

DMSWG January 29, 2008 Telephone Conference Summary (2:00-3:00 PM Eastern)

Members in attendance: Kathy Knowlton, Lauren Dolinger Few, Mike Quach, Patty Zielinski, Rob Andrews, Scott Sauri, Vivian Matter

This conference call was limited to only a few members of the DMSWG, with Rob Andrews also in attendance, to discuss regional coordination in the Pacific Islands related to uploading information for Project #1.

- Chair opened with review of purpose – need to decide if we will use a NMFS contractor or JIMAR for collecting Pacific Islands recreational data collection methods information for Project #1. In a previous email, M. Quach had suggested using the Joint Institute for Marine and Atmospheric Research (JIMAR) program at the University of Hawaii to provide staffing via a grant from NMFS. R. Andrews expressed a preference for using their current open contract with Oak Management. Through that contract, we could specify an individual if M. Quach had one in mind and simply be billed for staff time and travel. It is more direct and quick, both essential given the time constraints of getting a person started ASAP (project completion date is end of March).
- **Action Item: M. Quach will make preliminary inquiries to see if there are any individuals already known to them that can be *quickly* hired for this project. DONE** Otherwise, inquiries will need to come through Oak Management.
- The contract staff person will be housed in M. Quach's office (WPacFIN) and be directly supervised by him.
- **Action Item: By Monday, February 4<sup>th</sup>, 2008, M. Quach will draft a Task List with a description of specific tasks (e.g., list programs, expected travel, predicted time necessary for each task, etc.) to be accomplished by the contract staff person. DONE (2/19/08)**
- M. Quach stated that personnel at the WPacFIN office have some of the information (mostly technical, mainly database structures and simple programming technical documents) so they can be of limited assistance to the contract person. However, they do not have information on survey design, data collection methodologies and protocols. Travel to various Pacific Islands is expected as necessary since those gaps in information can probably not be filled solely by phone and email contact.
- M. Quach will introduce the project and expected needs to contacts within the identified Pacific Islands. This should minimize potential confusion if multiple personnel from multiples agencies were to start contacting and requesting program information.
- V. Matter discussed the need for a training session for the MDMS webtool with the regional coordinators as soon as possible since S. Sauri will be on travel the week of February 4<sup>th</sup>. **Action Item: V. Matter will email regional coordinators for training conference call end of this week. DONE**
- The Chair discussed the need for a WG conference call, probably in early March, to review Project #1 progress, introduce the entire WG to the MRIP Data Management and Standards database (MDMS) interface, and plan the date and location for a

possible April WG meeting to initiate Project #2. **Action Item: The Chair will contact V. Matter during the last week of February for a Project #1 progress report such that the WG conference call can be planned. DONE (2/25/08)**

- **Action Item: The Chair will request via email to P. Pate the OT pursue additional WG members from the Pacific States be added.** As Project #1 had progressed, it has become clear that we need representation on this WG from the Pacific States. **DONE via email from P. Pate recommending Wade Van Buskirk from the Pacific States Marine Fisheries Commission (2/15/08).**
- S. Sauri asked if the group thought additional analytical assistance would be needed for the results of Project #1. When we initially planned the budget, a database with the ability to query was not envisioned. R. Andrews stated there would be no immediate request for additional projects, so any necessary funding would need to come from current allotment. **Action Item: The Chair will note this issue and the need to discuss it with the entire WG during the March conference call. DONE via Parking Lot.**