

GUIDELINES FOR SUBMITTING DATA & INFORMATION REQUIRED BY ICCAT

The list of ICCAT Reporting Requirements and the forms for submission of information are published [here](#).

The instructions for completing the forms included are:

Annual Reports	2
Completion of compliance tables	8
Submission of information on vessel chartering	9
Submission of vessels for the inclusion on the ICCAT record	13
Information on access agreements	24
Information on farming activities	26
Biannual report of import data collected under the ICCAT statistical document programmes	28
ICCAT record of authorised ports	30
ICCAT Transshipment declaration for BFT-E	31
ICCAT Transfer declaration for BFT-E	32
Bi-Weekly, Monthly and Quarterly catch reports	36
Instructions for using the IOMS	37
Compliance Letters from the Chair	38

For information relating to the submission of statistics and scientific information, [please click here](#).

ANNUAL REPORTS

The Annual Report is the vehicle specified for reporting on the following requirements:

M:GEN01	Annual Reports (Commission)
M:GEN02	Report on implementation of reporting obligations for all ICCAT fisheries, including shark species
M:GEN17	Information of bilateral arrangement for Port Inspection
M:GEN19*	Summary of activities carried out pursuant to access agreements, including all catches
M:GEN23	Techniques used to manage sport and recreational fisheries
M:GEN42	Annual reporting on Port inspection activity
M:GEN43	Electronic Monitoring Systems (EMS) domestic Programmes implementation report
M:GEN44	Report on Implementation of Res. 23-20, including Emergency Action Plans (EAP)
M:BFT25	Report on steps taken to encourage tag and release of all fish less than 30 kg/115 cm
M:TRO17	Maximum on board by-catch limit for tropical tuna
M:TRO18	Measures taken to ensure compliance with para 43 of Rec. 21-01/22-01
M:SWO17	Maximum onboard bycatch limit of N. SWO
M:SWO18	Maximum onboard bycatch limit of S. SWO
M:ALB06	Maximum onboard bycatch limit of N. ALB
M:ALB07	Maximum onboard bycatch limit of S. ALB
M:BYC01	Report on implementation of Rec. 22-12, paras. 1, 2, 4, 5 and 8, and relevant actions taken to implement the FAO guidelines
M:BYC03	Report on steps taken to mitigate by-catch & reduce discards and any relevant research in this field
M:BYC04	Report on the implementation of Res. 23-15
M:SDP01	Description of pilot electronic statistical document systems

*CP39 should be used for reporting. Rec. 14-07 requires the information to be included in the Annual Report, but for ease of processing, separate submission would be preferred.

and

S:GEN01	Annual Reports (Scientific)
S:GEN11	Information on implementation of Rec. 16-14
S:BYC04	Notification of measures taken on the collection of bycatch and discard data in artisanal fisheries through alternative means
S:BYC05	CPCs shall report on steps taken to mitigate bycatch and reduce discards, and on any relevant research

REVISED GUIDELINES FOR THE PREPARATION OF ANNUAL REPORTS
*(Ref. ICCAT Convention; Res. 01-16; Ref. 12-13^{**}; Ref. 23-24, Rec. 18-07/ 22-17)*

^{**} Reference replaced by Ref. 23-24.

1. Introduction

The purpose of Annual Reports is to provide a mechanism for the submission to ICCAT of relevant information on the tuna-related activities of Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities (CPCs) during the preceding year.

2. Submission process

Complete Annual Reports, comprising Sections 1-3, should be submitted in two parts by **15 September** each year as follows:

- a) through a Word document, in two parts, described by sections 1 and 2 below; and
- b) through two tables in the [Integrated Online Management System \(IOMS\)](#), described by section 3 below.

The layout of the Word file should follow the structure and format specified below and must be in one of the official languages of ICCAT (English, French or Spanish).

However, if the SCRS meeting takes place prior to 22 September, Section 1 should be submitted to the SCRS one week before the start of the SCRS Plenary Session (i.e., by 9:00 am on the first day of the Species Groups meetings), as notified to the Commission by the Secretariat.

3. Annual Report sections

The Word file portion of the Annual Report should contain specific, separate sections on fisheries, research, management and inspection activities and may optionally include appendices containing additional information pertinent to these sections. Information presented in Annual Reports should be divided into the relevant sections to facilitate the extraction and copying of particular information required by the Commission and its subsidiary bodies.

The overall structure of the Word file should be as follows:

Summary

A summary (not to exceed 20 lines, or half a page) must be included with the Report. This summary should be submitted in one (or more) of the three official languages of the Commission (English, French or Spanish). The ICCAT Secretariat will translate these summaries to the other official two languages.

Section 1: Information on Fisheries, Research and Statistics

Please note that national fisheries information and information on research and statistics **should be concise**. Detailed information of a more scientific nature, or for discussion by individual Species Groups, should be presented to the SCRS as a scientific paper. **Fisheries statistics should be reported separately by the Statistical Correspondent in accordance with the ICCAT Request for Atlantic tuna and shark statistics.**

1.1 Annual fisheries information

This report section should provide complementary information relating to the data submitted to ICCAT on total catches, effort, size-frequency, biological sampling and tagging data and briefly describe trends in tuna fisheries during the preceding year. Attention should be given to changes in fishing patterns or new developments in fisheries, as well as any socio-economic factors which influence or explain such changes and developments.

1.2 Research and statistics

This Report section should provide a description of the statistical data collection systems implemented by CPCs to monitor fisheries for tuna and tuna-like species, with an indication of the degree of coverage of catch, effort and size data for fishing operations in both the Exclusive Economic Zone (EEZ) and High Seas. Attention should be given to problems, changes and improvements in such statistical systems and, where possible, the coverage of retained catches of target and bycatch species, and of discarded catches, whether the animal is dead or alive.

This section should also present summarized information on tuna-related research activities and results of particular interest to ICCAT, such as research related to stock delineation, stock assessment, migration and environmental factors.

A brief description and summarized results of observer programmes may also be included in this section.

A list of the information submitted to the Secretariat in accordance with Commission requirements and which is to be reviewed by the SCRS should also be included in Part 1 for submission to the SCRS.

Section 2: Information on conservation and management measures

2.1 Implementation of ICCAT conservation and management measures

This section should summarise the legislation adopted and other relevant measures taken to ensure the implementation of the active ICCAT conservation and management measures that are not included in the Online Reporting Section below, and any other information of interest to the Commission. Titles of any relevant legislation should be translated into one of the official languages of ICCAT. This section should not exceed four pages in length.

2.2 Difficulties encountered in implementation of and compliance with ICCAT conservation and management measures

This section should outline any difficulties encountered in implementing ICCAT conservation and management measures and/or explanations of why reporting requirements or deadlines could not be met, and any steps that have been or are being taken to overcome these difficulties. In addition, if standard forms have not been used, a brief indication of the difficulties encountered in the use of these forms should be included.

Appendices (if any)

Appendices may be included as a supplement to the information contained in the main body of the Annual Reports to be submitted to ICCAT. The purpose of such Appendices should be to provide detailed supplementary information to the main sections of the Annual Reports. As such, information contained in the Appendices should be considered to have been formally transmitted to the ICCAT Secretariat, as will be the contents of the body of the Annual Reports. However, such Appendices will not be included in the subsequent publication of Annual Reports but will be made available on request¹.

Section 3: Online reporting

Information on reporting requirements must be made through the IOMS, as required by Rec. 22-17. Online reporting comprises two parts, and upon completion, IOMS will generate two tables:

Part 1²: Research and Statistics reporting (in accordance with the request for statistics on Atlantic tunas and associated species in the ICCAT Convention area circulated annually by the Secretariat).

¹ Appendices which, due to their length, format, presentation or the complexity of the data, cannot be directly transferred into the document compiling all the Annual Reports will not be published.

² Formerly Part 1, Annex 1.

CPCs can access this table by taking these steps:

- Navigate through the following menu options: Start > Compliance data > Annual Report > Edit/Add report
- Select the current year from the dropdown menu: 2024
- Select from the following dropdown menu the request for data associated with statistics: ICCAT Circular #1071/2024, "Request for statistics on Atlantic tunas and associated species in the ICCAT Convention area".

In accordance with Paragraph 3 of Rec. 22-17, "Notwithstanding Paragraph 2, upon exception granted by the Chair of the Compliance Committee, in consultation with the Chair of the WG-ORT and the Secretariat, CPCs may request assistance from the Secretariat to complete reporting requirements offline for upload into IOMS by the Secretariat. These requests for exception must be submitted at least two weeks in advance of the respective reporting deadline, with CPCs indicating the difficulties encountered on the utilization of IOMS".

Part 2³: Management reporting.

CPCs can access this table by taking these steps:

- Navigate through the following menu options of the menu: Start > Compliance data > Annual Report > Edit/Add report
- Select the current year from the dropdown menu: 2024
- Select from the following dropdown menu the request for data associated with compliance: ICCAT Circular #1048/2024, "ICCAT Reporting Requirements – 2024".

In accordance with Paragraph 3 of Rec. 22-17, "Notwithstanding Paragraph 2, upon exception granted by the Chair of the Compliance Committee, in consultation with the Chair of the WG-ORT and the Secretariat, CPCs may request assistance from the Secretariat to complete reporting requirements offline for upload into IOMS by the Secretariat. These requests for exception must be submitted at least two weeks in advance of the respective reporting deadline, with CPCs indicating the difficulties encountered on the utilization of IOMS".

Help files are integrated into the IOMS, but any CPC requiring assistance with access to or reporting through the IOMS should contact the Secretariat through general@ioms.iccat.int. The Secretariat will provide direct support to CPCs, including virtual tutorials on request, to facilitate submission of the corresponding sections of the Annual Report using the IOMS. You are requested to follow the detailed instructions in the section "Instructions for using the IOMS" located at the end of this document. Please ensure that you are responding to the latest requirement and that your response is appropriate, as changes from previous years may have taken place. Some requirements in the table allow you to indicate whether a requirement is applicable by means of a checkbox. In other cases, mandatory requirements cannot be deselected using the checkbox. A checkbox that is not interactive is indicated by shading.

If a requirement is applicable, the corresponding date and/or a sentence that explains how it was fulfilled must be completed. In the event that a requirement is not applicable, the reason why it is not applicable must be provided in the appropriate cell. Responses provided in such cases should not contain the text "not applicable" and the explanation should not repeat this text since deselecting the checkbox already defines that the requirement is not applicable.

Please do not complete Tables 1 and 2 using references to previous years or previously cited elements. Each response should be complete and refer to the year of reporting. Examples of text to avoid using include: "like last year," "like the previous requirement," "see above," etc.

Where date of submission is requested in the IOMS, the date should pertain to the current year, even though the submission made may contain information pertaining to the previous year. For example, Task 1 submitted on 31 July 2024, which contains data for 2023; the response in the Annual Report template would be 31 July 2024.

³ Formerly Part 2, Section 3.

SUBMITTED BY [CPC]: Compilandia

Please follow the instructions that are contained in the “Response/reason for N/A” column”. In the event that the information or date sent is not provided, please indicate “No” in the “Applicable” column **or** “see section 2.2”.

If you indicate “No” in the “Applicable” column, please give a **brief** explanation as shown in the examples below:

EXAMPLE 1

GEN	Requirement Name	Applicable	First Submission date	Response/Reason for N/A	Last update
M:GEN04	Vessel chartering – summary report	No		Compilandia has not chartered any vessel	

EXAMPLE 2

BFT	Requirement Name	Applicable	First submission date	Response/reason for N/A	Last update
M:BFT02	Bluefin tuna farming reports	No		Compilandia does not operate bluefin tuna farms	

To facilitate this explanation, the IOMS offers a series of standard responses. If these are not appropriate, the CPC can enter a suitable explanation.

“See Section 2.2” should be inserted where the requirement is applicable to your CPC, but information could not be sent due to difficulties in implementing the Recommendation, and these difficulties should be outlined in Section 2.2 of the Annual Report for submission to the Commission.

Notes: Where **Insert date sent to ICCAT** is requested, such date should refer to actual data or information which has already been transmitted through the relevant reporting form. If the requirement is not applicable to your Contracting Party, please give a brief explanation of non-applicability in the appropriate cell.

ALL questions must be answered. Reports which leave the instruction without a response will be considered incomplete. If the response is the same as previous year, the answer should be repeated in current year report.

Dates should show the date in **2024** on which the information was submitted although in many cases the information itself will relate to 2023.

4. Formats

General text must be in Cambria 10 (see margins below). Section headings are standardized; further sub-headings should be short, reflect a logical sequence, and follow the rules of multiple subdivision (i.e., there can be no subdivision without at least 2 two sub-headings). The entire text should be intelligible to readers and, therefore, acronyms and abbreviations should be written out and all lesser-known technical terms should be defined the first time they are mentioned. Dates should be written as follows: 10 November 2003. Measures should be expressed as metric units, e.g., metric tons (t).

Tables should be placed after the text, followed by the figure(s); they should be in MSWord files. Tables should be cited in numerical order in the text. Tables should be numbered (Arabic) and the table heading should be included above the table; avoid using grids. Headings in tables should be short but sufficient to allow the table to be intelligible on its own. All unusual symbols should be explained in the table legend. Other incidental comments may be footnoted.

Figures should be in MSWord files and placed after tables. Figures should be cited in numerical order in the text. Figures should be numbered (Arabic) and the figure caption should be included beneath the figure; avoid using grids. Clearly identify numerical scales, units and legends for the X- and Y-axes for each figure. If graphics are prepared in colour, please be sure that the information plotted or depicted can also be easily read in black and white (e.g., use ■, ♦, ●, etc. or colours that are easily distinguishable).

Appendices should be placed after figures and following the standardized headings.

Summary of Formatting Instructions

Software:	Please prepare in MSWord.
Paper size:	A4
Margins:	(Top, Bottom, Left, Right): 2.5 cm; headers 1.5 cm, footers 2.0 cm.
Line spacing:	Single (or 1.0); Double space between paragraphs; Triple space before new major headings. For contributors using an East Asian version of MSWord, please ensure that the printed copy is indeed single-spaced.
Page numbering:	None (for electronic copies).
Header:	ANN-xxx/year [insert year and document number as provided by the Secretariat]; page 1 header only (different first page), Arial 10, right justified. No other running headers.
Font type:	Cambria
Font size:	Cambria 10. Footnotes should be in Cambria 8.
Case:	Only the document title on the title page should be in CAPS.
Tabs:	Every 0.75 cm; no paragraph indents.
Files:	Please submit one file with the formatted text (and tables, figures and appendices, should there be any).

COMPLETION OF COMPLIANCE TABLES

M:GEN03	ICCAT Compliance Reporting Table
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The reporting forms (CP13-COC_Sec) have been developed, in accordance with the *Recommendation by ICCAT to Clarify the Application of Compliance Recommendations and for Developing the Compliance Annex* (Rec. 11-11) and with the *Recommendation by ICCAT to amend ICCAT reporting deadlines in order to facilitate an effective and efficient Compliance process* (Rec. 16-16 and Rec. 18-07) on the basis of the Compliance Tables adopted at the last Commission meeting, and Task 1 data where no information was submitted in the previous year. The deadline for submission of the Compliance tables is **15 August**.

The form CP13-COC_Sec is an Excel file which comprises three worksheets:

‘Catches’: This form should be used to report the **catches** made in 2023, and the resulting **balances** and **adjusted quota/catch limits where applicable**. If any addition or change to existing figures is made, or if catches of any species are being reported for the first time, please indicate these by shading the cells, in order to ensure that Secretariat staff will assimilate the information correctly.

‘Size’: This form should be used to show the **percentage of undersized fish** caught for each species. Undersized fish are those below the minimum size stipulated by the relevant management Recommendations.

‘Over-underage’: If overages / underages are not being applied on a simple yearly basis, the *Form for the Application of Overages /Underages* (over-underharvests) should also be completed.

SUBMISSION OF INFORMATION ON VESSEL CHARTERING (Rec. 13-14)

M:GEN04	Vessel Chartering - Summary report
M:GEN05	Vessel Chartering - Arrangements and date of termination

Both the Chartering Party and the Flag State should report the chartered vessels on **CP53-ChartrCP_FS**, together with any relevant documents which include the measures adopted to implement the required provisions.

In addition, charterers must report:

- Annual report of the agreements concluded the previous calendar year, including information of catches taken and fishing effort deployed by the chartered vessels (**CP36-ChartSum**, deadline 31 July)

Before submitting information on chartering arrangements, both parties are requested to ensure that the dates of the chartering arrangement coincide in both submissions.

To ensure correct processing of the information in the Secretariat's databases, information should be submitted through electronic files.

Procedure for completing the CP53 form for registration of charter arrangement of fishing vessels

A single form, CP53, must be completed by both parties in accordance with the procedure described below i.e., one party followed by the other. The form is available and can be downloaded on the ICCAT webpage: <https://www.iccat.int/en/SubmitCOMP.html>.

Firstly, it is essential to recall that prior to any request for registration and transmission of information to the Secretariat on chartering arrangements, both parties must ensure that they agree on the terms of chartering, in particular, the dates. Moreover, it should be noted that the charterer and the flag CPC must submit information to the Secretariat:

- 1) For the first time, as soon as the agreement between the two parties is concluded as provided for in para 13, a) and b)
- 2) On early termination of the agreement or if the "Automatic Termination" cell indicates "No", as provided for in paragraph 13, c).

To understand the different sections to be completed, please refer to the tabs "Instructions" and "Codes". Some cells must be completed manually while for others, there is a picklist (reporting flag in the header and in the form, vessel type, gear type, length type, Fishery 1, 2, 3, ..., consents, adopted measures in accordance with the ICCAT regulations in force, automatic termination).

I- **The charterer**, defined here as the Party, Entity or Fishing Entity that charters a vessel, must first correctly complete the document:

1) The header section*a) The information of the chartering correspondent*

- Name: name of contact person for questions. The person's telephone number and email address.
- Reporting agency: Name of your ministry, institution or agency
- Address: Address of your ministry, institution or agency
- Reporting flag: Flag to be selected from the picklist

Chartering Correspondent (CP)		inc
Name	<input type="text"/>	Email <input type="text"/>
Reporting Agency	<input type="text"/>	Phone <input type="text"/>
Address	<input type="text"/>	
Reporting Flag	<input type="text"/>	

b) The time period of chartering

- Chartering start date in the format dd/mm/yyyy
- Chartering end date in the format dd/mm/yyyy

Data set characteristics	
Time period of Chartering	
From	to

2) Mandatory information on the vessel

Mandatory information (vessels)									
Identification					Ownership details			Characteristics	
ICCAT Serial Number (if applicable)	Nat. Registry N° (NRRN)	IMO Number	Internat. RCS	Vessel name (Latin)	Flag (Chartering)	Flag (Flag State)	Name	Address	
ICCATSerialNo	NatRegNo	IMONr	IFICS	VesselName	FlagCPCd	FlagFSCd	OwName	OwAddr	

The following information must be provided on the vessel(s):

- ICCAT serial number
- Registration number
- IMO number
- International radio call sign
- Current vessel name
- Flag of charterer to be selected from a picklist
- Flag of the flag State to be selected from a picklist
- Name and address of the vessel owner
- Vessel characteristics: vessel type, gear type, length type to be selected respectively from each picklist as well as the vessel length in metres

The entire section must be completed and the information for the fields to be completed is available in the "instruction" tab.

Specific (by field)									
Farm	Sub-farm	Part	Section	Sub-section	Field (name)	Field	Description		
CPES-CharterCPES_FS	CPES	Header	Title		Version	(fiscd)	Always use the latest version of this form.		
					Language	ICCAT code	Choose the language (EN, FR, ES) for farm translation.		
			Chartering Correspondent (CP)		Name	string	Enter the name of the person of the chartering Party to be contacted in the event of enquiries		
					Reporting Agency	string	Enter the name of your ministry, institute or agency of the chartering Party		
					Address	string	Enter the street address of your ministry, institute or agency of the chartering Party		
					Email	string	Enter the email address of the person of the chartering Party to be contacted		
					Phone	string	Enter the telephone number of the person of the chartering Party to be contacted		
					Reporting Flag	ICCAT code	Enter the flag of the chartering Party submitting the information		
			Secretariat use only		Date reported	date	Secretariat use only		
					Reference N°	ICCAT code	Secretariat use only		
					Name	string	Enter the name of the person of the CPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel to be contacted in the event of enquiries		
					Reporting Agency	string	Enter the name of the ministry, institute or agency of the CPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel		
					Address	string	Enter the street address of the ministry, institute or agency of the CPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel		
					Email	string	Enter the email address of the person to be contacted of the CPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel		
					Phone	string	Enter the telephone number of the person of the CPC (Party, Entity or Fishing Entity) to be contacted		
					Reporting Flag	ICCAT code	Enter the flag of the CPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel and submit the information		
					or Other (specify)	string	Enter the flag of the Non Contracting Party or other entity not included in the ICCAT code that is going to charter the Fishing Vessel		
			Secretariat use only		Date reported	date	Secretariat use only		
					Reference N°	ICCAT code	Secretariat use only		
					File name (prepared)	string	Send the form to ICCAT with the prepared file name (if required, adding a suffix at the end of the filename: [suffix])		
					ICCAT Serial Number (if applicable)	ICCAT code	ICCAT serial number (unique) of the Vessel reported. To be completed if the vessel is over 20 m and currently entered on the ICCAT Record of Vessels by the Flag State		
					Nat. Registry N° (NRRN)	string	The national registry number as it appears in the registry of the CPC		
					IMO Number	integer	IMO number. All vessels of 20 m or greater must have an IMO number, except wooden LSVs that are not authorized to fish on the high-sea or LSVs unable to obtain an IMO number		
	Detail		Mandatory information (vessel)	Identification	Internat. RCS	string	International Radio Call Sign. This must comprise only letters and numbers, e.g. TT2472 (no space, "-", ".", or any other special character are allowed. If the vessel is too small to have an IRCS assigned, then "n/a" should be entered		
					Vessel name (Latin)	string	Vessel name in Latin script		
					Flag (Chartering)	ICCAT code	Select the flag (choose from available flag codes) of the chartering party		
					Flag (Flag State)	ICCAT code	Select the flag (choose from available flag codes) under which the vessel to be chartered is registered		
					Name	string	Name of person or company who owns the vessel. If a given vessel has more than one owner there should be separated by the character " " (vertical bar). (Max. 150 characters)		
					Address	string	Street address of person or company who owns the vessel		
				Ownership details	Vessel type (ISSCFV)	ICCAT code	Please check the codesheet for a list of valid 3 Alpha codes. Only one type can be selected for each vessel (choose from the available vessel type codes)		
					Gear type (ISSCFG)	ICCAT code	Please check the codesheet for a list of valid 3 Alpha codes. Only one type can be selected for each fishing gear (choose from the available fishing gear type codes)		
					Length (m)	float	Length should be length overall, defined as the distance measured in a straight line between the foremost point of the bow and the aftermost point of the stern. Length should be limited to 1 decimal place (e.g. 22.9)		
					Length type	ICCAT code	Two codes are available: LOA (length overall) and OTH (other). The length type should be length overall (LOA). If OTH is reported, an explanation should accompany the submission		
				Fishing Activities	Fishery 1 (cod)	ICCAT code	Choose fishery in which the Vessel is going to participate (option 1)		
					Quota 1 allocated (t)	float	Show the quota (in tonnes) allocated to the chartering Party (option 1)		
					Fishery 2 (cod)	ICCAT code	Choose fishery in which the Vessel is going to participate (option 2)		
					Quota 2 allocated (t)	float	Show the quota (in tonnes) allocated to the chartering Party (option 2)		
					Fishery 3 (cod)	ICCAT code	Choose fishery in which the Vessel is going to participate (option 3)		
					Quota 3 allocated (t)	float	Show the quota (in tonnes) allocated to the chartering Party (option 3)		
					Fishery 4 (cod)	ICCAT code	Choose fishery in which the Vessel is going to participate (option 4)		
					Quota 4 allocated (t)	float	Show the quota (in tonnes) allocated to the chartering Party (option 4)		
					Fishery 5 (cod)	ICCAT code	Choose fishery in which the Vessel is going to participate (option 5)		
					Quota 5 allocated (t)	float	Show the quota (in tonnes) allocated to the chartering Party (option 5)		
			Mandatory information (arrangement)	Consent of CP	CP consent att.	(fiscd)	Indicate whether the consent of the chartering Contracting Party is attached or not (Yes/No)		
					CP Adapted Meas.	(fiscd)	Indicate whether the measures adopted by the chartering Contracting Party to implement these provisions are attached or not (Yes/No)		
				Consent of FS	FS consent att.	(fiscd)	Indicate whether the consent of the flag CPC (Party, Entity or Fishing Entity) is attached or not (Yes/No)		
					FS Adapted Meas.	(fiscd)	Indicate whether the measures adopted by the flag CPC (Party, Entity or Fishing Entity) to implement these provisions are attached or not (Yes/No)		
					Auto Termination	(fiscd)	Indicate whether Chartering is to be considered automatically terminated at end of date of the Time Period defined (Yes/No)		

3) Mandatory information on the arrangement

The following information on the arrangement must be provided:

- In the "Fishing Activities" section, if the vessel participates in one or several fisheries. Choose the fishery type from the picklist and indicate if a quota has been allocated
- In the "Consent of CP" section, if the consents and adopted measures are attached by selecting yes or no from the picklists

Mandatory information (arrangement)														
Fishing Activities										Consent of CP		Consent of FS		Auto Termination
Fishery1(Cod)	Quota 1 allocated (t)	Fishery2(Cod)	Quota 2 allocated (t)	Fishery3(Cod)	Quota 3 allocated (t)	Fishery4(Cod)	Quota 4 allocated (t)	Fishery5(Cod)	Quota 5 allocated (t)	CP consent att.	CP Adopted Meas.	FS consent att.	FS Adopted Meas.	
Fishery1Cd	Quota1Cf	Fishery2Cd	Quota2Cf	Fishery3Cd	Quota3Cf	Fishery4Cd	Quota4Cf	Fishery5Cd	Quota5Cf	ConsentCf	AdptMeasCf	ConsentFf	AdptMeasFf	AutoTerm

In the AB column, a new option is available: *automatic termination* on the end date of the arrangement indicated in the header. If the option "yes" is chosen from the picklist, the arrangement will terminate automatically on the date initially indicated and it will be considered that this satisfies the requirement under Rec. para 13d), unless otherwise decided by the Commission. However, if the arrangement terminates on a different date to that indicated in the "Time period of chartering" section, this change must be communicated to the Secretariat by each of the Parties: charterer and flag CPC.

To enable correct processing of the information in the Secretariat's databases, the information must be transmitted by email: the charterer shall submit the documents to the ICCAT Secretariat at: info@iccat.int.

II- When the form has been received from a charterer, it shall be transmitted by the Secretariat to the flag CPC, which shall in turn complete the sections referred to below and send it promptly, with all the additional information on the adopted measures, to: info@iccat.int.

The flag CPC, defined here as the Party, Entity or Fishing Entity where the vessel is registered, shall receive the pre-completed CP53 form by the charterer from the Secretariat. The correspondent of the flag CPC shall verify the information regarding:

- the time period of chartering,
- the vessel(s) involved in the arrangement and
- the arrangement.

The flag CPC shall complete in turn the sections of the document that are relevant to it:

1) The header section

a) The flag CPC correspondent

- Name: name of the contact person for questions. The person's telephone number and email address.
- Reporting agency: Name of your ministry, institution or agency
- Address: Address of your ministry, institution or agency
- Reporting flag: the flag is to be chosen from the picklist

Flag State Correspondent (FS)				inc
Name		Email		
Reporting Agency		Phone		
Address				
Reporting Flag		or Other (specify)		

2) Mandatory information on the arrangement

- In the Consent of the FS section, select from the picklists, if the consents and the adopted measures are attached by selection "yes" or "no".

GUIDELINES 2024

Mandatory information (arrangement)													
Fishing Activities										Consent of CP		Consent of FS	
Fishery 1 (code)	Quota 1 allocated (t)	Fishery 2 (code)	Quota 2 allocated (t)	Fishery 3 (code)	Quota 3 allocated (t)	Fishery 4 (code)	Quota 4 allocated (t)	Fishery 5 (code)	Quota 5 allocated (t)	CP consent att.	CP Adopted Meas.	FS consent att.	FS Adopted Meas.
Fishery1Cd	Quota1Ci	Fishery2Cd	Quota2Ci	Fishery3Cd	Quota3Ci	Fishery4Cd	Quota4Ci	Fishery5Cd	Quota5Ci	ConsentCi	AdptMeasCi	ConsentFi	AdptMeasFi

As a reminder, an option is proposed to select automatic termination on the end date of the arrangement indicated in the header. If the option "yes" is chosen from the picklist, the arrangement will terminate automatically on the date initially indicated, and this will be considered to satisfy the requirement of Rec. para 13d), except if decided otherwise by the Commission. However, if the arrangement terminates on a different date to that indicated in the "time period of chartering" section, this change must be communicated to the Secretariat by each of the Parties, the charterer and the flag CPC.

To complete registration of the charter arrangement, the flag CPC shall send the completed CP53 form and all the necessary additional information by email to the ICCAT Secretariat: info@iccat.int.

SUBMISSION OF VESSELS FOR THE INCLUSION ON THE ICCAT RECORD

Several ICCAT Recommendations require the submission of vessel lists for vessels to be included in the ICCAT Record of Authorized Vessels. The form for submitting the vessel lists below is **CP01-VessLsts (v2024a)***. The instructions included in the form are also given here below for ease of reference. Please see the relevant Recommendations for more details or contact the Secretariat if you have difficulties completing the form.

*May be subject to change; please check the website for latest version of all forms.

	<i>Record</i>	<i>Deadline</i>	<i>Observations</i>	<i>Recommendation</i>
M:GEN08	Carrier Vessels authorized to receive transshipment of tuna and tuna-like species in the Atlantic Ocean and any subsequent modifications	Annual list to be provided before start of transshipment operations	Not normally included on 20m+ (positive list) if reported as a carrier vessel	Rec. 21-15
M:GEN20	List of vessels 20 meters or greater	At time of change and not later than 45 days after authorization start date	It would be very important to pay attention to the provisions of paras 6 and 7 of Rec. 21-14.	Rec. 21-14
M:BFT12	Bluefin tuna catching vessels	15 days before start of relevant fishing season or before beginning of the fishing activity (see paragraphs 28-31 of Rec. 21-08 for details)	Any changes to the original list must be justified. Vessels cannot be on both EBFT catching and EBFT other lists at the same time	Rec. 22-08
M:BFT13	Bluefin tuna other vessels	15 days before start of activity / TBD	Any changes to the original list must be justified. Vessels cannot be on both EBFT other and EBFT catching lists at the same time	Rec. 22-08
M:BFT32	Vessels that are not recorded as BFT fishing vessels but we know that they are presumed to have caught EBFT.	As soon as available.		Rec. 22-08
M:TRO01	List of TROP vessels (list of vessels authorized to fish for any of the three major tropical species BET/YFT/SKJ and subsequent changes, including support vessels)	At time of change and not later than 45 days after authorization start date		Rec. 22-01

GUIDELINES 2024

	<i>Record</i>	<i>Deadline</i>	<i>Observations</i>	<i>Recommendation</i>
M:SWO03	List of vessels targeting swordfish in the Mediterranean Sea	15 January each year		Rec. 16-05
M:SWO04	List of sport/recreational vessels authorized to catch SWO-MED	15 days before start of fishing operations		Rec. 16-05
M:SWO15	Specific authorization for vessels 20m+ for N. SWO	At time of change and not later than 45 days after authorization start date	All N-SWO vessels must already be on the positive list before being included in this list	Rec. 17-02/22-03; 23-04
M:SWO16	Specific authorization for vessels 20m+ for S. SWO	At time of change and not later than 45 days after authorization start date	All S-SWO vessels must already be on the positive list before being included in this list	Rec. 17-03/22-04
M:ALB03	List of Vessels authorized to fish for Mediterranean albacore	15 March each year		Rec. 16-05
M:ALB04	Specific authorization for vessels 20m+ for North Atlantic albacore	At time of change and not later than 45 days after authorization start date	All N-ALB vessels must already be on the positive list before being included in this list	Rec. 16-06/21-04; 23-05
M:ALB05	Specific authorization for vessels 20m+ for south Atlantic Albacore	At time of change and not later than 45 days after authorization start date	All S-ALB vessels must already be on the positive list before being included in this list	Rec. 22-06
M:ALB08	List of sport/recreational fishing vessels authorized to catch ALB-MED	15 days before the start of the fishing operations		Rec. 22-05

ICCAT RECORD OF VESSELS: General Requirements and instructions

All vessels, with the exception of Mediterranean swordfish recreational vessels, should be reported with the following information:

- Current name of vessel (in Latin script)
- National Registry Number
- IMO or LR number (mandatory for vessels measuring 20m or greater, not obligatory for vessels under 20m)
- Previous name of vessel (if any)
- Previous flag (if any)
- Previous details of deletion from other registries (if any)
- International radio call sign (if applicable)
- Type of vessels, length (LOA), gross registered tonnage (GRT), or, where possible, Gross Tonnage (GT)
- Name and address of owner(s) and operator(s)
- Fishing Gear used
- Time period authorized for fishing and/or transshipping. The time period should be in accordance with the requirements of each list, as stipulated in the relevant conservation and management measures.

Date of notification will be taken as the date on which the email was received. For those lists with specific deadlines, a 24-hour tolerance to take account of time differences between CPCs and Secretariat will be considered for compliance purposes. Please note that any vessels for which the authorization period has expired will be removed 45 days following expiry.

The ICCAT Record of vessels of 20 meters or greater does not include carrier vessels which should be reported for inclusion only on the ICCAT Record of Carrier Vessels. However, for all other lists, if the vessel is 20 metres or greater, then dates should be included in both the 20m+ (positive list) authorization columns and the relevant list authorization columns.

All submissions relating to changes to the ICCAT Record of Vessels should be made on the latest version of the **CP01-VessLsts (v2024a)** through email to info@iccat.int, and should indicate in the email subject the requirement number to which the submission refers. Only Latin script should be used for all the spreadsheet cells set in text format.

The Header Section **must** be completed correctly. On the Form CP01A, there are three options for actions requested:

1. Add new vessels:
This option should be selected to report vessels which have never been entered on any of the lists on the ICCAT Record of Vessels. In this case, all sub-forms (CP01A, CP01B and CP01C) must be completed. If a vessel has been previously reported but is not currently authorized (and hence does not appear on the web site), please consult the inactive list which can be downloaded from the ICCAT web site or request the ICCAT number from the Secretariat.
2. Changes to some vessels:
This option must be chosen if there are changes to be made to one or more of the vessels which are currently on the Record. If the changes are only to the authorization period or to add vessels on one or more list(s), then completing sub form CP01B only is sufficient. If there are changes to vessel characteristics (including owner and/or operator), then all sub forms need to be completed.
3. Complete revision of vessel record:
All sub-forms CP01A, CP01B and CP01C should be completed with all the vessels for all lists on the ICCAT Record. If required, a completed form containing all active (or inactive) vessels can be requested from the Secretariat.

WARNING: If this option is chosen, then only the vessels and the corresponding information included in the submission will be taken to be valid. Any vessels not contained on the form being submitted will be removed from the Record.

Data section – see instructions sheet on form **CP01-VessLsts (v2024a)** for more details.

All entries should be consecutive. Please do not leave blank rows in the middle of a form. If you wish to delete a vessel, please do so by completing sub-form CP01B as indicated below.

- **Adding/renewing** a vessel to/from a list: Both dates (From/To) must be inserted in the relevant column(s), according to the list(s) to which the vessel is to be added/renewed. The exception is for P20m associated authorizations, where only an X is required in the appropriate columns. It is important to ensure that the ICCAT Serial Number and/or the National Registry Number are included in the same row of the sub forms CP01A and CP01B forms, under Columns A and B, respectively.
- **Removing a vessel from one list (only):** If a vessel is to be removed from specific lists “authorized to”-date should be entered as “**01/01/1900**”. This date will deactivate the vessel from that list but will not change the authorization periods in any other list.
- **Deactivating a vessel from the ICCAT Vessels Record (all lists):** ICCAT Serial Number and the National Registry Number should be entered in columns A and B of sub form CP01B, and all other fields should be left empty.

WARNING: If no dates are entered in form CP01B for a given vessel, it will be removed from all lists in the ICCAT Record. However, the vessel will remain with its ICCAT number in the data base, but as unauthorized, i.e. inactive.

Deadlines for receipt:

List of vessels of 20m or greater authorized to operate in the ICCAT Convention area (and associated species authorizations): no deadline, but the authorization period cannot include dates more than 45 days prior to the date of submission of the list to the Secretariat.

List of vessels authorized to catch tropical tunas: no deadline, but the authorization period cannot include dates more than 45 days prior to the date of submission of the list to the Secretariat.

List of carrier vessels: no deadline but must be submitted before transshipment operations begin.

List of vessels authorized to catch Mediterranean swordfish: 15 January.

List of recreational vessels authorized to catch Mediterranean swordfish: at least fifteen (15) days before the exercise of the activities.

List of recreational vessels authorized to catch Mediterranean albacore: at least fifteen (15) days before the exercise of the activities.

List of vessels authorized to catch Mediterranean albacore: 15 March.

List of authorized BFT-E Catching vessels: Fifteen (15) days before the beginning of the fishing activity.

List of recreational vessels authorized to catch Mediterranean albacore: at least fifteen (15) days before the exercise of activities.

Any changes to the original list of BFT catching vessels must be justified.

List of authorized BFT-E other vessels: Fifteen (15) days before the start of their period of authorization.

GUIDELINES 2024

INSTRUCTIONS FOR COMPLETING “CP01-VessLsts” FORM

[Note the examples use version 2018b, as changes are not visible in the example, but please be sure to use the version 2024a when making your submission]

CP01-VessLsts		REGISTRATION/AUTHORISATION OF VESSELS IN THE ICCAT VESSEL RECORD				Version	Language	
		ICCAT: INTERNATIONAL COMMISSION FOR THE CONSERVATION OF ATLANTIC TUNAS				2018b	ENG	
Flag Correspondent		<div> <div> Name Name of the person to be contacted in the event of queries. Phone and email should relate to the name of this person </div> <div> Email Email should relate to person in Name field </div> </div> <div> <div> Reporting Agency Name of your Ministry, Institution or Agency </div> <div> Phone Phone number should relate to person in Name field </div> </div> <div> <div> Address Address of Ministry, Institution or Agency </div> </div>				ok	Secretariat use only Date reported Leave blank Reference N° Leave blank File name (proposed): 	Filters (reserved)
Data set characteristics		<div> <div> Reporting Flag </div> <div> Action requested </div> </div> <div> <div> CP01B summary (N° vessels: 0) </div> <div> P20m: BFTc: SWOn: BFTo: SWOs: SWOm: ALBn: ALBm: ALBs: Carr: Trop: </div> </div> <div> <div> sub-forms: </div> <div> CP01B Authorizations on the ICCAT lists CP01C Ownership (Owners/Operators) details </div> </div>				inc	Notes Any special observations should be noted here. Justification for lack of IMO number, if applicable, can also be noted in this field supported by a written explanation if a vessel does not have an IMO number, along with a copy of the correspondence which states that the grant of a number has been refused.	

Field - CP01-Form A				Instructions
Mandatory information (vessels)	Identification	ICCAT Serial Number	ICCATSerialNo	If the vessel has previously been registered in the ICCAT Record of Vessels and has therefore been assigned an ICCAT number, this must be cited. Please check the list of inactive vessels to determine if a number has previously been assigned. If the vessel is being registered with ICCAT for the first time, please leave this field blank.
		Nat. Registry N° (NRN)	NatRegNo	The national registry number as it appears in the registry of your CPC.
		Internat. Registry N° (IRN)	IntRegNo*	This should be IMO number or a number in the seven-digit numbering sequence allocated by IHS-Fairplay (LR number). All vessels of 20 m or greater must have an IMO number, except wooden LSFVs that are not authorized to fish on the high seas or LSFVs unable to obtain an IMO/LR number.
		Type of IRN (IMO/LR N°)	IRNoType*	If number is provided, type = IMO. If the vessel is wooden and not authorized to operate on the high seas, type = WOD. If unable to obtain an IMO/LR number, then an explanation must accompany the submission, and type = JUS.
		International RCS	IRCS*	International Radio Call Sign. This must comprise only letters and numbers, e.g. 7T2472 (no spaces, “-”, “.”, or any other special character are allowed). If the vessel is too small to have an IRCS assigned, then “(n/a)” should be entered.

GUIDELINES 2024

Field - CP01-Form A				Instructions
		Current Name (Latin)	VesselNameCur	Please enter the current name of the vessel (all characters must be in “Latin script”). The use of characters in other alphabets can cause processing errors.
		Previous Name (Latin)	VesselNamePrv	If the vessel had a different name previously, even when under a different flag, this should be reported.
		Flag (Current)	FlagCodeCur	Select the flag (choose from available flag codes) under which the vessel is operating.
		Flag (Previous)	FlagCodePrv*	If the vessel previously operated under a different flag (even with a different name) this should be reported. Select a code from the available flag codes. Failure to report previous name/previous flag can result in duplications and incoherencies both in the ICCAT data base and the CLAV.
	Ownership	OwnerID (Form-C)	OwnerID	Please enter the number which corresponds to the row in Form CP01-C which contains the information on the owner. If the same owner is being reported for several vessels, the information only needs to be entered once on form CP01-C, and the same number can be entered in this field for each vessel owned by that person/company.
		OperatorID (Form-C)	OperatorID	Please enter the number which corresponds to the row in Form CP01-C which contains the information on the operator. This may be the same or different from the owner.
	Characteristics	Vessel type (ISSCFV)	IsscfvID	Please check the code sheet for a list of valid 3 Alpha codes. Only one type can be selected for each vessel (choose from the available vessel type codes).
		Gear type (ISSCFG)	IsscfgID	Please check the code sheet for a list of valid 3 Alpha codes. Only one type can be selected for each fishing gear (choose from the available fishing gear type codes).
		Length (m)	LengthM	Length should be in length overall, defined as the distance measured in a straight line between the foremost point of the bow and the aftermost point of the stern. Length should be limited to 1 decimal place (e.g. 23.9).
		Length type	LenType	Two codes are available: LOA (length overall) and OTH (other). The length type should be length overall (LOA). If OTH is reported, an explanation should accompany the submission.
		Tonnage	Tonnage*	This can be GRT or GT. Other types of tonnage are not acceptable. Tonnage should be limited to 1 decimal place (e.g. 159.6).
		Tonnage type	TonType*	Gross Tonnage (GT) or GRT (Gross registered tonnage). Select the tonnage type (choose from the available tonnage type codes).
	For Carrier vessels	Carrying Capacity	CarCapacity*	Carrying capacity may be in cubic feet (f3) of dead weight volume (code cf) or in cubic metres (m3) - dead weight volume (code m3).

GUIDELINES 2024

Field - CP01-Form A				Instructions
		Carr. Capacity unit	CCapUnitCode*	Please select which of the units has been used to report the capacity (choose from the available unit type codes).
Optional information (vessels)	Various	External mark	ExternalMark	If there is an external mark different from other characteristics, please insert.
		Year Built	YearBuilt	Insert the year in which the vessel was built.
		Shipyard Flag	ShipyardNat	Select the country/entity in which the vessel was built (choose from the available flag codes).
		Home port	HomePort	Home port is the port at which the vessel is based and may differ from port of registry.
		Depth (m)	DepthM	The vessel's depth (in metres, to 1 decimal place) is measured vertically from the lowest point of the hull, ordinarily from the bottom of the keel to the side of any deck that you may choose as a reference point (preferably upper deck amidship).
		Engine Power (HP)	EnginePowerHP	Insert horse-power of the engine.
		VMS installed	VMSSysCode	Type of VMS system installed. Please see code sheet and choose an option. If no VMS is installed, use NO-VMS.

* Fields marked with an asterisk are optional for sport and recreational vessels authorized to catch Mediterranean swordfish with Rod & Reel in the Mediterranean Sea (Rec. 16-05).

GUIDELINES 2024

Field CP01-Form B			Instruction	Current Recommendation
Identification	ICCAT Serial Number	ICCATSerialNo	If the vessel has previously been registered in the ICCAT Record of Vessels and has therefore been assigned an ICCAT number, this must be cited. Please check the list of inactive vessels to determine if a number has previously been assigned. If the vessel is being registered with ICCAT for the first time, please leave this field blank.	All relevant Recommendations listed below
	Nat. Registry N ^o (NRN)	NatRegNo	This field is obligatory and cannot be left blank. It must coincide with NatRegNo field on form CP01-A, and all vessels reported must be in the same order on form B as they appear on form CP01-A.	All relevant Recommendations listed below
Positive list (LOA >= 20 meters) AND associated authorizations (Lists)	From (dd/mm/yyyy)	P20mDtFrom	If the vessel is 20m or greater and is not a carrier vessel, it must be included on this list. Please insert the start date of the authorization (which cannot be more than 45 days before date of submission of the form).	Rec. 21-14
	To (dd/mm/yyyy)	P20mDtTo	Please insert the date of end of the authorization.	Rec. 21-14
	Renewal (auto/explicit)	P20mRM	If the vessel authorization does not expire each year, enter AUTO. This will automatically renew the authorization for your vessel on 1 January each year. If the vessel authorization cannot be renewed automatically enter EXPL. The authorization will expire at the end date, and if not renewed by the CPC, the vessel will be deactivated from the ICCAT Record after 45 days and sent to the inactive list.	Rec. 21-14
	SWO-N (X)	SWOn	If the vessel 20m or greater is authorized to catch northern swordfish, please mark with an X. If not, please leave blank.	Rec. 17-02/21-02/22-03/23-04
	SWO-S (X)	SWOs	If the vessel 20m or greater is authorized to catch southern swordfish, please mark with an X. If not, please leave blank.	Rec. 17-03/21-03/22-04
	ALB-N (X)	ALBn	If the vessel 20m or greater is authorized to catch northern albacore, please mark with an X. If not, please leave blank.	Rec. 16-06/21-04/23-05
	ALB-S (X)	ALBs	If the vessel 20m or greater is authorized to catch southern albacore, please mark with an X. If not, please leave blank.	Rec. 16-07/21-05/22-06
	TROP vessels	From (dd/mm/yyyy)	TropDtFrom	If the vessel is authorized to catch bigeye, yellowfin and/or skipjack, or to operate as a support vessel in such fisheries, please enter the start date of such authorization. Start date cannot be more than 45 days before submission of form.

GUIDELINES 2024

	To (dd/mm/yyyy)	TropDtTo	Please insert the date of end of the authorization (for BET, YFT, SKJ).	Rec. 21-01/22-01
	Renewal (auto/explicit)	TropRM	If the vessel authorization does not expire each year, enter AUTO. This will automatically renew the authorization for your vessel on this list on 1 January each year. If the vessel authorization cannot be renewed automatically enter EXPL. The authorization will expire at the end date, and if not renewed by the CPC, the vessel will be removed from this list after 45 days.	Rec. 21-01/22-01
SWO-MED vessels	From (dd/mm/yyyy)	SWOmDtFrom	For any vessel, regardless of length, authorized to catch Mediterranean swordfish. Please enter start date for authorization. Lists must be provided annually before 15 January. Recreational vessels authorized to catch Mediterranean swordfish may be reported separately 15 days before the start of their authorization.	Rec. 16-05
	To (dd/mm/yyyy)	SWOmDtTo	Please insert the end date for authorization on the SWO-MED list.	Rec. 16-05
ALB-MED vessels	From (dd/mm/yyyy)	ALBmDtFrom	For any vessel, regardless of length, authorized to catch Mediterranean albacore. Please enter start date for authorization. Lists must be provided annually before 15 March. Recreational vessels authorized to catch Mediterranean albacore may be reported separately 15 days before the start of their authorization.	Rec. 16-05 & Rec. 21-06/22-05
	To (dd/mm/yyyy)	ALBmDtTo	Please insert the end date for authorization on the ALB-MED list.	Rec. 16-05 & Rec. 21-06/22-05
Carrier vessels	From (dd/mm/yyyy)	CarrDtFrom	Please insert the start date of the authorization for the carrier vessels authorized to receive transshipments of ICCAT species either at-sea or in-port. Lists must be sent each calendar year, but no deadline is specified. Carrier vessels may not receive transshipments of ICCAT species until they appear on the List of Carrier Vessels on the ICCAT Record.	Rec. 21-15
	To (dd/mm/yyyy)	CarrDtTo	Insert the date of the end of the authorization as an ICCAT carrier vessel.	Rec. 21-15
E-BFT Catching Vessels	From (dd/mm/yyyy)	BFECdtFrom	For all eastern Atlantic and Mediterranean catching vessels, regardless of length. Please insert the start date of authorization of the vessel. Lists should be submitted annually, and at least 15 days before the start of the authorization. Authorization periods should be in accordance with the open seasons stipulated in the current Recommendation on EBFT.	Rec. 21-08/22-08 (see paragraphs 28-31 of Rec. 21-08 for details)

GUIDELINES 2024

	To (dd/mm/yyyy)	BFECdtTo	Insert the date of the end of the authorization as an ICCAT EBFT catching vessel.	Rec. 21-08/22-08
	Fishery type	BFECFishType	Indicate whether fishery is artisanal, commercial or recreational. Please see Codes sheet for options available.	Rec. 21-08/22-08
	Fishing area	BFECFishArea	Indicate the area in which the vessel is authorized to fish, using one of the options in the Codes sheet.	Rec. 21-08/22-08
	Assigned quota (kg)	BFECAssQuoKG	Show the quota (in kilos) assigned to the vessel for the current fishing year. Quantities should be limited to 1 decimal place.	Rec. 21-08/22-08
E-BFT Other Vessels	From (dd/mm/yyyy)	BFECdtFrom	Insert the start date of authorization of towing, support, auxiliary vessels, regardless of size. Lists must be submitted annually at least 15 days before the start of authorizations.	Rec. 21-08/22-08
	To (dd/mm/yyyy)	BFECdtTo	Insert the date of the end of the authorization as an ICCAT EBFT other vessel.	Rec. 21-08/22-08

Field- CP01 Form C		Instruction
Owner/Operator* Entity ID	OwOpEntityID	Insert consecutive number. This number should be transposed to Form CP01-A, (owner /operator ID fields) for each vessel owned or operated by this person/company.
Name	OwOpName	Name of person or company who owns or operates the vessel. If a given vessel has more than one owner/operator these should be separated by " " (vertical bar). This field cannot fit more than 150 characters.
Address	OwOpAddress	Street address of person or company who owns or operates the vessel.
City	OwOpCity	City in which owner/operator is domiciled.
Zip code	OwOpZipCode	Postal code or zip code of address. Please do not use . - / or other characters between the digits.
Country	OwOpCountry	Country in which owner/operator is domiciled.
Phone	OwOpTel	Telephone number (include international code).
Fax	OwOpFax	Fax, if available. Include international code.
Email	OwOpEmail	Email of owner/operator.

* If owner and operator are different, one line with different ID number should be completed for each.

LSPLVs authorized to tranship at sea

All large-scale longline vessels should be included on the ICCAT Record of Vessels of 20 metres or greater. Longline vessels which are authorized to tranship at sea must also be reported in accordance with the provisions of Rec. 21-15, following requirement M:GEN09.

The form developed for reporting is **CP46-VessTrans (v2023a)**. No deadline is specified for receipt of information. Vessels should be reported before transshipment takes place; retroactive reporting is not permitted.

Note that on the form, the name and ICCAT number of the carrier vessels should be repeated for each longline vessel reported, i.e. if 100 longline vessels are authorized to tranship to a carrier vessel, 100 rows should be completed for that carrier vessel.

INFORMATION ON ACCESS AGREEMENTS

M:GEN18	Access Agreements and changes
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Rec. 14-07 requires the following:

“1. Contracting Parties and Cooperating non-Contracting Parties, Entities, and Fishing Entities (CPCs) that allow foreign-flagged vessels to fish in waters under their jurisdiction for species managed by ICCAT, and CPCs whose vessels fish in waters under the jurisdiction of another CPC or non-Contracting party (NCP) for species managed by ICCAT pursuant to an agreement, shall, individually or jointly, notify the Commission prior to beginning fishing activities of the existence of such agreements and provide to the Commission information concerning these agreements, including:

- The CPCs, NCPs, or other entities involved in the agreement;
- The time period or periods covered by the agreement;
- The number of vessels and gear types authorized;
- The stock or species authorized for harvest, including any applicable catch limits;
- The CPC’s quota or catch limit to which the catch will be applied;
- Monitoring, control, and surveillance measures required by the flag CPC and coastal State involved, with, for the coastal State, a particular specification of:
 - i) the National authority (contact coordinates) responsible for issuing fishing licenses or permits,
 - ii) the National authority (contact coordinates) responsible for MCS activities.
- Data reporting obligations stipulated in the agreement, including those between the parties involved, as well as those regarding information that must be provided to the Commission;
- A copy of the written agreement”

Note: If joint submissions are made, this should be specified at the time of transmission to the Secretariat. The Secretariat should be informed if the agreement is terminated or if any change to an agreement in force is made.

“7. The Secretariat shall develop a form for reporting the information specified in this recommendation and annually compile CPC submissions into a report to be presented to the Commission for consideration at its Annual meeting.”

CP039-AccAgr, revised in 2021, to collect the information required through paragraph 1 of Rec. 14-07 is an Excel form available on the website: <https://www.iccat.int/en/SubmitCOMP.html> (General section). This form **CP039-AccAgr** includes two worksheets:

- **CP39A (AccessAgreements)** which must be completed before the start of fishing activities,
- **CP39B (SummActivities)** which must be completed after the end of the period of the agreement and fishing activities.

To complete the different sections, please consult the third tab "Codes" and the fourth tab "instructions" of the form for further information.

I- Before the start of fishing activities and of the agreement, **form CP39A** must be completed and submitted to the Secretariat. The different sections must be correctly completed:

- 1) In the header, there are two sections that must be completed with the required information:
 - Information on the flag correspondent, with name of the contact person for questions, the person’s telephone number and email address, reporting agency (name of ministry, institution or agency) and the address of this ministry, institution or agency.

- The characteristics of the dataset include the names of the CPCs, NCPs or other entities participating in the agreement (picklist), the period of the agreement (in the format dd/mm/yyyy), the contact details of the national authority in charge of issuing fishing licenses or permits and the contact details of the national authority in charge of MCS activities, file name of the copy of the written agreement, specifying if it is attached to the document submitted.
- 2) Two free text boxes are to be completed (maximum 1000 characters) indicating:
 - The monitoring, control and surveillance measures required by the flag CPC and the coastal State concerned
 - The data reporting obligations stipulated in the agreement between the Parties concerned and the information that must be submitted to the Commission.
 - 3) Detailed information on access agreements for authorized fishing activities can also be recorded in the table:
 - Gear (picklist)
 - Number of vessels concerned
 - Species (picklist)
 - Authorized volume
 - CPC quota (if applicable)

II- Following termination of the agreement, **form CP39B** is to be completed and submitted to the Secretariat.

- 1) The header is automatically completed with the information completed in tab CP39A:
 - The characteristics of the dataset include the names of the CPCs, NCPs or other entities participating in the agreement, the period of the agreement, the contact details of the national authority in charge of issuing fishing licenses or permits and the contact details of the national authority in charge of MCS activities, the file name of the copy of the written agreement, specifying if it is attached to the document submitted.
 - The two free text boxes indicating the monitoring, control and surveillance measures required by the flag State and the coastal State concerned, and the reporting requirements stipulated in the agreement between the Parties concerned and the information that must be submitted to the Commission.
- 2) The free text box for the summary of activities or to state any change in the information in the header section.
- 3) The table enables review of the activities developed within the framework of these agreements with the fishing activities carried out:
 - Gear (picklist)
 - Name of vessels concerned
 - Species (picklist)
 - Volume fished
 - CPC quota (if applicable)

Please note that a brief summary of the activities carried out under access agreements should be included in the annual reports of both the Flag CPC of the vessel and the CPCs in whose waters the vessels are allowed to operate. This should include total number of vessels by flag and total catch by species.

INFORMATION ON FARMING ACTIVITIES

Form CP09 should be used to report:

M:BFT02	Reports on bluefin tuna farming
M:BFT03	Carry over of caged fish declaration
M:BFT04	Bluefin tuna caging report

Catching vessel	Vessel name	Name of the vessel that carried out the catch (optional).
	No. ICCAT Record of BFT vessel	Identifiable number of ICCAT Record of vessel that carried out catch (mandatory).
	No. ICCAT Record of Trap	Identifiable number of ICCAT Record of trap where the catch was carried out (mandatory).
	BCD Group	BCD Group (if applicable).
	Flag	Flag of the vessel that carried out the catch.
	JFO No. (if applicable to catch)	Number of Joint Fishing Operation (JFO) (if applicable).
	Catch (t)	Catch quantity (t).
	No. of fish caught	Number of fish caught.
(first)	Vessel name	Vessels that carried out transport to the farm (provide chronologically information. If the transfer was carried out by only one vessel, then only the record for the first vessel will be filled out).
	No. ICCAT Record of BFT vessel	
	Flag	
(second)	Vessel name	
	No. ICCAT record of BFT vessel	
	Flag	
(third)	Vessel name	
	No. ICCAT record of BFT vessel	
	Flag	
(last)	Vessel name	
	No. ICCAT record of BFT vessel	
	Flag	
	Catch location (Lat/Long)	Location where the catch was carried out.
	Date of catch	Date of catch.
	BCD No.	Bluefin Tuna Catch Document (BCD) number (each event should be associated to one BCD only or BCD Group).
	Copy No.	Number of the copy of the BCD.
	BCD date	Date of the BCD
Event information	Event	The event defines the type of operation which is being carried out in the record. The events and cases where they will be used are as follows:
		• 1stCaging (first time a catch is placed in a farm).
		• TransferIn (Operation of transfer input in a farm/cage).
		• TransferOut (Operation of transfer output in a farm/cage).
		• Mortality (Natural mortality of tunas in the farms/cages).
		• Harvest (Harvesting process carried out in the farms/cages to place on the market).
		• Release (Release of live fish).
	• CarryOver (Annual reporting of underages in the farm/cage following the operation).	
Date of event	Date when the event took place.	

GUIDELINES 2024

	No. ICCAT Record of BFT Farming Facilities	Number of record of farm where the event was carried out.
	Record No./ Identifiable cage No.	Number of cage where the event took place.
	Quantity (t)	Weight in tons (t) of the specific event.
	Number of fish	Number of fish of the specific event.
	Size composition (No. of sampled fish)	Number of sampled fish.
	Dead fish (Kg)	Weight in kilos (Kg) of dead fish during the event operation.
	Quantity of dead fish	Number of dead fish during the event operation.
	Estimated growth	Estimated growth.

Form CP57 should be used to report:

M:BFT34	Results of Random Controls
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Farm information	ICCAT serial number	ICCAT code	ICCAT serial number (unique) of the farm registered
	FFB name (Latin)	String	Bluefin tuna farming facility name in Latin script
	Total No. cages	Integer	Total number of cages after completion of caging operations
Caging event information	Date of the control	Date	Date of the control
	Cage No.	String	Number of the controlled cage
	eBCD(s) concerned	String	eBCD(s) concerned
	No. expected individuals	Integer	Number of bluefin tuna individuals expected after the caging operations (caged pieces originally – mortalities in farm – harvested pieces)
	No. verified individuals	Integer	Number of bluefin tuna individuals counted by way of control video record(s)
Actions	Follow up/Actions taken	String	Follow up/Actions taken in case of detected discrepancies. A margin of error of 5% between the number of individuals resulting from the control transfer and the expected number in the cage, may be allowed by the CPC competent authority

**BIANNUAL REPORT OF IMPORT DATA COLLECTED
UNDER THE ICCAT STATISTICAL DOCUMENT PROGRAMMES**

M:TRO06	Data from ICCAT statistical document programmes
M:SWO01	Data from ICCAT statistical document programmes

INTRODUCTION

This form is mandatory for all Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities (CPCs) that import or re-export products derived from bigeye tuna and swordfish catches, in order to ensure traceability and compliance with international regulations.

The same Excel form will be used for both species, with one being submitted for each species.

Reporting is biannual, with the code “S1” corresponding to the first half of the year and “S2” to the second half.

The form consists of 4 sheets in total:

- Two main sheets to complete the required information: “CP16A (SD)” and “CP16B (RC)”;
- Two additional sheets for information purposes: “Codes” which includes a list of the codes to be used and “Instructions”, where the basic instructions and the characteristics of the fields to be completed are detailed.

(ONLY FOR USE WITH THE EXCEL VERSION CP16-SDP_BiRp.xls
PUBLISHED ON THE ICCAT WEBSITE)

1. Instructions for Statistical Document Biannual Report Form CP16A (SD)

WHEN TO COMPLETE

To be completed by the final importer of the product when only one exporting flag (catching flag) is involved.

HEADER SECTION

Year = Indicate the year to which the data pertain.

Period = First semester (S1 - 1- January – 30 June) or Second semester (S2 - 1 July – 31 December) of the year to which data pertain. Please note ICCAT conservation and management measures require reporting by semester.

Reporting Flag = Flag of party, entity or fishing entity making the report. Normally, this should coincide with the Import flag (see below)

Species = The species for which imports are being reported. Please send a separate report for each species; BET (bigeye tuna); SWO (swordfish)

REPORTING SECTION

Import flag (Reporting flag) = For statistical document reports, import flag should normally be the same as reporting flag. If possible, please use the standard alpha codes, as shown in the worksheet “codes” attached to the form. However, Contracting Parties comprising more than one sovereign state (e.g. EU) or more than one territory (e.g. UKOT) may indicate their Contracting Party name as reporting flag, but import flags should be separated, as in the example below:

Example: Reporting Flag = EU; Import Flag = EU-ESP (Spain)

Fishing flag = flag of the country, entity or fishing entity which caught the fish, except in the case of chartered vessels where the vessel is under the management of the chartering nation. In this case, the chartering nation’s flag should be entered. Standard alpha codes should be used where possible.

Fishing Area = Please use the area codes shown in the worksheet “codes” attached to the form.

Fishing Gear = Please use ICCAT gear codes (shown in the worksheet “codes” attached to the form). These codes are the same as those used for reporting statistical data to ICCAT and are [also available here](#).

Point of Export = Point from which the fish were exported. Where possible, it would be appreciated if standard international port codes could be used. If not, please enter the name of the port or city and the country.

Product type = Fresh, frozen or live. Please use the codes shown in the worksheet “codes” attached to the form.

Product shape = Please use the codes in the worksheet “codes” attached to the form. If the product shape is not included in the codes please mark “OT” (other) and specify.

Qty-Kg = Enter the quantity, in kilograms, of the fish / fish product imported.

Statistical Doc. Number = This is the number assigned by the exporting party to the statistical document which accompanied the shipment, and which appears on the top left hand side of the original document. This field is currently **optional**, but has been requested on many occasions by the SCRS.

Example:

Country B (final and reporting importer) imports the product caught by Country A. The point of export is a port in Country A or another declared point.

Import flag	Fishing flag	Fishing area	Fishing gear	Point of export	Product type	Product shape	Quantity (kg)	Statistical document number
Country B	Country A	AT		Country A port	F	LO	23.6	2024/00691/A

2. Instructions for Re-Export Biannual Report Form CP16B (RC)

WHEN TO COMPLETE

To be completed by the final importer when the export operation has involved more than one flag before the exports are received by the final importer.

HEADER SECTION

Year = Indicate the year to which the data pertain.

Period = First semester (S1- 1 January – 30 June) or Second semester (S2 - 1 July – 31 December) of the year to which data pertain. Please note ICCAT conservation and management measures require reporting by semester.

Reporting Flag = Flag of party, entity or fishing entity making the report. Normally, this should coincide with the final Import flag (see below)

Species = The species for which imports are being reported. Please send a separate report for each species; BET (bigeye tuna); SWO (swordfish)

REPORTING SECTION

Fishing flag = flag of the country, entity or fishing entity which caught the fish, except in the case of chartered vessels where the vessel is under the management of the chartering nation. In this case, the chartering nation’s flag should be entered.

Final Import flag (Reporting flag) = Final import flag refers to the latest importer at the time the report is being made (even though it may be again re-exported later), and not to future destinations, for which reason Final import flag should normally be the same as reporting flag. However, Contracting Parties comprising more than one sovereign state (e.g. EU) or more than one territory (e.g. UKOT) may indicate their Contracting Party name as reporting flag, but import flags should be separated, as in the example below:

Example: Reporting Flag = EU; Import Flag = EU-ESP (Spain)

Intermediate imports = as catch may have been through several destinations before reaching the final import destination, columns have been provided for up to three importers before final destination.

1st import flag = Re-export certificate reports are only submitted where there has been an intermediate import between first import and reporting country, entity and fishing entity. First import flag should be that which made the first import of the fish after the catch. (The re-export certificate received by the CPC should have a copy of the original statistical document attached, showing fishing flag and (first) import flag.)

2nd import flag = Second import flag, where an intermediate country has received a re-export. (See example below) (In this case, the Re-export certificate should have a copy of the original statistical document and the first re-export certificate attached.)

3rd import flag = As for second import flag, except copies of the previous two re-export certificates should be attached on receipt by the reporting CPC.

Last Point of Export = Point from which the fish were exported when imported by the flag reporting. Where possible, it would be appreciated if standard international port codes. If not, please enter the name of the port or city and the country.

Product type = Fresh or frozen

Product shape = Please use the codes in the worksheet “codes” attached to the form. If the product shape is not included in the codes please mark “OT” (other) and specify.

Qty-Kg = Enter the quantity, in kilograms, of the fish / fish product imported.

Fishing area = Please use the area codes that appear in the “Codes” spreadsheet attached to the form.

Statistical Doc. Number = This is the number assigned by the first exporting party to the statistical document which accompanied the shipment, and which appears on the top left hand side of the original document. This field is currently **optional**, but has been requested on many occasions by the SCRS.

Example:

The final importer, Country D, imports from Country C, which in turn imported from Country B, which imported from Country A, which took the catch.

Fishing flag (code)	Final import flag (reporting flag)	First import flag	Second import flag	Third import flag	Last point of export	Product type	Product shape	Quantity (kg)	Fishing area	Statistical document number
Country A	Country D	Country B	Country C		Country C port	F	LO	23.6	AT	2024/00691/A

ICCAT RECORD OF AUTHORIZED PORTS

Lists of authorized ports are currently required by three ICCAT Recommendations:

The *Recommendation by ICCAT amending the Recommendation 21-08 establishing a multi-annual management plan for bluefin tuna in the eastern Atlantic and the Mediterranean* [Rec. 22-08] requires the submission of lists of ports in which transshipping of bluefin tuna is authorized and ports in which landing of bluefin tuna is authorized. For a port to be determined as designated port, the port State shall specify permitted transshipping/landing times and places.

The *Recommendation by ICCAT replacing the Recommendation [13-04] and Establishing a Multi-annual Recovery Plan for Mediterranean Swordfish* [Rec. 16-05] requires the submission of lists of ports in which landing Mediterranean swordfish is authorized. For a port to be determined as designated port, the port State shall specify permitted landing times and places.

The *Recommendation by ICCAT amending Recommendation 18-09 on port state measures to prevent, deter, and eliminate Illegal, Unreported and Unregulated fishing* (Rec. 23-17) (replacing 18-09) requires CPCs which have designated ports into which they grant access to foreign fishing vessels. CPCs whose vessels enter into foreign ports should supply the contact points both for receiving Advance Requests for Entry into Port and for receiving copies of Port Inspection reports. Standard minimum notification period for entry into an authorized port is 72 hours, but port CPC may prescribe a longer or shorter notification period.

FORM **CP24-AuthPort (v2022a)** has been designed to collect information required under these three Recommendations. The fields to be completed are determined by the type of port being reported.

For eastern Atlantic and Mediterranean bluefin tuna ports, please use the following numeric codes:

1	BFT_Transhipment	Ports in which the transshipment of BFT-E is permitted
2	BFT_Landing	Ports in which the landing of BFT-E is permitted
3	BFT_Both	Ports in which both transshipment and landing of BFT-E is permitted

Please note that the port codes in column E refers to the UN LOCODEs, [available here](#). Where such a code has been assigned, this should be reported.

Permitted times and permitted places (within the port) must be specified for both EBFT and SWO-MED ports.

The columns under Contact points for foreign fishing vessels need only be completed if foreign vessels are allowed to enter the port.

Document No.**ICCAT Transhipment Declaration (Bluefin Tuna)**

Carrier vessel		Fishing Vessel	Final destination:
Name of vessel and radio call sign:		Name of the vessel and radio call sign:	Port:
Flag:		Flag:	Country:
Flag State authorization No.		Flag State authorization No.	State:
National Register No.		National register No.	
ICCAT Register No.		ICCAT Register No.	
IMO No.		External identification:	
		Fishing logbook sheet No.	

	Day	Month	Hour	Year	2_ 0_ _ _	F.V Master's name:	Carrier vessel Master's name:
Departure	_ _	_ _	_ _	From:	_ _ _		
Return	_ _	_ _	_ _	To:	_ _ _	Signature:	Signature:
Tranship.	_ _	_ _	_ _		_ _ _		

For transhipment, indicate the weight in kilograms or the unit used (e.g. box, basket) and the landed weight in kilograms of this unit: |_|_| kilograms.

LOCATION OF TRANSHIPMENT

Port	Sea Lat/Long	Species	Number of unit of fishes	Type of product live	Type of product whole	Type of product gutted	Type of product head off	Type of product filleted	Type of product	Further transhipments
										Date: Place/Position:
										Authorization CP No.
										Transfer vessel Master signature:
										Name of receiver vessel:
										Flag
										ICCAT Register No.
										IMO No.
										Master's signature
										Date: Place/Position:
										Authorization CP No.
										Transfer vessel Master's signature:
										Name of receiver vessel:
										Flag
										ICCAT Register No.
										IMO No.
										Master's signature

Obligations in case of transhipment:

1. The original of the transhipment declaration must be provided to the recipient vessel (processing/transport).
2. The copy of the transhipment declaration must be kept by the correspondent catching vessel or trap.
3. Further transshipping operations shall be authorized by the relevant CPC which authorized the vessel to operate.
4. The original of the transhipment declaration has to be kept by the recipient vessel which holds the fish, up to the landing place.
5. The transshipping operation shall be recorded in the logbook of any vessel involved in the operation.

ICCAT Transfer Declaration

Document No.		ICCAT Transfer Declaration	
1 - TRANSFER OF LIVE BFT DESTINATED FOR FARMING			
Fishing vessel name: Call sign: Flag: ICCAT Register No.: External identification: Transfer authorization No.: Fishing logbook No.: JFO No.: eBCD No.:	Trap name:	1st towing vessel name: Flag: ICCAT Register No.: External identification: Transport cage number:	Name destination farm: ICCAT Register No:
	ICCAT Register No.:	2nd towing vessel name (2): Flag: ICCAT Register No.: External identification: Transport cage number:	Name destination farm (3): ICCAT Register No:
	Donor farm name (1):	3rd towing vessel name (2): Flag: ICCAT Register No.: External identification: Transport cage number:	Name destination farm (3): ICCAT Register No:
	ICCAT Register No.:		
2 - FIRST TRANSFER INFORMATION			
Date: __ / __ / ____		Place or position:	Port: Lat: Long:
No. individuals and estimated weight (kg) in first cage (4): First transfer: Voluntary transfer: Control transfer: BFT dead during the transfer (5):	No. individuals and estimated weight (kg) in second cage: First transfer: Voluntary transfer: Control transfer: BFT dead during the transfer (5):	No. individuals and estimated weight (kg) in third cage: First transfer: Voluntary transfer: Control transfer: BFT dead during the transfer (5):	
Master of fishing vessel / trap operator / farm operator name and signature:	Master of receiving vessel name and signature: 1st receiving vessel: 2nd receiving vessel: 3rd receiving vessel:	Observer Name, ICCAT No. and signature:	
Presence of Observer: (Y/N)	Reasons for disagreement:	Rules or procedure not respected:	
Estimated No. of individuals Regional Obs:			

GUIDELINES 2024

Seals Numbers (6):			
3 – FURTHER TRANSFERS (7)			
FURTHER TRANSFER 1			
Date: __ / __ / ____ ITD number:		Place or position: Port:	Lat: Long:
Donor towing vessel name:	Call sign:	Flag:	ICCAT Register No.:
Receiving towing vessel name:	Call sign:	Flag:	ICCAT Register No.:
Transfer authorization No.:	External identification:	Donor Cage No.:	Master of donor vessel name and signature:
		Receiving Cage No.:	Master of receiving vessel name and signature:
No. individuals transferred and estimated weight (kg)(4): Further transfer: Voluntary transfer: Control transfer: In case of voluntary or control transfer: i. Information on the receiving towing vessel: Name: Flag: ICCAT Register No.: External identification: ii. Transport cage number:		Number of BFT that died during transfer:	
FURTHER TRANSFER 2			
Date: __ / __ / ____ ITD number		Place or position: Port:	Lat: Long:
Donor towing vessel name:	Call sign:	Flag:	ICCAT Register no.
Receiving towing vessel name:	Call sign:	Flag:	ICCAT Register no.

GUIDELINES 2024

Transfer authorization no:	External identification:	Donor Cage No.: Receiving Cage No.:	Master of donor vessel name and signature: Master of receiving vessel name and signature:
N° individuals transferred and estimated weight (kg)(4) Further transfer: Voluntary transfer: Control transfer: In case of voluntary or control transfer i. Information on the receiving towing vessel: Name: Flag: ICCAT Register No.: External identification: ii. Transport cage number:		Number of BFT that died during transfer:	
FURTHER TRANSFER 3			
Date: __ / __ / ____ ITD number		Place or position: Port: Lat: Long:	
Donor towing vessel name:	Call sign:	Flag:	ICCAT Register No.:
Receiving towing vessel name:	Call sign:	Flag:	ICCAT Register No.:
Transfer authorization No.:	External identification:	Donor Cage No.: Receiving Cage No.:	Master of donor vessel name and signature: Master of receiving vessel name and signature:
No. individuals transferred and estimated weight (kg)(4) Further transfer: Voluntary transfer: Control transfer: In case of voluntary or control transfer i. Information on the receiving towing vessel: Name: Flag: ICCAT Register No.: External identification: ii. Transport cage number:		Number of BFT that died during transfer:	

GUIDELINES 2024

- (1) To be completed in case of transfers between two different farms.
- (2) To be completed if the catch is transferred to more than one transport cage.
- (3) To be completed in case the transport cages are destined for more than one farm.
- (4) Number of individuals and weight estimated by the donor operator for the transfer considered valid. In case the operation has to be repeated, indicate as N/A in the relevant row (e.g. in case the first transfer and voluntary transfer did not provide an adequate video: First transfer: N/A, voluntary transfer: N/A, control transfer: 1030 pieces, 123,600 kg).
- (5) Number of individuals that died and estimated weight.
- (6) To be completed by the ICCAT Regional Observer in case the transport cage is to be sealed in accordance with paragraph 128 and **Annex 14**.
- (7) To be completed by the donor operator for each of the transfers between towing vessels, which take place after the first transfer.

BI-WEEKLY CATCH REPORTS***Rec. 22-08, para. 86***

Without delay, each CPC shall transmit bi-weekly catch reports for eastern Atlantic and Mediterranean bluefin tuna all vessels and traps to the ICCAT Secretariat. Submissions shall be undertaken in accordance with the format set in the Guidelines for Submitting Data and Information Required by ICCAT. The most recent version of form **CP26-BFT_WcRp** should be used.

Rec. 22-01, para. 14

In addition, CPCs whose catches taken by purse seiners and longliners have reached 80% of their annual catch limit should submit weekly catch reports of bigeye tuna. The most recent version of form **CP26-BET_WcRp** should be used.

Please consult the [ICCAT website](#) for the latest versions for all reporting forms.

MONTHLY CATCH REPORTS***Rec. 22-10, para. 19 and Rec. 22-01, para. 14***

By last day of the month following the month in which the catches were made, each CPC shall transmit monthly catch reports of western Atlantic bluefin tuna and for all vessels, for shortfin mako in years where retention is permitted, and catches of tropical tuna taken by purse seine and large scale longliners to the ICCAT Secretariat. The forms to be used are the most recent versions of forms **CP25-McRp** for bluefin tuna and form **CP50-TROP_MQcRp** for tropical tunas.

Rec. 16-05, para. 37

Furthermore, it was agreed during the Ad Hoc Working Group on Mediterranean Albacore Meeting (9-10 February 2022) that monthly catch reports for fisheries targeting Mediterranean albacore could be submitted within 30 days of the end of the period reported. The form to be used is the most recent version of form **CP56-MED_MQcRp**, selecting the species (ALB) and type of fishery (Target).

Rec. 22-11, para. 11

For monthly landings of North Atlantic and South Atlantic shortfin mako, the most recent version of form **CP55-SMA_McRp** should be used.

Please consult the [ICCAT website](#) for the latest versions for all reporting forms.

QUARTERLY CATCH REPORTS***Rec. 16-05, para. 37***

CPCs catching Mediterranean swordfish should submit quarterly catch reports within 30 days of the end of the quarter being reported (30 January, 30 April, 30 July, and 30 October). Form, **CP56-MED_MQcRp**, has been developed to report quarterly catches of Mediterranean swordfish.

CPCs catching Mediterranean albacore as bycatch can submit quarterly catch reports within 30 days of the end of the period reported. The form **CP56-MED_MQcRp** should be used by selecting the species (ALB) and the type of fishery (Bycatch or Sport).

Rec. 22-01, para. 13

CPCs catching tropical tuna species by any gear should also submit quarterly catch reports within 30 days of the end of the quarter being reported. The form **CP50-TROP_MQcRp** should be used.

Following the submission of data, it should be noted that a “processed data” notification will be sent automatically when the submitted data has been processed. The ICCAT Secretariat will only contact CPCs when there are questions regarding the processing of data.

Please consult the [ICCAT website](#) for the latest versions for all reporting forms.

INSTRUCTIONS FOR USING THE IOMS

1. Registration of a new IOMS user:

ACTION: Send an email to general@ioms.iccat.int with the following elements:

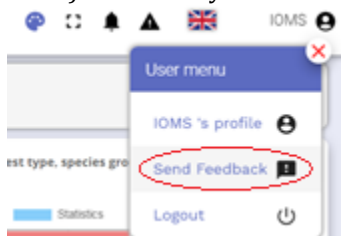
- Subject: [IOMS][Users] New user request
- Full name.
- ICCAT CPC.
- Role requested (choose one):
 - Regular User (You will have permissions to use all the IOMS functionalities of your own CPC)
 - CPC Administrator (Same as regular users and manages the users of your own CPC)
- Preferred language (English, French or Spanish).

RESPONSE: You will receive from the Secretariat (IOMS Team members) an email with detailed instructions to connect to IOMS and to create your own new password.

2. After registration and first login into IOMS

ACTION: for specific interaction with the Secretariat on IOMS functionality (e.g.: feedback on problems, issues, suggestions, etc.) use:

- a) Preferably the included IOMS tool show below (“Send Feedback”)



- b) Alternatively, send an email to general@ioms.iccat.int including:
- Subject: [IOMS][Feedback] Brief description of the issue or suggestion.
 - Detailed description of the issue or suggestion.
 - Operating system used and its version.
 - Browser used and its version.
 - Steps to reproduce the issue.
 - Expected result.
 - Actual result.
 - Attach any files and/or screenshots related to the issue.

RESPONSE: The Secretariat will interact with the user aiming to solve in the best way possible the issues identified

3. Other matters not covered by 1 and 2:

ACTION: For any other doubts, clarifications, or questions, send an email to general@ioms.iccat.int including:

- Subject: [IOMS][Q&A] Brief description of the doubt or question.
- Detailed description of the doubt or question.
- Attach any related files or images that could help us with the answer.

RESPONSE: You will receive from the Secretariat (IOMS Team members) the required feedback.

COMPLIANCE LETTERS FROM THE CHAIR

Recommendation by ICCAT Concerning Trade Measures [Rec. 06-13]

Annual letters from the Chair of the Compliance Committee are sent electronically to all Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities in ICCAT with noted compliance deficiencies (e.g., late reporting, overharvest) specific to the year in question.

The purpose of the Chair's letters is to notify CPCs of issues of noncompliance with active ICCAT Recommendations and Resolutions and to provide CPCs with the opportunity to explain any mitigating circumstances and to take corrective action.

Noted deficiencies can be referenced in document *COC-308 Appendix 2*, which annually updated following the Commission Meeting. *COC-308, Appendix 2* is the source information for the Chair's letters. **CPCs with no noted deficiencies ("No action necessary"), do not receive a letter.**

In addition to providing an explanation for cited deficiencies and requesting action, the Chair's letters briefly discuss the level of severity of noncompliance, which is arranged by category:

- **No action necessary:** No letter sent.
- **Reporting or Implementation issues:** Noted significant deficiencies which require corrective action.
- **Identification or Identification maintained:** Noted significant deficiencies remain ongoing for more than two years without notable corrective action.
- **Lift Identification:** Noted significant deficiencies addressed with notable corrective action taken.

Each letter includes an attached *Compliance Letter Response Template*, that allows CPCs to provide an explanation for each deficiency listed in the Chair's letter and describe corrective actions, as well as indicate the date of submission of late information.

For any question regarding the Chair's letters, please send an email to info@iccat.int. The deadline for responses to the Chair's letters is 1 October.