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**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS AND  
PARTICIPATING TERRITORIES**

**Circular No.: 2015/14  
Date: 20 March 2015  
No. pages: 7**

**Announcing Availability of This Year's Annual Report Part 2 Report Online Facility**

Dear all,

To advise that this year's online facility for Annual Report Part 2 is now live and available for all CCMs to use for completing and submitting their Annual Report Part 2 covering 2014 activities.

A quick guide for Annual Report Part 2 online report is attached. CCMs will need to use the same CMR login details (username and password) provided last year, to log into this year's Annual Report Part 2 online interface.

As was the case for previous year's, the Annual Report Part 2 covering 2014 activities is due by **Wednesday, July 1 2015**. In addition to Annual Report Part 2, there are a number of reporting requirements that are embedded in CMMs or other WCPFC decisions. As advised in WCPFC Circular 2015/10 the Secretariat has updated the *Suggested checklist of reporting requirements 2015* to assist CCMs with quickly identifying the reporting requirements in CMMs and other decisions. A copy of this document can be accessed from the public side of the website at <http://www.wcpfc.int/compliance-monitoring>

Please note also, the Secretariat has started posting copies of relevant supporting documentation for dCMR on the secure site of the WCPFC website (<https://www.wcpfc.int/ccm>). The information on these pages will be updated from time to time. Please regularly check your CCM portal for updated information.

Should you require further assistance with this years annual reporting, please contact the Compliance Manager, Dr. Lara Manarangi-Trott (at email [lara.manarangi-trott@wcpfc.int](mailto:lara.manarangi-trott@wcpfc.int)) or the Assistant Compliance Manager 'Ana F. Taholo (at email [ana.taholo@wcpfc.int](mailto:ana.taholo@wcpfc.int)). To assist with our record keeping, we ask that CCMs cc. correspondence to [contact.ar@wcpfc.int](mailto:contact.ar@wcpfc.int).

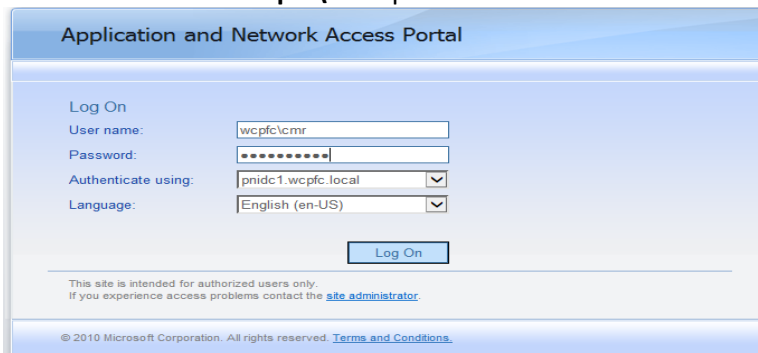
Yours sincerely,

Feleti P Teo OBE  
Executive Director

## ONLINE ANNUAL REPORT PART 2 (2014) ACCESS – QUICK GUIDE v1.1

### Connecting Online

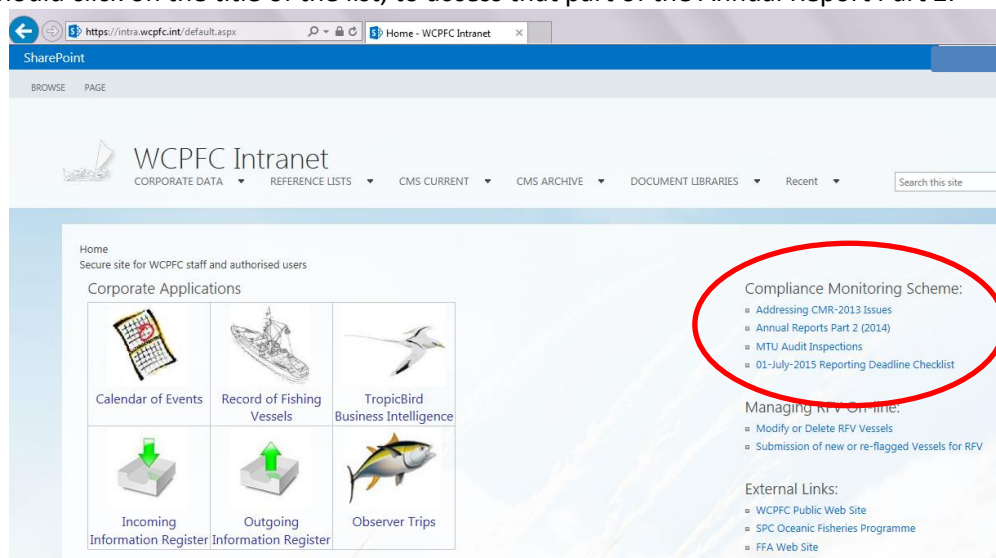
- Connection to the WCPFC is required and following these steps will do that:
  - Connect PC computer to the internet
  - Open your favorite browser such as Internet Explorer, Chrome, Safari or Firefox.
  - Enter <https://intra.wcpfc.int>
  - You will be asked to log on to the WCPFC “Application and Network Access Portal”. Please use your cmr login information (username and password to login), as shown below. Remember that **wcpfc\** is required for the Username.



The screenshot shows the 'Application and Network Access Portal' login interface. It includes fields for 'User name' (containing 'wcpfc\cmr'), 'Password' (masked with dots), 'Authenticate using' (set to 'pnidc1.wcpfc.local'), and 'Language' (set to 'English (en-US)'). A 'Log On' button is at the bottom right. Below the button, a disclaimer states: 'This site is intended for authorized users only. If you experience access problems contact the [site administrator](#).' At the very bottom, it says '© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#).'

- Successful login takes you to the **WCPFC INTRANET Home Page**. On the right side of the screen, below the WCPFC logo, you will find the heading **Compliance Monitoring Scheme** (see red circle). There are four (4) lists/parts that makes up this year’s Annual Report Part 2 online report:
  - Addressing CMR-2013 Issues
  - Annual Reports Part 2 (2014)
  - MTU Audit Inspections
  - 01-July-2015 Reporting Deadline Checklist

You should click on the title of the list, to access that part of the Annual Report Part 2.

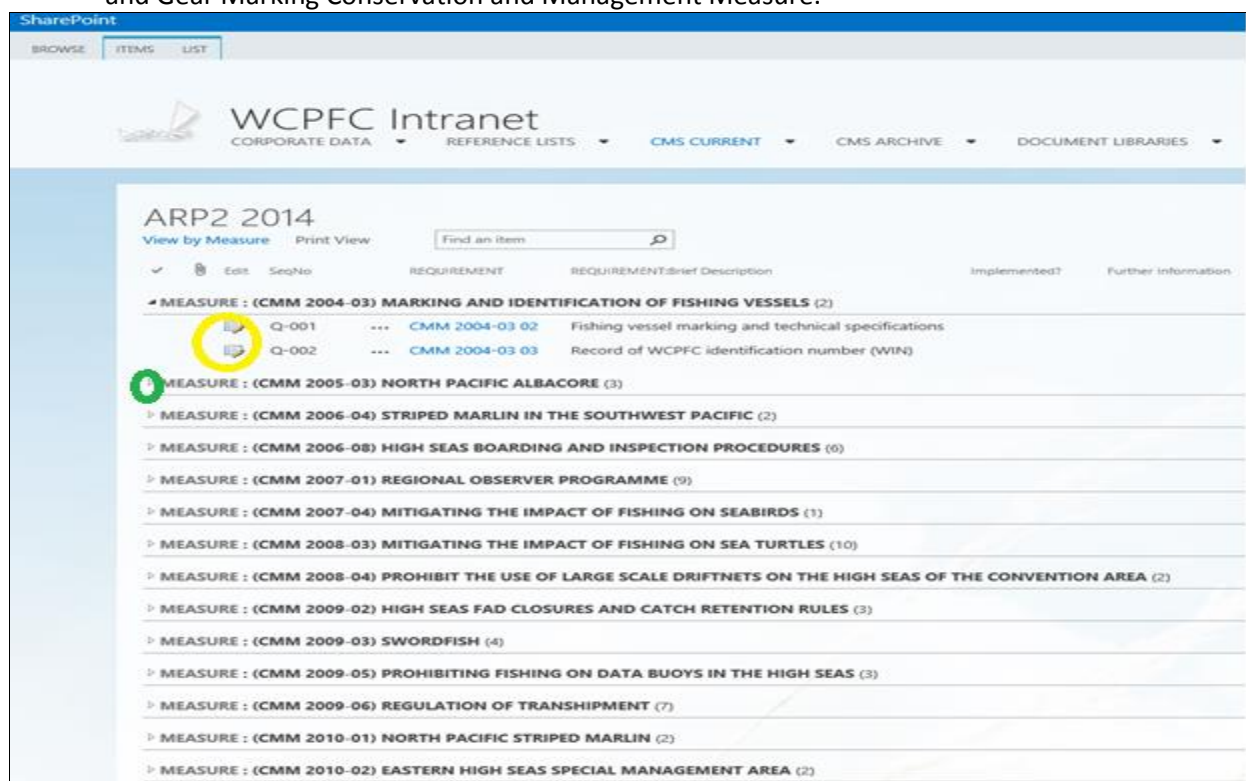



- Guidance for completing each of the four sections is provided on the next pages.

### **Explanatory notes Part 1: Annual Reports Part 2 (2014)**

**Applicability:** ALL CCMs that are submitting an Annual Report Part 2 to the Commission should complete this section.

- From the **WCPFC INTRANET Home Page**, click on **Annual Reports Part 2 (2014)** link, it will take you to the **ARP2 2014** home page (screen shot below). Each of the “Measures” that is covered by this year’s Annual Report Part 2 are listed on this page.
- There are a number of questions under each CMM / Measure. Click on the **plus sign (+)** (see circle in green below) next to each CMM, this will expand the questions to be answered, below each CMM/ Measure heading. For example there are two questions for CMM 2004-03 Vessel and Gear Marking Conservation and Management Measure.



- To answer each question, click on the **Edit icon** () next to the question number (see yellow circle). This will take you to a screen that will enable you to your answer that particular question (such as the screen shot below).
- At the bottom of each question, the Secretariat has some provided “Notes and Suggested Guidelines” to assist CCMs with completing their report.
- All the “**Implemented?**” questions (choice of “YES” “NO” N/A” in this list should be completed by ALL CCMs.

ARP2 2014 - Q-001

EDIT

PAGE

Save

Cancel

Paste

Cut

Copy

Attach File

ABC

Spelling

Commit

Clipboard

Actions

Spelling

Save

Cancel

CCM

SeqNo

MEASURE

REQUIREMENT

Implemented? \*

Further Information

Notes and Suggested Guidelines

Q-001

(CMM 2004-03) MARKING AND IDENTIFICATION OF FISHING VESSELS

[CMM 2004-03 02](#)

Paragraph(s) within CMM or other decision of the Commission which defines the requirement/obligation

☒ YES
 ☐ NO
 ☐ N/A

Is this requirement fully implemented or not

Any additional information / details regarding implementation of fishing vessel marking and technical specification requirements

Created at 3/7/2015 6:08 PM by [redacted] (CMR)

Last modified at 3/7/2015 6:08 PM by [redacted] WCPFC system

Save

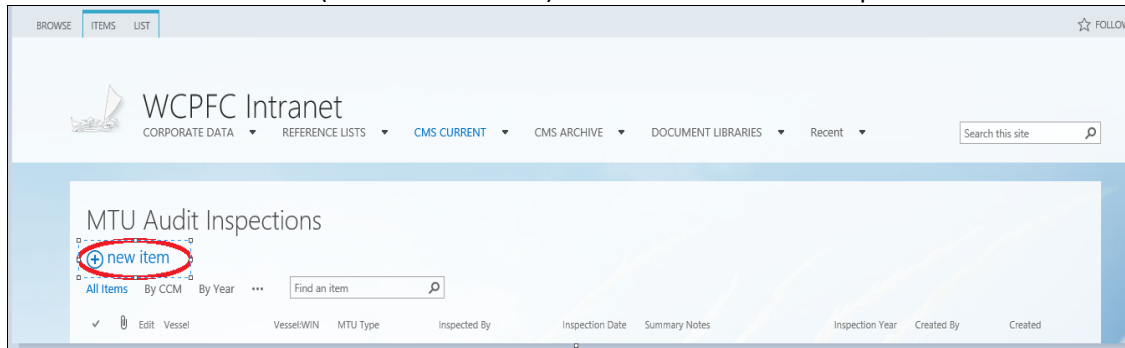
Cancel

- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** at the bottom of the screen, to save your answer for that question and this will take you back to the Annual Report Part 2 (2014) home page.

### ***Explanatory notes Part 2: MTU Audit Inspections***

**Applicability:** This list is relevant to CMM 2011-02 9a VMS SSPs 7.2.2 (Annual Report 2014 Q-068) and CMM 2011-02 9a VMS SSPs 7.2.4 (Annual Report 2014 Q-069). ALL CCMs that have answered “YES” to either of these questions should complete this section.

- From the **WCPFC INTRANET Home Page**, click on **MTU Audit Inspections** link, it will take you to *MTU Audit Inspections* page shown below.
- Click on **Add new item** (circle in red above) to add details of MTU inspections undertaken



- The below box will appear, and CCMs can complete the details in this box as applicable. Note the “name of the vessel” should be as the vessel currently appears in the WCPFC Record of Fishing Vessels.

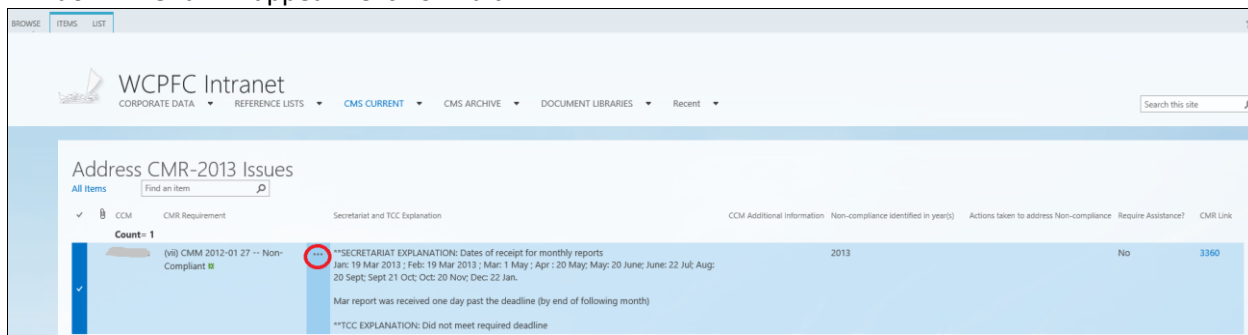
- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the MTU Audit Inspections page.

### **Explanatory notes Part 3: Addressing CMR Issues**

**Applicability:** This list is relevant to only those CCMs who had a score of “Non-Compliant” or “Priority Non-Compliant” in the Final CMR Report adopted by WCPFC11. These CCMs should answer “YES” to CMM 2014-07 22 (Annual Report 2014 Q-138). CMM 2014-07 paragraph 22 says “CCM shall include, in its Part 2 Annual Report, any actions it has taken to address non-compliance identified in the CMR from previous years.”

Note CCMs who had a score of “Compliant” in the Final CMR Report adopted by WCPFC11, do not need to access this list.

- From the **WCPFC INTRANET Home Page**, click on “**Addressing CMR Issues**” link. This will take you to *Addressing CMR Issues* page, and there you will find a list of the WCPFC11 agreed “compliance issues”. This list will be specific to each CCM and contain a row for each of the CMM paragraphs that the CCM was assessed by WCPFC11 to have compliance issues (a score of Non-Compliant” or “Priority Non-Compliant”).
- To report on actions taken to address each compliance issue, click on the three dots next to the Secretariat and TCC Explanation column (an example is shown in the circle in red below). A drop down menu will appear. Click on Edit.



- A box similar to the one shown below will appear for each compliance issue. CCMs can complete the details in this box as applicable.

- Click on **Attach File** at the top of the screen, to include a MSword, pdf or MS Excel document.
- Click on **Save** to save your answer for that question and takes you back to the Addressing CMR issues page.

#### **Explanatory notes Part 4: 01-July-2015 Reporting Deadline Checklist**

**Applicability:** ALL CCMs that are submitting an Annual Report Part 2 to the Commission should complete this section.

- From the **WCPFC INTRANET Home Page**, click on “**01-July-2015 Reporting Deadline Checklist**” link. This will take you to the *01-July-2015 Reporting Deadline Checklist* home page (screen shot below).
- This checklist is designed as a tool to allow CCMs to confirm to the Secretariat that they have completed one or more of the relevant annual reporting online lists for Annual Report Part 2, which are due to be submitted on **Wednesday July 1, 2015**.
- The checklist is also intended to be a friendly reminder about the CMM 2013-10 paragraph 9 reporting requirement (*Fished/Did Not Fish report*) which is also due on 1 July 2015, and which is an important report for draft CMR reviews.

The screenshot shows a web form titled "01-July-2015 Reporting Deadline Checklist". At the top right are "Save" and "Cancel" buttons. Below the title is a text input field for "CCM \*". The form contains four radio button questions, each with "NO", "YES", and "N/A" options: "Address CMR Issues Completed? \*", "MTU Audit Inspections Completed? \*", "Fished/Did Not Fish Report Submitted? \*", and "Submit ARP2 to the Commission? \*". The "Submit ARP2" question also includes "DRAFT - Do NOT Submit" and "COMPLETED - Submit" options. Below these is a "Comment" text area with the placeholder "Any comment by CCM (optional)". At the bottom left, it shows "Created at 3/18/2015 2:36 PM by [user] (CMR)" and "Last modified at 3/18/2015 2:36 PM by [user] WCPFC system". At the bottom right are another "Save" and "Cancel" buttons.