

## Secretariat Status Report

*The meeting is invited to review the short outline of issues of importance, and tasks carried out in the Secretariat, during 2013.*

### Common/Integrated Monitoring

On 2 May ICES, jointly with HELCOM and OSPAR submitted a letter to DG MARE, copying DG ENV and DG R&I, addressing the use of the European Maritime and Fisheries Fund (EMFF) for integrated surveys in the European seas. A response was received 3 October, encouraging better coordination and planning at a regional level, and in the case of surveys leading to, for example, optimal use of research vessels. The letter invited further discussions on the issue. A copy of both letters is attached.

On 5 June ICES provided a feed-back to an EU/DG MARE consultation on the data needs for the DC-MAP, (available on the Council Groupnet site in the background documents folder).

A June special request addressed the need to develop new indicators to track and guide the management of the effects of fisheries on the ecosystem and so aid in the implementation of the Marine Strategy Framework Directive (MSFD; [http://www.ices.dk/sites/pub/Publication%20Reports/Advice/2013/Special%20requests/EU\\_impact\\_of\\_fisheries.pdf](http://www.ices.dk/sites/pub/Publication%20Reports/Advice/2013/Special%20requests/EU_impact_of_fisheries.pdf)).

These will form the basis for the development of an ICES position paper that is being drafted and will be circulated for Council input and approval early in 2014.

### Meetings with the European Commission

The ICES President, General Secretary, Head of Advisory Programme, Head of Science Programme, and relevant professional staff travelled to Brussels in February to meet with DG Environment, DG Mare, and DG Research & Innovation respectively to discuss future work. Follow-up meetings are planned for mid-November where some of the issues to be discussed include: MoU renewal, resources and workload, ICES Strategic plan, research priorities, and trans-Atlantic cooperation.

### Large Marine Ecosystem Project

Strengthening global governance of Large Marine Ecosystems and their coasts through enhanced sharing and application of LME/ICM/MPA knowledge and information tools" GEF project. After many years of waiting, the LME project has now reached the final stages of preparation, with an anticipated start in July 2014. IOC/UNESCO is foreseen as the implementing agency, with partnership of NOAA, IUCN, ICES, Conservation International, and UNDP. ICES is foreseen to play a role as a co-designer of LME governance mechanisms and relevant decision support tools, as well as a coordinator of capacity building / training

programme for LMEs. Implementing the project will position ICES in the global LME community, boost ICES training programme and create linkages with other ICES strategic initiatives (e.g. by broadening the scope of ICES science, responding to the needs of ecosystem approach to management of human activities). In July 2013 the ICES Bureau re-affirmed a general mandate for the Secretariat to proceed with participation in the project development.

### **Black Sea and Mediterranean cooperation**

On 21 June the General Secretary, Anne Christine Brusendorff participated in a meeting in Sofia, to discuss a possible role for ICES in the Black Sea, specifically as a contribution to the implementation by Romania and Bulgaria of the EU MSFD. Several issues within the core competence of ICES were raised (especially the training programme), and while emphasizing the readiness of ICES to cooperate in the region, a request from EU/DG Environment would be needed prior to any further work being defined.

A similar meeting was arranged in the Mediterranean 9 July, no ICES representative (none of the Council members in the CSGMSFD were available, and due to the short notice a broader request to remaining Council members was not issued) was able to participate. The Secretariat conveyed a similar message regarding the readiness of ICES to cooperate in the Mediterranean region.

### **Human resources;**

#### **SCAR–fish report/EFARO**

A document titled “Management of a limited resource pool of experts available to the ICES Advisory Process – a new approach”, was developed as an input to the SCAR-Fish report and described the decision by ICES to invest, through equity, in a Resource Coordination Tool.

In the document (attached) ICES acknowledges the importance of a more efficient and effective use of the limited number of experts in the advisory process, and the need for a continuous dialogue between expert resource providers, expert resource users, and those who request advice.

As a first step in this process, towards dealing with a problem, that has been around for a long time, the document outlines how the ICES member countries have financially committed to the development of a new ICES Resource Coordination Tool (ICES RCT). This is found by ICES to be the most simple and least bureaucratic way to deal with the issue at stake, and thus avoiding the establishment of complex procedures in situations where more simple means can be used. In addition, the document explains how the tool could also allow comparison of resource use in other organizations involved in the advisory system (e.g. the STECF). This process could identify potential duplication and find efficiencies between organizations.

For this reason, and wanting to see the outcome and effects of the ICES RCT, before committing to new structures, it is stated that ICES cannot support the revised SCAR-Fish proposal to establish a new Advisory Management Secretariat (AMS)/ Resource Management Secretariat.

## Secretariat

### Streamlining of working procedures and tools

The ability of ICES to remain responsive and productive, while still producing quality science and assessment reports is under great strain as resources across the ICES community are stretched. Better working tools and processes are one element that the Data and information services can help facilitate to ensure that science experts are able to utilize their time in the advisory and science processes as efficiently as possible. Following the August 2013 Council decision to support the development of IT tools through equity, the following work is underway:

- **Groupnet-(SharePoint)-** meeting portal migration that has over 5,000 registered users (i.e. scientists, stakeholders, and clients that collaborate on documents and meetings as part of the ICES activities) is underway. Some sites have already been moved and all sites are expected to be moved to the new environment by December 2013.
- **RA-CMS (Report and Advisory Content Management System)-** was trialled with a selection of advisory processes this year with a view to upgrade the working methods for the entire production of advice in ICES. In connection with this, the revision of the standard graphs, to an online facility including a more robust database to support the advisory stock outputs is being readied for implementation in 2014.
- **Resource Coordination Tool -**A need for a new tool has been identified to ensure that human resources from the marine institutes that support the ICES and STECF systems are allocated in the optimal way. A project manager has been appointed and work has begun to define the needs, technical specifications, and workflows to develop the component parts of the new tool. The aim is to have the new tool ready for use in 2014 to use in work and resource planning for the 2015 advice season.

### News on staff

The total number of people employed in the ICES Secretariat on 1 October 2013 was 52.

#### Newcomers 2013

##### Within Administration:

- Jan Holst was employed on 1 January as Technician (4 years)
- Kirsten Gudmandsen was employed on 1 August as Finance Officer (4 years)

##### Within the Advisory and Science Programme:

- Inigo Martinez was employed on 14<sup>th</sup> October as Professional Officer (4 years)

##### Within Data and Information

- Georgio Koskiniatis was employed on 1 February as IT System Administrator (4 years)

#### Within **Publications**

- Simon Cooper was temporarily employed during Celine Byrne's maternity leave (12 months)

#### **Staff leaving the Secretariat in 2013**

We said good bye to the following staff members in 2013

- In August, Gregers Juel Jensen ended his 4-year term as Finance Officer (replaced by Kirsten Gudmandsen)
- In October, Søren Anker Petersen completed his contract having completed all tasks related to the set-up of the training programme.
- Diane Lindemann will retire by the end of December 2013.

#### **Temporary staff/short contracts**

Isabella Scheller short-term Assistant to the development of the Website (January–February)

Ole Torrisen from the Marine Institute in Bergen has started as visiting scientist, for an initial period of one year, with the aim to facilitate the ICES work in the field of aquaculture.

#### **Trainees in 2013**

Marine Mathias 2 month internship within Communications

Edwin Nagtegaal 4 month internship (support the preparation of the ICES Ecosystem Overviews)

#### **In Addition:**

With upcoming retirements the following adjustments have been made in the Secretariat:

- Anna Davies will take over as ASC coordinator, after Görel Kjeldsen, and in her full time position, also function as the Training Coordinator.
- Jannica Haldin will take over as Assisting Secretary in the Advisory Programme after Diane Lindemann.

The vacant position within the Advisory Programme will be advertised in November and with a starting date 1 January 2014.

#### **Secretariat plan**

The draft Secretariat plan continues to be developed and edited and will be submitted for Bureau approval in February 2014.

## Welcome Guide

A guide, dealing specifically with the issues of visa, residence, and working permits, CPR and CDR numbers, as well as rights to social benefits, for ICES staff is under development, following up on the meeting with the Danish Ministry for Foreign Affairs. This guide is intended as part of a broader welcome guide to staff in the ICES secretariat.

## Communications

Communications activities in 2013 have focused on the new website, which was launched in February. The website was redesigned and restructured, giving ICES a fresh, scientific face. The website is the main information and news source on ICES. The website slider and different campaign modules on the front page and top menu landing pages provide a highly visible opportunity to highlight strategically important topics. News articles on the “News and Events” section provide a new opportunity to communicate about ICES work on a continuous basis.

The website library section currently holds over 14,000 publications, including the entire ICES Marine Science Symposia (MSS) publication series from 1903 to 2003. CM-documents from 1952 onwards are expected to be available in the library by early 2014. Feedback continues to be received and changes are being implemented as part of continual improvement.

In order to constantly improve the site, and take into account comments from users, a letter was sent to SCICOM and ACOM, giving feed-back and outlining actions taken on comments received. A continuous dialogue and improvement of the website is encouraged, cf. attachment.

## ICES e-newsletter

The former newsletter *Inside Out* was revised in 2013 to reflect the new opportunities presented by the website. The new e-newsletter is a compilation of news articles published on the website. It is published six times a year and sent to nearly 700 subscribers. The objective is to offer the ICES and wider communities the latest, most relevant news from ICES.

## Press Releases

Press releases are sent out to the media contact list and published on the website. Six press releases have been issued so far in 2013. The topics include the MIRAC meeting, the BALTFIMPA project, ICES advice (catch advice as well as popular advice), the World Conference on Stock Assessment Methods (WCSAM) and the ASC 2013.

## Social Media

ICES has established itself in three social media platforms (LinkedIn, Facebook, and Twitter) with slightly different objectives and audience on each one. ICES communications staff monitors each platform.

## **Communications plan**

A new communications plan for the organization has been developed, for inclusion to the Secretariat Plan.

## **Publications**

**Annual Report:** The ICES Annual Report 2012 was published in April 2013 and 350 copies were printed. The report includes a new thematic approach, a new design, and the inclusion of French translations. The Annual Report 2013 will retain the new look and approach, but we aim to drastically reduce the page number by utilizing the website more.

**ICES Insight:** Issue no. 50 of ICES Insight was published September 2013, with 52 pages and 3000 copies. It has been redesigned to reflect the new ICES brand. A number of articles were solicited or volunteered from the ICES community.

**ICES Advice:** The collated ICES Advice books were printed for the last time in 2013. They will continue to be collated but made available and promoted in their digital format on the website.

**Popular Advice:** 108 popular advice sheets were made available on the ICES website at the start of July, and more will be released in October. The sheets have been redesigned to reflect the new brand. An ACOM subgroup and team from the secretariat developed an advice dictionary this year to facilitate better cohesion throughout the popular advice.