



Madrid, 6 April 2022

## ICCAT CIRCULAR # 2075 / 2022

### **SUBJECT: 2022 ONLINE TRAINING WORKSHOP SESSIONS ON USING ICCAT'S INTEGRATED ONLINE MANAGEMENT SYSTEM (IOMS)**

To assist CPCs in using the IOMS to submit portions of the 2022 Annual Reports, the Online Reporting Technology Working Group (WG-ORT) agreed at its 2022 Intersessional Meeting (see report) to hold two IOMS training workshop sessions in 2022. Accordingly, I am pleased to announce that the following workshop sessions have been scheduled as follows:

- **Session 1 (28 April 2022):** Introduction to IOMS current functionalities (user management, data requirements, data requests, etc.) with a particular emphasis on completing the Annual Reports.
- **Session 2 (1 September 2022):** Review of previous session (provide clarifications and address questions) and resolve reporting errors found in the 2022 Annual Reports (Part 1/Annex 1 and Part 2/Section 3).

Both sessions will be held online (ZOOM platform with simultaneous translation) for a total duration of 4 hours, starting at 12:00h (CET), with a 30-minute break (14:00h - 14:30h).

The two training sessions, in the form of interactive seminars, are intended for all potential ICCAT IOMS users, including WG-ORT Members, CPC administrators and officers, Chairs of ICCAT subsidiary bodies, and Secretariat staff.

All WG-ORT representatives are encouraged to participate in these training sessions. The current official list of WG-ORT members is attached as **Annex 1**. In order to organize the online training workshop sessions, the participants must register for the workshop sessions by **22 April 2022** using the Online Registration Form that will be available shortly on the ICCAT [current meetings webpage](#). Any late registration may cause delay in providing access to participants to the workshop and to the related documents. The list of official delegates that will participate in the first session shall be submitted to the Secretariat by **22 April 2022**.

All WG-ORT representatives and participants in the training workshop sessions should also register for an IOMS account if they have not done so already. Both the IOMS registration guidelines and the tentative Work Programme for the training workshop sessions are presented in **Annex 2**.

The WG-ORT agreed to record the full training sessions for subsequent online dissemination (available to all CPC users). If required, these training sessions could also be supplemented by one-on-one (CPC and ICCAT Secretariat) short training sessions "on request" after the first session (requests to be sent to: [general@ioms.iccat.int](mailto:general@ioms.iccat.int)).

The pertinent information required for the workshop sessions will be uploaded to the ownCloud. Access to the ownCloud folder will be granted to the workshop participants at a later stage, together with the link and credentials to the ZOOM meeting.



Please accept the assurances of my highest consideration.

Executive Secretary

Camille Jean Pierre Manel

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– **Cooperating Parties, Entities or Fishing Entities**

– **WG-ORT members**

**Attachment:** List of WG-ORT members. Additional information for workshop participants.



## Annex 1

**Current list of WG-ORT nominated members (as of 2022-04-04),  
together with the IOMS registration status and role (\* not yet registered)**

<i>Status (CPC)</i>	<i>Organization (CPC)</i>	<i>Full Name</i>	<i>IOMS role</i>	<i>Remarks</i>
CP	Angola	Victor Capapelo Julio Chilamba	*	Not yet registered
CP	Angola	Vieira Ferreira Nzambi Codia	*	Not yet registered
CP	Belize	Valerie Lanza	CPC_ADMIN	OK (active)
CP	Belize	Delice Pinkard	*	Not yet registered
CP	Brazil	Natali Isabela Pierin Piccolo	CPC_ADMIN	OK (active)
CP	Brazil	Bruno Mourato	CPC_OFFICER	Registered (inactive)
CP	Canada	Dale Marsden	CPC_ADMIN	OK (active)
CP	Canada	Jessica Kerwin	CPC_ADMIN	OK (active)
CP	Canada	Lise Kay	CPC_ADMIN	OK (active)
CP	Canada	Robynn-Bella Smith Laplante	CPC_OFFICER	OK (active)
CP	China pr	Lianyong Fanf	CPC_ADMIN	OK (active)
CP	China pr	Liu Ce	*	Not yet registered
CP	Côte d'ivoire	Kouadio Julien Djou	*	Not yet registered
CP	Curaçao	Norbert Meulens	*	Not yet registered
CP	Egypt	Abdelrazek Mohamed Badr	*	Not yet registered
CP	Egypt	Doaa Abdou Mahmoud Tawfeek Hammam	*	Not yet registered
CP	EU	Ester Alaez Pons	CPC_ADMIN	OK (active)
CP	EU	Maris Berzins	CPC_ADMIN	OK (active)
CP	EU	Samira Khalil	CPC_ADMIN	OK (active)
CP	EU	Thierry Remy	CPC_ADMIN	OK (active)
CP	EU	Pedro Lino	CPC_OFFICER	OK (active)
CP	Gabon	Bernice Carol Boupana Bola	*	Not yet registered
CP	Gabon	Fernand Fritch Mayombo Mouandza	*	Not yet registered
CP	Gambia	Momodou S Jallow	CPC_OFFICER	OK (active)
CP	Grenada	George Phillip	CPC_OFFICER	OK (active)
CP	Grenada	Olando Harvey	CPC_OFFICER	OK (active)
CP	Guatemala	Maria Rachel Rodas Sanchez	*	Not yet registered
CP	Guatemala	Wesley Alexander Aguilar Acabal	*	Not yet registered
CP	Honduras	Fidelia Nathaly Cardona Valle	CPC_ADMIN	OK (active)
CP	Iceland	Brynhildur Benediktsdóttir	CPC_ADMIN	OK (active)
CP	Japan	Kenta Ueda	CPC_ADMIN	OK (active)
CP	Japan	Natsuki Hosokawa	CPC_ADMIN	OK (active)
CP	Japan	Hiroyuki Morita	CPC_OFFICER	OK (active)
CP	Korea Rep.	Ilkang Na	CPC_ADMIN	OK (active)
CP	Morocco	Bouchra Haoujar	*	Not yet registered
CP	Morocco	Kamal Sabbane	*	Not yet registered
CP	Morocco	Noureddine Abid	*	Not yet registered
CP	Mauritania	Ely Beibou	CPC_ADMIN	OK (active)
CP	Mexico	Isabel Cristina Reyes Robles	CPC_ADMIN	Registered (inactive)
CP	Mexico	Bertha Alicia Soler Benítez	CPC_OFFICER	Registered (inactive)
CP	Mexico	Gustavo López	CPC_OFFICER	Registered (inactive)
CP	Norway	Elisabeth Sør Dahl	CPC_ADMIN	OK (active)
CP	Norway	Maja K. Rodriguez Brix	CPC_ADMIN	OK (active)



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CP	Norway	Rune Baug Mjørlund	CPC_ADMIN	OK (active)
CP	STP	Francisco Nunes Gelson Alves	CPC_ADMIN	Registered (inactive)
CP	South Africa	Mketsu Qayiso Kenneth	CPC_ADMIN	Registered (inactive)
CP	Tunisia	Hamadi Mejri	CPC_ADMIN	OK (active)
CP	Tunisia	Donia Sohlobji	CPC_OFFICER	OK (active)
CP	Uk	Matthew Elliott	CPC_OFFICER	OK (active)
CP	Usa	Bryan Keller	CPC_ADMIN	OK (active)
CP	Usa	Rachel O'Malley	CPC_ADMIN	OK (active)
CP	Usa	Alex Miller	CPC_OFFICER	Registered (inactive)
CP	Usa	Guillermo Diaz	CPC_OFFICER	Registered (inactive)
CP	Usa	Melanie King	CPC_OFFICER	Registered (inactive)
CP	Uruguay	Santiago Caro	*	Not yet registered
CP	Venezuela	Jesús Hilario Marcano Velasquez	CPC_ADMIN	OK (active)
CP	Venezuela	Juan David Marcano Sofia	CPC_ADMIN	OK (active)
NCP	Chinese Taipei	Ching-Chao Lee	CPC_ADMIN	OK (active)
NCP	Chinese Taipei	Shan-Wen Yang	CPC_OFFICER	OK (active)
NCP	Chinese Taipei	Shih-Chin Chou	CPC_OFFICER	OK (active)



### **IOMS Registration and Work Programmes of each session**

**1. IOMS registration:** IOMS users need to be registered in advance with a specific profile

- To register in the IOMS as a user please send an official email to: [general@ioms.iccat.int](mailto:general@ioms.iccat.int)
- The ICCAT Secretariat will subsequently inform of the next steps.

**2. Work programmes:**

**Session 1: Training course 2022#1 (28 April 2022)**

1. Introduction to IOMS
  - a) General overview (standard layout, user support, others)
  - b) User roles and different perspectives (what is seen/can be done)
  - c) User roles and profiles
2. Major functionalities (overview)
  - a) Data requests (circulars)
  - b) Data requirements
    - i. Statistical related information (S\*)
    - ii. Management related information (M\*)
  - c) Messaging
  - d) Administration
    - i. Users & Roles
    - ii. Organizations
    - iii. Data requests
    - iv. Regulations & data requirements
    - v. Auditing
    - vi. Change log (versioning), APIs and others
3. Annual report module
  - a) Working with Part 1/Annex 1 (statistics)
  - b) Working with Part 2/Section 3 (management/compliance)
4. Planning session 2



## Session 2: Training course 2022#2 (1 September 2022)

1. Doubts arising from session 1
  - a) Generic questions
  - b) Specific questions
2. Annual Report completion (year 2022)
  - a) Revising Part 1/Annex 1 (statistics)
  - b) Revising Part 2/Section 3 (management/compliance)
  - c) Querying facilities to identify inconsistencies
  - d) Working/analysing Annual Report details
    - i. Online facilities
    - ii. Offline exercises (export and EXCEL sheets)
3. Planning future IOMS sessions

**Note:** Each item will finish with an interactive period (questions, answers, workouts) of about 10 minutes.