



**Guidelines for the completion of the
IOTC Questionnaire on data collection, data management and data dissemination**

A/ Summary of data collection, processing and dissemination systems existing for domestic fisheries

Year: Input the year prior to that in which the questionnaire is completed (e.g. 2008 if the questionnaire is completed in 2009); use the latest year for which you have reliable catches or fishing craft statistics if the data existing for the previous year are still very preliminary (they are expected to change considerably as more data is collected and processed).

Example: if 2007 is the last year for which you have reliable catch and number of crafts statistics use this as reference year

Fishery group: Separate questionnaires should be completed for each fishery, according to the following (as specified in IOTC Resolution 08/01):

- **Surface fisheries:** circle the fishery concerned
 - **Purse seine**
 - **Pole-and-line**
 - **Offshore gillnet or gillnet and longline combination**
 - Or specify which other fishery if none of the above
- **Longline fisheries:** circle the fishery concerned
 - **Fresh [tuna-swordfish] longline**
 - **Freezing longline for tunas**
 - **Freezing longline for swordfish**
 - Or specify which other fishery if none of the above
- **Coastal fisheries:** circle the fishery concerned
 - **Artisanal**
 - **Sport and recreational**
 - Or specify which other fishery if none of the above

Example: if purse seine, pole-and-line and artisanal fisheries are operated in your country you will need to complete three sets of questionnaires, one for each fishery

1-. Summary of fleets, recent catches, bycatch levels and discards: this section contains two tables:

- Information on **recent fleet numbers, total catches, bycatch and discard levels** for the year and fishery selected; this table is intended to characterize the type of vessels that operated in your country and associated catches during the year concerned, by fishery.
 - **Number of crafts fishing for IOTC species:** Input the number of fishing crafts under the flag of your country that fished for IOTC species for the fishery and year concerned, according to the following categories:
 - **LOA \geq 24:** Input the number of 24 metres length overall or greater vessels.
 - **LOA $<$ 24:** Input the number of less than 24 metres length overall fishing crafts, according to the following categories:
 - **Inboard:** input the number of such vessels having inboard engine/s
 - **Outboard:** input the number of such vessels having outboard engine/s
 - **Non-mechanized:** input the number of such vessels non-mechanized
 - **Total:** Input the total number of vessels operated; if detailed fishing craft statistics do not exist for your country input the total number of crafts operated here; leave this blank if this information is not available at all.
 - **Nominal catch (*1,000 t):** Input the total catches estimated, in thousands of metric tons (round weight; use decimals if the catches represented less than 1,000 tons), for the fishery and year concerned, by species group, including:
 - **Tropical tunas:** total combined catches of yellowfin tuna, bigeye tuna and skipjack tuna
 - **Temperate tunas:** total combined catches of albacore and Southern bluefin tuna
 - **Billfish:** total combined catches of swordfish, blue marlin, black marlin, striped marlin and Indo-Pacific sailfish
 - **Neritic tunas:** total combined catches of longtail tuna, frigate tuna, bullet tuna, kawakawa, narrow-barred Spanish mackerel and Indo-Pacific king mackerel
 - **Sharks:** total combined catches of shark species caught in association with IOTC fisheries
 - **Other species:** total combined catches of species other than those identified above (e.g. dolfinfish, wahoo, oilfish, triggerfish, or other species caught in association with IOTC fisheries other than IOTC species and sharks)

- **Unidentified:** total combined catches of IOTC species and/or sharks not identified to the species group level (e.g. aggregates containing catches of tuna-like species or tuna-like species and sharks combined)
 - **Total catch:** total catch estimated by summing-up all the above components
 - **% Catch unloaded within territory:** Indicate what proportion of the nominal catches (in percentage of total weight) that was unloaded in ports within the territory of your country. (e.g. input 100 if all the nominal catches of the fleet concerned were unloaded in ports within the territory of your country).
 - **By-catch levels:** Input the total numbers of specimens caught incidentally, for the fishery and year concerned, by species group (leave this blank if this information is not available), including:
 - **Seabirds:** total number of seabird specimens caught incidentally, all species combined, irrespective of survival rates.
 - **Marine turtles:** total number of marine turtle specimens caught incidentally, all species combined, irrespective of survival rates.
 - **Marine mammals:** total number of marine mammal specimens caught incidentally, all species combined, irrespective of survival rates.
 - **Other species:** total number of specimens of species other than those under the above groups caught incidentally, all species combined, irrespective of survival rates.
 - **Unidentified:** total number of specimens caught incidentally for species not identified to the species group level, irrespective of survival rates.
 - **Discards:** Input the total discards estimated (input 'no', 'lw' or 'pw' in the cell right below each species group for discards recorded in number of specimens, live weight or processed weight, respectively), for the fishery and year concerned, by species group (leave this blank if this information is not available):
 - **IOTC species:** total combined discards of IOTC species
 - **Sharks:** total combined discards of sharks caught in association with IOTC fisheries
 - **Other species:** total combined discards of species other than those identified above
 - **Unidentified:** total combined discards of IOTC species and/or sharks and/or other species not identified to the species group level (e.g. aggregates containing catches of tuna-like species or tuna-like species and sharks combined)
- Information on **recent reviews to historical data series** and main **changes to datasets:** Complete this section if the nominal catch, bycatch or discard data series for your country have been revised recently and that review involved changes to the values recorded in years prior to the year of reference (for which information has been reported above) for the fishery concerned:
 - **Nominal catch:** complete this section if the nominal catch series have been revised according to the above; otherwise, leave it blank.
 - **Bycatch levels:** complete this section if the series of bycatch levels have been revised according to the above; otherwise, leave it blank.
 - **Discards:** complete this section if the series of discard levels have been revised according to the above; otherwise, leave it blank.

The following applies to all three, Nominal catch, Bycatch levels and Discards:

 - **Period reviewed:** Indicate from which year ('**From Year**') to which year ('**To Year**') the data series concerned have been revised; use more than one row if the review covered different periods (e.g. one row for 1975-1980 and another for 1997-2006 if the reviews covered those periods)
 - **Reason changes:** Tick '**New data**' if the values in the data series concerned changed because new data was compiled for the period; tick '**New Estim**' if those values changed because of changes in the estimation procedure; tick both cells if the changes are a consequence of the two above.
 - **Significant changes:** Tick '**Yes**' if the values in the data series concerned, by species or total, for one or more of the years reviewed, changed 20% or more from their original values; otherwise tick '**No**'.

2-. Types of data collection, main data sources and levels of coverage: This section contains a table intended to record information about the data collection system/s existing in your country and types of information collected from the vessels that fished for IOTC species under the flag of your country for the fishery and year concerned.

- **Type of data:** Type of statistics collected, including:
 - **Retained catch:** refers to the catches of IOTC species, sharks or other species which are retained onboard, unloaded in port or transhipped, within or outside the territory of the flag country.
 - **Bycatch:** refers to the incidental catches of seabirds, marine turtles, marine mammals or other non-fish species which are not retained on board, being released dead or alive, depending on the circumstances.
 - **Discards:** refers to the catches of IOTC species, sharks or other species which are not retained onboard, being released dead or alive, depending on the circumstances.
 - **Effort:** refers to the effort exerted by the fisheries catching the above species (e.g. number of vessel unloadings, number of trips, number of fishing days, number of hooks, etc.).
 - **Size data:** refers to individual lengths measurements taken for IOTC species, sharks, bycatch or discard in samples collected for those species.

Use the small table under this section (**‘Other information’**) to indicate any other activities relating with the collection of data from IOTC fisheries that take place in your country or abroad and may be beneficial to the IOTC (e.g. co-operation agreements with countries in the IOTC region in the area of data collection, processing or dissemination).

Use the first column (**‘Name of the institution/s responsible for data collection’**) in the table under the above to indicate the names of the institutions that are responsible for the collection of each dataset (e.g. input the name of the institution/s responsible for the collection of retained catch data on 1, etc.); use the column **‘Remarks’** on this same table to add any additional information that may be relevant to the IOTC concerning the collection of each dataset concerned.

The following information shall be completed for each of the above data types:

- **No data collection:** Tick this cell if data for the fishery and dataset concerned are not collected at all.
- **Documented:** Tick this cell if the sampling design and data collection procedures are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Statistics collected at the landing place:** Refers to data which are collected at the landing place; it does not apply to bycatch or discards as these components are always discarded at-sea.
 - **Data collection outside territory:** Tick this cell if your statistical system accounts for the collection of data from vessels under the flag of your country that unload their catches in ports in foreign countries (i.e. the catches of vessels under the flag of your country that are unloaded in foreign ports are monitored at unloading and the information collected is transmitted to the relevant authorities in your country).
 - **Sampling survey:** Tick this cell if landing statistics are collected routinely, through surveys implemented by the government or an independent institution hired to that effect.
 - **Landing statistics:** Tick this cell if landing statistics are collected by the private sector and reported to the government according to agreed timelines (e.g. data from sale slips, processing plants, etc.)
 - **Other:** Tick this cell if landing statistics other than the above (to be specified under **‘Specify’**) are collected at the landing place.
- **Statistics collected at sea:** Refers to data which are collected at sea, onboard the fishing vessel:
 - **Observers:** Tick this cell if statistics are collected at sea by observers, through observer surveys implemented by the government or an independent institution hired to that effect.
 - **Logbook:** Tick this cell if statistics are recorded at sea onboard the fishing vessel, by the skipper or any other crew member appointed to that effect, using logbook forms provided by the government, to be completed and reported to the government according to agreed timelines. Tick the cell **‘IOTC standards’** if the logbook form incorporates all the data requested by the IOTC (as per requested in IOTC Resolutions 07/03 for surface fisheries and 08/04 for longline fisheries).
 - **Other:** Tick this cell if statistics other than the above (to be specified under **‘Specify’**) are collected at sea.

Some of the following cells are to be completed for each of the above data collection types, depending on the case:

- **Year implemented:** Input the year in which data collection was first initiated for the component concerned.
- **Year last changed:** Input the year in which the data collection system was modified for the last time (i.e. the year in which the system that is currently in place was implemented).
- **% covered:**

- **Retained catch:** Input the proportion that the catches monitored (in weight), all species combined, made out of the total catches estimated for the fishery and year concerned (e.g. proportion that the catches collected through logbooks made out of the total catches estimated for the fishery and year concerned).
- **Bycatch:** Input the proportion that the number of specimens monitored, all species combined, made out of the total number of specimens estimated for the fishery and year concerned (e.g. proportion that the number of bycatch specimens sampled by observers, all species combined, made out of the total numbers estimated for the fishery and year concerned).
- **Discards:** Input the proportion that the discards monitored (input 'n' or 'w' in front of the value for proportions estimated using numbers of specimens or weights, respectively), all species combined, made out of the total discards estimated for the fishery and year concerned (e.g. proportion that the number/weight of bycatch specimens sampled by observers, all species combined, made out of the total numbers/weight estimated for the fishery and year concerned).
- **Effort:** Input the proportion that the effort monitored (whichever the effort unit used be) made out of the total effort estimated for the fishery and year concerned (e.g. proportion that the total number of hooks derived from the logbooks collected made out of the total number of hooks estimated for the fishery and year concerned).
- **Size data:** Input the proportion that the catches sampled for size frequency (in weight), all species combined, made out of the total weight estimated for the fishery and year concerned (e.g. proportion that the sample weight derived from size frequency samples collected by observers made out of the total catches estimated for the fishery and year concerned).

3-. Data management (data storage, data verification, data security): This section contains a table intended to record information about the type of data management systems used in your country, including the type of database systems used, types of data input software, and type of data security and data verification routines implemented.

- **Data store:** Use separate rows if more than one database system is used in your country to manage data from the fishery concerned. Use the first column on the table below this one ('**Name of the institution repository of the data**') to input the complete name of the institution responsible to manage the datasets indicated in the main table; use the column '**Remarks**' to provide any additional information that may be of interest concerning the management of the data types concerned.

Example: Complete the first row with information about a database that is maintained at the Ministry of Transportation and used to record the details of the vessels operating in the country and fishing permit histories. Complete the second row with information about other database that is maintained by the Ministry of Fisheries, Department of Statistics, and used to record the details of the vessels for which catches or effort are recorded and the corresponding catches and effort data. Complete the third row with information about other database that is maintained by the Ministry of Fisheries, Research Centre for Marine Fisheries, and used to record the length frequency samples collected from the fishery and year concerned. Note that a single line shall be used if the same database is used in different locations to input the data collected at each location but the data or the estimates from all components are routinely combined.

- **Type of data stored:** This section is used to indicate the types of datasets that are managed by each data store for the fishery concerned; note that one or more datasets may be managed:
 - **Licensing:** Tick this cell if the data store concerned manages data on vessels under the flag of your country that had a license to fish for IOTC species in the IOTC Area of Competence, including vessel identification, vessel dimensions, ownership details and license history.
 - **Active vessels:** Tick this cell if the data store concerned manages data on vessels under the flag of your country that fished for IOTC species in the IOTC Area of Competence.
 - **Retained catch:** Tick this cell if the data store concerned manages data on the catches of IOTC species, sharks or other species which are retained onboard, unloaded in port or transhipped, within or outside the territory of the flag country.
 - **Bycatch:** Tick this cell if the data store concerned manages data on the incidental catches of seabirds, marine turtles, marine mammals or other non-fish species which are not retained on board, being released dead or alive, depending on the circumstances.
 - **Discards:** Tick this cell if the data store concerned manages data on the catches of IOTC species, sharks or other fish species which are not retained onboard, being released dead or alive, depending on the circumstances.
 - **Effort:** Tick this cell if the data store concerned manages data on the effort exerted by the fisheries catching the above species (e.g. number of vessel unloadings, number of trips, number of fishing days, number of hooks, etc.).
 - **Size frequency:** Tick this cell if the data store concerned manages data on the individual lengths measurements taken for IOTC species, sharks, bycatch or discard in samples collected for those species.
 - **VMS:** Tick this cell if the data store concerned manages data collected through Vessel Monitoring Systems.
- **Database system:** This section is used to indicate the type of database used to manage the information indicated above, if any.
 - **No database:** Tick this cell if no database is used to manage the data; the data is kept as paper files.
 - **Multi-file:** Tick this cell if the database used consists of separate tables, connected through relationships (relational database system) as it is the case with Microsoft SQL Server, Oracle, Microsoft Access, etc.
 - **Single-file:** Tick this cell if the database system used consists of a flat table, where all the information is stored, as it is the case with Microsoft Excel.
 - **Specify:** Indicate the name of the system used, if possible (e.g. SQL Server 2000, Access 2003, etc.)
 - **Documented:** Tick this cell if the database structure and its contents are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Data input:** This section is used to indicate the way in which data is computerized and the type of software used to that purpose.
 - **No data input:** Tick this cell if data are not input; paper files are kept.
 - **Centralized:** Tick this cell if a unique database exists; one or more data input stations may exist, all connected to the main server. (i.e. all data are input in a unique database)

- **Ad-hoc:** Tick this cell if several copies of the database exist, e.g. as many as data input locations; data are input in each separate database; the data from all databases may be merged at selected times (e.g. at the end of each month) or not (i.e. the data in each separate database is processed and the results of each individual process put together subsequently)
- **Type of software (specify):** Indicate the type of software used for data input (e.g. web-based, Access, VB, etc.), if any.
- **Documented:** Tick this cell if the data input procedures are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Data security:** This section is used to indicate the type of mechanism implemented to maintain the integrity of the data in the database (e.g. avoid data loss) and restrict the use of sensitive data (confidentiality).
 - **Confidentiality rules:** Tick this cell if the database contains rules to restrict the access of certain users to specific database components, including specific sets of data (e.g. data input staff can input data but cannot query or modify the database)
 - **No backups:** Tick this cell if the database or data contained in it are never backed-up (i.e. copies of the database are not stored in other places for safe-keeping)
 - **Automatic backups:** Tick this cell if the database contains one or more routines for database backup and safe-keeping.
 - **Manual backups:** Tick this cell if copies of the database are made on an ad-hoc basis (i.e. the database is copied into a different folder by the user now and then).
 - **Frequency (days):** Indicate the frequency of the backups, in days (use an average for manual backups if they do not happen routinely).
 - **Documented:** Tick this cell if the confidentiality rules and backup system are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Data verification:** This section is used to indicate the type of mechanisms that are used to ensure that data quality standards are kept to a high level (e.g. avoid the computerization of inconsistent data or cross-verify data from the same or different sources).
 - **No verification:** Tick this cell if the data in the database is not verified.
 - **Integrated:** Tick this cell if the database contains routines intended for the validation (to avoid that inconsistent data is input, e.g. database triggers, form events, etc.) and verification (to cross-verify data from the same or different sources, e.g. store procedures, SQL scripts, VBA routines, etc.) of data.
 - **Ad-hoc:** Tick this cell if the data is verified by hand (note that this may involve using database views that are created at the time the data is checked upon; but no structured data verification exists)
 - **Documented:** Tick this cell if the mechanisms that are used to ensure data quality are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Admin. services:** This section is used to indicate if the database system and associated software are maintained by the institution using it (tick '**In-house**' if it is the case) or its maintenance is outsourced (tick '**Outsourced**' if it is the case). (e.g. 'In-house' if the system is maintained by a database administrator that works for the institution using the database; he can debug the database, modify its structure, create new routines or modify those existing, etc. 'Outsourced' if most of those tasks have to be outsourced because of lack of time or expertise at the institution concerned).

4- Production of fisheries statistics: This section contains a table which is intended to provide details on the type of estimation procedures that are used to derive the different types of statistics that are managed by the IOTC, types of information used for the estimation, resolution and precision of the output statistics, timeliness of estimation and frequency with which the estimates are revised, if any, for the fishery concerned.

- **Type of data:** Type of statistics estimated, including:
 - **Catch IOTC species:** refers to the catches of IOTC species which are retained onboard, unloaded in port or transhipped, within and/or outside the territory of your country.
 - **Catch sharks:** refers to the catches of sharks caught in association with IOTC fisheries which are retained onboard, unloaded in port or transhipped, within and/or outside the territory of your country.
 - **Bycatch:** refers to the incidental catches of seabirds, marine turtles, marine mammals or other non-fish species which are not retained on board, being released dead or alive, depending on the circumstances.
 - **Discards:** refers to the catches of IOTC species, sharks or other fish species which are not retained onboard, being released dead or alive, depending on the circumstances.
 - **Effort:** refers to the effort exerted by the fisheries catching the above species (e.g. number of vessel unloadings, number of trips, number of fishing days, number of hooks, etc.).
 - **Size data:** refers to individual length measurements taken for IOTC species, sharks, bycatch or discard in samples collected for those species.

Use the first column on the table below this one (**'Name of the institution responsible for the estimation'**) to indicate the names of the institution/s that are responsible for the estimation of the statistics concerned (e.g. input the name of the institution/s responsible for the estimation of catches of IOTC species in 1, etc.); use the column **'Remarks'** to add any additional information that may be relevant to the IOTC concerning the estimation of the statistics concerned.

- **Estimation procedure:** This section is used to provide details on the type of procedure used to estimate the above statistics for the fishery concerned.
 - **No estimation:** Tick this cell if the statistics are used in the way they are collected, i.e. no estimation procedure is used for the statistics concerned (e.g. the landings reported are used as catches of IOTC species and sharks; the discard levels reported in the logbooks are used as total discards, etc.)
 - **Integrated:** Tick this cell if the statistics concerned are derived using specific routines that can be run automatically, be them incorporated into the database or run from the outside (using the data in the database or a by-product of it).
 - **Ad-hoc:** Tick this cell if the statistics concerned are derived using one or more procedures that are created to that effect (note that this may involve using procedures that are created at the time the statistics are estimated; but the estimation procedure is not structured and does not run automatically).
 - **Year implemented:** Input the year in which the estimation procedure for the component concerned was first set-up.
 - **Year last changed:** Input the year in which the estimation procedure for the component concerned was last modified (i.e. the year in which the estimation procedure that is currently in place was set-up).
 - **Documented:** Tick this cell if the procedures that are used to estimate the statistics concerned are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Datasets used for the estimation:** This section is used to indicate the type/s of datasets that were used in the estimation of the statistics concerned. Note that one or more of the below datasets may be involved in the estimation of a particular set of statistics (e.g. data from samples, landings and logbooks may be used in the estimation of catches of IOTC species and/or sharks).
 - **Samples (landing place):** Tick this cell if data from samples collected by the government or other independent institution at the landing place were used in the estimation of the statistics concerned.
 - **Landing statistics:** Tick this cell if data collected at the landing place by the private sector were used in the estimation of the statistics concerned.
 - **Logbook data:** Tick this cell if data from logbooks completed by fishermen at sea were used in the estimation of the statistics concerned.
 - **Observer data:** Tick this cell if data collected by observers at sea were used in the estimation of the statistics concerned.
 - **Other (specify):** Indicate any other type/s of data, other than the above, that were used in the estimation of the statistics concerned.
- **Output estimation:** This section is used to indicate the type of resolution of the statistics produced for each component and if the precision of the statistics concerned is routinely estimated for the fishery concerned.
 - **Raised to total:** Tick this cell if the statistics concerned were raised to represent the total amounts estimated for the fishery and year concerned (e.g. the catches of sharks in the logbooks, which

represent a sample of the total catches, have been raised to represent the total catches unloaded for the species by using statistics collected at the landing place, and the resulting catches have been subsequently raised to represent live weight, including the estimation of live weights of sharks for which only the fins have been kept)

- **By species:** Tick this cell if the majority of the statistics concerned have been estimated by species, i.e. the amounts estimated by species represent 90% or more of the total amounts estimated for the data component, fishery and year concerned (e.g. 95 out of the 100 t estimated as catches of sharks for a fishery and year are by species)
- **By gear (fishing mode):** Tick this cell if the majority of the statistics concerned have been estimated by gear type (and fishing mode in the case of industrial purse seiners), i.e. the amounts estimated by gear type (fishing mode) represent 90% or more of the total amounts estimated for the data component, fishery and year concerned (e.g. 92 out of the 100 t estimated for the coastal fisheries in a country during the year concerned are by gear)
- **IOTC Effort specs.:** Tick this cell if the statistics produced for the fishery and year concerned are in line with the standards existing at the IOTC concerning the type of effort unit to be reported for this fishery and data component, in particular:
 - Number of days fished for industrial purse seiners and pole-and-line vessels
 - Number of days explored for supply vessels that support industrial purse seiners
 - Number of Fish Aggregating Devices set by industrial purse seiners
 - Number of hooks set by longliners
 - The effort measure that best represents the fishery concerned for coastal fisheries
- **IOTC Time period:** Tick this cell if the statistics produced for the fishery and year concerned are in line with the standards existing at the IOTC concerning the time-period to be reported for this fishery and data component, in particular:
 - Estimates of retained catch, discards, effort and size data to be reported by month
 - Estimates of total bycatch to be reported by year
- **IOTC Area Resolution:** Tick this cell if the statistics produced for the fishery and year concerned are in line with the standards existing at the IOTC concerning the area resolution to be reported for this fishery and data component, in particular
 - Estimates of retained catch, discards and effort to be reported by:
 - 1° degree square grid for surface fisheries
 - 5° square grid for longline fisheries
 - The finest possible resolution for coastal fisheries
 - Estimates of length frequency data to be reported by 5° square grid
 - Estimates of bycatch using the finest possible resolution
- **Estimates of precision:** Tick this cell if estimates of precision are conducted for the statistics concerned (e.g. the precision of the catches of sharks is estimated, for all species combined and/or by species)
- **Other:** This section is used to indicate the time in which the estimates for a particular year are first produced and if those estimates are revised at some point in the future.
 - **Timeliness estimation:** Indicate the number of months that elapsed between the end of the year concerned and the production of the statistics for that year, for the fishery concerned (e.g. input 4 if the catch of IOTC species for 2008 was estimated in April 2009).
 - **Estimates revised:** Tick this cell if the statistics first produced for the fishery and year concerned are usually revised in the future (e.g. preliminary statistics are produced initially and those are modified as more data become available); leave it blank if the statistics are never changed once that they have been produced.

5-. Data dissemination: This section contains a table which is intended to provide details on the type of information released, institutions involved, type of procedures in place for the preparation of the information to be released, main types of data products produced, type of information contained on those products, timeliness of dissemination and if the standards existing for the dissemination of data are in conformity with the IOTC standards.

- **Reporting services:** This section is used to indicate the institutions responsible for the dissemination of data products, type of reporting services in place, and if confidentiality rules apply to the release of certain parts of information.
 - **Reporting source:** Use one row for each separate reporting source for the fishery and year concerned. Use the first column on the table below this one ('**Name of the reporting source**') to input the complete name of the institution responsible for the dissemination of the information indicated in the main table; use the column '**Remarks**' to provide any additional information that may be of interest concerning the dissemination of the information concerned.
 - **Integrated:** Tick this cell if the information for release is derived using specific routines that can be run automatically, be them incorporated into the database or run from the outside (using the data in the database or a by-product of it).
 - **Ad-hoc:** Tick this cell if the information for release is derived using one or more procedures that are created to that effect (note that this may involve using procedures that are created at the time the information is to be released; but the reporting procedures are not structured and do not run automatically)
 - **Confidentiality rules:** Tick this cell if there is a confidentiality policy that applies to the release of certain sets of information, i.e. data can only be released at a resolution lower than that considered to be confidential (e.g. 1° square data are not for release if the minimum resolution has been set to 5° square)
 - **Documented:** Tick this cell if the procedures that are used to create reports and information for release are documented in a Manual or any other document prepared to that purpose. (Do not tick this cell if there is a document but the information it contains is not up-to-date.)
- **Main data products:** This section is used to indicate the type of products that are disseminated routinely by the reporting source concerned. Note that one or more of the below products may be released by the same institution.
 - **Web services:** Tick this cell if the reporting source concerned uses its own Web Page to disseminate the information concerned.
 - **Statistical bulletin:** Tick this cell if the reporting source concerned publishes a Statistical Bulletin regularly (e.g. every quarter or every year).
 - **Data reports RFMO:** Tick this cell if the reporting source concerned sends information regularly to the RFMO/s in which areas its vessels operate.
 - **Data reports FAO:** Tick this cell if the reporting source concerned sends information regularly to the FAO.
 - **Other (specify):** Indicate any other type/s of data products that are produced by the reporting source concerned.
- **Type of information published:** This section is used to indicate the type of information that is contained in the data products selected in the previous section, for the fishery and year concerned. Note that one or more of the items below may be used in the same publication.
 - **Licensed vessels:** Tick this cell if the data products released contain lists of vessels under the flag of your country that had a license to fish during the year concerned.
 - **Catch tables:** Tick this cell if the data products released include tables presenting information on catches and/or bycatch or discard levels for the fishery and year concerned.
 - **Number of crafts:** Tick this cell if the data products released include tables presenting information on the number of crafts operated for the fishery and year concerned.
 - **Maps (Catch, effort, CE):** Tick this cell if the data products released include maps representing catches, effort, CPUE or other data for the fishery and year concerned.
 - **Charts size frequency:** Tick this cell if the data products released include charts representing length frequency distributions by species for the fishery and year concerned.
 - **Socio-economic data:** Tick this cell if the data products released include tables presenting socio-economic information for the fishery and year concerned (e.g. fish market prices, by species and commercial category).
 - **Other (specify):** Indicate any other relevant information that is included in the data products.

- **Timeliness and Resolution:** This section is used to indicate if the data requested by the IOTC is reported within the agreed deadlines for data submission and follows the standards existing for the reporting of IOTC data.
 - **Before 30 June:** Tick this cell if the first report of statistics to the IOTC occurs before the 30th of June of the year following that for which the statistics have to be reported, containing at least:
 - Preliminary estimates of nominal catches for longliners that operated during the year concerned.
 - Final estimates of nominal catches for all other vessel types and fisheries that operated during the year concerned.
 - **IOTC standards:** This section is used to indicate if the different datasets reported were in line with the standards set by the IOTC.
 - **CE IOTC species:** Tick this cell if the catch and effort data reported for IOTC species is in line with the standards specified in IOTC Resolution 08/01
 - **CE Sharks:** Tick this cell if the catch and effort data reported for sharks caught in association with IOTC fisheries is in line with the standards specified in IOTC Resolution 08/01
 - **SF IOTC species:** Tick this cell if the size frequency data reported for IOTC species is in line with the standards specified in IOTC Resolution 08/01
 - **SF Sharks:** Tick this cell if the size frequency data reported for sharks caught in association with IOTC fisheries is in line with the standards specified in IOTC Resolutions 08/01 and 05/05
 - **Bycatch levels:** Tick this cell if the bycatch levels reported for seabirds and marine turtles caught incidentally on IOTC fisheries are in line with the standards specified in IOTC Resolutions 08/03 and 09/06, respectively.
 - **Discards:** Tick this cell if the discard levels reported for IOTC species and sharks are in line with the standards specified in IOTC Resolutions 08/01 and 05/05.

B/ Summary of data collection, processing and dissemination systems existing for foreign fisheries

Year: Input the year prior to the year in which the questionnaire is completed (e.g. 2008 if the questionnaire is completed in 2009); use the latest year for which you have reliable data if the data existing for the previous year are still very preliminary (they are expected to change considerably as more data is collected and processed).

Example: if 2007 is the last year for which you have reliable catches from foreign vessels operating within the territory of your country use this year instead of 2008

Fishery: Separate questionnaires should be completed for each fishery; circle the fishery concerned:

- **Industrial purse seine**
- **Industrial longline**
- **Other:** Specify which fishery if none of the above

Flag countries: Input the flag countries of the foreign fishing vessels that operated within the territory of your country for the fishery and year concerned.

Example: if foreign purse seine and longline vessels operate in the territory of your country you will need to complete two sets of questionnaires, one for each fishery

Summary of available data, data collection and dissemination: This table contains two sections:

- **Foreign vessels licensed to operate within the EEZ:** This section is used to record information concerning the activities of foreign vessels that had a license to fish within the EEZ of your country for the fishery and year concerned.
 - **Vessel catch & numbers:** This section is used to indicate the number of vessels licensed, number of those which actually fished within the EEZ of your country and the proportion that the catches unloaded in ports in your country for this component made out of the total catches estimated.
 - **Number of vessels:** Indicate the number of foreign vessels that had a license to fish for IOTC species within the EEZ of your country for the fishery and year concerned.
 - **Actual EEZ vessels:** Indicate the number of the above vessels which actually fished within the EEZ of your country for the fishery and year concerned.
 - **% EEZ catch unloaded in port:** Indicate which proportion (%) of the total EEZ catches was unloaded in ports within the territory of your country (e.g. 25% if 250 t were unloaded over the 1,000 caught within the EEZ).
 - **Types of data collected and levels of coverage:** This section is used to indicate the type of statistics that are collected from EEZ vessels and presumed levels of coverage for the fishery and year concerned.
 - **No data collected:** Tick this cell if no data were collected from foreign vessels licensed to operate within the EEZ of your country.
 - **Vessel details:** Tick this cell if data concerning the foreign vessels that had a license to fish for IOTC species within the EEZ of your country were collected, including vessel identification, vessel dimensions, ownership details and license history.
 - **Trip reports:** Tick this cell if data concerning the activities and catches of foreign vessels within the EEZ of your country was reported by the vessel crew at regular intervals (e.g. every fortnight), including total levels of activity and amounts of fish caught within the EEZ of your country.
 - **% covered:** Indicate the proportion (%) of foreign vessels that provided trip reports over the total number of vessels licensed to operate within the EEZ of your country for the fishery and year concerned.
 - **Logbook:** Tick this cell if the crew of foreign vessels that operated within the EEZ of your country completed and reported logbooks (catch and effort data collected by fishing event or fishing day), including the amounts of fish caught within the EEZ of your country.
 - **% covered:** Indicate the proportion (%) of foreign vessels that provided logbooks over the total number of vessels licensed to operate within the EEZ of your country for the fishery and year concerned.
 - **Observers:** Tick this cell if the foreign vessels that operated within the EEZ of your country were covered through observers.
 - **% covered:** Indicate the proportion (%) of foreign vessels that were covered through observers over the total number of vessels licensed to operate within the EEZ of your country for the fishery and year concerned.
 - **VMS:** Tick this cell if the foreign vessels that operated within the EEZ of your country were covered through a vessel monitoring system.

- **% covered:** Indicate the proportion (%) of foreign vessels that were covered through a Vessel Monitoring System over the total number of vessels licensed to operate within the EEZ of your country for the fishery and year concerned.
 - **Report IOTC:** This section is used to indicate if the data requested by the IOTC was reported within the deadlines agreed by the IOTC for data submission (tick '**Before 1 July**' if it is the case) and if those reports were in conformity with the standards existing at the IOTC for the reporting of data on foreign licensed vessels (tick '**IOTC standards**' if it is the case), as specified in IOTC Resolution 07/04.
- **Foreign vessels unloading catches of IOTC species in ports within the territory:** This section is used to record information concerning the foreign fishing vessels that unloaded catches of IOTC species in ports within the territory of your country for the fishery and year concerned.
 - **Vessel catch & numbers:** This section is used to indicate the number of foreign fishing vessels that unloaded catches in port, the number of unloadings recorded for those vessels and the catches unloaded, for the fishery and year concerned.
 - **Number of vessels:** Indicate the number of foreign fishing vessels that unloaded catches in ports within the territory of your country for the fishery and year concerned.
 - **Number of vessel unloadings:** Indicate the number of vessel unloading events for the above vessels.
 - **Total catch unloaded (t):** Indicate the total catches unloaded in the above unloadings.
 - **Types of data collected and coverage levels:** This section is used to indicate the type of statistics that are collected from foreign fishing vessels that unloaded catches in ports within the territory of your country and presumed levels of coverage, for the fishery and year concerned.
 - **No data collected:** Tick this cell if no data were collected on the foreign vessels that unloaded catches in ports within the territory of your country for the fishery and year concerned.
 - **Vessel details:** Tick this cell if data concerning the foreign vessels that unloaded catches in ports within the territory of your country was collected including, at least, vessel identification.
 - **Landing statistics:** Tick this cell if information concerning the catches unloaded by foreign vessels in ports within the territory of your country was collected.
 - **% covered:** Indicate the proportion (%) of foreign vessel unloadings for which catches were monitored over the total number of vessel unloadings recorded for the fishery and year concerned.
 - **Other (specify):** Indicate any other statistics, other than the above, that were collected from these fleets.
 - **Report IOTC:** This section is used to indicate if the data requested by the IOTC were reported within the deadlines agreed at the IOTC for data submission (tick '**Before 1 July**' if it is the case) and if those reports were in conformity with the standards existing at the IOTC for the reporting of foreign vessel unloading data, as specified in IOTC Resolution 05/03, including:
 - **Vessel details report:** Tick this cell if the data reported to the IOTC contained the names and identification of the individual vessels that unloaded catches in ports within the territory of your country.
 - **Total catch unloaded report:** This section is used to indicate if the data reported to the IOTC contained the catches unloaded by foreign vessels in ports within the territory of your country, by boat (tick '**By boat**' if it is the case) and by species (tick '**By species**' if it is the case), for the fishery and year concerned.

Use the box ('**Remarks**') under the above table to add any other relevant information concerning the foreign vessels that operated within the territory of your country for the fishery and year concerned.