



# NPFC Vessel Manager Manual

#### Introduction

Minimum Mandatory Vessel Data Elements

Add a fishing vessel flagged by my party to the authorized vessel register

Add carrier vessels of non-member countries to the non-member carrier vessel register

Delete a vessel flagged by my party from the authorized vessel register

Delete a non-member carrier vessel authorized by my party from the non-member carrier vessel register

Add an additional authorization to an existing Member Flagged Vessel record

Add an additional authorization to an existing Non-Member Carrier Vessel record

Correct details of a vessel authorized by my party

Submit a notification of change of details for a vessel authorized by my party

Bulk-load the authorization dates of a vessel fleet

Viewing & Correcting Unapproved Vessels

Alerts

## Introduction

The NPFC Vessel Manager has the ability to create, modify and delete vessel records and authorizations from the commission vessel registry via the NPFC website. This document serves as a how-to guide for commonly performed tasks by the designated Vessel Manager of each NPFC Member.

## Minimum Mandatory Vessel Data Elements

The new vessel registry database has been developed to accept a set of mandatory minimum data elements that are required to enable the vessel to be uploaded and registered. It should be noted however, that the requirement under CMM 2016-01 for all data elements still stands for the member to be considered compliant with the CMM. Below is a list of the mandatory minimum data elements required for the database to accept and upload the vessel to the registry.

## Vessel Registry Mandatory Fields

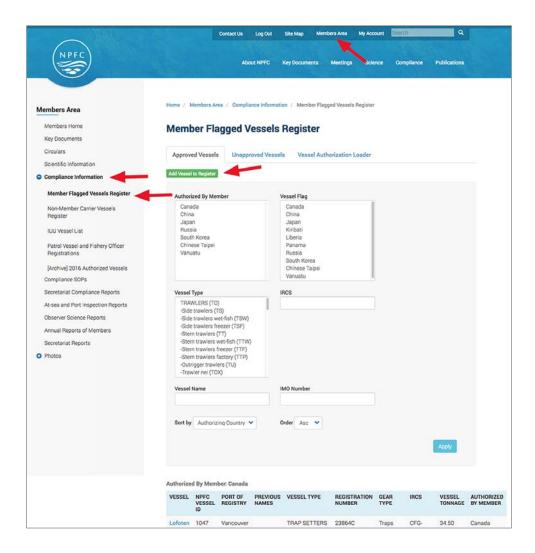
Field	Data Type	Notes
NPFC Vessel ID	Integer	System generated unique identifier for a vessel on the NPFC Vessel Registry.
Vessel Status	Text	Selection from options: Member Flagged Vessel Non-Member Carrier Vessel **Deleted from the Registry (hidden)
Flag	Reference	From country selection dropdown. Must match the same country as authorized by member if listing on member-flagged authorized vessel list
Authorized By Member	Reference	From country selection but generated by system based on logged-in user.  Must match the same country as flag if listing on member-flagged authorized vessel list.
Vessel Name	Text	
Registration Number	Text	
Built in Country	Reference	From country selection dropdown
Vessel Owner Name	Text	
Vessel Owner Address	Text	
Vessel Master Name	Text	
IRCS	Text	In case a vessel does not have IRCS assigned, the value should be: NONE
Side View Photograph	Image	
Vessel Type	Reference	Selection from ISSCFV standards.
Length Type	Text	Selection from options: Length Overall (LOA) Length Between Perpendiculars (LPP) Waterline Length

North Pacific Fisheries Commission (NPFC) EIGHTY OPTIONS

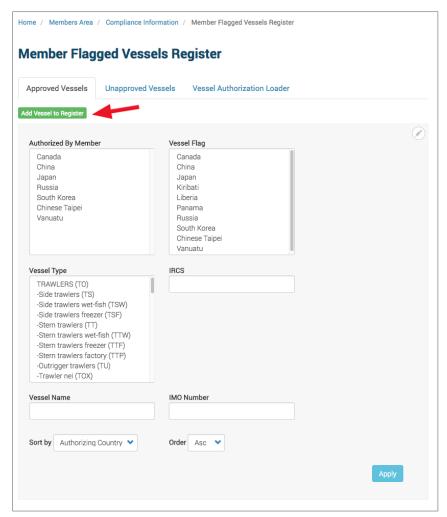
		Registered Length
Vessel Length	Decimal	
Length Measurement Unit	Text	Selection from options: Meters Feet
Beam Type	Text	Selection from options: Moulded Beam Extreme Breadth
Beam	Decimal	
Beam Measurement Unit	Text	Selection from options: Meters Feet
Type of Tonnage	Text	Selection from options: Gross Tonnage (GT) Gross Register Tonnage (G Net Tonnage (NT) Net Register Tonnage (NRT)
Vessel Tonnage	Decimal	
Authorization Start	Date	
Authorization End	Date	
Written Undertaking	File	Only required for non-member carrier vessels

# Add a fishing vessel flagged by my party to the authorized vessel register

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Click the 'Add Vessel to Register' Button.
- d. Enter the existing NPFC Vessel ID if one has been allocated to this vessel and if it is known, this will pre-fill much of the information in the following steps. If the NPFC Vessel ID is not known or the vessel does not have an NPFC Vessel ID, press the continue button to proceed.
- e. Follow the prompts provided.
- f. In the event that the system detects a possible duplicate, you will be presented with the option to 'Update Selected Vessel' or 'Create New Vessel.'
- g. You will be prompted to 'Add Authorization,' as each vessel must be created with at least one authorization. It is possible to add multiple authorizations, once the vessel is successfully created.
- h. You will be prompted to 'Confirm Vessel Authorization Details.' Vessel authorization details can only be modified by the Secretariat after they have been created.
- i. Once submitted, the vessel record will be added to the registry pending the approval by the NPFC Secretariat.



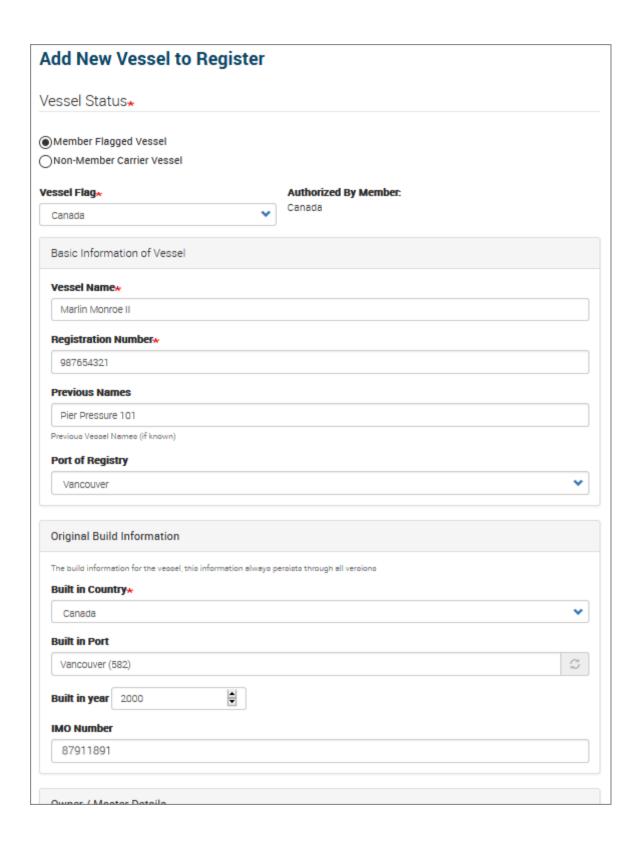
'Members Area' -> 'Compliance Information' -> 'Member Flagged Vessels Register'



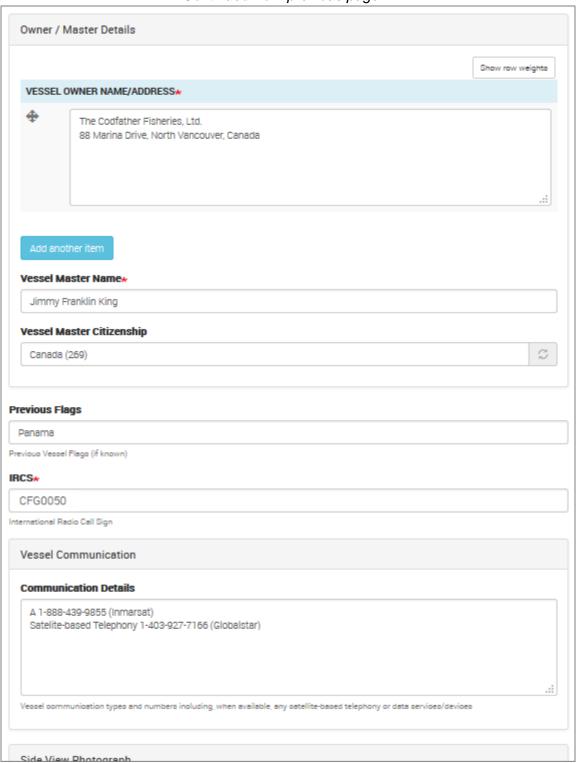
Add Vessel to Member Flagged Vessels Register

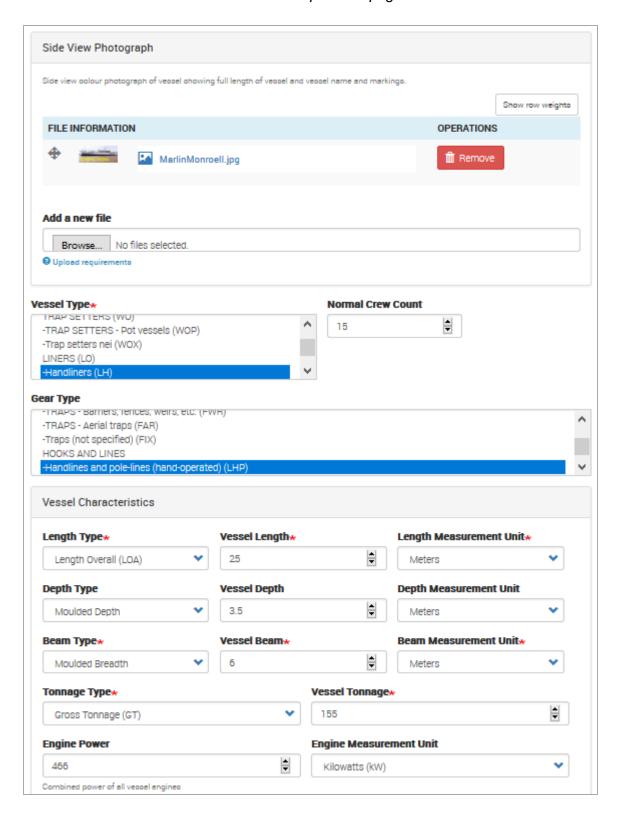


Enter existing NPFC Vessel ID if known



The 'Authorized by Member' field is limited to the country of which you are a party user.

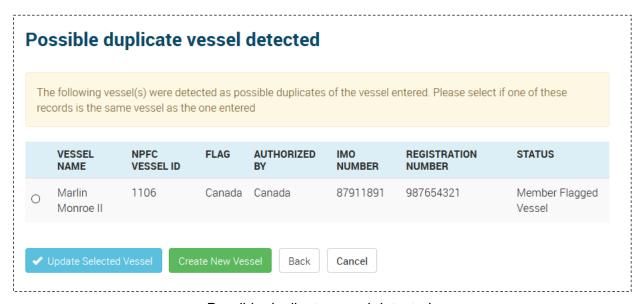




Fish Hold Capacity 139.98 Capacity in ma Freezers Show row weights VESSEL FREEZERS Capacity **Capacity Unit** Count Type 1 4000 Air Blast Lbs / Day Number of freezers of this

Continued from previous page...

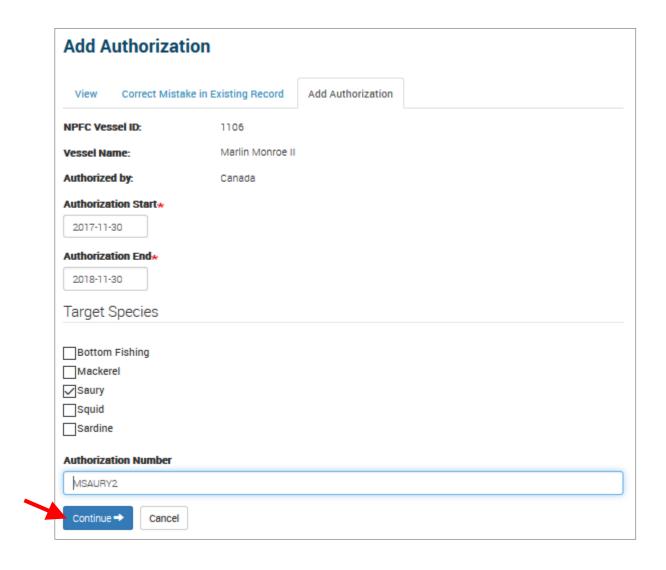
Clicking the 'Continue' button will check the registry for possible duplicate vessels. If the system detects a possible duplicate, you will be presented with the option to 'Update Selected Vessel' or 'Create New.' Otherwise, the 'Add Authorization' page is displayed.



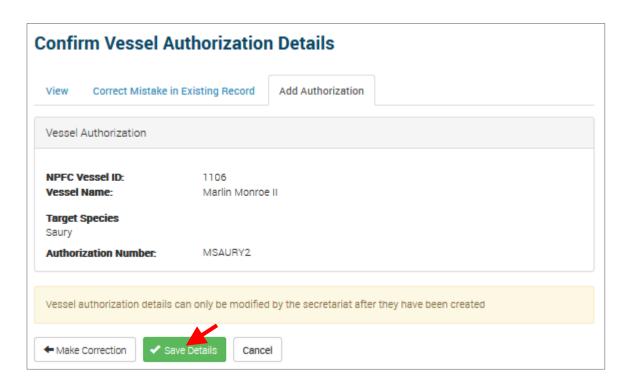
Possible duplicate vessel detected

Continue →

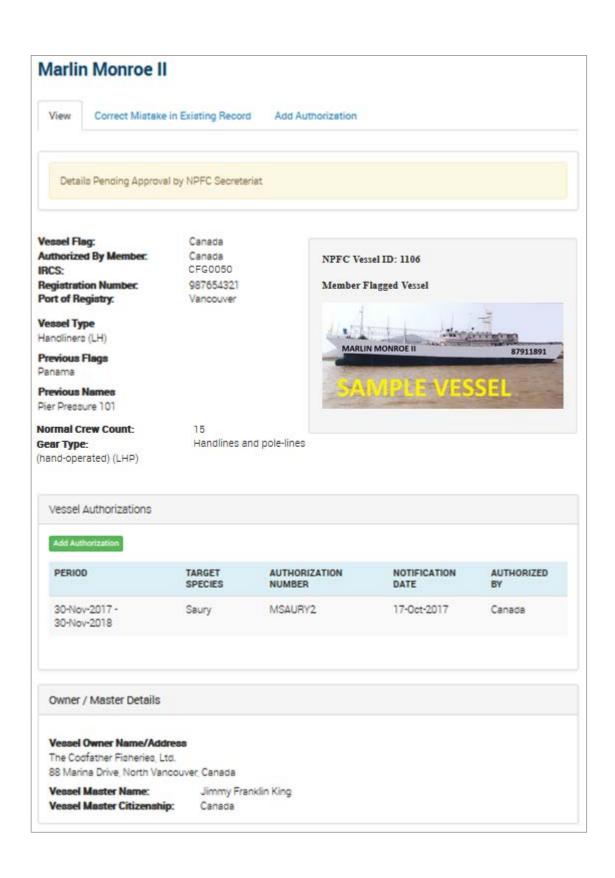
Cancel



Add Authorization



Clicking the 'Save details' submits the registration to the NPFC Secretariat for approval



#### Vessel Communications

#### **Communication Details**

A 1-888-439-9855 (Inmarsat)

Satelite-based Telephony 1-403-927-7166 (Globalstar)

#### **Build Information**

IMO Number: 87911891
Built in year: 2000
Built in Country: Canada
Built in Port: Vancouver

#### Vessel Characteristics

Length Type: Length Overall (LOA)

Vessel Length: 25.00 Length Measurement Unit: Meters

Beam Type: Moulded Breadth

 Vessel Beam:
 6.00

 Beam Measurement Unit:
 Meters

 Depth Type:
 Moulded Depth

Vessel Depth:3.50Depth Measurement Unit:MetersVessel Tonnage:155.00

Tonnage Type: Gross Tonnage (GT)

Engine Power: 466.00
Engine Measurement Unit: Kilowatts (kW)
Fish Hold Capacity: 139.98m<sup>6</sup>

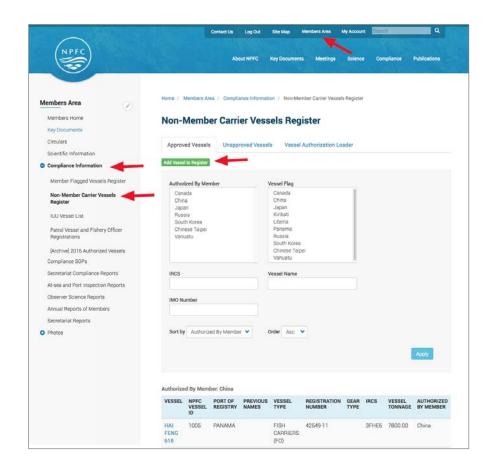
VESSEL FREEZERS	TYPE	CAPACITY
1	Air Blast	4000

Vessel History Vessel Authorization History

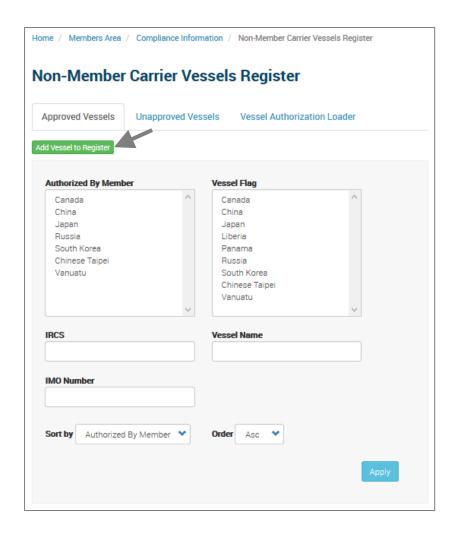
Marija Marras II 050050 Osasda 17.04.0017 Marrias Signard Vessel	VESSEL NAME	CALLSIGN	FLAG	VERSION DATE	VESSEL STATUS
Mariin Monroe II CFG0050 Canada 17-Oct-2017 Member Flagged Vessel	Marlin Monroe II	CFG0050	Canada	17-Oct-2017	Member Flagged Vessel

# Add carrier vessels of non-member countries to the non-member carrier vessel register

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Non-Member Carrier Vessels Register.'
- c. Click the 'Add Vessel to Register' Button.
- d. Enter the existing NPFC Vessel ID if known, this will pre-fill much of the information in the following steps.
- e. Follow the prompts provided. (Note: A 'Written Undertaking' is required when Vessel Status is set to Non-Member Carrier Vessel. Allowed file types are pdf, txt, doc, docx.)
- f. In the event that the system detects a possible duplicate, you will be presented with the option to 'Update Selected Vessel' or 'Create New Vessel.' The system will look at current and deleted vessels when detecting a possible duplicate.
- g. You will be prompted to 'Add Authorization', each vessel must be created with one authorization, the ability to add multiple authorizations exists once the vessel is successfully created.
- h. You will be prompted to 'Confirm Vessel Authorization Details.' Once confirmed Vessel authorization details can only be modified by the Secretariat.
- Once submitted the vessel record will be submitted for approval by the NPFC Secretariat.



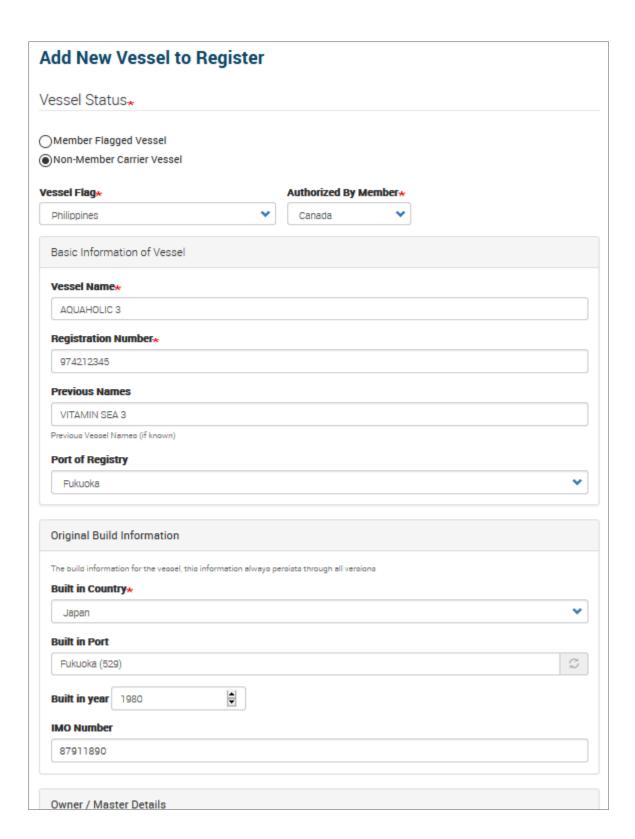
'Members Area' -> 'Compliance Information' -> 'Non-Member Carrier Vessels Register'



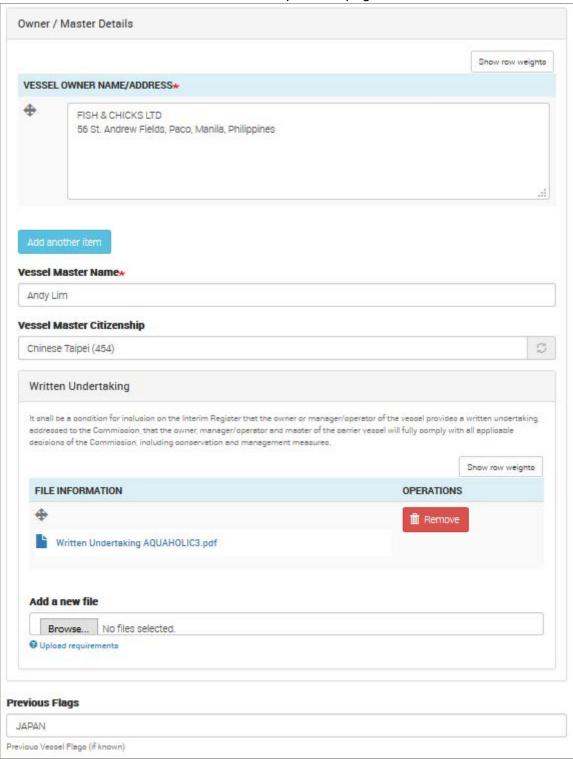
Add Vessel to Non-Member Carrier Vessels Register

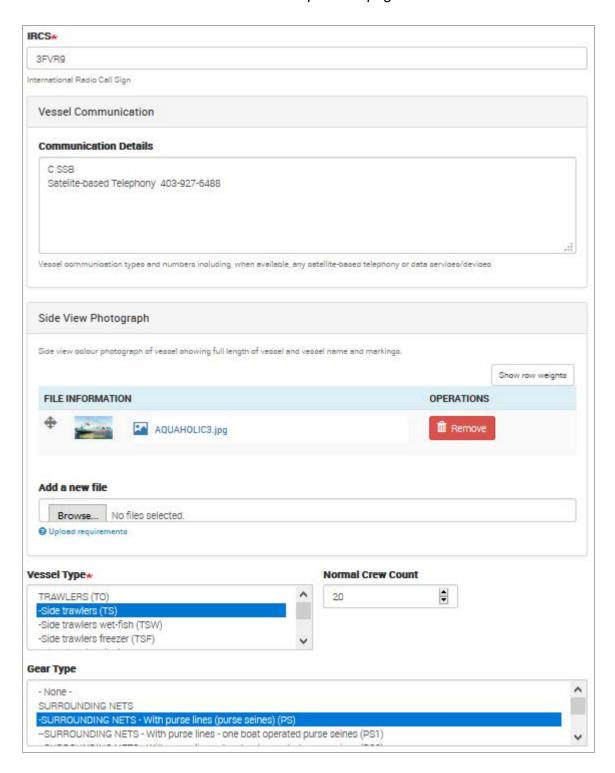


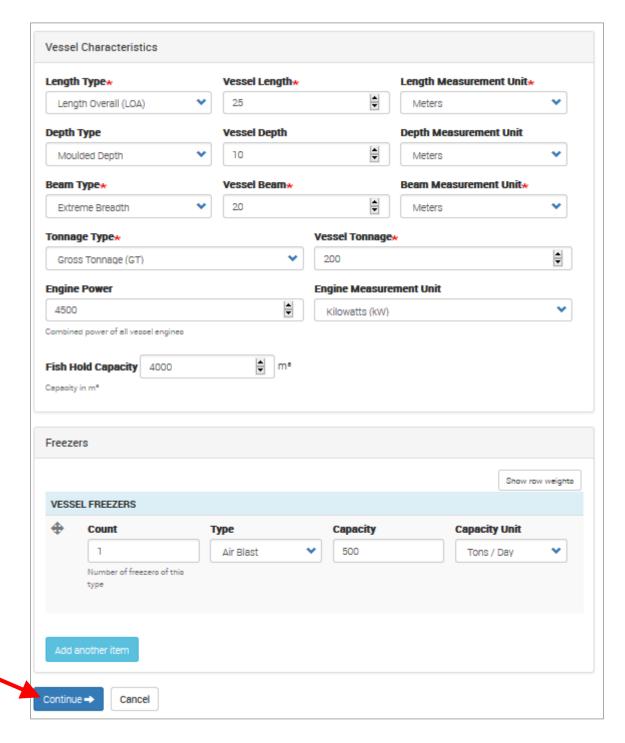
Enter existing NPFC Vessel ID if known



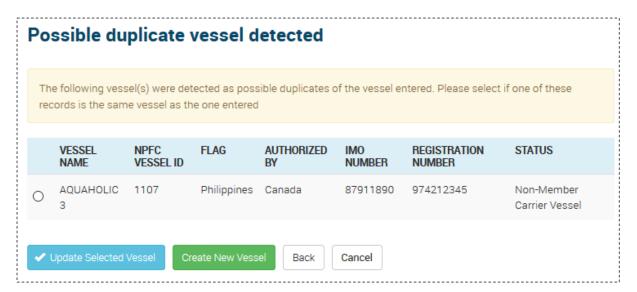
The 'Authorized by Member' field is limited to the country of which you are a party user.



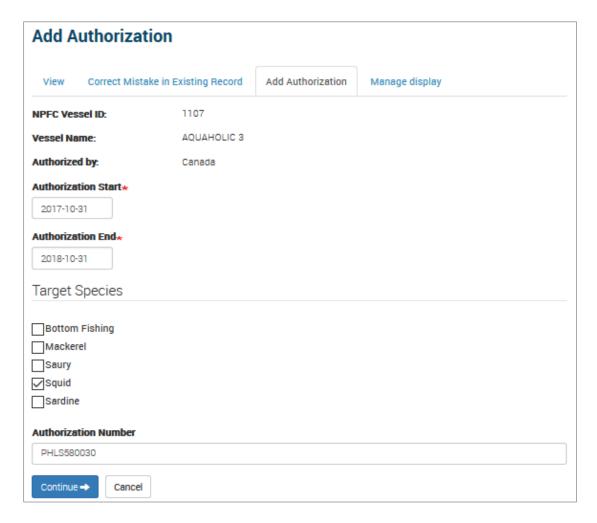




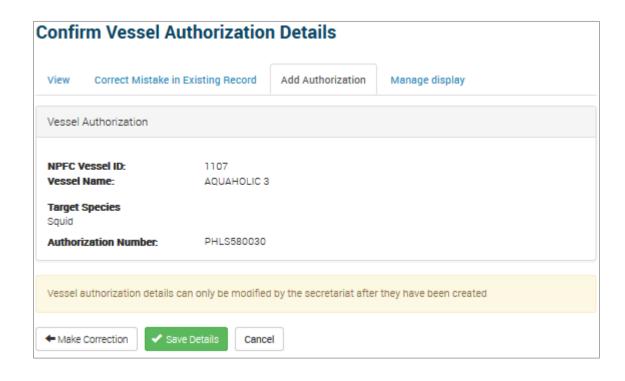
Clicking the 'Continue' button will check the registry for possible duplicate vessels. If the system detects a possible duplicate, you will be presented with the option to 'Update Selected Vessel' or 'Create New.' Otherwise, the 'Add Authorization' page is displayed. (see next page)



Possible duplicate vessel detected



Add Authorization



### **AQUAHOLIC 3**

View

Correct Mistake in Existing Record

Add Authorization

Manage display

Details Pending Approval by NPFC Secreteriat

Vessel Flag: Philippines
Authorized By Member: Canada
IRCS: SMS55555
Registration Number: 974212345
Port of Registry: Fukuoka

Vessel Type Side trawlers (TS)

Previous Flags JAPAN

**Previous Names** 

0A: A:

VITAMIN SEA 3

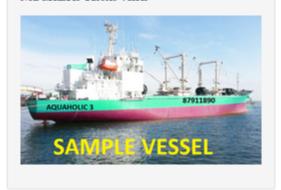
Normal Crew Count:

Gear Type: SURROUNDING NETS -

With purse lines (purse seines) (PS)

NPFC Vessel ID: 1107

Non-Member Carrier Vessel



#### Vessel Authorizations

#### Add Authorization

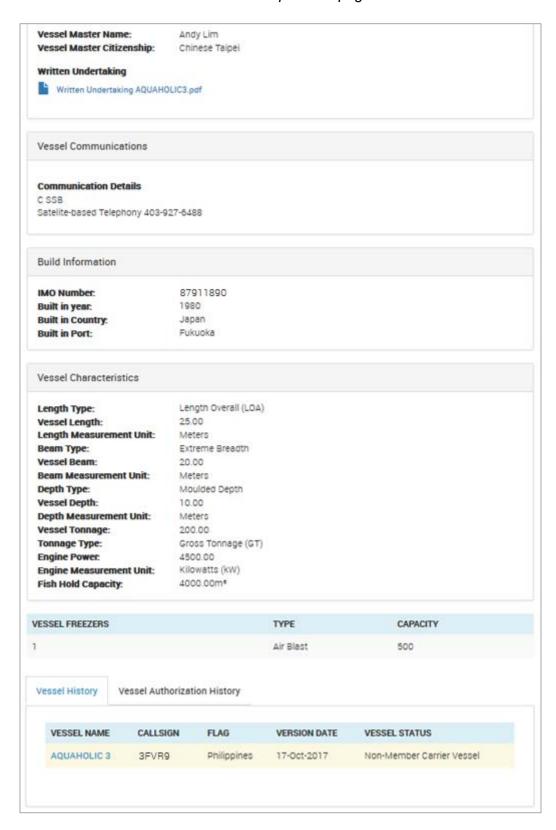
PERIOD	TARGET SPECIES	AUTHORIZATION NUMBER	NOTIFICATION DATE	AUTHORIZED BY	ACTIONS
31-Oct-2017 - 31-Oct-2018	Squid	PHLS580030	17-0ct-2017	Canada	edit

Owner / Master Details

#### Vessel Owner Name/Address

FISH & CHICKS LTD

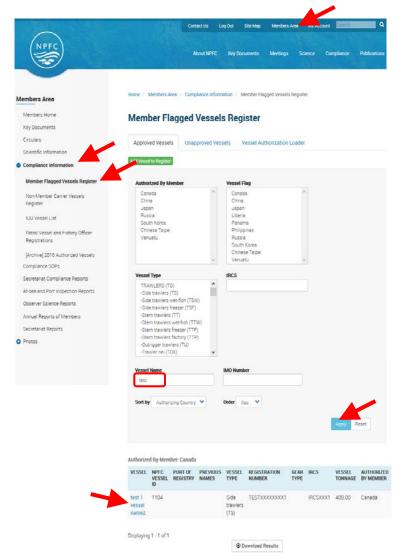
56 St. Andrew Fields, Paco, Manila, Philippines



# Delete a vessel flagged by my party from the authorized vessel register

When a vessel is deleted from the NPFC vessel register it will no longer be listed as an authorized vessel. However, the NPFC vessel database will maintain the vessel history, including the assigned NPFC Vessel ID, which will be maintained if the vessel is added to the register again in the future.

- a. Select 'Members Area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Use the search fields provided to locate the vessel you wish to delete.
- d. Click on the Name of the vessel to be deleted.
- e. Click on the 'Delete Vessel from the Register' tab.
- f. Fill out the fields required including the 'Deletion Reason.'
- g. Click the 'Save' button.



#### LUNASEA

View

Correct Mistake in Existing Record Notification of Change of Vessel Details

Delete Vessel from the Register

Add Authorization

Vessel Flag: Canada Authorized By Member: Canada IRCS: CFC4349 29601 Registration Number:

**Vessel Type** Side trawlers (TS)

Normal Crew Count: 18



#### Vessel Authorizations

#### Add Authorization

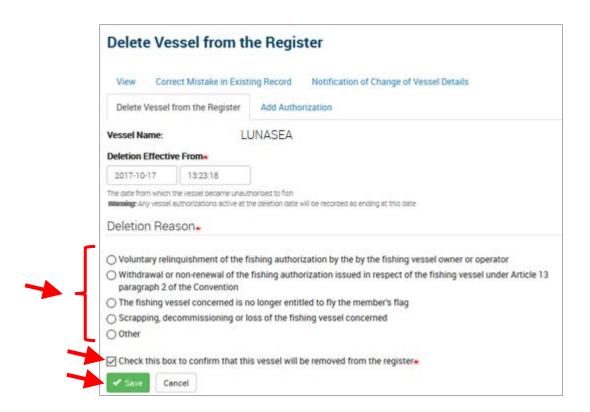
PERIOD	TARGET SPECIES	AUTHORIZATION NUMBER	NOTIFICATION DATE	AUTHORIZED BY
31-Oct-2017 - 31-Oct-2018	Squid	GH002	17-Oct-2017	Canada
31-Oct-2017 - 30-Nov-2018	Saury	GH001	17-Oct-2017	Canada

#### Owner / Master Details

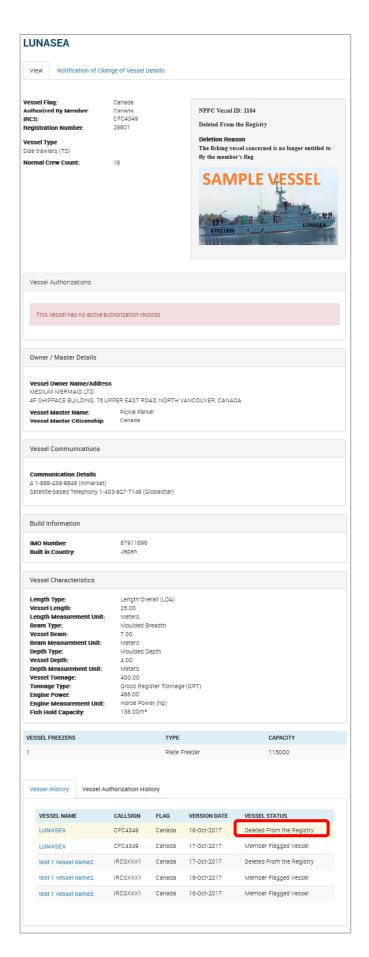
#### Vessel Owner Name/Address

MEDIUM MERMAID LTD

4F SHIPFACE BUILDING, 76 UPPER EAST ROAD, NORTH VANCOUVER, CANADA



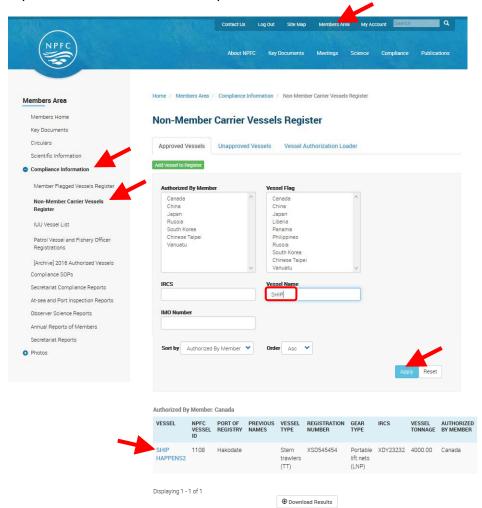
Delete a vessel flagged by my party from the authorized vessel register



# Delete a non-member carrier vessel authorized by my party from the non-member carrier vessel register

When a vessel is deleted from the NPFC vessel register it will no longer be listed as an authorized vessel. However, the NPFC vessel database will maintain the vessel history, including the assigned NPFC Vessel ID, which will be maintained in case the same vessel is added to the register again in the future.

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Non-Member Carrier Vessels.'
- c. Use the search fields provided to locate the vessel you wish to delete.
- d. Click on the Name of the vessel to be deleted.
- e. Click on the 'Delete Vessel from the Register' tab.
- f. Complete the vessel deletion form provided.



#### SHIP HAPPENS2

View

Correct Mistake in Existing Record

Notification of Change of Vessel Details

Delete Vessel from the Register

Add Authorization

Vessel Flag: Philippines
Authorized By Member: Canada
IRCS: UBEJ9
Registration Number: XSD545454
Port of Registry: Hakodate

Vessel Type Stern trawlers (TT)

Normal Crew Count: 26

Gear Type: Portable lift nets (LNP)

NPFC Vessel ID: 1108

Non-Member Carrier Vessel



#### Vessel Authorizations

#### Add Authorization

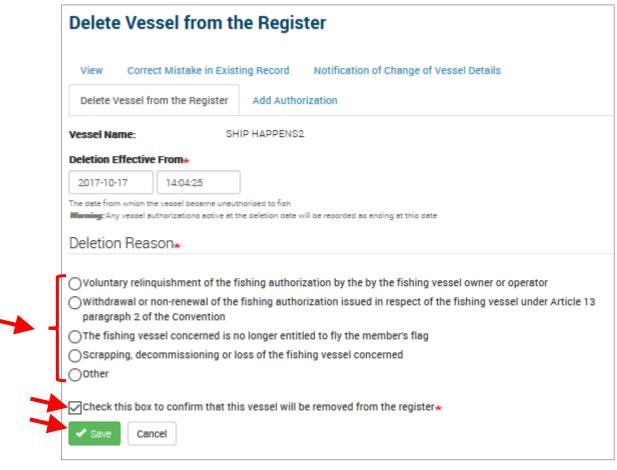
PERIOD	TARGET	AUTHORIZATION	NOTIFICATION	AUTHORIZED
	SPECIES	NUMBER	DATE	BY
31-Oct-2017 - 31-Oct-2018	Bottom Fishing	BF121211	17-Oct-2017	Canada

#### Owner / Master Details

#### Vessel Owner Name/Address

WEINSTEIN MARINE LTD. 1221 Hollywood CA, USA

Vessel Master Name: Winnie D. Poe Vessel Master Citizenship: Canada



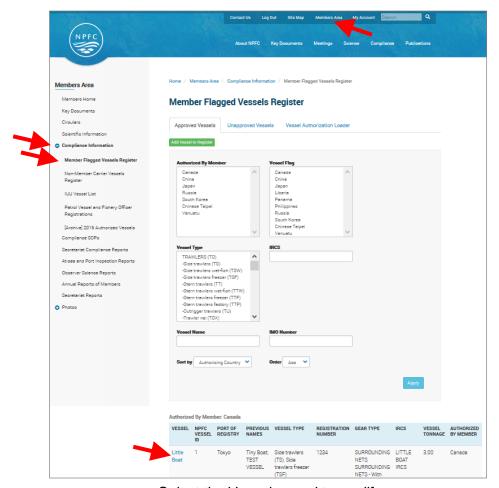
Delete a non-member carrier vessel authorized by my party from the non-member carrier vessel register.

## Add an additional authorization to an existing Member Flagged Vessel record

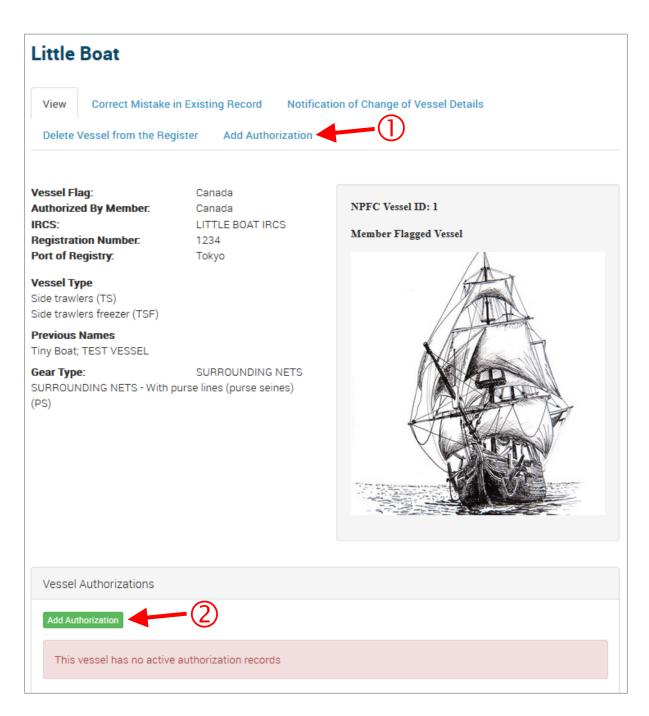
Once created, a Member Flagged Vessel record can be assigned multiple authorizations.

- a. Select 'Members Area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Use the search fields provided to locate the vessel you wish to modify.
- d. Click on the Name of the vessel to be modified.
- e. Click either the 'Add Authorization' tab at the top of the page OR the green 'Add Authorization' button located in the 'Vessel Authorizations' section of the page.
- f. Fill out the required fields and click 'Continue'
- g. You will be presented with a page asking you to 'Confirm Vessel Authorization Details', ensure the details entered are correct, once saved vessel authorization details can only be modified by the Secretariat.

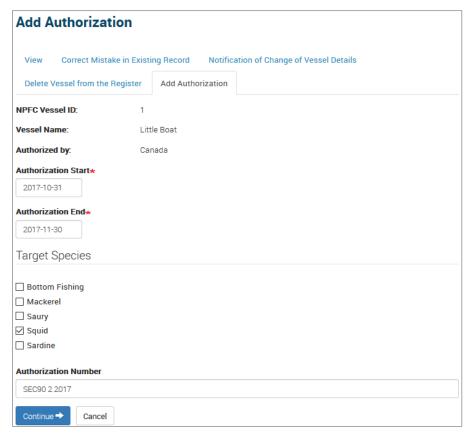
NOTE: In order to correct an error in an Authorization please email the Secretariat directly. A Secretariat staff member will assist you with your alteration.



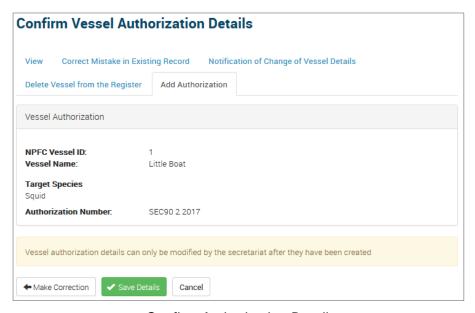
Select the Vessel record to modify



There are two (2) ways to navigate to the 'Add Authorization' facility



Add an additional authorization

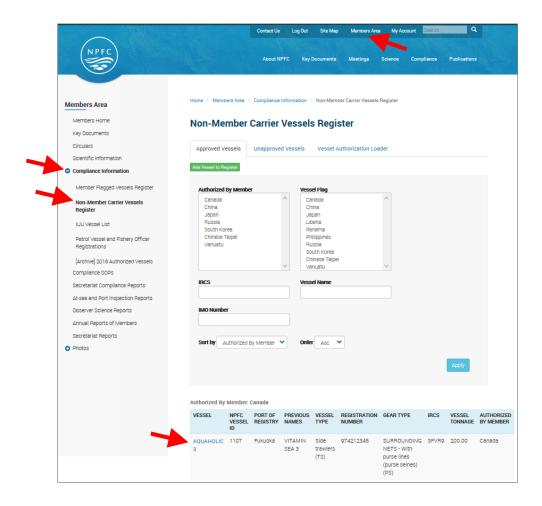


Confirm Authorization Details

## Add an additional authorization to an existing Non-Member Carrier Vessel record

Once created, a Non-Member Carrier Vessel record can be assigned multiple authorizations.

- h. Select 'Members Area' from the Navigation menu at the top of the home page.
- i. From the 'Members Area menu on the left of the page select 'Compliance Information' -> 'Non-Member Carrier Vessels.'
- j. Use the search fields provided to locate the vessel you wish to modify.
- k. Click on the Name of the vessel to be modified.
- I. At the bottom of this page you will see a 'Vessel Authorizations' tab, click 'Add Authorization' from within this tab.
- m. Fill out the required fields and click 'Continue'
- n. You will be presented with a page asking you to 'Confirm Vessel Authorization Details', ensure the details entered are correct, once saved vessel authorization details can only be modified by the Secretariat.



Select the Vessel record to modify

### **AQUAHOLIC 3**

View Correct Mistake in Existing Record Notification of Change of Vessel Details

Delete Vessel from the Register

Add Authorization

Vessel Flag:PhilippinesAuthorized By Member:CanadaIRCS:3FVR9Registration Number:974212345Port of Registry:Fukuoka

Vessel Type Side trawlers (TS) Previous Flags JAPAN

**Previous Names** VITAMIN SEA 3

Normal Crew Count: 20

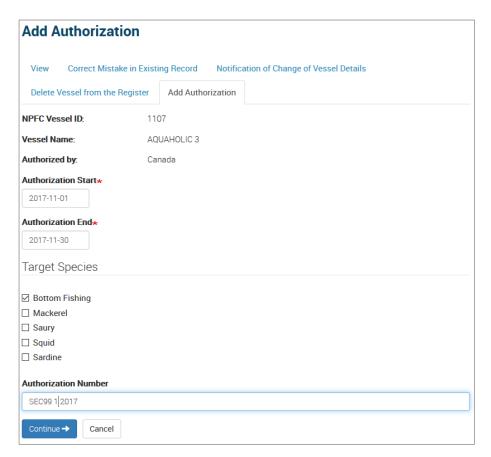
Gear Type: SURROUNDING NETS -

With purse lines (purse seines) (PS)

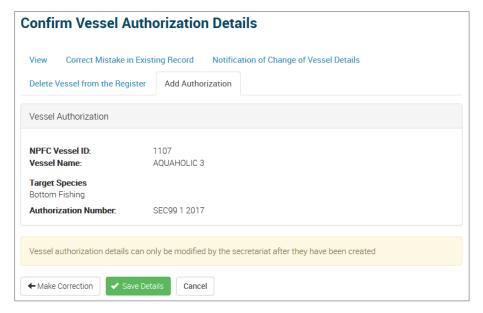




There are two (2) ways to navigate to the 'Add Authorization' facility



Add an additional authorization.

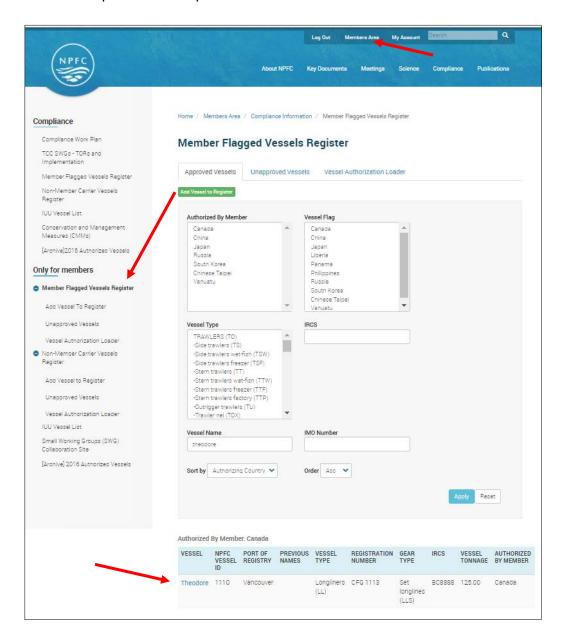


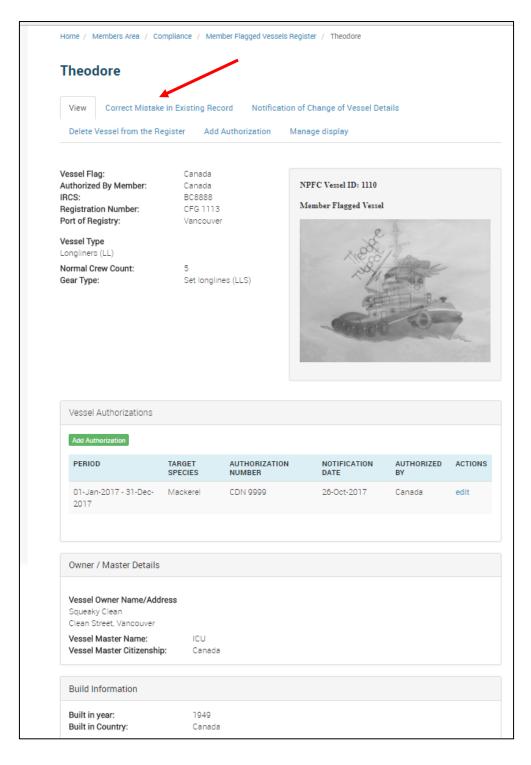
Confirm Authorization Details

## Correct details of a vessel authorized by my party

Correcting the details of a vessel is to be used when the records existing in the register are incorrect and need to be amended. It is not a means to submit a notification for change.

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Click on the Name of the vessel to be corrected.
- d. Click on the 'Correct Mistake in Existing Record' tab.
- e. Complete the form provided.



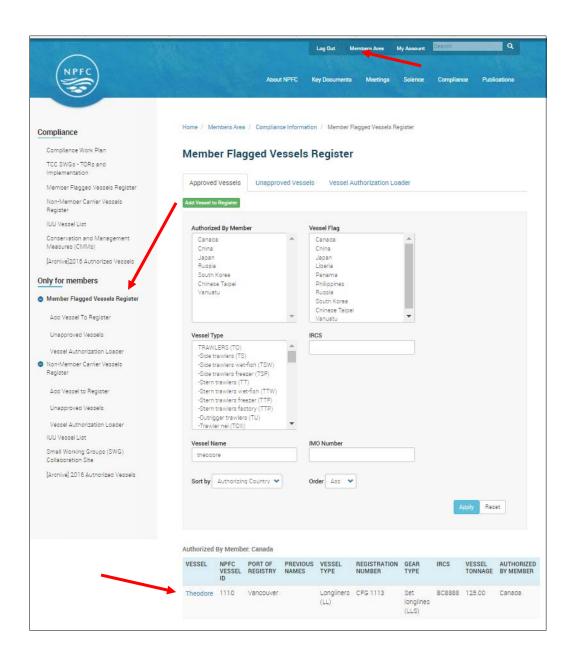


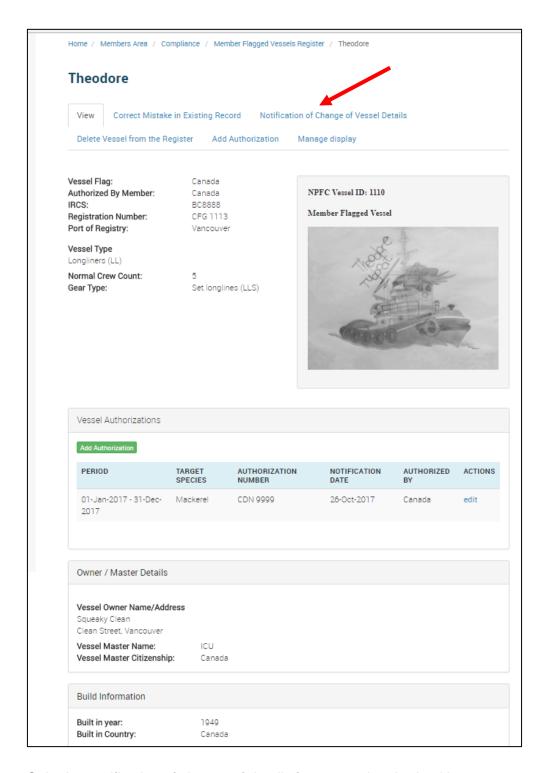
Correct details of a vessel authorized by my party.

# Submit a notification of change of details for a vessel authorized by my party

Submitting a notification of change for a Vessel should be used in the event that the vessel has record elements that have changed. It should not be used to correct an incorrect record.

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Click on the Name of the vessel to be corrected.
- d. Click on the 'Notification of Change of Vessel Details' tab.
- e. Complete the form provided.





Submit a notification of change of details for a vessel authorized by my party.

### Bulk-load the authorization dates of a vessel fleet

The 'Vessel Authorization Loader' tool can be used to bulk load new vessel authorizations. It requires a .csv file to be uploaded with the following columns:

# NPFC Vessel ID, Authorization Start Date, Authorization End Date, Authorization Number, Target Species

One authorization can specify multiple target species, separated by a | symbol. e.g:

#### X1234,01-Jan-2017,07-Dec-2017,ABC56789,Bottom Fishing|Mackerel|Saury|Squid

Dates must be in the format 01-Jan-2017

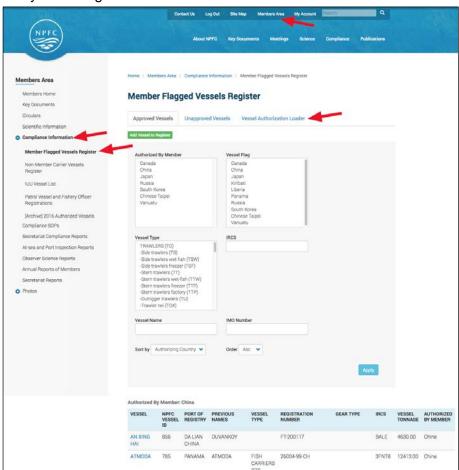
Valid target species are Bottom Fishing, Mackerel, Saury, Squid

Vessels must already be on a vessel register, authorized by your party.

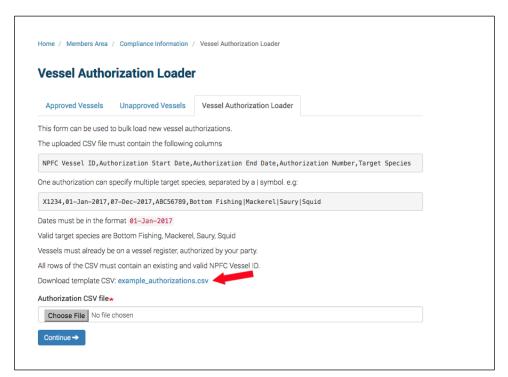
All rows of the CSV must contain an existing and valid NPFC Vessel ID.

Use the provided template CSV to ensure correct formatting.

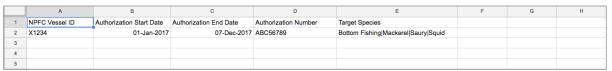
- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register.'
- c. Click the 'Vessel Authorization Loader' tab.
- d. If necessary, or if you are unsure of the correct formatting, download the provided 'example\_authorizations.csv' and modify to suit your needs.
- e. Attach the Authorization CSV file using the outlined format.
- Review your changes and click 'Confirm and Save.'



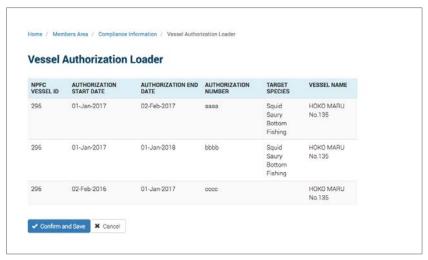
North Pacific Fisheries Commission (NPFC) EIGHTY OPTIONS



Attach .csv file, use the example\_authorizations.csv template to ensure correct formatting



Downloadable example\_authorizations.csv to be used as a template

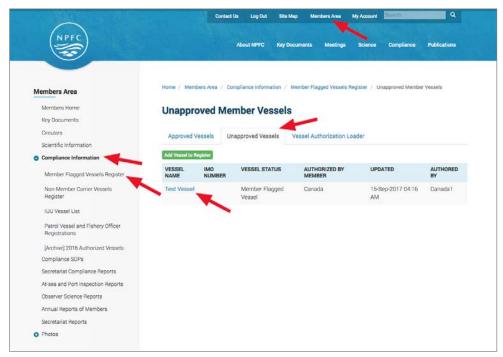


Review changes

## Viewing & Correcting Unapproved Vessels

Upon creation of a new vessel or addition of a new vessel record from a previously deleted record, approval from the NPFC Secretariat will be required. Vessel records that have yet to receive approval are listed in the 'Unapproved Member Vessels' tab. A Vessel Manager may access these records in order to view and correct mistakes in the record prior to approval.

- a. Select 'Members area' from the Navigation menu at the top of the home page.
- b. From the 'Members Area' menu on the left of the page select 'Compliance Information' -> 'Member Flagged Vessels Register' OR 'Non-member Carrier Vessels.'
- c. Click on the 'Unapproved Vessels' tab.
- d. Click on the vessel name you wish to view/edit.
- e. If you wish to correct a mistake in the record click the 'Correct Mistake in Existing Record' tab.
- f. Complete the form provided.

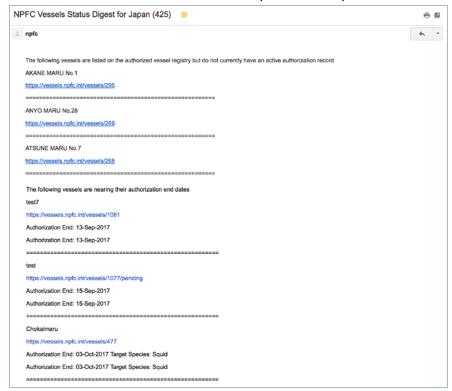


View/modify a vessel in an 'Unapproved' state.

## **Alerts**

At the start of each month, an email digest will be sent to the vessel manager of each member party containing two important pieces of information.

- 1. Listing all the vessels authorized by that party that do not currently have active authorization records.
- 2. Listing all vessels with authorization end dates approaching in the next 60 days. The list will be in sorted order with the next to expire at the top.



Example Email Digest