

**CHAIRPERSON'S DRAFT AGREEMENT ON PORT STATE MEASURES TO
PREVENT, DETER AND ELIMINATE ILLEGAL, UNREPORTED AND
UNREGULATED FISHING**

GUIDELINES FOR COMPLETING ANNEXES A AND C

ANNEX A – INFORMATION TO BE PROVIDED IN ADVANCE BY VESSELS

ANNEX C – REPORT OF THE RESULTS OF INSPECTION

These guidelines are intended to help masters / skippers / captains of fishing vessels when completing the “Advance Notification” form prior to entering a foreign port.

For simplicity, information required by the form is based on accepted international standards and acronyms.

Wherever possible the metric system should be used (metre, kilogram, metric tonne). When it is not possible the measure units should be clearly identified.

ANNEX A

INFORMATION TO BE PROVIDED IN ADVANCE BY VESSELS

1. Intended port of call

Free text. Name of the port where the vessel is requesting entry.

2. Port State

ISO 3166 3-alpha country/territory codes. e.g. MOZ for Mozambique.

3. Estimated date and time of arrival

Date format YYYYMMDD. Time format HHMM. e.g. 20081025 / 2330.

4. Purpose(s)

Free text. Reasons why the vessel intends to enter port. Common accepted codes could be used, e.g.. LAN for landing, TRX for transshipment.

5. Port and date of last port call

Free text. Name of the last port visited by the vessel. Date format YYYYMMDD.

6. Name of the vessel

Free text. Name of the vessel as registered in relevant documents of the flag State.

7. Flag State

ISO 3166 – 3 alpha country/territory codes. e.g.. NZL for New Zealand.

8. Type of vessel

ISSCFV codes (also known as FAO vessel type codes). e.g. TO for trawler, LL for long liner.

9. International Radio Call Sign

Individual radio call sign of the vessel. e.g. TTFC, MD66G, UDSF, CHDS.

10. Vessel contact information

Vessel communication contacts (or vessel's agent) INMARSAT, fax, email, mobile phone. (Essential for response by Port State authorities to vessel's request.)

11. Certificate of registry ID

Numeric or alpha-numeric identification of the vessel's registry as issued by the flag State.

12. IMO ship ID, if available

International Maritime Organization / Lloyds Register identification number for vessels. Seven numerals format. e.g. 1234567.

13. External ID (ID issued by flag State), if available

This identification has many different names as “hull number”, “side number”, or “port register number”. It may be numeric or alpha-numeric. e.g. PE-345-C, G 99, 123456.

14. Applicable RFMO ID

Identification or number by which the vessel is registered / authorised by a relevant Regional Fisheries Management Organisation (RFMO).

15. Master

Name of the Master / Skipper / Captain of the vessel. (or *in absentia* the person onboard who has legal responsibility).

16. Relevant fishing authorisation(s)

- **Identifier**
Numeric or alpha-numeric identification of the fishing license / permit / authorisation.
- **Issued by**
Name of the relevant authority / agency / government department from flag State, coastal State or RFMO issuing the fishing license / permit / authorisation.
- **Validity**
Date by which the fishing license / permit / authorisation will expire. Date format YYYYMMDD.
- **Fishing area(s)**
Relevant geographical / statistical area where the vessel is authorised to operate. e.g. FAO 77, NAFO 3M, ICES IIb.
- **Species**
ASFIS 3- alpha codes (also known as FAO species codes). e.g. WHB for blue whiting, SKA for skate, WRF for wreckfish.
- **Gear**
ISSCFG code (also known as FAO gear codes) for the gear authorised / licensed to be used by the vessel. e.g. OTB for bottom otter trawl.

17. Transshipment authorization(s)

- **Identifier**
Numeric or alpha-numeric identification of the transshipment license / permit / authorisation.
- **Issued by**
Name of the relevant authority / agency / government department from flag State, coastal State or RFMO issuing the transshipment license / permit / authorisation.
- **Validity**
Date by which the transshipment license / permit / authorisation will expire. Date format YYYYMMDD.

18. Transshipment information concerning donor vessels

This item of the form should be filled when the vessel requesting entry into port unloaded catches from donor vessel(s) during transshipment operations.

- **Name**
Free text. Name of the donor vessel.

- ***Flag State***
ISO 3166 – 3 alpha country/territory code of the donor vessel’s flag State.
- ***ID number***
Identification of the donor vessel. Either IRCS or IMO number.
- ***Species***
ASFIS 3- alpha codes (also known as FAO species codes) for the species offloaded by the donor vessel.
- ***Product form***
Condition of the catch as offloaded from the donor vessel, either processed or not. e.g. “whole frozen”, “headed and gutted, tail off refrigerated”.
- ***Catch area***
Relevant geographical / statistical area where the catch was taken by the donor vessel. e.g. US GOA 630, CCAMLR 48.6.
- ***Quantity***
Quantity of offloaded catch from the donor vessel. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

19. Total catch onboard

- ***Species***
ASFIS 3- alpha codes (also known as FAO species codes) for all species caught and kept onboard.
- ***Product form***
Condition of the catch kept onboard either processed or not. e.g. “skinless, boneless fillets frozen”, “head off, split salted”, “whole refrigerated in sea water”.
- ***Catch area***
Relevant geographical / statistical area where catches were taken.
- ***Quantity***
Quantity of catches kept onboard vessel. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

20. Catch to be offloaded

- ***Quantity***
Quantity of catches to be offloaded by vessel if any. It relates to each species under previous point (19).

ANNEX C

REPORT OF THE RESULTS OF INSPECTION

1. Inspection report number

Serial number of the report. Numeric or alpha- numeric.

2. Port State

Name of the port State

3. Inspecting Authority

Name of the port State authority / agency / government department deploying the inspector(s).

4. Name of Principal Inspector

Name of the inspector if alone or the inspector leading (senior) the inspection team. The number identification (card) of the inspector should be added.

5. Port of inspection

Name of the port where the inspection takes place. Name of nearest port in cases where inspection takes place outside the harbour.

6. Commencement of inspection

Date and hour the inspection procedure started. Date format YYYYMMDD and hour format HH.

7. Completion of inspection

Date and hour the inspection procedure ended. Date format YYYYMMDD and hour format HH.

8. Advanced notification received

Either “YES” or “NO”.

9. Purpose(s)

Free text. Reasons why the vessel intends to enter port. Common accepted codes could be used. e.g. LAN for landing, TRX for transhipment.

10. Port and State and date of the last port call

Free text. Name of the port where the vessel entered last.

ISO 3166 3-alpha country/territory codes. e.g. MOZ for Mozambique.

Date format YYYYMMDD.

11. Vessel name

Free text. Name of the vessel as registered in flag State relevant documents.

12. Flag State

ISO 3166 – 3 alpha country/territory codes. e.g. NZL for New Zealand.

13. Type of vessel

ISSCFV codes (also known as FAO vessel type codes). e.g. TO for trawler, LL for long liner.

14. International Radio Call Sign

Individual radio call sign of the vessel. e.g. TTFC, MD66G, UDSF, CHDS.

15. Certificate of registry ID

Numeric or alpha-numeric identification of the vessel's registry as issued by the flag State.

16. IMO ship ID, if available

International Maritime Organization / Lloyds Register identification number for vessels. Seven numerals format. e.g. 1234567.

17. External ID (ID issued by flag State), if available

This identification has many different names as "hull number", "side number" or "port register number". It may be numeric or alpha-numeric. e.g. PE-345-C, G 99, 123456.

18. Port of registry

Free text. Port where the vessel is registered.

19. Vessel owner(s)

Free text. Name of individual owner(s) or company(ies) owning the vessel.

20. Vessel beneficial owner(s), if different from vessel owners

Free text. Name of individual owner(s) controlling financially the owner company(ies).

Holding company effectively controlling the ownership of the vessel.

21. Vessel operator(s), if different from vessel owners

Free text. Name of individual(s) or company(ies) controlling the operational decisions of the vessel's activity.

22. Master

Free text. Name of the Master / Skipper / Captain of the vessel. (or *in absentia* the person with legal responsibility onboard).

23. Fishing master

Free text. Name of the person responsible for the fisheries operations if different from the Master.

24. Vessel agent

Free text. Name of individual(s) or company(ies) representing vessel's interest, based on the port State or not. Such representation may or may not include legal accountability or liability.

25. VMS

"No" if the vessel has no VMS equipment installed onboard; or

"Yes : National" if VMS equipment is installed onboard under vessel's flag State requirements; and/or

"Yes : RFMOs" if VMS equipment is installed onboard under RFMO requirements

26. Status in RFMO areas where fishing or fishing related activities have been undertaken, including any IUU vessel listing

This item of the Inspection Report should be filled if the vessel was operated in the area of competence of any RFMO.

- ***Vessel identifier***

Numeric or alpha-numeric identification of the vessel issued by RFMO if available.

- ***RFMO***

Free text. Name of the RFMO(s).

- ***Flag State status***
Free text. Membership status of the vessel's flag State in the RFMO(s).
"CP" for Contracting Party; or
"Coop NCP" for Cooperative Non-Contractive Party; or
"NCP" for Non-Contracting Party.
- ***Vessel on authorized list***
Is the vessel on an authorized vessel list issued by the RFMO(s) to operate in its area of competence. Either "YES" or "NO".
- ***Vessel on IUU list***
Is the vessel on an IUU vessel list issued by the RFMO(s). Either "YES" or "NO".

27. Relevant fishing authorisation(s)

- ***Identifier***
Numeric or alpha-numeric identification of the fishing license / permit / authorisation.
- ***Issued by***
Name of the relevant authority / agency / government department from flag State, coastal State and/or RFMO issuing the fishing license / permit / authorisation.
- ***Validity***
Date by which the fishing license / permit / authorisation will expire.
Date format YYYYMMDD.
- ***Fishing area(s)***
Relevant geographical / statistical area where the vessel is authorised to operate. e.g. FAO 77, NAFO 3M, ICES IIb.
- ***Species***
ASFIS 3- alpha codes (also known as FAO species codes). e.g. WHB for blue whiting, SKA for skates, WRF for wreckfish.
- ***Gear***
ISSCFG code (also known as FAO gear codes) for the gear authorised / licensed to be used by the vessel. e.g. OTB for bottom otter trawl.

28. Transshipment authorization(s)

- ***Identifier***
Numeric or alpha-numeric identification of the transshipment license / permit / authorisation.
- ***Issued by***
Name of the relevant authority / agency / government department from flag State, coastal State or RFMO issuing the transshipment license / permit / authorisation.

- **Validity**
Date by which the transshipment license / permit / authorisation will expire. Date format YYYYMMDD.

29. Transshipment information concerning donor vessels

This item of the report should be filled when the vessel unloaded catches from donor vessel(s) during transshipment operations.

- **Name**
Free text. Name of the donor vessel.
- **Flag State**
ISO 3166 – 3 alpha country/territory code of the donor vessel’s flag State.
- **ID number**
Identification of the donor vessel. Either IRCS or IMO number.
- **Species**
ASFIS 3- alpha codes (also known as FAO species codes) for the species offloaded by the donor vessel.
- **Product form**
Condition of the catch as offloaded from the donor vessel, either processed or not. e.g. “whole frozen”, “headed and gutted, tail off refrigerated”.
- **Catch area**
Relevant geographical / statistical area where the catch was taken by the donor vessel. e.g. US GOA 630, CCAMLR 48.6.
- **Quantity**
Quantity of offload catch from the donor vessel. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

30. Evaluation of offloaded catch (quantity)

- **Species**
ASFIS 3- alpha codes (also known as FAO species codes) for all species offloaded.
- **Product form**
Condition of the offloaded catch either processed or not. e.g. “skinless, boneless fillets frozen”, “head off, split salted”, “whole refrigerated in sea water”.
- **Catch area(s)**
Relevant geographical / statistical area where offloaded catches were taken.
- **Quantity declared**
Quantity of offloaded catches as declared by the Master in the Advance Notification. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

- ***Quantity offloaded***
Quantity of effectively offloaded catches as determined by Inspectors. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.
- ***Difference between quantity declared and quantity determined,. if any***
In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

31. Catch retained onboard (quantity)

- ***Species***
ASFIS 3- alpha codes (also known as FAO species codes) for all species retained onboard.
- ***Product form***
Condition of the catch retained onboard either processed or not. e.g. “skinless, boneless fillets frozen”, “head off, split salted”, “whole refrigerated in sea water”.
- ***Catch area(s)***
Relevant geographical / statistical area where retained catches were taken.
- ***Quantity declared***
Quantity of catches retained onboard as declared by the Master in the Advance Notification. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.
- ***Quantity offloaded***
Quantity of catches retained onboard as determined by Inspectors. In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.
- ***Difference between quantity declared and quantity determined,. if any***
In metric tonnes (MT) or kilograms (Kg). If other units are used the unit name should be clearly marked.

32. Examination of logbook(s) and other documentation

Either “Yes” or “No” depending if the logbooks were examined or not. Free text for comments by the inspector(s).

33. Compliance with applicable catch documentation schemes

“Yes” or “No” depending on whether the vessel’s is compliant with relevant catch documentation schemes. Free text for comments by the inspector(s).

34. Compliance with applicable trade information schemes

“Yes” or “No” depending on whether the vessel’s is compliant with relevant trade information schemes. Free text for comments by the inspector(s).

35. Type of gear used

Free text. Name (or description) of gear found onboard by the inspector(s). ISSCFG code (also known as FAO gear codes) may be used.

36. Gear examined in accordance with paragraph e) of Annex B

“Yes” or “No” depending on whether the inspector(s) examined gear(s) following the procedure established in Annex B. Free text for comments by the inspector(s).

37. Findings by inspector(s)

Free text. Description of all relevant facts and findings as perceived by the inspector(s) during the inspection.

38. Apparent infringement(s) noted including reference to relevant legal instrument(s)

Free text. Description of violation(s) found as perceived by inspector(s).

Clear mention of the relevant legal instrument. e.g. Article 19 d) of the NEAFC Scheme of Control and Enforcement.

39. Comments by the master

Free text. Any comments by the master regarding the development of the inspection, about the findings by the inspectors or about the apparent infringements found.

40. Action taken

Free text. Description by the inspector(s) of all action taken as a follow-up to the inspection. e.g. catch apprehension, gear retention, legal prosecution, fine imposed.

41. Master signature

By signing the report the master only acknowledges reception of his report copy.

Such signature does not represent in anyway an acceptance of guilt in case any apparent infringements were detected by inspector(s).

42. Inspector signature