

CCAMLR Data Form CEv2016 CATCH AND EFFORT REPORT

Data form instructions

Introduction

The catch and effort reporting system is used to provide near-real time information which is used by the Secretariat to monitor CCAMLR fisheries and forecasts fishery and area closures.

CCAMLR Members and their vessels operating in CCAMLR fisheries or undertaking research fishing in the Convention Area are required to submit catch and effort reports as follows:

- a) Daily catch and effort reports (Conservation Measure 23-07 www.ccamlr.org/node/74261) are required in exploratory finfish fisheries. The daily reporting period is from 0000h to 2400h UTC and daily reports must be submitted no later than 0600 hours UTC on the following day.
- b) 5-day catch and effort reports (CM 23-01) are required in established toothfish and icefish fisheries except in Division 58.5.2 (see below), established krill fisheries when krill catches exceed 10–80% of their respective limits (see below), and during research fishing conducted under CM 24-01. Reports must be submitted not later than two working days after the end of the 5-day reporting period.
- c) 10-day catch and effort reports are required in established fisheries in Division 58.5.2 (CMs 41-08 and 42-02) and must be submitted before the end of the next 10-day reporting period.
- d) Monthly reports are required in established krill fisheries in Subareas 48-1 to 48.4 and Divisions 58.4.1 and 58.4.2 and when the total catch is less than 50-80% of the trigger level (CMs 23-03 and 23-06), or 10% of the trigger level in Subarea 48.1 (CCAMLR-XXXIII, paragraphs 5.5).


Data form

Catch and effort reports must be completed using the following data forms (www.ccamlr.org/node/74640):

- CCAMLR Data Form CEv2016 (finfish fisheries)
- CCAMLR Data Form CEv2016 (krill fisheries).

The data fields in the form are described below, and examples of a completed form are included.

Dropdown menus

The form has dropdown menus for certain data fields. These menus are indicated by a menu box () which expands on selection. Some menu options are hierarchical and rely on the data form being completed moving down the page (i.e. top to bottom). The following menu options are hierarchical.

Reporting period	Start period code	
day	A	refer a) in the introduction section
5-day	A, B, C, D, E or F	refer b) in the introduction section
10-day	A, B or C	refer c) in the introduction section
month	A	refer d) in the introduction section
Target species	Subarea or division	SSRU, MA, research block, subdivision
ANI	48.3	n/a
	HIMI (EEZ Australia)	n/a
KRI	48.1	n/a
	48.2	n/a
	48.3	n/a
	48.4	n/a
	58.4.1	Subdivision east or west
	58.4.2	Subdivision east or west
TOA	48.6	Research blocks 48.6_2, 48.6_3 48.6_4 or 48.6_5
	58.4.1	Research blocks 58.4.1_1, 58.4.1_2, 58.4.1_3, 58.4.1_4, 58.4.1_5 or 58.4.1_6
	58.4.2	Research block 58.4.2_1
	88.1	SSRUs 88.1 B, 88.1 C, 88.1 G, 88.1 H, 88.1 I, 88.1 K, 88.1 J, 88.1 L (note that 88.1 M may be added for the shelf survey)
	88.2	Research blocks or SSRU 88.2_1, 88.2_2, 88.2_3, 88.2_4 or 88.2 H
	88.3	Research blocks 88.3_1, 88.3_2, 88.3_3, 88.3_4 or 88.3_5
TOP	48.3	Management areas 48.3 A, 48.3 B or 48.3 C
	58.4.3a	Research block 58.4.3a_1
	58.4.4b	SSRU 58.4.4b D
	HIMI (EEZ Australia)	n/a
	PEI (EEZ South Africa)	n/a
TOT	48.2	n/a
	48.4	n/a
Target species	Subarea or division	Type of fishing gear
KRI	48.1, 48.2, 48.3, 48.4, 58.4.1 or 58.4.2	OTM or TM
ANI	48.3	OTM
	HIMI (EEZ Australia)	OTB or OTM
TOA	48.6, 58.4.1, 58.4.2, 88.1, 88.2 or 88.3	LLS
TOP	48.3	LLS or FPO
	58.4.3a, 58.4.4b or PEI (EEZ South Africa)	LLS
	HIMI (EEZ Australia)	LLS, OTB or FPO
TOT	48.2 or 48.4	LLS

n/a: not applicable; please contact the Secretariat if a selection is not available.

Data field definitions

(1) Vessel information	
Vessel IMO number	Identification number assigned to the vessel by the International Maritime Organisation (IMO 7-digit number). If the IMO number is not listed, go to the 'vessels' tab and add the IMO number and vessel details in the first row of the list.
Vessel flag (3-alpha code)	Three character alphanumeric country code based on ISO 3166
Vessel name	Name of vessel as shown in the Certificate of Registry.
Vessel call sign	International Radio Call Sign.
Email address of person responsible for submitting the data	Email address in free format.
(2) Reporting details	
Reporting period	Period for which catch and effort data are reported. Use codes: day; 5-day; 10-day; month.
Start date (dd/mmm/yy) UTC	Start date of the reporting period. All times must be reported in UTC in the format dd/mmm/yy. Note that the use of decimal points within a date format is not valid
Start period code	Period code based on the start date. See menu options.
Type of fishing	Fishing activity undertaken. Use codes C: Commercial fishing, R: Research haul (exploratory fisheries, refer CM 41-01, Annex B), N: Not fishing, S: Survey (refer CM 24-01).
Target species	Species targeted during fishing, as defined in the title of each fishery conservation measure. See menu options.
Subarea or division	Subarea or division where fishing occurred. See menu options.
SSRU or MA or research block (as defined in conservation measures)	Where applicable, SSRU (Small-Scale Research Unit), MA (Management Area), research block or subdivision where fishing occurred, as defined in conservation measures. See menu options.
(3) Fishing effort	
Number of days fished	Total number of fishing days for the reporting period.
Type of fishing gear	Type of fishing gear used. Use codes LLS: set longline, OTB: bottom otter trawl, OTM: midwater otter trawl, TM: midwater beam trawl. Use menu options.
Number of sets	Total number of sets or tows conducted during the reporting period.
Number of hooks set	Total number of hooks set during the reporting period (longlines only).
Number of hooks retrieved	Total number of hooks retrieved during the reporting period (longlines only).
Number of hooks lost attached to sections	Total number of hooks that were lost attached to sections during the reporting period (longlines only).
Intention at the end of the reporting period	Intended activity during the next reporting period (e.g. fishing, vessel movement, entry, exit). Free format.
(4) Catch	
Species	Identity of the species caught. Use CCAMLR codes and menu options. Please contact the Secretariat if a species is not listed. Target species must be identified to the species level, and by-catch species must be identified to the lowest taxonomic level possible (e.g. species or genus).
Total green weight (kg)	Total green weight (kilogram) of individuals landed on board (retained or discarded), excluding individuals released alive. All recaptured tagged fish must be retained for scientific observer sampling (refer CM 41-01).
Number caught, excluding live releases	Total number of individuals landed on board (retained or discarded), excluding individuals released alive.
Number released with tags	Total number of individuals tagged and released alive (refer 41-01).

Number released without tags	Total number of individuals released alive without tags, including individuals cut or shaken off a line.
(5) Incidental catch	
Species	Identity of the species of seabird or marine mammal caught incidentally. Use CCAMLR codes and menu options.
Number alive	Total number of individuals caught alive and released uninjured.
Number dead or injured	Total number of individuals caught dead or injured, including individuals dead not landed on board or alive landed on board injured.
(6) Vulnerable marine ecosystems (VME)	
Total volume (litre) that fit in a 10-litre container	Where applicable (refer CM 22-07), total volume (litre) of VME-indicator organisms caught during the reporting period that fit in a 10-litre container .
Total weight (kg) that do not fit into a 10-litre container	Where applicable (refer CM 22-07), total weight (kilogram) of VME-indicator organisms caught during the reporting period that do not fit into a 10-litre container.
VME-indicator units (sum of total volume + total weight)	Total VME-indicator units (calculated field).
Comments	Provide comments as required. Free format.

Data submission

A vessel must submit catch and effort (CE) reports for each reporting period for the duration of the vessel's participation in a CCAMLR fishery, even if no catches are taken.

A CE report must be submitted for each period and management area where the vessel is operating. If a vessel is operating in more than one management area, then a separate report must be submitted for each area.

Each CE report must be saved in MS Excel format (xlsx) with a unique file name consisting of 'CE_VesselName_Date' and the xlsx file extension. If more than one report is submitted in a reporting period, then each file name must include the management area. The date in the file name must be in the format YYYYMMDD (no other characters). The file name cannot contain any spaces and must be less than 40 characters in total length. The following are examples of valid file names:

CE_SagaSea_20170105.xlsx

CE_HongJin701_20161230.xlsx

CE_Ugulan_20161218_881H.xlsx and CE_Ugulan_20161218_881K.xlsx

Please email all CE reports to data@ccamlr.org, and use the file name as the email 'subject'.

The Secretariat will acknowledge receipt of 5-day, 10-day and monthly reports within two working days, and daily reports at the end of each 5-day period.

Additional information

Not fishing (Type of fishing: N)

While not fishing, please take note of the following specific requirements:

Section	Field	Value
2	Type of fishing SSRU, MA, research block	N Select a relevant option, or leave blank if the area transited is not available (to do this, select the cell and delete the content)
3	Number of days fished Type of fishing gear Number of sets	0 Select a relevant option 0
4, 5, 6	All fields	Do not complete and leave all fields blank

Fishing (Type of fishing: C or R or S)

While fishing, please take note of the following specific requirements:

Section	Field	Value
2	Type of fishing	C if conducting commercial fishing, or R if conducting research fishing in exploratory fisheries, refer CM 41-01, Annex B, or S if conducting research under CM 24-01
3	SSRU, MA, research block Number of days fished Type of fishing gear Number of sets	Select a relevant option 1 or more Select a relevant option 0 or more
Longline only	Number of hooks If number of hooks retrieved = 0, then All fields in Sections 4, 5, 6	The total number of hooks (set+retrieved+lost) must be greater than 0 Do not complete and leave all fields blank
4	All fields	Complete as appropriate; if no by-catch is taken during the reporting period, please add 'no by-catch' in the comment section
5	All fields	Complete as appropriate; if no incidental catch is taken during the reporting period, please add 'no incidental catch in the comment section
6*	Total volume Total weight	0 or more 0 or more

* Longline only and where applicable (refer CM 22-07)

Trouble shooting

Missing SSRU, MA or research block?

If a SSRU, MA or research block is not available for selection, then:

1. Check that the correct target species is selected
2. Make sure that the report is being completed sequentially (top to bottom)
3. Leave the selection blank if transiting through an area which is not open to fishing.

Missing species code?

If a species code is not available, then please note the species name and catch amount in the comments section. The Secretariat will provide a code.

Resubmitting a CE report

Please add the word 'Resubmission' at the start of the CE report file name and the email subject. For example: Resubmission_CE_VesselName_20161205.xlsx.

Moving between Subareas or divisions?

Please email all vessel movement notifications to yms@ccamlr.org (refer CM 10-04, paragraph 13). A vessel movement notification is not required when the vessel is moving between SSRUs.

Example (catch and effort report for finfish fisheries)

CCAMLR Data Form CEv2016 (finfish fisheries)

CATCH AND EFFORT REPORT

Guidelines for submitting this report are given in the *Schedule of Conservation Measures in Force* (see also data form instructions).
 A report must be completed for each reporting period and for the duration of the vessel's participation in the fishery even if no catches are taken.
 A separate report must be submitted for each vessel, target species, reporting period, subarea or division, SSRU or MA or research block where applicable, type of fishing and gear.
 Use CCAMLR codes only, and if a code is not listed please provide full details so that a new code may be provided.
 Please submit this report to data@ccamlr.org
 Rows in this data form may be added as required (please do not delete rows or alter the sequence).

(1) Vessel information

Data	
Vessel IMO number	1234567
Vessel flag (3-alpha code)	XYZ
Vessel name	Example vessel name
Vessel call sign	ABCD
Email address of person responsible for submitting the data	john@xyz

(2) Reporting details

Reporting period	day	1-day period
Start date (dd/mm/yyyy) UTC	10-Dec-16	
Start period code	A	
Type of fishing	C	Commercial fishing
Target species	TOA	Dissostichus mawsoni - Antarctic toothfish
Subarea or division	48.6	Subarea 48.6
SSRU, MA, research block, subdivision (refer to conservation)	48.6_3	

(3) Fishing effort

Number of days fished	1	
Type of fishing gear	LLS	Set longline
Number of sets	5	
Longlines only: number of hooks set	34567	
number of hooks retrieved	12345	
number of hooks lost attached to sections	234	
Intention at the end of the reporting period	fishing	

(4) Catch - Report all target species and by-	Species	Total green weight (kg)	Number caught including live releases	Number released with tags	Number released without tags
Dissostichus mawsoni - Antarctic toothfish	TOA	1234	12	2	0
Macrourus whitsoni -	WGR	23	12	0	0
Bathyraja eatonii - Eaton's Skate	BEA	0	0	0	2
Antimora rostrata - Blue antimora	ANT	4	4	0	0

To add rows above (if needed for Catch Data): Select this row, right-click and choose Insert. Do not enter values in this row

(5) Incidental catch - Report all incidental catch

Species	Number alive	Number dead or injured
Daption capense - Cape petrel	1	0

To add rows above (if needed for Incidental Catch): Select this row, right-click and choose Insert. Do not enter values in this

(6) Vulnerable marine ecosystems (VME) - Report VME-indicator organisms recovered where

Total volume (litre) that fit in a 10-litre container	2
Total weight (kg) that do not fit into a 10-litre container	0
VME-indicator units (sum of total volume + total weight)	2

Comments

Provide comments as required

Example

Example (catch and effort report for krill fisheries)

CCAMLR Data Form CEv2016 (krill fisheries)
CATCH AND EFFORT REPORT

Guidelines for submitting this report are given in the *Schedule of Conservation Measures in Force* (see also data form instructions).
A report must be completed for each reporting period and for the duration of the vessel's participation in the fishery even if no catches.
A separate report must be submitted for each vessel, target species, reporting period, subarea or division, subdivision where applicable, type of fishing and gear.
Use CCAMLR codes only, and if a code is not listed please provide full details so that a new code may be provided.
Please submit this report to data@ccamlr.org
Rows in this data form may be added as required (please do not delete rows or alter the sequence).

(1) Vessel information

Data	
Vessel IMO number	
Vessel flag (3-alpha code)	
Vessel name	
Vessel call sign	
Email address of person responsible for submitting the data	mary@xyz

(2) Reporting details

Reporting period	5_day	5-day period
Start date (dd/mm/yy) UTC	06-Feb-17	
Start period code	B	
Type of fishing	C	Commercial fishing
Target species	KRI	Euphausia superba - Antarctic krill
Subarea or division	48.1	Subarea 48.1
Subdivision (Divisions 58.4.1 and 58.4.2 only)		

(3) Fishing effort

Number of days fished	5	
Type of fishing gear	OTM	Midwater otter trawl
Number of sets	23	
Intention at the end of the reporting period	fishing	

(4) Catch - Report all target species and by-catch

Species	Total green weight (kg)	Number caught excluding live releases	
Euphausia superba - Antarctic Krill	KRI	123456	
Dissostichus mawsoni - Antarctic toothfish	TOA	12	1
Champsocephalus gunnari - Mackerel icefish	ANI	5	4

To add rows above (if needed for Catch Data): Select this row, right-click and choose Insert. Do not enter values in this row

(5) Incidental catch - Report all incidental catch

Species	Number alive	Number dead or injured	
Procellaria cinerea - Grey petrel	PCI	1	0

To add rows above (if needed for Incidental Catch): Select this row, right-click and choose Insert. Do not enter values in this row

Comments

Provide comments as required	example
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