

e-MARIS Quick Start series for CPCs: Your Compliance

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What is this guide about?

This quick start guide will explain to you, a CPC user, how you can consult your Compliance levels.

The details on how to manage your CPC and users, how to use the Dashboard and submit reporting requirements in e-MARIS are provided in dedicated Quick Start guides, available here: <https://iotc.org/e-maris>.

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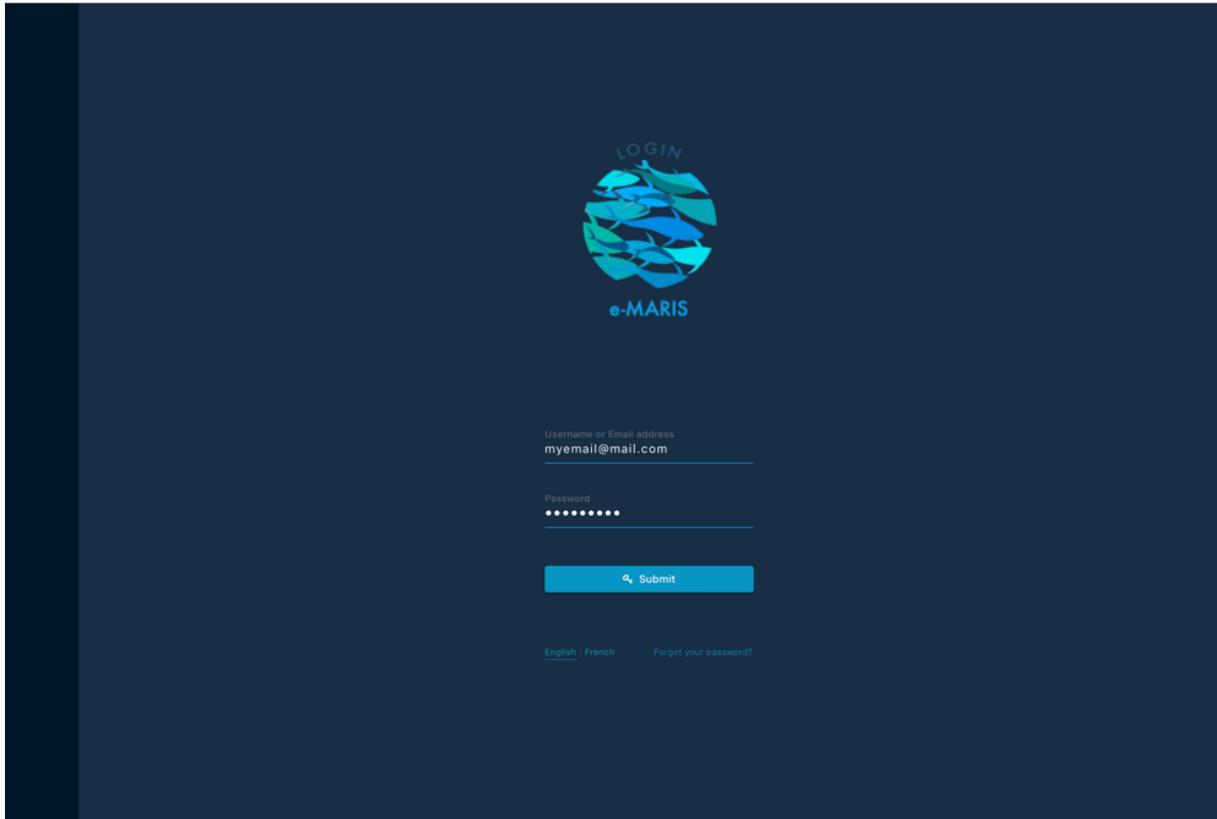
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Accessing the Dashboard

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: See the sections below to learn about the Dashboard.

The e-MARIS Dashboard in a nutshell

The screenshot shows the e-MARIS Dashboard for the 2023 Assessment. The interface includes a top navigation bar (1) with the breadcrumb 'e-MARIS / Dashboard / 2023 Assessment / Summary', a status bar (2) displaying '21 November 2022 - 16:18' and 'Australia Manager', a main header (3) for '2023 Assessment' with a 'Running' status, a dashboard tabs bar (5) with 'Summary', 'Calendar', 'Requirements', 'Reports', 'Messages', and 'Shared', a campaign switcher (4) set to '2023 Assessment', and a main content area (6) with 'SUBMISSION RATES' (0%), 'TO DO' list, and 'LATEST MESSAGES'. The sidebar (7) is visible on the left.

The e-MARIS Dashboard is your central hub for all the IOTC Reporting Requirements.

It is made of the following components:

1. The Location bar: this shows you where you are in e-MARIS, and you can click on it to quickly navigate back to a higher level.
2. The Status bar: this shows you the time in your selected time zone, the name of the user you are connected as, as well as two action buttons, Focus Mode and User Menu.
3. The Current Campaign: this shows you the name of the campaign you are currently viewing in the Dashboard, and whether it is running or not.
4. The Campaign Switcher: this allows you to switch the Dashboard to another campaign.
5. The Dashboard Tabs Bar: Click on any of the tabs to consult their content
6. The Content: changes depending on the tab you are in.
7. The Sidebar: Shows you in which application you are (top icon) and allows you to switch to the Administration Console (🔒) or to open the IOTC website (🌐).

How to use the Dashboard

If you need detailed information on how to use the Dashboard, please consult the dedicated Quick Start Guide available here: <https://iotc.org/e-maris>.

Compliance assessment in e-MARIS

Once you have submitted a requirement or report that is to be assessed for the next Compliance Committee meeting, the IOTC Secretariat Compliance Section staff will review your submission (and, if needed, will ask you for more details) then will process to assessing it on two aspects:

- **Timeliness:** this indicates whether your submission was done on time or not, based on the deadline for submission.

Timeliness assessment

When you do a submission, e-MARIS automatically evaluates its timeliness, by comparing the deadline for submission and the time at which you submitted it. This is the "**natural timeliness**". If you submit before the deadline, the submission will be marked as "**On Time**". If you submit after the deadline, the submission will be marked as "**Late**". If the requirement doesn't have a deadline, the submission will be marked as "**Not applicable**".

When the IOTC Compliance Section staff assesses your submission, they can override the natural timeliness with an "Assessed Timeliness". The timeliness can be assessed as:

- **Not applicable:** when the requirement has no deadline
- **Late:** when the requirement was submitted after the deadline
- **Non Compliant:** when the requirement was not submitted
- **Compliant:** when the requirement was submitted on time
- **Partially Compliant:** for specific cases such as a requirement that has been partially submitted on time

- **Content (compliance):** this indicates whether the content of your submission complied with the requirement.

Content (Compliance) assessment

When the IOTC Compliance Section staff assesses your submission, they will determine whether the content of your submission is compliant with the reporting requirements. The content can be assessed as:

- **Compliant:** when the submission content complies with the reporting requirement
- **Not applicable:** when the requirement doesn't apply to your CPC
- **Partially Compliant:** when the submission content only partially complies with the reporting requirement
- **Not Compliant 1, Not Compliant 2:** when the submission content does not comply with the reporting requirement (two levels)
- **Capacity building:** the CPC is benefiting from an IOTC capacity building activity intended to address the implementation with this obligation

For more details, you can refer to this document on the IOTC website: [REVISED COMPLIANCE ASSESSMENT CRITERIA – APPENDIX V, IOTC RULES OF PROCEDURE \(2023\)](#).

The Timeliness and Compliance assessment is communicated in several ways in e-MARIS.

Email

When the IOTC Compliance Section staff has assessed your submission, you will be notified by an email, mentioning the relevant requirement, the assessment given and any Official observation.

From emaris-staging <emaris@iotc.org>
Subject CoC20 – 2023 Assessment - Australia: Submission for "12/04 Interactions turtles" has been assessed (PC).
To Youpi Test <sasfsdfs@gmail.com>

Show headers ▼

HTML Plain text Source MIME



CoC20 – 2023 Assessment
AUSTRALIA

Submission for Resolution 12/04 Data on interactions with marine turtles has been assessed (PC).

The evaluation includes a score, an official observation and any comments provided by the IOTC Secretariat.

Open submission in e-MARIS

Official Observation

Some information not provided at IOTC standards.

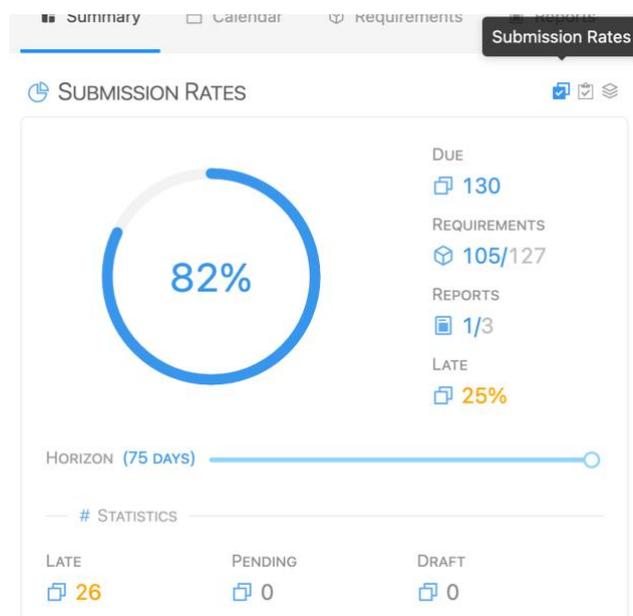
Simply click on the "Open submission in e-MARIS" and you will then be able to open the Assessment drawer, where you can see more details (see below).

Dashboard Statistics widget

When you are on your CPC dashboard, the Statistics widget gives you a quick overview of where you are in terms of Submission rates and Compliance Rates.

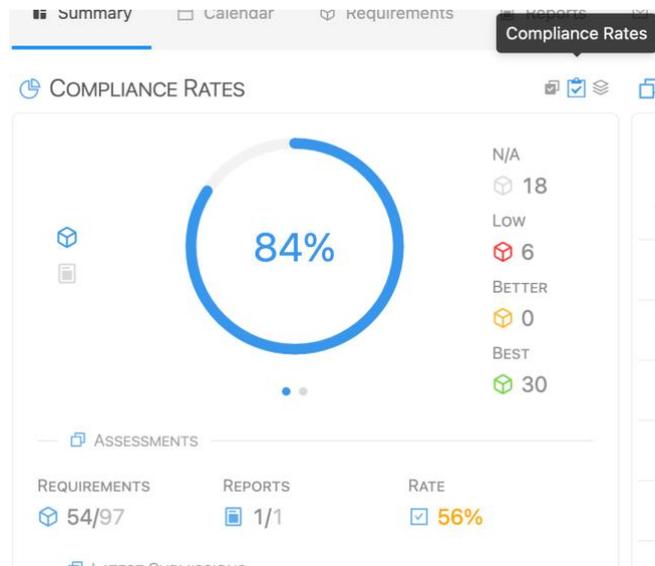
Submission rates

The Submission rates widget is displayed by default and gives you an idea of your "timeline". In particular, it shows you the percentage and number of submissions made after the deadline ("late").



Compliance rates

If you click on the Compliance Rates icon (), it will switch to showing you:



- At the top, a qualitative overview of your compliance, with the number of assessed submissions that fall in the N/A, Low, Better and Best categories (note that those are separate from the actual assessment scores given by IOTC, to allow for any future evolution of the Compliance Scores scale), as well as an overall computed compliance "score".
- At the bottom, a quantitative overview of your compliance, with the numbers of requirements and reports submitted by you that were assessed and the overall assessment rate.

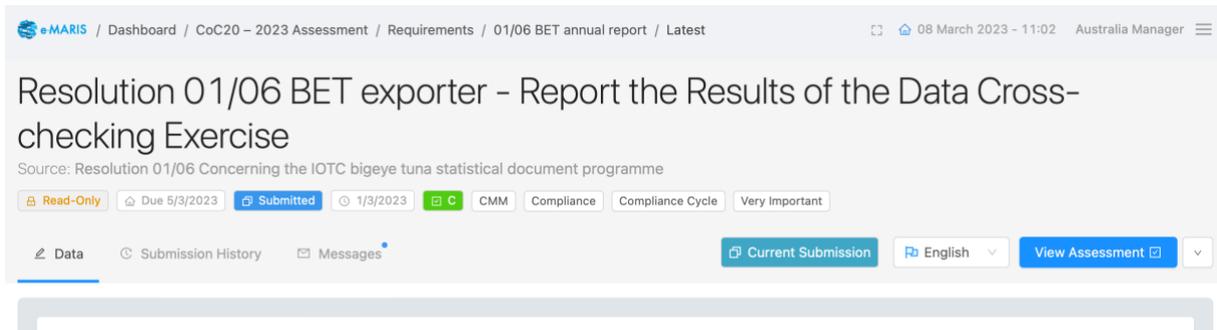
List of requirements and reports

When you look at a list of requirements or reports (whether in the Requirements tab or in the To do/Done widget), you will see columns for Timeliness and Compliance. The former shows you the Natural or Assessed Timeliness of each submission, depending on whether the submission has been assessed or not. The latter shows you the Compliance assessed by the IOTC Compliance Section. The mention "Not assessable" means that this requirement or report is not to be assessed as part of the current campaign.

NAME	DUE DATE	TIMELINESS	LAST SUBMITTED	COMPLIANCE	CURRENT STATUS
5.5 NC Zero catch	30/6/2022	Compliant	20/1/2023	● ● ●	Submitted
5.6 CE Coastal	30/6/2022	Compliant	30/6/2022	● ● ●	Submitted
5.9 SF Coastal	30/6/2022	Compliant	30/6/2022	● ● ●	Submitted
6.1 NC Sharks	30/6/2022	Compliant	30/6/2022	● ● ●	Submitted
6.2 CE Sharks	30/6/2022	Compliant	30/6/2022	● ● ●	Submitted
6.3 SF Sharks	30/6/2022	Non compliant	30/6/2022	● ● ●	Submitted
1.3 National scientific report	20/11/2022	Compliant	17/11/2022	● ● ●	Submitted
11.1 Foreign vessel landing	1/7/2022	Compliant	30/6/2022	● ● ●	Submitted
6.3 SF Sharks	30/6/2022	Non compliant	30/6/2022	● ● ●	Compliant
1.3 National scientific report	20/11/2022	Compliant	17/11/2022	● ● ●	

Assessment panel in requirements and reports

If you open a submission that has been assessed you can then click on the "View assessment" button to open the Assessment drawer, which will show you more details.



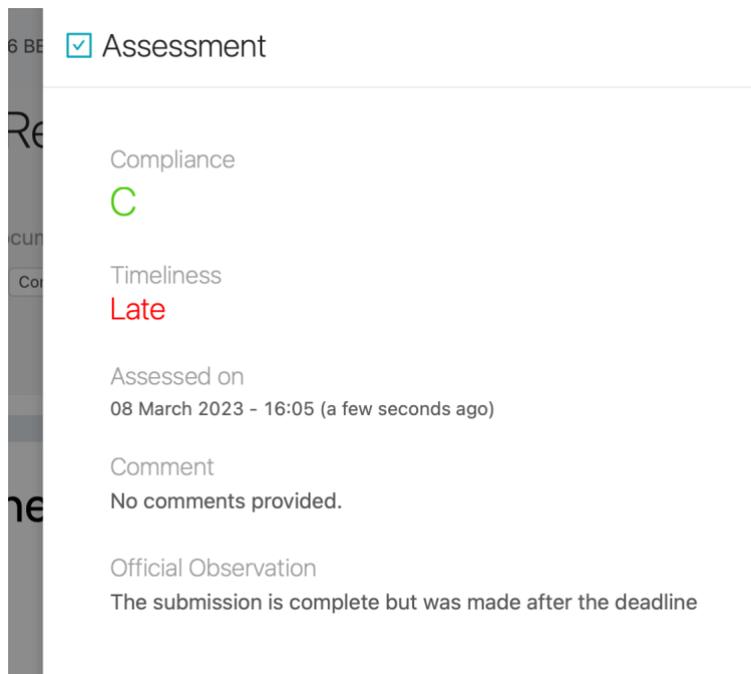
The screenshot shows the e-MARIS dashboard for a submission titled "Resolution 01/06 BET exporter - Report the Results of the Data Cross-checking Exercise". The submission is marked as "Submitted" and "Very Important". The assessment panel is visible, showing a "View Assessment" button.

Resolution 01/06 BET exporter - Report the Results of the Data Cross-checking Exercise

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

Read-Only Due 5/3/2023 Submitted 1/3/2023 C CMM Compliance Compliance Cycle Very Important

Data Submission History Messages Current Submission English View Assessment



The Assessment drawer is open, showing the following details:

- Assessment
- Compliance: C
- Timeliness: Late
- Assessed on: 08 March 2023 - 16:05 (a few seconds ago)
- Comment: No comments provided.
- Official Observation: The submission is complete but was made after the deadline