

e-Marlis Quick Start series for CPCs: Reporting using e-MARIS

Updated: 22/04/2024 06:46:00

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.

Overall workflow covered in this guide:

```

    graph LR
      User[CPC User] -- Opens --> Dashboard[e-MARIS Dashboard]
      User -- "Receives email reminder" --> Dashboard
      User -- "Clicks link in email" --> Dashboard
      Dashboard -- Opens --> Requirement[Requirement]
      Requirement -- Prepares --> Submission[Submission]
      Submission -- "Requests Approval" --> Manager[CPC Manager]
      Submission -- "or" --> Secretariat[IOTC Secretariat]
      Manager -- "Approves and Submits" --> Secretariat
      Secretariat -- "Submits" --> Secretariat
  
```

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.

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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. 30 days then 5 days before the deadline), then when the deadline is reached.

These options for consulting reporting requirements are described in the next sections.

Reporting information in e-MARIS: global workflow

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

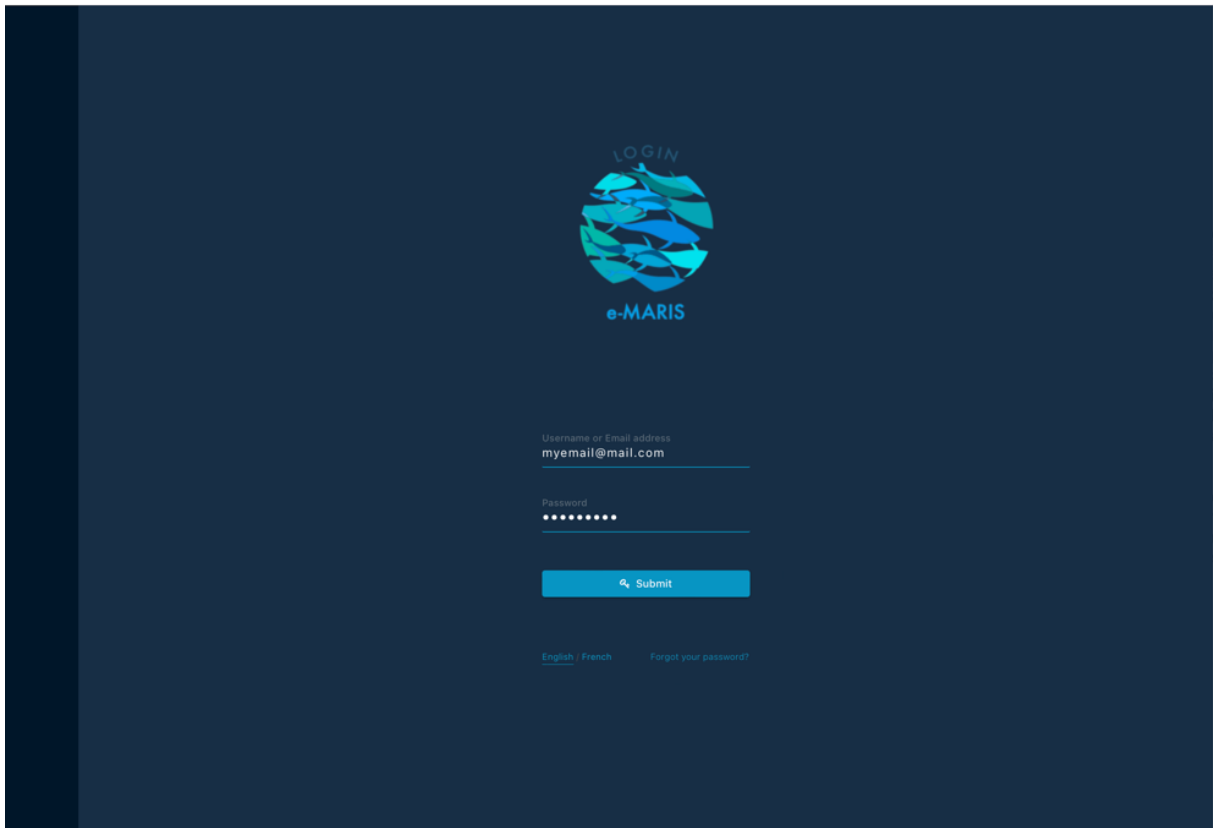
- STEP 1:** **Open the requirement**, from the Dashboard or from an email.
- STEP 2:** Fill in the required information
- STEP 3:** **Save your work**, as a draft, which allows you to come back to it later, if needed.
- STEP 4:** **Request Approval**, if your CPC has an internal approval process in place.
- STEP 5:** **Make any changes as requested**, if your request for approval was rejected by your manager.
- STEP 6:** **Submit the requirement to the IOTC Secretariat**, (if your draft has been approved when there is an internal approval process).
- STEP 7:** **Get feedback from the IOTC Secretariat, including assessment.**
- STEP 8:** **Do a new submission**, if needed.

Accessing the Dashboard

- STEP 1:** 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".



Note that once connected, the application will keep you logged in for several days, unless you log out manually.

Once logged in, you will land on your CPC's Dashboard.

STEP 2: The Dashboard Summary tab will be displayed.

| NAME | DUE DATE | CURRENT STATUS | LAST UPDATED |
|--------------------------------|-----------|----------------|--------------|
| 13/05 Whale sharks nets | 30/6/2022 | | |
| 15/03 VMS report | 30/6/2022 | Pending | 6 days ago |
| 19/06 LSTLV TRX | 15/9/2022 | | |
| 18/03 Info on IUU vessels | 3/1/2022 | | |
| 14/05 Foreign vessels denied | 15/1/2023 | | |
| 19/06 Results Investigations | 11/2/2023 | | |
| 14/05 Foreign vessels licensed | 15/2/2023 | | |
| 19/07 Charter Agreements | 28/2/2023 | | |

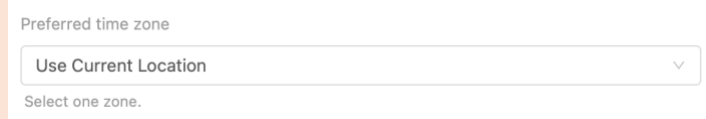
Consult the **dedicated Quick Start Guide** to learn more about the Dashboard and its components.

Deadlines, submission dates and time zones in e-MARIS

As per the IOTC Compliance process, *deadlines for submission of required information and report have always been defined in the IOTC Secretariat time zone, i.e. UTC+4.*

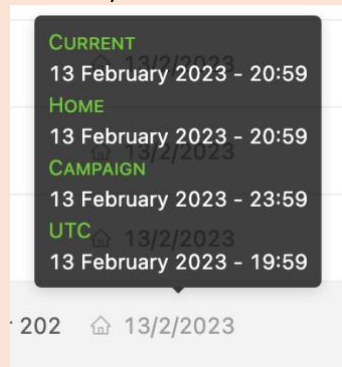
In order to facilitate the work of CPCs, e-MARIS allows you to see a deadline (or any other date) in several time zones: your "**current**" zone (based on your current geographical location, as determined by your computer IP address –*which can be incorrect if you use a VPN*), your "**home**" zone (defined in your user settings), the "**campaign**" zone (defined as Seychelles or UTC+4) and the "**UTC**" zone (i.e. GMT).

All deadlines and dates are displayed in the **Preferred time zone** defined in your User profile.



Be aware that deadlines are generally defined as "*before the end of the day in Seychelles*", meaning that 13/02/2023 means "13/02/2023 23:59 UTC+4".

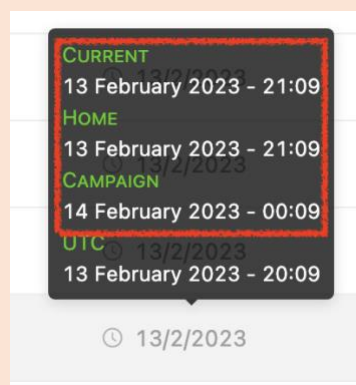
You can see the **date and time** of a deadline or submission date by hovering your mouse above the date. A tooltip will show you the date and time in the various time zones (example with current and home time zones being Paris, or UTC+1):



This explains why you might see a deadline of 13/02/2023, submit on 13/02/2023 at 21:09 in your own time zone, and see a timeliness assessed as Late.



This is because in that case the deadline (13/02/2023 23:59 UTC+4) converted to your time zone is 13/02/2023 20:59 UTC+1, and you submitted on 13/02/2023 21:09 UTC+4, 10' after the deadline.



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 any list of requirements (e.g. "TO DO" on the Summary tab, the Calendar tab or the Requirements tab), click on a requirement name to open it for edition and submission.

10.4 Authorised institutions 15/12/2022

December 2022

Thursday 15 December

Requirement Deadline for 10.4 Authorised institutions

January 2023

Searching and filtering

On e-MARIS screens showing you list of items, you can usually search or filter them using the Filter bar at the top of the list.

26 search ... Status Compliance Timeliness Due Date

It shows you:

- **Number of items** currently displayed
- **Text box:** enter any text to search the list for matching results
- **Contextual filter menus:** these are displayed depending on the list you are looking at, and clicking one shows you the available values, which you can select or deselect.

When you apply some filters, the list of matching results and the number of results update in real time.

| NAME | DUE DATE | TIMELINESS | LAST SUBMITTED | COMPLIANCE | CURRENT STATUS | LAST UPDATED | VERSIONS |
|-------------------------|-------------|------------|----------------|------------|----------------|--------------|----------|
| 01/06 BET annual report | No Due Date | On Time | 31/3/2022 | Compliant | Submitted | 5 months ago | 1 |
| 01/06 BET forms EDITED | No Due Date | On Time | 24/6/2022 | Compliant | Submitted | 4 months ago | 1 |

To reset all filters, simply click on the "-" icon on the right.

Due Date -

Note: Selecting several entries in the same filter applies an "OR" logic while selecting entries in separate filters applies an "AND" logic (e.g. Typing "BET" in the text field then selecting "Compliant; Partially compliant" in the Compliance filter as well as "On time" in the Timeliness filter will show all submissions related to BET, assessed as Compliant or Partially compliant and that have been submitted on time.

- **Messages:** When a reminder is sent about a requirement deadline, it will appear as in the Latest Messages section of the Summary tab and in the Messages tab. Click on the title bar of the message to open the relevant requirement.

UNREAD 11/02 DAMAGED BUOYS SUBMISSION


e-MARIS 23 August 2022 - 14:32

Opening a requirement from a notification email

When a reminder is sent about a requirement deadline, you will receive it as an email at the address you used to register your e-MARIS account.

From: emaris-staging <emaris@iotc.org> Show headers ▾
Subject: **2023 Assessment: 10.4 Authorised institutions is due 3 weeks from now**
To: Australia Manager <email@myemail.com>

HTML Plain text Source MIME



2023 ASSESSMENT

10.4 Authorised institutions is due 3 weeks from now
Submissions are expected by Thursday, December 15, 2022.

[Open Requirement in e-MARIS](#)

This is an automated email, please do not reply directly to it.
To control which emails you receive, specify topics of interest in your [profile](#).
[Go to e-MARIS](#)

The email contains the following information:

- Up top: the title of the Campaign to which the requirement belongs
- In the middle: the title of the reporting requirement, along with when it is due
- At the bottom: a button allowing you to open the requirement in e-MARIS

Simply click the "Open Requirement in e-MARIS" button and it will open e-MARIS in your web browser, on a page allowing you to edit then submit the requirement.

Editing a requirement

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

e-MARIS / Dashboard / 2023 Assessment / Requirements / 10.4 Authorised institutions / Latest 27 November 2022 - 14:58 Australia Manager

Resolution 01/06 – Information on authorised institutions and personnel

Source: Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme

Due 15/12/2022 CMM Compliance Cycle Normal

Data Submission History Messages English Save

Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme – Information on authorised institutions and personnel

General Information

Information required: information on validation of statistical documents - national authorities and authorized officers

Paragraph 2 & 3:
2. The IOTC Bigeye Tuna Statistical Document must be validated by a government official or other authorised individual or institution of the flag State of the vessel that harvested the tuna, or, if the vessel is operating under a charter arrangement, by a government official or other authorised individual of the exporting state, and;
The IOTC Bigeye Tuna Re-export Certificate must be validated by a government official or other authorised individual or institution of the state that re-exported the tuna.
3. Each Contracting Party shall provide to the IOTC Executive Secretary sample forms of its statistical document and re-export certificate required with Bigeye tuna imports and information on validation in the format specified in Annex IV, and inform him/her of any change in a timely fashion.

Application

This requirement is applicable to CPCs catching and exporting frozen bigeye tuna.

Reporting obligation [CR N°10.4, CQ](#)

Note: Your response to this requirement will be used by e-MARIS to compile your country reports: Compliance Questionnaire and Compliance Report.

1. A system for validating export and re-export of frozen bigeye tunas exists:

To facilitate the use of e-MARIS and the reporting of required information, each requirements have all been built following the same structure.
Below is an example based on the "CoC20 - 2023 Assessment" Campaign.

e-MARIS / Dashboard / 2023 Assessment / Requirements / 10.4 Authorised Institutions / Latest 27 November 2022 - 14:56 Australia Manager

Resolution 01/06 – Information on authorised institutions and personnel 1

Source: Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme

2 3

4

Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme – Information on authorised institutions and personnel

General Information

Information required: information on validation of statistical documents - national authorities and authorized officers

Paragraph 2 & 3:
 2. The IOTC Bigeye Tuna Statistical Document must be validated by a government official or other authorized individual or institution of the flag State of the vessel that harvested the tuna, or, if the vessel is operating under a charter arrangement, by a government official or other authorized individual of the exporting state, and;
 The IOTC Bigeye Tuna Re-export Certificate must be validated by a government official or other authorized individual or institution of the state that re-exported the tuna.
 3. Each Contracting Party shall provide to the IOTC Executive Secretary sample forms of its statistical document and re-export certificate required with Bigeye tuna imports and information on validation in the format specified in Annex IV and inform him/her of any change in a timely fashion.

Application

This requirement is applicable to CPC's catching and exporting frozen bigeye tuna.

Reporting obligation CR N°10.4, CQ

Note: Your response to this requirement will be used by e-MARIS to compile your country reports: Compliance Questionnaire and Compliance Report.

1. A system for validating export and re-export of frozen bigeye tunas exists:

Yes
 No

Check one of the options

2. The information on validation of statistical documents, the National authorities and authorized officers, have been reported/updated in 2022:

Yes
 No

Check one of the options

If NO, upload the information on validation of statistical documents (National authorities and authorized officers) in the UPLOAD section.

Note: You can find your last submission here: <https://iotc.org/statdoc/user>. If there are some updates on validation of statistical documents, the National authorities and authorized officers, upload them here using the template report provided in the capacity building section.

This requirement is not applicable

CPC did not export/re-export frozen bigeye tunas in N/A
 No large scale tuna longline vessels on the IOTC Record of Authorized Vessels in N/A

Please select the reason why this requirement does not apply

Information from the IOTC Secretariat

Remarks from the IOTC Secretariat

Drag or choose one or more files. Max file size 20Mb

Restricted for the Secretariat only

Remarks from the IOTC Secretariat

en Normal + B Z U III % X A D

fr Normal + B Z U III % X A D

Restricted for the Secretariat only

Legal Obligation

Provide information on the status of the transposition of the CMM requirement into the National Legislation

1. Provide the reference of laws, regulations and administrative instructions in force related to this requirement:

en Normal + B Z U III % X A D

fr Normal + B Z U III % X A D

2. Provide the text of laws, regulations and administrative instructions in force related to this requirement:

en Normal + B Z U III % X A D

fr Normal + B Z U III % X A D

Note: All laws, regulations and administrative instructions in force must be uploaded in the requirement "IOTC Agreement - Legal obligation – Transposition of IOTC Conservation and Management Measures into national legislation"

Upload

Submission of your Report/data/information related to the CMM requirement:

1. Upload your completed report/data/information

Drag or choose one or more files. Max file size 20Mb

2. Enter any comments/remarks about your submission and the implementation of this requirement:

en Normal + B Z U III % X A D

fr Normal + B Z U III % X A D

Capacity Building

Manual and Guidelines:

[IOTC CMMs manual B - Implementation of IOTC CMMs - Entailing reporting obligations](#)

Implementation Sheet:

[I-Sheet - Resolution 01/06 - BET statistical documentation](#)

Reporting Template

[Reporting template for Resolution 01/06 - Update to validation information](#)

Assessment Criteria

Your reported on/year assessed: 2022

- Assessment - Context: (Break of assessment), (Observations)
- Compliant (C): CPC has provided information on authorised institutions and personnel. E.g.: Last update (Date).
- Partially Compliant (PC): CPC has provided information on authorised institutions and personnel but some information missing. E.g.: Last update (Date); Missing information (X)
- Non Compliant (NC): CPC has not provided information on authorised institutions and personnel. E.g.: Mandatory information not provided: Exported [X] kg to [Country code].
- Not Applicable (NA): CPC does not export BET, or does not have authorised or active LSTLV. E.g.: No authorised or active LSTLV.


Notes:

- Result of assessment: Causes mentioned above are not exhaustive and are only examples; other causes can apply depending of the context and information available.
- Observations mentioned above are not exhaustive and are only examples; other observations can apply depending of the context and information available.

Note: Your response to this requirement may be used to compile other reports as agreed by the Commission and its Committees.

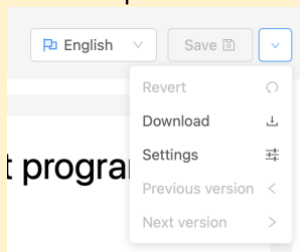
5 6 7 8 9 10

Sections 1-3 are common to all requirements.

1. **Requirement header** : this includes the title of the requirement, its source (which IOTC text it is defined in), as well as some information such as its deadline, the type of source (CMM, RoP, Agreement...) etc.
2. **Tab bar**: The tab bar includes the following tabs:
 - a. **Data**: this is where you can consult the reporting requirement details and provide the relevant information.
 - b. **Submission history**: this will show you a timeline of the submissions for this requirement.
 - c. **Messages**: this is where you can send and receive messages relevant to this specific requirement.
3. **Tools**: this set of buttons allows you to 1) switch the display between English and French, Save your work (or, once saved, Submit or Request approval, see below) or perform various actions using the Action menu ()

The Action menu

When you open a requirement, whether it has already been submitted or not, the Action menu in the top right gives you access to a number of options:



- **Revert**: this allows you to cancel all changes that you haven't saved yet and revert the draft submission to its last saved version.
- **Download**: this allows you to download a PDF version of the requirement (including its content).
- **Settings**: this is only accessible to CPC managers and allows them to override the default approval lifecycle setting for just this requirement.
- **Previous** and **next version**: this allows you to switch between successive submissions of this requirement (can also be achieved by consulting the "Submission history" tab)

Sections 4-9 cover the reporting requirement itself, and their content can change depending on the requirement.

4. **General information** about the requirement: this usually contains an extract from the text of the source of the requirement, where the information required is laid out. Following that, the application of the requirement is detailed.
5. **Reporting obligation**: this section starts by indicating the reference of the requirement in the Compliance Report, then lists all the information that needs to be provided as part of this requirement. Information can be provided in various forms (see the below for details).
6. **Information from the IOTC Secretariat**: this section is reserved for the IOTC Secretariat to provide potential remarks about this requirement in relation to your CPC.
7. **Legal Obligation**: this section is where you will provide information on the references and content of laws, regulations and administrative instructions in force related to this requirement.
8. **Upload**: this is where you need to upload your completed report/data/information, and provide any relevant comments.

9. **Capacity Building:** this section offers you links to download the Reporting Guidelines for IOTC Reporting Requirements, the Implementation Sheet, if available, and any reporting template, if available.

Reporting templates

Most requirements offer Reporting Templates to download in the Capacity Building section. Those can be of two kinds:

- The **Requirement reporting template**, which is similar in structure to the e-MARIS requirement form. This is so, should you not wish to fully submit your information through the e-MARIS form, you can download a Word version, fill it, then upload it in e-MARIS. *We strongly encourage you to fill the e-MARIS form instead.*
- **Data/information reporting templates**, which are standard format documents to report information, such as a List of authorized vessels $\geq 24m$, or the IOTC Port Inspection Report form. *We strongly encourage you to fill these, then upload them back in e-MARIS.*

Section 10 relates to the assessment of compliance with the requirement.

10. **Assessment criteria:** this section gives you information on which year will be assessed for the next Compliance Report, and details the assessment criteria that will be applied.

STEP 2: Fill in the required information: there are several ways to provide information when editing a requirement in e-MARIS:

1. Radio buttons or checkboxes: simply check one or more boxes depending on what applies to your CPC.

1. A system for validating export and re-export of frozen bigeye tunas exists:

Yes

No

Check one of the options

2. Text input fields: type in your answer or explanation; some fields are available in two languages (you only need to fill in your own language, but can provide translation if you want), or offer rich text editing (bold, italics etc).

Please enter any comment about your submission

Normal **B** *I* U

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Pellentesque risus velit, bibendum vitae ultrices eu, placerat suscipit neque. Phasellus tempus varius elit eu vulputate. Suspendisse ultricies lorem eros, a blandit massa molestie convallis. Proin et leo commodo, mollis ligula nec, tempus diam. Curabitur iaculis varius condimentum.

Phasellus tincidunt magna hendrerit massa laoreet semper. Mauris sapien augue, accumsan vitae vulputate nec, fringilla sed mauris.

Proin et tristique eros. Quisque vel erat nec diam dictum convallis nec id nisl. Mauris semper, elit in facilisis fringilla, sapien odio **vestibulum mi, et ornare massa** ante sed quam.

3. File upload section:

Please upload the list of LSTLVs that transhipped in the previous year

Drag or choose one or more files. Max file size 20Mb

To add a file, simply drag and drop it from your computer's file manager, or click the "folder" icon to open your computer file browser.

If you need to upload more than one file, simply repeat this operation.

If you need to remove a file you have added, click the " " icon.

Please upload the list of LSTLVs that transhipped in the previous year

AUS_Report.docx

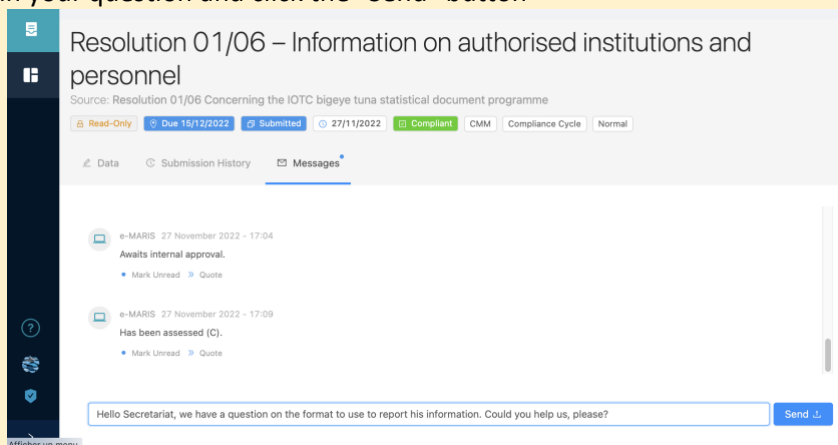
Drag or choose one or more files. Max file size 20Mb

Asking about a Reporting Requirement to the IOTC Secretariat

If you have any question related to a specific requirement (e.g. you need clarification on the exact information to report, or what to do in case of nil report, or what data format to use), start by looking at the "Capacity Building" section of the requirement, which will contains links to useful resources (see above).

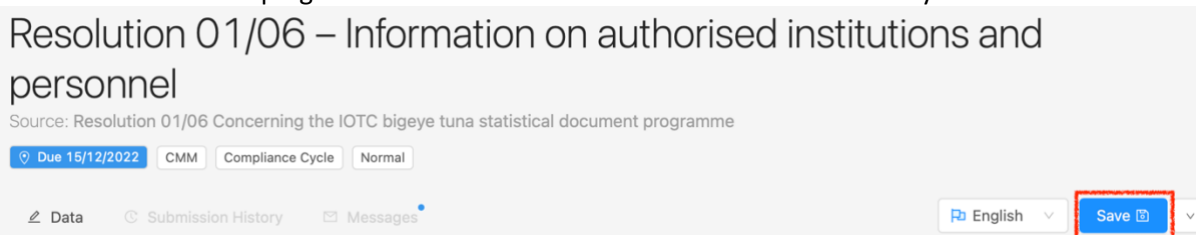
If you still have questions, we encourage you to use the in-app messaging system:

1. Open the relevant requirement.
2. Go to its Messages tab.
3. Type in your question and click the "Send" button



4. Your message will be sent to the IOTC Secretariat (both in-app and by email; you will also receive a copy by email).
5. The IOTC Secretariat can then answer to your question by in-app message, or any other means, as necessary

STEP 3: Save your work: as soon as you have made some changes to a requirement, the Save button in the top right of the screen will become active. Click it to save your work.



This will save your work on this requirement submission as a Draft, as indicated by a badge in the header of the requirement, as well as in any screen listing requirements.

Header:



Dashboard To Do list:

You can resume editing a Draft at any time.

Note that once you have saved a draft, the Save button changes to Submit or Request Approval, depending on whether your CPC has implemented an internal approval process or not. See below for more on this.

As soon as you do any change to the saved Draft, the button changes back to Save: you cannot Request approval or Submit if you have unsaved content.

Permissions

You might not be able to edit a requirement, as all its content-entry fields will be deactivated and read-only:

1. A system for validating export and re-export of frozen bigeye tunas exists:

Yes

No

Check one of the options

This is because your user profile has not been assigned permission to edit/submit this requirement. This is indicated by a "read only" badge below the requirement title.

If you think this is an error, consult the person in charge of managing the e-MARIS users for your CPC.

Requesting approval for a draft submission

Your CPC can implement in e-MARIS an internal approval process, meaning that only managers can submit requirements to the IOTC Secretariat. Other CPC staff can prepare submissions and request approval for them.

STEP 1: **Request approval:** once you are certain that you provided all the required content and have saved your work, click the "Request approval" button.

Resolution 01/06 – Information on authorised institutions and personnel

Source: Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme

Due 15/12/2022 Draft CMM Compliance Cycle Normal

Data Submission History Messages

English Request Approval

This makes the submission available for internal approval. Afterwards, you will not be able to make further changes until the submission has been approved or rejected.

The manager(s) in charge of your CPC will be notified that this submission is awaiting approval, and the requirement will be marked as "Pending".

Resolution 01/06 – Information on authorised institutions and personnel

Source: Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme

Read-Only Due 15/12/2022 Pending CMM Compliance Cycle Normal

10.4 Authorised institutions 15/12/2022 TBC Pending a minute ago 1

STEP 2: Review approval requests: if you are a CPC manager, you can review submissions pending approval. You will receive an email notification (as well as an in-app message) about each pending submission, and you can also consult the list of requirements (you can even show just the pending submissions by using the "Status" filter).

2023 Assessment

Running Compliance Cycle

Summary Calendar Requirements Reports Messages Shared 2023 Assessment

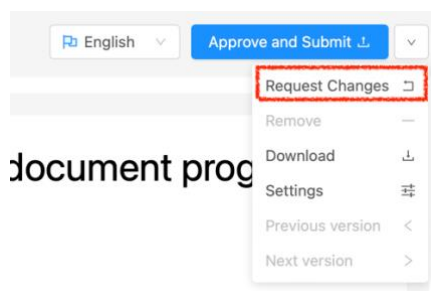
search ... Status Compliance Timeliness Due Date

| NAME | TIMELINESS | LAST SUBMITTED | COMPLIANCE | CURRENT STATUS | LAST UPDATED | VERSIONS |
|---------------------------|------------|----------------|------------|----------------|---------------|----------|
| 15/03 VMS report | | | Late | Pending | 6 days ago | 1 |
| 10.4 Authorised instituti | 2 | TBC | | Pending | 3 minutes ago | 1 |

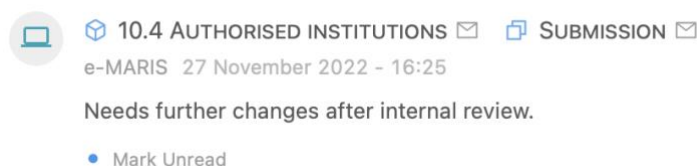
Select all Submitted Pending Draft Missing N/A

Click on a pending submission to consult its content. Review it and, once done, you have two options:

- The content of the submission is satisfactory:** it is ready to be sent to the IOTC Secretariat. See [below](#).
- The content of the submission is not satisfactory:** changes need to be made to the submission by the author (or by yourself). Click the Action button and select the "Request Changes" button.



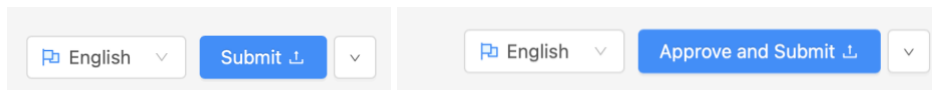
Once confirmed, the pending submission will be reverted as a Draft and a message and email notification will be sent informing the author that changes are needed.



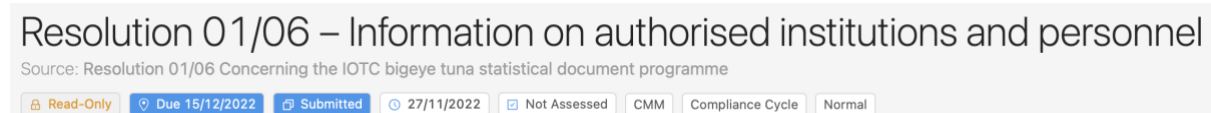
The requirement is now ready to receive the requested changes, then to be submitted again for approval.

Submitting a requirement

STEP 1: Submit or Approve and Submit (the latter applicable only if your CPC implements an internal approval process): Once you are satisfied with a saved draft, and/or you have validated a request for approval, click the "Submit" or "Approve and Submit" button to send the requirement submission to the IOTC Secretariat.

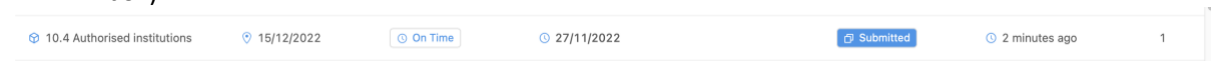


STEP 2: The requirement is now submitted



The following happens to a submitted requirement:

- It is marked "Submitted" in the application, its date of submission is recorded and the timeliness of its submission is assessed versus the deadline (see the "Submission badges" box).







- It is now locked and marked as "Read only" and cannot be edited anymore (unless you do a "New Submission", see below)
- the IOTC Secretariat is notified and can review its content.



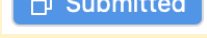
Submission badges

e-MARIS used visual badges to give at glance information on requirement submissions. These badges are displayed in lists of requirements, in calendars as well as in the requirement details pages.

Timeliness:

-  : the requirement timeliness is not available (e.g. the requirement has no due date or the requirement has a due date in the future and has not been submitted yet);
-  : the requirement was submitted on time (i.e. before the deadline)
-  : the deadline for the requirement has passed and the requirement was submitted after the deadline or not submitted at all.
-  : the deadline for the requirement has passed, the requirement has not been submitted and the IOTC Secretariat section has definitively marked it as missing.

Current Status:

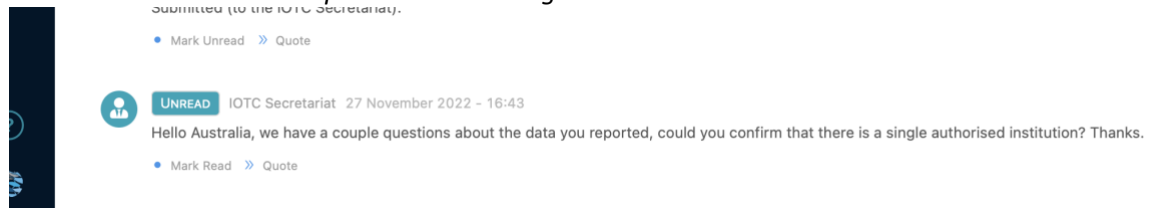
-  : there is a requirement saved as a draft, but it hasn't been submitted yet
-  : this requirement is awaiting internal approval by a Party manager
-  : this requirement has been submitted to the IOTC Secretariat.

Getting Feedback from the IOTC Secretariat

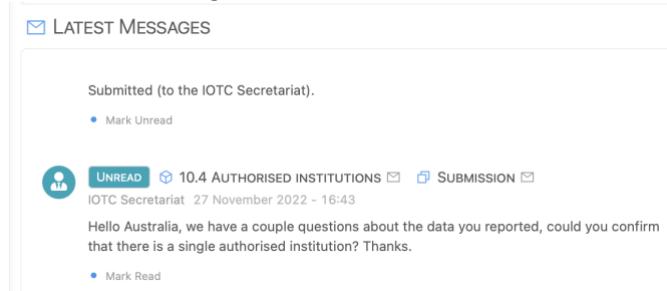
Feedback from the IOTC Secretariat can take two forms:

1. **Request for additional information:** once the IOTC Secretariat staff have reviewed your submission, they might have questions or need additional information. If so, they will contact you using an in-app message, which you will receive in your Messages as well as by email.

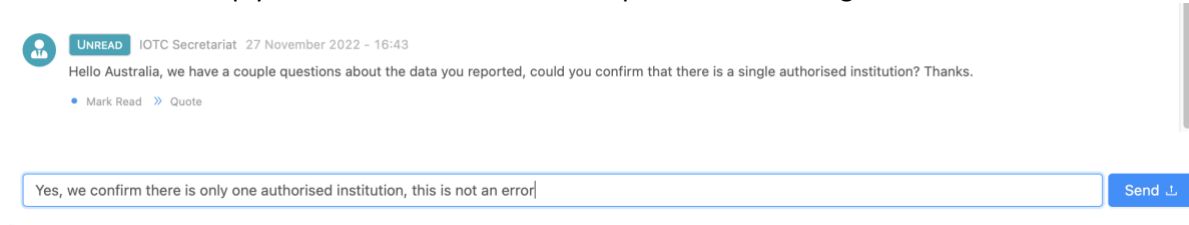
In the relevant Requirement's Messages tab:



In the Dashboard's Latest Messages section:

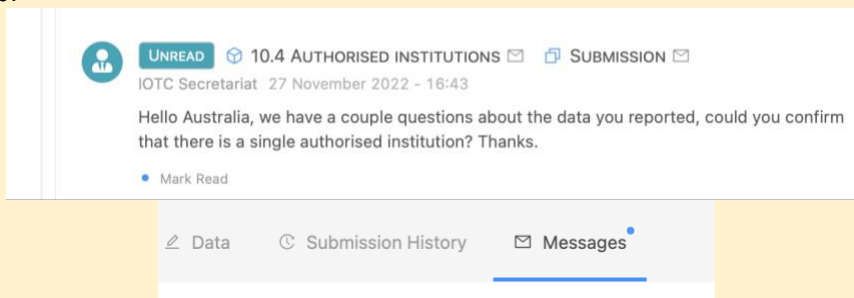


You can reply to this feedback from the Requirement's Messages tab:

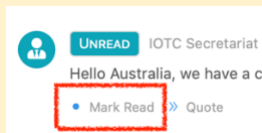


Marking a message as Read

Messages received are marked with an **UNREAD** badge and trigger the display of a **blue dot** on the Messages tab:



Once you have dealt with a message from the IOTC Secretariat, mark it as Read by clicking on the "Mark read" button, so all your co-workers will know this doesn't need to be addressed anymore.



In an email:

From emaris-staging <emaris@iotc.org> Show header
Subject **2023 Assessment: New message about 10.4 Authorised institutions.**
To Australia Manager <email@myemail.com>

HTML Plain text Source MIME



2023 ASSESSMENT

About Resolution 01/06 – Information on authorised institutions and personnel

Hello Australia, we have a couple questions about the data you reported, could you confirm that there is a single authorised institution? Thanks.

IOTC Secretariat

[View message in e-MARIS](#)

This is an automated email, please do not reply directly to it.
To control which emails you receive, specify topics of interest in your profile.
IOTC e-MARIS

2. **Compliance assessment:** once your submission has been received (and in view of preparing the Draft Compliance Report), the IOTC Secretariat Compliance section can assess its compliance with the relevant reporting requirement, and based on the relevant assessment criteria. This will take the form of a Compliance level and an Official observation (both will appear in the Compliance Report). This will be communicated to you through by an in-app message as well as by email.

Resolution 01/06 – Information on authorised institutions and personnel

Source: Resolution 01/06 Concerning the IOTC bigeye tuna statistical document programme

Read-Only Due 15/12/2022 Submitted 27/11/2022 Compliant CMM Compliance Cycle Normal

Data Submission History Messages Current Submission English View Assessment

Click on the "View Assessment" button to consult the details of the Compliance and Timeliness Assessment.

Assessment

Compliance
Compliant

Timeliness
Compliant

Assessed on
03 February 2023 - 11:13 (a few seconds ago)

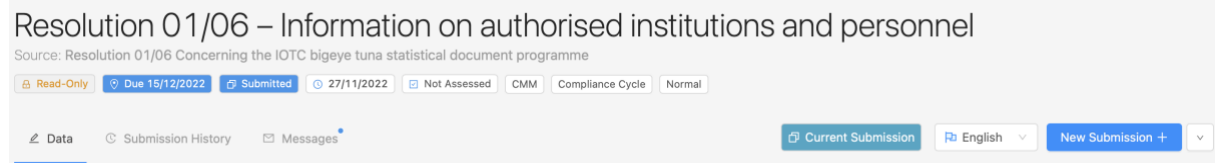
Comment
No comments provided.

Official Observation
All information provided as per requirements.

Doing a new Submission

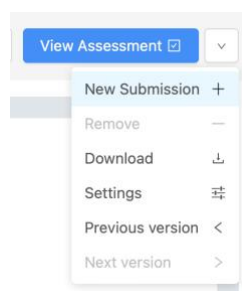
If you have updated information or the IOTC Secretariat has asked to submit additional details about your submission, you can do a new submission.

STEP 1: Open the submission: it is marked Read only and you cannot change it.



STEP 2: Click the "New Submission" button: this will open a new version of your submission, including any information entered and files attached from the previous submission.

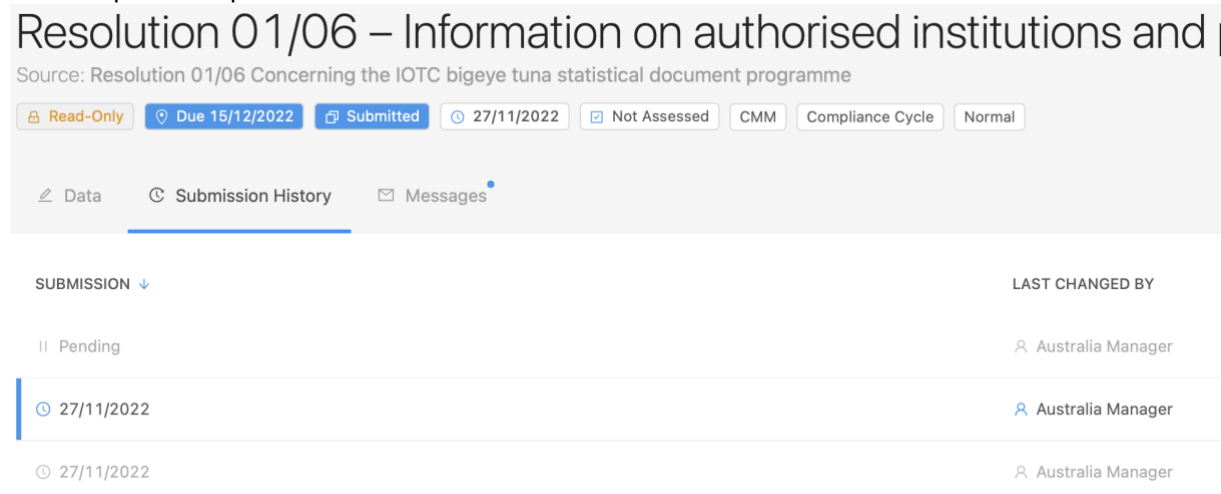
- If your submission hasn't yet been assessed by the IOTC Secretariat, you will see the "New Submission" button in the top right corner of the submission.
- If your submission has already been assessed by the IOTC Secretariat, you will see the "New Submission" button under the "Actions button" in the top right corner of the submission:



STEP 3: Update the information as needed.

STEP 4: Request approval (if applicable).

STEP 5: Submit the requirement: the new submission will be added to the Submission history and will replace the previous one as the Current submission.



You can consult previous versions by clicking on them in the Submission history. The version that you are currently viewing is indicated by a blue line to the left of its date.

Submissions assessed as Not Applicable block new submissions

Note that if the Secretariat Compliance Staff has assessed one of your submissions as *Not Applicable*, you will not be able to do any new submission for the relevant requirement (the requirement will be marked *Read-only*).