



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

Circular No.: 2014/19

Date: 24 March 2014

No. pages: 7

**ANNOUNCING AVAILABILITY OF ANNUAL REPORT PART 2 REPORT ONLINE
FACILITY**

Dear all,

To advise that the online facility for Annual Report Part 2 is now live and available for all CCMs to use for completing and submitting their Annual Report Part 2 covering 2013 activities.

A quick guide for Annual Report Part 2 online report is attached. CCMs will need to use the same CMR login details (username and password) provided last year, to log into this year's Annual Report Part 2 online interface.

Should you require further assistance with Annual Report Part 2, including reminder of login details, please contact the Compliance Manager, Dr. Lara Manarangi-Trott (at email lara.manarangi-trott@wcpfc.int) or the Assistant Compliance Manager 'Ana F. Taholo (at email ana.taholo@wcpfc.int). To assist with our record keeping, we ask that CCMs cc. correspondence to contact.ar@wcpfc.int.

As was the case for previous year's Annual Report Part 2 deadlines, this year's Annual Report Part 2 covering 2013 activities is due by **1 July 2014**. This year, CCMs will also need to send advice to contact.ar@wcpfc.int to confirm that their Annual Reports Part 2 (2013) can be taken by the Secretariat as submitted.

In addition to Annual Report Part 2, there are a number of reporting requirements that are embedded in CMMs or other WCPFC decisions. The Secretariat has updated the *Suggested checklist of reporting requirements 2014* to assist CCMs with quickly identifying the reporting requirements in CMMs and other decisions, and a copy of this document can be accessed from the public side of the website at <http://www.wcpfc.int/compliance-monitoring>

Thanks,

Professor Glenn Hurry

ONLINE ANNUAL REPORT PART 2 (2013) – QUICK GUIDE v1.0

Section i) Connecting Online

- Connection to the WCPFC is required and following these steps will do that:
 - Connect PC computer to the internet
 - Open your favorite 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”. Please use your cmr login information (username and password to login), as shown below. Remember that **wcpfc** is required for the Username.

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

- Successful login takes you to the **WCPFC Intranet Home Page**. On the right side of the screen, below the WCPFC logo, you will find the heading **Compliance Monitoring Scheme** (see red circle). There are three (3) lists/parts that makes up this years Annual Report Part 2 online report:
 - Addressing CMR Issues
 - Annual Reports Part 2 (2013)
 - MTU Audit Inspections (2013)

You should click on the title of the list, to access that part of the Annual Report Part 2.

The screenshot displays the WCPFC Intranet Home Page. The page features a navigation menu on the left with categories like 'Corporate Data', 'Reference Lists', and 'Document Libraries'. The main content area is titled 'Corporate Applications' and contains four tiles: 'Calendar of Events', 'Record of Fishing Vessels (RFV)', 'Incoming Information Register', and 'Outgoing Information Register'. On the right side, there is a 'Compliance Monitoring Scheme' section, which is highlighted with a red circle. This section contains a table with the following data:

<input type="checkbox"/>	Year	Name
<input type="checkbox"/>	2013	Addressing CMR Issues
<input type="checkbox"/>	2013	Annual Reports Part 2 (2013)
<input type="checkbox"/>	2013	MTU Audit Inspections (2013)

Below the table, there are 'Links' to 'Commission (WCPFC) Public Web Site', 'FFA Web Site', and 'SPC Oceanic Fisheries Programme'.

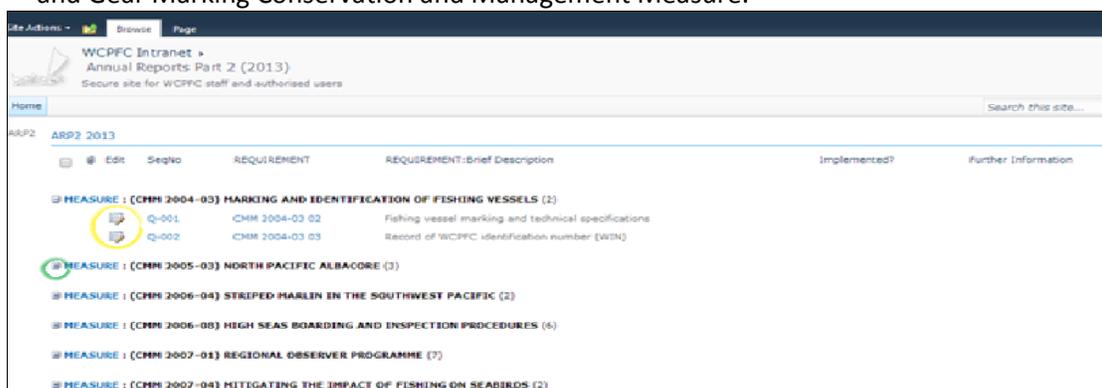
- Guidance for completing each of the three sections, printing and accessing 2013 reporting is provided on the next pages.

Quick Guide for Annual Report Part 2 (2013) online facility

Section ii) Guide for completing Annual Reports Part 2 (2013)

Applicability: ALL CCMs that are required to submit an Annual Report Part 2 to the Commission should complete this section.

- From the **WCPCF Intranet Home Page**, click on **Annual Reports Part 2 (2013)** link, it will take you to the Annual Reports Part 2 (2013) home page (screen shot below). Each of the “Measures” that is covered by this years Annual Report Part 2 are listed on this page.
- There are a number of questions under each CMM / Measure. Click on the **plus sign (+)** (see circle in green below) next to each CMM, this will expand the questions to be answered, below each CMM/ Measure heading. For example there are two questions for CMM 2004-03 Vessel and Gear Marking Conservation and Management Measure.



- To answer each question, click on the **Edit icon** (edit icon) next to the question number (see yellow circle). This will take you to a screen that will enable you to your answer that particular question (such as the screen shot below).
- At the bottom of each question, the Secretariat has some provided “Notes and Suggested Guidelines” to assist CCMs with completing their report.
- All the “**Implemented?**” questions (choice of “YES” “NO” N/A” in this list should be completed by ALL CCMs.

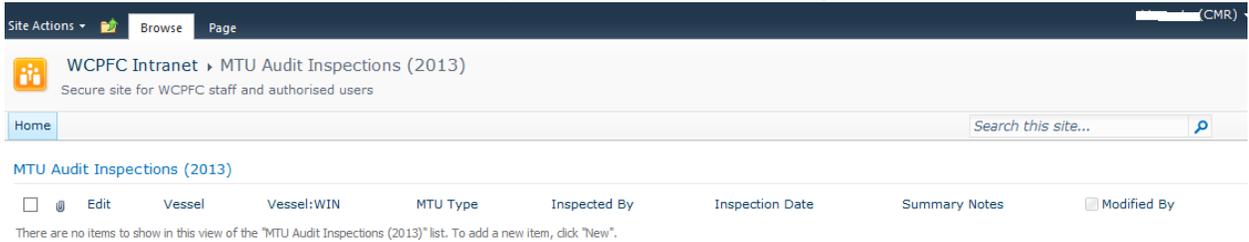
- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** at the bottom of the screen, to save your answer for that question and takes you back to the Annual Report Part 2 (2013) home page.

Quick Guide for Annual Report Part 2 (2013) online facility

Section iii) Guide for completing MTU Audit Inspections

Applicability: This list is relevant to CMM 2011-02 9a VMS SSPs 7.2.2 (Annual Report 2013 Q-073) and CMM 2011-02 9a VMS SSPs 7.2.4 (Annual Report 2013 Q-074). ALL CCMs that have answered "YES" to either of these questions should complete this section.

- From the **WCPFC Intranet Home Page**, click on **MTU Audit Inspections (2013)** link, it will take you to MTU Audit Inspections page shown below.
- Click on **Add new item** (circle in red below) to add details of MTU inspections undertaken



- The below box will appear, and CCMs can complete the details in this box as applicable.

Please note that with some web browsers, when you open the form the first two fields (Vessel and MTU Type) will already have default values (as per below). Please make sure that you change these default values to the appropriate values that you wish to record:

- Click on **Attach File** at the top of the screen if you wish to include a MS Word, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the MTU Audit Inspections page.

Section iv) Guide for completing Addressing CMR Issues

Applicability: This list is relevant to only those CCMs who had a score of “Compliance Review” in the Final CMR Report adopted by WCPFC10. CMM 2013-02 paragraph 22 says: “CCM shall include, in its Part 2 Annual Report, any actions it has taken to address non-compliance identified in the CMR from previous years.” These CCMs should answer “YES” to CMM 2013-02 22 (Annual Report 2013 Q-108).

Note that CCMs who had a score of “Compliant” in the Final CMR Report adopted by WCPFC10, do not need to access this list.

- From the **WCPFC Intranet Home Page**, click on “**Addressing CMR Issues**” link. This will take you to “Addressing CMR Issues” page, and a list of the WCPFC10 agreed “compliance issues”. This list will be specific to each CCM and will contain a row for each of the CMM paragraphs that the CCM was assessed by WCPFC10 to have compliance issues.
- To report on actions taken to address each compliance issue, click on the text under the heading of **CMR Requirement** (an example is shown in the circle in red below).

CCM	CMR Requirement	Secretariat Explanation (dCMR)	CCM Additional Information	Non-compliance identified in year(s)	Actions taken to address Non-compliance	Require Assistance?
(i) CMM 2010-07 -- "Compliance Issue"		Limit = all CCMs to require vessels have on board fins that total no more than 5% of the weight of sharks on board up to the point of first landing (note para 11 may be possible to apply alternative measures in areas under national jurisdiction including using NPOA-sharks)		2012		No

- This will open a box where you can further review the compliance issue. Information that the Secretariat had provided in the previous year’s draft Compliance Monitoring Report (dCMR) is shown (**Secretariat Explanation**), as well as any additional information that the CCM provided as comments on the dCMR or the provisional CMR during 2013 (**CCM Additional Information**).
- Click on “Edit Item” button in the top left corner and then complete the details in this box called **Action taken to address Non-compliance**. You can also indicate if assistance is required to address the compliance issue, and include any details in **Action taken to address Non-compliance** box.

Addressing CMR Issues

Save Cancel

Commit Clipboard Actions

Save Cancel

CCM

CMR Requirement (i) CMM 2010-07 -- "Compliance Issue"

Secretariat Explanation (dCMR) Limit = all CCMs to require vessels have on board fins that total no more than 5% of the weight of sharks on board up to the point of first landing (note para 11 may be possible to apply alternative measures in areas under national jurisdiction including using NPOA-sharks)

CCM Additional Information

Non-compliance identified in year(s) 2012

Actions taken to address Non-compliance

Information about addressing this CMR issue

Require Assistance? Do you require assistance in addressing issues for system use

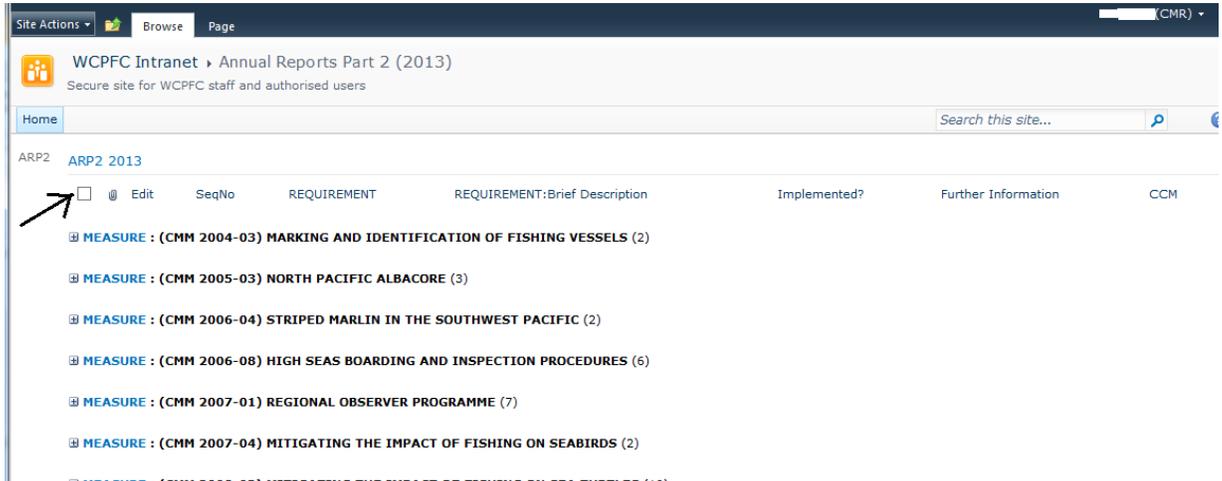
- Click on **Attach File** at the top of the screen, to include a MS Word, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the “Addressing CMR Issues” page.

Quick Guide for Annual Report Part 2 (2013) online facility

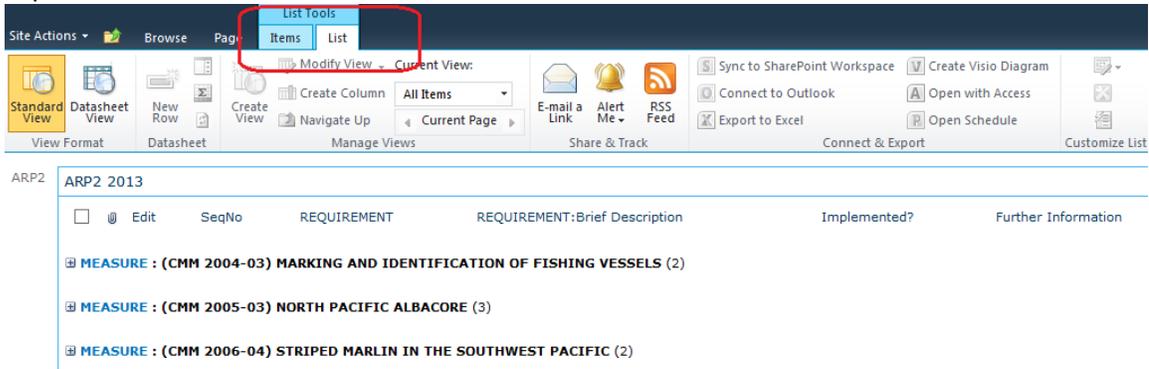
Section v) Guide for Printing Annual Report Part 2 (2013)

For printing, please use Internet Explorer browser and follow these steps:

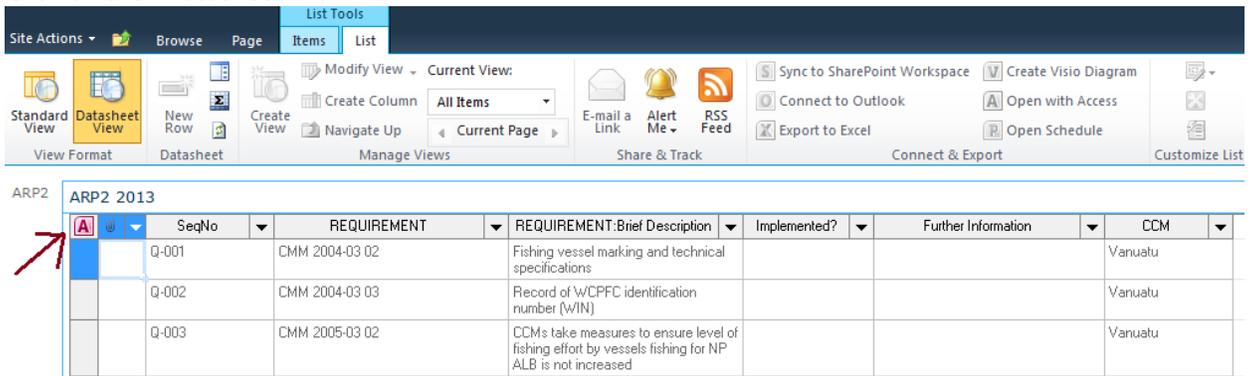
- Click on the box below the text “ARP2 2013” as shown below:



- This will display the ribbon on top of the page with “Items” and “List” on the menu across the top:



- Next, click on “List” menu item and the ribbon will now include the “Datashheet View” button. Click on the “Datashheet View”:



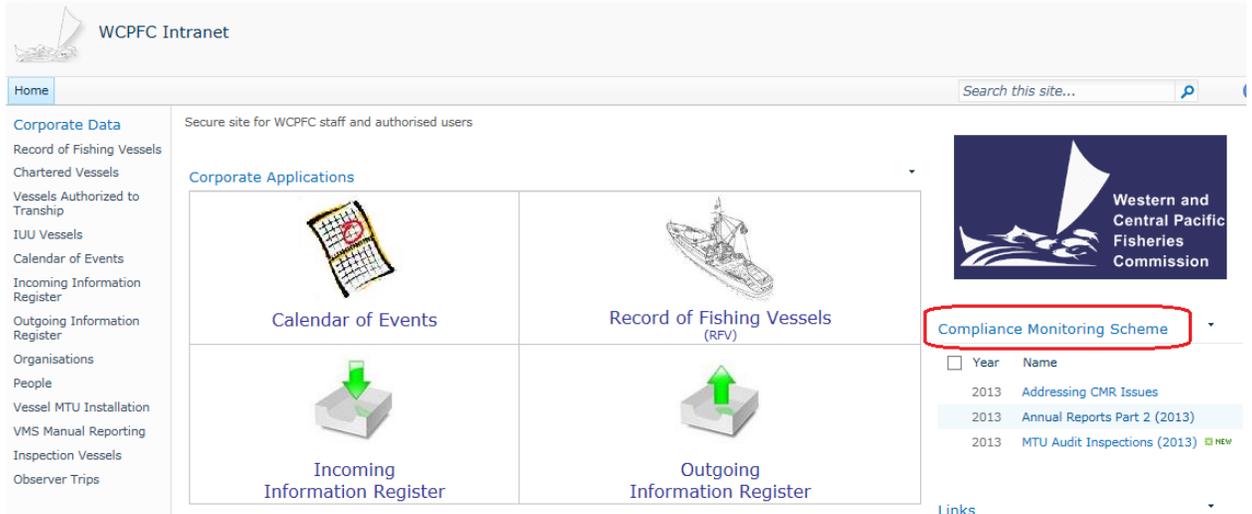
- Next click on the  button as indicated by the red arrow below to select the complete “ARP2 2013” form. Press “Ctrl + C” to copy the form and then paste it into MS Word or Excel for printing.

Quick Guide for Annual Report Part 2 (2013) online facility

Section vi) Guide for accessing previous information for Annual Reports Part 2 (2012)

If you wish to access information provided previously as part of Annual Reports Part 2 for 2012, including 2012 MTU audit lists, please follow the steps below:

- From the **WCPFC Intranet Home Page**, click on **Compliance Monitoring Scheme** link as indicated by the **red circle** below:



- This will take you to the **Compliance Monitoring Scheme** page where all relevant lists/links are shown. For example, if you wish to look at MTU Audit Inspections reported as part of Annual Reports Part 2 for 2012, click on the relevant link as indicated by the **red circle** below:

