# ANNUAL REPORTS

The Annual Report is the vehicle specified for reporting on the following requirements:

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| --- | --- |
| 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:GEN42 | Annual reporting on Port inspection activity |
| M:GEN43 | Electronic Monitoring Systems (EMS) domestic programmes implementation report |
| M:GEN44 | Report on implementation of Res. 23-20, including Emergency Action Plans (EAP) |
| 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. 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:BYC04 | Report on the implementation of Res. 23-15 |
| 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.

**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)***

\*\* Reference replaced by Ref. 23-24.

**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 (CPCs) during the preceding year.

**2. Submission process**

Complete Annual Reports, comprising Sections 1-3, should be submitted in two parts by 15 September each year as follows:

1. through a Word document, in two parts, described by sections 1 and 2 below; and
2. through two tables in the [Integrated Online Management System (IOMS)](https://ioms.iccat.int/), described by section 3 below.

The layout of the Word file should follow the structure and format specified below and must be in one of the official languages of ICCAT (English, French or Spanish).

However, if the SCRS meeting takes place prior to 22 September, Section 1 should be submitted to the SCRS one week before the start of the SCRS Plenary Session (i.e., by 9:00 am on the first day of the Species Groups meetings), as notified to the Commission by the Secretariat.

**3. Annual Report sections**

The Word file portion of the Annual Report 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 Word file 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 into the other official two languages.

**Section 1: 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 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**.

***1.1 Annual fisheries information***

This report section should provide complementary information relating to the data submitted to ICCAT on total catches, effort, size-frequency, biological sampling and tagging data 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 any socio-economic factors which influence or explain such changes and developments.

***1.2 Research and statistics***

This report section should provide a description of the statistical data collection systems implemented by CPCs to monitor fisheries for tuna and tuna-like species, with an indication of the degree of coverage of catch, effort and size data for fishing operations in both the Exclusive Economic Zone (EEZ) and High Seas. Attention should be given to problems, changes, and improvements in such statistical systems and, where possible, the coverage of retained catches of target and bycatch species, and of discarded catches, whether the animal is dead or alive.

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 of observer programmes may also be included in this section.

A list of the information submitted to the Secretariat in accordance with Commission requirements and which is to be reviewed by the SCRS should also be included in Part 1 for submission to the SCRS.

**Section 2: Information on conservation and management measures**

***2.1 Implementation of ICCAT conservation and management measures***

This section should summarise the legislation adopted, and other relevant measures taken to ensure the implementation of the active ICCAT conservation and management measures that are not included in the Online Reporting Section below, and any other information of interest to the Commission. Titles of any relevant legislation should be translated into one of the official languages of ICCAT. This section should not exceed four pages in length.

***2.2 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 that have been or are 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[[1]](#footnote-2).

**Section 3: Online reporting**

Information on reporting requirements must be provided through the IOMS, as required by Recommendation 22-17. Online reporting comprises two parts, and upon completion, the IOMS will generate two tables:

Part 1[[2]](#footnote-3): Research and Statistics reporting (in accordance with the request for statistics on Atlantic tunas and associated species in the ICCAT Convention area circulated annually by the 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: 2024

- Select from the following dropdown menu the request for data associated with statistics: ICCAT Circular #1071/2024, “Request for statistics on Atlantic tunas and associated species in the ICCAT Convention area”.

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 in the utilization of IOMS”.

Part 2[[3]](#footnote-4):Management reporting.

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: 2024

- Select from the following dropdown menu the request for data associated with compliance: ICCAT Circular #1048/2024, “ICCAT Reporting Requirements – 2024”.

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 in the utilization of IOMS”.

Help files are integrated into the IOMS, but any CPC requiring assistance with access to or reporting through the IOMS should contact the Secretariat through general@ioms.iccat.int. 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. Please ensure that you are responding to the latest requirement and that your response is appropriate, as changes from previous years may have taken place. Some requirements in the table allow you to indicate whether a requirement is applicable by means of a checkbox. In other cases, mandatory requirements cannot be deselected using the checkbox. A checkbox that is not interactive is indicated by shading.

If a requirement is applicable, the corresponding date and/or a sentence that explains how it was fulfilled must be completed. In the event that a requirement is not applicable, the reason why it is not applicable must be provided in the appropriate cell. Responses provided in such cases should not contain the text "not applicable" and the explanation should not repeat this text since deselecting the checkbox already defines that the requirement is not applicable.

Please do not complete Tables 1 and 2 using references to previous years or previously cited elements. Each response should be complete and refer to the year of reporting. Examples of text to avoid using include: "like last year," "like the previous requirement," “see above,” etc.

Where date of submission is requested in the IOMS, the date should pertain to the current year, even though the submission made may contain information pertaining to the previous year. For example, Task 1 submitted on 31 July 2024, which contains data for 2023; the response in the Annual Report template would be 31 July 2024.

**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 2.2”.

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

EXAMPLE 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GEN | Requirement Name | Applicable | First Submission date  | Response/Reason for N/A | Last update |
| M:GEN04 | Vessel chartering – summary report | No |  | Compilandia has not chartered any vessel |  |

EXAMPLE 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BFT | Requirement Name | Applicable | First submission date | Response/reason for N/A | Last update |
| M:BFT02 | Bluefin tuna farming reports | No |  | Compilandia does not operate bluefin tuna farms |  |

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 2.2” 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 2.2 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 give a brief explanation of non-applicability in the appropriate cell.

**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 **2024** on which the information was submitted although in many cases the information itself will relate to 2023.

**4. Formats**

***General text*** must be in Cambria 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 sub-headings). 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:***Cambria

***Font size:*** Cambria 10. Footnotes should be in Cambria 8.

***Case:***  Only the document title on the title page should be in CAPS.

***Tabs:***Every 0.75 cm; no paragraph indents.

***Files:*** Please submit one file with the formatted text (and tables, figures and appendices, should there be any).

# INSTRUCTIONS FOR USING THE IOMS

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

ACTION: Send an email to 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.

1. **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:

1. Preferably the included IOMS tool show below (“Send Feedback”)



1. Alternatively, send an email to 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

1. **Other matters not covered by 1 and 2:**

ACTION: For any other doubts, clarifications, or questions, send an email to 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

1. Appendices which, due to their length, format, presentation or the complexity of the data, cannot be directly transferred into the document compiling all the Annual Reports will not be published. [↑](#footnote-ref-2)
2. Formerly Part 1, Annex 1. [↑](#footnote-ref-3)
3. Formerly Part 2, Section 3. [↑](#footnote-ref-4)