

FAO/NORWAY GOVERNMENT COOPERATIVE PROGRAMME –  
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REGIONAL WORKSHOP ON

FISHERIES MONITORING, CONTROL AND SURVEILLANCE

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**REQUIREMENTS AND PROCEDURES FOR NATIONAL AND FOREIGN  
FISHING VESSELS SEEKING AUTHORIZATION TO FISH IN AN EEZ**

Prepared by MRAG Ltd<sup>2</sup>

**BACKGROUND**

A management system describes the administrative and physical activities and mechanisms by which management plans are implemented. This includes monitoring, control and surveillance of the fishery. This paper relates specifically to guidance administration relating to controls on fishing activity, but certain requirements for monitoring and surveillance are also indicated. Separate guidance documentation is appropriate for monitoring and surveillance specifically for use by those agencies implementing those activities. The guidance prepared here is relevant both to those agencies administering the management system and to fishers requiring access to the fishery.

When designing a management system for controlling fishing activity within an Exclusive Economic Zone (EEZ), one of the key elements is the preparation and wide dissemination of clear and concise guidance documentation, which explains the administrative procedures necessary to comply with the requirements of the coastal State authority. This paper is designed as a template of a document which could be used by Directors of Fisheries in setting out the requirements and procedures for national and foreign fishing vessels when seeking authorization to fish in the EEZ of a country. It is based on experience from the design, implementation and administration of several existing fishery management regimes, all of which involve vessel licensing in one form or another. Fisheries policy governing the way in which fishing activity is authorized and managed in waters of national jurisdiction varies from State to State, but it is hoped that this paper will provide a sufficiently generic framework to be of use in a wide variety of applications.

This paper relates principally to marine fisheries. However, the same general procedures may be adapted to inland fisheries. The guidance it contains is particularly relevant to commercial fisheries which are suitable for management using typical centralised approaches. However, it is appropriate to develop guidance documentation whatever the

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1. Programme of Assistance to developing countries for the implementation of the *Code of Conduct for Responsible Fisheries* – Sub-programme C: Assistance to developing countries for upgrading their capabilities in monitoring, control and surveillance (MCS)
  2. 47, Princes's Gate, London SW7 2QA, UK

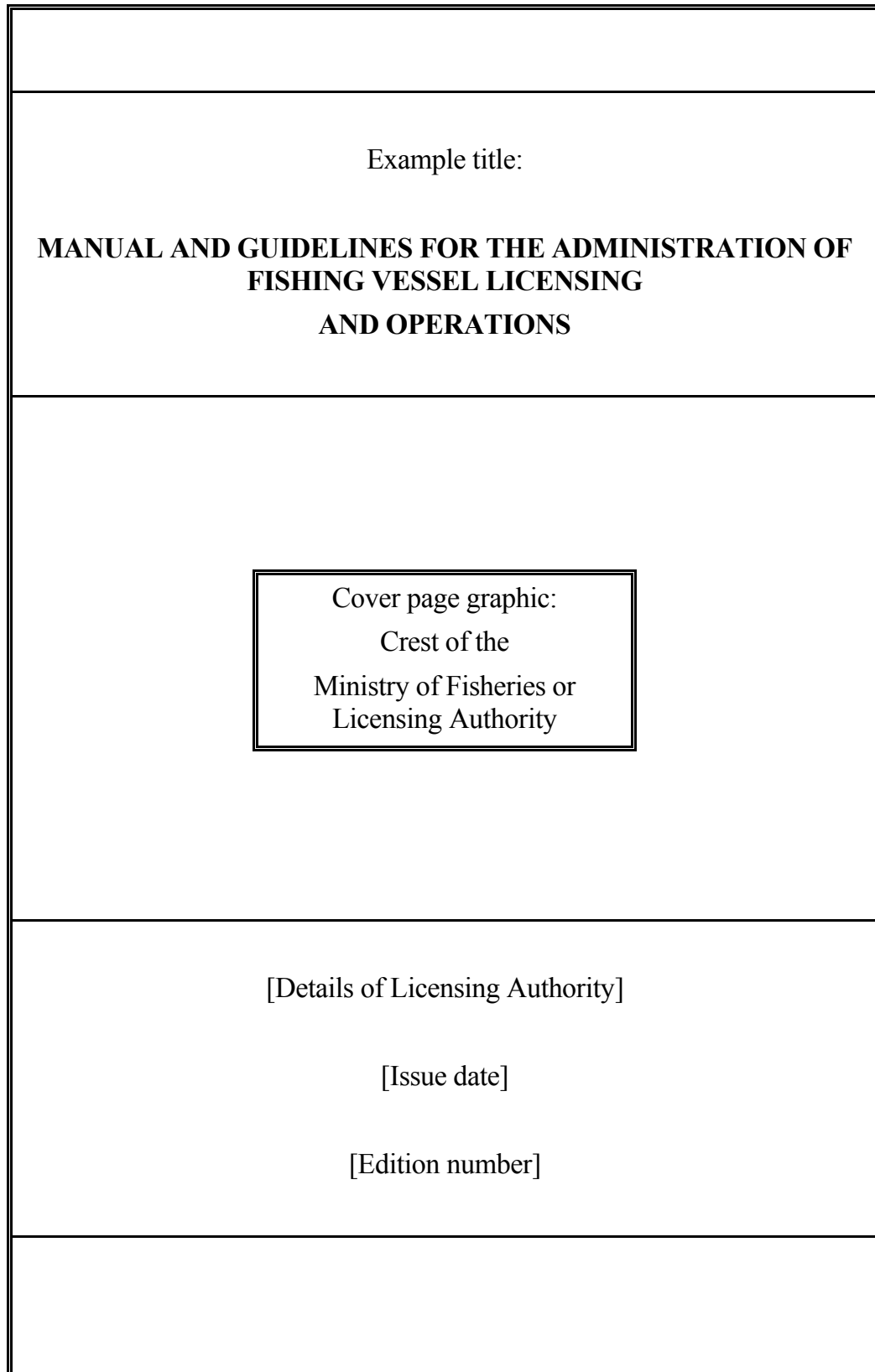
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management strategy and approach adopted. For domestic artisanal multi-species multi-gear fisheries, it has been argued that community-based co-management is more appropriate (see contribution by Mees to this workshop), and the adaptation of this guidance documentation to these circumstances is briefly described in Section 7.

### **FORMAT OF THIS PAPER**

The paper is designed so that the section headings, and consequently the list of contents, provide an indication of the structure of an actual administrative guidance document. Under each section heading there is an outline explanation of what information should be included in the document. In some cases detailed examples are provided.

Separate guidance documentation is usually appropriate for foreign and domestic fisheries, although the details may be similar. Separate guidance documentation may also be appropriate for provision to fishing companies and to fishing vessels. The former should contain all of the information, whilst the latter may contain only that information relevant at sea (i.e., legislation, terms and conditions of licensing, reporting requirements).



**Figure 1** Typical cover page layout



## CONTENTS

1. Introduction
2. Administrative procedures
  - 2.1 Fishing Vessel Notification or Registration
    - Explanation
    - Requirements for this section
    - Procedure
  - 2.2 Fishing Vessel Licensing
    - Explanation
    - Requirements for this section
    - Procedure
3. Fisheries law and regulations
  - 3.1 Explanation
  - 3.2 Requirements for this section
    - Summary of relevant legislation and special conditions
    - Terms and conditions of licensing
    - Standard specifications for the Marking and Identification of Fishing Vessels
4. Fishing operations
  - 4.1 Completion of formalities
  - 4.2 Fishing operations reporting
    - Daily Radio/Fax reports
    - Fishing logbooks
    - Satellite transmitters
5. Use of ports and harbours
  - 5.1 Designated ports and port regulations
  - 5.2 Customs, Immigration and Quarantine
  - 5.3 Transshipment
    - Explanation
    - Requirements for this section
    - Procedure
6. Additional documentation
7. Potential adaptations of the licensing system to community-based fisheries management

Annex 1. Sample Fishing Vessel Notification Application Form

Annex 2. Sample Fishing Licence Application Form

Annex 3. Sample Fishing Vessel Licence

Annex 4. Sample Fishing Logbook, and Guidance notes for its completion

Annex 5. Sample Transshipment Licence Application Form, and Guidance notes for its completion

Annex 6. Sample Transshipment Licence.

## **1. INTRODUCTION**

The introductory section should provide the prospective applicant with background information on the fishery or fisheries covered by the Guidance Document. It should explain current knowledge about the status and future prospects for fisheries in the EEZ to which the applicant is seeking access. It should also outline the fisheries conservation and management policy and strategy of the coastal state offering access. For example, it should explain the way in which access to the fishery is controlled and the basic requirements for access, such as the holding of a valid fishing licence. This would be a good place to provide a list of the different types of licences available – for example, for harvesting different species and also for different gear types. Activities which are not part of the harvesting process itself, but are associated with it, such as the use of tugs and search vessels, and the transshipment of catch, may also require a licence, and this can be explained here for clarity.

Finally, the Introduction should outline the steps taken by the coastal State to protect the resources which the applicant is seeking to harvest, in terms of fisheries law and regulations, and their enforcement. This should both dissuade prospective applicants from considering fishing without a licence, by demonstrating that unauthorized access will not be tolerated, and also show the exclusivity of the fishery for those who decide to invest in a licence.

## **2. ADMINISTRATIVE PROCEDURES**

### **2.1 Fishing Vessel Notification or Registration**

#### **Explanation**

The purpose of Fishing Vessel Notification is to provide advance notice to the licensing authority of the precise nature, characteristics and attributes of fishing vessels seeking to be issued with licences. The notification of a particular vessel and its registration in the licensing database does not mean that the vessel will automatically be issued a licence. Rather, the collection of information in this way about the characteristics of not just licensed vessels, but the whole potential fishing fleet, helps the licensing authority to make decisions about how many and what type of vessels are going to be licensed. This is particularly useful in a situation where the harvest rate is controlled by limiting the fishing effort (e.g., through limiting the number of licences available) rather than direct controls on the size of the catch. Among other things, managing the fishery by limiting effort requires detailed analysis of vessel characteristics, fishing patterns and fishing power (catch and effort data) in order to provide advice on appropriate types of licences, levels of licence fees and allocations of fishing effort compatible with conservation. Collection of information through a notification system is an important part of this process.

The precise characteristics which the notification process should record vary considerably between fisheries. At one extreme there are large, industrial, distant-water vessels, such as deep-water trawlers or tuna purse seiners. At the other, there are small-scale, domestic commercial fisherman, possibly using small pirogues or canoes, or even operating from the shore without a vessel of any kind. The notification process should be tailored accordingly. For larger vessels, each should be registered individually and key vessel characteristics such as length overall (LOA) and gross registered tonnage (GRT) should be provided. For smaller-scale operations it may be more appropriate to register several vessels or sets of fishing gear collectively.

Given that notification does not guarantee that a licence will be issued, the process is usually free of any charge to the fishing company, although a small fee could be charged for administrative purposes.

### Requirements for this section

€ **Fishing Vessel Notification Application Form**

To collect information, a Fishing Vessel Notification Application Form must be designed and issued to prospective licence applicants. An example is provided in Annex 1 to this document. The particular example shown relates to an inshore mothership-dory fishing operation. However, the requirement to record basic vessel characteristics and the details of the fishing gear is the same for all fisheries.

€ **Instructions for completion and submission of the Fishing Vessel Notification Application Form**

Owners wishing to operate their vessels in the fishing waters of the coastal State at some time in the future should be strongly urged to complete this form at an early stage. Details of how the form should be completed and transmitted to the licensing authority should be provided. It is recommended that the completed form should be accompanied by a copy of the vessel's International Tonnage Certificate, to confirm the information provided, together with a photograph of the vessel (in colour or black and white, measuring at least 10Δ7 cm). The latter is often extremely useful for confirmation of vessel identity during fisheries surveillance.

### Procedure

The Notification procedure is an efficient way of administering a vessel licensing system. Since many of the vessel details do not change from year to year, it is considered more efficient to notify these details only once. Once the notification process is complete, the information provided should, ideally, be stored in a computer database so that it can be retrieved as and when required. To facilitate easy reference, each registered vessel should be given a unique notification number which should be used in all correspondence between the licensing authority and the vessel operators. Subsequent licensing then requires only the transmission of the notification number plus other much simpler information that describes the nature of the licence being applied for. This streamlines substantially the licence application procedure.

Some features of a vessel do change from time to time, particularly the owner, charterer or agent, i.e., the legal personalities that have responsibilities for the operations of the vessel. When these or other physical or operational aspects change, one of the above is responsible for informing the Licensing Authority of those changes. There should be a time limit specified within which changes in characteristics must be notified.

## 2.2 Fishing Vessel Licensing

### Explanation

The purpose of licensing is for the coastal State to be able to keep track of the number and type of vessels actually operating in a fishery. Other common features of a licensing system are the generation of revenue from the charging of a licence fee, and the limitation of the number of licences to restrict the total fishing effort to a pre-determined desirable level (for example, based on conservation guidelines). It should be made clear what types of vessels require licences. In general, this should be all vessels involved in the fishing operation. This is not just those directly harvesting the resource, but also support vessels (e.g., vessels which assist in the search for fish, but do not themselves do the catching).

### Requirements for this section

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€ **Fishing Vessel Licence Application Form**

As a result of the prior Notification Procedure, the Fishing Licence Application Form can be relatively simple. The details required are basically type of licence (although this may be largely determined by the vessel type, which is indicated in the notification form), the date from which the licence is required, the licence period, and the fishing master for the duration of the licence period. Any changes from the details provided in the Fishing Vessel Notification Form should be reported at this stage. An example is provided in Annex 2 to this paper.

€ **Instructions for completion and submission of the Fishing Vessel Licence Application Form**

As with the notification application form, details of how the licence application form should be completed and transmitted to the licensing authority should be provided (see Annex 2).

€ **Sample Fishing Vessel Licence**

An example of a Fishing Vessel Licence is also provided in Annex 2.

**Procedures**

(i) *Application*

It should be anticipated that fishing vessels may wish to obtain licences for fishing in the coastal state waters while they are already undertaking fishing trips and expeditions on the high seas or in other zones. Therefore, the administration of licence application and issuance should be as simple as possible to enable timely authorizations and transmission of licence numbers and applicable terms and conditions of licensing to fishing masters. The notification procedure described in the previous section (Section 2.1) helps with this considerably. No application for a licence to fish should be accepted until the procedure for Fishing Vessel Notification has been completed. The Fishing Vessel Notification Number is used as the primary identifier in the Fishing Licence Application Form. The Fishing Licence Application Form can be sent by either mail or fax.

(ii) *Payment of Licence Fees*

The licence fee payable should be at the discretion of the licensing authority. For ease of administration it is best to publish the fee levels and the way in which they are calculated (e.g., the fee formula) separately from the administration guide, because the levels of the fees usually change more frequently than the administrative procedures. Fees or other forms of compensation for access may also be negotiated privately with different components of the fleet, for example with different companies, or even with different countries. Some of the details of these negotiations may, of necessity, remain confidential.

This section should explain the procedure required for payment of the fee, including the currency, the recipient bank and account and acceptable formats for the payment (cheque, electronic cash transfer, etc.). It should also be made clear that under no circumstances can a licence be issued until the recipient bank has confirmed that the licence fee has been received into the appropriate account. Strict application of this rule encourages applicants to make timely payments.

Payment details (e.g., the amount, originating bank name and location, bank draft



reference number, date of draft transmission) should accompany the licence application form. Transfer of funds between bank accounts often results in bank charges. It should be stated clearly that the applicant is responsible for settling all such charges, in addition to the licence fee.

(iii) **Licence Transmission**

The licensing authority should undertake to transmit the details of a licence to the licence holder within the shortest possible period. A unique **Fishing Licence Number** should be issued, together with a receipt if required. In addition to the issuance of a paper licence, licence details can also be sent by fax.

(iv) **Possession of Licence**

This section should explain the requirements of the coastal state regarding possession and display of the licence. For example, it is frequently mandatory for all fishing vessels to carry on board a copy of their Fishing Licence, and that these should be prominently displayed on the bridge while operating in the coastal State's fishing waters. In some licensing regimes, there is some flexibility in the requirement to display a copy of the licence. For example, in the event that a vessel has put to sea prior to licence issuance, or an application for licence has been made on behalf of the vessel while it is on a fishing trip, it may be sufficient for the vessel's fishing master to be in possession of the Fishing Vessel Notification Number and the Fishing Licence Number. It would be the responsibility of the agent or owner of the vessel to ensure that the fishing master is in possession of these numbers. This flexible approach would be a particularly applicable procedure for licensing vessels such as distant-water purse seiners and longliners, which spend long periods at sea and return to port infrequently. The total number of vessels involved would generally be modest (say, less than 50) and with a computer database it would not be too difficult to keep track of which vessels have current valid licences and which do not. This information would need to be passed on a regular basis to the national agency responsible for enforcing compliance control on the fishing grounds.

It should also be the responsibility of the agent or owner to inform the fishing master of the start date, period and end date of the licence, and of other terms and conditions that apply either to the particular licence or in general to vessels operating within the fishing waters of the coastal State. Failure to keep a fishing master informed of the nature and extent of his fishing licence should, in itself, be contrary to the licensing regulations.

### **3. FISHERIES LAW AND REGULATIONS**

#### **3.1 Explanation**

This section should include a summary of the relevant laws and regulations governing fishing operations and related activity in the waters of the coastal state. The purpose of this section is to draw attention to these laws and regulations. It should not replace, supersede or otherwise contradict these laws and regulations, which should always remain the primary reference for legal matters. This section should also include an explanation of the terms and conditions of licensing. These terms and conditions are attached to each licence and should be tailored specifically to the particular licence with which they are issued. The authority to set these terms and conditions should be conferred on the fisheries authority by the fisheries legislation. They should be carefully drafted, however, and checked by legal experts to ensure that they do not contradict or in any way undermine the effectiveness of the primary fisheries legislation.

#### **3.2 Requirements for this section**

(i) *Summary of relevant legislation and special conditions*

This section should draw the attention of applicants to all of the legislative instruments with which they should be familiar. It should be explained that it is their responsibility to ensure that they and any of their employees or agents, or community members, who operate under the authority of the fishing licence comply with the requirements of this legislation. The legislative instruments may include the following:

€ **The fishing zone**

Legislation establishing the boundaries of the waters under the jurisdiction of the coastal state (e.g., the EEZ), under the provisions of the United Nations Convention on the Law of the Sea (UNCLOS), including the adoption and acceptance of the principles, rights and responsibilities that this international convention contains.

€ **Fisheries proclamation or ordinance**

The fisheries proclamation or ordinance usually contains the general requirements that are adopted and acceptable worldwide for the control of fishing to ensure sustainable yields. This includes the right to establish quantities and species that may be taken, the policy with regard to the distribution of that catch among different sub-sectors (small-scale/artisanal, national, foreign, etc.); the powers of the fisheries authority to establish economic, biological, conservation and technical management measures; terms and conditions of licensing; and the management of the fisheries. It may also establish the nature and scale of penalties for illegal activity as described in the law.

€ **Fisheries regulations**

The fisheries authority should establish fisheries regulations from time to time that reflect the current policy of the government with regard to technical and biological conservation measures. These measures would be subordinate in law to the proclamation or ordinance and should not contradict or undermine anything it contains (particularly, for example, with respect to the definition of terms). Amongst other things, the regulations would establish measures that are needed and have been established with relation to information concerning the status of fish stocks and the environment. Specific penalties for prohibited activities (e.g., fines, forfeiture of catch and/or vessel, etc.) may be specified in the regulations, rather than in the enacting ordinance (see above). This is because illegal activities are often more clearly specified in the regulations, and also because, being subordinate to the ordinance, the regulations are often more readily changeable. In this context, it should be re-emphasized that the fisheries authority will take very seriously any illegal activities of fishing vessels, companies, processors and marketeers, particularly when these are in contravention of established policy and measures to safeguard the sustainability of fisheries resources and their environment.

€ **Maritime law and regulations**

This section would draw attention to the necessity for compliance with laws and regulations concerning the conduct of all vessels in the waters of the coastal state, including the use of ports, the requirement of customs, immigration, and quarantine, and matters of safety at sea.

€ **Environmental law and regulations**

This section would draw attention to the necessity for compliance with all laws and regulations concerning the protection of the marine environment, including refraining from activities that damage the environment.

(ii) **Terms and conditions of licensing**

All fishing licences should require that the holders comply with the Terms and Conditions of Licensing as may be prescribed from time to time. The licence itself would normally prescribe the nature of the fishing operations permitted under the licence, including the species, quantities, areas and times that such operations may target. The Terms and Conditions would normally comprise a series of basic provisions which would apply to all licences, as well as more specific requirements applying to a specific licence or licence type. Listed below are some examples of more general provisions which would normally be expected to apply to every licence.

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**EXAMPLE TERMS AND CONDITIONS OF LICENSING**

The following Terms and Conditions of Licensing apply in general to all fishing vessels and fish transport vessels (hereinafter referred to as "vessels") operating within the [**waters of the coastal State**]. They are attached to this licence for the purposes of clarity and the avoidance of doubt. While vessels are operating in the [**waters of the coastal State**] and prior to entry to the [**waters of the coastal State**] for the purposes of fishing or fish transportation, the ship's master (captain), owners and charterers of all fishing vessels **must**:

- |  |   |   |
|--|---|---|
| <i>Compliance with legislation</i>               | € | comply with the fisheries laws and regulations and administrative procedures as amended from time to time;  |
| <i>Compliance with the Manual and Guidelines</i> | € | comply with any requirement imposed by or under the Manual and Guidelines for the Administration of Fishing Vessel Licensing and Operations issued by or on behalf of the [ <b>Fisheries Authority</b> ], as amended from time to time; |
| <i>Vessel reporting</i>                          | € | submit radio fishing operations reports in the prescribed format and schedule to the [ <b>Fisheries Authority</b> ], as specified, and maintain a log of all such communications;   |
|  | € | complete fishing, landings and transshipment logsheets clearly, in [ <b>specified language</b> ] in a manner and for a time period as may be prescribed, and shall certify that this information is true, complete and accurate;        |
|  | € | provide any other information required by the [ <b>Fisheries Authority</b> ] in a form and according to a schedule as may be prescribed from time to time;  |
|  | € | provide biological and other information on the fish taken on board and discarded during fishing operations and fish transporting operations when required to do so by the [ <b>Fisheries Authority</b> ];                              |

- 
- Observers*
- € allow any person identified as an Observer to:
    - board the vessel for scientific, biological or monitoring functions;
    - embark and disembark the vessel at a place and time agreed;
    - have full access to information, facilities and equipment on board which the Observers may determine as necessary to carry out their duties, including to the fish on board, the measurement and removal of samples, vessel records and logs, reasonable access to navigation equipment, charts and communication equipment, and any other information related to fishing operations;
  - € not assault or obstruct the Observers in the performance of their duties;
  - € provide the Observers, while on board the vessel, with food, accommodation and medical facilities at no cost to the Observers or the **[Government of the coastal State]**;
- Agents*
- € appoint and maintain an Agent who shall have authority to receive and respond to any legal process, including the management of the vessel when in port. It shall be deemed that any communication, information, document, request or response to or from that Agent has the full knowledge and approval of the owners and operators of the vessel;
- Transit*
- € ensure that all fishing gear on board is stowed and secured in such a manner that it is not readily available to use for fishing while the vessel is navigating through the **[waters of the coastal State]** during periods when the vessel is not licensed to fish, or when passing through closed areas;
- Fisheries inspection*
- € ensure that they and the crew immediately comply with every instruction and direction given by an authorized Fisheries Officer, including to stop, to move to a specified location, to facilitate safe boarding and inspection of the vessel, its licence, fishing gear and equipment, records, fish and fish products;
  - € assist in any action by a Fisheries Officer, and neither assault nor intimidate them, nor interfere in the performance of their duties;
  - € ensure continuous monitoring of the international maritime distress and calling frequency, 2182 kHz (HF), and the international safety and calling frequency, 156.8 MHz (VHF-channel 16);
  - € ensure that a current copy of the international code of signals is on board at all times;
  - € ensure that the vessel has identification marks in accordance with the FAO approved *Standard Specifications for the Marking and Identification of Fishing Vessels*

|                                    |   |  |
|------------------------------------|---|--|
| <i>Licence</i>                     | € | ensure that the fishing licence for the current period of licensed operation is prominently displayed on the bridge of the vessel and is available for inspection at any time;   |
| <i>Closed areas</i>                | € | ensure that the vessel does not operate within fishing areas of the [waters of the coastal State] that are closed to its operations, nor that the fishing gear when deployed is allowed to drift within the boundary of any closed area; |
| <i>Fish species and quantities</i> | € | ensure that all fishing gear is deployed in a manner that targets only those species specified in the licence and those species that are generally caught incidental to them;  |
|                                    | € | ensure that all fishing gear is deployed in a manner that avoids or minimizes the catching or damage to species of fish or other living organisms that are not the target of its fishing operations;                                     |
|                                    | € | ensure that fishing operations cease immediately when allocations of fish species quantities specified in the licence have been taken, or when instructed to do so by the [Fisheries authority]  |
| <i>Licensed gear</i>               | € | ensure that only the types of fishing gear authorized in the licence are carried on any vessel intending to fish.  |

### (iii) *Standard Specifications for the Marking and Identification of Fishing Vessels*

#### **Introduction**

The following is a summary of the system adopted at the 18th Session of the FAO Committee on Fisheries. It is recommended that it be adopted for the fishing waters of the coastal State and should be referred to as the system to be used in the Fisheries Legislation. All vessels should adopt this standard. For further details refer to the relevant FAO documentation.

#### **Basic System**

- € Vessels shall be marked with their International Telecommunications Union (ITU) Radio Call Signs (IRCS).
- € Vessels not provided with an IRCS shall be marked with the characters allocated by the ITU to the flag State, followed by the licence or registration number assigned by the flag State. In such cases a hyphen shall separate the ITU characters and the assigned number.
- € Apart from the vessel's name or identification and port of registry, the marking system specified shall be the only vessel identification mark consisting of letters and numbers painted on the hull or superstructure.

#### **Application**

- € The markings shall be prominently displayed at all times:
  - (i) on the vessel's side or superstructure, both port and starboard;
  - (ii) on a deck. Should an awning or other temporary cover obscure the mark, the awning or cover shall also be marked. Deck marks shall be placed athwartships

with the top of the numbers or letters towards the bow.

- € Marks shall be placed as high as possible above the water line. The flare of the bow and the stern shall be avoided.
- € The marks shall:
  - (i) be placed so that they are not obscured by the fishing gear whether stowed or in use;
  - (ii) be clear of the flow from scuppers and overboard discharges including areas which might be damaged or discoloured from the catch of certain species;
  - (iii) not extend below the waterline.
- € Boats, skiffs and craft carried by the vessel shall bear the same mark as the vessel concerned.

#### Technical Specifications

- € Block lettering and numbering shall be used throughout.
- € The height (h) of the letters and numbers shall be in proportion to the size of the vessel in accordance with the following:
  - (i) for marks placed on the hull of superstructure:
 

| Length of vessel overall (LOA) in metres (m) | Height (h) of letters and numbers in metres (m) to be not less than: |
|--|--|
| 25 m and over                                | 1.0 m  |
| 20 m but less than 25 m                      | 0.8 m  |
| 15 m but less than 20 m                      | 0.6 m  |
| 12 m but less than 15 m                      | 0.4 m  |
| 5 m but less than 12 m                       | 0.3 m  |
| Under 5 m                                    | 0.1 m  |
  - (ii) for marks placed on deck: the height shall be not less than 0.3 m for all classes of vessels of 5 m and over.
- € The length of the hyphen shall be half the height (h/2) of the letters and numbers.
- € The width of the stroke for all letters, numbers and the hyphen shall be h/6.
- € The space between letters and/or numbers shall not exceed h/4 nor be less than h/6.
- € The space between adjacent letters having sloping sides shall not exceed h/8 nor be less than h/10, for example A V.
- € The marks shall be:
  - (i) white on a black background; or
  - (ii) black on a white background.
- € The background shall extend to provide a border around the mark of not less than h/6.
- € The marks and background shall be maintained in good condition at all times.

## 4. FISHING OPERATIONS

### 4.1 Completion of formalities

Prior to the initiation of fishing operations, the fisheries authority will require certain administrative formalities to be completed, as indicated in the preceding sections. This section should summarize those formalities for the avoidance of doubt. Some examples are provided here:

- |                       |  |
|-----------------------|--|
| <i>Before fishing</i> | <p>Prior to a fishing vessel leaving for the fishing grounds, the vessel's manager or master must ensure that:</p> <ul style="list-style-type: none"> <li>€ all necessary information recording forms issued by the [fisheries authority] are available on board in amounts sufficient for the duration of the fishing trip;</li> <li>€ all communication, navigation and depth finding instruments are in good working order and correctly calibrated;</li> <li>€ a Fisheries Officer and/or Observer (as required by the [fisheries authority]) is embarked and provided with accommodation and facilities for his, her or their duties;</li> <li>€ the vessel is carrying only those types of fishing gears specified in the licence, which licence must be carried on board the vessel at all times;</li> <li>€ the vessel has an authorized Despatch Note.</li> </ul> |
| <i>During fishing</i> | <p>During all fishing operations, the ship's master must ensure that:</p> <ul style="list-style-type: none"> <li>€ all catch and other information required for that type of fishing operation is recorded on a daily basis; or as may be required by the [<b>Fisheries Authority</b>];</li> <li>€ no fishing activities are undertaken in contravention to those authorized by the licence or the general Terms and Conditions of Licensing;</li> <li>€ all living organisms and benthos taken by the vessel's fishing gear are made available for recording or sampling by Fisheries Officers.</li> <li>€ illegal activities by other fishing vessels are reported immediately to the [<b>Fisheries authority</b>].</li> </ul>   |
| <i>Return to port</i> | <p>Upon return to port, the ship's master must ensure that:</p> <ul style="list-style-type: none"> <li>€ the date and time of arrival in port is notified in advance by radio to the relevant authorities, or via the shipping agent;</li> <li>€ all completed and certified records are delivered immediately to the relevant authorities or via the Fisheries Officer;</li> <li>€ the catch is made available for inspection by a Fisheries Officer in a manner agreed.</li> </ul>   |

## 4.2 Fishing operations reporting

Whilst licensed vessels are present in the waters of the coastal State they should be required to provide information necessary to support the assessment and good management of the resources which are affected by their activities. This section should explain in detail the requirements for data and information reporting by licensed vessels. Data reporting may be done in many ways, including daily radio/fax reports, logbooks, automatic satellite transponders and post-trip interviews. Examples of the first two of these are provided here.

### Daily Radio/Fax Reports

In order to track from day to day the activities of licensed vessels, daily operations reports should be sent to the fisheries authority. These can be sent in a variety of ways, including radio and fax. The important element is that they are received with sufficient frequency (daily in this example) to enable the fisheries authority to process and analyse the data in good time to take action as necessary within the period of the licence. Such ‘within season’ reporting is useful, for example, for monitoring the cumulative catch against a total allowable level (TAC), and for directing the surveillance operation towards areas of known fishing activity. Note that in the example given below, there is no requirement to report catch on a daily basis. This format might be used in a situation where the fishery is not managed on the basis of a TAC or quota.

#### Example

The Daily Reporting Procedure for the [waters of the coastal State] consists of three separate reports:

- |                                      |                  |          |
|--------------------------------------|------------------|----------|
| 1. On entry to the zone              | ENTRY REPORT     | (ENTREP) |
| 2. During all operations in the zone | DAILY REPORT     | (DAYREP) |
| 3. On departure from the zone        | DEPARTURE REPORT | (DEPREP) |

The information from the ENTREP, DAYREP and DEPREP should be sent by the fishing vessel to the [Fisheries Authority] by radio or fax. [The contact details for the fisheries authority should be appended].

*Entry reports*  
(ENTREP)

For vessels entering the waters of the coastal state from outside (e.g., foreign vessels), this report must be made **at least 12 hours before (but not more than 48 hours before)** entry into the zone. The information required for the ENTREP is as follows:

Vessel Name; Vessel Notification Number; Licence Number; Date of Entry into Zone; Intended Position (Latitude/Longitude) of entry to Zone; and Weight of Fish on Board (kg).

*Daily report*  
(DAYREP)

This report must be made every day while the vessel is operating in the Zone. The information required for the DAYREP is as follows:

Vessel Name; Vessel Notification Number; Licence Number; Date of Report; Current Position (Latitude/Longitude).



*Departure report*  
(DEPREP)

For vessels leaving the waters of the coastal State (e.g., foreign vessels), this report must be made upon departure from the Zone. The information required for the DEPREP is as follows:

Vessel Name; Vessel Notification Number; Licence Number; Date of Departure; Departure Position (Latitude/Longitude); Total Catch (kg) since Entry; Total Number of Days inside the Zone.

### Radio reporting frequencies and schedule

Contact by radio should, until further notice, be made using the following frequencies:

|   |          |
|---|----------|
| Radio calls from within the Zone                      |          |
| Radio calls from outside the Zone (e.g., ENTREP)      |          |
| International Maritime Distress and Calling frequency | 2182 kHz |

Daily Radio Reporting schedules are as follows: **[specify radio reporting schedule]**

### Information required

The report type (ENTREP, DAYREP or DEPREP) must be specified. The table below indicates the information required. Each element is distinguished by a letter. The letters should be used when making the report by radio in order to clearly identify each item, using the Phonetic Alphabet, i.e., a = alpha, b = bravo, c = Charlie, etc.

The following are required for ALL reports:

1. Vessel Name: Give the vessel name as written on the Notification Form.
2. Notification Number: Give the Notification Number as written on the Fishing Licence.
3. Fishing Licence Number: Give the Licence Number as written on the Fishing Licence.

For specific reports, additional information is required as follows:

*Entry Reports*  
(ENTREP)

Give the information indicated in the table under column A. The **position information** required is the **intended position of entry into the Zone**.

*Daily Reports*  
(DAYREP)

Give the information indicated in the table under column B. The **position information** required is the **position at the time of broadcast**.

*Departure Reports*  
(DEPREP)

Give the information indicated in the table under column C. The **position information** required is the **position at departure from the Zone**.

Tabulated summary of the information required for the three types of report

| INFORMATION REQUIRED |                     | Column A<br>ENTRY REPORT                     | Column B<br>DAILY REPORT | Column C<br>DEPARTURE REPORT        |
|----------------------|---------------------|--|--------------------------|-------------------------------------|
| Report type          |                     | ENTREP                                       | DAYREP                   | DEPREP                              |
| a (alpha)            | Vessel name         | <i>Vessel name</i>                           | <i>Vessel name</i>       | <i>Vessel name</i>                  |
| b (bravo)            | Notification no.    | #  | #                        | #                                   |
| c (Charlie)          | Licence no.         | <i>Licence no.</i>                           | <i>Licence no.</i>       | <i>Licence no.</i>                  |
| d (delta)            | Date (DD/MM/YY)     | <i>Date of entry</i>                         | <i>Date of report</i>    | <i>Date of departure</i>            |
| e (echo)             | Latitude (degrees)  | <i>Intended position of entry to Zone</i>    | <i>Current position</i>  | <i>Departure position</i>           |
| f (foxtrot)          | Latitude (minutes)  |  |                          |                                     |
| g (golf)             | Longitude (degrees) |  |                          |                                     |
| h (hotel)            | Longitude (minutes) |  |                          |                                     |
| i (India)            | Catch               | <i>Weight of fish on board (kg) on entry</i> |                          | <i>Total catch (kg) since entry</i> |
| j (Juliet)           | Total days in Zone  |  |                          | <i>Total days in Zone</i>           |

### Maintenance of Radio Log

The Master must maintain a radio log of all communications with the Fisheries Authority. Failure to maintain a radio log may lead to a penalty.

### Other Communications

The Fisheries Authorities will maintain a continuous coverage of emergency maritime distress frequencies and will assist vessels as such situations arise.

### Fishing Logbooks

All fishing activities by licensed vessels must be recorded by the Master in the form of a Fishing Logbook provided by the Fisheries Authority. An example of a Fishing Logsheet from a Logbook is provided in Annex 4, together with detailed guidance notes for its completion. This is provided here for explanatory purposes only. The format of the logbook will depend on the nature and information requirements of each particular fishery.

All the information required for the Fishing logbook must be completed in [**specify language**], accurately and legibly. Failure to do so may result in a penalty.

Details of how Fishing Logbooks can be obtained from the Fisheries Authority should be provided.

### **Satellite Transmitters**

In addition to the HF radio communication method, a vessel may be required to carry on board a transmitter that will allow the authorities to remotely determine the position of the vessel. It may also be required that this transmitter be connected to a device through which the master must record fishing activities and catch. When the requirement to carry a transmitter is placed upon a licensed vessel it is the responsibility of the master while within the mandated zone to ensure that the transmitter (and recording device) are continuously connected to the power supply of the vessel, and that the required data entries are made according to the determined format and schedule.

## **5. USE OF PORTS AND HARBOURS**

This section applies to the use of ports and harbours of the coastal State by foreign fishing vessels.

### **5.1 Designated ports and port regulations**

- € Upon first arrival in the waters of the coastal State for the purpose of fishing or transshipment of fish, all vessels must report to **[specify ports]** for licensing formalities and inspection;
- € All foreign fishing and transshipment vessels may only use the ports of **[specify ports]** as bases for the conduct of fishing and transshipment operations;
- € The ship's master, operator or agent must ensure compliance with all port regulations concerning the use of ports, including the payment of port dues, berthage fees, the use of water and bunkering facilities and the disposal of refuse and other pollutants.

### **5.2 Customs, Immigration and Quarantine**

- € On first arrival in, or final departure from, the **[designated ports]** the ship's master, operator or agent must ensure that all customs, immigration and quarantine formalities are complied with immediately;
- € Any changes to the status of the vessel or crew must be communicated to the relevant authorities as soon as such changes are known.

### **5.3 Transshipment**

Control and monitoring of the transshipment process is an important component of the fishery management regime. Information on the amounts of fish transshipped and exported from the waters of the coastal State provides one means of independently cross-checking catch reports provided by individual fishing vessels. The issuance of transshipment licences also provides an opportunity to generate revenue to support the fishery management regime. The best way to achieve this is to treat transshipment vessels ('reefers') in much the same way as fishing vessels, and to issue a transshipment licence for single or multiple transshipment events.

Transshipment vessels that are intended to operate within the waters of the coastal state to take fish from licensed fishing vessels will, therefore, need to make a Fishing Vessel Notification Application, as for fishing vessels (see Section 2.1), and subsequently apply for a transshipment licence.

---

**Requirements for this section**

- € **Transshipment Licence Application Form**  
An example is provided in Annex 5 to this document.
- € **Instructions for completion and submission of the Transshipment Licence Application Form**  
As with other application forms, details of how the form should be completed and transmitted to the licensing authority should be provided (see Annex 5).
- € **Sample Transshipment Licence**  
An example of a Transshipment Licence is provided in Annex 6.
- € **Sample Transshipment logsheet**  
An example of a Transshipment Logsheet is provided in Annex 5.

**Procedure****(i) Application**

As with fishing vessels, a unique Notification Number should be issued to the transshipment vessel or reefer. The owner, charterer or agent of the transshipment vessel should apply for a transshipment licence, quoting the Notification Number on the Transshipment Licence Application Form (Annex 5). All vessels that will discharge to the transshipment vessel while this vessel is in the waters of the coastal state should be nominated on the Application Form. The master, owner, charterer or agent of the fishing vessel which is to supply the transshipment vessel must ensure that the discharging fishing vessel also has a transshipment licence or that its fishing licence also operates as a licence to transship.

Application for a transshipment licence should be made to **[the Licensing Authority]**. It must be sent by mail or fax to arrive not less than 72 hours before the date specified in the application as the date by which the licence is required.

Each Transshipment Licence may have specific terms and conditions attached to it that may limit:

- the area where transshipment may take place;
- the times during which fish may be transshipped;
- the descriptions and quantities of fish that may be transshipped; and
- the number of times that the fishing vessel may transfer fish out of the fishing waters.

**(ii) Payment of Licence Fees**

A fee may be charged for each transshipment licence. Payment details should accompany the licence application form (e.g., the amount, originating bank name and location, bank draft reference number, date of draft transmission). It should be noted that the amount that must be transferred into the Revenue Account does not include transmission charges due to either the sending or receiving bank. The bank executing the transaction must be instructed to add all such charges to the amount due. It should also be explained that licences cannot be issued until the bank has confirmed that the licence fee has been received into the Revenue Account. Details of the electronic cash transfer to be used for the payment of licence fees and administrative penalties can be provided.

**(iii) Possession of Licence**

A separate Transshipment Licence will be issued to the transshipment vessel/reefer for each nominated discharging fishing vessel. Each transshipment operation between the two vessels which are authorized by the licence is deemed to be (and is referred to as) a single and separate 'transshipment event'. The transshipment licence bears a Transshipment Licence Number. This should be in the possession of the master of the licensed vessel and available on request. It is the responsibility of the agent or owner of the vessel to ensure that the fishing master has this number. It is also the responsibility of the agent or owner to inform the fishing master of the start date, period and end date of the licence, and of other terms and conditions that apply to vessels operating within fishing waters of the coastal state. Failure to keep a fishing master informed of the nature and extent of the vessel's fishing licence may result in a penalty.

**(iv) Transshipment data reporting**

For each transshipment event, a Transshipment Logsheet should be completed. This logsheet should bear the Transshipment Licence Number allocated for that transshipment event. An example is provided in Annex 5. A copy of the logsheet must be faxed directly from the vessel if possible or, if this is not possible, the correct information should be radioed to the agent for forwarding to the Licensing Authority as soon after the transshipment event as practical. The receiving transshipment vessel has the responsibility of ensuring the accurate completion of all transshipment logsheets.

Transshipment vessels should also be required to complete a Transshipment Entry and Departure Product Reports. This is designed for the collection of information from transshipment vessels on their entry into and exit from the waters of the coastal State. The format of the report should be similar to the entry and departure report formats described in Section 4.2. The weight of fish product on board by species and product type should be recorded.

**6. ADDITIONAL DOCUMENTATION**

In addition to the information provided in the preceding sections and the Annexes, the guidance document should also contain details of contact persons, telephone, fax and E-mail numbers and detailed instructions for transfer of fishing and transshipment licence fees. The coordinates and illustrative chart of the Exclusive Economic Zone and any designated fishing zones to which access by foreign or industrial vessels is controlled, such as community boundaries, closed areas, reserves, etc., should also be provided.

**7. POTENTIAL ADAPTATIONS OF THE LICENSING SYSTEM TO COMMUNITY-BASED FISHERIES MANAGEMENT**

This section of the paper describes briefly how a licensing system may be adapted to community-based management for artisanal fisheries. These details have been kept separate from the preceding text, which is specific to contemporary licence administration for industrial vessels. Details are provided for matching each of the relevant earlier Sections. In many cases, the text provided in previous sections can be regarded as relevant if, in place of 'fishing vessel' one reads Fishers Cooperative, Fishers Community Institution, Village Council, etc., as appropriate.

Cover-page layout: in place of \_fishing vessel\_ read Fishers Cooperative, Fishers community Institution, Village Council, etc. as appropriate.

---

## **7.1 Introduction**

Where the fisheries strategy has identified community-based management as being appropriate, the legal basis for the formation of community institutions and their right to make management decisions should be indicated. Similarly for any legislation which describes property rights or tenure over a particular area of the environment. The means of interaction between community and government institutions in the co-management partnership should also be outlined in this section.

Licensing of individual fishing units may not be necessary (or practical) for artisanal fisheries where, although overfishing and overcapitalization may be a problem, effort reduction through limited entry licensing regimes may not be an attractive option to Government due to the social consequences. Alternative management instruments are appropriate to control the fishery for implementation through the framework of the community-based co-management strategy. Here, whilst individual vessel licensing may not be appropriate, it is however, appropriate to licence, or register, the community institution responsible for fisheries management. This could be a fishers cooperative or a village council, for example.

## **7.2 Administrative procedures**

### **7.2.1 Fishing Community Notification or Registration**

#### **Explanation**

In decentralizing the management process and recognizing in legislation the right of fishing communities to make institutional arrangements for management, it is also appropriate to establish criteria describing what attributes the local institutions must possess in order to be recognized. These institutions can be licensed or registered for a term fixed by government. Notification is the first step in the process, as in the case of fishing vessels.

Given that notification does not guarantee a licence will be issued, the process is usually free of any charge to the community institution, although a small fee might be charged for administrative purposes.

#### **Requirements for this section**

##### **(i) Fishing Community Notification Application Form**

This form must be designed to collect appropriate information on the attributes of the institution (its constitution, membership and so on), and on both the community of fishers and the area subject to management control by that institution. Details should be provided on the technical attributes of the fishery, such as the number of fishing units and their characteristics. Such data should be compiled in an integrated fisheries information system enabling national statistics to be generated.

Instructions for the completion of the form should be provided.

##### **(ii) Procedure**

The Notification procedure is an efficient way of administering a vessel licensing system, and that described in Section 2.1 could usefully be applied to the community-based management situation. However, the details relating to a community of fishers – unlike those for fishing vessels – may require updating on a regular basis.

## **7.2.2 Fishing Vessel Licensing**

### **Explanation**

The purpose of licensing is for the coastal State to be able to keep track of the number and type of vessels actually operating in a fishery. Such statistics would become available on artisanal fisheries through the compilation of data from registration of Community fisheries institutions.

### **Requirements for this section**

#### **(i) Fishing Community Licence Application Form**

As a result of the notification procedure, the Licence Application Form can be relatively simple. Application would be the responsibility of the Chairman, Chief or Secretary of the community institution. Instructions for the completion of the form should be provided.

#### **(ii) Procedure**

The same pre-requisites to licensing of communities of fishers as identified in Section 2.2 for fishing vessels should apply, with the Notification number used as the primary identifier in the licence application form.

Commonly the licence fee is a nominal amount in the case of artisanal fisheries, and is levied simply to cover administrative costs. This would also be appropriate for community-based licensing.

## **7.3 Fisheries law and regulations**

### **Explanation**

This section should include a summary of the relevant laws and regulations governing fishing operations and related activity in the waters of the coastal State. Particularly relevant to community-based management is that it should refer to legislation relating to property rights and institutional arrangements.

### **Requirements for this section**

#### **(i) Summary of relevant legislation and special conditions**

This section should draw the attention of applicants to all of the legislative instruments with which they should be familiar. It should be explained that it is their responsibility to ensure that they and any of their community members who operate under the authority of the fishing licence comply with the requirements of this legislation. The legislative instruments may include those points outlined in Section 3.2 above. Additionally, for community-based management, legislation defining the boundaries of the fishing zone concerned should be included.

#### **(ii) Terms and conditions of licensing**

All fishing licences (vessel and community) should require that the holders comply with the Terms and Conditions of Licensing as may be prescribed from time to time. Note, however, that the language used for Community licences will differ from those for vessel licensing to stress the cooperative nature of the institutional arrangements, rather than the regulatory requirements imposed.

The details may include the arrangements for cooperation between government institutions and the community, and define their respective obligations in the two-way provision of information.

#### **7.4 Fishing operations**

In the case of community-based management of artisanal fisheries, the designated community official should ensure that the community members have complied with national legislation indicated in the terms and conditions of licensing, including any gear restrictions. They should also ensure that appropriate reporting arrangements are in place, possibly in collaboration with fisheries extension workers. The mechanism of data collection and collation will be determined specific to local circumstance, and in the situation of community-based co-management will involve not only the transfer of information to the fisheries authority, but also internal feedback.



**Annex 1.** Example of a Fishing Vessel Notification Application Form

|  |
|--|
|  |
| <b>[Name of Fisheries Licensing Authority]</b>   |
|  |
| <b>Fishing Vessel Notification Application Form</b>  |
|  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Graphic: Crest of the Ministry<br/>of Fisheries or other<br/>Authorizing Body</div>  |
| To: <b>[Director of Fisheries, Coastal State Licensing Authority, Contact Details]</b>   |
| I, _____ owner of the fishing vessel:  |
| _____  |
| hereby make notification of the aforementioned vessel for the purpose of future fishing<br>in the <b>[Waters of the Coastal State]</b> . I understand that notification of vessel details<br>is a requirement prior to fishing licence application.  |
| I declare that the information given in the attached schedule is to the best of my belief<br>accurate and true. I understand that, if any of the information changes, I must inform<br>you not later than 30 days after the change has taken place and that failure to do so<br>may lead to a penalty. |
| _____ DATE __/__/__  |
| (Signature of Owner/Charterer/Agent) DD/MM/YY  |

---

**SCHEDULE OF FISHING VESSEL DETAILS**

Explanatory note

**VESSEL NAME:** {Note 1}

**INTERNATIONAL RADIO CALL SIGN:** {Note 2}

**COUNTRY OF REGISTRATION:** {Note 3}

**COUNTRY REGISTRATION NUMBER:** {Note 4}

**PORTS** {Note 5}

|                       |  |
|-----------------------|--|
| Base Port             |  |
| Transshipment Port(s) |  |
| Unloading Port(s)     |  |

**LEGAL PERSONALITIES**

{Note 6}

|           | OWNER | CHARTERER | AGENT |
|-----------|-------|-----------|-------|
| NAME      |       |           |       |
| ADDRESS   |       |           |       |
| CITY      |       |           |       |
| COUNTRY   |       |           |       |
| TELEPHONE |       |           |       |
| FAX       |       |           |       |
| TELEX     |       |           |       |
| E-MAIL    |       |           |       |

**VESSEL CHARACTERISTICS**

|   |           |
|---|-----------|
| GROSS REGISTERED TONNAGE (GRT):         | {Note 7}  |
| CONVENTION USED FOR MEASUREMENT OF GRT: | {Note 8}  |
| OVERALL LENGTH (metres):                | {Note 9}  |
| OVERALL WIDTH (metres):                 | {Note 10} |
| DRAFT (metres):                         | {Note 11} |
| MAIN ENGINE (horsepower):               | {Note 12} |
| FUEL CAPACITY (kilolitres):             | {Note 13} |
| YEAR OF CONSTRUCTION:                   | {Note 14} |

**FISH STORAGE**

{Note 15}

|                           |  |  |  |
|---------------------------|--|--|--|
| Freezing method           |  | Daily freezing capacity (t)            |  |
| Freezing temperature (°C) |  | Other storage methods and capacity (t) |  |
| Storage temperature (°C)  |  | Total fresh fish storage capacity (t)  |  |

**VESSEL OPERATIONS**

|                                    |           |
|------------------------------------|-----------|
| NUMBER OF CATCHER BOATS (DORIES):  | {Note 16} |
| AVERAGE LENGTH OF DORIES (metres): | {Note 17} |
| NUMBER OF FISHERMEN:               | {Note 18} |
| NUMBER OF NON-FISHING CREW:        | {Note 19} |
| TOTAL NUMBER OF CREW:              | {Note 20} |
| NORMAL TRIP LENGTH (days):         | {Note 21} |

**FISHING METHODS USED**

{Note 22}

|  |
|--|
|  |
|  |
|  |

**VESSEL COMMUNICATIONS**

{Note 23}

|  |  |
|--|--|
| Normal radio transmitting frequencies                |  |
|  |  |
|  |  |
| <b>Satellite communications</b>                      |  |
| Type   |  |
| Access code and number                               |  |
| <b>Position determining equipment</b>                |  |
| LORAN  |  |
| OMEGA  |  |
| DECCA  |  |
| GPS  |  |
| Radio buoys  |  |
| Emergency position indicating radio beacons (EPIRBs) |  |

Guidance Notes for completion of the sample

**FISHING VESSEL NOTIFICATION APPLICATION FORM**

**General:**

All information required (where applicable) must be entered correctly and carefully. Failure to do so may cause delays to notification and therefore to the ability to apply for a licence.

Please enclose with this application a side view photograph of the whole vessel (colour or black and white), at least (10Δ7 cm in size), and a copy of the International Tonnage Certificate.

**Specific Notes:**

- {1} Vessel Name: Enter in English, include any number or letter used to identify the particular vessel, e.g., Noor Star 2, Reef, etc.
- {2} International Radio Call Sign: Enter the code of numbers and letters issued by the country of registration according to the rules of the International Telecommunications Union.

- {3} Country of Registration: Enter the country where the vessel is officially registered.
- {4} Country Registration Number: Enter the number (including letters) issued by the registering country.
- {5} Port(s): Enter the base or home port and the transshipment and unloading ports (if different) usually used following a fishing trip.
- {6} Legal Personalities: Enter the names and communication details (as described and where applicable) of the owner, charterer and agent. Since the Fishing Master may change from trip to trip, the details of that person will be required for the licence application.

#### Vessel Characteristics

- {7} Gross Registered Tonnage: The tonnage of the vessel as recorded on the country registration document.
- {8} GRT: State which convention is used, e.g., IMO 1969, etc.
- {9} Overall Length (metres): The overall length as recorded on the country registration document.
- {10} Overall Width (metres): The overall width as recorded on the country registration document.
- {11} Overall Draft (metres): The overall draft as recorded on the country registration document.
- {12} Main Engine (horsepower): The horsepower rating of the main engine.
- {13} Fuel Capacity (kilolitres): Fuel capacity at full.
- {14} Year of Construction: Year of Construction.
- {15} Fish Storage: In this table enter the freezing method (e.g., brine, blast, etc.); freezing temperature and storage temperature in degrees Celsius (°C); daily freezing capacity in metric tonnes (t); other storage methods (e.g., ice) and capacity in metric tonnes (t); and total fish storage capacity in metric tonnes (t).

#### Vessel Operations

- {16} Number of Catcher Boats (Dories): Enter the total number of catcher boats (dories) used in fishing operations.
- {17} Average Length of Dories (metres): Enter the average length of the dories carried on the vessel.
- {18} Number of Fishermen: Enter the number of fishermen engaged in fishing operations.
- {19} Number of Non-Fishing Crew: Enter the number of personnel, including all officers and deck crew not engaged in fishing operations.
- {20} Total Number of Crew: Enter the total number of personnel aboard each vessel.
- {21} Normal Trip Length (days): Enter the number of days between leaving base/transshipment/unloading port and returning to port with a full load of fish during the licence period.
- {22} Fishing Methods Used: Enter the fishing methods used; the usual number of each gear type deployed, per dory if dories are used; and, for line fishing, the usual number of hooks per line.

---

{23} Vessel Communications. In this table, enter the following details:

International Radio Call Sign (IRCS): As 2 above.

Normal Transmitting Frequencies: Enter the frequencies/channels that the vessel normally uses for communications with the base port and national authorities.

Satellite Communications Type: Enter type, make and model of satellite communication equipment, e.g., INMARSAT A, INMARSAT C, etc.

Access Code and Number: Enter codes and numbers for access to voice/fax, etc.

Position Determining Equipment: Indicate which types of position determining and navigation equipment are used on board the vessel.

Radio Buoys: Enter number and identifying marks of radio buoys used in fishing, if any.

Emergency Position Indicating Radio Beacons (EPIRBs): Tick if EPIRBs are available.

**Annex 2.** Example of a Fishing Licence Application Form

|   |                                  |
|---|----------------------------------|
| <b>[Name of Fisheries Licensing Authority]</b>  |                                  |
| <b>Fishing Licence Application Form</b>   |                                  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Graphic: Crest of the Ministry of Fisheries or<br/>other Authorizing Body</p> </div>  |                                  |
| <p>To: <b>[Director of Fisheries, Coastal State Licensing Authority, Contact Details]</b></p> <p>I, _____, owner/charterer/agent of the fishing</p> <p>vessel: _____, hereby make application for a license for the<br/>aforementioned vessel to undertake fishing in the <b>[fishing waters/EEZ] of [the Coastal State]</b>.</p> |                                  |
| <p>The Fishing Vessel Notification Number for this vessel is: _____</p>   |                                  |
| <b>FISHING ACTIVITY</b>   |                                  |
| Date from which<br>licence is required  | ___ / ___ / ___<br>DD/MM/YY      |
| Period for which<br>licence is required   | _____ days                       |
| Fishing Master during<br>licence period   |                                  |
| Address   |                                  |
| Telephone   |                                  |
| Fax   |                                  |
| _____<br>(Signature of Owner/Charterer/Agent)   | DATE ___ / ___ / ___<br>DD/MM/YY |

---

Guidance Notes for completion of the

**FISHING VESSEL LICENCE APPLICATION FORM**

- {1} Enter the name of the owner, charterer or agent of the vessel.
- {2} Indicate whether it is the owner, charterer or agent by circling one.
- {3} Enter the name of the fishing vessel.
- {4} Enter the Fishing Vessel Notification Number of the vessel in the box indicated.
- {5} Enter the intended date of entry into [coastal state] fishing waters.
- {6} Enter the period for which the licence is required (maximum 80 days).
- {7} Enter the name of the fishing master during the licence period.
- {8} Enter the address, telephone and fax number of the fishing master.
- {9} Sign and date the form and indicate whether owner, charterer or agent by circling one.



**Annex 3:** Example of a Fishing Vessel Licence

|   |                                      |  |
|---|--------------------------------------|--|
| <b>[Name of Fisheries Licensing Authority]</b>  |                                      |  |
| <table border="1"> <tr> <td style="text-align: center;">Graphic - Crest of Ministry of Fisheries or other Authorizing Body</td> </tr> </table>  |                                      | Graphic - Crest of Ministry of Fisheries or other Authorizing Body |
| Graphic - Crest of Ministry of Fisheries or other Authorizing Body  |                                      |  |
| <b>FISHING VESSEL LICENCE</b>   |                                      |  |
| <p>Issued by the <b>[Director of Fisheries]</b><br/> on behalf of the <b>[Licensing Authority]</b><br/> Pursuant to <b>[National fisheries legislation]</b>,<br/> I, _____, Director of Fisheries for <b>[Licensing Authority]</b>,<br/> hereby authorize the fishing vessel:</p> <p style="text-align: center;">_____</p> <p>to fish within the <b>[fishing waters/EEZ]</b> of <b>[the coastal State]</b> under the terms and conditions attached to this licence.</p> |                                      |  |
| FISHING VESSEL NOTIFICATION NO:   |                                      |  |
| FISHING VESSEL LICENCE NUMBER:  |                                      |  |
| START OF VALIDITY OF THIS LICENCE:  |                                      |  |
| END OF VALIDITY OF THIS LICENCE:  |                                      |  |
| PERIOD OF VALIDITY OF THIS LICENCE: _____ days  |                                      |  |
| AREA(S) COVERED BY THIS LICENCE:  |                                      |  |
| <p>_____</p> <p>Director of Fisheries</p>   | <p>DATE ___/___/___<br/>DD/MM/YY</p> |  |
| <p>All communications concerning this licence should be addressed to:</p> <p style="text-align: center;"><b>[The Director of Fisheries<br/>contact address]</b></p>   |                                      |  |

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**Annex 4: Sample Fishing Logbook and Guidance Notes**

**EXAMPLE FISHING LOGBOOK**

**Guidance Notes for Completion**

**VESSEL / OPERATING DETAILS**

Note: For each trip within the [waters of the coastal state] a new logbook must be used.

**OWNER DETAILS**

Name of Owner : Enter the name of the registered owner of the fishing vessel.  
 Registered Address : Enter the registered address of the owner of the fishing vessel.

**VESSEL DETAILS**

Vessel Name : Enter in block capitals the name (and number if applicable) of the vessel in English as written on the fishing licence.  
 Identification Mark : Enter any distinguishing vessel identification feature apart from standard specifications for the marking and identification of fishing vessels. If no identification feature exists please leave blank.  
 Tonnage GRT : Enter the gross registered tonnage as recorded on the country registration documents.  
 International Radio Call Sign: Enter the code of numbers and letters used by the country of registration according to the rules of the International Telecommunications Union.  
 Licence Number: Enter the fishing licence number as given on the fishing vessel licence  
 Number of Fishing Crew : Enter the total number of fishing crew aboard the vessel.  
 Number of Dories on Vessel: Enter the total number of dories carried on the vessel.

**TRIP DETAILS**

Departed Port : Enter the name in English of the last port visited. Enter the day, month and year of departure.  
 Returned Port : Enter the name in English of the port to which the boat has returned or the next port visited. Enter the day, month and year in which the vessel enters that port.  
 Entered zone : Enter the day, month and year in which the boat enters the waters of the coastal state.  
 Departed zone : Enter the day, month and year which the boat departs the waters of the coastal state.

**DORY DETAILS**

Dory Details: Enter for each dory: its name, number or other identifying markings; its length in metres; whether the engine is an outboard (OB) or inboard (IB); the capacity of the engine (hp); the usual number of crew; the fishing method(s) used this voyage i.e. handlines, electric fishing reels, other (please specify); the usual number of lines fished per day; the usual number of hooks per line.

Note : Attention is drawn to the requirement to sign and date the completed log book upon return from fishing, and to return the logbook as specified.

#### **LOGSHEET INFORMATION**

Note: Please fill in one page per day. The logbook should be completed for each day the vessel is inside the waters of the coastal state.

Mothervessel (MV) ID: Enter the fishing vessel notification number, as shown on the fishing licence.

Date: Enter the date for which the fishing details are being entered.

Comment Code: The appropriate comment code should be entered for this day:

- 1 A day in which dories fish
- 2 A day in transit between fishing grounds or to/from port
- 3 A day when not fishing due to bad weather
- 4 A day when not fishing due to breakdown
- 5 No fishing for other reasons

#### Position Details

Start/Anchoring Location: Enter the latitude and longitude of the position at which the dories are lowered onto the water, in degrees and minutes, eg: 9o30' S, 75o26' E.

Finishing Location: If the vessel has moved since all the dories were lowered (either due to steaming or drifting), enter the latitude and longitude at the time all dories are back on board, in degrees and minutes.

#### Climatic Details

Wind Speed / Sea State: Enter the appropriate Beaufort Scale value (0-12) according to Table 1 (0-12), for the wind speed and sea state on this day.

Wind Direction: Enter the wind direction in degrees of the compass.

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Current: Enter a subjective value indicating the strength of the surface current during the fishing period using a scale of 1 to 5 (where 1=light current, and 5=very strong current).

Cloud Cover: Enter the cloud cover in Octas, where 0= clear sky, and 8 = completely overcast.

Pressure: Enter the barometric pressure (in mB).

Surface Temperature: Enter the temperature in

#### Typical Duration of Dory Fishing

Trips: Enter the typical duration (in hours) of each type of dory fishing trip that occurred during that day. Details of the dory trip types are described below.

#### Trip Type:

AM this is either:

a) the morning trip of a dory which performs two trips (fishes in the morning, returns to the mothervessel at lunchtime to unload the catch, and then either leaves again for an afternoon trip)

or:

b) the trip of a dory which only fishes in the morning, returns to the mothervessel at lunch and no longer fishes that day.

PM This is the afternoon trip of a dory which performs two trips, or the first trip of a dory which did not fish in the morning.

WD This is a trip where a dory does not return for lunch (i.e., fishes from morning through to late afternoon), and therefore performs only one trip.

For example if some dories fished on average for 12 hours in the day without returning to the mothervessel (WD Trip type), and others performed two trips of 5 hour duration (AM/PM trip type), enter 5 for both the AM and PM, and 12 for WD.

Depth Details: The depth details are broken down by habitat type. For EACH habitat fished during that day, enter the minimum (from) and maximum (to) depths fished.

#### Details by Dory:

Catch (kg): For each Dory (Dory No. 1-21), enter the total catch (in kg) caught that day (ie, total catch per dory per day for all trips undertaken that day). Also enter the total weight of fish caught by the mothervessel crew during that day.

Habitat Fished: Enter the code for the main habitat type fished by EACH dory during the day:

Code\_

Habitat Type\_

Common species in catch \_\_

BNK\_

Bank (Sec)\_

e.g., Dame Berri common\_\_

DRO\_

Drop Off (Fond)\_

e.g., Sacre Chien common\_\_

OTH\_

e.g., Trolling\_

e.g., Bonite common\_\_

Trips (AM/PM/WD):                      Enter the code for the trips taken by that dory during the day:

AM/PM                      Two trips undertaken one in the morning and one in the afternoon, the dory having returned and unloaded the catch at lunchtime.

AM                              The dory fished only in the morning, returned to the vessel and fished no longer.

PM                              The dory fished in the afternoon only (possibly delayed due to repairs to the dory).

WD                              The dory left in the morning but did not return at lunchtime to unload the catch. It returned to the mothervessel in the afternoon and fished no longer. It fished for the whole day.

No. of Men:                      Enter the number of men who fished in each dory during the day. Please note any changes to this number during the day (eg if one fisherman does not fish in the afternoon trip). Also enter the number of mothervessel crew that fished during the day in the space provided.

#### Daily Catch Summary

This summary is broken down by species. Please enter the total weight of each species landed to the mothervessel by all dories during that day, and enter the total landed weight (of all species) in the final column. NOTE: Total Snappers, Total Capitaine and Total Vielle columns are the TOTAL weight for these groups. For example, Total Capitaine = Weight of Dame Berri + Caya + Capitaine + Longue Gueulle + Gueule du vin + Capitaine Blanc etc.

#### Comments

Enter any comments for the day in this section.

Table: Wind speed codes employed, and corresponding sea state (based on the Beaufort Scale)

| Force code | Wind speed (knots) | Description     | Sea state  | Wave height |         |
|------------|--------------------|-----------------|--|-------------|---------|
|            |                    |                 |  | mean (m)    | max (m) |
| 0          | 0 - 1              | Calm            | Like a mirror  | 0           | 0       |
| 1          | 1 - 3              | Light airs      | Ripple-like scale formed   | 0           | 0       |
| 2          | 4 - 6              | Light breeze    | Small wavelets, still short but more pronounced, not breaking  | 0.1         | 0.3     |
| 3          | 7 - 10             | Gentle breeze   | Large wavelets, crests begin to break, a few white horses  | 0.4         | 1       |
| 4          | 11 - 16            | Moderate breeze | Small waves, growing longer, fairly frequent white horses  | 1           | 1.5     |
| 5          | 17 - 21            | Fresh breeze    | Moderate waves, taking more pronounced form, many white horses, perhaps some spray   | 2           | 2.5     |
| 6          | 22 - 27            | Strong breeze   | Large waves forming, white foam crests more extensive, probably some spray   | 3           | 4       |
| 7          | 28 - 33            | Near gale       | Sea heaps up, white foam from breaking waves begins to blow in streaks   | 4           | 5.5     |
| 8          | 34 - 40            | Gale            | Moderately high waves of greater length, edges of crests break into spindrift  | 5.5         | 7.5     |
| 9          | 41 - 47            | Severe gale     | High waves with tumbling crests, dense streaks of foam, spray may affect visibility  | 7           | 10      |
| 10         | 48 - 55            | Storm           | Very high waves with long overhanging crests, dense streams of foam make surface of sea white. Heavy tumbling sea, visibility affected       | 9           | 12.5    |
| 11         | 56 - 63            | Violent storm   | Exceptionally high waves, sea completely covered with long white patches of foam, edges of wave crests blown into froth, visibility affected | 11          | 16      |
| 12         | 64+                | Hurricane       | Air filled with foam and spray, sea completely white with driving spray, visibility very seriously affected                                  | 14          |         |

**Annex 5:** Sample Transshipment Licence Application Form and Guidance Notes

|  |                                    |               |
|--|------------------------------------|---------------|
| [Name of Fisheries Licensing Authority]  |                                    |               |
| <b>TRANSSHIPMENT LICENCE APPLICATION FORM</b>  |                                    |               |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Graphic – Crest of Ministry of Fisheries or other Authorizing Body</p> </div> |                                    |               |
| To: the [Director of Fisheries] of [Licensing Authority]   |                                    |               |
| I, _____, owner/charterer/agent of the trawler/reefer:   |                                    |               |
| _____ ,  |                                    |               |
| hereby make application for a licence to undertake transshipment in the [waters of the coastal state].   |                                    |               |
| Licence period applied for: Start date: __/__/__ End date: __/__/__  |                                    |               |
| Expected Date of Transshipment(s):   |                                    |               |
| The Fishing Vessel Notification Number for this Vessel is:   |                                    |               |
| VESSELS TO BE LOADED FROM/TO:  |                                    |               |
| VESSEL NAME  | FISHING VESSEL REGISTRATION NUMBER | IRCS          |
|  |                                    |               |
|  |                                    |               |
|  |                                    |               |
|  |                                    |               |
| TRANSSHIPMENT VESSEL: Expected date of departure: __/__/__   |                                    |               |
| Destination port on departure:   |                                    |               |
| _____  |                                    | DATE __/__/__ |
| (Signature of Owner/Charterer/Agent)   |                                    | DD/MM/YY      |

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Guidance Notes for Completion of the

**Transshipment Licence Application Form**

Please enter the following details on the Transshipment Licence Application Form:

1. Enter the name of the owner, charterer or agent of the vessel.
2. Indicate whether the named person is the owner, charterer or agent by circling one of these on the form.
3. Indicate whether the vessel is a trawler or reefer by circling one.
4. Enter the name of the vessel in English, include any number or letter used to identify a particular vessel e.g., Tokyo Reefer, etc.
6. Enter the start date from which the transshipment licence is required in the format: DD/MM/YY.
7. Enter the end date on which the licence will expire in the format: DD/MM/YY.
8. Enter in the box indicated the Fishing Vessel Registration Number of the vessel as allocated by [**Licensing Authority**].
9. Enter the expected date of Transshipment(s) in the format: DD/MM/YY.
10. List the following details for all the vessels to be loaded from or into:
  - Vessel Name
  - The Fishing Vessel Registration Number
  - The International Radio Call Sign
11. Enter the expected date of departure of the transshipment vessel in the format: DD/MM/YY.
12. Enter the destination port on departure of the transshipment vessel in the format: DD/MM/YY.
13. Sign and date the form, and indicate whether owner, charterer or agent by circling one.



**Annex 6.** Example of a Transshipment Licence

|   |
|---|
| <b>[Name of Fisheries Licensing Authority]</b>  |
| <b>TRANSSHIPMENT LICENCE</b>  |
| <div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">Crest of the Ministry of<br/>Fisheries or Authorizing<br/>Body</p> </div>   |
| <p>Issued by the <b>[Director of Fisheries]</b> of <b>[Licensing Authority]</b></p> <p>I, Director of Fisheries, hereby authorize the fishing vessel:</p> <p style="text-align: center;">_____ ,</p> <p style="text-align: center;">Vessel Notification Number: _____ ,</p> <p>to transship fish within the <b>[waters of the coastal State]</b> under the terms and conditions attached to this licence.</p> |
| TRANSSHIPMENT LICENCE NUMBER: _____   |
| AREA OF TRANSSHIPMENT:  |
| <p>PERIOD OF VALIDITY OF THIS LICENCE:</p> <p style="margin-left: 40px;">From <b>[time]</b> on date: ___ / ___ / ___<br/>DD/MM/YY</p> <p style="margin-left: 40px;">To <b>[time]</b> on date: ___ / ___ / ___<br/>DD/MM/YY</p>  |
| <p style="text-align: right;">Date of issue</p> <p style="text-align: right;">___ / ___ / ___</p> <p style="text-align: right;">DD/MM/YY</p>  |
| <p style="text-align: center;">_____</p> <p style="text-align: center;">Director of Fisheries</p>   |