**Methods (December 7)**

* **Data Section.** Make sure all the data sources you used are mentioned in the “Data” section. Include a brief description of the data.
* **Specific methodologies.** If you followed specific methodologies (e.g. Peru has 3 way of estimating food supply) include them in the report. We will provide them as supplemental material.
* **Regional division.** Each country should have a map like the one we currently have for Chile. In case the country has fishing sectors and/or biogeographic differences these must be included (See map from Chile). **Juliano** can do the map, you just need to provide the data. We can also borrow the map from a publication with the proper reference

**Data (December 14)**

All the datasets used should be made available to Oceana in a clean format, unless data restrictions exist (please talk to me if this is the case). Data should have the following:

* **Clean data**, this means that we only need to submit the final dataset used for a particular analysis.
  + For example, in case of landings the report will have a graph with the top 5 species landed, a table with the top 10, but the dataset will have all the species landed in the country.
* **Clean data metadata,** each dataset should have a metadata file like the one here.
* **Projects data metadata,** each dataset should be represented in the [projects metadata file.](https://github.com/jepa/Oceana_LA/tree/master/clean_databases)
* **Literature,** all documents reviewed should be in the folder “Literature”.
* **Meetings,** if you held meetings, calls, consultations, or any other interaction related to the project please include a simple excel or word document documenting these. (e.g. spoke with Susan Martins, director of fisheries in region X)

**Results (December 7)**

These are the **minimum** results each country should have. However, the results sections should not be limited by them. Differences in food consumption by gender, social structure, product (canned vs fresh), or other detailed information should be included if available for specific countries. Please make sure your graphs and tables all have captions but don’t worry about numeration or edits. Please make sure the final document aligns with the structure:

* **Fisheries context.**Talking only about landings or production of fish no economics or consumption information needed in this section. Is to consolidate all the datasets.
  + Top 5 species in terms of landings
    - Both industrial and artisanal
  + Top 5 trade
    - Top 5 Imports, Exports, Net Trade
  + Top 5 species in terms of aquaculture production
  + Regional Differences in catch
    - Ideally for both sectors
  + Aquaculture production
* **Estimating National Food Supply.**At least all countries should apply the method we developed for the report, even if it is with the most general data.
  + Top 10 species in terms of food supply (using the methodology we developed, you can explore other options as well, see Peru example) \*
  + Total food consumption in the country
  + Per capita food consumption in the country
  + Regional differences in per capita and total consumption
* **Estimating National Economic Participation**
  + Top 10 species in terms of Economic participation (you can use the multiplayers developed by Dyck and Sumaila that Peru shared) \*
  + Employment by fishery
  + Employment per region

**Critical Analysis (December 7)**

Each discussion point should start with 3 to 5 key messages summarizing the section (See Peru). Please make sure your discussion matches the following structure:

* **Data uncertainty.** This section should discuss the different datasets used in the analysis.
  + What level of uncertainty do you think each dataset (or all of them) have? (qualitative is fine)
  + Are there specific datasets that you identified but did not manage to collect? What was the limitation? How does this affect our results?
  + Are specific data gaps that you identified?
  + What did each country do to address this? (grey literature, meetings, phone conversations, etc.)
  + Other important aspects of data used for the analysis
* **Estimating National Food Supply**
* **Estimating National Economic Participation**

**Conclusion (December 7)**

Please make an overall conclusion of your country including the following two points:

* Some conclusive information regarding the most important fisheries for food consumption and then for employment.
* **Oceana next steps,** each country should have a section of next steps where you personally recommend Oceana what steps to follow. Think about it as if you were answering the following question: “*If Oceana had 1 million dollars to spend, where should they spend them?*”
  + For example, collect more data, improve market value, do more research, allocate more resources to artisanal/industrial sector research, etc.

**Supplemental Material (December 14)**

Make a list of any supplemental material you’ll be including in the report

**Reference List (December 7)**

* We need to provide Oceana with the actual documents we use/cite in the report so make sure you upload those to the correct folder.
* If you have a reference manager, you can import the library used as a BibTex Library ([Mendeley example](https://blog.mendeley.com/2011/10/25/howto-use-mendeley-to-create-citations-using-latex-and-bibtex/)) and that would save us lots of work. Just make sure the reference and the in-text reference match
* Alternatively, reference your text in a way I can understand what reference is what. I will use the actual documents you provide to automatize the reference list so don’t worry about a specific format right now.