

REVISED GUIDELINES FOR THE PREPARATION OF ANNUAL REPORTS**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

Annual Reports should be submitted in two parts, Part I relating to information on fisheries, research and statistics and Part II relating to information on management implementation and other related activities. Part I 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). The complete report, comprising Part I and Part II, should be submitted on 16 October of 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 catches, effort, CPUE and size-frequency 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 socio-economic factors which influence or explain such changes and developments.

Section 2: Research and statistics

This report section should provide a description of the statistical data collection systems implemented to monitor tuna fisheries, with an indication of the degree of coverage of catch, effort and size data for fishing operations in local and distant waters. Attention should be given to problems, changes and improvements in such statistical systems and, where possible, the coverage of retained catches of target and by-catch species, and of discarded catches.

This section should also present summarized information on tuna-related research activities and results of particular interest to ICCAT, such as research related to stock delineation, stock assessment, migration and environmental factors.

A brief description and summarized results or observer programs may also be included in this section.

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

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. A template will be circulated early in the year by the Secretariat and should be followed and inserted into 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.

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 color, please be sure that the information plotted or depicted can also be easily read in black and white (e.g., use ■, ◆, •, etc. or colors that are easily distinguishable).

Appendices should be placed after figures, and following the standardized headings.

Summary of Formatting Instructions

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| 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). |