

## Proposed Revised Guidelines for the Preparation of Annual Reports

*(Secretariat in consultation with the Compliance Committee Chair  
and the Chair of Online Reporting Technology Working Group (WG-ORT))*

In 2012, the Secretariat proposed a new format for the submission of Annual Reports, with a view to their future submissions electronically. These guidelines were adopted by the Commission as Ref. 12-13. Since then, development has progressed on the ICCAT Integrated Online Management System and the tables originally submitted in accordance with Ref. 12-13 are now to be completed and submitted through the IOMS in accordance with *Recommendation by ICCAT on the application of the Integrated Online Management System* (Rec. 22-17).

For this reason, the current Guidelines for the Preparation of Annual Reports are now outdated, and the Secretariat, in consultation with the Chair of the Compliance Committee and the Chair of the Online Reporting Technology Working Group has drafted a provisional revision in **Appendix 1**.

Given that the IOMS is a dynamic system which will be constantly expanded and improved over the coming years, further revisions may be required in the future. However, guidelines for submission of information in many of the modules to be developed will be incorporated into the Guidelines for Submitting Information, and the Guidelines for the Preparation of Annual Reports which will require updating only when significant changes affecting Annual Report submission are made.

Approval of the Commission for the attached guidelines is therefore sought at this time, and these may be reviewed in 2024 if required.

<b>PROPOSED REVISED GUIDELINES FOR THE PREPARATION OF ANNUAL REPORTS</b>
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## **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:

- a) through a Word document, in two parts, described by sections 1 and 2 below; and
- b) through two tables in the Integrated Online Management Systems (IOMS), 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 September 22, 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 to 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 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.**

#### ***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 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 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 I 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.

## **Section 3: Online reporting**

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

Part 1<sup>1</sup>: 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).

Part 2<sup>2</sup>: Management reporting.

<sup>1</sup> Formerly Part I, Annex 1.

<sup>2</sup> Formerly Part II, Section 3.

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](mailto:general@ioms.iccat.int). 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.

It is recommended not to fill in the requirements of Tables 1 and 2 with references to previous years or previously cited elements. 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 2023, which contains data for 2022; the response in the Annual Report template would be 31 July 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

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