General notes on the use of IOTC data reporting forms

IOTC SECRETARIAT[1]

A/   Main purpose

This document is intended to facilitate data entry using the Forms recommended by the IOTC Secretariat for the reporting of fisheries data (as Microsoft Excel 2003 workbooks). Form users are also recommended to use the "*Guidelines for the reporting of fisheries statistics to the IOTC*" (the "*Guidelines*" for short), which contain extensive information about IOTC data requirements, the expected types of datasets that shall be reported to the Secretariat and the preferred way to report this information.

All details about the type of data items that shall be reported for each dataset, can be also found in the "**ReadMe**" worksheet of each Form.

B/ General notes on the use of IOTC Forms

Use of IOTC forms for the reporting of IOTC statistics

The types of data that shall be reported and the forms available at the IOTC for the reporting of fisheries data can be found in Appendix I.

It is important to note that the use of IOTC forms for the reporting of fisheries data is not obligatory. IOTC CPCs[2] and other parties that are willing to report the data requested by the IOTC using different formats are encouraged to do so, provided that the reported information contains all mandatory data that requested by the standing IOTC Resolutions (as specified in the Guidelines).

General rules

Initially, IOTC CPCs shall report data for vessels or fisheries operating under their flags. CPCs that are willing to report fisheries data for foreign fleets operating within their territories are encouraged to do so, if possible by flag, and considering that:

- **data for domestic and foreign vessels shall be reported in separate forms**
- data reported for foreign fleets should be broken down by flag, if possible

User language

All form headings and labels can be changed to English or French by using the check box located below the IOTC logo in all IOTC Forms.

Refer to the following Table 1 for an example of how to change the form display language in any of the IOTC Forms:

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[1] For more information contact the IOTC Data Coordinator (fabio.fiorellato@fao.org) or the IOTC Data Assistant (data.assistant@iotc.org).

[2] Refers to IOTC Contracting Parties and Co-operating Non-Contracting Parties.

Table 1

English (box is blank)
French (box is checked)

Contents of the IOTC Forms

The Forms for the reporting of fisheries data to the IOTC are available as Microsoft Excel workbooks (one for each data set type) and require Microsoft Excel 2003 or a later version of the software to be opened. Furthermore, they require users to explicitly enable *macros* for the workbook to function properly.

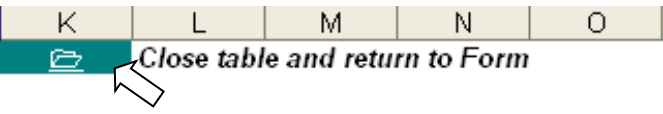Each form / workbook contains the following types of worksheets:

- **General notes:** The first worksheet to the left[3] of each workbook, labelled "**ReadMe**", contains additional information about the form and it is strongly recommended to read this information before using the data input form and associated code tables.

   To verify the available codes used throughout the form, you will need to open the link of the respective worksheet from the **"ReadMe"** worksheet (see Table 2 below)

Table 2

Step	Figure
1a. Open the "*ReadMe*" worksheet 1b. Click on the name of the sheet containing the code list you want to view	

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[3] Note that the location may be right for Arabic versions of Excel

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Step	Figure
2. Explore the contents of the code list to verify the valid codes currently available for a specific reference	
3. Return to the data input form by selecting the green cell ("*Close table and return to Form*") at the top of the worksheet	

- **Data input form:** the second worksheet to the left[4] of each workbook contains the input cells for the provision of all required data and metadata.

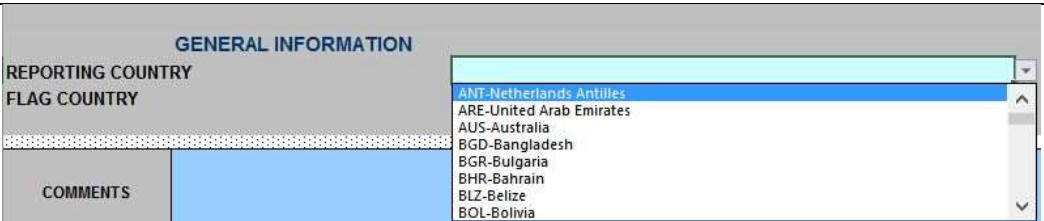 All IOTC data input forms are split in two separate sections:

    o General information (top panel): this section shall be used to report the form metadata, that is information about the reporting source, flag, reporting country, year and all other information that apply to the data records to be input in the next section;

    o Data section (data table): this section shall be used to report all the specific data required by each dataset.

- **Code tables:** all other worksheets within each workbook are initially hidden and can be shown / enabled while in the *"ReadMe"* worksheet. These contain the lists of codes (including descriptions in both English and French) that are used by the IOTC Secretariat as references within the data forms.

  These are intended to facilitate input operations by limiting the possible input values for some of the fields in the data input forms (see "Types of cells" below).

Types of cells: Table 3 shows the types of input cells that can be found in each Form; the use of these cells is explained in the text below the figure

Table 3

Type of cell	Sample
Text cells	
Check boxes	
Drop-down lists	
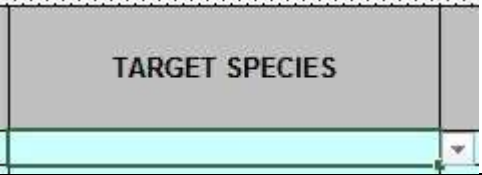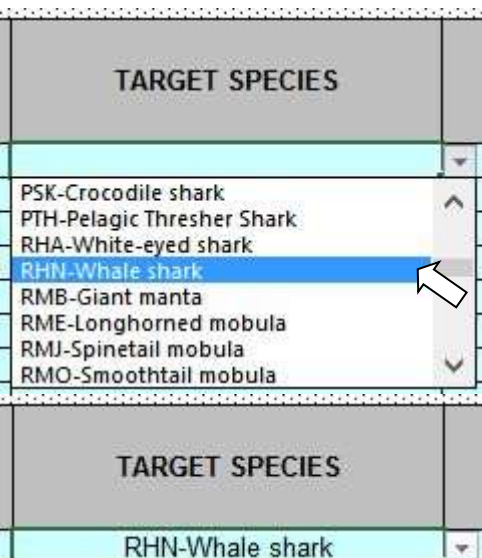
    o **Text cells:** Text cells have a blue background and are used to type the information required by the corresponding data fields (text / numbers);

    o **Check boxes:** Check boxes have a yellow background and are used to provide Yes / No as answers to specific questions or as values for input fields;

    o **Cells connected to drop-down lists**: Drop-down list cells have a (turquoise) background and allow users to only select items displayed on the list (or empty values).

      List items can be selected in two ways:

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[4] *Ibid.* 3
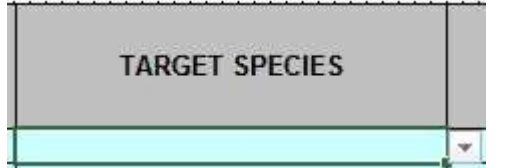
Table 4

Step	Example
1. Select the cell with the mouse	TARGET SPECIES
2. Click on the arrow that appears on the right of the selected cell to show all available items	TARGET SPECIES YFT-Yellowfin tuna BET-Bigeye tuna SKJ-Skipjack tuna ALB-Albacore SBF-Southern bluefin tuna SWO-Swordfish BLM-Black Marlin BUM-Blue Marlin
3. Scroll through the list by using the cursor keys (up / down) or by using the mouse to drag the bar appearing to the right of the list, until you locate the item that you want to select	TARGET SPECIES PTH-Pelagic Thresher Shark RHA-White-eyed shark RHN-Whale shark RMB-Giant manta RME-Longhorned mobula RMJ-Spinetail mobula RMO-Smoothtail mobula SBL-Bluntnose sixgill shark
4. Select an item by clicking on its label and this will be recorded in the cell	TARGET SPECIES PSK-Crocodile shark PTH-Pelagic Thresher Shark RHA-White-eyed shark RHN-Whale shark RMB-Giant manta RME-Longhorned mobula RMJ-Spinetail mobula RMO-Smoothtail mobula TARGET SPECIES RHN-Whale shark

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Table 5

Step	Example
1. Select the cell by using the tab key or the mouse	
2. Start typing the information to input and press "enter" or "tab"	
Note that the information will be stored only in the case that the name or code written exist in the drop-down list: if not,, an error message pops-up for all misspelled or unavailable items	

Drop-down lists can also be configured to display IOTC codes either by themselves or in combination with English / French names, by selecting the option of choice from the drop-down list "**Display lists in**" located below the language check box; refer to the example in Table 7 for the steps to take to change the display of drop-down lists:

Table 7

Display	Figure
IOTC Code: select *Code* from the list	
English description: select *English_I_Anglais* from the list	
French description: select *Français_I_French* from the list	

APPENDIX I: TYPES OF FISHERIES STATISTICS REQUESTED BY THE IOTC AND REPORTING DEADLINES							
Dataset	**Types of Data**	**Description**	**IOTC Form**	**Species Group**	**Management Measures /Agreements**	**Type of Report**	**Report To / Reporting Deadline**
Annual Catches	Nominal Catches	Estimates of total annual retained catches in live weight by IOTC Area, species and type of fishery	Form 1RC	IOTC Species	R-15/02	Obligatory	Sec LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Sharks	R-15/02; R-17/05	Obligatory	
				Other species	R-15/02	Voluntary	
	Discards	Estimates of discard levels (dead individuals) in live weight (or number) by IOTC Area, species and type of fishery	Form 1DI	IOTC Species	R-15/02	Obligatory	
				Sharks	R-15/02; R-17/05	Obligatory	
				Seabirds	R-15/02; R-12/06	Obligatory	SC; LL only Timely
				Marine Turtles	R-15/02; R-12/04	Obligatory	
				Other Species	R-15/02	Voluntary	Sec
				Whale sharks	R-15/02 ; R-13/05	Obligatory	
				Cetaceans	R-15/02 ; R-13/04	Obligatory	
Active crafts	Numbers of Craft	Total number of fishing crafts operated by type of fishery, type of craft and craft size by year	Form 2FC	Fisheries targeting IOTC Species	FSA-Annex I, Article 4	Obligatory	Sec
Catch and Effort	Surface Fisheries	Catch by species in live weight and fishing effort by type of fishery by 1o grid area and month strata (extrapolated to annual catch)	Form 3CE	IOTC Species	R-15/02 ; R-15/01	Obligatory	Sec LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Sharks	R-15/02; R-17/05 ; R-15/01	Obligatory	
				Other bycatch	R-15/02	Voluntary	
	Longline Fisheries	Catch by species in number or live weight and effort in number of hooks set by 5o grid area and month strata (extrapolated to annual catch)	Form 3CE	IOTC Species	R-15/02 ; R-15/01	Obligatory	
				Sharks	R-15/02; R-17/05	Obligatory	
				Other bycatch	R-15/02	Voluntary	
		Catch by species in number or live weight and effort in number of hooks set by 1o grid area and month strata (extrapolated to annual catch)	Form 3CE	IOTC Species	R-15/02 ; R-15/01	Voluntary	SC Timely*
				Sharks	R-15/02; R-17/05	Voluntary	
	Coastal Fisheries	Catch by species and fishing effort by type of fishery and	Form 3AR	IOTC Species	R-15/02	Obligatory	Sec

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		geographic area		Sharks	R-15/02; R-17/05	Obligatory	LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Other bycatch	R-15/02；R-15/01	Voluntary	
	Supply vessels	Number and characteristics of supply vessels and number of days-at-sea by type of supply vessel by 1o grid area and month	Form 3SU	Not applicable	R-15/02	Obligatory	
	FAD	Total number and type of Fish Aggregating Devices (FAD) set by purse seiners and supply vessels by quarter by fleet	Form 3FA	Not applicable	R-15/02；R-17/08	Obligatory	
Size Data	Fish lengths	Length data by species by type of fishery by 5o grid area by month	Form 4SF	IOTC Species	R-15/02	Obligatory	
				Sharks	R-17/05	Obligatory	
Socio-Economic Data	Fish Prices	Average prices of fish per type of fish product (preservation, processing), weight units, type of currency, month and market	Form 7PR	Main IOTC Species	A-Article5 paragraph 2(d)	Voluntary	Sec
	Country Indicators	Set of indicators per type of indicator and year (e.g. GDP, OECD status, number of fishermen, contribution of fisheries to GDP, etc.)	na	Not applicable		na	na

Management Measures / Agreements: IOTC Resolution (R); IOTC Recommendation (Rc); IOTC Agreement (A); UN Fish Stocks Agreement (FSA)

Report To / Reporting Deadline: Longline fisheries (LL) Preliminary statistics (P) or Final statistics (F); Other fisheries (OT) Final statistics (F)

Shall (reporting is compulsory) /may (reporting is voluntary) be reported to the IOTC through the IOTC Secretariat (Sec) or through the Scientific Committee (SC)

* Data for the exclusive use of IOTC scientists, subject to the approval of the data owners and bound by IOTC confidentiality policy (Resolution 98/02); should be provided for scientific use in a timely fashion