## Survey documentation for the Fishery Statistics Marine fish catch and landings

***Bangladesh Bureau of Statistics***

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***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes, and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

|  |  |
| --- | --- |
| Contact organization | Department of Fisheries (DoF), Ministry for Fisheries and Livestock (MoFL) |
| Contact organization unit | to be confirmed |
| Contact name | to be confirmed |
| Contact mail address | to be confirmed |
| Contact email address | to be confirmed |
| Contact phone number | to be confirmed |

**1.2 Statistical presentation**

|  |  |
| --- | --- |
| Data description | Fish catched by species (focus on Hilsa Tenualosa Ilisha) by landing site; inland and marine fisheries |
| Classification system | Landing site; type of fishing gear |
| Sector coverage | Marine fisheries |
| Statistical concepts and definitions | The purpose of the catch Assessment Survey of the Marine Industrial Fisheries (Trawler) is to collect catch and effort data of trawlers for compiling statistics on the monthly total catch of Trawlers by types of fishing (Shrimp trawlers, fish trawlers and mixed trawlers) and by species and their corresponding fishing effort such as the total number of fishing days. Fishing gears definitions are available at <http://www.fao.org/cwp-on-fishery-statistics/handbook/capture-fisheries-statistics/fishing-gear-classification/en/>. Concepts are defined on pages 8 and 9 of <http://fisheries.portal.gov.bd/sites/default/files/files/fisheries.portal.gov.bd/page/4cfbb3cc_c0c4_4f25_be21_b91f84bdc45c/2020-10-20-11-57-8df0b0e26d7d0134ea2c92ac6129702b.pdf> |
| Statistical unit | Vessel |
| Statistical population | Fishing vessels |
| Reference area | Dis-embarkment (landing) sites, Bangladesh as a whole |
| Time coverage | 1983 |
| Base period | N/A (data are presented for biennials) |

**1.3 Statistical processing**

|  |  |
| --- | --- |
| Source data | For Marine (Industrial) catch, use of forms MI-1, MI-2, MI-3 and MI-4. For Marine (Artisanal) catch, use of forms MA-1, MA-2, MA-3 |
| Frequency of data collection | The Inspector is to visit companies every month to see a recording of the fishing trip survey form and check completeness of the coverage of catch reports by comparing with the fishing trips recorded. |
| Data collection | The Inspector is to attend each arrival of trawlers from their fishing trip and request the captain to submit the completed catch report form. The Inspector should check the data reported in the form (Form -MI-1, MI-2 and MI-3), and if there is any deficit in the data, he should correct it by asking the captain. For artisanal fishing, a frame survey of the marine artisanal fisheries is being conducted preferably once every year. Sample landing centers: Sample landing centers are selected from larger centers for each type of gear as follows: • Gill net: Chattogram, Cox’s Bazar, Khulna. • Small size: Sandwip Island, Hatia Island, Kumira & Cox’s Bazar. • Long line: Jew fish long line: Three landing sites selected from jew fish processing plants in (Seasonal) Cox’s Bazar. • Seine net, Cast net and miscellaneous: The sea coast is divided into five sections as follows: (i) Cox’s Bazar, (ii) South of Chattogram, (iii) North of Chattogram, (iv) Sandwip Island, (v) Hatia Island in each section. |
| Data validation | The catch data are also to be checked with export data appearing on the invoice when it becomes available |

**1.4 Quality dimensions**

**Relevance**

|  |  |
| --- | --- |
| User Needs | N/A |
| User Satisfaction | N/A |
| Data completeness rate | N/A |

**Accessible and clarity**

|  |  |
| --- | --- |
| Release calendar access | NA |
| News release | NA |
| Publications | DoF. 2019. Yearbook of Fisheries Statistics of Bangladesh, 2018-19. Fisheries Resources Survey System (FRSS), Department of Fisheries, Bangladesh : Ministry of Fisheries and Livestock, 2019. Volume 36 : 135p. (<http://fisheries.portal.gov.bd/sites/default/files/files/fisheries.portal.gov.bd/page/4cfbb3cc_c0c4_4f25_be21_b91f84bdc45c/2020-10-20-11-57-8df0b0e26d7d0134ea2c92ac6129702b.pdf>) |
| On-line database | N/A |
| Micro-data access | N/A |
| Other | NA |
| Documentation on methodology | There is no separate document on methodology. Methodological notes are included in the Statistical Yearbook |
| Quality documentation | NA |

**Timeliness and punctuality**

|  |  |
| --- | --- |
| Timeliness and time lag - final results | N/A |
| Punctuality | N/A |

**Coherence and comparability**

|  |  |
| --- | --- |
| Comparability - geographical | N/A |
| Comparability over time | N/A |
| Coherence - cross domain | N/A |
| Coherence - internal | N/A |

**Accuracy and reliability**

|  |  |
| --- | --- |
| Overall accuracy | N/A |
| Sampling error | N/A |
| Non-sampling error | N/A |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
|  |  |  |

**3. Process documentation (for internal users)**

**3.1 General information**

|  |  |
| --- | --- |
| Goals/objectives in workplan/strategy | NA |
| Other goals | NA |
| Statistical program type | Administrative data program |
| Methodology (general) | **1. DESIGN OUTPUTS**NA**2. DESIGN VARIBABLE DESCRIPTIONS**NA**3. DESIGN COLLECTION**NA**5. DESIGN PROCESSING AND ANALYSIS**NA**6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| --- | --- | --- |
| Top management - HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc.) | Staff allocated for data capture tasks | NA |
| District office staff | NA | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

|  |  |
| --- | --- |
| Who is doing what | NA |
| Input | Admin data fishery |
| Output | NA |
| Methodology | See general information |
| Tools | NA |

**Data processing**

|  |  |
| --- | --- |
| Who is doing what | NA |
| Input | NA |
| Output | NA |
| Methodology | NA |
| Tools | NA |

**Data analysis**

|  |  |
| --- | --- |
| Who is doing what | NA |
| Input | NA |
| Output | NA |
| Methodology | NA |
| Tools | NA |

**Data dissemination**

|  |  |
| --- | --- |
| Who is doing what | NA |
| Input | NA |
| Output | NA |
| Methodology | NA |
| Tools | NA |

**3.3 Evaluation**

|  |  |
| --- | --- |
| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |