INFORMATION RECEIVED TO DATE ON ONLINE REPORTING SYSTEMS FROM OTHER TUNA RFMOS

At the 24th Regular Meeting of the Commission, a Concept Note on an ICCAT Online Reporting System (attached as **Appendix 1**) was put forward, and it was agreed work by the Secretariat and CPCs be carried out intersessionally to gather information about the possible development of an online reporting tool for submission of information required under ICCAT conservation and management measures. As a first step, the Secretariat contacted the other four tuna RFMOs to request any information which they could provide on such systems, if in place or planned. The responses received are summarised below.

CCSBT

At the CCSBT Secretariat, the monitoring of electronic submissions by email and the extraction of different sets of data from these submissions is currently a very time-dense component of their work. Any system that may assist in the reduction of manual tasks by the Secretariat and result in easier and more efficient reporting and submission checking by all parties (as long as the quality and integrity of the data is not compromised), would seem to be a useful addition to the tools currently in use by various RFMOs.

With regard to ICCAT's specific query:

- CCSBT does not already have such a web-based reporting system.

However, CCSBT does currently have the following action item in its Compliance Action Plan:

8.3.1b

b) *Conduct a study to examine systems/ processes to better integrate and/or improve the efficiency of the collection and management of data/information submitted in accordance with CCSBT's Catch Documentation Scheme (CDS), VMS, Observer and Transhipment Measures, particularly focusing on collecting the data/information once and as close to its original source as possible. Seek to harmonise these with other RFMOs' systems and processes wherever possible.*

Options such as web-based reporting could potentially be considered as part of this study. Work on this item has been postponed until 2017. However in the meantime (and before October 2016), Members agreed that the Secretariat would draft terms of reference for a study to examine systems and processes for CCSBT Data Collection and Management and seek an indicative cost estimate for conducting the study. The CCSBT has indicated that they may be able to share the outcomes of this study with ICCAT once concluded, within any possible confidentiality restraints.

IATTC

IATTC does not have yet a web-based reporting system. For the time being, the IATTC web-based data reporting is limited to access to reports, documents and specific databases. IATTC is presently focusing on converting their present website to a more manageable platform, which should allow them to implement web-based reporting if their Members so wish and decide.

IOTC

IOTC currently does not have such a system, but has submitted a concept note to the ABNJ for the development of such a system for the IOTC. This will be a stepwise development and will need funds from other donors to complete such a system. IOTC initially wants to recruit an expert (under ABNJ) who will develop the technical specifications of the system, and will then move into the actual development phase, with priority being placed on reporting requirements that are more demanding; such as the authorised vessel record, etc. IOTC plans to engage the Members through validation workshop(s), so that they can also develop a sense of ownership and create the right incentives for them to use such a system. The IOTC has launched a call for tender for an IT expert for this work, the deadline for which was 29 February 2016. The call, which was made publically available, is available as **Annex 1**.

WCPFC

WCPFC does have some forms on online reporting systems for what appear to be some but not all aspects overviewed in your supporting document.

Over the last 3 – 4 years the WCPFC's efforts have been on the development and implementation of online reporting systems which support:

1. The submission of annual reports on implementation of conservation and management measures (Annual Report Part 2); and

2. Annual Compliance Monitoring Report Process – which: starts as a draft compliance monitoring report that is prepared by the Secretariat taking into account the Annual Report Part 2 submissions, other relevant data submissions and information available to the Secretariat; incorporates comments from CCMs (i.e. CPCs) throughout the process (initially as a reply to the Secretariat's preliminary draft, and then following TCC's consideration); includes notes on the Technical and Compliance Committee's (TCC) review and recommendations of the draft report and the Commission's eventual decision on the final compliance monitoring report.

These online reporting tools are hosted on Microsoft Sharepoint platform, developed and maintained by the Secretariat with support of IT contractor Taz-E. Each CCM has a country specific login with the password managed by the Secretariat.

The Annual Report Part 2 template which is updated and generated by the Secretariat annually, covers all substantive paragraphs in applicable conservation and management measures for a reporting year and provides a mechanism for CCMs to report on any previous years compliance issues. As agreed by the Commission each year, a subset of the paragraphs covered in Annual Report Part 2 reports are reviewed and assessed under the WCPFC compliance monitoring scheme. Both reports initially are viewable by only the relevant CCM and the Secretariat, and eventually the process stipulates these are published so that CCMs can view but not edit reports of others. The online system also includes mechanisms for CCMs to submit replies, comments and supporting documents online and include attachments. Quick guides for the 2015 version of the annual report part 2 and draft CMR report are contained in **Annex 2**.

The WCPFC does not presently use online reporting for statistical data submissions, and the Commission is currently in the process of developing draft standards for electronic reporting of some statistical data and some reporting under conservation and management measures. For the last two years, the Record of Fishing Vessels can be updated by responsible flag CCMs using online systems directly.

Costs: the online reporting annual reporting and compliance monitoring reporting systems have been developed iteratively over the last couple of years, and have been able to be responsive to the changes that the Commission has made to the compliance monitoring scheme measure and annual reporting on measures each year. The costs of development annually comprised a modest amount from the annual budget line (approx. USD100,000) that is used by the Secretariat both for routine support to Compliance Monitoring Systems and Information Management Systems development.

<div align="right">**Appendix 1**</div>

CONCEPT NOTE ON AN ICCAT ONLINE REPORTING SYSTEM
(Submitted by the United States and circulated as
COC-311/15 at the 24th Regular Meeting of the Commission)

Purpose and need

ICCAT has adopted a significant number of measures that require CPCs to submit data and reports in various formats and under different schedules. This information is typically submitted via electronic mail to the general intake address (info@iccat.int). This approach places a significant burden on the Secretariat to monitor thousands of emails annually, and to evaluate the received information and place it into the appropriate databases for scientific and/or administrative uses. Additionally, there is a heavy burden on the Secretariat to extract the information from numerous electronic files in order to produce required reports and communications, in particular reports to support the work of the Compliance Committee.

An online reporting system on the ICCAT website could provide CPCs with a unified and comprehensive approach to submitting information. The system could assist CPCs by providing a "single window" reporting and management tool for tracking and organizing their respective submissions. The online reporting system could replace the need to separately submit Annual Reports and, to the extent possible, many other periodic submissions to the Secretariat.

Such a system could address the persistent problem of lack of reporting and/or incomplete and late reporting that creates work for the Secretariat and that impedes the effective functioning of the Compliance Committee. Extracts of information made directly by CPCs from the online reporting system could replace several reports and documents now prepared by the Secretariat to support the Compliance Committee. In addition, these extracts could be available to CPCs at any time and could facilitate advance and more effective preparation for the Compliance Committee.

Potential features of a system

The system would be based on a relational database consisting of individual reporting elements. These data elements are, to a large extent, already well defined. (See ICCAT guidelines for submitting data and the list of reporting requirements.)

A "pop-up" window for each reporting element would have a brief description of its origin (ICCAT measure) and purpose, an explanation of the requirement and the conditions of its applicability, and an indication of the format and due date. These details are largely already available.

Filtering criteria would be assigned to each reporting element to enable system queries of a particular focus. For example, filters could be developed to allow selection by:

- Associated Recommendation(s)/Resolution(s)
- Associated Species (BFT, SWO, ALB, etc.)
- Associated Subject (e.g., observers, vessels, MCS)
- Reporting period (year) and applicable due date
- Indication of whether the element contains legacy data or is an active requirement

Mode of operation

The internet-based self-reporting would be accomplished by authorized CPC officials such as scientific and administrative correspondents. Password protected accounts would be assigned by the Secretariat and the system would have a self-service password reset.

An automated e-mail reminder could be sent to designated CPC officials when a reporting element is due/overdue.

The system would automatically record the CPC account that is used to enter/modify data and record dates of the original entry and most recent change for that reporting element on each annual cycle.

The CPC official would attach formatted files for loading into respective databases by Secretariat (e.g., Task 1 and Task 2 data, vessel lists). The Secretariat would record a CPC specific response in cases of incorrect/incomplete submission (system would record date of message).

The Secretariat could post messages for response by involved CPCs (e.g., VMS irregularities, observer PNC reports, inspection reports, submissions under Rec. 08-09) with automated e-mail notification of Secretariat queries to the individual CPCs.

The Secretariat would develop and post an online user manual and help request tool. The Secretariat staff would have administrator role to assist/modify records when needed.

An extract tool would allow CPCs to generate reports (at any time) according to selected filtering criteria (due date, associated species, subject, CPCs indicating not applicable, etc.).

Benefits

Reduced workload for the Secretariat to compile information (direct submissions through online reporting system rather than collate information submitted in emails).

System-enforced formats and completeness of response (e.g., reporting that a measure is not applicable requires explanation).

Access to extracts would facilitate work of the Compliance Committee in assessing status of each CPC prior to meeting; the system would provide a real time and historical record of reporting status by measure, by subject area, etc.

Promotes transparency through access to extracts (similar to queries on conservation measures and authorized vessel list).

Costs

- Database development and user interface

- Online user guide and training tools

- Operations and maintenance costs

- Development of new reporting elements when new measures adopted

- Deactivation of legacy reporting elements when measures replaced/rescinded

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant ☒/PSA ☐

Minimum number of years of relevant experience required: 1yr ☐   5yrs ☒   12+yrs ☐

Name:	
Job Title:	IT Expert
Division/Department:	FIDT
Programme/Project Number:	Indian Ocean Tuna Commission
Location:	TBD
Expected Start Date of Assignment:	March 2016
Duration:	41 days
Reports to:	*Name:* *Title:*

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Drafting of the "cahier des charges" for the development of integrated monitoring and reporting information system (e-MARIS) for IOTC CPCs

Background

The Indian Ocean Tuna Commission is an intergovernmental organisation established under article XIV of the FAO constitution. The IOTC agreement was concluded in 1993 and entered in force in 1996. The IOTC is mandated to manage tuna and tuna-like species in the Indian Ocean and adjacent seas, with the primary objective the conservation and optimum utilisation of the stocks for long term sustainability.

Since 1998, the members of the IOTC have dedicated most of their effort to the scientific component of fisheries management to manage the tuna and tuna-like resources. Since 2008, more emphasis has been dedicated to the compliance component of this tuna RFMO. A Compliance Committee was set up to assess and review all compliance aspects related to the implementation of the IOTC Conservation and Management Measures and provide support to Contracting and Cooperating Parties (CPCs) in the implementation of Monitoring, Control and Surveillance (MCS) tools adopted by the IOTC Members (IUU vessel lists, authorised & active vessels list, documents on board, marking of fishing vessels and gears, Vessel Monitoring System, fishing logbooks, regional observers scheme, transhipments programme, catch certification/trade documentation schemes).

Since 2010, the compliance assessment process has changed and is now based on a country approach, where compliance is assessed by country. For the implementing year 2014, there were 71 reporting requirements derived from the IOTC Resolutions (25 Resolutions and the Agreement) on which the CPCs have to provide information, data and reports. At present, the reporting of data and information is primarily made by CPCs via email, by the submission of reports, forms or template reports developed by the Secretariat.

Global project presentation

- Phase 1 - Draft the Terms of Reference (Cahier des charges) to be used for the design and implementation of an integrated monitoring and reporting information system for IOTC CPCs (over a period of 2 months) after a thorough assessment of the current state of the art and in close consultation with the relevant CPCs as identified by the Secretariat.
- Phase 2 – Development of the application according to the Terms of Reference (Cahier des charges) to be used for the development of an integrated monitoring and reporting information system for IOTC CPCs (implemented by phase over a period of 2 to 6 years).
- Phase 3 – Technical assistance to IOTC secretariat (implemented over a period of 1 to 2 years).

Detailed information for all the envisaged tasks for these three phases are in the complementing document attached to the present TORs.

Scope of the assignment

The purpose of the assignment is to draft the Terms of Reference (Cahier des charges) to be used for the functional analysis, design and development of an integrated monitoring and reporting information system for IOTC CPCs to support and facilitate the reporting of data and information required by the IOTC Resolutions. **It corresponds to Phase 1 of the project only.**

Expected outputs/delivery of the consultancy

This consultancy work is divided into three components.

Component 1 – Briefing at the IOTC Secretariat to review the reporting requirements (4 wd);
   i. Inception activities and document analysis:
     o Briefing by IOTC Secretariat to discuss project objectives and agree with the IOTC on the methodology and the work plan for the assignment;
     o Collect all relevant background information and documents;
     o Assess the existing information, data management systems and procedures in place at IOTC for a seamless and flexible integration of current IOTC databases within the new application;
     o Assess the existing information, data management system in other RFMOs related to web-based application for reporting purposes;
     o Prepare briefing report,
Component 2 – Drafting of the detailed requirements (usage scenario and use-cases) and elaboration of the functional and technical specifications for the system and processes, taking into account the expectations of the IOTC resolutions (21 working days);
   i. Preliminary draft of the system design and of its relevant processes and data workflows, both on the functional and on technical side, including :
     o Preparation of the required terms of reference, (technical and functional specifications - cahier des charges),
Component 3 – Finalizing the draft ToR (2 days) following IOTC Secretariat comments and feedback.

Component 4 – Following the delivery of the draft ToR , the IOTC Secretariat shall organise a consultation and validation workshop where the resulting draft ToR will be presented, discussed and validated by CPCs. The consultant shall participate to the consultation / validation workshop (4 days participation and 5 days preparation works).
   i. Regional consultation / validation workshop (4 days):
     o Prepare a draft mock up application to be presented to the IOTC CPCs at the regional consultation / validation workshop,
     o Prepare the workshop documents / material in close cooperation with the IOTC Secretariat (agenda, PowerPoint presentations, technical specifications of the system and others documents, as required),
     o Prepare the workshop report including corrective actions and recommendations from CPCs concerning the technical specifications of the system.

<u>Profile of the expert</u>

Qualifications and skills of the IT expert(s):

Previous experience in the functional analysis and architectural design of comparable systems (remotely accessible, web-based applications with integrated and customizable business processes workflows). The selected expert(s) should be able to demonstrate a successful history of complex application design, preferably in the field of fisheries. The use of industry-validated, simple and robust technologies will be promoted, as well as open-source, free solutions rather than closed-source, proprietary solutions, unless already in use at the IOTC Secretariat.

Essential Requirements

- Graduate qualifications in information technology / management or other qualifications relevant to the demands of the assignment;
- Minimum eight years of experience in the field of information technology including activities such as functional analysis and requirement collection for complex client / server systems, design and implementation of web-based applications, relational database design and performance tuning, open source technologies and knowledge of multiple modern programming languages, front-end technologies and software engineering paradigms;
- Experience in strategic leadership and management of information and technology services including planning, performance, strategy development and policy frameworks;
- Excellent communication, interpersonal, relationship building and customer service skills;
- High level of proficiency in written and spoken English and French.

Desirable

- Prior experience working in the Indian Ocean region and / or developing countries;
- Knowledge and experience (or capability to rapidly acquire) of the application of information systems and services to fisheries management.

Technical Supervisor

The technical supervisors of the IT expert will be professional staff of the Secretariat of the Indian Ocean Tuna Commission.

<u>Place and calendar</u>

The activity is expected to start in March/April 2016 and shall be completed by August 2016. The implementation calendar will be defined following consultation between the IOTC Secretariat and the IT expert during the inception meeting at IOTC Secretariat. The indicative number of working days by sub-component is:

Indicative activity	No of working day
Component 1 - Briefing at the IOTC Secretariat to review the reporting requirements.	
Component 1	**6**
Component 2 - Drafting of the detailed requirements and elaboration of the technical specifications for the system/application.	
Component 2	**21**
Component 3 – Consultant to finalise the draft ToR following IOTC Secretariat comments on the draft ToR.	
Component 3	**5**
Component 4 – Consultation/validation workshop.	
Preparation.	5
Delivery/participation.	4

	Component 4	9
Total working days		**41**

Reports

Reporting language: preferably English, or French.

- Organisation of content

  - Executive summary of no more than a half page
  - Index to numbered pages
  - Main text
  - Conclusions and Recommendations
  - Annexes:
    - ✓ These Terms of Reference
    - ✓ List of persons met
    - ✓ Other as required.

- MS Word Style for reports

  - Paper size A4, with all margins at 2 cm.
  - Normal style is language English; font Arial 12; text left aligned and single spaced with 6pt spacing after paragraphs with widows and orphans control.
  - Heading 1 style is Normal style with bold font size 14 all capitals; spaced with 12 pt before and 3 pt after with keep with next, numbered 1, 2, 3 etc
  - Heading 2 style is Normal style with bold font; spaced with 6 pt before and 6 pt after with keep with next, numbered 1.1, 1.2 etc
  - Heading 3 style is Normal style underlined, spaced 3 pt before and 6pt after with keep with next, numbered 1.1.1, 1.1.2 etc.
  - In the unlikely event of a need for additional headings, base these upon normal style with bold or italics with no numbering and vary the alignment.
  - Please use tables and plain bullets rather than text separated by tab marks.

- Delivery of report for each activity

  - 15 days after activity completion by email in MS Word format.

- Distribution of report

  - ABNJ, CPCs and IOTC Secretariat.

Beneficiary Countries

IOTC CPCs shall be involved in the project.

Risks

The main risk of this assignment is that the e-MARIS will imply a set of actions to be carried out and new procedures to be put in place that CPCs will not be able or willing to implement, due, for example, to lack of human resources. Another risk is related to the technological capacity of each CPC, especially in terms of Internet access. Therefore, the expert(s) will take into account the real capacity (both in terms of human resources and of IT infrastructure) of IOTC CPCs and will follow a participatory approach during the planning, development and implementation of the whole assignment (consultation workshop / regional training course).

For any enquiries: please contact secretariat@iotc.org

<u>How to apply</u>

To apply: please submit the following:
- ✓ Report describing the experience of the expert(s) and how it responds to the objective of the assignment and the ToR, as well as the description of the methodology to be proposed in line with the activities describe in the ToR – Maximum 2 pages,
- ✓ Financial offer taking into account the indicative number of working days by phase and the following requirements:
  - Component 1: Fees (6 days),
  - Component 2: Fees (21 days),
  - Component 3: Fees (5 days),
  - Component 4: Fees (9 days).
- ✓ A copy of current Curriculum Vitae of the expert(s).

Any travel(s) expenses related to the work as mentioned in the ToR will be paid under the ABNJ/IOTC budget according to FAO rules.

Email your application to secretariat@iotc.org with heading: E-MARIS - IT EXPERT 2016

Deadline for application is 29 February 2016.

<u>Annex</u>

e-MARIS global project presentation.

KEY PERFORMANCE INDICATORS

Expected Outputs: Required Completion Date:

Indicative activity	No of working day
Component 1 - Briefing at the IOTC Secretariat to review the reporting requirements.	
Component 1	**6** End March 2016
Component 2 - Drafting of the detailed requirements and elaboration of the technical specifications for the system/application.	
Component 2	**21** End May 2016
Component 3 – Consultant to finalise the draft ToR following IOTC Secretariat comments on the draft ToR.	
Component 3	**5** End June 2016
Component 4 – Consultation/validation workshop.	
Preparation.	5
Delivery/participation.	4
Component 4	**9** End August 2016
	41

The phase 1 of the project is financially supported by Areas Beyond National Jurisdiction Program (ABNJ)

COMMON OCEANS

Online CMR and Potential Issues (2014) – QUICK GUIDE

V1.0 (updated July 2015)

Table of Contents

Section 1 Connecting Online

- Connection to the WCPFC Intranet is required and following these steps will do that:
    - Connect PC computer to the internet
    - Open your favorite browser such as Internet Explorer, Chrome, Safari or Firefox.
    - Enter https://intra.wcpfc.int
    - You will be asked to log on to the WCPFC "Application and Network Access Portal". Please use your cmr login information (username and password to login), as shown below. Remember that **wcpfc** is required for the Username:

- Successful login takes you to the **WCPFC Intranet Home Page**. On the right-hand side of the screen you will find the heading **Compliance Monitoring Scheme** (see **red** circle). There are six (6) lists/parts that make up this year's Annual Report Part 2 and Compliance Monitoring Report:

    - Addressing CMR-2013 Issues
    - Annual Reports Part 2 (2014)
    - MTU Audit Inspections
    - 01-July-2015 Reporting Deadline Checklist
    - Compliance Monitoring Reports (2014)
    - CMR Potential Issues (2014)

Section 2 Viewing draft Compliance Monitoring Report (dCMR)

Each CCMs can view only its own draft Compliance Monitoring Report. Use the following procedure to view the report:

- From the **WCPFC Intranet Home Page**, click on **Compliance Monitoring Report (2014)** link, it will take you to the page which displays the report. The first view that you will see is the 'Group by Section' view which displays the report grouped into seven sections that comprise the CMR:
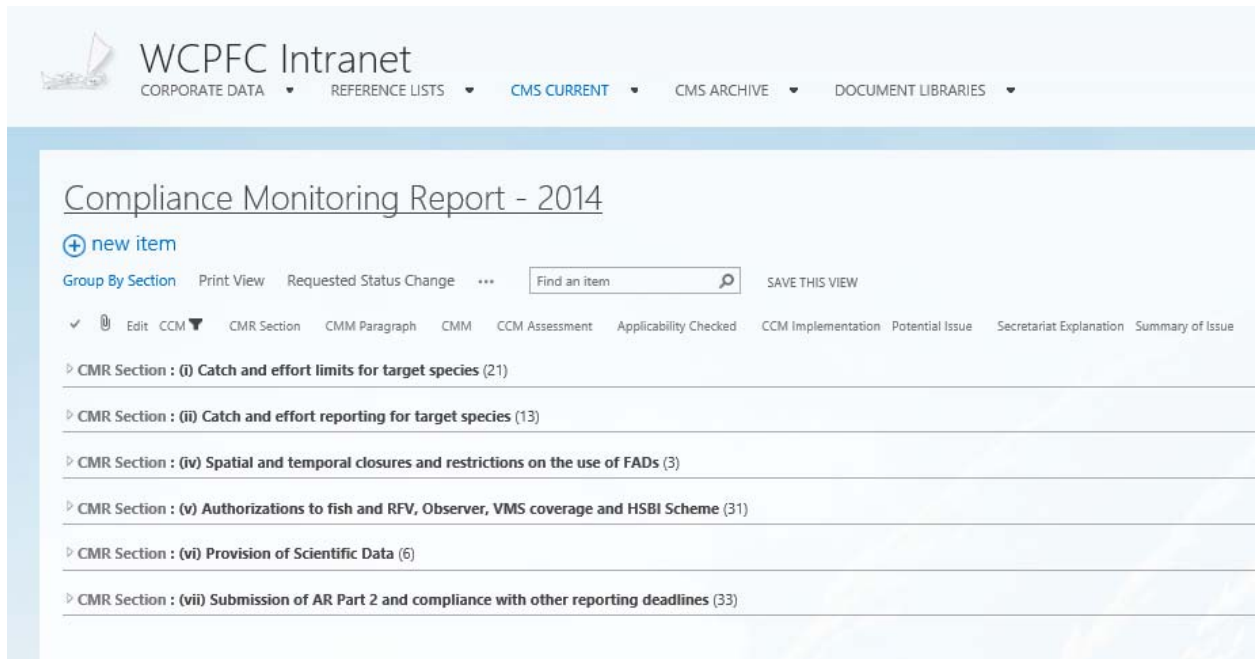
- You can expand each section further to get to individual CMM's (obligations):

- You can also change the view by clicking on 'Print View' button:
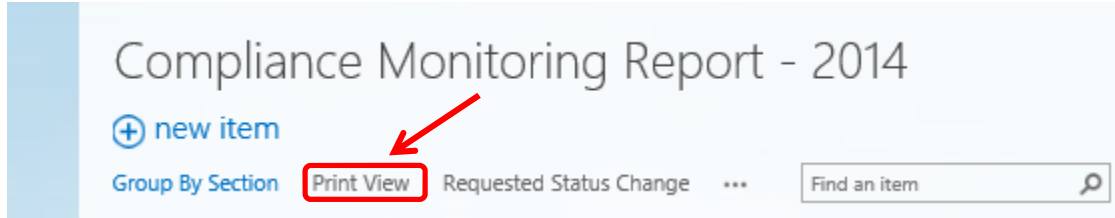
- In 'Print View' all CMR sections are already expanded and you can view and scroll through records that represent individual CMM's (obligations)
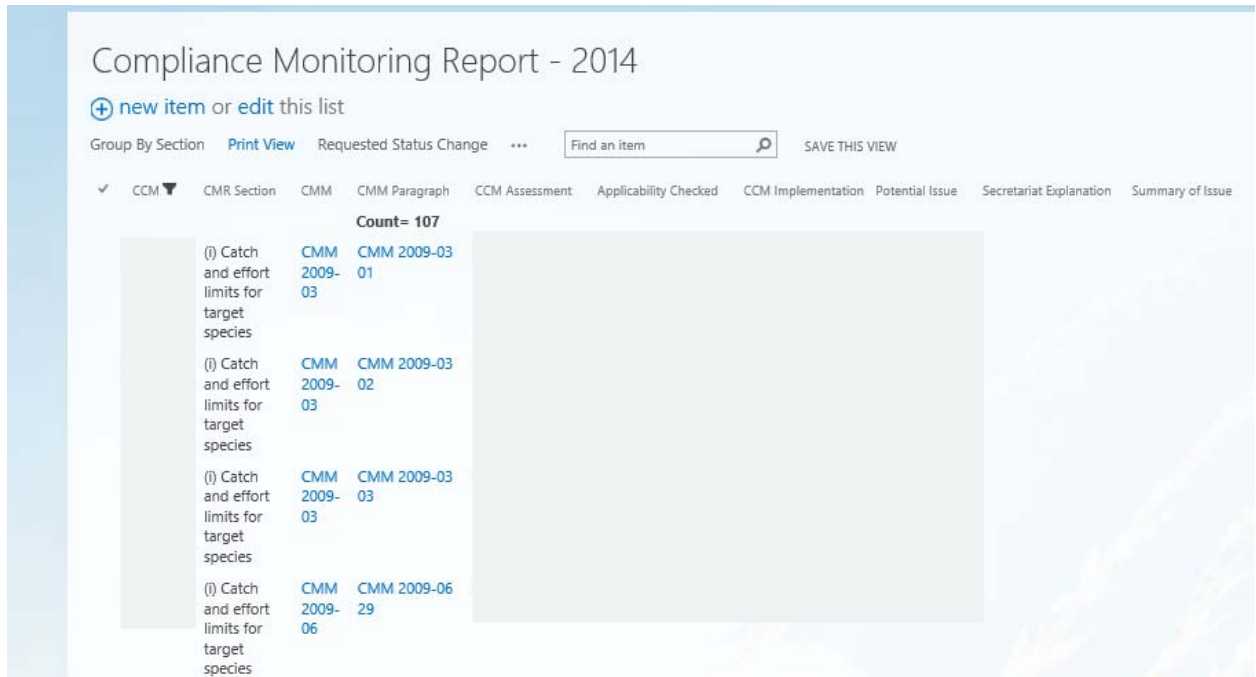
Section 3   Viewing 'CMR Potential Issues' and providing Additional Information

Applicability: Each CCM whose draft Compliance Monitoring Report has one or more 'potential issues' identified can view these potential issues and provide additional information using the online interface.

- From the **WCPFC Intranet Home Page**, click on **CMR Potential Issues (2014)** link, it will take you to the page showing the list of potential issues. You will be able to see and to provide additional information only for your own potential issues (in other words, you have no access to other CCM's potential issues):
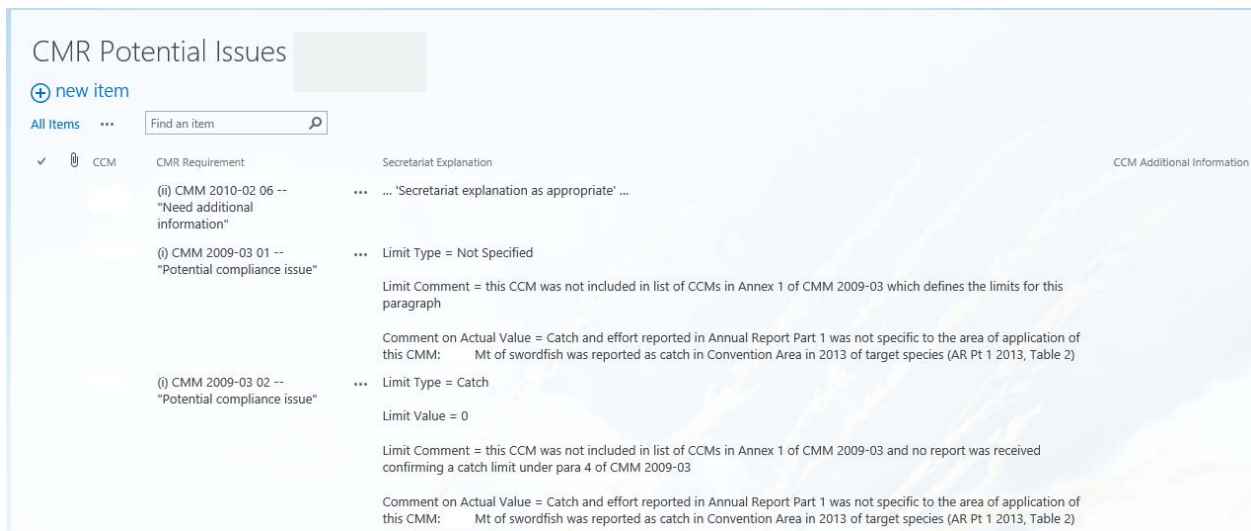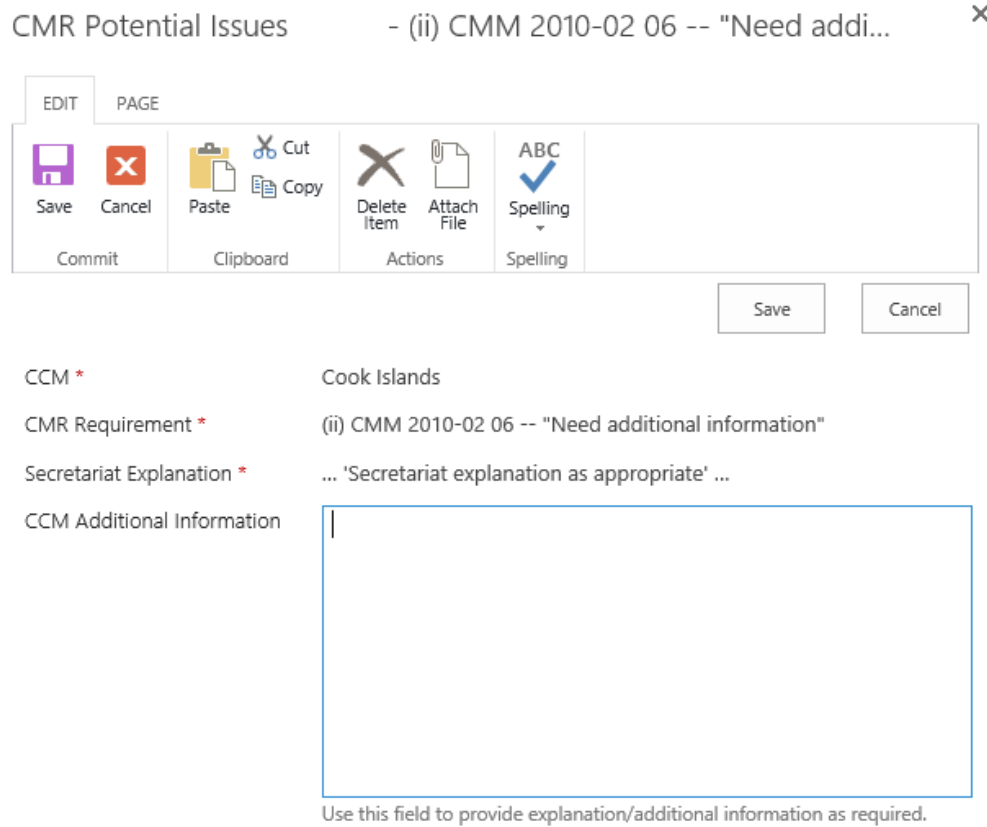
In order to provide Additional Information for a particular CMM where potential issue was identified, follow the procedure below.

- Click on the three dots (…) next to the CMR Requirement column for the CCM you wish to provide additional information; then click on **Edit Item**, as shown below
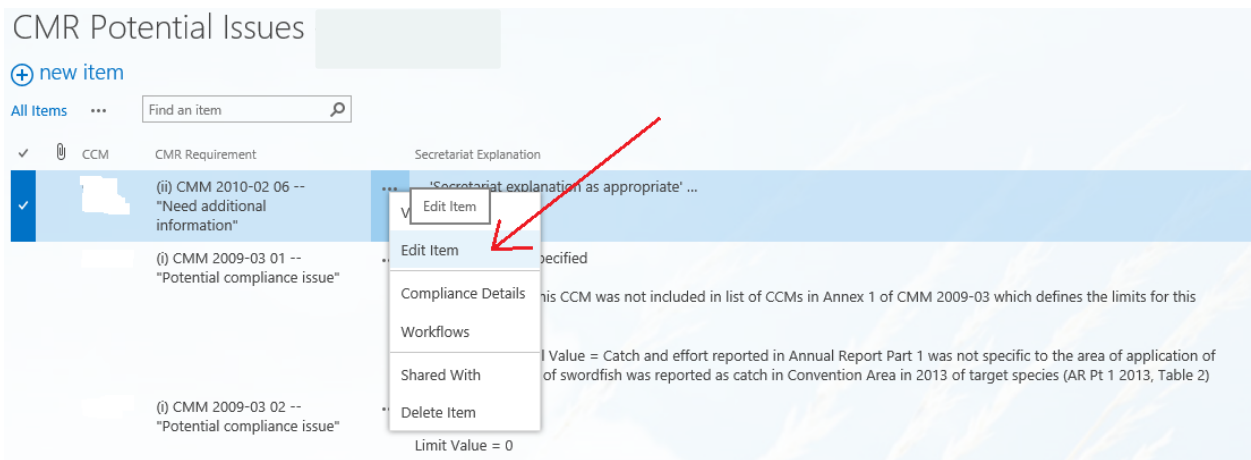
- A pop-up form will open, as shown below:

- On the above form, there is a field named 'CCM Additional Information'. Use this field to provide any information as applicable relevant to this particular CCM ('CMR Requirement').
- Once you have entered additional information, click on **Save** button to save the record. You will see that the information you provided is now inserted as appropriate:

- If needed, you can change and/or amend information already entered simply by following the above procedure (i.e. click on three dots first, then click 'Edit', etc.)

- **ONCE COMPLETE PLEASE ADVISE THE SECRETARIAT THAT CCMs REPLY TO DCMR CAN BE TAKEN AS COMPLETE (THERE IS NO SUBMIT BUTTON).**

ONLINE ANNUAL REPORT PART 2 (2014) ACCESS – QUICK GUIDE v1.1

Connecting Online
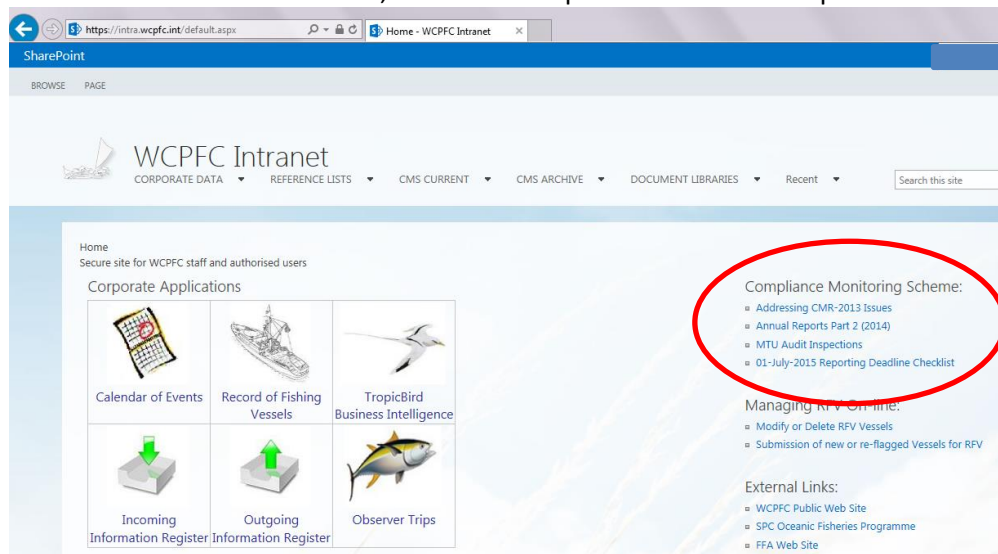
- Connection to the WCPFC is required and following these steps will do that:
  - Connect PC computer to the internet
  - Open your favorite browser such as Internet Explorer, Chrome, Safari or Firefox.
  - Enter https://intra.wcpfc.int
  - You will be asked to log on to the WCPFC "Application and Network Access Portal". Please use your cmr login information (username and password to login), as shown below. Remember that **wcpfc** is required for the Username.

- Successful login takes you to the **WCPFC INTRANET Home Page**. On the right side of the screen, below the WCPFC logo, you will find the heading **Compliance Monitoring Scheme** (see red circle). There are four (4) lists/parts that makes up this year's Annual Report Part 2 online report:
  - Addressing CMR-2013 Issues
  - Annual Reports Part 2 (2014)
  - MTU Audit Inspections
  - 01-July-2015 Reporting Deadline Checklist

  You should click on the title of the list, to access that part of the Annual Report Part 2.

- Guidance for completing each of the four sections is provided on the next pages.

Explanatory notes Part 1: Annual Reports Part 2 (2014)
Applicability: ALL CCMs that are submitting an Annual Report Part 2 to the Commission should complete this section.

- From the **WCPFC INTRANET Home Page**, click on **Annual Reports Part 2 (2014)** link, it will take you to the *ARP2 2014* home page (screen shot below). Each of the "Measures" that is covered by this year's Annual Report Part 2 are listed on this page.
- There are a number of questions under each CMM / Measure. Click on the ***plus sign (+)*** (see circle in green below) next to each CMM, this will expand the questions to be answered, below each CMM/ Measure heading. For example there are two questions for CMM 2004-03 Vessel and Gear Marking Conservation and Management Measure.
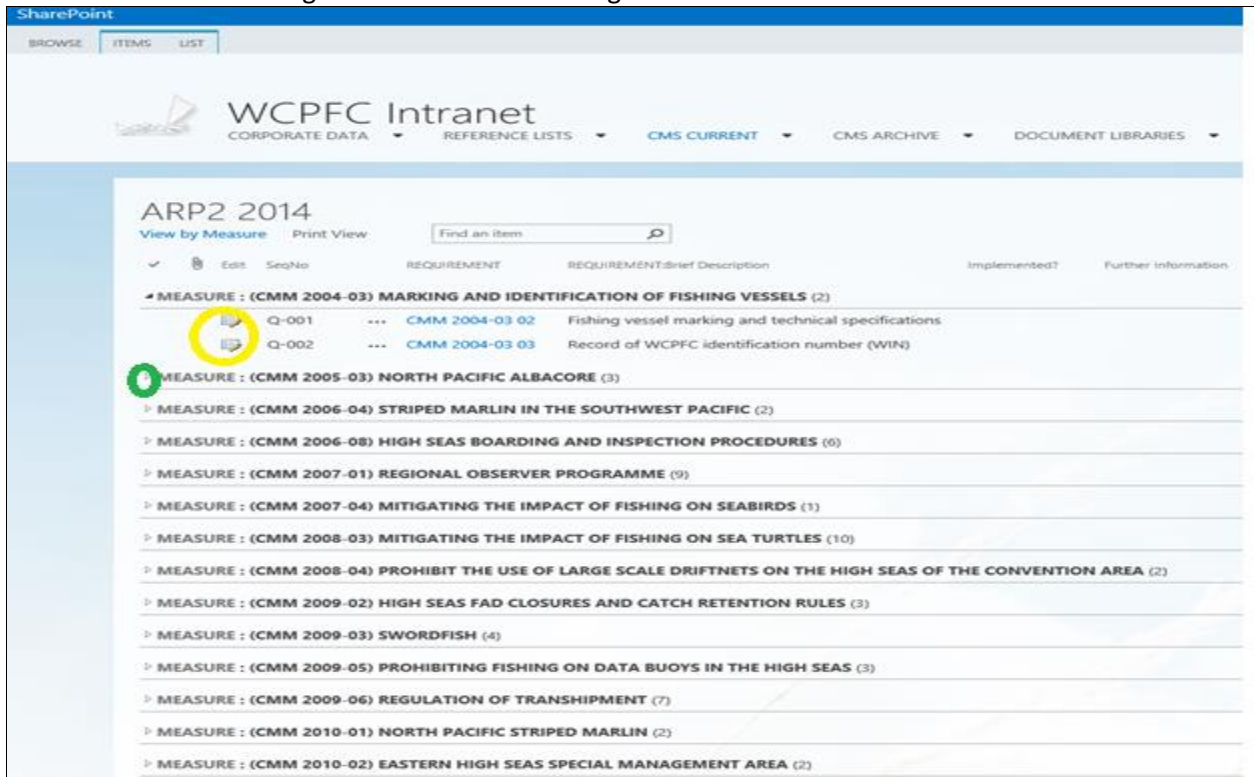
- To answer each question, click on the ***Edit icon*** () next to the question number (see yellow circle). This will take you to a screen that will enable you to your answer that particular question (such as the screen shot below).
- At the bottom of each question, the Secretariat has some provided "Notes and Suggested Guidelines" to assist CCMs with completing their report.
- All the " **Implemented? "** questions (choice of "YES" "NO" N/A" in this list should be completed by ALL CCMs.

- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** at the bottom of the screen, to save your answer for that question and this will take you back to the Annual Report Part 2 (2014) home page.

Explanatory notes Part 2: MTU Audit Inspections
Applicability: This list is relevant to CMM 2011-02 9a VMS SSPs 7.2.2 (Annual Report 2014 Q-068) and CMM 2011-02 9a VMS SSPs 7.2.4 (Annual Report 2014 Q-069). ALL CCMs that have answered "YES" to either of these questions should complete this section.

- From the **WCPFC INTRANET Home Page**, click on **MTU Audit Inspections** link, it will take you to *MTU Audit Inspections* page shown below.
- Click on **Add new item** (circle in red above) to add details of MTU inspections undertaken
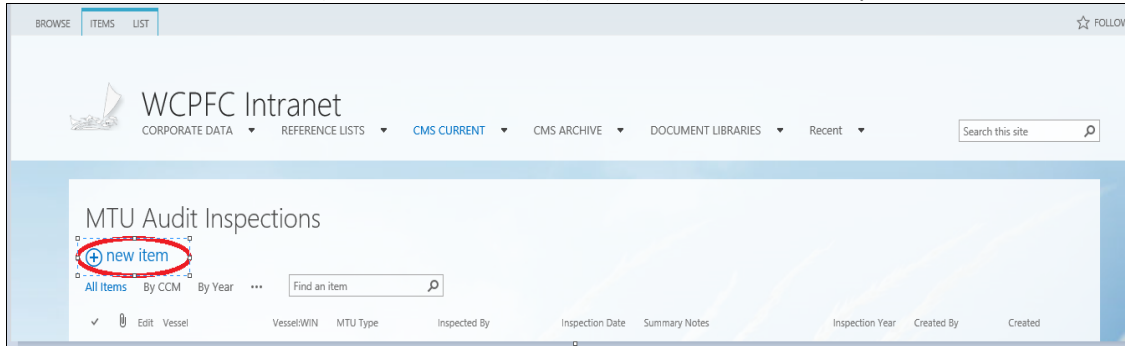
- The below box will appear, and CCMs can complete the details in this box as applicable.   Note the "name of the vessel" should be as the vessel currently appears in the WCPFC Record of Fishing Vessels.
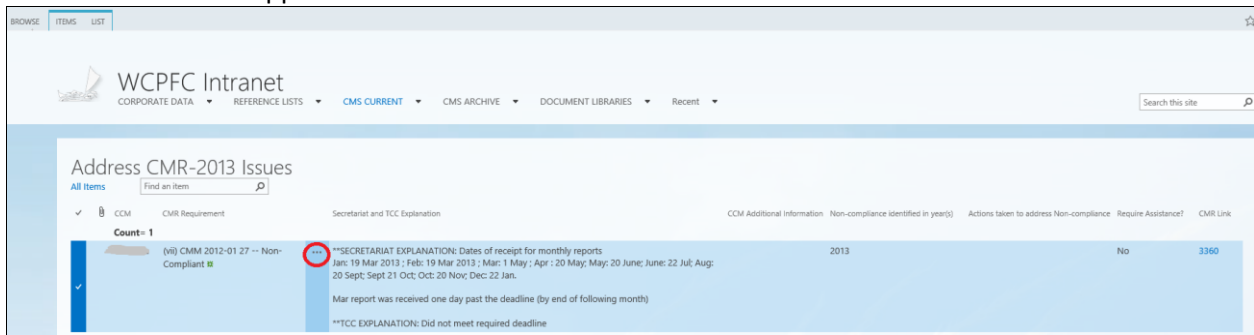

- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the MTU Audit Inspections page.

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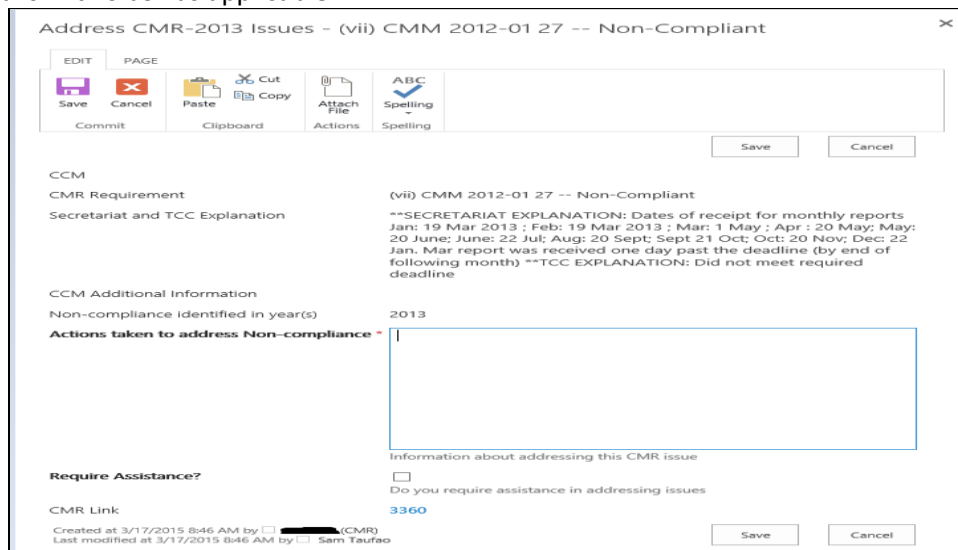*Explanatory notes Part 3: Addressing CMR Issues*
Applicability: This list is relevant to only those CCMs who had a score of "Non-Compliant" or "Priority Non-Compliant" in the Final CMR Report adopted by WCPFC11. These CCMs should answer "YES" to CMM 2014-07 22 (Annual Report 2014 Q-138). CMM 2014-07 paragraph 22 says "CCM shall include, in its Part 2 Annual Report, any actions it has taken to address non-compliance identified in the CMR from previous years."

Note CCMs who had a score of "Compliant" " in the Final CMR Report adopted by WCPFC11, do not need to access this list.

- From the **WCPFC INTRANET Home Page**, click on "**Addressing CMR Issues**" link. This will take you to *Addressing CMR Issues* page, and there you will find a list of the WCPFC11 agreed "compliance issues". This list will be specific to each CCM and contain a row for each of the CMM paragraphs that the CCM was assessed by WCPFC11 to have compliance issues (a score of Non-Compliant" or "Priority Non-Compliant").
- To report on actions taken to address each compliance issue, click on the three dots next to the Secretariat and TCC Explanation column (an example is shown in the circle in red below).   A drop down menu will appear. Click on Edit.

- A box similar to the one shown below will appear for each compliance issue. CCMs can complete the details in this box as applicable.

- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the Addressing CMR issues page.

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Explanatory notes Part 4: 01-July-2015 Reporting Deadline Checklist

Applicability: ALL CCMs that are submitting an Annual Report Part 2 to the Commission should complete this section.

- From the **WCPFC INTRANET Home Page**, click on "**01-July-2015 Reporting Deadline Checklist**" link. This will take you to the _01-July-2015 Reporting Deadline Checklist_ home page (screen shot below).
- This checklist is designed as a tool to allow CCMs to confirm to the Secretariat that they have completed one or more of the relevant annual reporting online lists for Annual Report Part 2, which are due to be submitted on **Wednesday July 1, 2015**.
- The checklist is also intended to be a friendly reminder about the CMM 2013-10 paragraph 9 reporting requirement (_Fished/Did Not Fish report_) which is also due on 1 July 2015, and which is an important report for draft CMR reviews.