



RCG's Secretariat



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Regional Coordination Groups

Virtual repositories and working spaces

An overview

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Virtual repositories and working spaces – An overview

1. Why this guide

The document provides an overview of the information repositories and virtual working spaces available for the use of the Regional Coordination Groups (RCGs), particularly those managed by the RCGs Secretariat. It describes the structure and type of content that can be found in each, and the main use and users foreseen for of each of them.

2. The basics

2.1. Repositories

A repository understood as a centralized digital storage space or platform designed to organize, manage, and retrieve documents or other information and data by a specific group of users. It serves as a one-stop-shop where the retrieval of relevant documents and information is expected quick and efficient.

For the RCGs network, repositories shall work like an *ad hoc* digital library, making the registered items searchable through indexing and tagging, and sharing a common coding among the users.

In this document (see section 3.1) it is also provided specific reference to on-line tools and sections making part of the RCGs website and other relevant sites, which can also be considered and are used as repository services.

2.2. Virtual working spaces

Virtual working spaces are online environments that allow people to carry out synchronic and/or asynchronous work together. There are several platforms and tools that have evolved to include many features that resemble the physical office, such as conference rooms, chat, document repositories, etc. These tools enable the setup of virtual working environments that foster connections and information exchanges, acting as the collaborative hub for remote teams.

In the context of the RCGs the virtual working spaces are essential tools given the disperse geographical distribution and the number of experts involved.

3. Overview

3.1. Repositories

3.1.1 RCGs Website

The [RCGs website](#) is a one-stop shop where to find all relevant information about RCGs.

On the website, you will find:

- Information about the [RCGs](#) and [ISSGs](#)
- the RCGs [news](#) section and [newsletter](#)
- the info hub with the [stakeholders database](#), and the [agreements repository](#)

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- information on projects
- the RCGs [calendar](#)

Hereunder we list the main repositories:

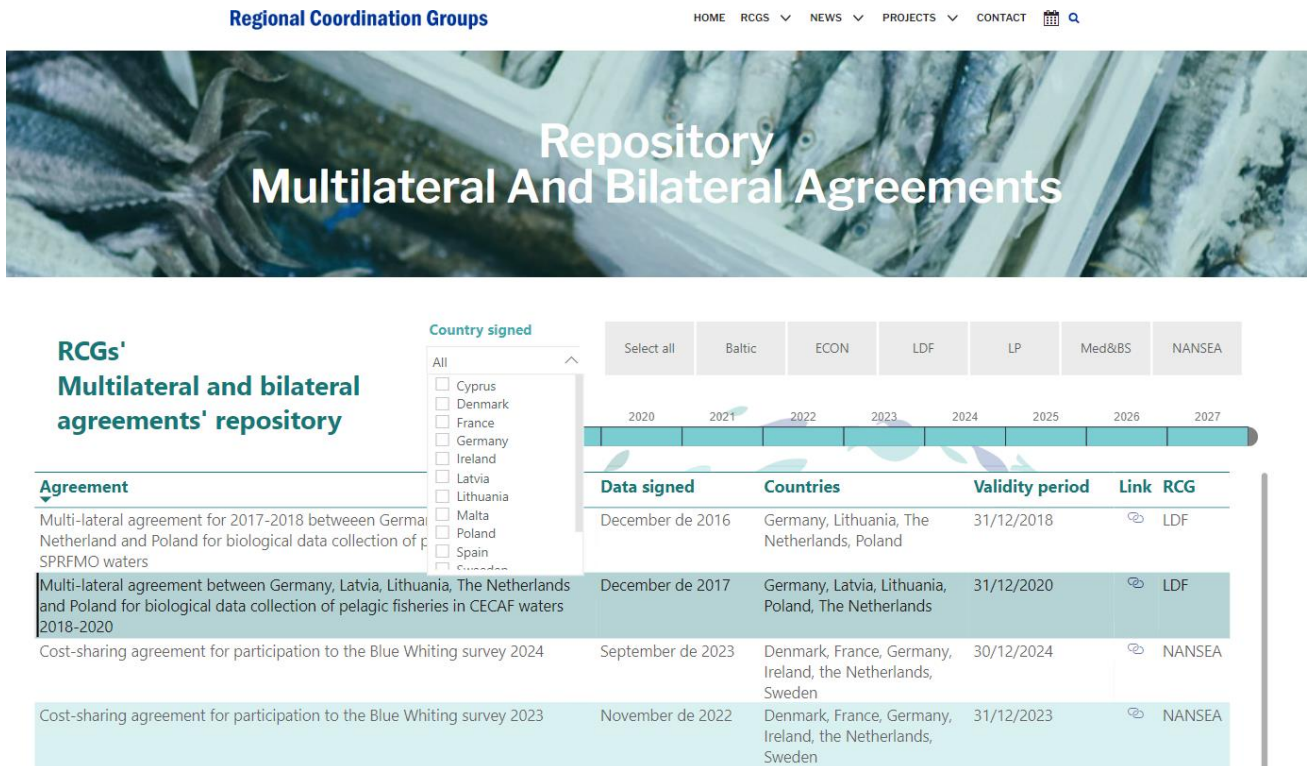
a. *Multilateral and Bilateral Agreements' Repository*

Main users:	MS experts; RCGs network
Purpose:	i) Agreements are easily searchable and accessible; ii) To provide a common reference for each agreement so Member States (MS) can use identical references in their respective National Work Plan (NWP) or in Regional Work Plans (RWP).
Privacy:	Open access, RCGs website

The [RCGs Multilateral and Bilateral Agreements' Repository](#) was conceived to store and keep a common updated record of the data collection agreements between Member States coordinating their activities in a given sea basin.

The multilateral and bilateral agreements' repository can be accessed from the RCGs website through the following link: [RCGs Multilateral and Bilateral Agreements' Repository](#)

The repository allows for filtering by Member States, by RCG, or for a validity period by simply clicking on the different options (see Figure 3.1.1a).



Regional Coordination Groups HOME RCGS NEWS PROJECTS CONTACT

Repository Multilateral And Bilateral Agreements

RCGs' Multilateral and bilateral agreements' repository

Country signed

- All
- Cyprus
- Denmark
- France
- Germany
- Ireland
- Latvia
- Lithuania
- Malta
- Poland
- Spain
- Sweden

Agreement

Multi-lateral agreement for 2017-2018 between Germany, the Netherlands and Poland for biological data collection of pelagic fisheries in SPRFMO waters

Multi-lateral agreement between Germany, Latvia, Lithuania, The Netherlands and Poland for biological data collection of pelagic fisheries in CECAF waters 2018-2020

Cost-sharing agreement for participation to the Blue Whiting survey 2024

Cost-sharing agreement for participation to the Blue Whiting survey 2023

Data signed **Countries** **Validity period** **Link** **RCG**

Select all	Baltic	ECON	LDF	LP	Med&BS	NANSEA	
2020	2021	2022	2023	2024	2025	2026	2027
December de 2016	Germany, Lithuania, The Netherlands, Poland	31/12/2018	🔗	LDF			
December de 2017	Germany, Latvia, Lithuania, Poland, The Netherlands	31/12/2020	🔗	LDF			
September de 2023	Denmark, France, Germany, Ireland, the Netherlands, Sweden	30/12/2024	🔗	NANSEA			
November de 2022	Denmark, France, Germany, Ireland, the Netherlands, Sweden	31/12/2023	🔗	NANSEA			

Figure 3.1.1a. Overview of the Multilateral and Bilateral Agreements' Repository.

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b. Stakeholders' database

The [stakeholders' database](#) contains contact details of stakeholders in the Data Collection Framework Regional Coordination Groups; e.g. National Correspondents (NCs), national experts, RCG chairs, Intersessional sub group (ISSG) chairs, European Commission (EC), observers and end users.

Main users:	RCG Secretariat; RCG network
Purpose:	To streamline communications in the planning and execution of administrative tasks: maintaining accurate and updated contact details and stakeholders' engagement history; facilitating a targeted messaging for enquiries, announces of important initiatives and the sending out of invitations to events, among others.
Privacy:	Open access, RCGs website; Logging system for front and back office, RCGs website

The database allows to identify participants of different stakeholders' groups or subgroups such as RCGs, ISSGs and end users. It is an important tool to streamline communication within the RCGs network and among them and the RCGs end users. It has a [front office](#) and a [back office](#). The [front office](#) is foreseen for the stakeholders to manage their own profile information. The back office is managed by the RCGs Secretariat.

[Stakeholders database guidance document](#)

c. Projects

The RCGs website has a dedicated section on [projects](#) related to fisheries data collection and initiatives aimed at strengthening regional cooperation around fisheries data collection. Information on current projects and [finished projects](#) can be found in corresponding sub-sections.

Main users:	RCG network; end users; general public
Purpose:	Provides an overview of projects related to fisheries data collection and to the projects' outputs
Privacy:	Open access, RCGs website

Current content, of this website section is listed below, covering both on-going projects and finished ones.

Current/on-going projects

[RDBFIS](#) “*Hosting, maintenance and further development of the RDBFIS*”

The main aim of the study is to work on the hosting, maintenance, fine-tuning and/or further development of the end product of the regional grant MARE/2020/08, [Med&BS RDBFIS](#) and to become the regional database of Mediterranean and Black Sea EU fisheries data.

Finished projects

[SECWEB](#) “*Developing mechanisms to support the planning and execution of administrative tasks and the branding and online visibility of the Regional Coordination Groups (RCGs), with the aim to establish a long-term supportive structure*”

[Med&BS RDBFIS](#) “*Development of the regional database for the Mediterranean and Black Sea*”

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FISHN'CO “Strengthening EU-MAP data collection by developing Regional Work Plans for the Regional Coordination Groups (RCG) NANSEA, Baltic, Large Pelagics and Economics Issues”

STREAMLINE “Streamlining the establishment of regional work plans in the Mediterranean and Black Sea”

3.1.2. DCF website

The DCF website is the official EC website for all communication concerning the DCF.

On this website, you will find:

- information on the DCF legal framework;
- contact details to the DCF national correspondents;
- national work plans and annual reports;
- the data transmission monitoring tool (DTMT, restricted access) and guidelines;
- information on data calls, deadlines, variable definitions, disaggregation levels and uploading procedures;
- access to the uploading facilities and data dissemination platforms for the experts and the general public;
- guidelines for drafting and assessing the work plans and the annual reports;
- templates for the work plans and the annual reports;
- template for data requests;
- information on the regional coordination, meetings and grants;

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The DCF website is a very important source of information in the context of the RCGs. In it, there are a number of repositories of special interest that we list hereunder.

Main users:	RCG experts; end users; EU COM
Purpose:	To grant access to templates and guidelines; Access to work plans and annual reports
Privacy:	Open access, DCF website

Work Plans and Annual Reports

The National Work Plans and Annual Reports are prepared by the MS, screened by independent experts and subject to evaluation by STECF in two dedicated annual meetings. On the basis of the proposals by STECF, DG MARE approves the work plans and annual reports.

Work Plans

Repository of Regional Work Plans (since 2005), national Work Plans (since 2017), and national programmes (2005-2016).

Annual Reports

Repository of Annual Reports, submitted by member states since 2004.

WP/AR templates

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Guidelines and templates for drafting Work Plans and Annual Reports.

WP/AR assessment

Guidelines for Work Plan and Annual Report assessment by STECF.

3.1.3. STECF website

The Scientific, Technical and Economic Committee for Fisheries (STECF) is a scientific body that shall be consulted, where appropriate, on matters pertaining to the conservation and management of living marine resources, including biological, economic, environmental, social and technical considerations.

The mandate of the STECF includes the provision of advice on any matter relating to marine and fisheries biology, fishing gear technology, fisheries economics, fisheries governance, ecosystem effects of fisheries, and aquaculture. More specifically, it also includes multi-annual management plans, measures relating to landing obligations, mixed fisheries management, the position of the EU at international fisheries organisations as well as sustainable fisheries partnership agreements with third countries¹.

The STECF website is the official EC STECF website.

On the website, you will find:

- STECF news and DG MARE data calls news and communications
- Information on meetings
- Final reports
- Data dissemination tool

Main users:	RCG experts; end users; EU COM
Purpose:	To access reports and data used and published by STECF
Privacy:	Open access, STECF website

Final reports

The final reports section includes all the reports released by the STECF and its predecessor, the STCF. Reports are sorted in categories. Reports released before 2005 are accessible in the category “historic report” and will date back to the 1980s.

Data dissemination

The JRC data dissemination tool provides access to data submitted by EU Member States to the European Commission under the provisions of the Data Collection Framework (Regulation (EC) 199/2008). Such data have been used by the STECF to respond to requests for advice from the European Commission and are made freely available via this dissemination tool in aggregated form for ease of access.

¹ European Commission (2016) Commission Decision of 25 February 2016 setting up a Scientific, Technical and Economic Committee for Fisheries (2016/C 74/05). Off J Eur Union C 74: 4–10

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3.2. Virtual working spaces

There are several virtual working spaces of common use among the RCGs community; some of these working spaces are restricted to RCG chairs and some are used by RCG experts.

3.2.1 RCGs Secretariat Team on CETMAR's environment (on Microsoft Teams)

CETMAR has a dedicated team for the RCGs Secretariat on Teams, which is organised in channels. Each Regional Coordination Group (RCG) has a dedicated private channel (Figure 3.2.1.1).

Main users:	RCG's chairs; RCGs Secretariat; DG MARE
Purpose:	Store RCGs master files; Co-editable working space available for chairs
Privacy:	Right protected; access rights are granted by the RCGs Secretariat

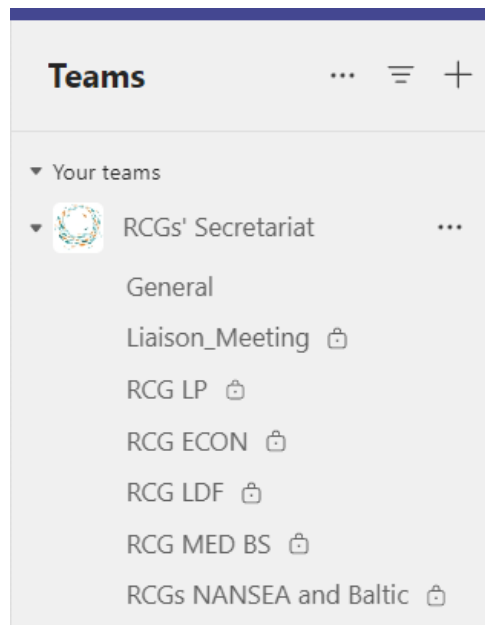







Figure 3.2.1.1. Overview of the RCGs Secretariat team: RCG LP; RCG ECON; RCG LDF; RCG MED_BS; RCGs NANSEA and Baltic.

These are all private channels; i.e., the RCGs Secretariat is responsible for granting access rights to RCG chairs, DG MARE team members and, in some cases, to RCG experts (normally to a specific folder of their interest).

- RCG LP 
- RCG ECON 
- RCG LDF 
- RCG MED BS 
- RCGs NANSEA and Baltic 

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The RCG NANSEA and RCG Baltic share a common working space as they have back-to-back meetings and work collaboratively throughout the annual cycle.

Any channel in Teams contains certain tabs by default: Posts; Files. The Posts tab shows all the conversations in a channel, thus, open conversations to all those who have been granted access to the channel. The Files tab is where all the files shared in the system get stored (Figure 3.2.1.2). Files can be organised in folders.

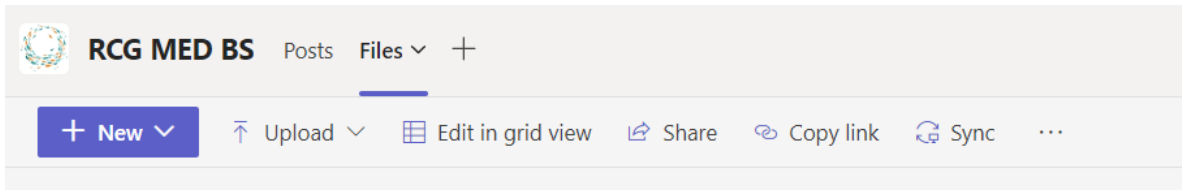


Figure 3.2.1.2. General view of working space Files tab.

The naming and number of folders in each RCG channel (or working space) depends on the chairs choice and RCG needs. There is no predefined structure for the folders. However, it is common to store master files and documents that facilitate the hand-over from one chair to the next. Namely, ISSG database, Recommendations database, TM agenda, presentations and reports, Rules of Procedure (RoP), etc.

3.2.2 CETMAR's Teams environment – Monitoring of RCGs Recommendations

The RCGs Secretariat in close collaboration with RCG NANSEA and RCG Baltic is testing a system to follow up recommendations in a dynamic way, using an online tool embedded in MS Teams.

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2023_RCG NANSEA BALTIC_R&D_all

Main users:	RCG's chairs; DG MARE; RCGs Secretariat
Purpose:	Follow up on RCG's recommendations status and comments
Privacy:	Right protected; access rights are granted by RCGs Secretariat

One key element for this system to work is the use of an Excel file to record the recommendations. With the recommendations in Excel file the process of importing them into Teams as a Table is easy.

3.2.3 ICES SharePoint – Regional Coordination Groups

Regional Coordination Groups SharePoint, managed by ICES Secretariat.

Main users:	RCG's chairs; RCG's experts
Purpose:	RCGs document sharing point and content collaboration; file versioning, document check-in/check-out
Privacy:	Right protected; access rights are granted by ICES Secretariat

There is a SharePoint for each RCG; in addition, there are SharePoints available for the Intersessional Subgroups and the DCF Liaison Meetings (Figure 3.2.3.1).

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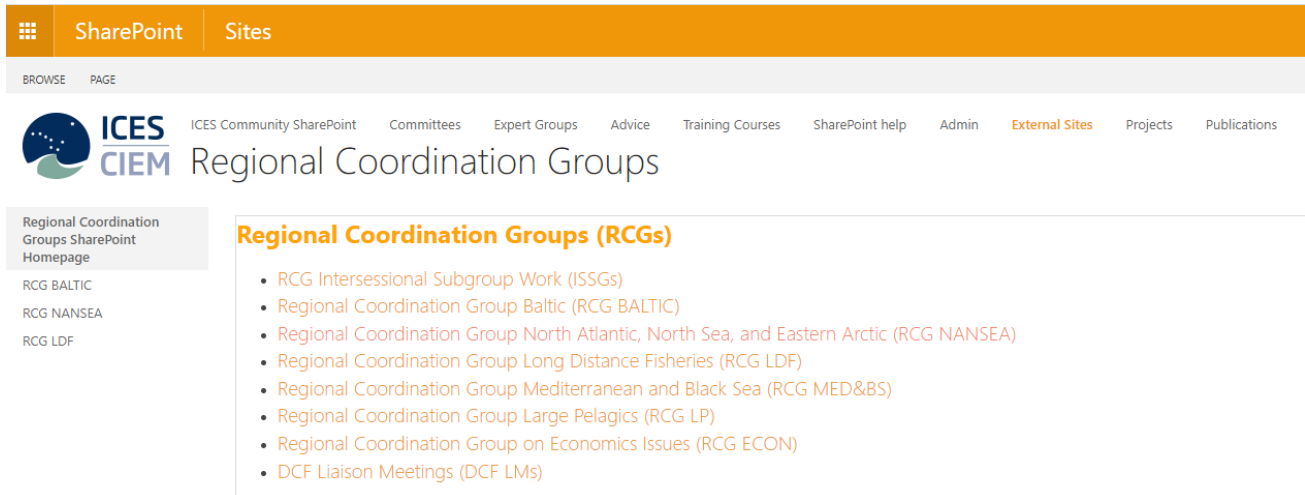


Figure 3.2.3.1. General overview of the RCGs SharePoint site

Each RCG SharePoint is organized by years, having also an archived site. RCG chairs and RCG Secretariat are the main focal points with ICES Secretariat regarding the SharePoint. RCG chairs normally contact ICES Secretariat focal point when they have a specific request, such as creating new folders. The RCG Secretariat liaise with ICES Secretariat for managing the access to all RCG experts.

The SharePoint is used to share files with the whole RCG network, in particular when it comes to the annual meeting and reporting. The RCGs SharePoint has a set folder structure (Figure 3.2.3.2).

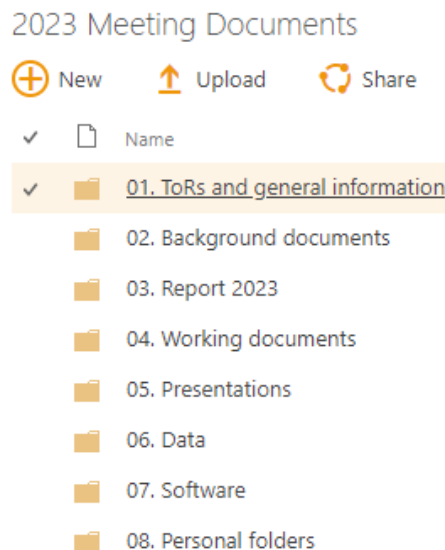


Figure 3.2.3.2. Folder structure of the RCGs SharePoint site.

3.2.4 ICES SharePoint - Intersessional Subgroups (ISSGs)

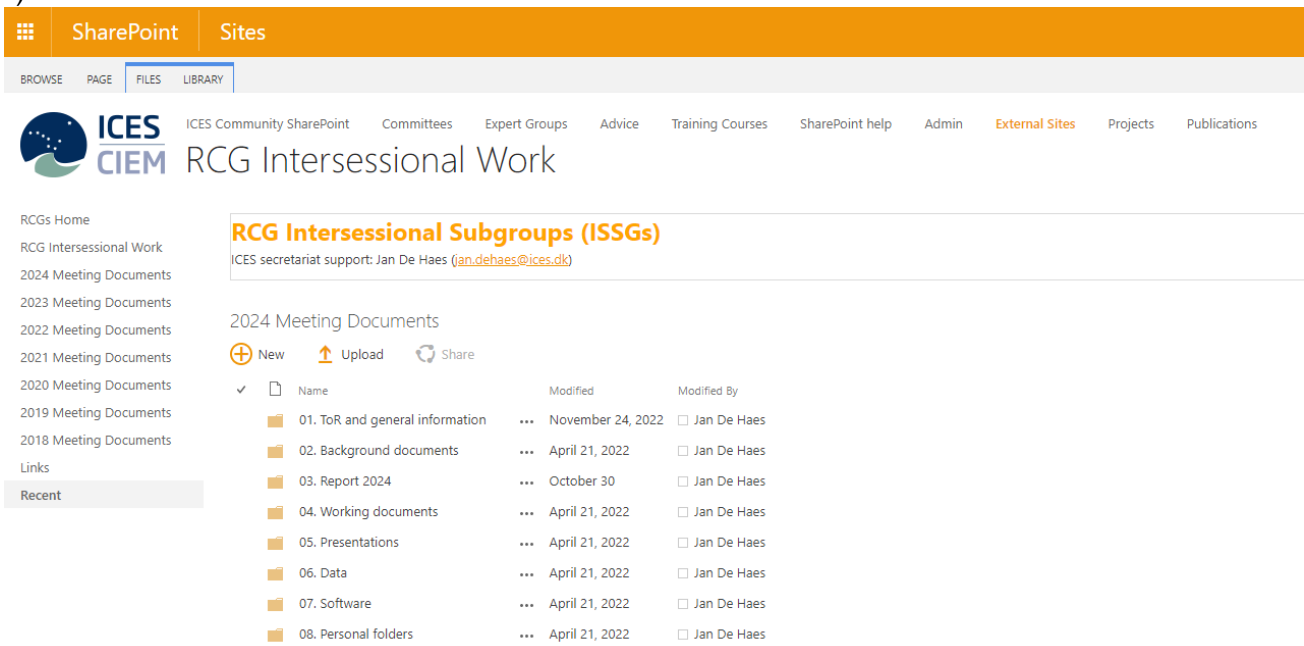
RCG Intersessional Subgroups SharePoint, managed by ICES Secretariat.

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Main users:	ISSG's chairs; ISSG's experts
Purpose:	ISSG's document sharing point and content collaboration; file versioning, document check-in/check-out
Privacy:	Right protected; access rights are granted by ICES Secretariat

The ISSG SharePoint has a similar folder structure (Figure 3.2.4.1. a). The core of the work is stored under *04. Working documents*, where the different ISSGs have their own folder (Figure 3.2.4.1. b).

a)

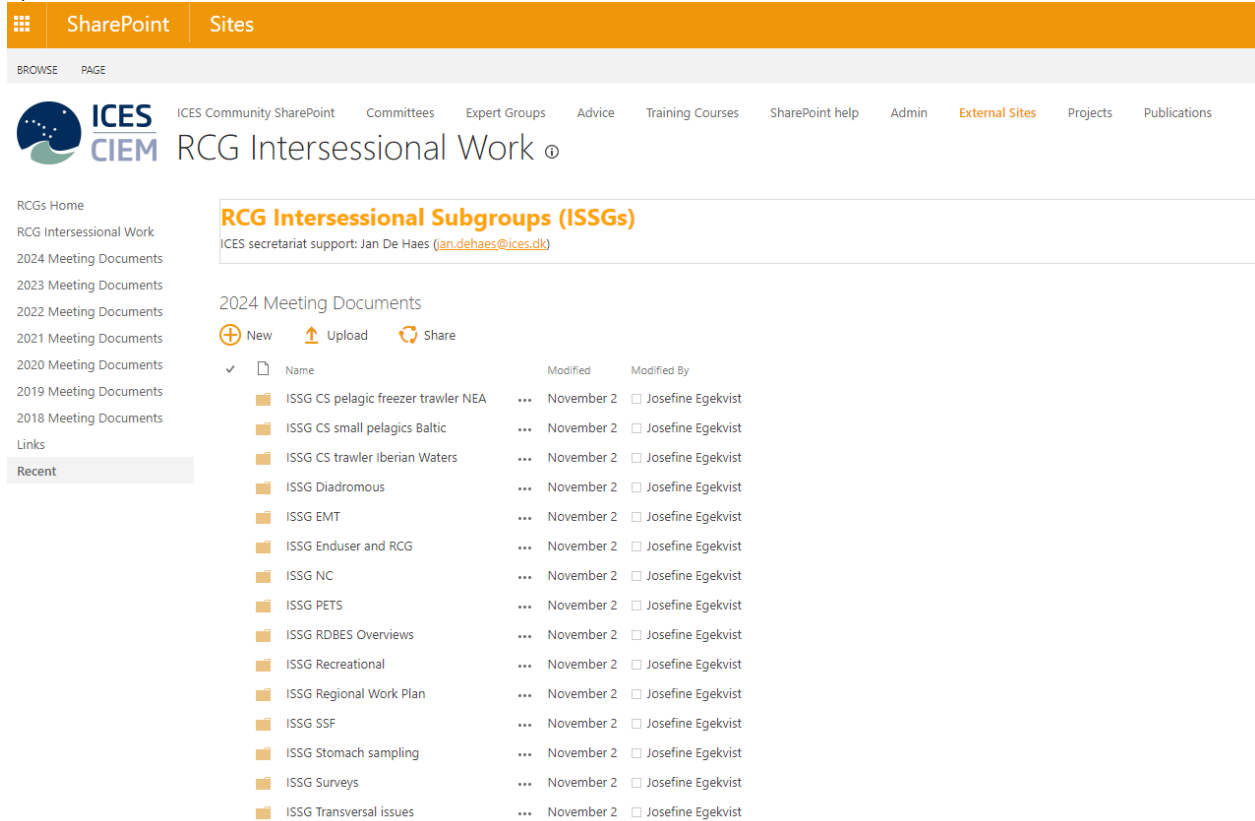


The screenshot shows the SharePoint interface for 'RCG Intersessional Work'. The main content area displays a list of folders under '2024 Meeting Documents'. The folders are numbered 01 through 08, with '04. Working documents' being the selected folder. The list includes columns for Name, Modified, and Modified By.

Name	Modified	Modified By
01. ToR and general information	November 24, 2022	Jan De Haes
02. Background documents	April 21, 2022	Jan De Haes
03. Report 2024	October 30	Jan De Haes
04. Working documents	April 21, 2022	Jan De Haes
05. Presentations	April 21, 2022	Jan De Haes
06. Data	April 21, 2022	Jan De Haes
07. Software	April 21, 2022	Jan De Haes
08. Personal folders	April 21, 2022	Jan De Haes

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b)



The screenshot shows a SharePoint site for 'RCG Intersessional Work'. The main heading is 'RCG Intersessional Subgroups (ISSGs)'. Below this, there is a list of folders under the heading '2024 Meeting Documents'. The folders are listed in a table with columns for Name, Modified, and Modified By. The folders include: ISSG CS pelagic freezer trawler NEA, ISSG CS small pelagics Baltic, ISSG CS trawler Iberian Waters, ISSG Diadromous, ISSG EMT, ISSG Enduser and RCG, ISSG NC, ISSG PETS, ISSG RDBES Overviews, ISSG Recreational, ISSG Regional Work Plan, ISSG SSF, ISSG Stomach sampling, ISSG Surveys, and ISSG Transversal issues. All folders were modified on November 2 by Josefine Egekvist.

Figure 3.2.4.1. a) Overview of the ISSG SharePoint folder structure; b) Overview of 04. Working documents folder.

3.2.5 STECF – FTP repository

The repository [STECF - FTP](#) is managed by JRC. This repository is used by RCG ECON, RCG ECON chairs liaise with JRC as STECF Secretariat, for setting the folders and managing the access rights. The repository is right protected. Only authorised users can enter.

Main users:	RCG ECON experts
Purpose:	Document sharing point and content collaboration;
Privacy:	Right protected; access rights are granted by JRC

RCG ECON normally uses this FTP repository to share the presentations and documents in preparation for the annual meeting and the contributions to the annual report.

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STECF-FTP

[Meetings list](#)


Important links:

- Meetings calendar
- Final reports


Related links:



STECF web site



Data Collection web site



European Council

Repository: STECF-FTP

This area is right protected. Only authorised users can enter. Please access the [Repository](#) using your credentials in the form below:

Sign In

Screen Name

Password

Remember Me

[Sign In](#)

Repository: private area




Figure 3.2.5.1. Overview of STECF-FTP repository.