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**GENERAL FISHERIES COMMISSION  
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POUR LA MÉDITERRANÉE**



**GENERAL FISHERIES FOR THE MEDITERRANEAN**

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**SIPAM PRODUCTION STATISTICS  
QUICK START GUIDE FOR NATIONAL COODINATORS\***

**\* Available only in English**



GFCM - CAQ - Aquaculture Portal  
[www.faosipam.org](http://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.

*For further information on*

***SIPAM Production Statistics - Quick Start Guide for National Coordinators***

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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

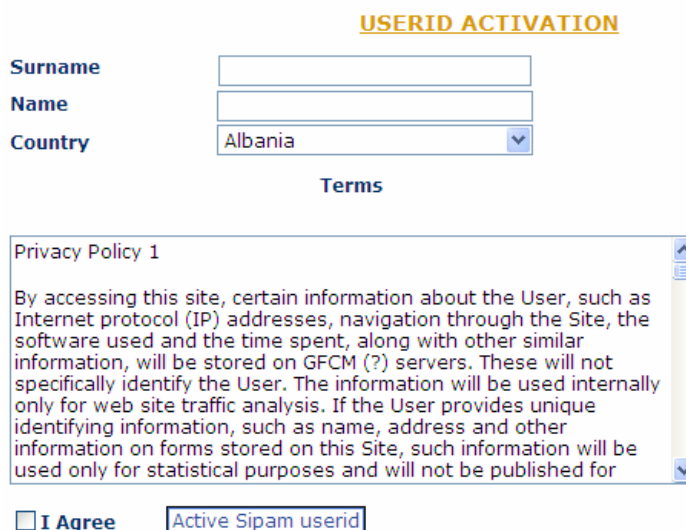


Once the user has compiled the form, he/she will receive an email (sent by [Admin@Sipam.org](mailto:Admin@Sipam.org)) which contains a web-link to be used to complete the activation procedure.

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).



### 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 asterics) 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*.

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

1

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.

2

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

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 *

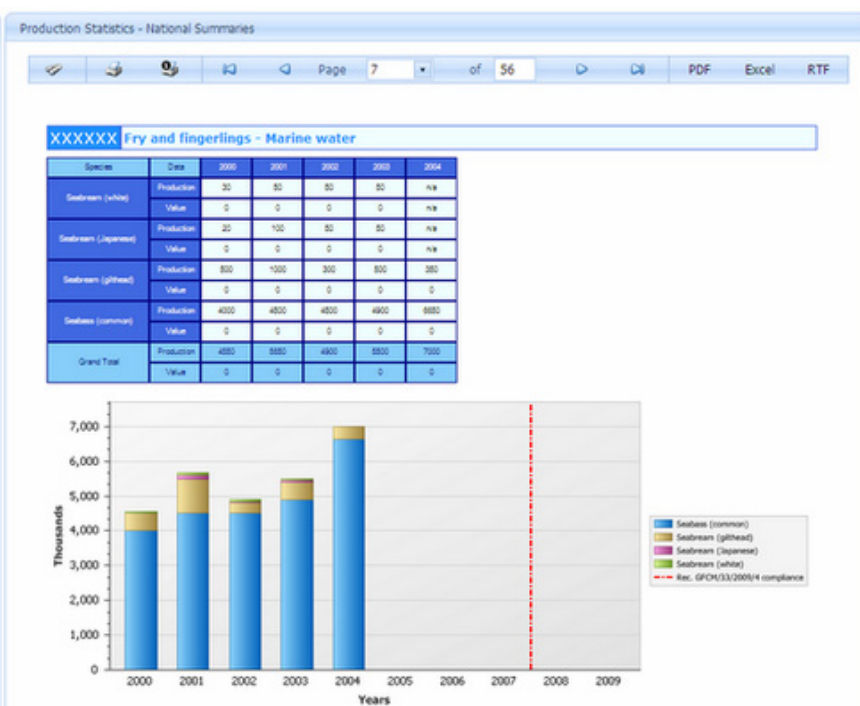
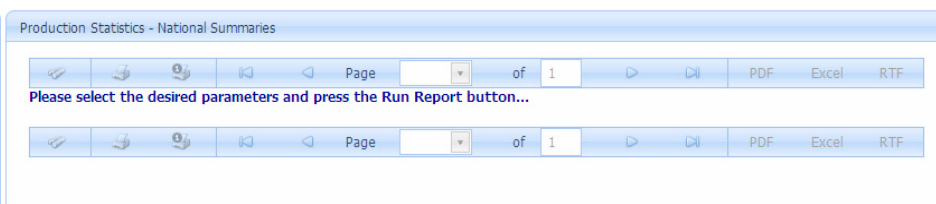
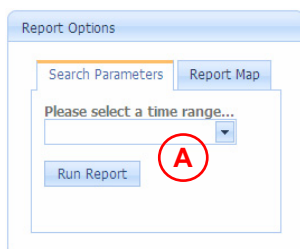
By clicking on the Year, the desired item will be accessed for modification.

## 2.4 National summaries



Registered users can run a summary of National data within an 10-year time span by selecting the starting year from the related scroll-down menu (A).

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





Once the report is launched, the system will generate the **SIPAM National Summaries**. Users can easily navigate through the report by using the Report Map feature available on the left of the window (B).



The toolbar placed at the top of the report provides the users with both navigation and export (PDF, Excel, RTF) facilities.

## 2.5 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 31<sup>st</sup> 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, intensive);
- 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.

## ANNEX 2

### Aquaculture Glossary

#### Aquaculture

**Aquaculture** is the farming of aquatic organisms<sup>1</sup>. Farming implies some sort of intervention in the rearing process to enhance production, such as regular stocking, feeding, protection from predators, etc. Farming also implies individual or corporate ownership of the stock being cultivated.

For statistical purpose, **aquaculture production** is defined as an increment of biomass and/or an increment in numbers of individual organisms produced during the period of farming. Therefore, in order to measure aquatic production, both input to, and output from, the farming environment are needed to monitor. Seed going into a culture-based fishery is considered as an output from aquaculture to fishery, while seed collected by fishery for aquaculture is considered an input from fishery to aquaculture

#### Environment

**Freshwater Culture.** By freshwater culture is understood the cultivation of aquatic organisms where the end product is raised in freshwater, such as ponds, reservoirs, rivers, lakes, canals etc., in which the salinity does not normally exceed 0.5‰. Earlier stages of the life cycle of these aquatic organisms may be spent in brackish or marine waters.

**Brackishwater.** Culture By brackishwater culture is understood the cultivation of aquatic organisms where the end product is raised in waters of fluctuating salinity in a range between 0.5‰ and full strength seawater. Culture utilizing relatively high salinity water originated from inland water bodies should be considered as brackishwater culture. If these conditions do not exist or have no effect on cultural practices, production should be recorded under either "Freshwater culture" or "Mariculture". Earlier stages of the life cycle of these aquatic organisms may be spent in fresh or marine waters.

**Mariculture.** By mariculture is understood that the cultivation of the end product takes place in seawater, such as fjords, inshore and open waters and inland seas where salinity is generally high and is not subject to significant daily or seasonal variations. Earlier stages in the life cycle of these aquatic organisms may be spent in brackishwater or freshwater.

#### System of culture

**Extensive culture:** the cultured stock obtains all the nutrition required from the natural food produced in the containment where it is reared and/or through the water supplied to the containment,

**Semi-intensive culture:** the cultured stock is provided a part of nutrition required externally, mostly through supplementary feeding, the culture where only the chemical to enhance production including fertilizers and pesticides are provided is considered as "Extensive culture", and

**Intensive culture:** all the nutrition that the culture stock requires is provided externally.

<sup>1</sup> Currently, aquatic organisms referred to fish, mollusks, crustaceans, other invertebrate, crocodiles, alligators, turtles, amphibians and aquatic plants.



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