

# Terms of Reference for MRIP Survey Operations Team

November 5, 2018

## Goals

The SOT will oversee administration of, and advise the MRIP Program Management Team (PMT) on, survey operations to support National-level recreational fisheries data needs. The SOT will advise the PMT on topics relevant to the conduct of implemented survey methodologies and the management of information produced to meet MRIP standards. Under the direction of the PMT, the SOT will coordinate with the Research and Evaluation Team (RET) the implementation of certified survey designs, advise on developments in survey operations, and provide recommendations for regional survey data management and quality assurance.

Specific duties will include:

- Oversight and coordination of MRIP (APAIS, FES, FHTS, LPS) surveys administration.
- Oversight and coordination of funding vehicles for conduct of MRIP surveys.
- Application of MRIP standards in the implementation of certified survey designs.
- Review of quality assurance and quality control measures to address sampling and non-sampling error.
- Oversight and coordination of information management for survey data and statistics.
- Participation on PMT workgroups.
- Participation on recreational fisheries technical and data management committees, panels and subcommittees.
- Participation in regional implementation planning.

## Member Expertise, Roles & Responsibilities

Membership will include ST1 staff whose primary job duties involve survey operations and information management and recreational fisheries data and survey operations managers from ACCSP and the FINs. Additional members may be added to represent regional partners. Subgroups or other working groups may be established for specific roles and responsibilities as needed.

Standing membership: ST1, FINs and ACCSP, HMS.

The primary responsibility of the MRIP Survey Operations Team (SOT) will be oversight of MRIP survey operations, which include: survey administration; management of survey funding vehicles; data and deliverables management and processing. Team members will identify and raise for discussion any relevant topic or issue that may have significant impact to MRIP survey operations. Responsibilities of team members include:

- Advising the PMT on development of MRIP national priorities.
- Advising PMT on status of survey operations (day to day, funding/contractual, coverage).
- Maintaining knowledge of industry best practices and innovations.
- Communicating with MRIP teams and partners on MRIP survey operations.

## Communications and Reporting

A regular meeting schedule will be established by the Survey Operations Team. In addition, the Team will meet annually (by conference call or in person) to discuss data collection and support for survey operations at the national level. SOT membership will participate on regional and national level technical committees and advise the MRIP PMT on pertinent discussions of the status of regional survey operations. The SOT will coordinate with the PMT and RET to ensure that MRIP survey operations needs are given full consideration in the development of national implementation priorities.