



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS AND
PARTICIPATING TERRITORIES**

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**ANNOUNCING LAUNCH OF ANNUAL REPORT PART 2 ONLINE
INTERFACE**

Dear all,

To advise that in accordance with the decisions reached at WCPFC9 (see paragraph 303 of the WCPFC9 Summary Report) the Secretariat has completed the development of the online interface for Annual Report Part 2. This facility is now available for all CCMs to use for completing and submitting their Annual Report Part 2 reports covering 2012 activities.

In the first instance, CCMs should contact the Compliance Manager, Dr. Lara Manarangi-Trott (at email lara.manarangi-trott@wcpfc.int) who can provide nominated CCM officials with a country specific CCM login which is needed to complete the online Annual Report Part 2. Note that this will be a specific login for annual report part 2 reporting, and for security reasons other CCM logins for example those used for direct RFV entry, are currently not able to be used for accessing the online Annual Report Part 2 report facility.

A quick-guide is attached to get CCMs started, and additional information is available in the form of user instructions for the Annual Report Part 2. As required, additional information will be made available on the WCPFC website <http://www.wcpfc.int/Compliance-Monitoring>.

If you have any problems or questions please don't hesitate to contact Lara.

Thanks

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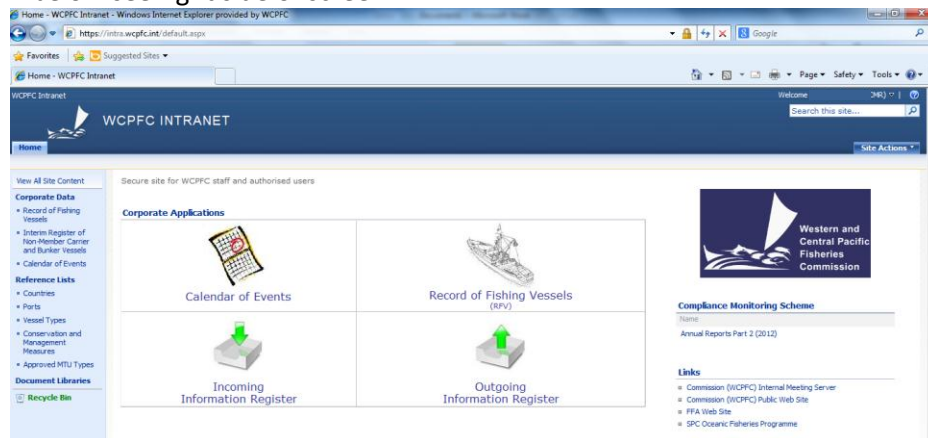
ONLINE ANNUAL REPORT PART 2 ACCESS – QUICK GUIDE v1.0

Connecting Online

- Connection to the WCPFC is required and following these steps will do that:
 - Connect PC computer to the Internet
 - Open your favorite Internet browser such as Internet Explorer, Chrome, Safari or Firefox
 - Enter: <https://intra.wcpfc.int>
 - You will be asked to log on to the WCPFC “**Application and Network Access Portal**”. The Compliance Manager will provide that information to the nominated official contact. If we take the case of an example CCM, the Username will be entered as shown below. Remember that **wcpfc** is required for Username:

The screenshot shows the 'Application and Network Access Portal' login interface. It includes a 'Log On' section with fields for 'User name:' (containing 'wcpfc\cmr'), 'Password:' (masked with dots), 'Authenticate using:' (a dropdown menu showing 'pnidc1.wcpfc.local'), and 'Language:' (a dropdown menu showing 'English (en-US)'). A 'Log On' button is positioned below these fields. Below the login fields, a disclaimer states: 'This site is intended for authorized users only. If you experience access problems contact the [site administrator](#).' At the bottom, there is a copyright notice: '© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#).'

- Successful login takes you to the **WCPFC INTRANET Home Page**. On this page you will find the link to online “**Annual Reports Part 2 (2012)**” under the **Compliance Monitoring Scheme** section as shown below see right side of screen.



- To get started, first review the “**AR Pt 2 user instructions**” which is accessible on the right side of the Annual Report Part 2 (2012) home page :

