11. Any other business

No other business was addressed by the Participants.

12. Report to the 2013 Annual Meeting

Participants agreed that the Chair will distribute a draft report prepared by the Secretariat for comments and the final version will be based on the comments received from participants.

13. Date and place of next meeting

It was confirmed that next meeting will take place on the 2 October in the Cavendish Conference Centre in central London.

14. Closure of the meeting

The Chair closed the meeting at 1600H on 26 June 2013.