General Notes on the use of IOTC Forms

IOTC SECRETARIAT1

A/   Main purpose

This document is intended to facilitate data entry in the Forms used by the IOTC for the reporting of fisheries data (Microsoft Excel 2003 Workbooks). Form user's are also advised to use the "Guidelines for the reporting of fisheries statistics to the IOTC" (Guidelines for short), which contain extensive information about IOTC Data Requirements, the types of datasets and data items that shall be reported to the Secretariat and the way to report this information.

Information about the type of data items that shall be reported for each dataset can be also found in the "**ReadMe**" Worksheet, which is the first worksheet to the left of each data entry 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 CPC[2] and other parties that are willing to report the data requested by the IOTC in other formats are encouraged to do so, provided that the dataset reported contain all the data that is requested by the IOTC (as specified in the Guidelines).

General rules

Initially, IOTC CPC shall report data for the vessels or fisheries that operate under its flag. CPC that are willing to report fisheries data for foreign fleets that operate within its territory are encouraged to do so, if possible by flag.
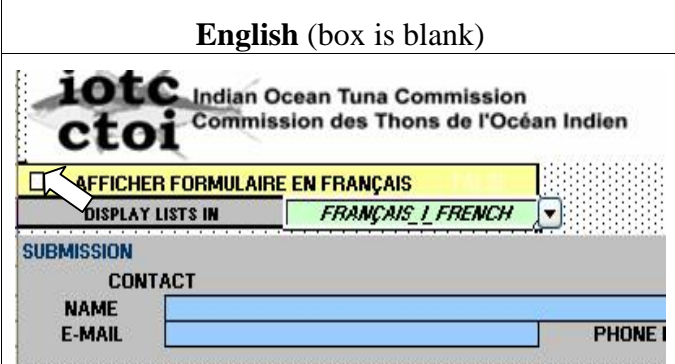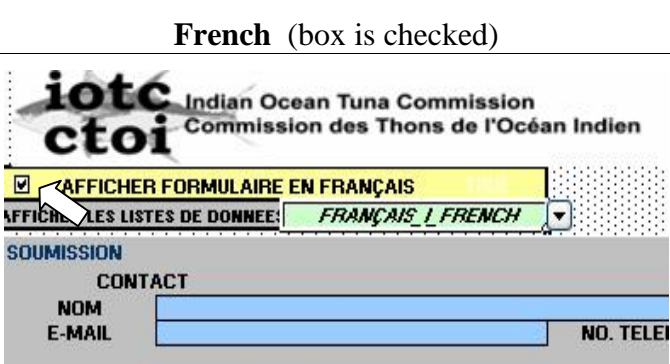- **The data for domestic and foreign vessels shall be reported in separate forms.**
- The data reported for foreign fleets should be broken by flag, if possible.

User language

All IOTC Forms can be displayed in English or French.

Form headings can be changed from English to French or from French to English by using the check box located below the IOTC logo in all IOTC Forms. Refer to the following example (Table 1) to change the language of display:

Table 1

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

Contents of IOTC Forms

The Forms for the reporting of fisheries data to the IOTC are presented in different Microsoft Excel Workbooks and can be accessed by using Microsoft Excel 2003 or a later version of this software.

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

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

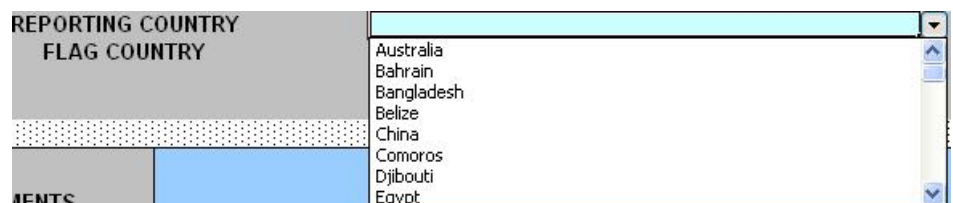**Types of worksheets:** Each workbook contains the following types of worksheets:

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

- **Data input form(s):** the second worksheet to the left[4] of each workbook contains the form for the computerization of the data required. All forms contain two separate sections:

  - General information (top panel): This section shall be used to report general information about the reporting source, flag, reporting country, year and other information that applies to all the records input in the data section.

  - Data section (data table): This section shall be used to report all other information requested for each dataset.

- **Code tables:** all other worksheets within each workbook contain the lists of codes (including descriptions in English and French) that are used by the IOTC Secretariat; these are intended to facilitate data input (see Types of cells below) for some of the items in the data input form. Code tables have no headings; refer to Table 2 below for details about the type of information stored on these tables:

Table 2

Column	A	B	C	D	E-J
Contains	Alpha-code	English Description	French Description	Scientific Name	Aggregates
Description	Codes used to define the different types of items concerned	English text describing the type of information that is stored under each code	French text describing the type of information that is stored under each code	Applies only to species codes; scientific name of the species that is stored under each code	Used to input aggregates of species, fisheries or data sources

Types of cells: Table 3 shows the types of 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	Figure
Text cells	E-MAIL
Locked cells	A01F A01:Cast net ;Gillnet;Drif A01:Cast net ;Gillnet;Driftne A01:Cast ne Cast net Gillnet Driftnet
Check box	☐ PRELIMINARY STATISTICS ☐ RAISED TO TOTAL CATCH
Drop-down list	REPORTING COUNTRY FLAG COUNTRY — Australia, Bahrain, Bangladesh, Belize, China, Comoros, Djibouti, Egypt

- **Text cells:** Text cells have a blue background. Users shall key in the information required in these cells.

- **Locked cells:** Locked cells have an orange background and refer to aggregates of species, fisheries or data sources; they are completed automatically as the individual items making up the aggregate are entered by the user, by using the drop-down lists located to the right of those cells (as shown on table 8, page 5).

- **Check boxes:** Check boxes have a yellow background. They are used for Yes /No answers. Please, check the box by using the mouse for **Yes** answers; otherwise leave it blank (No answers).

- **Cells connected to drop-down lists**: Drop-down list cells have a blue-green (turquoise) background. Users shall select one of the items that are displayed on the list. Refer to "**Inputting new codes or groups of species,**
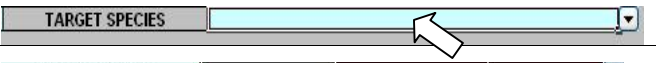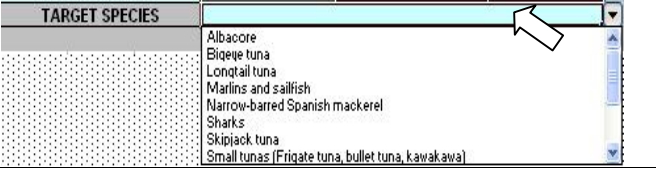
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[3] Note that the location may be right for Arabic versions of Excel

[4] *Ibid.* 3

fisheries or data sources" below if the item that you want to input is not displayed. List items can be selected in two ways:

- o **Using the mouse:** refer to Table 4 below

Table 4

Step	Example
1-. Select the cell with the mouse	TARGET SPECIES
2-. Click on the down-arrow that appears on the right of the selected cell; a list of items would appear	TARGET SPECIES — Albacore / Bigeye tuna / Longtail tuna / Marlins and sailfish / Narrow-barred Spanish mackerel / Sharks / Skipjack tuna / Small tunas (Frigate tuna, bullet tuna, kawakawa)
3-. Scroll through the list by using the up-down arrows from the keyboard or by using the mouse (by using the bar appearing to the right of the list) until you locate the item that you want to input	TARGET SPECIES — Longtail tuna / Marlins and sailfish / Narrow-barred Spanish mackerel / Sharks / Skipjack tuna / Small tunas (Frigate tuna, bullet tuna, kawakawa) / Southern bluefin tuna / Swordfish
4-. Select the item concerned by clicking on it: the item selected will be recorded in the cell (refer to the next section if the item is not in the list)	TARGET SPECIES — Albacore / Bigeye tuna / Longtail tuna / Marlins and sailfish / Narrow-barred Spanish mackerel / Sharks / Skipjack tuna / Small tunas (Frigate tuna, bullet tuna, kawakawa) — TARGET SPECIES Skipjack tuna

- o **Keying-in the information**: refer to Table 5 below

Table 5

Step	Example
1-. Select the cell by using the tab key or the mouse	TARGET SPECIES
2-. Key-in the information that you want to input and press enter or the tab key	TARGET SPECIES Skipjack tuna
Note that the information will be stored only in the case that the name or code written exist in the drop-down list concerned, an error message popping-up for items miss-spelled or not displayed on the list	ESPÈCE CIBLE yahoo — Microsoft Excel: Please open "List" worksheet to input new target species if you space is wan to "list" "feuille pour ... Retry Cancel

Drop-down lists can be set up to display IOTC codes, English names or French names by selecting the option of your choice from the drop-down list "**Display lists in**" located below the language check box; refer to the example in Table 6 to change the type of display for drop-down lists:
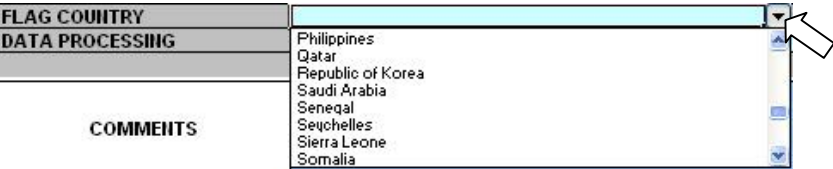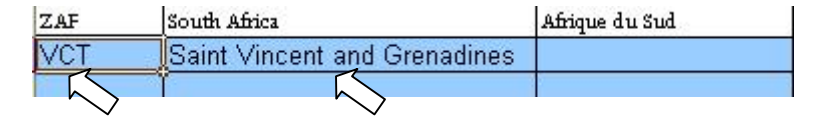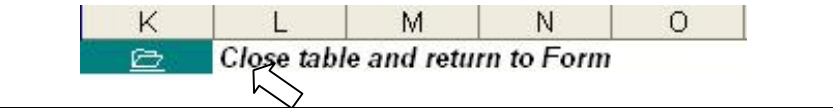
Table 6
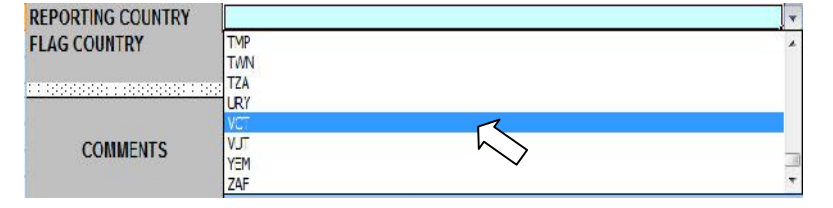
Display	Figure
IOTC Code: select Code from the list	
English description: select English_I_Anglais from the list	
French description: select Français_I_French from the list	

Inputting new codes or groups of species, fisheries or data sources

The lists contained on IOTC forms may not contain all the necessary items. Users shall proceed as follows in the event that the item that is to be input does not display in the drop-down list concerned:
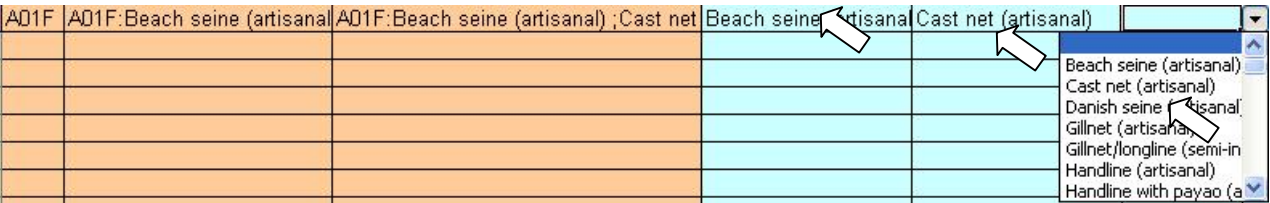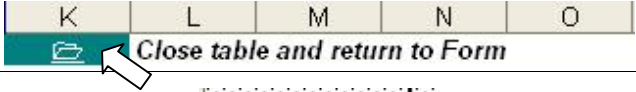
- ▪ <u>New codes referring to individual items</u>: Refer to the example shown in Table 7 to input new items to be displayed in the form.

Table 7

Step	Figure
1-. Item to be input does not appear on the list displayed (e.g. Saint Vincent and the Grenadines does not appear on the Flag country drop-down list)	
2-. Open the worksheet ReadMe and select the table on which the new item has to be added (FLG in this case)	
3-. Verify that the country Saint Vincent and the Grenadines does not appear in the list; if it is the case go to the bottom of the list (cells shaded in blue) and add the English name and/or French name for this country to the corresponding column; you can also add the FAO code for this country if you know it; otherwise add a code of your own	
4-. Return to the data input form by selecting the green cell (Close table and return to Form) at the top of the worksheet	
5-. Display the Flag country drop-down and select Saint Vincent and the Grenadines from the items displayed in the drop-down list.	

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- New codes referring to groups of items: IOTC lists do not contain aggregates; where possible, the use of aggregates of species and fisheries shall be avoided. Aggregates can only be input for fisheries, species and data sources. The example in Table 8 shows the way in which new groups of fisheries, species and/or data sources shall be input.

Table 8

Step	Figure
1- Reporting nominal catches for three different fisheries (e.g. beach seines, cast nets and lift nets) for which the information is not available by fishery Select the worksheet Fishery from the Table in the "ReadMe" worksheet	
2-. The aggregates shall be input at the top of the code lists. The code, English description and French description fields (orange cells) shall not be input, as they are completed automatically as new aggregates are input. (note that the codes and descriptions for aggregates always start by A followed by a two-digit number plus a letter, which changes depending on the type of aggregate (e.g. F for fisheries, S for species, and D for data sources)). The individual items that make up each aggregate shall be input on the columns to the right of the French description field (blue-green). Use as many of the drop-down lists as you need to input the individual items that make up the new aggregate (if one or more of the individual fisheries that make up the aggregate are not in the list those shall be input first as individual fisheries (as explained in Table 7)
4-. Return to the data input form by selecting the green cell (Close table and return to Form) at the top of the worksheet	
5-. Display the Fishery drop-down and select the new aggregate from the fisheries displayed in the drop-down list.	

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-10/02	Obligatory	Sec LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Sharks	R-10/02 ; R-05/05	Obligatory	
				Other species	R-10/02	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-10/02	Obligatory	
				Sharks	R-10/02; R-05/05	Obligatory	
				Seabirds	R-10/02; R-10/06	Obligatory	SC; LL only Timely
				Marine Turtles	R-10/02; R-12/04	Obligatory	
				Other Species	R-10/02	Voluntary	Sec
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	Voluntary	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-10/02	Obligatory	Sec LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Sharks	R-10/02; R-05/05	Obligatory	
				Other bycatch	R-10/02	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-10/02	Obligatory	
				Sharks	R-10/02; R-05/05	Obligatory	
				Other bycatch	R-10/02	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-10/02	Voluntary	SC Timely*
				Sharks	R-10/02; R-05/05	Voluntary	
	Coastal Fisheries	Catch by species and fishing effort by type of fishery and geographic area	Form 3AR	IOTC Species	R-10/02	Obligatory	Sec LL: 30/06 (P) LL: 30/12 (F) OT: 30/06 (F)
				Sharks	R-10/02; R-05/05	Obligatory	
				Other bycatch	R-10/02	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-10/02	Obligatory	

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	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-10/02	Obligatory	
Size Data	Fish lengths	Length data by species by type of fishery by 5o grid area by month	Form 4SF	IOTC Species	R-10/02	Obligatory	
				Sharks	R-05/05	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