

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

**Circular No.: 2013/12**

**Date: 01 March 2013**

**No. pages: 13**

**Reminder of Annual Reporting deadlines and suggested checklist for 2013 reporting requirements**

**Dear all,**

There are a number of reporting requirements that are embedded in CMMs or other WCPFC decisions, which oblige CCMs to submit information, reports or notifications to the Secretariat during 2013. The Secretariat has updated the checklist which was circulated last year (attached).

WCPFC9 agreed on the following deadlines for Annual Report and Compliance Reporting during 2013

<b>Annual Report Part 2 covering 2012 activities</b>	<b>1 July 2013</b>
<b>Annual Report Part 1, covering 2012 activities</b>	<b>7 July 2013</b> (one-month prior to the annual regular session of the Scientific Committee)
<b>Draft CMR covering 2012 activities circulated to each CCM</b>	<b>28 July 2013</b> is the date specified in CMM 12-02 for the Secretariat to circulate a draft CMR to each CCM for their review.
<b>CCM provides comments to Secretariat on draft CMR</b>	<b>28 August 2012</b> is the date specified in CMM 12-02 which CCMs may reply with clarifications, amendments or corrections as necessary on the draft CMR, as well as to identify particular causes for compliance issues.

The Secretariat is working with our IMS contractor, to finalize the online interface so that all CCMs can use this to submit their Annual Report Part 2 covering 2012 activities. The target for completion of this work is before the end of March 2013, and further advice and instructions to CCMs will be provided in due course.

An updated version of the Annual Report Part 1 template, in accordance with SC8 and TCC8 adopted recommendations, will be provided on WCPFC website Compliance Monitoring webpage shortly: <http://www.wcpfc.int/compliance-monitoring/>. We ask CCMs to use the following email for formal submissions of Annual Report Part 1, as well as draft CMR correspondence: [contact.AR@wcpfc.int](mailto:contact.AR@wcpfc.int).

General queries about CMR or Annual Reports can also be directed to the Compliance Manager, Dr Lara Manarangi-Trott on email: [lara.manarangi-trott@wcpfc.int](mailto:lara.manarangi-trott@wcpfc.int).

Thanks

A handwritten signature in black ink, appearing to read 'Glenn Hurry', with a stylized flourish at the end.

Professor Glenn Hurry  
Executive Director



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## SUGGESTED CHECKLIST OF 2013 REPORTING REQUIREMENTS UNDER CMMS OR OTHER WCPFC DECISIONS

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Prepared by the Secretariat

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1 March 2013

There are a number of reporting requirements that are embedded in CMMS or other WCPFC decisions, which oblige CCMs to submit information or data to the Secretariat during 2013. Some of the provisions specify that CCMs are to provide this information in Part 1 or Part 2 Annual Reports, and others are to be reported to the Secretariat by specific dates. Table 1 is a checklist that the Secretariat updated to assist CCMs with quickly identifying these requirements for 2013. Table 2 provides a list of future reporting requirements.

**Table 1. SUGGESTED CHECKLIST OF REPORTING REQUIREMENTS UNDER CMMS OR OTHER WCPFC DECISIONS IN 2013**

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
Scientific Data provision	Decision on provision of Scientific Data <sup>1</sup>	Scientific data was provided to the Commission in accordance with the decision relating to the provision of scientific data to the Commission by <b>30 April 2013</b>
North Pacific Albacore	CMM 05-03 para 3	All CCMs shall <b>report</b> all catches of North Pacific albacore <b>to the WCPFC every six months</b> , except for small coastal fisheries which shall be reported on an annual basis. Such data shall be reported to the Commission as soon as possible and <b>no later than one year after the end of the period covered</b> .

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<sup>1</sup> Scientific data to be provided to the Commission, as refined and adopted at the Ninth Regular Session of the Commission, Manila Philippines, December 2012.

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
North Pacific Albacore	CMM 05-03, para 4	All CCMs shall <b>report annually</b> to the WCPFC Commission all catches of albacore north of the equator and all fishing effort north of the equator in fisheries directed at albacore. The reports for both catch and fishing effort shall be made by gear type. Catches shall be reported in terms of weight. Fishing effort shall be reported in terms of the most relevant measures for a given gear type, including at a minimum for all gear types, the number of vessel-days fished. <sup>1</sup> footnote 1: The first such report shall be due on April 30th, 2006 and shall cover calendar year 2004. Small Island Developing States will make their best efforts to comply with this first reporting deadline.
Southwest striped marlin	CMM 06-04 para 4	In accordance with paragraph 1, CCMs shall provide information to the Commission, by 1 July 2007, on the number of their vessels that have fished for striped marlin in the Convention area south of 15°S, during the period 2000 – 2004, and in doing so, nominate the maximum number of vessels that shall continue to be permitted to fish for striped marlin in the area south of 15°S. CCMs shall <b>report annually to the Commission</b> the catch levels of their fishing vessels that have taken striped marlin as a bycatch as well as the number and catch levels of vessels fishing for striped marlin in the Convention Area south of 15°S.
Observer coverage	CMM 07-01, Attch K Annex C, para 6	No later than 30 June 2012, CCMs shall achieve 5% coverage of the effort in each fishery under the jurisdiction of the Commission (except for vessels provided for in paras 9 and 10). In order to facilitate the placement of observers the logistics may dictate that this be done on the basis of trips. (Also see CMM 2012-03)
	CMM 12-01, para 21	Each CCM shall ensure that all purse seine vessels fishing solely within its national jurisdiction within the area bounded by 20° N and 20°S carry an observer. These CCMs are encouraged to provide the data gathered by the observers for use in the various analyses conducted by the Commission, including stock assessments, in such a manner that protects the ownership and confidentiality of the data.
VMS ALC inspections	VMS SSPs <sup>2</sup> 2.13	Results of audits will be provided to the Commission in the <b>part 2 component of the annual report</b> to the Commission by the CCMs and those results compiled by the Secretariat into a VMS Audit Report document. (periodic audit of a representative sample of installed ALCs to verify that the specifications and standards of Annex 1 of CMM 2011-02 are being complied with and there is no visible evidence of tampering)
	VMS SSPs 7.2.4	Provide a list of ALC inspections by flag and vessel type, and summary report of results of each inspection

<sup>2</sup> WCPFC Standards, specifications and procedures (SSP) for the fishing vessel monitoring system (VMS) of the Western and Central Pacific Fisheries Commission (as adopted December 2008)

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
HSBI summary report	<b>CMM 06-08, para 40</b>	Contracting Parties that authorize inspection vessels to operate under these procedures shall <b>report annually</b> to the Commission on the boarding and inspections carried out by its authorized inspection vessels, as well as upon possible violations observed.
	<b>CMM 06-08, para 41</b>	Members of the Commission shall include in their annual statement of compliance within their <b>Annual Report to the Commission</b> under Article 25(8) of the Convention action that they have taken in response to boarding and inspections of their fishing vessels that resulted in observation of alleged violations, including any proceedings instituted and sanctions applied.
Seabird mitigation	<b>CMM 07-04, para 4</b>	For research and reporting purposes, each CCM with longline vessels that fish in the Convention Area south of 30°S or north of 23°N shall submit to the Commission in <b>part 2 of its annual report</b> for 2007 (due in 2008) information describing which of the mitigation measures in Table 1 they require or will require their vessels to use, as well as the technical specifications for each of those mitigation measures. Each such CCM shall also include in its annual reports for subsequent years any changes it has made to its required mitigation measures or technical specifications for those measures.
	<b>CMM 07-04, para 9</b>	CCMs shall annually provide to the Commission, in <b>part 1 of their annual reports</b> , all available information on interactions with seabirds, including bycatches and details of species, to enable the Scientific Committee to estimate seabird mortality in all fisheries to which the WCPF Convention applies.
Sea Turtle mitigation	<b>CMM 08-03, para 2</b>	Beginning in 2009, CCMs shall report to the Commission in <b>Part 2 of their annual reports</b> the progress of implementation of the FAO Guidelines and this measure, including information collected on interactions with sea turtles in fisheries managed under the Convention.
	<b>CMM 08-03, para 5(c)</b>	Provide the results of the reporting under paragraph 5(b) to the Commission as part of the reporting requirement of paragraph 2.
	<b>CMM 08-03, para 7(c)</b>	For the purpose of implementing this paragraph (7), establish and enforce their own operational definitions of shallow-set swordfish longline fisheries, large circle hooks, and any measures under 7(a)(iii) or adopted by the Commission under paragraph 12, ensuring that they are as enforceable as possible, and report these definitions to the Commission in <b>Part 2 of their annual reports</b> .
Driftnet	<b>CMM 08-04, para 5</b>	5. CCMs shall include in <b>Part 2 of their Annual Reports</b> a summary of monitoring, control, and surveillance actions related to large-scale driftnet fishing on the high seas in the Convention Area.

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
Record of Fishing Vessels	CMM 09-01, para 9	<b>Before 1 July of each year</b> , each Member shall submit to the Executive Director a list of all vessels that appeared in its record of fishing vessels at any time during the preceding calendar year, together with each vessel's WCPFC identification number (WIN) and an indication of whether each vessel fished for highly migratory fish stocks in the Convention Area beyond its area of national jurisdiction. The indication shall be expressed as (a) fished, or (b) did not fish.
Swordfish	CMM 09-03, para 8	CCMs shall report to the Commission the total number of vessels that fished for swordfish and the total catch of swordfish for the following: a. vessels flying their flag anywhere in the Convention Area south of 20°S other than vessels operating under charter, lease or other similar mechanism as part of the domestic fishery of another CCM; b. vessels operating under charter, lease or other similar mechanism as part of their domestic fishery south of 20°S; and c. any other vessels fishing within their waters south of 20°S. This information shall be provided in <b>Part 1 of each CCM's annual report</b> . Initially, this information will be provided in the template provided at Annex 2 for the period 2000-2009 and then updated annually.

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
Transshipment activities	<b>CMM 09-06, para 11</b>	<p>CCMs shall report on all transshipment activities covered by this Measure (including transshipment activities that occur in ports or EEZs) <b>as part of their Annual Report</b> in accordance with the guidelines at Annex II. In doing so, CCMs shall take all reasonable steps to validate and where possible, correct information received from vessels undertaking transshipment using all available information such as catch and effort data, position data, observer reports and port monitoring data.</p> <p>ANNEX II TRANSHIPMENT INFORMATION TO BE REPORTED ANNUALLY BY CCMs Each CCM shall include in <b>Part 1 of its Annual Report to the Commission</b>:</p> <p>(1) the total quantities, by weight, of highly migratory fish stocks covered by this measure that were transhipped by fishing vessels the CCM is responsible for reporting against, with those quantities broken down by:</p> <ul style="list-style-type: none"> <li>a. offloaded and received;</li> <li>b. transhipped in port, transhipped at sea in areas of national jurisdiction, and transhipped beyond areas of national jurisdiction;</li> <li>c. transhipped inside the Convention Area and transhipped outside the Convention Area;</li> <li>d. caught inside the Convention Area and caught outside the Convention Area;</li> <li>e. species;</li> <li>f. product form; and</li> <li>g. fishing gear used</li> </ul> <p>(2) the number of transshipments involving highly migratory fish stocks covered by this measure by fishing vessels that is responsible for reporting against, broken down by:</p> <ul style="list-style-type: none"> <li>a. offloaded and received;</li> <li>b. transhipped in port, transhipped at sea in areas of national jurisdiction, and transhipped beyond areas of national jurisdiction;</li> <li>c. transhipped inside the Convention Area and transhipped outside the Convention Area;</li> <li>d. caught inside the Convention Area and caught outside the Convention Area; and</li> <li>e. fishing gear.</li> </ul>
	<b>CMM 09-06, para 26</b>	CCMs seeking to apply an exemption for a vessel(s) that meets the conditions set out in paragraph 25, shall submit a written request to the Executive Director by <b>July 1</b> of a given year that includes, at a minimum, the specified information.

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
High seas transshipment (other than purse seine fisheries)	CMM 09-06, para 35	<p>34. There shall be no transshipment on the high seas except where a CCM has determined, in accordance with the guidelines described in paragraph 37 below, that it is impracticable for certain vessels that it is responsible for to operate without being able to tranship on the high seas, and <b>has advised the Commission of such.</b></p> <p>35. Where transshipment does occur on the high seas:</p> <ul style="list-style-type: none"> <li>a. the CCMs responsible for reporting against both the offloading and receiving vessels shall, as appropriate: <ul style="list-style-type: none"> <li>i. advise the Commission of its procedures for monitoring and verification of the transshipments;</li> <li>ii. indicate vessels to which the determinations apply.</li> <li>iii. notify the information in Annex III to the Executive Director at least 36 hours prior to each transshipment.</li> <li>iv. provide the Executive Director with a WCPFC Transshipment Declaration within 15 days of completion of each transshipment; and</li> <li>v. Submit to the Commission a plan detailing what steps it is taking to encourage transshipment to occur in port in the future.</li> </ul> </li> </ul>
NP striped marlin	CMM 10-01, para 8	Each year CCMs shall report in their <b>Part 2 annual reports</b> their implementation of this measure, including the measures applied to flagged/chartered vessels to reduce their catch and the total catch taken against the limits established under paragraphs 5 and 7.
SP Albacore	CMM 10-05, para 4	CCMs shall <b>report annually</b> to the Commission the catch levels of their fishing vessels that have taken South Pacific Albacore as a bycatch as well as the number and catch levels of vessels actively fishing for South Pacific albacore in the Convention area south of 20°S. Initially this information will be provided for the period 2006-2010 and then updated annually.



TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
WCPFC IUU list	<b>CMM 10-06, para 4-5</b>	<p><b>[18 July 2013]</b>  <b>At least 70 days before the annual meeting of the Technical and Compliance Committee (TCC)</b>, CCMs shall transmit to the Executive Director their list of vessels presumed to be carrying out IUU activities in the Convention Area during the current or the previous year, accompanied by suitably documented information, as provided in para 2, concerning the presumption of this IUU activity.</p> <p>Before or at the same time as transmitting a list of presumed IUU vessels to the Executive Director, the CCM shall notify, either directly or through the Executive Director, the relevant flag State of a vessel's inclusion on this list and provide a copy of the pertinent suitably documented information. The flag State shall promptly acknowledge receipt of the notification. If no acknowledgement is received within 10 days of the date of transmittal, the CCM shall retransmit the notification through an alternative means of communication.</p>
	<b>CMM 10-06, Annex A para 6-7</b>	<p><b>[8 July 2013]</b>  CCMs shall submit suitably documented information demonstrating that the fishing vessels they wish to nominate under paragraph 3(j) of this CMM meet the criteria set out in paragraph 4 of these procedures. CCMs shall submit this information to the Executive Director <b>80 days before the annual meeting of the TCC</b> along with the list of fishing vessels being nominated (hereinafter "3j" vessels).</p> <p>Before or at the same time as transmitting a list of 3j vessels to the Executive Director, the CCM shall notify, either directly or through the Executive Director, the relevant flag State of the vessels' inclusion on this 3j list, and provide a copy of the pertinent suitably documented information. The flag State shall promptly acknowledge receipt of the notification. If no acknowledgment is received within 10 days of the date of transmittal, the CCM shall retransmit the notification through an alternative means of communication.</p>
<b>Sharks</b>	<b>CMM 10-07 para 2</b>	CCMs shall advise the Commission (in <b>Part 2 of the annual report</b> ) on their implementation of the IPOA Sharks, including, results of their assessment of the need for a National Plan of Action and/or the status of their National Plans of Action for the Conservation and Management of Sharks.

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
Sharks	<b>CMM 10-07, para 4</b>	<p>Each CCM shall include key shark species<sup>2</sup>, as identified by the Scientific Committee, in their <b>annual reporting to the Commission of annual catch and fishing effort statistics by gear type</b>, including available historical data, in accordance with the WCPF Convention and agreed reporting procedures. CCMs shall also report annual retained and discarded catches in <b>Part 2 of their annual report</b>. CCMs shall as appropriate, support research and development of strategies for the avoidance of unwanted shark captures (e.g. chemical, magnetic and rare earth metal shark deterrents).</p> <p>footnote 2: The key shark species are blue shark, silky shark, oceanic whitetip shark, mako sharks, and thresher sharks, porbeagle shark (south of 20°S, until biological data shows this or another geographic limit to be appropriate) and hammerhead sharks (winghead, scalloped, great, and smooth).</p> <p>The Scientific Committee recommended at SC8 (2012), that whale shark (<i>Rhincodon typus</i>) be defined as a key shark species.</p>
MCS data access	<b>MCS Data Rule and Procedures (2009)<sup>3</sup></b>	<p>44. Members of the Commission shall include in their <b>Part 2 Annual Report</b> to the Commission information on the domestic measures that they have taken to ensure the confidentiality of the data and information received pursuant to these Rules and Procedures. Members of the Commission shall provide in their <b>Part 2 Annual Report</b> to the Commission a statement affirming that they have complied with the data retention and destruction requirements of Section V of these Rules and Procedures. In addition, Members of the Commission shall include a summary report of the status of any investigation, judicial or administrative proceedings in <b>Part 2 of its Annual Report</b> to the Commission at the next session of the Technical and Compliance Committee (TCC) until the conclusion of the investigation, judicial or administrative proceedings.</p>

<sup>3</sup> WCPFC Rules and Procedures for the Protection, Access to, and Dissemination of High Seas Non-Public Domain Data and Information Compiled by the Commission for the Purpose of Monitoring, Control or Surveillance (MCS) Activities and the Access to and Dissemination of High Seas VMS Data for Scientific Purposes (adopted 11th December 2009)

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
Bigeye, Yellowfin and Skipjack	<b>CMM 12-01 para 11</b>	<p>In addition to Paragraph 10, for additional reduction of FAD sets, flag CCMs shall implement one of the following two options;<sup>2</sup></p> <p>(i) prohibition of setting on FADs in October, or</p> <p>(ii) annual limit of FAD sets to 8/12 of the average number of annual FAD sets between 2001-2011 for the CCM (Attachment A), or for a SIDS CCM, 8/9 of the three years average (2009-2011) of the CCM, in accordance with the guidelines in Attachment B.<sup>3</sup></p> <p>CCM shall notify its intent on which option it will implement to the Secretariat by <b>31 March 2013</b>. Detailed operation of this option (ii) shall be conducted in accordance with the guideline attached as Attachment B.</p> <p><u>Footnote 2:</u> Purse seine vessels under SIDSCCMs' flag smaller than 50 m LOA (the 13 vessels currently on the WCPFC Record of Fishing Vessels) are exempted from this reduction requirement. When a SIDSCCM chooses the second option (paragraph 11(ii)), purse seine vessels newly introduced in 2012 and 2013 are managed outside of the FAD set limit for that CCM. Those purse seine vessels exempted or managed outside the FAD set limit shall be notified to the Secretariat by <b>31 March 2013</b> or within <b>15 days</b> of vessels introduced after this date.</p> <p><u>Footnote 3:</u> The levels of FAD sets indicated in Attachment A are without prejudice to any future decisions on CMM-specific FAD set limits.</p> <p><u>Attachment B</u> sets out reporting procedures, and requires that a report on status of implementation of the project be provided <b>in Part 2 report</b> to SC as well as TCC.</p>
	<b>CMM 12-01 para 14</b>	<p>Other coastal States within the Convention Area other than those referred to in paragraph 12 and paragraph 13 shall establish effort limits or equivalent catch limits for purse seine fisheries within their EEZs that reflect the geographical distributions of skipjack, yellowfin, and bigeye tunas, and are consistent with the objectives for those species. Limits established pursuant to this provision shall be provided to the Commission by the relevant coastal States <b>no later than 16 November 2013</b>.</p>

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
	<b>CMM 12-01 para 24</b>	By 1 July 2009, CCMs fishing on the high seas shall submit to the Commission Management Plans for the use of FADs by their vessels on the high seas. These Plans shall include strategies to limit the capture of small bigeye and yellowfin tuna associated with fishing on FADs, including implementation of the FAD closure pursuant to paragraphs 10 and 11(i) above. The Plans shall at a minimum meet the Suggested Guidelines for Preparation for FAD Management Plans for each CCM (Attachment E).
Bigeye, Yellowfin and Skipjack	<b>CMM 12-01 para 27</b>	CCMs with catch limits shall <b>report monthly</b> the amount of bigeye catch by its flagged vessels to the Secretariat by the end of the following month. Reports shall include catch of the month and catch for the year to date. When 90% of the catch limit for a CCM is reached, the Secretariat shall notify that to all CCMs.
	<b>CMM 12-01 para 28</b>	CCMs are encouraged to take measures not to increase their catch of yellowfin tuna. Each CCM shall <b>report to WCPFC10</b> its 2013 catch of yellowfin tuna as of October 31.
	<b>CMM 12-01 para 31</b>	CCMs shall provide the Commission with estimates of fishing effort for these other fisheries or proposals for the provision of effort data for these fisheries for 2013 and future years.
Compliance Monitoring Scheme	<b>CMM 12-02 para 21</b>	Each CCM shall include, in its <b>Part 2 Annual Report</b> , any actions it has taken to address its non-compliance in the previous year.
Pacific Bluefin	<b>CMM 12-06 para 4</b>	CCMs shall report to Executive Director by <b>31 July 2013</b> measures they used to implement paragraphs 2, 3, 6 and 7 of this CMM. CCMs shall also monitor the international trade of the products derived from Pacific bluefin tuna and report the results to Executive Director by 31 July 2013. The Northern Committee shall annually review those reports CCMs submit pursuant to this paragraph;

**Table 2. NOTES ON ADDITIONAL FUTURE REPORTING REQUIREMENTS UNDER CMMS OR OTHER WCPFC DECISIONS FOR CMMS THAT ARE YET TO ENTER INTO FORCE**

**EFFECTIVE DATE: 1 JANUARY 2013**

TOPIC	REPORTING REQUIREMENT	TEXT OF PROVISION
<b>Cetaceans</b>	<b>CMM 11-03 para 5</b>	CCMs shall include in their <b>Part 1 Annual Report</b> any instances in which cetaceans have been encircled by the purse seine nets of their flagged vessels, reported under paragraph 2(b).
<b>Oceanic White-tip Sharks</b>	<b>CMM 11-04 para 3</b>	CCMs shall estimate, through data collected from observer programs and other means, the number of releases of oceanic whitetip shark, including the status upon release (dead or alive), and report this information to the WCPFC in <b>Part 1 of their Annual Reports</b> .

**EFFECTIVE DATE: 1 JANUARY 2014**

<b>Whale Sharks</b>	<b>CMM 12-04 para 3</b>	Notwithstanding Paragraph 1 above, for fishing activities in exclusive economic zones of CCMs north of 30 N, CCMs shall implement either this measure or compatible measures consistent with the obligations under this measure and <b>report the measures taken in the Part 2 report</b> .
	<b>CMM 12-04 para 6</b>	CCMs shall advise in their <b>Part 1 Annual Report</b> of any instances in which whale sharks have been encircled by the purse seine nets of their flagged vessels, including the details required under paragraph 4(b).

**EFFECTIVE DATE: 1 JULY 2014**

<b>Seabirds</b>	<b>CMM 12-07 para 4</b>	For research and reporting purposes, each CCM with longline vessels that fish in the Convention Area south of 30°S or north of 23°N shall submit to the Commission in <b>part 2 of its annual report</b> annually information describing which of the mitigation measures they require their vessels to use, as well as the technical specifications for each of those mitigation measures. Each such CCM shall also include in its annual reports for subsequent years any changes it has made to its required mitigation measures or technical specifications for those measures.
	<b>CMM 12-07 para 9</b>	CCMs shall annually provide to the Commission, in <b>Part 1 of their annual reports</b> , all available information on interactions with seabirds reported or collected by observers, including mitigation used, observed and reported species specific seabird bycatch rates and numbers, to enable the Scientific Committee to estimate seabird mortality in all fisheries to which the WCPFC Convention applies. See Annex 2 for Part 1 reporting template guideline. Alternatively, statistically rigorous estimates of species-specific seabird interaction rates (for longline, interactions per 1,000 hooks) and total numbers should be reported.