



International Consultations on the Establishment of the
South Pacific Regional Fisheries Management Organisation

National Report Guidelines

Introduction

The Interim Secretariat was asked by the Chair of the Science Working Group to prepare a summary of National Reports that Regional Fisheries Management Organizations (RFMOs) require from their members for their scientific committees.

Nine RFMOs were contacted directly and the FAO Regional Organizations were contacted through FAO. In addition to RFMOs, the International Scientific Committee of the North Pacific (ISC), which functions in a similar way to a RFMO scientific committee, was asked to provide its national report guidelines.

Several RFMOs¹ have their scientific advice provided by ICES and thus do not have their own scientific committees. Others² replied that they had no standard guidelines for national reports. The table below summarizes the standards for seven RFMOs and the ISC. Extracts of the standards for each are contained in Annexes 1-7.

In some cases, reports for other subsidiary bodies of the RFMOs or for the RFMO itself contain information relevant to the work of the scientific committee, and guidelines for those have been included. Further, some RFMOs have data reporting standards, similar to the SPRFMO Standards for the collection, reporting, verification and exchange of data of 30 April 2007. These have not been included in the annexes.

¹ Including North Atlantic Fisheries Organization, North Atlantic Salmon Conservation Organisation, North East Atlantic Fisheries Commission

² Committee for the Eastern Central Atlantic Fisheries, Committee for Inland Fisheries of Africa, Commission for Inland Fisheries of Latin America, North Pacific Anadromous Fisheries Commission, Western Central Atlantic Fishery Commission

Components of standards for National Reports for RFMO scientific committees. Asterisks mark whether the component is part of the requirement for each RFMO.

	CCAMLR	CCSBT	GFCM	ICCAT	IOTC	ISC	SWIOF	WCPFC
Fishery description and new developments	*	*	*	*	*	*		*
Fleet composition		*	*		*			*
Data collection methods and improvements in them			*	*	*	*		*
Catch and effort data summaries including non-target species	*	*		*	*	*	*	*
CPUE trends		*		*				
Size composition of catch		*		*				
Research activities	*		*	*	*	*		*
Social science studies			*					*
Summary of observer, port sampling, or inspection programmes	*	*		*				*
Stock status							*	
Disposal of catches - state - market destination		*						*
Implementation of recommendations of the scientific committee	*				*			

CCAMLR	Commission for the Conservation of Antarctic Living Resources
CCSBT	Commission for the Conservation of southern bluefin tuna
GFCM	General Fisheries Commission for the Mediterranean
ICCAT	International Commission for the Conservation of Atlantic Tunas
IOTC	Indian Ocean Tuna Commission
ISC	International Scientific Committee for the North Pacific
SWIOF	South West Indian Ocean Fishery Commission
WCPFC	Western and Central Pacific Fisheries Commission

Annex 1 CCAMLR

REPORTS OF MEMBERS' ACTIVITIES IN THE CONVENTION AREA

These reports are requested from Members in order to:

- (i) keep the Commission and the Scientific Committee informed in a concise format on the scope and variety of activities undertaken annually by each Member in support of the Convention objectives and, in particular, on the implementation of decisions taken by the Commission and the Scientific Committee;*
- (ii) widely publicise the abovementioned activities of CCAMLR by placing these reports on a public access page of the CCAMLR website.*

Reports of Members' Activities should cover the intersessional period since the previous meeting of the Commission and comprise summary information³ on the following items:

1. Fishery-related activities:

- (a) fisheries undertaken, in what areas and periods, as well as the total catch by species, and information of planned fishing activities for the year ahead;
- (b) participation in the Scheme of International Scientific Observation (the number of observers deployed, fisheries and areas covered).

2. Compliance and enforcement:

- (a) advice on existing legal or administrative procedures used to annually give effect to the implementation of the CCAMLR conservation measures;
- (b) participation in the CCAMLR System of Inspection including the number of inspectors designated and vessels inspected;
- (c) significant diplomatic demarches made to further cooperation with non-Contracting Parties.

3. Research activities in relation to marine living resources and the CCAMLR Ecosystem Monitoring Program:

- (a) research surveys and study programs undertaken by major topics, species and study areas;
- (b) cooperation in research surveys and programs with other CCAMLR Members;
- (c) participation in the CCAMLR Scheme of International Scientific Observation, including the number of observers designated and deployed.

4. Research activities on the assessment and avoidance of incidental mortality of Antarctic marine living resources:

- (a) research on the assessment of levels of marine debris pollution in the Convention Area and its biological impact on Antarctic marine living resources;
- (b) research on the reduction and avoidance of incidental mortality of seabirds and marine mammals in fishing operations;
- (c) list of surveys of beached marine debris which have been carried out.

5. Other activities, if not included above, in pursuance of the decisions and recommendations of the Commission and the Scientific Committee.

³ Data collected as a result of these activities should not be included with the Members' Activities Reports but submitted separately to the Secretariat using the format required.

Annex 2 CCSBT

Annual Review of National SBT Fisheries for the Scientific Committee

1. Introduction

- * background
- * summary of historical developments in the fishery
- * overview of the most recent fishing season

2. Catch and Effort⁴

- * trends by gear type (surface and longline)
 - * trends by area and season
- (Table should include: catch & effort for above strata as well as totals for the entire history of the fishery.)

3. Nominal CPUE

where appropriate:

- * trends by gear type (surface and longline)
 - * trends by area and season
- (Table should include: nominal CPUE for above strata as well as totals for the entire history of the fishery.)

4. Size composition

- * trends by gear type (surface and longline)
 - * trends by area and season
- (Figures should include: average size frequency distributions by gear type for each 10 year period, as well as individually for each of the last 5 years.)

5. Fleet size and distribution

- * trends by season
 - * trends by area
- (Maps should include: historical catch and effort by gear type for the entire history of the fishery, as well as individually for each of the last 5 years.)

6. Other relevant information

Note:

- * Data on catches should be presented by both calendar year and fishing year.
- * Weight data should be reported as whole weight, conversion factors used should be specified.
- * Nominal CPUE, particularly for longline fisheries, should be expressed in standard units (eg, number of SBT per 1000 hooks).
- * State where estimates are scaled from sample data.

⁴ Where appropriate measures can be calculated.

Requirement for Member's Annual Report to Ecologically Related Species WG (ERSWG)

1. Introduction

General comments on fishing methods by which southern bluefin tuna is caught in party fisheries (by fleet, area, and time).

General comments on type and magnitude of ERS caught by fishery/method.

2. Review of SBT Fisheries

Fleet size and distribution

Brief summary of trends

Distribution of Catch and Effort

Summary of catch and effort by area and fleet

3. Fisheries Monitoring for Each Fleet

Summary of recent observer coverage of SBT fisheries fleets and summary of data collection activities of observers. Summary of data collection activities from non observed activities.

4. Seabird

Summary of cpue and total numbers of seabird incidentally caught by area and fleet and list of numbers of each seabird species observed caught. Summary of seabird capture from non observed sources.

5. Other Non-target Fish

Summary of cpue and total numbers of shark and the predominant non-target fish species by area and fleet.

6. Marine Mammal and Marine Reptile

Summary of total numbers of marine mammal and marine reptile incidentally caught.

7. Mitigation Measures to Minimise Seabird and Other Species Bycatch

Current Measures

Mandatory Measures for Each Fleet

- * Description of each measure
- * Compliance Monitoring System (i.e. how is compliance measured)
- * Level of Compliance for each measure

Voluntary Measures for Each Fleet

- * Description of each measure
- * Proportion of fleet using each measure and how this proportion was determined

Measures under Development/Testing

- * Description of each measure being developed and tested
- * Lead agency undertaking research
- * Description of any collaboration
- * Results to date
- * Planned development/testing for next year
- * Expected completion date and report to ERSWG

8. Public Relations and Education Activities

Public Relations Activities

- * media releases
- * information booklets, posters, other written material
- * video

- * public presentations
 - trade shows
 - forums, conference
 - school/university group

Education

- * crew training, especially ship masters
- * trainee fishers
- * engineers
- * managers
- * observers

Information Exchange

- * research
- * educational materials
- * other regional fisheries organisations
- * international organisations
- * non-member states and entities
- * review of new ideas obtained from crew debriefings or ship fishing reports.

9. Information on other ERS (non-bycatch) such as prey and predator species

10. Others

Information obtained concerning ERS related fishing activities of non-party fleets.

11. Implementation of the IPOA-Seabirds and IPOA-Sharks

A description of activities undertaken for the implementation of NPOAs as they relate to SBT fisheries. The emphasis should be on updates and recent activities.

Annex 3 GFCM

Format for the preparation of National Reports

1. Description of the fisheries

Provide the following information (use tables where appropriate):

- Description of the fishing grounds and GSA.
- Total landings by main targeted species.
- Fleet:

number of vessels

LOA (range and average)

Total KW + GT

2. Status of stocks of priority species

Indicate the species evaluated during the intersessional period expressing the exploitation status for each stock. The report should also indicate the management units covered by the assessment.

3. Status of the statistics and information system

Description of the national system of fishery statistics and/or any improvement/change occurred. Participation in regional projects and achievements/ progress in activities related to the collection and processing of fishery statistics. Type of data collected, transfer to GFCM Secretariat and other international bodies. Inventory of existing databases. Synergies with other applications.

4. Status of research in progress

Description of the results of the continuing and in progress research projects of interest to GFCM Sub-Committees and Working Group, with particular emphasis on management oriented assessment and GFCM priority species.

5. **Status of the social sciences studies in progress or achieved during the intersessional period (economy, relevant legislation, sociology, etc.)**

Description of the achievement and/or progress in activities related to the national research on the socio-economic aspects of the fishing communities and fishing sector.

6. **Marine environmental studies in progress**

Description of the main results from actions and studies carried out during the intersessional period which are relevant to the impact of the marine environment changes on the priority stocks and on the ecosystem alteration originated by the fisheries activities.

7. **Management measures**

Description of the management measures (legislation, regulations, etc) implemented during the intersessional period and their (expected) effects on the fishery.

8. **Research suggestions for consideration by SAC**

Annex 4 ICCAT

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 main report sections should be:

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 of observer programs may also be included in this section.

Annex 5 IOTC

Guidelines for the preparation of National Reports to IOTC Scientific Committee

The National Reports will be listed as Information Documents presented to the Scientific Committee and each delegation will be asked to briefly introduce its Report during the Session. The Report should include information for the most recent complete year and the four previous years, if possible. Recent developments in each fishery for tropical tunas (skipjack, yellowfin, bigeye) should be highlighted, and where important,

fisheries for small tunas and billfish as well as any available information concerning by-catch from tuna fisheries.

In general, the National Report should include information on:

1. General Fishery Statistics
 - a. Catch by species, for each gear type
 - b. Fleet structure
 - c. Available information on the catches of non-target, associated and dependent (NTAD) species
 - d. Description of recent changes in the national data collection and processing systems.

This section is intended to provide a summary of the main features of the tuna fisheries for the reporting party. As such, it does not replace the need for submission of data according to the IOTC Mandatory Data Requirements listed in IOTC Resolution 01/04.

2. Report on the implementation of recommendations of the Scientific Committee

The Scientific Committee has produced a number of recommendations concerning collection of information and research on the relevant resources. A summary of the general recommendations will be listed in the IOTC website.

3. National Research Programs currently in place

The reporting party is invited to describe current scientific research taking place in institutions under its responsibility. The emphasis should be placed on describing the activities rather than the results of the scientific research, which would be more appropriately reported in the species Working Parties.

4. Any other relevant information.

Annex 6

ISC

Report on Fishery Monitoring and Research.

Each ISC member is requested to prepare and submit a report on its activities in fishery monitoring and research on North Pacific highly migratory species (HMS) for the past calendar year or since the last ISC meeting. Reporting on fishery monitoring should include a brief description of North Pacific HMS fisheries that were monitored and any new developments that might have affected the operations of the fisheries. Fisheries data collected (e.g., logbooks, catch, effort, size composition, biological samples, etc.) should be noted, including description of how they were collected (e.g., observers, port sampling, research vessel, etc.). The data should be summarized and reported, such as annual catch (in tones) by species and gear, number of vessels by gear and size category, and average size of fish caught by species and fishery for the past year and earlier, back to 1990 or the start of the fishery for recent fisheries. All HMS species caught by the fisheries are of interest, but particularly those of current focus for ISC stock assessments, e.g., Pacific Bluefin Tuna, *Thunnus orientalis*, Swordfish, *Xiphias gladius*, Albacore, *T. alalunga*, Striped Marlin, *Tetrapturus audax*, and Blue Marlin, *Makaira nigricans*.

For reporting on research activities, provide a brief summary of activities undertaken during the past year and their results. Of particular interest are activities and results that contribute to improving the collection of fishery statistics (e.g., coverage rate), improving the understanding of biological parameters of the North Pacific stocks (e.g., vital parameter estimates used in stock assessment models), and new insights into the behavior of models for determining stock condition and for projections.

Annex 7

SWIOF

National Reports should preferably have the following structure:

- INTRODUCTION
- STATUS OF FISHERIES RESOURCES
 - Use attached Tables 1 and 2 and provide comment as necessary
- ISSUES OR CONCERNS RELATED TO THE STATUS OF FISHERY RESOURCES
- RECOMMENDATIONS FOR SCIENTIFIC COMMITTEE CONSIDERATION

Please keep in mind that a formal written report is not necessary, a presentation (preferably PowerPoint) with the essential information is sufficient. Competent regional organisations as well as regional NGOs with information on the status of fisheries resources are also welcome to make presentations. Each presentation should not exceed 20 minutes. Also to assist in the preparation of the report, please bring along with you an electronic copy of a short written summary of the presentation (maximum 3 paragraphs).

Table 1

Indication of Fish Stock Status

Country: _____

Region: _____

Species	Stock	Trans-boundary /Straddling/ within EEZ	Abundance Estimate		Current biomass (t)	Unfished biomass (T)	Stock Status	Current Catch (t)	Annual management plan prepared?
			Absolute	Relative					

1. Notes Relating to Completion of the Table 1.

1.1 Background

The purpose of this table is to enable the Scientific Committee to respond to the request of the Commission to:

- Examine and report on the current status of fisheries resources in the South West Indian Ocean using information from as many sources as possible obtained from member countries as well as collaboration with relevant competent regional organisations and regional NGOs.

This is in keeping with one of the functions of the Scientific Committee to:

“Assess and report to the Commission on the status of stocks of relevance to the Commission and the likely effects of further fishing and of different fishing patterns and intensities”.

The term “stocks of relevance to the Commission” is broad and includes transboundary/ straddling stocks, as well as stocks of species that are found in more than one country (refer to Article 2 of the Statutes of the SWIOFC). The focus is on stocks within the EEZ not covered by other competent RFMOs (eg IOTC)

2. Table Fields

The following notes provide guidance for completing Table 1.

2.1 Species

Provide the scientific name – genus and trivial name, e.g. *Penaeus semisulcatus*.

2.2 Stock

If there are more than one stocks of the species for which assessments are done, provide the name of the stock unit.

2.3 Transboundary and/or Straddling Stock

Indicate with a “T” if the stock is shared with an adjacent country; indicate with an “S” if the range of the stock extends beyond the EEZ to the high seas; use EEZ if the stock is entirely within national marine boundaries.

2.4 Abundance

If an absolute estimate of stock abundance exists, i.e. x tonnes, indicate with a “✓”; if not use an “×”. If a relative index of abundance exists, e.g. a catch-per-unit-effort measure, or trend, likewise use a “✓”; or “×” otherwise.

2.5 Current Biomass

If there is a current estimate of stock biomass (i.e. estimated within the last 12 months) provide the biomass value in tonnes. It will be useful to indicate how the biomass was estimated.

2.6 Unfished Biomass

The ‘unfished’ biomass is the biomass of the stock before fishing started. If this is known, indicate. Again, be able to provide supporting comments if appropriate.

2.7 Stock Status

If you are able to provide responses to items (5) and (6), then this will be easy. Otherwise this will require your national organisation’s judgement. However, it will be essential for you to provide documented support for however you describe the status of the stock. In this case you may wish to use the following system:

U: Underexploited, undeveloped or a new fishery. Believed to have a significant potential for expansion.

M: Moderately exploited, exploited with a low level of fishing effort. Believed to have some limited potential for expansion in total production.

F: Fully exploited. The fishery is operating at, or close to, an optimum yield, with no expected room for expansion.

O: Over exploited. The fishery is being exploited at above a level that is believed to be sustainable in the long term, with no potential room for further expansion and a higher risk of stock depletion/collapse.

D: Depleted. Catches are well below historical levels, irrespective of the amount of fishing effort exerted.

R: Recovering. Catches are again increasing from after having been depleted or collapsing from a previous high.

3. Detailed Stock Assessment Information

Table 2 provides an opportunity to provide more detailed information. If you are able to provide any of the following information, please do so.

Table 2
Detailed Stock Assessment Indicator

Fishery Management Unit:

	Estimate	Comment
Biomass	Unfished stock biomass (B_0)	Exists? How estimated?
	Current stock biomass (B_{SB})	Note how estimated, e.g. trawl, acoustic survey? Stock Structure models – VPAs and derivatives
	Spawning stock biomass (B_{SSB})	Biomass of mature individuals
	Biomass giving MSY (B_{MSY})	
	Biomass at minimum SSB	Minimum SSB is a limit reference point at which lower stock biomasses levels are considered highly undesirable.
	Target biomass	What level of biomass provides a target reference point.
Mortality	Natural mortality (M)	
	Fishing mortality (F) at MSY (F_{MSY})	
	$F_{0.1}$	Or some other fishing effort reference unit
	Current F	
Fishing effort	Fishing Effort	Indicate units of fishing effort ; provide time series
	Technological creep	Analysis of changes in fishing power over time
	Fishing effort at MSY (F_{MSY})	
	Fishing effort at reference level of fishing mortality (F_{Ref})	
	Recruitment measure/index	Implies some means of determining recruitment exists.
Yield	Maximum sustainable yield (MSY)	Indicate model(s) used to provide the estimate
	Optimum Yield	May involved economic (and/or social) considerations
	Total allowable catch (TAC) or effort (TCE)	This should be the most recent value.
	Year when current MSY was determined	
	Year when current TAC/TCE was determined	
Other?		

Annex 8 WCPFC

PART 1: INFORMATION ON FISHERIES, RESEARCH AND STATISTICS

(summary information for the previous year, complementary to data submitted⁵)

(To be submitted by 30 June of the current year/ one month before SC Meeting)

1.1 ANNUAL FISHERIES INFORMATION

Essential information

Annual catch by species, gear in the WCPFC Convention Area	Previous calendar year (x-1) and previous 4 years (x-2 to x-5)	Annex 1 (Agreement) Art 23(2)b
Number of vessels by gear type, size (fleet structure)	Previous calendar year (x-1) and previous 4 years (x-2 to x-5)	
Fishing patterns (catch by time/area)	Previous year; comparisons with earlier years	
Estimated total catches of nontarget, associated and dependent species (if available)	Previous calendar year; other years if available	

Useful information

Developments/trends in the fishery (changes in fishing patterns, fleet operations, target species, level of transshipment, etc)

Associated socio-economic factors (which may influence or explain the above trends)

Disposal of catch (fresh/frozen/other)/market destination (export/domestic)

Onshore developments (processing plants, support facilities, etc)

Future prospects of the fishery (long term viability, expansion/contraction, etc)

1.2 RESEARCH AND STATISTICS

Summary of observer and port sampling programmes (scientific data)	
Research activities (tunas, other species, species of special interest, oceanographic influences etc)	
Statistical data collection systems in use (describe)	Art 23(2)a, Annex 1
Data coverage of catch, effort and size data for all species	

⁵ Catch/effort and scientific data in un-aggregated form supplied separately to the Commission according to agreed guidelines/ timelines by the Commission (e.g. SC1-ST-1, SC1-ST-2, subject to adoption by the Commission).