

**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:

GEN	0001	Annual Reports (Commission)
GEN	0002	Report on implementation of reporting obligations for all ICCAT fisheries, including shark species
GEN	0017	Information of bilateral arrangement for Port Inspection
GEN	0019	Summary of activities carried out pursuant to access agreements, including all catches
GEN	0023	Techniques used to manage sport and recreational fisheries
BFT	1025	Report on steps taken to encourage tag and release of all fish less than 30 kg/115 cm
TRO	2004	Annual Report on implementation of the area/time closure for BET/YFT/SKJ
SWO	3017	Maximum onboard bycatch limit of N. SWO
SWO	3018	Maximum onboard bycatch limit of S. SWO
ALB	4006	Maximum onboard bycatch limit of N. ALB
ALB	4007	Maximum onboard bycatch limit of S. ALB
BIL	5001	Notification of prohibition of dead discards of marlins
BIL	5002	Report on steps taken to implement Rec. 12-04 through domestic law or regulations, including monitoring, control and surveillance measures
BIL	5003	Description of data collection programmes and steps taken to implement Rec. 16-11
SHK	7001	Notification of the necessary measures to ensure that hammerhead sharks taken by developing coastal CPCs will not enter international trade
SHK	7002	Notification of the necessary measures to ensure that silky sharks taken by developing coastal CPCs will not enter international trade
SHK	7003	Report on implementation of shortfin mako mortality reduction
SHK	7004	Report on steps taken to implement Recommendation 11-08 through domestic law or regulations, including monitoring, control and surveillance measures that support implementation
SHK	7006	Information on the actions taken domestically to monitor catches and to conserve and manage blue shark
BYC	8001	Report on implementation of Rec. 10-09, paras 1, 2 and 7, and relevant actions taken to implement the FAO guidelines
BYC	8003	Report on steps taken to mitigate by-catch & reduce discards and any relevant research in this field
SDP	9001	Description of pilot electronic statistical document systems

and

S1	Annual Reports (Scientific)
S11	Information on implementation of Rec. 16-14
S27	Results of scientific programmes for billfish
S41	Notification of measures taken on the collection of bycatch and discard data in artisanal fisheries through alternative means
S42	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
(ICCAT Ref. [12-13])

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 & 2 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*” (also available on www.iccat.int).

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.

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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 (**Table** below) should also be included in Part I for submission to SCRS.

REPORTING SUMMARY SCIENTIFIC REQUIREMENTS

	GENERAL	RESPONSE
S1	Annual Report	Insert date sent to ICCAT (day/month/year)
S2	Fleet Characteristics	Insert date sent to ICCAT (day/month/year)
S3	Estimation of nominal catch Task I, including discards as appropriate	Insert date sent to ICCAT (day/month/year)
S4	Catch & Effort (Task II)	Insert date sent to ICCAT (day/month/year)
S5	Size samples (Task II)	Insert date sent to ICCAT (day/month/year)
S6	Catch estimated by size	Insert date sent to ICCAT (day/month/year)
S7	Tagging declarations (conventional and electronic)	Insert date sent to ICCAT (day/month/year)
S8	Information on tagging surveys	Insert date sent to ICCAT (day/month/year)
S9	Information collected under conventional tagging programmes	Insert date sent to ICCAT (day/month/year)
S10	Information collected under electronic tagging programmes	Insert date sent to ICCAT (day/month/year) and/or SCRS document number, if applicable
S11	Information on implementation of Rec. 16-14	Insert date sent to ICCAT (day/month/year)
S12	Information and data on pelagic Sargassum	Insert date sent to ICCAT (day/month/year)
S13	Specific information for the fishing vessels that were authorized to carry out pelagic longline fisheries and harpoons in the Mediterranean during the preceding year	Insert date sent to ICCAT (day/month/year)
BLUEFIN TUNA		
S15	Size sampling from farms	Insert date sent to ICCAT (day/month/year)
S17	The results of programme using stereoscopic cameras systems or alternative techniques that provide the equivalent precision at time of caging (covering 100% of all cagings)	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable or brief description (250 words max in this text box)
S18	Information on and data collected under the national BFT observer programmes	Insert date sent to ICCAT and/or SCRS document number if applicable
S21	Details of cooperative research programs on W-BFT to be undertaken	Insert date sent to ICCAT and/or SCRS document number if applicable
S22	Updates to abundance indices and other fishery indicators	Insert date sent to ICCAT and/or SCRS document number if applicable
S23	Information resulting from GBYP related research including new information resulting from enhanced biological sampling activities	Insert date sent to ICCAT (day/month/year)

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	GENERAL	RESPONSE
S53	Report on the scientific activities conducted by vessels operating in the context of a scientific project of a research institute integrated in a scientific research program	Insert date sent to ICCAT (day/month/year)
TROPICALS		
S24	Information from logbooks on BET/YFT/SKJ vessels, including discards	Insert date sent to ICCAT (day/month/year)
S25	Management plans for the use of fish aggregating devices (including steps to minimise impact)	Insert date sent to ICCAT (day/month/year)
S44	The number of FADs actually deployed on a monthly basis per 1°x1° statistical rectangles, by FAD type, etc.	Insert date sent to ICCAT (day/month/year)
S45	For each support vessel, the number of days spent at sea, per 1° grid area, month and flag State and associated to PS/BB	Insert date sent to ICCAT (day/month/year)
S46	Information collected by observers, including coverage levels	Insert date sent to ICCAT and/or SCRS document number if applicable
S47	Data and information collected from port sampling programme	Insert date sent to ICCAT (day/month/year)
S48	Historical data mining on the use and number of FADs deployed	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable or brief description (250 words max in this text box)
S49	Scientific data collected in the EEZ of another CPC	Insert date sent to ICCAT (day/month/year)
SHARK		
S32	Plan for improving data collection for sharks on a species specific level	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable
S50	Results of research on shortfin mako	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable
S51	Information on blue shark	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable
OTHER BYC		
S37	Provision of existing identification guides for sharks, seabirds and turtles and marine mammals caught in the Convention area	Insert date sent to ICCAT (day/month/year)
S38	Information on interactions of its fleet with sea turtles in ICCAT fisheries by gear type	Insert date sent to ICCAT (day/month/year)
S39	CPCs shall record data on seabird incidental catch by species through scientific observers in accordance with the Recommendation 10-10 and report these data annually	Insert date sent to ICCAT and/or SCRS document number if applicable or brief description (250 words max in this text box). Longer text should be attached as Appendix.
S41	Notification of measures taken on the collection of bycatch and discard data in artisanal fisheries through alternative means	Insert date sent to ICCAT (day/month/year)
S42	CPCs shall report on steps taken to mitigate bycatch and reduce discards, and on any relevant research	Insert date sent to ICCAT (day/month/year) and/or SCRS document number if applicable or brief description (250 words max in this text box). Longer text should be attached as Appendix.

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. Below is the template circulated early in the year by the Secretariat which should be followed and inserted in the Report.

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.

TEMPLATE FOR SECTION 3**SUBMITTED BY [CPC]: Compilandia**

Please follow the instructions in **red text** in the response column. In the event that the information or date sent is not provided, please indicate either “not applicable” **or** “see section 5”.

If “not applicable”, please give a **brief** explanation as shown in the examples:

EXAMPLE 1

GEN	0004	Vessel Chartering - summary report	Not applicable. <i>Compilandia does not charter any vessels</i>
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EXAMPLE 2

BFT	1002	Bluefin tuna farming reports	Not applicable. <i>Compilandia does not operate any BFT farms</i>
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“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 to the Commission.

ANNUAL REPORT – SECTION 3 – REPORTING SUMMARY

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. Note that new requirements are highlighted. If your template does not have highlight, you may be using the wrong one.

Req	Nº	Information required	Response
GEN	0001	Annual Reports	Include summary text explaining implementation of reporting obligations. Text should not exceed more than 300 words. Longer documents should be submitted as Appendix (please cite Appendix number if applicable)
GEN	0002	Report on implementation of reporting obligations for all ICCAT fisheries, including shark species	See above
GEN	0003	ICCAT Compliance Reporting Table	Insert date sent to ICCAT (day/month/year)
GEN	0004	Vessel Chartering - summary report	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0005	Vessel Chartering - arrangements and termination	Insert date(s) sent to ICCAT if applicable (day/month/year)
GEN	0006	Transshipment reports (at sea and in-port)	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0007	Transshipment declaration (at sea)	Indicate number of declarations sent
GEN	0008	Carrier vessels authorised to receive transshipments of tuna and tuna-like species in the Atlantic Ocean, either at-sea or in-port	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0009	LSPLVs which are authorised to tranship to carrier vessels in the Atlantic Ocean (and subsequent modifications)	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0010	Points of contact for port entry notifications and contact points for receiving copies of Port Inspection reports	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0011	List of designated ports into which foreign fishing vessels may request entry	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0012	Advance notification period required for entry into port of foreign fishing vessels	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0013	Report of Denial of Entry or Denial of Use of port	Insert date sent to ICCAT if applicable (day/month/year)
GEN	0014	Copies of port inspection reports containing findings of potential non-compliance or apparent infringement (and others where practicable)	Indicate number of reports sent
GEN	0015	Action taken following port inspection if apparent infringement is found	Insert date (s) sent to ICCAT (day/month/year)
GEN	0016	Notification of results of investigation of apparent infringements following port inspection	Insert date (s) sent to ICCAT (day/month/year)
GEN	0017	Information of bilateral or multilateral agreements/arrangements that allow for an inspector exchange program designed to promote cooperation	Include summary text not exceeding more than 300 words. Longer documents should be submitted as Appendix (please cite Appendix number if applicable)

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Req	Nº	Information required	Response
GEN	0018	Access agreements and changes	Indicate number of Agreements sent to the Secretariat during the year
GEN	0019	Summary of activities carried out pursuant to access agreements, including all catches	Include text or table indicating Access Agreements / flags/ number of vessels by gear and catch by species for each flag
GEN	0020	List of vessels of 20 metres or greater	Insert number of currently authorised vessels
GEN	0021	Vessels 20 m or greater internal actions report	Insert date (s) sent to ICCAT or indicate if no changes from previous year
GEN	0022	Redundant	
GEN	0023	Techniques used to manage sport and recreational fisheries	Include summary text explaining implementation of reporting obligations. Text should not exceed more than 300 words. Longer documents should be submitted as Appendix (please cite Appendix number if applicable)
GEN	0024	Vessels involved in IUU Fishing	Insert date (s) sent to ICCAT if applicable
GEN	0025	Comments on IUU allegations	Insert date (s) sent to ICCAT if applicable
GEN	0026	Trade measures; submission of import and landing data	Insert date sent to ICCAT if applicable
GEN	0027	Data on non-Compliance	Insert date(s) sent to ICCAT if applicable
GEN	0028	Findings of investigations in relation to allegations of non-compliance	Insert date(s) sent to ICCAT if applicable
GEN	0029	Vessels sightings	Insert date(s) sent to ICCAT if applicable
GEN	0030	Actions taken with regard to reports of vessel sightings	Insert date(s) sent to ICCAT if applicable
GEN	0031	National authority responsible for at-sea inspection and other supporting maritime agencies as may be appropriate	Insert date(s) sent to ICCAT if applicable
GEN	0032	Designated point(s) of contact (POC) within that authority with responsibility for program implementation	Insert date(s) sent to ICCAT if applicable
GEN	0033	Report on any activities carried out under the pilot program for exchange of inspection personnel	Insert date(s) sent to ICCAT if applicable or include summary of less than 300 words here
GEN	0034	Request for removal of vessel from final IUU vessel list	Insert date(s) sent to ICCAT if applicable
BFT	1001	Bluefin tuna farming facilities	Insert number of currently authorised farms
BFT	1002	Bluefin tuna farming reports	Insert date sent to ICCAT (day/month/year)
BFT	1003	Carry over of caged fish declaration	Insert date(s) sent to ICCAT (day/month/year)
BFT	1004	Bluefin tuna caging report/declaration	Insert number of declarations sent to ICCAT
BFT	1005	Bluefin tuna traps	Insert date sent to ICCAT and total number of authorised traps
BFT	1006	Redundant	

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Req	Nº	Information required	Response
BFT	1007	Fishing, inspection and capacity plans	Insert date sent to ICCAT (day/month/year)
BFT	1008	Farming capacity plan and revisions if appropriate	Insert date(s) sent to ICCAT (day/month/year)
BFT	1009	Modifications to fishing plans	Insert date sent to ICCAT (day/month/year)
BFT	1010	Information on regulations and other related documents adopted for implementation of Rec. 18-02	Insert date sent to ICCAT (day/month/year)
BFT	1011	Bluefin tuna catches 2018	Insert date sent to ICCAT (day/month/year) See also S2
BFT	1012	Bluefin tuna catching vessels	Insert date sent to ICCAT and number of authorised catching BFT vessels
BFT	1013	Bluefin tuna other vessels	Insert date sent to ICCAT and number of authorised other BFT vessels
BFT	1014	Joint Fishing Operations	Insert date(s) sent to ICCAT (day/month/year)
BFT	1015	VMS messages	Indicate yes/no/not applicable. If no, explain in Section 5. If not applicable, explain here
BFT	1016	Joint Inspection Scheme plans	Insert date sent to ICCAT (day/month/year)
BFT	1017	List of inspection vessels	Insert date(s) sent to ICCAT and/or number of currently active inspection vessels
BFT	1018	List of inspectors [and agencies]	Insert date(s) sent to ICCAT and/or number of currently active inspectors
BFT	1019	Copies of inspection reports from JIS	Insert date(s) sent or number of reports sent to ICCAT
BFT	1020	Bluefin tuna transshipment ports	Insert date sent to ICCAT (day/month/year)
BFT	1021	Bluefin tuna landing ports	Insert date sent to ICCAT (day/month/year)
BFT	1022	Bluefin tuna weekly catch reports (including traps)	Insert number of reports sent to ICCAT
BFT	1023	Bluefin tuna monthly catch reports	Insert number of reports sent to ICCAT
BFT	1024	Dates when entire quota of bluefin tuna has been utilized	Insert date of notification sent to ICCAT
BFT	1025	Report on steps taken to encourage tag and release of all fish less than 30 kg/115 cm	Include summary text of not more than 300 words indicating steps taken. Longer documents should be submitted as Appendix (please cite Appendix number if applicable)
BFT	1026	Redundant	
BFT	1027	BCD Annual Report	Insert date sent to ICCAT (day/month/year)
BFT	1028	Validation seals and signatures for BCDs	Insert date sent to ICCAT (day/month/year)
BFT	1029	BCD Contact points	Insert date sent to ICCAT (day/month/year)
BFT	1030	BCD legislation	Insert date sent to ICCAT (day/month/year)

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Req	Nº	Information required	Response
BFT	1031	BCD tagging summary, sample tag	Insert date sent to ICCAT (day/month/year)
BFT	1032	Vessels not included as BFT fishing vessels but known or presumed to have fished E-BFT	Insert date sent to ICCAT (day/month/year) if applicable
BFT	1033	Data needed for registration in eBCD system	Report on whether data has been entered directly through the system or by the Secretariat / consortium, and if the latter, indicate reason why this could not be done directly
BFT	1034	Report on intra farm transfers and random controls	Insert date sent to ICCAT (day/month/year)
TRO	2001	List of BET/YFT/SKJ vessels and subsequent changes	Indicate number of vessels reported for inclusion
TRO	2002	List of authorized vessels which fished bigeye and/or yellowfin and/or skipjack tunas in previous year	Insert date sent to ICCAT (day/month/year) See also S2 below
TRO	2003	Reports on investigation of IUU activity by BET/YFT/SKJ vessels	Insert date sent to ICCAT (day/month/year)
TRO	2004	Annual Report on implementation of the area/time closure for BET/YFT/SKJ	Insert date sent to ICCAT (day/month/year) or include summary of not more than 300 words here
TRO	2005	Redundant	
TRO	2006	Data from ICCAT statistical document programs	Insert dates sent to ICCAT (day/month/year)
TRO	2007	Validation seals and signatures for SDPs	Insert date sent to ICCAT (day/month/year)
TRO	2008	Redundant	
TRO	2009	Quarterly catches of bigeye	Insert dates sent to ICCAT (day/month/year)
TRO	2010	Steps taken to minimalise ecological impacts of FADs (include in FAD management plan - see also requirement S25)	Insert date sent to ICCAT (day/month/year) See also S25
TRO	2011	Redundant	
SWO	3001	Data from ICCAT statistical document programs	Insert dates sent to ICCAT (day/month/year)
SWO	3002	Validation seals and signatures for SDPs	Insert date sent to ICCAT (day/month/year)
SWO	3003	List of vessels targetting MED-SWO	Insert date sent to ICCAT (day/month/year)
SWO	3004	List of sport/recreational vessels authorized to catch Med-SWO	Insert date sent to ICCAT (day/month/year)
SWO	3005	List of special fishing permits for harpoons or longline for highly-migratory pelagic stocks in the Mediterranean for the previous year	Insert date sent to ICCAT (day/month/year) See also S2
SWO	3006	Report on implementation of Med-SWO closure	Insert date sent to ICCAT (day/month/year)
SWO	3007	Development or fishing/management plan for North swordfish	Insert date sent to ICCAT (day/month/year)
SWO	3008	Redundant	
SWO	3009	Redundant	
SWO	3010	List of authorised ports for MED-SWO	Insert date sent to ICCAT (day/month/year)

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Req	Nº	Information required	Response
SWO	3011	Quarterly reports of MED-SWO catches	Insert dates sent to ICCAT (day/month/year)
SWO	3012	Summary of implementation of tagging programme	Insert date sent to ICCAT (day/month/year)
SWO	3013	List of inspection vessels	Insert date sent to ICCAT (day/month/year)
SWO	3014	List of inspectors [and agencies]	Insert date(s) sent to ICCAT and/or number of currently active inspectors
SWO	3015	Specific authorisation for vessels 20m+ for N. SWO	Indicate number of vessels
SWO	3016	Specific authorisation for vessels 20m+ for S. SWO	Indicate number of vessels
SWO	3017	Maximum onboard by-catch limit of N. SWO	Insert date sent to ICCAT (day/month/year) or indicate limit here
SWO	3018	Maximum onboard by-catch limit of S. SWO	Insert date sent to ICCAT (day/month/year) or indicate limit here
SWO	3019	Copies of inspection reports from JIS	Insert date(s) sent number of reports sent to ICCAT
SWO	3020	Fishing plan for Mediterranean swordfish	Insert date sent to ICCAT (day/month/year)
ALB	4001	Redundant	
ALB	4002	Redundant	
ALB	4003	List of Vessels authorised to fish for Mediterranean albacore	Insert date sent to ICCAT (day/month/year)
ALB	4004	Specific authorisation for vessels 20m+ for North Atlantic albacore	Indicate number of vessels
ALB	4005	Specific authorisation for vessels 20m+ for South Atlantic albacore	Indicate number of vessels
ALB	4006	Maximum onboard by-catch limit of N. ALB	Insert date sent to ICCAT (day/month/year) or indicate limit here
ALB	4007	Maximum onboard by-catch limit of S. ALB	Insert date sent to ICCAT (day/month/year) or indicate limit here
BIL	5001	Report on the implementation of Rec. 15-05/18-04 and 16-11	Insert date Billfish Checksheet sent to ICCAT (day/month/year)
BIL	5002	Redundant	
BIL	5003	Redundant	
SHK	7001	Redundant	
SHK	7002	Redundant	
SHK	7003	Redundant	
SHK	7004	Redundant	
SHK	7005	Details of implementation of and compliance with shark conservation and management measures	Date Shark sheet or update sent to Secretariat dd/mm/yyyy
SHK	7006	Redundant	
SHK	7007	Redundant	
BYC	8001	Report on implementation of Rec. 10-09, Paras 1, 2 and 7, and relevant actions taken to implement the FAO guidelines	Insert date sent to Secretariat dd/mm/yyyy

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Req	Nº	Information required	Response
BYC	8002	Report on implementation of seabird mitigation measures and NPOA for seabirds	Insert date sent to Secretariat dd/mm/yyyy
BYC	8003	Report on steps taken to mitigate by-catch & reduce discards and any relevant research in this field	Insert date sent to Secretariat dd/mm/yyyy
SDP	9001	Description of pilot electronic statistical document systems	Insert date sent to ICCAT or include text (not to exceed 300 words) on measures taken. Longer texts should be attached as Appendix (please cite appendix number if applicable).
MISC	9002	Information and clarification regarding objections to ICCAT Recs	Include text (not to exceed 300 words) on alternative measures taken. Longer texts should be attached as Appendix (please cite appendix number if applicable)

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)

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

Software:	Please prepare in MSWord.
Paper size:	A4
Margins:	(Top, Bottom, Left, Right): 2.5 cm; headers 1.5 cm, footers 2.0 cm.
Line spacing:	Single (or 1.0); Double space between paragraphs; Triple space before new major headings. For contributors using an East Asian version of MSWord, please ensure that the printed copy is indeed single-spaced.
Page numbering:	None (for electronic copies)
Header:	ANN-xxx/year [insert year and document number as provided by the Secretariat]; page 1 header only (different first page), Arial 10, right justified. No other running headers.
Font type:	Times New Roman.
Font size:	TR 10. Footnotes should be in TNR 8.
Case:	Only the document title on the title page should be in CAPS.
Tabs:	Every 0.6 cm; no paragraph indents
Files:	Please submit 1 file with the formatted text (and tables, figures and appendices, should there be any).

COMPLETION OF COMPLIANCE TABLES

GEN	0003	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/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 2018, 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]

GEN	0004	Vessel Chartering - summary report
GEN	0005	Vessel Chartering - arrangements and termination

For purposes of clarification and in order to assist in better understanding this management measure, the following definitions have been used:

- **Charterer:** Party, Entity or Fishing Entity that hires a vessel.
- **Flag CPC:** Party, Entity or Fishing Entity to which the vessel is registered.

The charterer and the Flag CPC should inform the Executive Secretary:

- a) When a chartering arrangement has been agreed
- b) When a chartering arrangement has been terminated

Charterers should report the chartered vessels on **CP05-ChartrCP**, together with a document which includes the measures adopted to implement the required provisions as well as a copy of the Flag CPC's consent.

The Flag CPCs should use the form **CP06-ChartrFS**. Flag CPCs should also attach information on the measures adopted to implement the regulatory provisions and a confirmation of their consent to the chartering arrangement.

In addition, charterers must report:

- c) 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.

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** (v2018b). From the 2018 version onwards of this form, instructions will be included in the form, and 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.

		Record	Deadline	Observations	Recommendation
GEN	0008	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. 16-15
GEN	0020	List of vessels 20 meters or greater	At time of change and not later than 45 days after authorization start date		Rec. 13-13 and 14-10
BFT	1012	Bluefin tuna catching vessels	15 days before start of relevant fishing season or before beginning of the fishing activity (see paragraphs 29-31 of Rec. 18-02 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. 17-07/ 18-02
BFT	1013	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. 17-07/18-02
TRO	2001	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. 16-01
SWO	3003	List of vessels targeting swordfish in the Mediterranean Sea	15 January each year		Rec. 16-05
SWO	3004	List of sport/recreational vessels authorized to catch SWO-MED	15 days before start of operations		Rec. 16-05

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		Record	Deadline	Observations	Recommendation
SWO	3015	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
SWO	3016	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
ALB	4003	List of Vessels authorised to fish for Mediterranean albacore	15 March each year		Rec. 16-05
ALB	4004	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
ALB	4005	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

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 from 1 January 2016 if 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** (v2018b) through email to info@iccat.int, and should indicate in the email subject the requirement number to which the submission refers. Only Latin script should be used for all the spreadsheet cells set in text format.

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

1. Add new vessels:
This option should be selected to report vessels which have never been entered on any of the lists on the ICCAT Record of Vessels. In this case, all sub-forms (CP01A, CP01B and CP01C) must be completed. If a vessel has been previously reported, but is not currently 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 list to a second list, then completing sub form CP01B 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 (v2018b)** 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 remove 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 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 fishing season, i.e.:

Purse seiners = 11 May;

Purse seine fishing season in the eastern Mediterranean Sea (FAO fishing areas 37.3.1 Aegean; 37.3.2 Levant), as by derogation in Rec. 18-02 = 30 April;

Purse seine fishing season in the eastern Atlantic and the Mediterranean, for fishing zones limited to the waters under the sovereignty or jurisdiction of the Kingdom of Morocco = 16 April;

Purse seiners Norwegian EEZ = 10 June;

Large-scale Longliners except vessels operating in the area West of 10°W and North of 42°N or in Norwegian EEZ = 17 December;

Large-scale Longliners operating in the area West of 10°W and North of 42°N or in Norwegian EEZ = 17 July;

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Baitboats and trollers = deadline in accordance with fishing season reported in fishing plan;
Trawlers, sport and recreational vessels = deadline in accordance with fishing season reported in fishing plan;
Other gears = deadline in accordance with fishing season reported in fishing plan.

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

List of authorised BFT-E other vessels: Fifteen days before the start of their period of authorization.

INSTRUCTIONS FOR COMPLETING CP01-VessLsts FORM

CP01-VessLsts		REGISTRATION/AUTHORISATION OF VESSELS IN THE ICCAT VESSEL RECORD				Version	Language
		ICCAT: INTERNATIONAL COMMISSION FOR THE CONSERVATION OF ATLANTIC TUNAS				2018b	ENG
Flag Correspondent					ok	Secretariat use only	
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	Email should relate to person in Name field		Filters
Reporting Agency	Name of your Ministry, Institution or Agency			Phone	Phone number should relate to person in Name field		(reserved)
Address	Address of Ministry, Institution or Agency					File name (proposed):	
Data set characteristics					inc	Notes	
Reporting Flag	<input type="text"/>			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	<input type="text"/>			P20m:	BFTc:		
				SWOn:	BFTo:		
				SWOs:	SWOm:		
				ALBn:	ALBm:		
				ALBs:	Carr:		
sub-forms:							
CP01B		Authorizations on the ICCAT lists					
CP01C		Ownership (Owners/Operators) details					

Field - CP01-Form A			Instructions
Mandatory information (vessels)	Identification	ICCAT Serial Number	ICCATSerialNo If the vessel has previously been registered in the ICCAT Record of Vessels and has therefore been assigned an ICCAT number, this must be cited. Please check the list of inactive vessels to determine if a number has previously been assigned. If the vessel is being registered with ICCAT for the first time, please leave this field blank.
		Nat. Registry N° (NRN)	NatRegNo The national registry number as it appears in the registry of your CPC.
		Internat. Registry N° (IRN)	IntRegNo* This should be IMO number or a number in the seven-digit numbering sequence allocated by IHS-Fairplay (LR number). All vessels of 20 m or greater must have an IMO number, except wooden LSFVs that are not authorized to fish on the high seas or LSFVs unable to obtain an IMO/LR number.
		Type of IRN (IMO/LR N°)	IRNoType* If number is provided, type = IMO. If the vessel is wooden and not 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.
		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.

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

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

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

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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 Nº (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. 13-13 / 14-10
	To (dd/mm/yyyy)	P20mDtTo	Please insert the date of end of the authorisation.	Rec. 13-13 / 14-10
	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. 13-13 / 14-10
	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
	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
	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
	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

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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. 16-01
	To (dd/mm/yyyy)	TropDtTo	Please insert the date of end of the authorisation (for BET, YFT, SKJ).	Rec. 16-01
	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. 16-01
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. Fields marked with an * on form CP01-A are optional for such vessels.	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.	Rec. 16-05
	To (dd/mm/yyyy)	ALBmdtTo	Please insert the end date for authorisation on the ALB-MED list.	Rec. 16-05
Carrier vessels	From (dd/mm/yyyy)	CarrDtFrom	Please insert the start date of the authorisation for the carrier vessels authorised to receive transshipments of ICCAT species either at-sea or in-port. Lists must be sent each calendar year, but no deadline is specified. Carrier vessels may not receive	Rec. 16-15

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			transhipments of ICCAT species until they appear on the List of Carrier Vessels on the ICCAT Record.	
	To (dd/mm/yyyy)	CarrDtTo	Insert the date of the end of the authorisation as an ICCAT carrier vessel.	Rec. 16-15
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. 17-07/18-02 (see paragraphs 29-31 of Rec. 18-02 for details)
	To (dd/mm/yyyy)	BFECdtTo	Insert the date of the end of the authorisation as an ICCAT EBFT catching vessel.	Rec. 17-07/18-02
	Fishery type	BFECfishType	Indicate whether fishery is artisanal, commercial or recreational. Please see Codes sheet for options available.	Rec. 17-07/18-02
	Fishing area	BFECfishArea	Indicate the area in which the vessel is authorised to fish, using one of the options in the Codes sheet.	Rec. 17-07/18-02
	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. 17-07/18-02
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. 17-07/18-02
	To (dd/mm/yyyy)	BFEOdtTo	Insert the date of the end of the authorisation as an ICCAT EBFT other vessel.	Rec. 17-07/18-02

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

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

LSPLVs authorized to tranship at sea

All large scale longline vessels should be included on the ICCAT Record of Vessels of 20 metres or greater. Longline vessels which are authorised to tranship at sea must also be reported in accordance with the provisions of Rec. 16-15.

The form developed for reporting is **CP46-VessTrans (v2018a)**. 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

GEN	0018	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 has been developed to collect the information required through paragraph 1 of Rec. 14-07. The form is self-explanatory. 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

BFT	1002	Bluefin tuna farming reports
BFT	1003	Carry over of caged fish
BFT	1004	Bluefin tuna caging report / declaration

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.	
No. ICCAT Record of BFT Farming Facilities	Number of record of farm where the event was carried out.	

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	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.

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

TRO	2006	Data from ICCAT statistical document programmes
SWO	3001	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 WEB SITE)

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, 1st import flag = B, 2nd 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 Establishing a Multi-annual Management Plan for Bluefin Tuna in the Eastern Atlantic and the Mediterranean Sea, Amending Recommendation 17-07 [Rec. 18-02] 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 (v2017a)** 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. Please be sure to submit the v2017a version of this form.

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

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

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

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

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

Document No.

ICCAT Transhipment Declaration

(Bluefin Tuna)

<p>Carrier vessel</p> <p>Name of vessel and radio call sign: Flag: Flag State authorization No. National Register No. ICCAT Register No. IMO No.</p>	<p>Fishing Vessel</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>
--	--	--

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

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

LOCATION OF TRANSHIPMENT

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

Obligations in case of transhipment:


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

Document No.	ICCAT Transfer Declaration		
1 - TRANSFER OF LIVE BFT DESTINATED FOR FARMING			
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:
2 - TRANSFER INFORMATION			
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:	
3 - FURTHER TRANSFERS			
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:
4 - SPLIT CAGES			
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.

WEEKLY CATCH REPORTS OF BFT-E AND W-BFT

Each CPC shall transmit without delay weekly catch reports for 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-BFT-WcRp.


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

		<div style="border: 1px solid red; padding: 2px; display: inline-block;">CP26-BFT-WcRp</div>										
WEEKLY CATCHES OF BLUEFIN TUNA												
REPORTING FLAG:				Language	Choose Language / Choisir la langue / Elegir el idioma							
YEAR:				ENG								
REPORTING AGENCY:												
ADDRESS:												
PERSON IN CHARGE:												
TEL:	FAX:	EMAIL:										
WEEKLY CATCH REPORT												
					ORIGINAL CAUGHT IF JFO	ATTRIBUTED CAUGHT IF JFO						
FLAG	ICCAT NUMBER	VESSEL NAME	REPORT START DATE	REPORT END DATE	REPORT DURATION (Days)	CATCH DATE	WEIGHT (KG)	NR.FISH CAUGHT	ATTRIBUTED WEIGHT IN CASE OF JFO (KG)	NUMBER OF PIECES	AVERAGE WEIGHT (KG)	ICCAT JFO_ID

MONTHLY CATCH REPORTS OF BFT-E AND W-BFT

Each CPC shall transmit without delay monthly catch reports for 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 CP25-BFT-WcRp.

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

					<div style="border: 1px solid black; padding: 2px; background-color: #f0f0f0;">CP25-BFT-McRp</div>													
MONTHLY CATCHES OF BLUEFIN TUNA																		
REPORTING FLAG:																		
YEAR:																		
REPORTING AGENCY:																		
ADDRESS:																		
PERSON IN CHARGE:																		
TEL:																		
			FAX:															
					EMAIL:													
CATCH REPORT BY MONTH																		
FISHING FLAG	MONTH	GEAR	AREA	FISHERY TYPE	CATCH (KG) (if catch is 0 this should be reported)													

Language
ENG

Choose Language / Choisir la langue / Elegir el idioma