

e-RAV Quick Start series for CPCs: Creating or updating existing vessels in a nutshell

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What is this guide about?

This quick start guide will give you a short overview of the high level process you can use e-RAV to submit new and updated vessel information to the IOTC RAV (including about Carrier Vessels).

The main workflows described in this manual are:

- **Bulk updates:** load data in an Excel template, add image files as necessary > review the content of your submission including validation results > send for approval > approve and submit > publication by the IOTC Secretariat.
- **Interactive updates:** find the vessel to edit > make required changes > create submission > send for approval > approve and submit > publication by the IOTC Secretariat

Each individual process overviewed here is described in details in the dedicated manual: "e-RAV Quick Start series for CPCs: Creating new vessels and updating existing vessels".

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Updating your vessels in e-RAV: global workflow

Below is the overall workflow for updating your vessels in e-RAV. Each step is detailed in the following sections.

- STEP 1:** Sign in to e-RAV.
- STEP 2:** Provide your vessel information from an Excel file or by interactively editing an existing vessel
- 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:** Submit the update to the IOTC Secretariat, (if your submission has been approved when there is an internal approval process).
- STEP 6:** Receive a notification, once the IOTC Secretariat has Published your vessel information.

Connecting to the e-RAV

- STEP 1:** Open the e-RAV URL in your web browser: <https://rav.iotc.org>
- STEP 2:** Sign-in with your CPC user account

Adding or Updating several vessels at the same time

If you need to create/update more than one fishing or carrier vessel at a time, the fastest way is to use the bulk update facility, based on Excel templates.

- STEP 1: Determine what Submission Template you need:**
 - a. If you need to create new *fishing or carrier* vessels and/or do major updates to existing vessels (including photographs), use “**Vessels (complete information)**” (you can add both new and updated vessels in the same template file)
 - b. If you need to only update details on existing *fishing or carrier* vessels (but not photographs), use “**Details only**”
 - c. If you need to only update authorizations to operate in the Indian Ocean for existing *fishing or carrier* vessels, use “**Authorizations only**”
 - d. If you need to update only photographs for existing *fishing or carrier* vessels, use “**Photographs only**”
 - e. If you need to Delist existing *fishing or carrier* vessels, use “**Delisting**”
 - f. If you need to declare transshipment authorizations under the ROP for your own Carrier vessels, use “**ROP TRX authorizations (CV)**”
 - g. If you need to declare prior transshipment authorizations under the ROP for your own LSTLVs, use “**ROP TRX authorizations (FV)**”
 - h.
- STEP 2:** Download the submission template you need from the IOTC website: <https://iotc.org/e-rav>
- STEP 3:** Fill the template with your information: please make sure to read the Example sheet that gives instructions on how to fill the template.

Tips on filling the templates

Each reporting template includes a sheet named “Example” (and some a sheet named “Guidance”), which gives you helpful information on how to fill the form. Another sheet called “Codes” provides the various code lists that are to be used in the template.

Reporting fishing gears used by vessels

Fishing Vessels can use more than a single fishing gear types. If you need to report several gear types for a given vessel, please separate the gear type codes with a semicolon in the “Gear used” field of the Excel template.

E.g.: Gear used: “LL;GI;HAND”

Photographs in “Vessels” templates

When creating/updating a vessel with the Vessels template, photographs are mandatory to provide, and not providing them will block submission. Nonetheless, for vessels that are being updated, if they currently do have all three photographs in the e-RAV, then not providing photographs with the submission will simply be reported as a non-blocking Warning. We still encourage you to provide new photographs if any of the external markings of the updated vessel have changed.

- STEP 4:** Open the Submissions page: <https://rav.iotc.org/fe/submission>
- STEP 5:** Click the “New Submission” button
- STEP 6:** For EU users only: select the EU Flag State you want to submit vessels for
- STEP 7:** Select the Submission type you are doing (see Step 1) and **drag and drop or choose the submission template you just filled**
- STEP 8:** If you are doing a “Vessels (complete information)” or “Photographs only” submission, upload the image files in the “Photo upload” tab.
- STEP 9:** Review any issues reported by the e-RAV on your submission: any blocking issue will prevent you from going ahead any further (if any, you can mark them to be ignored and they will not be submitted, or you can fix them in your submission file, then upload it again)
- STEP 10:** If no blocking issue remain,
 - a. and your CPC has an **internal approval process in place**:
 - i. **Save and Send your submission for internal Approval**
 - ii. If you are a manager for your CPC, **Review and Approve the submission**
 - b. and your CPC does not have an internal approval process in place:
 - i. **Save and Submit** for review
- STEP 11:** Once the IOTC Secretariat staff has reviewed your submission, they will **publish it** and you will be notified by email that your vessel updates are now available on the e-RAV search facility.

Adding or Updating a single vessel

If you need to add or update a single vessel, it can be faster to use the interactive facility.

- STEP 1:** Go the Search page: <https://rav.iotc.org/fe/record>
- STEP 2:** If you need to:
 - a. **Add a new vessel**, open the left sidebar and click “New Vessel+”
 - b. **Edit an existing vessel**, find it using the search feature, then **open it and click one of the Edit buttons**
- STEP 3:** **Fill in the required information**: blocking issues (e.g. missing mandatory fields) will be displayed in red, while non blocking issues are displayed in yellow.
- STEP 4:** Once done, click the **Create submission button**
- STEP 5:** Review any issues reported by the e-RAV on your submission: any blocking issue will prevent you from going ahead any further
- STEP 6:** If no blocking issue remain,
 - a. and your CPC has an **internal approval process in place**:
 - i. **Save and Send your submission for internal Approval**
 - ii. If you are a manager for your CPC, **Review and Approve the submission**
 - b. and your CPC does not have an internal approval process in place:

- i. **Save and Submit** for review

STEP 7: Once the IOTC Secretariat staff has reviewed your submission, they will **publish it** and you will be notified by email that your vessel updates are now available on the e-RAV search facility.