



GFCM - CAQ - Aquaculture Portal
www.faosipam.org

PRODUCTION STATISTICS
Quick Start Guide
for National Coordinators



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PREPARATION OF THIS DOCUMENT

This document has been prepared by the GFCM Secretariat in the framework of SIPAM, the official aquaculture web-portal of the General Fisheries Commission for the Mediterranean (GFCM).

ABSTRACT

The “*SIPAM Production statistics - Quick start guide for National Coordinators*” has been conceived to help National Coordinators (NCs) to submit Production Statistics data through the SIPAM system in compliance with the Recommendation GFCM/2009/33/4. Starting from the registration of the user, the guide provides the NCs with simple instructions to familiarize themselves with the Production Statistics section of the SIPAM information system, mainly focusing on the data-entry process. Additional guidance is provided on the necessary steps to deal with any amendments which the NCs wish to apply to the data already submitted.

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1. USER PROFILE

1.1 Anonymous User

Once the user gets into the SIPAM website he/she starts surfing as Anonymous User: he/she may access the home page and consult all the information stored on it (News, Events, Publications), but with limited access to the SIPAM Databases (Warehouse section).

1.2 Registered User

To register as a SIPAM user, one has to click on the *Register* button placed on the left of the menu column and fill in all the required information (*Sign up for your new account*).



SIGN UP FOR YOUR NEW ACCOUNT

User name:

Password:

Confirm password :

E-mail:

Password reminder question:

Password reminder answer:

** mandatory fields*

[\[? Help \]](#)

Password

Minimum password length: 3.
Required special characters: 1.
(Special characters . / ? @ ' ; ,) ! ? % *

Please see E-mail

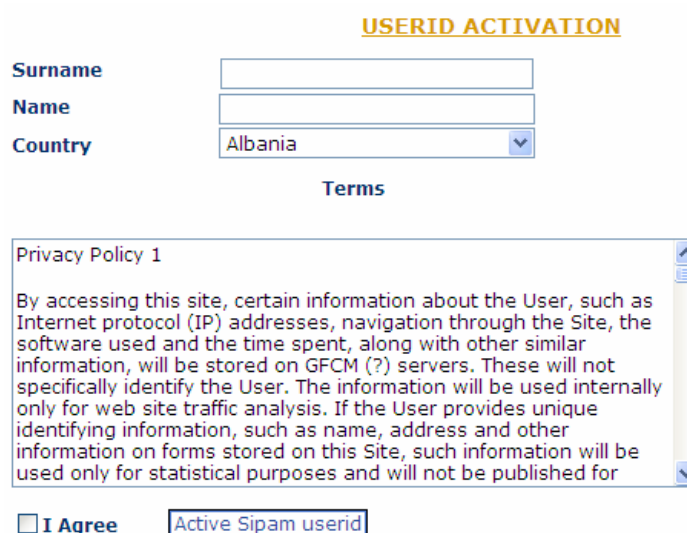


Once the user has compiled the form, he/she will receive an email (sent by Admin@Sipam.org) which contains a web-link to be used to complete the activation procedure.

By clicking on the web-link, the user will be redirected to the *UserID Activation* panel where he/she has to:

1. specify the required information,
2. accept the rules provided by the Privacy Policy of the System (by checking on the *I agree* box),
3. click on *Active Sipam userid* button.

When the activation procedure is completed, the following message system will appear to welcome the user.



USERID ACTIVATION

Surname

Name

Country

Terms

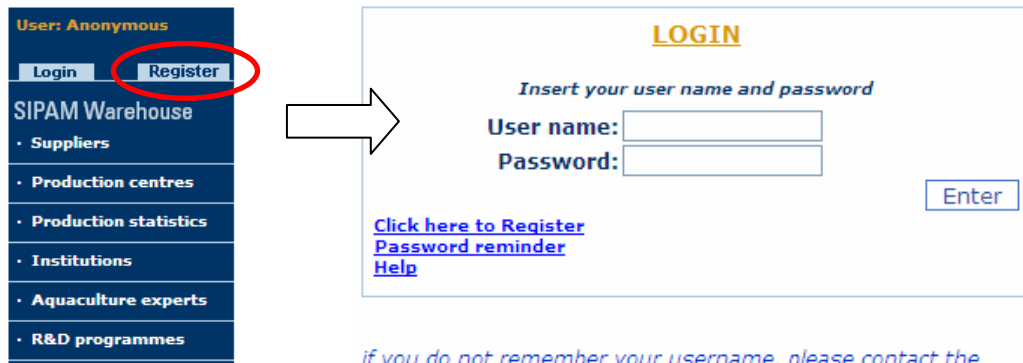
Privacy Policy 1

By accessing this site, certain information about the User, such as Internet protocol (IP) addresses, navigation through the Site, the software used and the time spent, along with other similar information, will be stored on GFCM (?) servers. These will not specifically identify the User. The information will be used internally only for web site traffic analysis. If the User provides unique identifying information, such as name, address and other information on forms stored on this Site, such information will be used only for statistical purposes and will not be published for

I Agree

Dear User, welcome in the SIPAM Community. Your username is xxxxxx and is active and certified Thank you

The registered user may then access the SIPAM Warehouse section by utilising his/her *User Name* and *Passord* (to be typed into the *Login* panel).



*if you do not remember your username, please contact the
[SIPAM Administrator](#) for assistance*

1.3 National Coordinator

Upon registration, the National Coordinator is granted user rights by the GFCM Secretariat, thus being allowed to submit data in compliance with *Recommendation GFCM/33/2009/4 on reporting of Aquaculture Data and Information*.

2. PRODUCTION STATISTICS

2.1 Structure

The SIPAM *Production Statistics* section is composed of six modules: Add Production statistics, Modify Production statistics: National summaries, Report Module, Fast Reports, Pending Certifications.

2.2 Add production statistics

By clicking on *Add production statistics*, the user will access the *Statistics Management* form for data-entry purposes.

STATISTICS MANAGEMENT
Enter the data in the form below and click Insert

* mandatory fields

All data should be entered in English.

1 Country* -- Select --
2 Year* -- Select --
3 Environment* -- Select --
4 Cultured species* -- Select --

System of culture - Type of culture* Type of product* Quantity(Total)* Unit
5 -- Select -- -- Select -- -- Select -- [] ???

Total value - Currency*
[] -- Select --

6 Status of data* -- Select --
7 Source of data* []
8 Note []

In compliance with RECOMMENDATION GFCM/33/2009/4

9 Certified by National Coordinator

Submit Exit

Certified by National Coordinator

Once all the required information (marked by red asterisks) have been filled in the user has to tick the *Certified by National Coordinator* box before clicking on *Submit* thus scheduling the submitted data for certification by the GFCM Secretariat.

After the certification process has been finalised, the record is made available for consultation (by register users only) and modification if necessary (by National Coordinators).

2.3 Modify production statistics

1) National Coordinators can apply amendments to the submitted data by clicking on *Modify production statistics* button. Select the desired parameters and click on *Search*.

1 **STATISTICS(MANAGEMENT)**
All data should be entered in English.

Select Country [XXXXXXXXXX]
Year of production []
Data entered by current user only

Data published in Sipam
 Data not published in Sipam
 All records

Search Add new record

2) The system will present the list of previously inserted records.

To modify production statistics details click on a year production in the list below

2

Whole list of production statistics in permanent area
 New or * = The record will be validated in due course
 Legend: N=Number, T=Tonnes, M=Millions, Th=Thousands

Year	Country	Environment	System	Structure	Prod. Specie	Q.ty/unit	Certified by NC/Regional
2007	XXX	Fresh water	intensive	pond	Carp (common)	84.5 T	Yes/Yes *
2007	XXX	Fresh water	intensive	pond	Carps and cyprinids (other)	0.6 T	Yes/Yes *

By clicking on the Year, the desired item will be accessed for modification.

2.4 National summaries

Registered users can run a summary of National data within an 8-year time span by selecting the search keys through the scroll-down menus: A) year and B) type of product.

The screenshot shows the SIPAM Warehouse sidebar on the left with 'National summaries' circled in red. An arrow points from this menu item to a search form titled 'Select year and type of production to produce your statistics report'. The form includes a dropdown menu for 'From year' (set to 2008) and a dropdown for 'Type of production' (with options like 'Product for consumption (Ongrowing)', 'Fry and fingerlings', 'eggs', 'Ornamental', and 'Derived product'). The 'Type of production' dropdown is also circled in red with a 'B' label. A 'Submit' button is visible below the form. At the bottom, there is a copyright notice for the Food and Agriculture Organization of the United Nations (FAO).

IMPORTANT: if the user is equipped with a popup blocker, please ensure that the SIPAM web-portal is added in its exceptions list.

2.5 Report Module

The report module facility can be accessed by registered users by clicking on the related link.

The screenshot shows the SIPAM Warehouse sidebar on the left with 'Report Module' circled in red. An arrow points from this menu item to a 'Reports engine' form. The form is titled 'Select a primary subject for your report' and contains four input fields: 'Country', 'Species', 'Environment', and 'Type of culture'. A 'Submit' button is located at the bottom of the form. At the bottom of the page, there is a copyright notice for the Food and Agriculture Organization of the United Nations (FAO).

The report will be constructed by the system according to the selection: choose one of the four listed parameters first (*Country, Species, Environment, Type of culture*), select one of the three remaining parameters and then click on the *Submit* button to launch the report.

Once the report has been generated, it will pop up in a new window providing the user with an export facility to be activated by clicking on the related button.

IMPORTANT: if the user is equipped with a popup blocker, please ensure that the SIPAM web-portal is added in its exceptions list.

2.6 Fast Reports

1) Registered users can launch two different types of fast reports by clicking on the related button:

Production 1 (country, environment, group of species, year) and *Production 2* (country, species for 10 years).

1

PRODUCTION STATISTICS - FAST REPORTS



Production 1 (Country, environment, group of species, year)



Production 2 (Country, species for 10 years)

2

FAST REPORT - FILTER

Hold down the Ctrl Key to make a multiple selection. Hold down the Shift Key to select sequential items.

Country

Albania
Algeria
Bulgaria
Croatia
Cyprus
Egypt
France
Greece
Israel
Italy
Lebanon
Libya
Malta

Select the time range Up to 2007 From 2008

Year - From to

2) Once the search keys have been chosen in the *Fast Report - Filter* form, the report will be opened by clicking on *Submit* (an export facility is also provided to the user by clicking on the related button).

IMPORTANT: if the user is equipped with a popup blocker, please ensure that the SIPAM web-portal is added in its exceptions list.

2.7 Pending Certifications

National Coordinators can retrieve the list of the records already submitted and pending certification (i.e. not yet certified by the GFCM Secretariat).

ANNEX 1

Recommendation GFCM/2009/33/4 ON REPORTING OF AQUACULTURE DATA AND INFORMATION

The General Fisheries Commission for the Mediterranean (GFCM),

RECALLING the FAO Code of Conduct for Responsible Fisheries which calls for sustainable development and monitoring of responsible aquaculture practices;

RECALLING the GFCM's role in promoting the sustainable development of aquaculture in the Mediterranean, Black Sea and connecting waters;

RECALLING the Rule X(e) of the GFCM agreement in which Members States have an obligation to provide information on production and other data relevant to the function of the CAQ;

CONSIDERING the development of the network to promote aquaculture in the Mediterranean (SIPAM) over the years;

RECOGNIZING the need of the Committee on Aquaculture to have reliable data available to undertake its work effectively;

RECALLING that standards in aquaculture data collection and statistics should be established in line with guidelines set by the FAO Coordinating Working Party on Aquaculture Statistics;

NOTING the proposal made by the sixth Session of CAQ to establish a regional data collection scheme for aquaculture;

NOTING that the 31st Session recommended that the responsibilities of the SIPAM National Coordinators be formally endowed with a national institution;

ADOPTS the following in conformity with the provision of paragraph 1 (b) and (h) of Article III and Article V of the GFCM Agreement;

1. Members shall submit the data for all the parameters listed below on an annual basis to the GFCM Secretariat through the SIPAM Information System:

- Culture environment (brackish, marine and freshwater);
- Cultured species (scientific and common name);
- System of culture (extensive, semi-intensive, extensive,);
- Type of culture (cages, ponds, raceways, hatchery, etc.);
- Type of product (ongrowing, eggs, fingerlings, etc.);
- Quantity (tonnes / units);
- Value (currency);
- Production centres.

2. The deadline for submissions is 30 June, with the reference year for the data submitted being the preceding year.

3. Members shall nominate a national focal point responsible for the submission of aquaculture data.



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