Final Workshop Report

Development of an information system / web based application on Port State Measures

Date: 1 – 4th April, 2014

Venue: Johannesburg, South Africa

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Abbreviations

Acronym	Full name
AIS	Automatic Identification System
AREP	Advance Request For Entry In Port
ASFIS	Aquatic Sciences and Fisheries Information System
ATF	Authorised fishing vessel
CGC	Computer Generated Content
CMF	Content Management Framework
CMS	Content Management System
CPC	Contracting Parties and Cooperating non-Contracting Parties
CV	Carrier Vessel
DB	Database
DP	Designated Ports
EEZ	Exclusive Economic Zone
FAO	Food and Agriculture Organisation
FV	Fishing Vessel
GRT/GT	Gross Tonnage
ICCAT	International Commission for the Conservation of Atlantic Tunas
ISSCFG	International Standard Statistical Classification of Fishing Gear
ISSCFV	International Standard Statistical Classification of Fishery Vessels
ID	Identification
IMO	International Maritime Organization
IOTC	Indian Ocean Tuna Commission
IRCS	International Radio Call Sign
IT	Information Technology
IUU	Illegal, Unregulated and Unreported
LAN	Landing
LBP	Length Between Perpendiculars
LOA	Length Overall of the vessel
LSTV	Large-Scale Tuna Vessel
MMSI	Maritime Mobile Service Identify
NFV	Notification To Fishing Vessel
PAD	Port Activity Dashboard
PDF	Portable Document File
PIR	Port Inspection Report
PSM	Port States Measures *(and ePSM stand for the PSM application)*

RAI	Request for Additional Information
RAV	Record of authorised vessels
RFMO	Regional Fisheries Management Organisation
RFS	Response Flag State
TD	Transhipment Declaration
TOR	Terms of Reference
TRX	Transhipment
UGC	User Generated Content
UI	User Interface
VAIR	Vessel Activity and Intelligent Report
VMS	Vessel Monitoring System

Acknowledgements

The e-PSM project

General description

The general purpose of the assignment is to assist the IOTC "to provide technical support to port States of the IOTC responsible for the implementation of the port State measures to facilitate and strengthen the implementation of the Port State Measures Resolutions, through the development of an information system / web-based application accessible via the IOTC website, and thus ensure the long-term conservation and sustainable use of the tuna resources.

For this project, and following the Terms of Reference, a first briefing was held at the IOTC Secretariat to detail the expectations outlined above and in the Terms of Reference.

Workshop

The consultation and validation workshop on the development of an IOTC web-based application on Port State Measures has been organized in Johannesburg, South Africa,, from 1 – 4 April, 2014.

Activities and findings

Day 1 – Tuesday, April 1st 2014

Mr Pheobius MULLINS, Pelagic & High Seas Fisheries Manager for South Africa, welcomed the participants attending the workshop and opened the workshop. IOTC staff member gave a project introduction. The introduction provided an opportunity to review the resolutions related to port State measures, from an operational point view.

e-PSM Application – Workgroup objectives & Methodology

The welcome session ended with the consultants presenting the Workshop Objectives & Methodology, in order to validate the scope of the next 4 days with the attendees.

Mrs Jenny CHEATLE from the ICCAT Secretariat shared the experience of ICCAT Members and provided an overview on implementation of PSM in the ICCAT Area. From The ICCAT's experience, it is clear that one of the important factor for success, is how IOTC will manage to identify vessel, as it seems that many vessels are not recorded with fully accurate details. Mrs CHEATLE suggested a maximum flexibility in the vessel identification process.

e-PSM - Chain of actions

Mr Florian Giroux provided a full review of the chain of actions involved in the implementation of the PSM processes.

After this presentation, a participant emphasized that the PSM process could start without an AREP. In such case, the first form to be completed in the e-PSM process would be the Port Inspection Report.

e-PSM Application - Modules Definition and Benefits for Members

The software architect, Mr Grégoire PICHENOT, provided an introduction on the application's suggested architecture, with their 3 modules:

- e-PSM File processes;
- Information Sharing;
- Reporting.

The presentation ended with a listing of the benefits of the application for the CPC (port State, flag State, coastal State and industry).

A participant mentioned that the application should make provision for uploading photographs of vessels.

Attendees, in general, were wondering if IOTC RAV database registration was mandatory to fill the AREP form. The e-PSM team confirms that it will be possible to create an e-PSM file for a vessel not registered on the IOTC Record of Authorised Vessels (e.g. vessel fishing in ICCAT Area and offloading in a port in the IOTC Area).

e-PSM Application - Mock-ups Review of module 1, 2 and 3

The UX specialist Mr Stefano PIREDA, gave a presentation, introducing application mock-ups. The scope was set to be as wide as possible and to provide the maximum overview of the application to the participants.

Day 2 – Wednesday, April 2nd 2014

Mr Stefano PIREDA, presented the Module 1 - Processes - Port Activity Dashboard, Module 1 - Forms - Entry into Port (Vessel Request), Module 1 - Forms - Entry in Port (Port Request Analysis & Evaluation) and Module 1 - Forms - Vessel Inspection.

After the presentations, four working groups were established to provide recommendations and to answer a questionnaire on the 3 modules, their features, design and functions..

The recommendations and answers of the working groups were analysed at the end of the day to prepare the sessions of day 4 (wrap-up).

Day 3 – Thursday, April 3rd 2014

Mr Stefano PIREDA presented the Module 1 - Forms - LAN & TRX. The software architect held a presentation of Module 1 - Analysis - Vessel Activity & Intelligence Report (VAIR), Module 2 - Information Sharing - Managing content (how, when, who) and Module 3 - Reporting Review (part 1).

After the presentations, four working groups were established to provide recommendations and to answer a questionnaire.

Day 4 - Friday, April 4th 2014

Mr Florian Giroux, Mr Stefano PIREDA and Mr Grégoire PICHENOT held a complete wrap up of the recommendations of the working groups. All responses of the working groups were reviewed and validated.

The recommendations of the working groups are presented in the next chapter.

Participants were invited to volunteer to test the application during its development phase. The following CPC have volunteered:

- South-Africa,
- Mauritius,
- Madagascar,
- Seychelles,
- Kenya,
- Mozambique.

Workshop Recommendations

Session 21 - Module 1 - Process - Port Activity Dashboard and Vessel File Dashboard
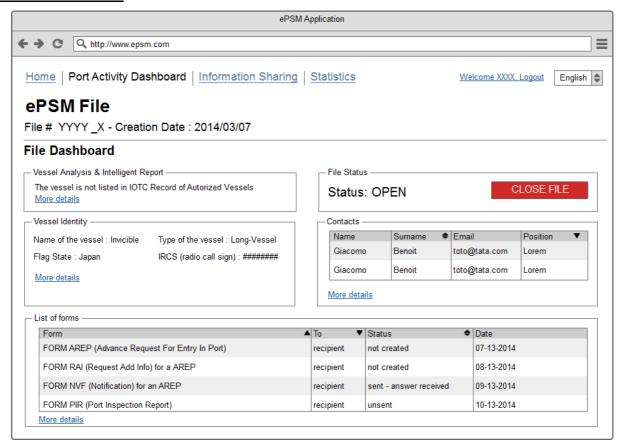
Vessel File Dashboard

Figure 1 Vessel File Dashboard

General recommendations on the vessel file dashboard:

- The file dash board should be restricted to the port State and the flag State,
- Contacts - the contact directory should include 'vessel master', 'vessel owner', vessel 'representative', 'port State' and 'flag State'. The position/type of contact column should be first instead of the name of the contact. Vessel contacts should be linked with vessel identity box to reduce the number of sections.
- Vessel Identity - To include the photo of the vessel. Photograph of the port side, starboard and plan view of the vessel could be added as extra information. Ability to browse photos, tag a photo. Photos are uploaded by port State. (Photographs can be made available under a link within the box vessel identity).
- Vessel Identity – the vessel information should be updated automatically when IMO number or vessel identification number is entered (if vessel has IMO number).
- A minimum mandatory set of information for each vessel should be required (eg: name of the vessel, flag state, dimensions, call sign),
- To include country code, port code as a minimum in the file name,
- To include 'created date' and 'modified date': on top of the e-PSM file. Modified date is related to a new/edit form only and not from other updates.

File status

Recommendations:

- A single button is fine to close the file.
- It should be possible to re-open a closed file.
- Status should not be public initially. All information should be restricted until vessel leaves the port. <u>Port State only should have access while open, and only Port State authorities may close it</u>. Will be made available to flag State within the time period required by Resolution or if additional information required from Flag State. May authorize to be public later if required. Multiples states for file status are possible beyond open and closed (<u>Open (restricted), Open (public), (Pick list)</u>,
- Possibly use traffic light colour scheme to distinguish status,
- Instead of using 'open' and 'close' in the file, to use 'archive',
- Privacy: only after all information are available, information can be public (all IOTC CPC). Only infringements and actions taken (from the PIR) are public. Other information is restricted.
- Archive: "would you like to close the file" ? Possible with user/password + confirm.

Vessel Identity

- The information currently displayed on the file dash board is adequate.
- The link "More details", available under a link in the box "vessel identity", should contain the following information: previous name, previous flag, vessel owner(s), vessel operator, gear type, vessel specifications (LBP, LOA, GT, Carrying Capacity etc); IMO number, all ATF details and access to vessel images, if available,
- The IOTC and IMO number should be displayed,
- Photographs should be displayed (under a link). Size of photo to be determined,
- Details should be easy to populate automatically from existing available information,
- Vessel identity: all the main information should be on top of the screen as a block in any pages + link to "more details",
- Important note: LBP is not mandatory for IOTC.

Would like to have the opportunity to choose the items manually?

- No, the details listed are fine.
- To have both the functions: the default functions with only vessel identity and contact information and also to include a manual function.

Contacts

- Contacts should include: master, owner, operator, vessel representative, fishing authority, port authority and the flag State.
- The table is well displayed.
- A column for phone/fax contacts should also be displayed.
- Contacts should show the contact details of who created the file (file owner), and other contacts, e.g. vessels, shown in file details.
- To have a browse function.
- Agents, master, etc of vessel will change very frequently so it could be important to have a "history" of contacts to know which contact was related to e-PSM files and forms. This history will be available directly inside the PDF generated as an addendum or [to define].
- Contacts to have 'surname', 'name', 'email', address and 'contact no,
- Very important: a legal evaluation will have to be done to define if we can host in US for example personal data of each agents, etc. as this can cause privacy problems also,

List of forms

- A new column should state who created the form,
- The list of Form table is well displayed,

- To = sent to. Need groups e.g. Flag State, vessel etc. Two columns needed, sent to type + individual details. Date = date created. Need time as well as date. Should scroll as long as the list,
- More details not necessary. Click to go to form is sufficient,
- The table should display the forms which have been created and are active,
- To include 'created date' and 'modified date',
- The recipient information to be included with email address,
- To display who have accessed the information,
- The application must use the local time (Port State time) for forms (including date pickup) and NOT hosting service time,
- Abbreviation of the form name can be used but the full name has to be displayed somewhere (below, in hover, or...),
- To display who have accessed the information: access log available directly on the server but will not be displayed - access log will be available upon request and will be delivered by IOTC Secretariat.

Other comments?

- To include MMSI number, if available, after call sign. MMSI can be available in the first screen.

Vessel Identity

Information commonly requested on a vessel in a record identity card?

- Country code/ Port Code/ automatic generating number
- Yes, very important.
- Common information to be linked with IOTC database.

Important identifying information?

- Photographs (stern, port and starboard) + who took and date of photo. Must be kept updated if any change identified in vessel. Must be at least less than 1 Mb, preferably around 300 Kb,(Can be available under a link)
- Replace length, beam and draft with LOA and GRT/ GT,
- Vessel contact information should appear here,
- Smart look up for vessel name,
- IOTC number should be entered first with button to view full record,
- Add history of vessel view,
- Administrator – IOTC Secretariat - must be allowed to clean / merge vessel ID,
- VMS = yes or no, VMS RFMO not necessary,
- Type not necessary here - not part of vessel ID - should be on PIR,
- Minimum mandatory information for each vessel should be required. (eg: name of the vessel, flag State, dimensions, call sign),
- Add history of vessel view: available on Search & Query
- VMS RFMO: we keep it for the future but not mandatory

Pre-established lists (standards) for some input fields (flag State, etc)?

- Yes, should be used. Need standards ISO codes and fixed unit measures. But to include 'others' so that a country which is not listed can be added,
- Countries: IOTC Secretariat will provide the full list of countries and ISO Standard.

Import or export contacts?

- The function would be useful.

Other comments?

- Would there be an option for the vessel information details to appear automatically in the entire field if you use the IOTC number of the vessel?

Vessel Contacts

Three types of contacts, do you see other useful contact items?

- A column for phone/fax contacts should also be displayed,
- Need more tabular format with date limits - this allows for history view with filter for more recent information.
- Need physical address. Last two may not be necessary.
- Vessel captain, fishing master, vessel representative/agent

Privacy issue?

- No issue because it is limited to port State.
- Yes. Who can access this? Restricted view to each vessel related personnel only for their own current or past vessels,
- The information should only be visible to users (CPC).
- Checkbox in the AREP to know if an observer was on-board.

Would you need a contact database on which you could browse and select an existing contact?

- A browse function will be helpful.

Would you associate a color symbol for each type of contact?

- It will be useful to identify separately the agent(s) from the owner(s) and operator(s).
- Not necessary if type of contacts is listed in tabular form.

Can there be multiple contacts by type of contact?

- Yes.

Other comments?

- Language: it was proposed to have the application available not only in English and French, but in other CPC languages. CPC would pay for translation.
- If the vessel captain and masters change it should be updated,
- To include address of the contacts,

e-PSM - Forms list / Add a form

What do you think a drop down menu to select the form to create?

- The drop down menu is a good idea but the name of the forms should be in full with abbreviation in brackets. Should show full list of possible forms.
- The abbreviation could be displayed in drop down menu. But the longer form should be displayed somewhere in the form.

What are your other suggestions/information you would like to appear here?

- Need also created by (e.g. type of authority) column.
- To include 'created date' and 'modified date',
- The recipient information to be included with email address,
- To display who have accessed the information.

Do you prefer a system that requires you to follow a sequential procedure (first an AREP then a RAI then a NFV, a PIR, etc)? Or would you prefer a more flexible system that allows you to create/add forms in any way, at any time?

- The system for following a sequential procedure is fine.

- Flexible system necessary. More flexible system that allows to create/add forms in any way.

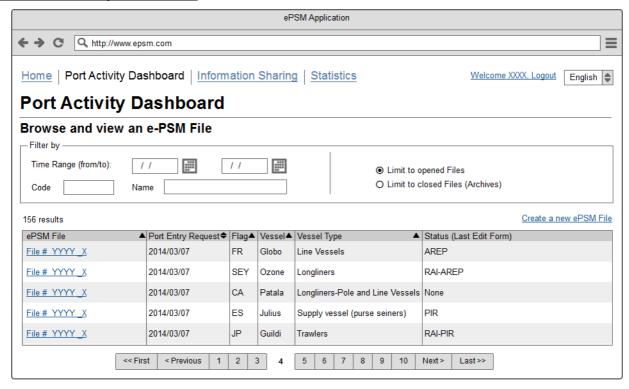e-PSM - Port Activity Dashboard

Figure 2 Port Activity Dashboard

What kind of filters would you need to filter e-PSM files table list? What do you think of the one displayed on the mockup (by time range, code, name, opened/closed files)

- Filters should include 'date of arrival' or 'estimated date of arrival'; 'show open files',
- The one displayed on the mockup is fine,
- Expand limit to open closed files to status types with filter option,
- Add filter by port and port State- pick list but to include compliant ports which do not allow foreign vessels to enter i.e. expand IOTC authorized port list to include such ports.
- Chance to see all the files (including both opened and closed files),
- To include a filter with flag State, owner/company, captain of the vessel, type of vessels,

Do you need more information in this display (columns)?

- Date of port entry request should be the first column followed by the Vessel name and a new column for 'IRCS' (note that vessel name should be displayed in full),
- Search should display 20 results on each page with a scroll bar at the side if necessary. Tabs to move between subsequent pages should be displayed at the bottom,
- The call sign of the vessel is missing in the display columns,
- Yes, ports and port States,
- Increase vessel name column size,
- Flag State and vessel name should be displayed first before other data,
- Search display: better to display more results if screen height is permitting it,
- First column (and most important): flag State, vessel name.

Concerning file closed, would you need to have the ability to "re-open" a file?

- The file should be able to be 're-opened' after it has been closed if new information becomes available after the vessel has left port; however a request to reopen a file should be made to the e-PSM System Administrator from the port State,,

- Status = status type above.

Would you find useful to delete permanently a file?

- The System should make it impossible for duplicate files to be created; however in the event that two or more files are created for the same vessel and port entry, the duplicate file(s) should be deleted.
- No deletion of file possible BUT we have to take in consideration that maybe (following an entry error) two AREP = two e-PSM files will exist => duplicate (with slight differences) so can it be possible to delete the wrong one?
- Deletion can only be done by the IOTC secretariat on request on receipt of the information.

Other comments?

- Domestic fisheries should also be included, especially if they fish outside national waters. Trigger from potential infringement being reported by other port State inspections for domestic inspection at arrival at home port.

Concerning e-PSM files access

- Port State can limit access to their files by selecting which CPC can view this e-PSM file. After 1 month, the e-PSM file will be automatically accessible to any ports. When an e-PSM is restricted, all the forms related to this e-PSM file are also restricted.

e-PSM - Form AREP Step 1

Figure 3 Form AREP (Part 1)

Would you prefer a longer AREP in one screen (with scroll bars) or an AREP form split in steps? In the latter case, how many steps would you see?

- Long page with scrollbar is a preference.

Complementary Vessel Information. Intended port of call. A predefined list is proposed. Do you want to add other port manually?

- The predefined list is better,
- For port of last call, needs to be open,
- It has to be possible to add new ports in free text even if it cannot be used as only DP have access to the PAD (and so the e-PSM files created for this vessel in an undesignated port,

Estimated date and time of arrival - Do you prefer two inputs, one for the date and one for the hour, or a global ISO Date+Time format in text only?

- One field for each, date and time,
- Reminder: The application will be using the local time of the port State.

Purposes - Would you prefer to have the opportunity to select many purposes via checkboxes or only one via a select menu? Do you see any other purposes that could be added to this current list of 8 items?

- Multiple purposes. Yes, landing/offloading, medical emergency, arrest + one other free text,
- Checkboxes is better,
- If force majeure is left in then more info box is needed.

Validation addendum:

- A referential will be developed by the Secretariat and will be distributed to the CPC for comments.

Relevant Fishing Authorizations, Relevant Transhipment Authorizations, Transhipment information concerning donor vessels, Total Catch on board - What do you think about adding lines of input / select fields? Do you find it easy to use? Do you have any other suggestions? What do you think of the way to edit and add new lines of data? (Space on screen is very limited, entering a data line can require two input lines).

- Validity should have 2 fields from and to,
- Allow attach file in PDF for fishing licence/ authorization,
- Pop up menu for any sections with add button with submit button and then appear on a table with new pop up for new line,
- Possibility of editing button to avoid editing by accident. Many care buttons for deletion possibility,

Globally, would you need more fields or less fields? Do you think this screen is far more too complex and too time consuming compared to the paper version?

- The total quantity to be offloaded is missing. The form should replicate field 22-23 of the total catch onboard (at the time of the request) and the catch to be landed,
- The catch quantity should be in Kg by default,
- The catch area should be selected from drop down menu,
- Need to add species field for total catch on board,
- Insert field for observer on board (yes/no),
- For transhipment add option for donor vessel type (fishing or carrier) [as at this step we are not identifying the donor vessel],

Validation addendum:

- The referential, catch area, species, will be developed by the Secretariat and will be distributed to the CPC for comments.

In the mockup, some errors are being displayed as an example. What type of display would you see for errors? What type of typing assistance would you see in this application?

- Provided that most of the information is already in the system it won't be too time consuming. e.g. vessels details,
- Errors should be at each field level rather than at top. Font type red with message box,
- If there are fields that have not been entered or errors it should be displayed.

Would you prefer to have help lines displayed directly below each field? In this latter case, would you prefer to have the opportunity to hide those help lines?

- The help line display can be useful,

- If the help line display have a lot of text the opportunity to hide it could become useful to preserve screen state,

Other comments?

- Repeat previous traffic light for each status. All complementary vessel info must be mandatory,
- If purpose is vessel is transhipping or landing, then following relevant sections become mandatory,
- A preview of the file in PDF should be an option.

e-PSM - Form AREP Step 2

Figure 4 Form AREP (Part 2)

Would you find it useful to display a temporary version of the AREP in a PDF format before confirmation and sending? or after confirmation and sending?

- The temporary version of the PDF before sending the form is much better.

- PDF generated automatically when click on save. Preview popup at time of submission before it goes out.

What would be the best form to give to this email: should we put the content directly in the email or rather in a PDF attachment? Do you want us to authorize the PDF to be printed?

- Authorization should be given to be printed.
- Email with a link (for internet connectivity reason) + any links to other documents provided + maybe it could be useful to display some information in the email about the vessel.

Do we need to provide a watermark or any mention saying "this PDF is generated from the e-PSM application"?

- Yes with disclaimer on PDF.

Validation - on the paper version, validation required a name, a date, a signature. Electronically, date is automatically provided, name is an input text but signature is not possible as is. Do you think this is a major problem to identify "who" is submitting this form?

- Security should not be a problem as each user has his/her own password code and keep this password secure,
- To have a statement saying "by clicking submit, we declare.

Submission - after submission, do you want to obtain a confirmation message or to be automatically redirected to the homepage, dashboard of the application or another page (please specify)?

- A confirmation message will be fine to confirm the message has been sent.

Do you find it useful to have a "Quit and Save" button to stop at any moment the creation/edition of a form?

- Yes - save for later completion (draft state).

Same question concerning the "Abandon and delete this form". Would you prefer a second button? (our idea was to provide a simple link to avoid any cancellation by mistake).

- If he has not submitted it could have an abandon and delete form function.

Other comments?

- Must work on all different browsers with slow connections and mobile systems,
- Concerning e-PSM access: As soon as the file is closed it will be accessible to all IOTC CPC. For RFMOs and t-RFMOs this has to be discussed.

Session 22 - Module 1 - Forms - Entry in Port (Port Request Analysis & Evaluation)

e-PSM - Form RAI (of an AREP - our example - or PIR)

Figure 5 Form RAI (of an AREP or PIR)

We have found that an AREP RAI and a PIR RAI are very close. Our idea is to propose a common display. The user will have the opportunity to define (via a select menu or radio buttons) the RAI as an RAI-AREP type or of RAI-PIR type. Do you think it is a good idea?

- The RAI-AREP and the RAI-PIR can utilize the same form provided the form is clearly labeled at the top. The e-PSM form should exactly capture the mandatory fields on the paper form as outlined in Annex 1 of the Resolution 10/11,
- The system should be able to generate multiple RAIs to be sent to different recipients under the same e-PSM number/file.

Request for additional information - do you have any modification or suggestion request for this section?

- Remove the box at the bottom for 'add each requested document' And another option under 'VMS record' that says 'other (specify),

- We agree to ask for additional information from other entities. e.g. coastal State, Vessel Agent or operator,
- Need to add Authorisation for specific area/EEZ (foreign licence) other than general licence.
- Three days default, but changeable. Add date field which automatically calculates number of days and vice versa,
- Take out donor vessels just leave from transhipment operation,
- Consultants can include new categories based on the common categories included in the 'others' sections.

Do you find it useful to have a link "add each requested document" with the ability to specify which other document is needed?

- It is useful to specify additional documents not listed as suggested above,
- Yes, with date ranges.

To be transmitted to - on paper, this section called "Transmitted to" meant "I will give a copy to those recipients (email, fax, etc)". For the e-PSM application, would you prefer to specify an email for each item (customs, immigration, etc)?

- Each item should be requested from the relevant competent authority,
- Email already included in look up table,
- Add to the list - Home port (as well as general Flag State authority),
- AREP sender (master/agent/owner) - link to AREP contacts to select from there.

Would you need to create other categories manually? Would you like them to appear next time your are connected in the application?

- Yes, there should be an option to create new categories; however, it is not necessary for them to appear when we connect to the application next,
- Yes. Include coast guard and port authority.

Validation addendum:
- IOTC Secretariat will maintain categories.

Validation - on the paper version, validation require a name, a date, a signature. Electronically, date is automatically provided, name is an input text but signature is not possible as is. Do you think this is a major problem to identify "who" is submitting this form? Do you have any suggestion regarding this issue?

- Utilize a digital signature using the highest technology possible, and manual copies should be kept in the office having physical signature and stamp,
- Security should not be a problem as each user has his/her own password code,
- It is the user responsibility to keep their password secure,
- Answer email address and logged in is responsible and hence is the signature,
- Take out the declaration of validity,
- Take out To Vessel Representative,
- Automatically update the name of the user authorized to login the database.

Validation addendum:
- Same choice than for the AREP.

Submission - after submission, do you want to obtain a confirmation message or to be automatically redirected to the homepage, dashboard of the application or another page (please specify)?

- Confirmation message is preferred followed by redirection to the dashboard or return to same page to allow more RAIs for this e-PSM.

Do you prefer the PDF to be send to be identical to the paper version of the form? Or to be identical (or close) to the one displayed in the e-PSM application?

- PDF should be identical to paper version in the Resolution,

Validation addendum:
- The layout will change of course. It will be identical in terms of content. We need to maintain filed numbers.

Who would need to receive a copy of this form? To who is addressed the RAI AREP? To who is addressed the RAI PIR?

- Both RAI-AREP and RAI-PIR should be sent to the recipients defined by the users and especially: IOTC Secretariat, port State, flag State, coastal State, relevant competent authority, master/owner/operator/representative, RFMO, etc.

Do you find it useful to have a "Quit and Save" button to stop at any moment the creation/edition of a form?

- To cConsider adding auto save feature while working on the form if possible,
- In the manual to write "use abandon and delete function only if the vessel representative submit the information the port State require before sending the request".

Same question regarding the "Abandon and delete this form". Would you prefer a second button? (our idea was to provide a simple link to avoid any cancellation mistake)

- There should be a verification option after user clicks 'abandon and delete this form'. User should be required to input login password once the option in selected.
- Have a pop up box with 'are you sure you want to delete'.

Validation addendum:
- Choice has been made already for the AREP.

e-PSM - Form RAI (thread mode)

Figure 6 Form RAI (Thread Mode)

What do you think about the idea to have a thread discussion to give the opportunity to ask for additional information and document in a simple "question and answer" way ? Would you prefer to manage this information exchange in your regular email software?

- Yes, the RAI should be kept in the thread with the RAI being sent out appearing in the thread with the response from the relevant persons showing immediately below the RAI. A copy should be sent automatically to emails.

Validation addendum:
- Any third-party will have its own RAI as a thread is between two parties only. There will be

as many RAIs as per recipients. The Vessel File Dashboard will therefore list each RAI form and its recipient (a dedicated column).

Do you want those additional documents and comments to be available publically?

- The additional documents should only be available to those user(s) who require the information.

Do we need to save all those additional documents and comments with the RAI?

- It has to be determined based on the information. It should be determined case by case.

Do you need to add other email recipients for each answer or can we use the first recipients defined at the RAI creation?

- There should be an option to create new email recipients,
- Vessel owner and vessel representative should be copied with representatives of the flag State.

Validation addendum:

- Reminder: One recipient = one RAI. Any other recipients added in a thread will be considered as "cc". It will - of course - not generate new RAIs for each of those added recipients.

Other comments:

- Need to clearly identify who has responded in the thread.

e-PSM - Form NFV

Validation - the same questions apply here than for previous forms. Any additional comments are very welcome.

- Utilize a digital signature using the highest technology possible, and manual copies should be kept in the office having physical signature and stamp,
- Same as previous.

Validation addendum:

- Same as for the AREP: a checkbox with statement. Digital signature is not retained following the discussions and because user is identified.

Would you like a PDF preview before / after submission? Or receiving the PDF by email is sufficient?

- The PDF preview should be available before submission and emailed after submission.

Validation addendum:

- Same as for the AREP: link to the PDF.

Regarding signature, this example shows another case: uploading a signature and uploading a stamp. Do you think this could be a good idea to apply a scanned signature and stamp to a generated PDF? or would it be better to generate a PDF without those items so it can be printed and then signed and stamped manually?

- Possibility to generate PDF, print and sign should be available,
- No need to import seals and stamps.

Validation addendum:

- Same as for the AREP

What would you propose to replace signature and stamp on this application?
- We do not think it will be necessary as each user will have their own password,
- On each form there should be a foot note stating who produced the form, this should be created automatically with the username associated with the password used to enter the system,
-

Validation addendum:
- Signature / stamp will be made directly on the PDF as soon as it has been printed.

Other comments
- Consider the security of access to the system to prevent fraud or unauthorized access,
- Header information from figure 7 should be available on NFV

Session 23 - Module 1 - Forms - Vessel Inspection

e-PSM - Form PIR (part 1)

Figure 7 Form PIR (Part 1)

Inspector. Like for the "Vessel Identity", we would like to provide here an "Inspector Identity". Would there be only one "main" inspector to appear here ? Or would you prefer to have the ability to add as many inspectors as necessary (contact cards) ?

- CPC need to send authorized inspectors and IOTC to issue an inspector ID,
- Once the inspector ID is entered all the information to be displayed,
- Yes, we will designate / tag a main inspector of the whole team,
- This main inspector is the one that can sign the form,
- We would like to have the ability to add as many inspector as necessary,

Validation addendum:

> - Authorized Inspector can be designated by the Designated Port in the Designated Port register page (Module 2).

Would you like to have an "Inspector Database" to browse and add an existing inspector for future PIR forms, or for LAN/TRX and TRX-TD forms?

- An 'inspector database' can be used to populate the inspector field,
- This should be a local control of the port State to add and remove inspectors as needed,
- Free text field but with pick list if available.

Can it cause any privacy problems?

- No because the CPC notifies to the Secretariat,

Have we omitted any information here?

- Everything seems to be included,
- Commencement of inspection & completion of inspection: date and hour (similar to vessel),
- Needs to be reorganized. First the principal inspector, then additional inspectors afterwards,
- Needs to follow more closely the paper copy of the inspection report to include vessel ID etc,
- Need to recall information on vessel identity from the AREP. Not necessary to repeat port State or port name, should be taken from AREP. Automatic fill in of inspecting authority based on name, but with manual option,
- Commencement/completion should be consecutive and need to split into date and time.

Relevant Fishing Authorizations - what do you think about adding lines of input / select fields ? Do you find it easy to use ? The system should be able to add more lines of input/fields for each ATF. (note that some vessels have several ATFs).

- The adding lines will be easy to use. All information should be taken from AREP where available, and allow free text if no AREP or don't match. Possibility to add documents / photographs.
- All authorization with validity date need from and to fields.

Do you have any other suggestions? What do you think of the way to edit and add new lines of data? (screen width is limited, entering a data line can required two input lines).

- More information required – suggestion: A new field needs to be added to say whether the information on the ATF is verified or not,
- Suggestion to add: Whether copy or original of the authorization to fish is on board.

Relevant transhipment Authorizations. What do you think about adding lines of input / select fields? Do you find it easy to use? Do you have any other suggestions? What do you think of the way to edit and add new lines of data? (space on screen is very limited, entering a data line can required two input lines).

- Additional fields and lines needs to be added for transhipment authorizations. Multiple transhipment authorizations may be granted to a vessel for one transhipment therefore accommodation needs to be made for this. Also, additional fields should be added with the details of the transhipment including: area of transhipment, date of transhipment, product form, species and quantities to be transshipped, carrier vessel etc.
- Refer to sections 27 – 29 in Annex 3 of Resolution 10/11,
- Yes the added lines will be easy to use.
- All authorization with validity date need from and to fields,

- Tabular format with pop up menu boxes for adding data.

Transhipment information concerning donor vessels - what do you think about adding lines of input / select fields? Do you find it easy to use ? Do you have any other suggestions? What do you think of the way to edit and add new lines of data ? (space on screen is very limited, entering a data line can required two input lines).

- Refer to answer above,
- Yes the added lines will be easy to use,
- All authorization with validity date need from and to fields. Should be consistent with recommendations from Figure 11.

Evaluation of offloaded catch (quantity) - section 30 of the PIR paper version is no more available. The idea is to use this section as the main input for the LAN/TRX form. Do you have any remark regarding this idea?

- The electronic form effectively collects all of the information required by the paper form in the Resolution,
- Why is it separated from the PIR paper version? This may cause confusion,
- Should be same as Fig 11 + species. Units should be specified.
- Drop down box,
- Retained, transhipped or landed.
- Two fields for each quantity = vessels vs inspectors (combine offloading and retained with choice of activity),
- It's the logical way to do.

Catch retained onboard (quantity). Other comments?

- It should be recorded whether or not the vessel is inspected when it comes into port and whether or not the discharge is monitored,
- Perhaps there could be a relevant numbering of the electronic form that mirrors the numbering in the Resolution,
- To add the possibility to compare quantities declared in log book and the AREP and quantities landed,
- As above: Should be same as Fig 11 + species. Units should be specified,
- Include Drop down box with the options: Retained, transhipped or landed
- To include same as AREP. Species, product form, catch area and quantity (kg).
- Change title 'verifications of catch on board',
- Destination.

Validation addendum:
- Catch retained on board => change of the title for "Verification for Catch retained onboard" to avoid any confusion with TD/LAN/TRX,
- Destination is not relevant and will not be retained,
- Referential for catch area.

e-PSM - Form PIR (part 2)

Figure 8 Form PIR (Part 2)

Examinations and comments - the following fields are an exact replication of the paper version. Do you have any suggestions regarding this section?

- The information collected in the electronic form is adequate; however, there can be alternative methods of capturing this data,
- Fine as it is,

To be transmitted to - on paper, this section means "I will give a copy to those recipients (email, fax, etc)". For the e-PSM application, would you prefer to specify an email for each item (customs, immigration, etc)?

- Option should be available to submit the information to any relevant authority or institution as required on a need to know basis.
- Split into two step process: First should be sent only to port State inspection authority. Inspection authority will then fulfil reporting requirements by sending to relevant parties by filling out second part of sections,
- To include contact name and email address.

Validation addendum:
- See previous comments as it is available for all forms.

Would you need to create other category manually?

- Yes it should be an option.
- To change 'other coastal State' and 'include RFMO'.

Would like them to appear next time your are connected in the application?

- Yes.

On the paper version, validation required a name, a date, a signature. Electronically, date is automatically provided, name is an input text but signature is not possible as is. Do you think this is a major problem to identify "who" is submitting this form ?

- Utilize a digital signature using the highest technology possible, and manual copies should be kept in the office having physical signature and stamp,
- Security should not be a problem as each user has his/her own password code,
- It is the user responsibility to keep their password secure,
- If there is a requirement the document can be printed, signed, stamp and scanned and attached,
- Same as previous,
- No, name of the inspector and ID number is already in the IOTC register.

Validation addendum:
- See previous comments as decision is available for all forms.

Other comments ?

- The electronic form needs to reflect more closely the information gathered/required by the paper form in the resolution.

Validation addendum:
- We need to identify the fields with the number displayed in the paper version,
- A scrolling window is preferred to step by step completion.

e-PSM - Form LAN/TRX (Offloading Declaration)

Figure 9 Form LAN/TRX Declaration

Inspector - would you find it useful to load the inspector(s) listed for the PIR?

- It would be useful to load the inspectors listed in the PIR; however it would also be practical to add a new inspector as the case may arise,
- IOTC registered list of inspectors will be loaded and when the ID number is entered,
- Instead of name and ID of principal inspector it should be ID number.

Validation addendum:
- Inspectors will be loaded in the Designated Ports register..
- They may not be the same people as for the PIR.

Is the list of inspectors for the PIR form identical to the one for the LAN / TRX form?

- No, the list of inspectors from the PIR form may differ from the person(s) who monitors the LAN/TRX. In this case, there would need to be a separate database for the person(s) who monitor LAN/TRX.

Do you have any other suggestions or requirements concerning this section?

- Reorganise order as per PIR section (i.e. port authority first, commencement/finish dates and times),

- Default information should be the same inspector as the PIR form, but with the possibility to change any field if necessary, and remove an inspector if required,
- Date of commencement and date of completion should be with date and time.

Evaluation of catch (quantity) - this is an important section of this declaration. We would like to propose - as required by the resolution - "catch area" line AND a "destination" line but this will dramatically increase the number of lines to complete. e.g. Input line for a single species caught in two different places requires two lines of data. If you have 5 different locations, it will be 10 rows of data to enter. What is your opinion about this proposal ?

- The 'catch area' can be kept in the e-PSM form and the 'destination' omitted. Note that destination is not a required field in the paper form in the Resolution, and there are other export forms (statistical documents etc.) that collect data about destination.
- We do not think it will be an issue because usually we do not have more than 3 destinations.
- Area should match those defined in AREP. For transshipment, destination should be default of carrier vessel number. If landing, then options should be limited to: Cold storage, factory, container, local market, direct export (airfreight) or seizure. Use standard 3 alpha codes.
- Catch information should be prepopulated from the inspector estimation of the PIR, with possibility to change if further discrepancies found,
- Units should be specified,
- Note: in the analysis the catch on board -landings + transhipment = retained by donor
- The issues of catch area - we require too much information. If it is from another RFMO it is good to represent. If it has to be entered, it should be multiple areas in drop down boxes.

Validation addendum:
- The referential will be provided to the CPC for comments.

Validation - on the paper version, validation required a name, a date, a signature. Electronically, date is automatically provided, name is an input text but signature is not possible as is. Do you think this is a major problem to identify "who" is submitting this form ?

- Utilize a digital signature using the highest technology possible, and manual copies should be kept in the office having physical signature and stamp,
- Security should not be a problem as each user has his/her own password.
- It is the user responsibility to keep their password secure.
- If there is a requirement the document can be printed, signed, stamp and scanned and attached,
- See previous comments. Captain should = inspector.
- When a vessel is entered, master information and representative information is entered. Hence, the information can be retrieved.

Other comments?

- Perhaps accommodation could be made in the e-form to state the method of collecting the weight of the product (i.e., platform scale, hanging scale etc),
- There is no room for inspectors comment,
- Repeat / view header with vessel information,
- A box to add any additional comments by the inspector,
- Date of commencement and date of completion should be date and time.
- To include another box with quantity retain on board.

Validation addendum:

- Monitor or not the landing operation? We need to save this information for the whole declaration. If it is not monitored, the captain will fill the Landing declaration. If it is monitored it is an inspector.

e-PSM - Form TRX-TD (Transhipment Declaration)

Figure 10 Form TRX-TD (Transhipment Declaration)

Carrier Vessel / Fishing Vessel - most information should be automatically completed. Do you have any other suggestions or requirements concerning this section?

- Consider the two headings 'receiving vessel' and 'donor vessel' instead of carrier and fishing vessel considering a single activity,
- In the event that there is multiple donor vessels, accommodations need to be made to facilitate this data input,
- A drop box should be used to select from donor vessel and receiving vessel,
- Text boxes should be added to departure and return date to allow location to be entered.
- The transhipment text box needs to be amended to allow from the start and end date,

- To make clearer suggest carrier/receiving vessel and fishing/donor vessel to take into account possible TRX between 2 fishing vessels, 2 carrier vessels,
- Include Master's name in the two sections above, they should not be separate,
- Separate vessel name and IRCS fields into two fields in both sub-sections,
- National registry number, delete "if available",
- Flag State fishing licence number (insert fishing),
- IMO number to be included in carrier vessel & fishing vessel, if any.

Validation addendum:
- Proposal retained: add the vessel type in the two categories of vessel (donor and receiving)
- Catch area has also to appear in the line of data.

Date. Do you have any other suggestions or requirements concerning this section ?

- The fields should accommodate departure date and port,
- The fields should accommodate return date and port,
- Need more screen space for inspectors comment.

Master name LSTV / Carrier - Most information should be automatically completed. Do you have any other suggestions or requirements concerning this section?

- Fields should be labelled: 'master of donor vessel' and 'master of receiving vessel',
- Move up to previous section.

Validation - on the paper version, validation required a name, a date, a signature. Electronically, date is automatically provided, name is an input text but signature is not possible as is. Do you think this is a major problem to identify "who" is submitting this form?

- Utilize a digital signature using the highest technology possible, and manual copies should be kept in the office having physical signature and stamp,
- It is the user responsibility to keep their password secure,
- If there is a requirement the document can be printed, signed, stamp and scanned and attached,
- See previous comments. Paper copy from vessel masters need to be signed by both, but PSM entered by inspector,
- When a vessel is entered, master information and representative information is entered. Hence, the information can be retrieved.

Validation addendum:
- See previous comments and validation.

What can be the recipients of this form?

- Recipients should include: IOTC Secretariat, port State, flag State, coastal State as relevant, and agents, customs and RFMOs,
- Flag State of both the receiving and donor vessels.
-

Validation addendum:
- Click contacts (port State, flag State) we need and add.

Other comments?

- Allow PDF attachment of the original,
- Need to display e-PSM numbers of both receiving and donor vessels for TRX,
- Remove "Indicate the weight in kg" or the unit used,
- Add various lines for product unit and weight to allow for various types,
- Another row for the observer /monitor/inspector to approve the TD,
- Quantity on board to be included,
- Position of the coordinate if transhipment is made at sea.

Session 31 - Module 1 - Analysis - Vessel Activity & Intelligence Report (VAIR)

The VAIR is available as a reporting feature from the Vessel File Dashboard. However, some information should probably popup, to inform the user about a potential issue. This is a "warning". On this section, we ask you to select relevant warning, for each level of the application.

Figure 11 VAIR Dashboard

Level 1 Warning

**A level 1 warning is an indicator that is available at Port Activity Dashboard level.
This is the first screen (listing all PSM vessels in port) the Port User will see.**

Please define, among the list we suggested – or any other you may think of, the list of level 1 warning.

- IUU Listing
- Fishing authorizations
- Not on the IOTC authorized list
- Previous Denial of Port Access
- Black notice (for forcing entry, not denial)
- Misreporting of data on declaration (important differences on previous declarations)
- No entry on IOTC RAV
- Criminal Vessels (wanted by INTERPOL)

Level 2 Warning

A Level 2 warning is displayed once you are on the Vessel File Dashboard. The context is now related to one vessel only, and we can afford to check a bit further. Again, please refine the list of L2 warning you'd like to see on this dashboard.

- Flag State fishing authorizations,
- Coastal State fishing license,
- Previous IUU listing,
- First port access,
- Record of previous reported infractions,
- Report of suspected infractions,
- No reply to RAI / missing data.

VAIR Content

Vessel Identity

Please define attributes you find relevant in order to check vessel identity.
The information will be compared between the vessel the declaration, and the IOTC database or any previous e-PSM file.
These attributes will be shown such as:
IOTC NAME vs. Declared Name
IOTC Flag vs. Declared Flag…

- Vessel Name,
- Flag,
- Port of registration State,
- Type of vessel,
- Registration number,
- IRCS,
- IMO Number (if any)/MMSI Number,
- VMS Type and ID,IOTC Number,
- Previous Name and Flag,
- LOA,
- GRT,
- GT,
- Owner.

Discriminant Fields.

The whole process is based on accurate vessel identification.

You don't want to compare 2 different vessels; therefore you need to clearly identify the vessel you are currently inspecting.

Could you please help us to understand what attributes are the best candidates for identification? (no doubt)

- Dimension,
- Registration number,
- IOTC ID,
- IMO ID,
- External ID,
- VMS ID,
- MMSI No,
- IRCS.

General Comments about Vessel Identity.

- *Should consider adding a feature that allows access to photo ID of the vessel*
- Ship plans (as image),

- The name and addresses of a vessel's beneficial owner and operator as well as the details of the vessel's ATF(s) should be provided in the VAIR.

IUU Listing

The information comes from IOTC DB, and you get simple information: Yes/No.

Could you please comment on the process, for instance you might want some details? Should this vessel be tagged as IUU, would you suggest any procedure (regarding the software only, not in the "real life" – like a notification?).

Would you like the VAIR to check against previous IUU list of IOTC, Would you like the VAIR to check against previous IUU list of other tuna-RFMO?

The verification can be on vessel name, but would you like to have verification concerning e.g. the owner of the vessel? (Response would be that the owner of the vessel requesting entry is appearing on IUU list but for another vessel listed)

- It will be good to adopt from previous IUU list of other t-RFMO,
- Yes we would like to receive information on the owner,
- Yes, VAIR report should indicate whether owner of vessel requesting port access is the owner of another vessel that appears on another IUU list.

Validation addendum:
- IUU list is public domain,
- Two checks: vessel name and owner name against the IUU list.

Flag History

The information comes from IOTC DB, and again, you get a simple information: 1)flag history 2)from, 3) to.
Could you please comment the process, would you expect more information?

- Flag history should include the complete history of the vessel.

Owner History

The information comes from IOTC DB, and again, you get a simple information: Name of owner from, to.
Could you please comment the process, would you expect more information?

Active Vessels

The information comes from IOTC DB, and again, you get a simple information: Yes/No, plus details (from, to).
Could you please comment the process, would you expect more information?
Should this vessel be tagged as inactive, would you suggest any procedure (regarding the software only)

- If the vessel is tagged as inactive it should generate a warning (+email notification sent to the flag State and the IOTC Secretariat of the activity),
- The check of active vessels should also reference the list of the Taiwanese fishing vessels that are kept separate than IOTC record of authorized vessels.

IOTC Authorized Vessels

Another YES/NO indicator, coming from IOTC DB.
Again, would you suggest any action, regarding e-PSM, to take when a vessel is not found in this listing?

- A warning should be generated and an inspection should be done as soon as possible by the port State,
- For vessels that do not appear on the IOTC RAV, a notification should be sent to the IOTC Secretariat and the flag State of request for port access.

Licence to fish in Coastal State

This licenses table comes from IOTC database, and will be sorted by Coastal State.
Please comment this listing, in term of content, and interactions.

- Each coastal State should update their list of licensed vessels to the IOTC DB as soon as any changes occur,
- In addition to the coastal State that granted the license.:
  - the period of validity,
  - authorized species,
  - authorized fishing gear,
  - VMS should.

Transhipment at sea

The Transhipment at sea report will list all transhipment with location (lat/lon), date, and carrier.
Would you expected any interaction, for instance regarding CV. Do you know any 3rd party DB we could use.

- Transhipment DB for all main t-RFMOs should be referenced for interactions of Carrier Vessels,
- Include target species (means "species transshipped"),
- ROP Database.

  Comment: there may be other private databases that might be available such as regional/national observer programme databases.

AREP History

The listing of previous AREP, with purposes and potentially inspection reporting will be displayed.
Would you extend this listing to all ports of the area?
Would you suggest any limitation?

- Landing and Transhipment declaration should be also attached,
- There should not be any limitation,
- Last 12m history (configurable filtering 5/10y…),
- Lookup by AREP number.

Any other section(s)

What other information you would like to appear on the VAIR that will help you to take a decision whether to grant or deny entry to the vessel? (link to FAO-GFVR, CLAV, IMO information)

- This could be in the form of a list of assessment criteria with each scored as low, medium or high risk.
  - o This would have the advantage to promote a level playing field of approach to inspection between CPC
- Different criteria could have different weighting, e.g. if no VMS then high risk and inspection needed:
  - o This could be step 2 of the VAIR and called 'Risk Analysis',
  - o Some criteria could be scored automatically such as VMS, IOTC registered (…) others will require the opinion of the inspector such as compliance and owner history.
- Assessment criteria could include:
  - o VMS,
  - o Vessel compliance history,
  - o Owner compliance history,
  - o Port activity history.

User Interface

Port State users will have access to this report.
Who should also have access, and would you suggest any limitation in terms of visibility?

- It should be available to all CPC's,
- Yes. To flag State, other CPC, and RFMOs,
- This should be available on a need to know basis and would include the port State and flag State and **relevant coastal State** (note that information visible to coastal State should be limited to the data with reference to any license granted by that coastal State.).

This report can be quite long… we would like to get your feedback about the way we could display it.
We can make it a full page, and then popup every item in details, or we can have a long page to scroll.
Feel free also to change the order of sections.

- Scrolling down is fine,
- A content menu of this report should be displayed on the first page and clicking on each menu option should take you to the details of that particular content,
- Active vessel and license/authorisation to fish be moved up to just below Intelligence Report Colour coding for intelligence report green and red. Change question to vessel not listed in IOTC Record of Vessels so all YES = RED.

Communication & 3rd party sources

Would you be interested in sharing the information, for instance to forward the report as a link? Through an email? To whom?

- We think it should stay within the CPC,
- Yes, ability to send e-PSM link to other port States through email,
- Sharing of VAIR report should be possible to share with others at the discretion of the user.

Validation addendum:
- Report has to be available as a link (as PDF is not the right solution as it could be sent outside the system)

The VAIR is really about cross checking data, from e-PSM, from IOTC DB, and any other 3rd party DB. Would you suggest us to study other sources to improve VAIR?

- AIS data can be used to verify VMS data where available,
- IMO and similar websites with vessel tracking information,
- IMO, INTERPOL,
- Other regional fisheries MCS organizations and the FAO.

Comments about "VAIR" in general

- It's a very good tool and initiative.

Session 32 - Module 2 - Information Sharing - Managing content (how, when, who)

Document Library

Document Attributes

    Structure

Attribute	Relevant (++, +, -, --)	Comments
Name	++	Very important
Type	++	Should be a selected within a predefined list
Date	+	Period (from and to date)
Author	+	
Description	+	
Tags / Key words	++	Should use normalization
Version / Update date	+	Version not relevant but update date yes, Period (from and to date)
Vessel name	+++	(to include vessel type & vessel name)
Call sign	++	
IOTC number	++	
Port	++	Need standard code
Flag of Vessel	++	
IUU identifier (yes/no)	++	
Species	++	Contains "BET" to allow for multiple entries in a tag field.
Vessel type	++	
Activity	+	
RFMO	+	

Area	+	As defined in AREP
Public / private	++	Default = private
Port	++	
Owner/company	+	

Types

Please complete the following list of "Type of Document" you are expecting to see on e-PSM.

- General Information,
- PSM Manual / Operational Guide,
- Inspection Report,
- Fisheries identification guide,
- Language guide,
- CPC legislations,
- List of authorized vessel of the coastal States,
- National fishing authorization,
- Fishing licence,
- Transhipment licence,
- Photographs of vessels,
- Lists of inspectors,
- IOTC Resolutions link,
- Other RFMO conservation and management measures.

Additional Comments about Document Structure?

Needs to be flexible.

Document Search

Search Criteria

Attribute	Input Type	Comments
Name	Free form text	Manage misspelled names (levenshtein, soundex)
Keywords	Free form text	Several keywords, split by black char
Date Range	Date picker	From / To Can fill one, or both
Document Type	Checkboxes	Several values (must match at least one)
Document reference number	Free form text	It will depends on the agreed reference Several values (must match at least one)
Vessel	Free form text	
Vessel type	Drop down	Prelisted types
Port	Drop down	Prelisted ports
IMO/MMSI	Free form text	To have a number check

Call sign	Free form text	To have a number check
Flag	Drop down	Prelisted flag
Owner/company	Free form text	Manage misspelled names (levenshtein, soundex)

Vessels Match Table

Please suggest relevant information to display in this search result table.

- Name,
- Flag,
- Vessel Type,
- Call Sign,
- IOTC Record number,
- IMO number / MMSI,
- Registry number,
- LOA,
- GT/GRT,
- Name of owner/operator,
- Size of the vessel (length and GT).

Documents Match Table

Please suggest relevant information to display in this document result table

- Name,
- Document type,
- Author / Issuer,
- Date,
- Flag,
- Vessel name,
- Call sign.

Additional Comments about Search

TBD after testing.

Documents Visibility

However, some documents access might/should be limited, especially documents generated by Module 1 forms.

AREP

- Document visibility: Registered users only (CPC) | Issuer, Port State, Flag Sate and Secretariat and third party CPC on written request.
- Private section of documents
    - All AREP = private until after inspection. After inspection, port State may make available to Registered users. Never fully public.

RAI

- Document visibility: Registered users (CPC) | Issuer | Operator, Port State, flag State, Secretariat and vessel owner, agent, and operator.
- Submitted documents visibility: Registered users (CPC) | Issuer, Port State, flag State, Secretariat and vessel owner, agent, and operator.
- Private section of documents
    - o Not public, should be private between parties involved.

NFV

- Document visibility: Registered users (CPC) | Issuer | Operator, All CPC, owner, agent and operator of the vessel.
- Private section of documents
    - o NVF for registered users

PIR

- Document visibility: Registered users (CPC) | Issuer | Operator, All CPC, owner, agent and operator of the vessel.
- Private section of documents
    - o private until after inspection. After inspection, port State may make available to Registered users. Some parts may be made fully public if legally necessary
    - o Catch information can only be visible to Port State, Flag State and Secretariat and third party CPC on written request.

LAN/TRX

- Document visibility: Registered users (CPC) | Issuer | Operator, All CPC, owner, agent and operator of the vessel.
- Private section of documents
    - o Available to registered users. Summaries may be public if decided.
    - o Catch information can only be visible to Port State, Flag State and Secretariat and third party CPC on written request.

TRX TD

- Document visibility: Registered users (CPC) | Issuer | Operator, All CPC, owner, agent and operator of the vessel.
- Private section of documents
    - o Available to registered users. Summaries may be public if decided.
    - o Catch information can only be visible to Port State, Flag State and Secretariat and third party CPC on written request.

Additional Comments about Visibility

Protocol for changing from private to public or vice versa needs to be developed.

Contributors

Please define who should be allowed to add/edit/suppress any document on the library, on behalf of the Port State.

- Some users attached → define,

- System administrator should be allowed to make changes to avoid bad management of the DB,
- Any User attached to this port,
- Some users attached → define,
- Nominated national official(s), flexible for each CPC,
- To have a two level of users for port State. Senior level to add/edit/suppress to change the information.

Designated Ports

Validation addendum:
- A new section is now available "port inspectors" (*means* authorized / designated inspectors which are going to appear on forms).

Please comment / validate the page structure for a Designated Port entry from the list. The ports are grouped by flag State, and then sorted alphabetically. If you think something will not be used, it's better to remove it than offering a blank section.

Flag State Contact details (see next questions for detail)

- Port Contact details
- Port Officers Directory.
  This is a list of "people", see next question for details
- Vessel documents
  - o e-PSM Documents (AREP, PIR…)
  - o Vessel submitted documents (Fishing licences…)
- Port documents
  - o Document submitted by port
- Useful links
  - o Links submitted by port

Flag State information Validation

- Name of person responsible,
- Local name,
- Tel,
- Fax,
- Email,
- Street address.

Port State Contact information Validation

- Name of contact,
- Local name,
- Tel,
- Fax,
- Email,
- Address.

Port Officers Directory

- Name,
- Position/Function/Title,
- Tel,
- Fax,
- Email.

Useful Links

Please tell us your favorite option, and if a list makes more sense, please define the categories we should use.

Choose from a list:

- Free form initially, TBD after testing phase.

- Fisheries
- IOTC
- All other RFMOs.
- Global RFMO Vessel link.
- Ports Authority and Coast Guard.

Please share any additional comment about the "useful links" section.

Referential Listing

Name	Comments
Area	(as defined in AREP)
Authorized officers	Drop box
Catch Areas list	Drop box
Designated Ports	Full name
Document Types	
Fishing Areas list	Drop box
Flag codes	Indicate CPC on flag code list
Gear type	
Infraction classification list	
Infraction list	
IOTC Res list	
Months/quarters/years	
Port codes	
Preservation type	
Product Form Listing	Should be code name
RFMO vessel lists	Use CLAV when finalised
Species List	Should contain code, scientific name, and common name in English. Classify by major and minor species. Always in same order.
Vessel Types	
VMS Com Sys Code	
Inspector name & no.	Full name
Inspector number.	No. based on the number of digits.

User Guide

Please tell us your preferred option.

- Online and contextual help with possibility to print bits if necessary.

Please share any suggestion you may have about user guide.

Google translator on website.

Comments about "Information Sharing" in general.

Necessary within authorized users but care taken for public information due to different legal systems.

Session 33-34 - Module 3 - Reporting Review

General Comment

- Reports provided in the samples are useful as they currently appear.
  This will assist a flag State to keep track of infraction of their vessels internationally and provide input for either taking action against their vessels or in making decisions to reissue permits.
- In addition to standard report, each port State should be able to query the DB to generate reports.
- Time ranges should allow multiples
- Include sub totals for each category (note: that's the plan)
- Include units and standardize throughout system
- When we click on an indicator, details and reasons should popup (for instance Nb of Vessels → get list of vessels, nb of Infraction → infractions list)
- NOTE/comment. Too early to make individual design, group 3 suggest that this be left open/flexible until after a reasonable testing period months after application of full system to allow CPC to determine what they need. If possible, flexible system to allow reports to be customized.

Validation addendum:

- Report Builder (pivot table) is the option retained. Anyone can design its own report.

Examples

Example 1 - Report for port State - AREP

- Include percentage of entry granted/denied,
- Allow filter for number granted /denied by activity,
- In the second table, CV should be displayed as a row, under vessel type,
- In the third table include CV under vessel type.

Example 2 - Report for port State - Inspection

- The total number of LAN and TRX could be added to enable calculation of percentage of inspection achieved,
- Instead of summaries, detailed table should be the main table,
  When we click to summarise, it formulate the table.

Example 3 - Report for port State - Infraction

- This reporting feature is a good fleet management tool (observer assignment etc), and classification of vessels into,
- Instead of generally naming the resolution in the infraction table it better to discriminate the type of infraction and give the reference resolution,
- Percentage of inspections having detected one or more infractions,
- NOTE, PIR infringements is free text, maybe need to add a pick list of Resolutions to PIR, and possibly IUU definitions as well (Res 11-03), and add new line of free text for each infringement on the PIR so system can count number of infringements,
- Need to split into number of Resolutions broken and add total number of infringements per vessel (maybe more than one per Resolution) on Example 3 report.

Example 4 - Report for port State – Quantities LAN and/or TRX

- Need to add TRX to Activity,

- Remove preservation type or include in TRX,
- Standardize type of product = product form,
- Distinguish catches form IOTC vs non-IOTC area,
- Default major species in same order - two part header major and minor species.

Example 5 - Report for flag State - AREP

Nil.

Example 6 - Report for flag State - Inspection

- Number infractions should be number of port visits and/or number of vessels with infractions detected,
- Number of vessels inspected = number of inspections carried out (e.g. if vessel has been inspected 6 times, then 6 entries).

Example 7 - Report for flag State - Infraction

- Number infractions should be number of port visits and/or number of vessels with infractions detected,

Example 8 - Report for flag State – Quantities LAN and/or TRX

Nil.

Example 9 - Report for port State – quantity LAN and/or TRX by foreign vessels

- Combine example 9 and 10 and allow filter by Flag State / Port State,
- Change grouping order first by vessel and then by port,
- Remove preservation type or include in TRX,
- Distinguish catches form IOTC vs non-IOTC Area,
- Default major species in same order - two part header major and minor species.

Example 10 - Report for flag State – quantity LAN and/or TRX by flag vessel

- This reporting feature (and be extension, the application) will be especially useful for flag States that have vessels operating outside of their EEZ,
- Combine example 9 and 10 and allow filter by Flag State / Port State,
- Change grouping order first by vessel and then by port,
- Remove preservation type or include in TRX,
- Distinguish catches form IOTC vs non-IOTC Area,
- Default major species in same order - two part header.

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Flag state Management of Fleet Operating on the High Seas

Vessel	Authorization Period		Area	Landed		Transshipped		Retained catch
	From	To		Species	Qt	Species	Qt	

Vessels	No. of AREPs	No. of denied	No. of inspections	No. of infractions	Actions taken by port state	Actions taken by flag state
Add line						

Validation addendum:
• Report Builder will be used.

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ANNEX I - List of Participants

Name	Function	Contact
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Allisop		
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ANNEX II - Draft Programme of Work

S.1.1	Day 1 – 1st April, 2014	
	0830 - 0900	Registration
	0900 - 0920	Welcome of participants
		Opening: To be confirmed
		Introduction of participants and resource persons
	0920 -0940	Project presentation: GPO (IOC)
	0940 -1000	Context, objective and methodology of the workshop (e-PSM Team)
S.1.2	**1000 - 1030**	**Morning Break**
	1030 - 1050	ICCAT - PSM - past, present and perspective (ICCAT)
	1050 - 1100	Open discussions
	1100 - 1120	IOTC - PSM – Understanding the chain of actions of the PSMR (IOTC)
	1120 - 1130	Open discussions
	1130 - 1150	IOTC - PSM – Understanding the information & data reporting requirements (IOTC)
	1150 - 1230	Open discussions
S.1.3	**1230 - 1400**	**Lunch Break**
	1400 - 1430	e-PSM Application - Modules Definition and Benefits for Members (e-PSM Team)
	1430 - 1500	Open discussions
S.1.4	**1500 - 1530**	**Afternoon Break**
	1530 - 1630	e-PSM Application - Mock-ups Review of module 1, 2 and 3 (e-PSM Team)
	1630 - 1700	Open discussions
S.2.1	**Day 2 – 2th April, 2014**	
	0900 - 0930	Module 1 - Processes - Port Activity Dashboard (e-PSM Team)
		Module 1 - Forms - Entry into Port (Vessel Request)
	0930 - 1030	Workgroups and discussions - Participants
S.2.2	**1030 - 1100**	**Morning Break**
	1100 - 1130	Module 1 - Forms - Entry in Port (Port Request Analysis & Evaluation) (e-PSM Team)
	1130 - 1230	Workgroups and discussions - Participants
S.2.3	**1230 - 1345**	**Lunch Break**
	1345 - 1415	Module 1 - Forms - Vessel Inspection (e-PSM Team)
	1415 - 1500	Workgroups and discussions - Participants

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S.2.4	**1500 - 1530**	**Afternoon Break**
	1530 - 1600	Module 1 - Forms - LAN & TRX (e-PSM Team)
	1600 - 1700	Workgroups and discussions - Participants
S.3.1	**Day 3 – 3rd April, 2014**	
	0900 - 0930	Module 1 - Analysis - Vessel Activity & Intelligence Report (VAIR) (e-PSM Team)
	0930 - 1030	Workgroups and discussions - Participants
S.3.2	**1030 - 1100**	**Morning Break**
	1100 - 1130	Module 2 - Information Sharing - Managing content (how, when, who) (e-PSM Team)
	1130 - 1230	Workgroups and discussions - Participants
S.3.3	**1230 - 1345**	**Lunch Break**
	1345 - 1415	Module 3 - Reporting Review (part 1) (e-PSM Team)
	1415 - 1500	Workgroups and discussions - Participants
S.3.4	**1500 - 1530**	**Afternoon Break**
	1530 - 1600	Module 3 - Reporting Review (part 2) (e-PSM Team)
	1600 - 1700	Workgroups and discussions - Participants
S.4.1	**Day 4 – 4th April, 2014**	
	0900 - 1030	Wrap-up and review of workshop recommendations: module 1, 2 and 3
S.4.2	**1030 - 1100**	**Morning Break**
	1100 - 1230	Wrap-up and review of workshop recommendations: module 1, 2 and 3
S.4.3	**1230 - 1345**	**Lunch Break**
	1345 - 1500	Wrap-up and review of workshop recommendations: module 1, 2 and 3
S.4.4	**1500 - 1530**	**Afternoon Break**
	1530 - 1630	Wrap-up and review of workshop recommendations: module 1, 2 and 3
	1630 - 1700	Next step: application development, test, operation inception, training.

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ANNEX III - List of documents

List of documents (general)

Name
Work programme
List of Participants
e-PSM Application General Documentation
IOTC PSM Manual - Procedures for the implementation of the Indian ocean Tuna Commission Port State Measures. IOTC 2013, Seychelles. 167 pp.
Resolution 10/11 - On Port State Measures To Prevent, Deter And Eliminate Illegal, Unreported And Unregulated Fishing
Resolution 05/03 - Relating to the establishment of an IOTC programme of inspection in port
Resolution 12/05 - On establishing a programme for transhipment by large-scale fishing vessels - Annex 1 - Conditions relating to in-port transhipment by LSTVs
Form - IOTC - AREP (Advance Request for Entry in Port)
Form - IOTC - RAI-AREP (Request for additional information following a request to enter port)
Form - IOTC - NFV-AREP (Notification to Fishing vessel following a request to enter port)
Form - IOTC - PIR (Port Inspection Report)
Form - IOTC - RAI-PIR (Request for additional information following an inspection in port)
Form - IOTC - LAN (Offloaded Quantity / Landing Declaration)
Form - IOTC - TRX (Transhipment Declaration)

List of working documents (per session)

Session	Name
S21	e-PSM - Module 1 - Processes - Port Activity Dashboard
S21	e-PSM - Module 1 - Forms - Entry in Port (Vessel Request)
S22	e-PSM - Module 1 - Forms - Entry in Port (Port Request Analysis & Evaluation)
S23	e-PSM - Module 1 - Forms - Vessel Inspection
S24	e-PSM - Module 1 - Forms - LAN & TRX Tracking
S31	e-PSM - Module 1 – Analysis - Vessel Activity & Intelligence Report (VAIR)
S32	e-PSM - Module 2 – Information Sharing: Managing content (how, when, who)
S33 & S34	e-PSM - Module 3 - Reporting Review

ANNEX IV - Photographs

Figure 12 Photo of PSM Banner

Figure 13 Photo of a session discussions

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Figure 14 Photo of a session discussions

Figure 15 Photo of a Working Group