e-Maris Quick Start series for CPCs: Reporting system and/or procedures using e-MARIS

Updated: 27/06/2024 14:54:00

What is this guide about?

This quick start guide will explain how you can use e-MARIS to keep up to date with IOTC Reporting Requirements and submit the required information on system and/or procedures.

Overall workflow covered in this guide:

*The details on how to manage your CPC and users, as well as an overview of the e-MARIS Dashboard, are provided in dedicated Quick Start guides available here: **https://iotc.org/e-maris** .*

CONTENT

How to know what you need to report using e-MARIS

IOTC Reporting Requirements are all available in e-MARIS. To consult the list of reporting requirements, you have several options:

- Open the e-MARIS Dashboard to the default Summary tab, and consult the "TO DO" section, which will show you all requirements and reports that you haven't reported yet (conversely the "DONE" section shows you requirements you have already reported).
- Open the e-MARIS Dashboard and go to the Requirements (or Reports) tab to get the complete list of all requirements (submitted or not).
- Open the e-MARIS Dashboard and go to the Calendar tab to see a timeline of reporting requirements, sorted by deadline.
- For requirements that have a reporting deadline, you will receive notifications by email: reminders before the deadline, as defined by the IOTC Secretariat Compliance Section (e.g. 5 days before the deadline), then when the deadline is reached.

Reporting system procedure in e-MARIS: global workflow

Below is the overall workflow for submitting system and procedure in e-MARIS. Each step is detailed in the following sections.

Type of system / procedure

To streamline the reporting on system and/or procedure (SP), 2 requirements have been added to the e-MARIS campaign, they are:

1) **Requirement number: 1.1Aa CQ SystProcedureReporting CoC22cq**
   ➔ **System or procedures to implement IOTC binding reporting obligation - for CPCs to REPORT to the Commission (OR SPR REQUIREMENT)**

A - System or procedures for CPC to REPORT

2) **Requirement number: 1.1Aa CQ SystProcedureVessel CoC22cq**
   ➔ **System or procedures to monitor & ensure compliance of flag VESSELS and persons (OR SPV REQUIREMENT)**

A - System or procedures to monitor & ensure compliance of flag VESSELS

In each requirement, you can identify the type of SP for the requirement (if it is a SPV or a SPR) by the following icons:

SPV		
System or procedures to monitor & ensure compliance of flag VESSELS and persons		
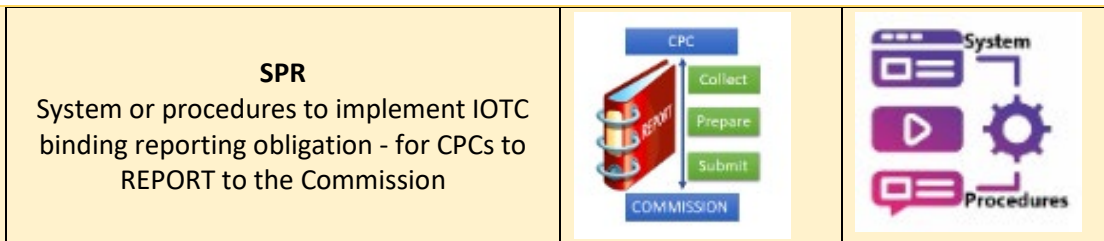
The list of requirements SPV is available in a excel file format available for download,
Download the list of Resolutions/requirements for which you must report on system and procedures (SPV).

> Download the list of Resolutions/requirements for which you have to report on system and procedures (SPV)
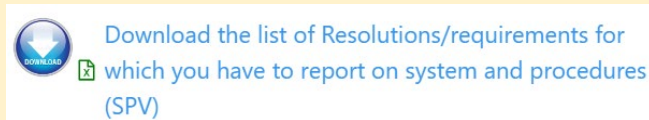
The list of requirements SPR is available in a excel file format available for download,
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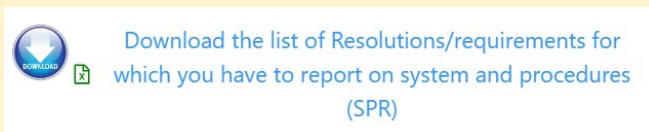
Note: The reporting on SPV includes reporting on SP:
a) To monitor and to ensure compliance of flag vessels and persons with IOTC obligations
Describe how you monitor and ensure compliance of vessels and persons with the OBLIGATIONS.
Describe how you monitor and ensure compliance of vessels and persons with the PROHIBITIONS.
b) Respond to instances of non-compliance of flag vessels and persons
Describe the system or the procedures to respond to instances of non-compliance.
How do you respond to instance of non-compliance of your flagged vessels and persons?
c) Take action in relation to potential infringements of flag vessels and persons
Describe actions in relation to potential infringements.
What actions you can take (by law) in relation to potential infringements of flagged vessels and persons?
The reporting on SPR includes reporting on SP:
a) System or procedures to implement IOTC binding reporting obligations :
(CPC to prepare & submit the data / the reports / the information to declare to the Commission
Describe in general terms the system or procedures to implement IOTC reporting obligations.

Note: The responses to those 2 SP requirements will be part of your Compliance Questionnaire.

STEP 1: **Open the requirement**, from the Dashboard or from an email.
STEP 2: Fill in the required information in (consult the section below for more details):
Section A - System, procedures
This is the section where you must indicate if the requirement is NOT APPLICABLE.
If the requirement is applicable, you must indicate if you have or not system procedure in place to implement such requirement.

Section B - Reporting data and information
This is the section where you make your reporting on information/data/report required by the resolution.

B - Reporting data and information

Section C - Laws, regulations and administrative instructions in force
This is the section where you have to report on your legislation related to the requirement

C - Laws, regulations and administrative instructions in force

STEP 3: **Submit the requirement to the IOTC Secretariat**.

Consult the **dedicated Quick Start Guide** to learn more about the full procedure on Reporting information using e-MARIS.

Section A – System, procedures

Open the e-MARIS URL in your web browser: http://emaris.iotc.org
and enter your username or email and password in the login screen, then click "Submit".
Once logged in, you will land on your CPC's Dashboard.

Consult the **dedicated Quick Start Guide** to learn more about the Dashboard and its components.

Opening a Requirement from the Dashboard
From the Dashboard, you can open a requirement (or a report) to consult, fill and submit it, from several locations:
- Lists of requirements from the dashboard (Tab requirements)
- e-MARIS messages from the dashboard,
- e-MARIS e-MAIL.

Consult the **dedicated Quick Start Guide** to learn more about the full procedure on Reporting information using e-MARIS.

Providing system and/or procedures in a requirement and in the SPV requirement

STEP 1: Open the requirement, from the Dashboard or from a notification email.
The requirement will be displayed in editing mode.
STEP 2: Go to the section A.

A - System or procedures to monitor & ensure compliance of flag VESSELS

STEP 3: Complete the multiple choice.

a) The requirement is NOT APPLICABLE:

Select one of the options: NO - NIL report/Not Applicable

☑ NO – NIL Report / Not Applicable -

If the option ''NO - NIL Report / Not Applicable'' is selected, the Section B and the section C are not required to be completed, you can now submit.

b) <u>The requirement is APPLICABLE:</u>

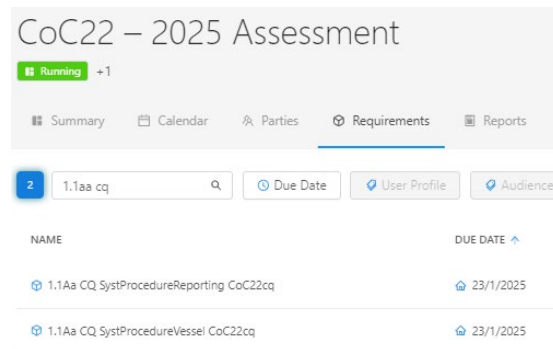Select **ONLY ONE** of the options related to system / procedure:
- ✓ <u>Option 1</u>: NO - CPC has NO system / procedure to monitor compliance with this binding measure, AND NO action in relation to potential infringements.
- ✓ <u>Option 2</u>: YES - CPC has **system AND procedures** to monitor compliance with this binding measure, AND to take action in relation to potential infringements.
- ✓ <u>Option 3</u>: YES - CPC has **ONLY system** to monitor compliance with this binding measure, AND to take action in relation to potential infringements.
- ✓ <u>Option 4</u>: YES - CPC has **ONLY procedures** to monitor compliance with this binding measure, AND to take action in relation to potential infringements.

Example where the option 2 has been selected:

☐ NO - CPC has NO system / procedure to monitor compliance with this binding measure, AND NO action in relation to potential infringements.

☑ YES - CPC has system AND procedures to monitor compliance with this binding measure, AND to take action in relation to potential infringements - It is described in the requirement N° 1.1Aa System or Procedures Vessels RoP AppV

☐ YES - CPC has ONLY system to monitor compliance with this binding measure, AND to take action in relation to potential infringements - It is described in the requirement N° 1.1Aa System or Procedures Vessels RoP AppV

☐ YES - CPC has ONLY procedures to monitor compliance with this binding measure, AND to take action in relation to potential infringements - It is described in the requirement N° 1.1Aa System or Procedures Vessels RoP AppV

Once that one of the above options is selected, save, complete the section B and C, submit and -> *Go to the requirement ''<u>1.1Aa CQ SystProcedureVessel CoC22cq</u>''*, and describe the system or the procedures to monitor and to ensure compliance with <u>this obligation'</u>, describe for 1.a 1b. 1c.

From the dashboard open the requirement named ''1.1Aa CQ SystProcedureVessel CoC22cq'':

Click on the requirement name, it will open the requirement and complete the requirement:

A - System or procedures for Australia to monitor & ensure compliance of flag Vessels and persons
System/Procedure to describe below apply to VESSELS:
a) What are system/procedures to monitor compliance of your flag vessels ?
b) How do you respond to instance of non-compliance of your flag vessels ?
c) What actions you can take (by law) in relation to potential infringements?
Select item(s) in the drop-down menu then DESCRIBE the item(s) in the free text area

Download the list of Resolutions/requirements for which you have to report on system and procedures (SPV)

Reporting template SPV

1. A system or procedures exist for Australia :
a) To monitor and to ensure compliance <u>of flag vessels and persons with IOTC obligations</u>
b) Respond to instances of non-compliance <u>of flag vessels and persons</u>
c) Take action in relation to potential infringements <u>of flag vessels and persons</u>

Complete the section 1 a : *Select option(s) from the drop-down menu* <u>OR</u> *Describe how you monitor and ensure compliance of vessels and persons with the OBLIGATIONS, Describe how you monitor and ensure compliance of vessels and persons with the PROHIBITIONS.*

Describe how you monitor and ensure compliance of vessels with the OBLIGATIONS.

Describe how you monitor and ensure compliance of vessels with the PROHIBITIONS.

Complete the section 1 b : *Select option(s) from the drop-down menu* <u>OR</u> *Describe the system or the procedures to respond to instances of non-compliance, How do you respond to instance of non-compliance of your flagged vessels and persons ?*

b. System or procedures to respond to instances of non-compliance are :

Select option(s) from the drop-down menu below OR describe the system and/or procedures in place and implemented, in the free texts box.

Describe the system or the procedures to respond to instances of non-compliance

How do you respond to instance of non-compliance of your flag vessels ?

Complete the section 1 c: *Select option(s) from the drop-down menu* <u>OR</u> *Describe actions in relation to potential infringements, What actions you can take (e.g. by law) in relation to potential infringements?*

c. Actions in relation to potential infringements are :

Select option(s) from the drop-down menu below OR describe the action(s) in place and implemented, in the free texts box.

Describe actions in relation to potential infringements

What actions you can take (by law) in relation to potential infringements?

Upload documents on system and procedure: *(e.g. upload the completed template SPV).*

Upload documents on system/procedures and/or the template report SPV:

Drag/Upload documents system/procedures 📁   Max file size 50Mb

Upload documents on system/procedures
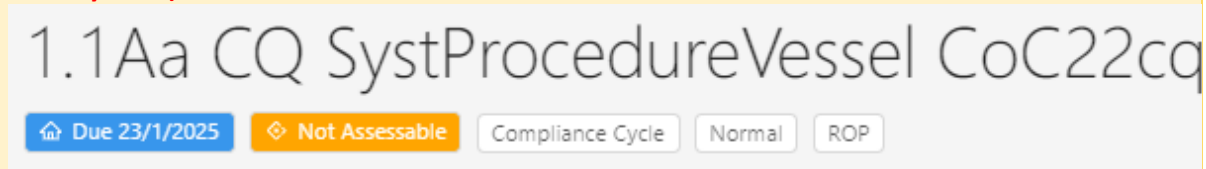

Tips

To guide you, you can use:

- **The list of requirements SPV, available in a excel file format for download,**

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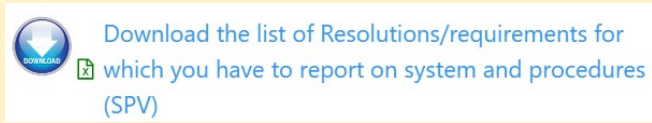
- **A reporting template SPV, available in a word file format for download,**
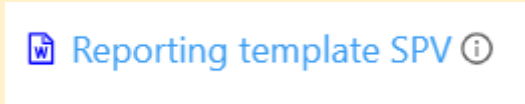
Reporting template SPV

Reporting template SPV ⓘ

<u>**Note:**</u> **Once fully completed for all e-MARIS requirements, you can upload the completed template SPR and then submit (The deadline is identical to the deadline of submission of the Compliance Questionnaire / For the campaign CoC22 – 2025 assessment the deadline is 23 January 2025).**

1.1Aa CQ SystProcedureVessel CoC22cq

🏠 Due 23/1/2025 | ◈ Not Assessable | Compliance Cycle | Normal | ROP

If the template is uploaded, note that its content will be transposed by the Secretariat in the e-MARIS form to make the descriptions available in your compliance questionnaire since the responses to the SPV requirement will be part of your Compliance Questionnaire.

Providing system and/or procedures in a requirement and in the SPR requirement

STEP 1: Open the requirement, from the Dashboard or from a notification email.
The requirement will be displayed in editing mode.

STEP 2: Got to the section A.

A - System or procedures for CPC to REPORT

STEP 3: Complete the multiple choice.

c) The requirement is NOT APPLICABLE:
Select one of the options: NO - NIL report/Not Applicable

If the option ''NO - NIL Report / Not Applicable'' is selected, the Section B and the section C are not required to be completed, you can now submit.

d) The requirement is APPLICABLE:

Select **ONLY ONE** of the options related to system / procedure:
- ✓ Option 1: NO - CPC has NO system / procedure to implement this binding reporting measure.
- ✓ Option 2: YES - CPC has **system AND procedures** to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV.
- ✓ Option 3: YES - CPC has **ONLY system** to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV.
- ✓ Option 4: YES - CPC has **ONLY procedures** to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV.

Example where the option 3 has been selected:

☐ NO - CPC has NO system / procedure to implement this binding reporting measure

☐ YES - CPC has system AND procedure to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV

☑ YES - CPC has ONLY system to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV

☐ YES - CPC has ONLY procedure to implement this binding reporting obligation - It is described in the requirement Nº 1.1Aa System or Procedures Reporting RoP AppV

Once that one of the above options is selected, save, complete the section B and C, submit and -> *Go to the requirement '' 1.1Aa CQ SystProcedureReporting CoC22cq''*, and describe the system or the procedures to implement the binding reporting obligation', describe for 1.a.

From the dashboard open the requirement named *''1.1Aa CQ SystProcedureReporting CoC22cq''*:

Click on the requirement name, it will open the requirement and complete the requirement as detailed below:

A - System or procedures for CPC, `party.name` , to REPORT

The System/Procedure to describe below apply to the CPC : How the CPC prepare the information/data to be reported for the reporting obligations? Check boxes and DESCRIBE the element(s) in the free text box.

Download the list of Resolutions/requirements for which you have to report on system and procedures (SPR)

Reporting template SPR

1. A system or procedures exist to implement IOTC binding <u>reporting</u> obligations - *CPC, `party.name` , to prepare & submit* the data / the reports / the information to be declared to the Commission.

- ☐ NO - CPC has NO system / procedure to prepare & submit the data / the reports / the information to be declared to the Commission. 🔒
- ☐ YES - CPC has a system / procedures to prepare & submit the data / the reports / the information to be declared to the Commission.

Select one of the above options (YES or NO),

Complete the section 1 a: *Describe in general terms the system or procedures to implement IOTC reporting obligations, How CPC prepare & submit the data / the reports / the information to declare to the Commission.*

- ☐ NO - CPC has NO system / procedure to prepare & submit the data / the reports / the information to be declared to the Commission. 🔒
- ☐ YES - CPC has a system / procedures to prepare & submit the data / the reports / the information to be declared to the Commission.

Check one of the options

a. System or procedures to implement IOTC binding <u>reporting</u> obligations :
CPC to prepare & submit the data / the reports / the information to declare to the Commission.

| ☐ NO - No system / procedure | ☐ YES - System and procedures are described below | ☐ YES - System is described below | ☐ YES - Procedure is described below | 🔒 |

| en | Describe in general terms the system or procedures to implement IOTC reporting obligations. | 🔒 |

Upload documents on system and procedure: *(e.g. upload the completed template SPR).*

Upload documents on system/procedures and/or the template report SPR :

Drag/Upload documents system/procedures 📂   Max file size 50Mb

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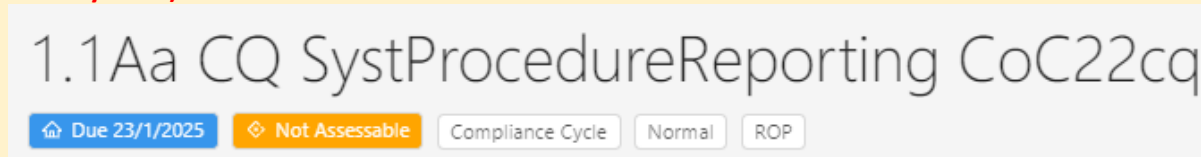| Tips |
| --- |
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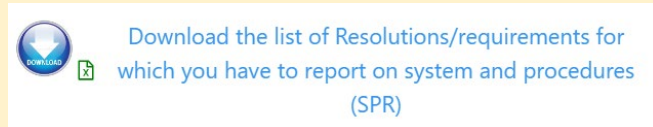
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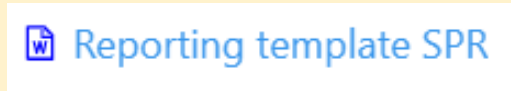
Reporting template SPR

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1.1Aa CQ SystProcedureReporting CoC22cq

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