

**GUIDELINES FOR SUBMITTING DATA &  
INFORMATION REQUIRED BY ICCAT**

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

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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: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. 10-09**, paras 1, 2 and 7, as amended by Rec. 13-11**, 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: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.

\*\* Recommendation replaced by Rec. 22-12, compliance with which will be evaluated in 2024.

**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, Rec. 18-07/ 22-17)*

**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 during the preceding year.

**2. Submission process**

Both parts of the Annual Reports should be submitted together; Part I relating to information on fisheries, research and statistics and Part II relating to information on management implementation and other related activities. The deadline for receipt of complete Annual Reports (Parts I & II and any relative Annexes and Appendices) is **15 September** each year.

Annual Reports must be provided to the Secretariat in Word file. The layout should follow these “*Revised ICCAT Guidelines for Preparation of Annual Reports*”.

Note: From 2023, the data in the summary table of scientific requirements will be entered directly by the CPCs in the ICCAT Integrated Management Online System (IOMS). The submission of these parts of the Annual Report in other formats will no longer be accepted by the ICCAT Secretariat.

**3. Report sections**

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 catch and effort, CPUE and size-frequency data (biological sampling) 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 or observer programs may also be included in this section.

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

## **ANNEX 1: REPORTING SUMMARY SCIENTIFIC REQUIREMENTS**

From 2023 onwards, the data of the scientific requirements summary table shall be entered by CPCs directly into the [ICCAT Integrated Online Management System \(IOMS\)](#). Submission of these parts of the Annual Report in other formats will no longer be accepted by the ICCAT Secretariat.

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: 2023
- Select from the following dropdown menu the request for data associated with statistics: ICCAT Circular #0866/23, "Request for statistics regarding Atlantic tunas and associated species in the ICCAT Convention area"

If you have any difficulty in accessing the system or in completing the data required, please do not hesitate to contact the Secretariat through [general@ioms.iccat.int](mailto:general@ioms.iccat.int), and our IOMS team will be please to help. 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.

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 II (Management implementation)**

### ***Section 3: Compliance with reporting requirements under ICCAT conservation and management measures***

This section should comprise the list of reporting requirements and the response as appropriate.

Responses should indicate:

- Where information is required in a specific format by a deadline, the date on which this was sent should be entered.
- Where the requirement is not applicable, this should be noted, with one sentence as to why it is not applicable.
- Where information is required by a Recommendation to be included in the Annual Report, the text should be written under the heading of that requirement.

**ANNUAL REPORT - SECCION 3 – REPORTING SUMMARY**

From 2023 onwards, the data of the reporting summary table shall be entered directly by CPCs into the [ICCAT Integrated Online Management System \(IOMS\)](#). Submission of these parts of the Annual Report in other formats will no longer be accepted by the ICCAT Secretariat.

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: 2023
- Select from the following dropdown menu the request for data associated with compliance: ICCAT Circular #0572/ 23, “ICCAT Reporting Requirements – 2023”.

If you have any difficulty in accessing the system or in completing the data required, please do not hesitate to contact the Secretariat through [general@ioms.iccat.int](mailto:general@ioms.iccat.int), and our IOMS team will be please to help. 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.

Dates should show the date in **2023** on which the information was submitted although in many cases the information itself will relate to 2022.

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”.

**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 5”.

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

**EXAMPLE 1**

GEN	Requirement	Applicable	First submission date	Response/reason for N/A
M:GEN04	Vessel chartering – summary report	No		<b>Not applicable. Compilandia has not chartered any vessel.</b>

**EXAMPLE 2**

BFT	Requirement	Applicable	First submission date	Response/reason for N/A
M:BFT02	Bluefin tuna farming reports	No		<b>Not applicable. Compilandia does not operate bluefin tuna farms.</b>

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 5” 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 5 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 note “**Not applicable because...**” (giving a brief explanation of non-applicability).

**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 **2023** on which the information was submitted although in many cases the information itself will relate to 2022.

#### ***Section 4: Implementation of other ICCAT Conservation and Management Measures***

Text on measures taken to implement ICCAT conservation and management measures not included in Section 3 above, and any other information of interest to the Commission. This section should not exceed four pages in length.

#### ***Section 5: 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 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) to Annual Reports**

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.

#### **4. Formats**

**General text** must be in Times New Roman 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 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 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**

<b>Software:</b>	Please prepare in MSWord.
<b>Paper size:</b>	A4
<b>Margins:</b>	(Top, Bottom, Left, Right): 2.5 cm; headers 1.5 cm, footers 2.0 cm.
<b>Line spacing:</b>	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.
<b>Page numbering:</b>	None
<b>Header:</b>	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.
<b>Font type:</b>	Times New Roman.
<b>Font size:</b>	<b>TR 10.</b> Footnotes should be in TNR 8.
<b>Case:</b>	Only the document title on the title page should be in CAPS.
<b>Tabs:</b>	Every 0.6 cm; no paragraph indents
<b>Files:</b>	Please submit 1 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 2022, 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 No (NFRN)	IMO Number	Internat. RCS	Vessel name (Latin)	Flag (Chartering)	Flag (Flag State)	Name	Address	Vessel type (SSCFV)	Gear type (SSCFG)	Length (m)	Length type
ICCATSerialNo	NatRegNo	IMONr	IRCS	VesselName	FlagCPCd	FlagFSCd	OwName	OwAddr	IsscfvE	IsscfGI	LengthM	LenType

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

GUIDELINES 2023

Specific (by field)							
Farm	Sub-farm	Part	Section	Sub-section	Field (name)	Description	
CPC-charterCP_E1	CPC-E1	Header	Title		Version	(fisc-d) Always use the latest version of this form.	
					Language	ICCAT code	Choose the language (EN, FR, ES) for farm translation.
					Name	string	Enter the name of the person of the chartering Party to be contacted in the event of enquiry.
					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.
					Date reported	Date	Secretariat use only.
					Reference N°	ICCAT code	Secretariat use only.
					Name	string	Enter the name of the person of the OPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel to be contacted in the event of enquiry.
					Reporting Agency	string	Enter the name of the ministry, institute or agency of the OPC (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 OPC (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 OPC (Party, Entity or Fishing Entity) that is going to charter the Fishing Vessel.
					Phone	string	Enter the telephone number of the person of the OPC (Party, Entity or Fishing Entity) to be contacted.
					Reporting Flag	ICCAT code	Enter the flag of the OPC (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.
					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 file name: [suffix]).
					ICCAT Serial Number (if applicable)	ICCAT code	ICCAT Serial number (unique) of the Vessel requested. To be completed if the vessel is over 20m and currently entered on the ICCAT Record of Vessel by the Flag State.
					Nat. Registry N° (NRN)	string	The national registry number as it appears in the registry of the OPC.
					IMO Number	integer	IMO number. All vessels of 20 m or greater must have an IMO number, except wooden LSFV that are not authorized to fish on the high sea or LSFV unable to obtain an IMO number.
					Internet ROS	string	International Radio Call Sign. This must comprise only letters and numbers, e.g. TT2472 (no space, "-", "*", or any other special character or allowed). If the vessel is too small to have an IROS assigned, then "tds" should be entered.
					Vessel name (Latin)	string	Vessel name in Latin script.
					Flag (Charterina)	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, these should be separated by the character "*" (vertical bar). (Max. 150 characters).
					Address	string	Street address of person or company who owns the vessel.
					Alpha type (ISSOPN)	ICCAT code	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).
					Alpha type (ISSOPF)	ICCAT code	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)	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. 23.9).
					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.
					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).
					CP consent att.	(fisc-d)	Indicate whether the consent of the chartering Contracting Party is attached or not (Yes/No).
					CP Adopted Meas.	(fisc-d)	Indicate whether the measures adopted by the chartering Contracting Party to implement these provisions are attached or not (Yes/No).
FS consent att.	(fisc-d)	Indicate whether the consent of the flag OPC (Party, Entity or Fishing Entity) is attached or not (Yes/No).					
FS Adopted Meas.	(fisc-d)	Indicate whether the measures adopted by the flag OPC (Party, Entity or Fishing Entity) to implement these provisions are attached or not (Yes/No).					
Auto Termination	(fisc-d)	Indicate whether Chartering to be considered automatically terminated at end 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
Fishery 1(cod)	Quota 1 allocated (t)	Fishery 2(cod)	Quota 2 allocated (t)	Fishery 3(cod)	Quota 3 allocated (t)	Fishery 4(cod)	Quota 4 allocated (t)	Fishery 5(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](mailto: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](mailto: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)		<a href="#">inc</a>
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".

Mandatory information (arrangement)														
Fishing Activities										Consent of CP		Consent of FS		Auto Termination
Fishing 1 (cod)	Quota 1 allocated (t)	Fishing 2 (cod)	Quota 2 allocated (t)	Fishing 3 (cod)	Quota 3 allocated (t)	Fishing 4 (cod)	Quota 4 allocated (t)	Fishing 5 (cod)	Quota 5 allocated (t)	CP consent att.	CP Adopted Meas.	FS consent att.	FS Adopted Meas.	
Fishing1Cd	Quota1Cf	Fishing2Cd	Quota2Cf	Fishing3Cd	Quota3Cf	Fishing4Cd	Quota4Cf	Fishing5Cd	Quota5Cf	ConsentCf	AdptMeasCf	ConsentFf	AdptMeasFf	AutoTerm

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](mailto: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 Authorised Vessels. The form for submitting the vessel lists below is **CP01-VessLsts (v2022a)\***. 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.

	<b>Record</b>	<b>Deadline</b>	<b>Observations</b>	<b>Recommendation</b>
M:GEN08	Carrier Vessels authorised 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. 21-08/22-08
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. 21-08/22-08
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. 21-08/22-08
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. 21-01/22-01

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	<b>Record</b>	<b>Deadline</b>	<b>Observations</b>	<b>Recommendation</b>
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 authorisation 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. 17-02/21-02/22-03
M:SWO16	Specific authorisation 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. 17-03/21-03/22-04
M:ALB03	List of Vessels authorised to fish for Mediterranean albacore	15 March each year		Rec. 16-05
M:ALB04	Specific authorisation 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
M:ALB05	Specific authorisation 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. 16-07/21-05/22-06
M:ALB08	List of sport/recreational fishing vessels authorised to catch ALB-MED	15 days before the start of the fishing operations		Rec. 21-06/22-05

**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)
- Register 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)
- 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) authorisation columns and the relevant list authorisation columns.

All submissions relating to changes to the ICCAT Record of Vessels should be made on the latest version of the **CP01-VessLsts (v2022a)** through email to [info@iccat.int](mailto: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 authorised (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 authorisation 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 (v2022a)** 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 authorisations, 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 “authorised to”-date should be entered as “**01/01/1900**”. This date will deactivate the vessel from that list but will not change the authorisation 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 unauthorised; i.e. inactive.**

**Deadlines for receipt:**

**List of vessels of 20m or greater authorised to operate in the ICCAT Convention area (and associated species authorisations):** 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 authorised 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 authorised to catch Mediterranean swordfish:** 15 January.

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

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

**List of vessels authorised to catch Mediterranean albacore:** 15 March.

**List of authorised BFT-E Catching vessels:** Fifteen days before the beginning of the fishing activity.

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



**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 2022a 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
<b>Flag Correspondent</b>		ok				<b>Secretariat use only</b>	
Name	Name of the person to be contacted in the event of queries. Phone and email should relate to the name of this person			Email	Date reported		Filters
Reporting Agency	Name of your Ministry, Institution or Agency			Phone	Reference N°		(reserved)
Address	Address of Ministry, Institution or Agency			File name (proposed):			
<b>Data set characteristics</b>		inc				Notes	
Reporting Flag				CP01B summary (N° vessels: 0)		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.	
Action requested				P20m:	BFTc:		
sub-forms:				SWOn:	BFTo:		
CP01B	Authorizations on the ICCAT lists			SWOs:	SWOm:		
CP01C	Ownership (Owners/Operators) details			ALBn:	ALBm:		
				ALBs:	Carr:		
				Trop:			

Field - CP01-Form A				Instructions
<b>Mandatory information (vessels)</b>	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 authorised 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.

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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 <b>number</b> 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 <b>number</b> 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).

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Field - CP01-Form A			Instructions	
		<b>Carr. Capacity unit</b>	<b>CCapUnitCode*</b>	Please select which of the units has been used to report the capacity (choose from the available unit type codes).
<b>Optional information (vessels)</b>	Various	External mark	<b>ExternalMark</b>	If there is an external mark different from other characteristics, please insert.
		Year Built	<b>YearBuilt</b>	Insert the year in which the vessel was built.
		Shipyard Flag	<b>ShipyardNat</b>	Select the country/entity in which the vessel was built (choose from the available flag codes).
		Home port	<b>HomePort</b>	Home port is the port at which the vessel is based and may differ from port of registry.
		Depth (m)	<b>DepthM</b>	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)	<b>EnginePowerHP</b>	Insert horse power of the engine.
		VMS installed	<b>VMSSysCode</b>	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).

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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° (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 authorisations (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 authorisation (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 authorisation.	Rec. 21-14
	Renewal (auto/explicit)	P20mRM	If the vessel authorisation does not expire each year, enter AUTO. This will automatically renew the authorisation for your vessel on 1 January each year. If the vessel authorisation cannot be renewed automatically enter EXPL. The authorisation 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 authorised to catch northern swordfish, please mark with an X. If not, please leave blank.	Rec. 17-02/21-02/22-03
	SWO-S (X)	SWOs	If the vessel 20m or greater is authorised 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 authorised to catch northern albacore, please mark with an X. If not, please leave blank.	Rec. 16-06/21-04
	ALB-S (X)	ALBs	If the vessel 20m or greater is authorised to catch southern albacore, please mark with an X. If not, please leave blank.	Rec. 16-07/21-05/22-06

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TROP vessels	From (dd/mm/yyyy)	TropDtFrom	If the vessel is authorised to catch bigeye, yellowfin and/or skipjack, or to operate as a support vessel in such fisheries, please enter the start date of such authorisation. Start date cannot be more than 45 days before submission of form.	Rec. 21-01/22-01
	To (dd/mm/yyyy)	TropDtTo	Please insert the date of end of the authorisation (for BET, YFT, SKJ).	Rec. 21-01/22-01
	Renewal (auto/explicit)	TropRM	If the vessel authorisation does not expire each year, enter AUTO. This will automatically renew the authorisation for your vessel on this list on 1 January each year. If the vessel authorisation cannot be renewed automatically enter EXPL. The authorisation 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, authorised to catch Mediterranean swordfish. Please enter start date for authorisation. Lists must be provided annually before 15 January. Recreational vessels authorised to catch Mediterranean swordfish may be reported separately 15 days before the start of their authorisation.	Rec. 16-05
	To (dd/mm/yyyy)	SWOmDtTo	Please insert the end date for authorisation on the SWO-MED list.	Rec. 16-05
ALB-MED vessels	From (dd/mm/yyyy)	ALBmDtFrom	For any vessel, regardless of length, authorised to catch Mediterranean albacore. Please enter start date for authorisation. Lists must be provided annually before 15 March. Recreational vessels authorised to catch Mediterranean albacore may be reported separately 15 days before the start of their authorisation.	Rec. 16-05 & Rec. 21-06/22-05
	To (dd/mm/yyyy)	ALBmDtTo	Please insert the end date for authorisation on the ALB-MED list.	Rec. 16-05 & Rec. 21-06/22-05

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Carrier vessels	From (dd/mm/yyyy)	CarrDtFrom	Please insert the start date of the authorisation for the carrier vessels authorised to receive transhipments 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 transhipments 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 authorisation 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 authorisation of the vessel. Lists should be submitted annually, and at least 15 days before the start of the authorisation. Authorisation 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)
	To (dd/mm/yyyy)	BFECdtTo	Insert the date of the end of the authorisation 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 authorised 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)	BFEOdtFrom	Insert the start date of authorisation of towing, support, auxiliary vessels, regardless of size. Lists must be submitted annually at least 15 days before the start of authorisations.	Rec. 21-08/22-08
	To (dd/mm/yyyy)	BFEOdtTo	Insert the date of the end of the authorisation as an ICCAT EBFT other vessel.	Rec. 21-08/22-08

**Field- CP01 Form C****Instruction**

<b>Owner/Operator* Entity ID</b>	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.
<b>Name</b>	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.
<b>Address</b>	OwOpAddress	Street address of person or company who owns or operates the vessel.
<b>City</b>	OwOpCity	City in which owner/operator is domiciled.
<b>Zip code</b>	OwOpZipCode	Postal code or zip code of address. Please do not use. - / or other characters between the digits.
<b>Country</b>	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 authorised 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 authorised 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.

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- 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 authorised fishing activities can also be recorded in the table:
    - Gear (picklist)
    - Number of vessels concerned
    - Species (picklist)
    - Authorised 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.	

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	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

Instructions for **Statistical Document** Biannual Report Form

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

### HEADER SECTION

Year = Indicate the year to which the data pertain.

Period = First semester (1- January – 30 June) or Second semester (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.

**Origin** = Indicate whether fish is wild or farmed

**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.

Instructions for **Re-Export** Biannual Report Form**HEADER SECTION**

Year = Indicate the year to which the data pertain.

Period = First semester (1- January – 30 June) or Second semester (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 tuna may have been through several destinations before reaching the final import destination, columns have been provided for up to three importers before final. Additional columns may be added if necessary.

**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.

**Example:** Country A imports fish from country B. Country B originally imported the fish from country C which in turn imported the fish from country D, who caught the fish.

Final importer (reporting flag) = A, 1<sup>st</sup> import flag = B, 2<sup>nd</sup> import flag = C; fishing flag = D

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

**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.

**ICCAT RECORD OF AUTHORISED PORTS**

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

The *Recommendation by ICCAT amending the Recommendation 19-04 establishing a multi-annual management plan for bluefin tuna in the eastern Atlantic and the Mediterranean* [Rec. 21-08/22-08] 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 On Port State Measures to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing*, Amending Recommendation 12-07 [Rec. 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 Transshipment Declaration (Bluefin Tuna)**

<p><b>Carrier vessel</b></p> <p>Name of vessel and radio call sign:                  Flag:                  Flag State authorization No.                  National Register No.                  ICCAT Register No.                  IMO No.</p>	<p><b>Fishing Vessel</b></p> <p>Name of the vessel and radio call sign:                  Flag:                  Flag State authorization No.                  National register No.                  ICCAT Register No.                  External identification:                  Fishing logbook sheet No.</p>	<p>Final destination:                  Port:                  Country:                  State:</p>
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	Day	Month	Hour	Year	2 0 _ _	F.V Master's name:	Carrier vessel Master's name:
Departure	_	_	_	From:	_ _ _		
Return	_	_	_	To:	_ _ _	Signature:	Signature:
Tranship.	_	_	_		_ _ _		

For transshipment, 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 transshipment:**

1. The original of the transshipment declaration must be provided to the recipient vessel (processing/transport).
2. The copy of the transshipment 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 transshipment 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.



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Document No.	ICCAT Transfer Declaration		
<b>1 - TRANSFER OF LIVE BFT DESTINATED FOR FARMING</b>			
Fishing vessel name: Call sign: Flag: Flag State transfer authorisation no. ICCAT Register no. External identification: Fishing logbook no. JFO no. eBCD nbr.	Trap name: ICCAT Register no.	Tug vessel name: Call sign: Flag: ICCAT Register no. External identification:	Name of destination farm:  ICCAT Register no:  Cage Number:
<b>2 - TRANSFER INFORMATION</b>			
Date: __/__/----	Place or position: Port: Lat: Long :		
Number of individuals:			Species:
Type of product: Live <input type="checkbox"/> Whole <input type="checkbox"/> Gutted <input type="checkbox"/> Other (Specify):			
Master of fishing vessel / trap operator / farm operator name and signature:	Master of receiver vessel (tug, processing, carrier) name and signature:	Observer Names, ICCAT No. and signature:	
<b>3 - FURTHER TRANSFERS</b>			
Date: __/__/----	Place or position: Port: Lat: Long:		
Tug vessel name:	Call sign:	Flag:	ICCAT Register no.
Farm State transfer authorisation no:	External identification:	Cage no.	Master of receiver vessel name and signature:
Date: __/__/----	Place or position: Port: Lat: Long:		
Tug vessel name:	Call sign:	Flag:	ICCAT Register no.
Farm State transfer authorisation no:	External identification:	Cage no.	Master of receiver vessel name and signature:
Date: __/__/----	Place or position: Port: Lat: Long:		
Tug vessel name:	Call sign: Flag:	ICCAT Register no.	
Farm State transfer authorisation no:	External identification:	Cage no.	Master of receiver vessel name and signature:
<b>4 - SPLIT CAGES</b>			
Donor Cage no.	Kg:	Nbr of fish:	
Donor Tug vessel name:	Call sign:	Flag:	ICCAT Register no.
Receiving Cage no.	Kg:	Nbr of fish:	
Receiving Tug vessel name:	Call sign:	Flag:	ICCAT Register no.
Receiving Cage no.	Kg:	Nbr of fish:	
Receiving Tug vessel name:	Call sign:	Flag:	ICCAT Register no.
Receiving Cage no.	Kg:	Nbr of fish:	
Receiving Tug vessel name:	Call sign:	Flag:	ICCAT Register no.

### **BI-WEEKLY CATCH REPORTS**

Each CPC shall transmit without delay 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 form to be used is CP26-WcRp, choosing the tab CP26\_BFT.

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 CP26-WcRp form should be used, choosing tab CP26\_BET.

The Excel file, available for download ([here](#)) should be used.

### **MONTHLY CATCH REPORTS**

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 CP25-McRp for bluefin tuna and CP50-TROP\_MQcRp for tropical tunas.

Furthermore, it was agreed during the 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 new form to be used is CP56-MED\_MQcRp, selecting the species (ALB) and type of fishery (Target).

The Excel files, available for download ([here](#)) should be used.

For monthly landings of North Atlantic and South Atlantic shortfin mako, form CP55- [SMA\\_McRp](#) should be used

### **QUARTERLY CATCH REPORTS**

CPCs catching Mediterranean swordfish should submit quarterly catch reports within 30 days of the end of the quarter being reported.

A new 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\_MQcTp should be used by selecting the species (ALB) and the type of fishery (Bycatch or Sport).

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 the notification “processed data” will be sent automatically when the data have been correctly processed; CPCs will only be contacted if the Secretariat has questions when processing the data.

## INSTRUCTIONS FOR USING THE IOMS

### 1. Registration of a new IOMS user:

ACTION: Send an email to [general@ioms.iccat.int](mailto:general@ioms.iccat.int) with the following elements:

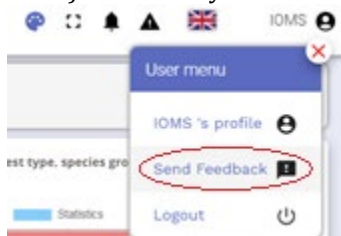
- Subject: [IOMS][Users] New user request
- Full name.
- ICCAT CPC.
- Role requested (choose one):
  - Regular User (You will have permissions to use all the IOMS functionalities of your own CPC)
  - CPC Administrator (Same as regular users and manages the users of your own CPC)
- Preferred language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