

**Original:** English

**Annex 1**

**EBCD REPORTING PROCEDURES AND USE OF PAPER  
IN CASE OF TECHNICAL DIFFICULTIES**

Pursuant to para 6(c) of Rec 15-10, in the event that a CPC is experiencing technical difficulties that preclude use of the eBCD system, the following procedures would apply:

**A. During working hours of the Secretariat and the eBCD implementing consortium:**

1. The CPC concerned must contact the implementing consortium to try to resolve the issue and ensure the Secretariat is aware of these communications.
2. In the case where a technical difficulty that has been confirmed by the implementing consortium cannot be resolved by the consortium before a trade event must occur, the CPC shall inform the Secretariat, including providing a copy of the confirmation from the developing consortium, of the nature of the technical difficulty using the attached format.
3. The Secretariat will notify other CPCs that paper BCDs may temporarily be used by the CPC in question by posting the information provided in paragraph 2 above on public part of the ICCAT website without delay.
4. A CPC encountering technical difficulties must continue to work with the developing consortium and, as appropriate, the Secretariat to resolve the issue.
5. The CPC shall report either through the self-reporting incident site or the Secretariat when the technical difficulty has been resolved for immediate posting on the ICCAT website.

**[B. Outside working hours of the Secretariat and the eBCD implementing consortium:**

1. The CPC concerned must immediately communicate to Secretariat and the implementing consortium via email that it is unable to use the eBCD system with an explanation of the technical difficulty encountered.
2. Using the self-reporting incident site developed by the Secretariat, the CPC shall upload the required information for automatic publication on the ICCAT website
3. If the technical difficulty is not resolved before the start of the next business day of the Secretariat and the implementing consortium, the CPC encountering the technical difficulty shall contact the implementing consortium and, as needed, the Secretariat, as soon as possible during that next business day to resolve the technical difficulty.
4. The CPC shall report either through the self-reporting incident site or the Secretariat when the technical difficulty has been resolved for immediate posting on the ICCAT website].

C. In all cases where a paper has been issued in accordance with the procedures specified in paragraphs A and B, the following also applies:

1. The CPC shall resume use of the eBCD system as soon as the technical issues are resolved.
2. All paper BCDs shall be converted into an eBCD by the flag CPC authorities, or the ICCAT Secretariat if requested to do so, as soon as possible following resolution of the technical difficulty.
3. The party that carried out the conversion of the BCD concerned shall be responsible for reporting/uploading this information on the relevant part of the ICCAT website and for the destruction of the original paper (now converted) BCD(s).
4. Once the paper BCD has been converted all subsequent trade events associated with the product with the BCDs concerned shall be carried out only in the eBCD system.
5. Paper BCDs may continue to be used until such time as the technical difficulty is resolved and the BCDs concerned are converted into eBCDs in accordance with the procedure above.

In addition the following fields should be added in the table already circulated by way of Circular #2247:

- BCD(s) concerned
- Date of resolution
- Incidence Number (if available)