

REVISED GUIDELINES FOR THE PREPARATION AND SUBMISSION OF ANNUAL REPORTS

The purpose of the 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 during the preceding year.

Annual Reports should be submitted in two parts, Part I relating to information on fisheries, research and statistics and Part II relating to information on management implementation and other related activities. Part I should be submitted to the SCRS before the start of the SCRS Plenary Session (i.e., by 9:00 am on the first day of the SCRS Plenary). The complete report, comprising Part I and Part II, should be submitted one month before the Commission meeting. The exact submission dates will be determined annually by the Secretariat on the basis of the dates of the Commission meetings, and communicated to all Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities.

A Word file of the Annual Reports must be provided to the Secretariat before or on the first day of the Commission meeting, either on diskette, compact disc or through electronic mail. The layout should follow these “*Revised ICCAT Guidelines for the Preparation and Submission of Annual Reports*” (also available on www.iccat.int).

Annual Reports 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 main report sections 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 two languages.

Part I (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 working 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.

Section 1: Annual Fisheries Information

This report section should provide complementary information relating to the data submitted to ICCAT on total catches, effort, CPUE and size-frequency 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 socio-economic factors which influence or explain such changes and developments.

Section 2: Research and Statistics

This report section should provide a description of the statistical data collection systems implemented to monitor tuna fisheries, with an indication of the degree of coverage of catch, effort and size data for fishing operations in local and distant waters. Attention should be given to problems, changes and improvements in such statistical systems and, where possible, the coverage of retained catches of target and by-catch species, and of discarded catches.

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 programs may also be included in this section.

Part II (Management implementation)

Section 3: Implementation of ICCAT Conservation and Management Measures

This report section should report on steps taken to implement ICCAT conservation and management measures. In particular, this section may provide for the formal notification of implementation of ICCAT measures, including the dates of such implementation. Details, including texts of the relevant domestic legislation, can be included as an appendix. Where problems have arisen with the implementation of ICCAT conservation and management measures, and the effects of such measures on the tuna fisheries, these should be outlined.

This section should also provide for the reporting of efforts to implement ICCAT Statistical Document Programs, where applicable. Summarized information should be provided on steps taken to implement such systems, and the results achieved. Additional information may be provided on other trade monitoring systems implemented.

A summary of the information previously submitted in compliance with the requirements of the various ICCAT management measures may be included in the Annual Report, but details should not be repeated. The reports should, however, contain all information required by ICCAT management measures where no other reporting mechanism exists. In order to ensure coherent formats, the Secretariat will each year indicate the management measures in force for which information should be included in the Annual Reports. The list provided, however, may not be exhaustive in all cases and Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities should refer to the Compendium of ICCAT Management Recommendations and Resolutions to ensure compliance with all the measures which may relate to them.

Section 4: Inspection Schemes and Activities

This report section should provide information on efforts undertaken to inspect own and other nation tuna fishing activities and catches. In particular, this section should be used to describe steps taken to implement and administer the revised ICCAT Port Inspection Scheme, and to summarize results obtained under this scheme. Details of inspectorate designations and inspection results should be presented in the relevant appendix, which should be considered to be formal notification of such results.

This section may also be used to present relevant summarized information on other inspection schemes, including domestic inspection schemes.

Section 5: Other Activities

This report section should be used to provide summarized information on other tuna fishery related activities not included in the previous sections.

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 request.

Formats

In order to facilitate the extraction of specific information for the relevant committees and sub-committees, and the subsequent publication, Annual Reports should adhere to the following format requirements, and report the information in accordance with the sections described above.

As mentioned above, the Summary should not exceed 20 lines. The main body of Annual Reports should be concise, and detailed additional information should be presented in appendices to the report. Clear tables and figures may be used to summarize and clarify information presented in Annual Reports. The main body of the Annual Reports **should not exceed 8 pages in length** (two A4 pages per section) except in cases where the report pertains to multiple fisheries, in which case they may extend to 20 pages in length. The length of

appendices is unlimited. Appendices will be distributed with the Annual Reports at the Commission Meeting, but they will not be published in the Biennial Report.

General text must be in Times New Roman 10 (see margins below). Section headings are standardized (see above and model page); 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 subheadings). 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 color, please be sure that the information plotted or depicted can also be easily read in black and white (*e.g.* use ■, ♦, ●, etc. or colors that are easily distinguishable).

Appendices should be placed after figures, and following the standardized headings (see above and model page).

For your convenience, the formatting instructions and a model page are given in **Attachment 1**.

Summary of Formatting Instructions

Software:	Please prepare in MSWord (Word Perfect files will only be accepted if formatted exactly).
Paper size:	A4
Margins:	(Top, Bottom, Left, Right): 2.5 cm; headers 1.5 cm, footers 2.0 cm. Word Perfect files: The top margin of the first page should be 1.5 cm, and headers 1 cm. The header should be discontinued after page 1, and the top margins of subsequent pages set at 2.5 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:	<u>ANN</u> -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:	Times New Roman
Font size:	TR 10 . Footnotes should be in TNR 8.
Case:	Only the document title on the title page should be in CAPS.
Tabs:	Every 0.6 cm; no paragraph indents
Files:	Please submit 1 file with the formatted text (and tables, figures and appendices, should there be any).

Checklist

Before submitting your Annual Report, have you...

- included the Summary?
- kept to the 8-page limit?
- used MSWord?
- used A4 paper, 2.5 cm margins, 1.5 cm headers and 2.0 cm footers?
- used Times New Roman 10 font?
- single spaced the text? double spaced between paragraphs?
- used the "insert" "footnote" feature of MSWord to include the author's(?) address(es)? [inclusion is optional]
- referred to all of the tables and figures in the text, in numerical order?

MODEL PAGE

[All text in TR 10. Set all margins to 2.5 cm. [Paragraphs NOT indented.] The reports can be submitted in any of the three official languages of the Commission (English, French, Spanish). **IMPORTANT:** Remember to avoid embedded tables and figures; these should be placed at the end of the document (tables followed by figures).]

[2 spaces from top of page]

ANNUAL REPORT OF [insert name]

[CAPS, **BOLD**, CENTERED]

[2 spaces]

John D. Smith, John D. Jones¹

[Authors names: title case, centered-

[2 spaces]

[inclusion is optional]

SUMMARY

[2 spaces]

(not to exceed 20 lines!)

[2 spaces]

Part I (Information on fisheries, research and statistics) [Major headings: Bold, sentence case]

Section 1: Annual Fisheries Information [Sub-headings: *Italics, bold, sentence case*]

[Double space before sub-headings and between paragraphs]

[Sub-titles within sub-heading: *Italics, lower case*]

Section 2: Research and Statistics

Part II (Management implementation) [triple space before starting a new major heading]

Section 3: Implementation of ICCAT Conservation and Management Measures

Section 4: Inspection Schemes and Activities

Section 5: Other Activities

[**Tables** and **Figures** should be numbered (Arabic); the table heading should be placed above the table and the figure caption should be placed beneath the figure. Tables and figures should be cited in numerical order in the text and the citation should be in boldface type (*e.g.*, "...as illustrated in **Table 1** and **Figure 1...**").]

Table 1. Table(s) should be numbered (Arabic) and the table heading should be placed above the table. Headings in tables should be short but sufficient to allow the table to be intelligible on its own.

Insert table(s) here:

- Please use TNR 10;
- Please avoid using grids;
- Please keep standard margins (above);
- Please do not paste "pictures" if possible, prepare or convert your table to MSWord;
- All unusual symbols should be explained in the Table legend;
- Other incidental comments may be footnoted.

[When the table(s) have been included, then continue with the figure(s).]

Insert figure(s) here:

- Please avoid using grids;
- Please keep standard margins (above);
- Clearly identify numerical scales, units and legends for the X- and Y-axes for each figure;
- All symbols should be explained in the figure key;
- In your graphics file, use "copy" and in your MSWord file use "paste special" "picture" to minimize the space in the file;
- Click on the picture, then go to "format," "picture," "layout" and choose "in front of text" for best results.

¹ Affiliation, addresses, etc. E-mail address of lead author. [Times New Roman 8]; please use the "insert" "footnote" feature of MSWord.

Figure 1. Figure(s) should be numbered (Arabic) and the figure caption should be included beneath the figure. Captions for figures should be short but sufficient to allow the figure to be intelligible on its own.

[Appendices, if any, follow the same formatting rules as the text and tables and figures, as appropriate. They should follow the standardized headings below.]

Annual Report Appendices

Research and Statistical Information

Implementation of ICCAT Conservation and Management Measures

Tuna Trade Information

Details and Results of Inspection Schemes

Other Activities