Commission for the Conservation of
Southern Bluefin Tuna

みなみまぐろ保存委員会

CCSBT-CC/1310/Info01

Preliminary Specifications for a web-based eCDS for the CCSBT
CCSBT ウェブベース eCDS に関する予備的仕様書

The attached document contains the preliminary eCDS specifications that were sent to interested companies in order to obtain indicative costs estimates to develop an eCDS for the CCSBT.
添付文書は、CCSBT の eCDS の開発にかかるコスト見積金額を得るために、これに関心を有する企業に送付された予備的な eCDS 仕様書である。

Prepared by the Secretariat

Commission for the Conservation of
Southern Bluefin Tuna

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Specifications for an electronic Catch Documentation Scheme (eCDS)

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Introduction

The Commission for the Conservation of Southern Bluefin Tuna (CCSBT) is an intergovernmental organisation responsible for the management of southern bluefin tuna (SBT) throughout its distribution. CCSBT has its headquarters located in Canberra, Australia.

The CCSBT's objective is to ensure, through appropriate management, the conservation and optimum utilisation of SBT.

One of the management measures in place, is the 'Resolution on the implementation of a Catch Documentation Scheme' which has been in force since 1 January 2010. It is intended to record all catch of Southern Bluefin Tuna, regardless of whether the Southern Bluefin Tuna were traded or landed domestically.

The Nineteenth meeting of the Extended Commission supported the request by the Seventh Compliance Committee meeting to explore the costs and benefits of a web based electronic Catch Documentation Scheme (eCDS) system.

This document provides an outline of the system required, including high level specification of the type of system required, levels of user access, form operations, data checks, and database structure, in order to obtain an indicative cost estimate for the development and implementation of such a system. These estimates are required by the Extended Commission so that it can evaluate the costs and benefits of moving to an eCDS and make a decision on whether to proceed. A tentative eCDS timeframe is provided at Attachment 6 of **Annex A**. Indicative costs are required for the main systems development in 2015, systems enhancements and maintenance in 2016-2017 and then for maintenance beyond that. Independently from these costs, we would like an estimate of the costs for a consultant to prepare for and facilitate a 5 day meeting of CCSBT Members during 2014 to develop detailed user specifications for the eCDS system.

High Level General Requirements

Annex A provides a conceptual outline of the proposed system and how it would operate.

Below are the primary high level requirements for the eCDS:

- The system will be web based, and should operate from any country, on all web browsers, and be well tested on older versions of the most common browsers.
- The system must operate efficiently on low speed internet connections, and use as little bandwidth as possible.
- The eCDS will be hosted outside the CCSBT Secretariat, but should be hosted within Australia so that the provisions of the CCSBT's Headquarters Agreement with the Government of Australia will apply to maximise the legal protection of CCSBT data. The eCDS should be portable, so that the external host can be changed if required.
- The eCDS must be implemented in accordance with the agreed CCSBT CDS Resolution (**Annex B**), and should require only minimal changes to the resolution. Initially, data entry interfaces will only be created for the Catch Monitoring Form (CMF), Export/Re-Export after Landing of Domestic Product Form (REEF), and Catch Tagging Form (CTF).
- The CTF Form should allow data entry directly into the web interface, as well as an upload facility to bulk upload CTF data from a Microsoft Excel spreadsheet.
- Two language options should be included in the costings:

    - A two language system, with all forms and labels available in both English and Japanese
    - A multi-language system with the ability to use many languages (some with non-alpha character sets), but initially only populated with English and Japanese. This should use lookup tables, or reference/include web files, that contain the translations for labels and texts. The Secretariat will require the ability to update the translations itself.

  Regardless of the option above, the Secretariat will provide all necessary translations.
- Most Error checks in the current CDS database system developed by the Secretariat must be included (**Annex C** contains a listing of the field checks, and cross field/form checks that are currently used).
- The System should contain a complete audit trail of all data. This includes timestamps for creation of new records, as well as keeping a full record of the date/username/field values for any data changes. The system will also allow for a Validator[1] to override some data that fails the validation checks[2], and the overrides and explanations provided by Validators must also be kept in the audit trail.
- The system must be capable of producing a printable Adobe PDF file of the form, to replicate the paper form as provided in the CDS Resolution (**Annex B**). This form must have the fields filled from the database tables for all data that exists for the form.
- The system database must be made available 'offline' to the CCSBT Secretariat on a regular basis. This may be via a nightly download dump, or through a cloud based replication to the Secretariat's own Microsoft SQL Server. The Secretariat is open to suggestions to this task, however the 'offline' data must be sufficiently up to date that reports and queries can be run daily.
- The system will contain a number of reports that can be run by various users. These will include summary reports for Member's use that must be available from the web interface, as well as detailed reports for the Secretariat's use. At a minimum the standard reports as detailed in Appendix 3 of Annex B should be able to be run by the Secretariat. Provided the 'offline' data is sufficiently up to date, these could be run on the offline data within the Secretariat using its existing routines.
- As the eCDS will be a live system with numerous users around the globe, a testing environment will be necessary on an ongoing basis so that the Secretariat and other users can test amendments/enhancements made by a developer or the Secretariat before such changes are applied to the live system.

CDS Form Specifications

The eCDS will initially allow entry of data onto 3 of the forms (CMF, REEF and CTF). This data entry would be completed at different times by different users. There would be 4 primary user roles in the eCDS (as detailed in Attachment 1 of **Annex A**).

[1] A "Validator" is a person with official authorisation from a CCSBT Member (and notified to the Secretariat) to verify whether CDS documents of that Member are correct and that the fish reported on such documents have been legally caught. Fish cannot be landed/exported/imported etc. unless a Validator has "validated" (approved) the associated CDS document as being correct.

[2] "validation checks" are a suite of data checks/cross-checks conducted by the eCDS system to assist the Validator to determine whether to validate (approve) an eCDS document. A Validator should also conduct other, independent checks (e.g. inspection of product and associated documentation/catch records) before validating (approving) a document. The eCDS should not allow a Validator to approve a document that failed the eCDS "validation checks" unless the Validator issues a "validation over-ride" and provides an explanation for issuing the over-ride.

Annex D provides further information on the users/roles that would be required to complete a form, along with copies of these three forms with coloured shading to highlight which sections of the form each user role would be expected to complete. In the case of Certifiers, it is expected that many different Certifiers could be required to certify different sections of a single form, and the eCDS must provide a clear, concise method for these users to view the relevant data and certify the form. The eCDS is likely to contain hundreds of Certifiers. Consequently, it is extremely important that the system must be designed in such a manner that Certifiers can log-in and enter information with minimal or no training.

It is also important to note that a single user may have multiple associated roles, and that a user MUST have the appropriate user role to complete the relevant sections of a form.

Users with multiple roles may be able to complete more than one part of a form in some instances; however there are some restrictions on this (such as a Validator may not also certify ANY part of a form). More detail is provided on this in **Annex D**.

As per the current paper based system, users would be able to view all of the information that has been completed on the form *ABOVE* the section they are completing.

The Secretariat has defined two possible options to achieve this:

- The web form would provide a separate pop-up data entry window, with only the fields necessary for the user to complete included; or
- The web form would extract from the database the information that has been completed, and display this as static text for reference. The only fields that would be available for entry, would be those required by the user to complete their section

The system should autocomplete fields wherever possible, based on the users login information. For example, Name and Date should be automatically completed based on the users login information, and the current date/time.

The system should provide easy to use, clear and concise help information. The text for these would be taken from the form instructions in the CDS Resolution. These could be in the form of a 'tooltip' or popup window when a user clicks on a help button on the form. This should be easy enough to use that it would be sufficient for the purpose of user training in many instances.

A form will be subject to various 'validation' steps that must be performed by an authorised Validator, before it can proceed and be made available to further users. To ensure the flow of SBT product is not disrupted, there will be a number of Validator 'overrides' available. Each time a Validator 'overrides' a field, they must provide a comment as to the reason, and this must be recorded in the audit information. Please refer to **Annex A, Attachment 2** which provides a flow diagram showing the processes involved in completing a CMF form.

There will be a number of fields on each form that require lookup/search options. These will consist of dropdown fields, or searchable lists (possibly popup windows, or searchable autofill lists), with data populating these fields/lists coming from lookup tables in the database (such as lists of codes, Countries etc). Searchable lists must allow a user to find and select the correct item, and in some cases, where the correct item cannot be located, to enter a free text item instead. Section 5.5 of **Annex A** provides some further information on some of these references.

All forms will be subject to data checking. These will be of three primary types:

- Individual field rules – such as rules to ensure correct formats, correct codes, dates etc.
- Multi Field checks – such as checking average weight of SBT based on number and weight fields, dates are consistent across the form etc.
- Form/Multi Form checks – such as checking of CTF versus CMF data, checking authorisations for vessels/farms, checking for complete information, checking that related forms exist, and relevant values match between forms.

Further information on the checks and rules that are required on each form is provided in **Annex C**. As the specifications are developed, further checks will be identified and included.

At each stage of 'completion' immediately prior to validation, users should have an ability to notify (within the system, or via email) Validators that the form is ready to validate. This could be via a searchable list to choose a Validator, or simply an automated notification to the Validator.

User Interface

The user interface will vary depending on the user roles associated with a login. The main user screens anticipated are listed below:

- Certifier's Registration window – for Certifiers to create an account for themselves on the system, ensure secure password policies are met and sending an email to the registered Certifier to verify the Certifier's email address by providing an activation link in that email. This window must also include checks to ensure duplicate users are not created within the system, most likely using email address as the unique identifier.
- Login window – so a user can login. This would verify details, and redirect to the next relevant window on successful login, based on the users role(s).
- User Details windows – for users to edit their own details such as address, phone number etc.
- Creator window – with all form fields available for the form creator to complete as much of the form as necessary, before the form is then available to further users.
- Validation/Certification windows – to allow Validators/Certifiers to view the parts of the form above their section, and click a button to validate/certify the information. The Validator window would also require automated validation routines (checks) to be run at the time of validation, and any errors to be displayed. The Validator would then have the ability to issue an 'override' with a comment/reason for the override.

In addition to the above windows, it is anticipated that the system would use a system 'Dashboard' menu for some users, which would be specific to the users roles:

- Secretariat Dashboard – Would allow Secretariat staff complete control over the system, including:
    - Creating and Modifying Member Administrator accounts.
    - Creating and Modifying Validator accounts.
    - Viewing the Audit trail and ability to run reports on the audit tables.
    - Viewing 'Over-rides' to enable follow up where necessary with the relevant authorities.
    - Running the Validation routines manually on forms to check for errors where necessary.
    - Running reports on the CDS data. The Secretariat currently has a number of reports that it creates on a regular basis, and these should be available using the eCDS.

These include providing summaries of errors on forms to Members based on the checks, and aggregated reports.

- Administrator Dashboard – allows the Member's Administrator to perform functions including:
    - Create/Modify accounts for Form Creators
    - Approve registrations for Certifiers (if required)
    - Issuing batch of Forms to a Creator and possibly specifying a maximum tonnage for the batch of forms
    - Running Reports/Validation checks on its data
    - Viewing the completion status of forms it has issued (i.e view a list of forms, with an indication of whether they have been created by a creator, and which parts have been completed)
    - Performing Validation checks on data from forms it has issued.

- Validator Dashboard
    - View a list of Forms that require attention/validation, based on notifications from the system
    - Perform Validation checks on data.

Database Structure & Migration of Existing Data

Annex E provides a number of entity relationship diagrams for the Secretariats current CDS system for the three form types that will be developed for the eCDS. These diagrams include relevant reference tables. These diagrams have not been modified to include new tables etc (e.g Users & Roles) that may be required by the eCDS.

The eCDS also requires the ability to link directly to the lists of Authorised Vessels and Authorised Farms that are maintained by the Secretariat. These lists are updated as soon as changes are received by the Secretariat, and require real time linkage to the eCDS. Currently, the tables are provided in a database hosted on the CCSBT website. The eCDS would either require a direct linkage to this MySQL database, or the ability to import the data in real time as changes are made.

The CDS has been in force since 1 January 2010, and the Secretariat already holds a significant amount of data, which would require migration to the new system for reference purposes and to allow reports to be run across all time periods.

Annex F contains a summary of the tables relevant to the eCDS with the approximate physical size and number of rows of each. These are the tables for the current paper based CDS that will need to be migrated to the eCDS.

Annex A

Secretariat Proposal for a Web-Based Electronic CDS (eCDS) System

The CCSBT Catch Documentation Scheme (CDS) has been in operation since 1 January 2010. It is intended to record all catch of Southern Bluefin Tuna, regardless of whether the Southern Bluefin Tuna were traded or landed domestically.

The Nineteenth meeting of the Extended Commission supported the request by the Seventh Compliance Committee meeting to explore the costs and benefits of a web based electronic Catch Documentation Scheme (eCDS) system, with a progress report to be provided to the Compliance Committee Technical Working Group to be held in May 2013.

This paper provides a brief outline of a Secretariat proposed web-based eCDS, lists the associated objectives, provides a conceptual outline of how the system would operate, and identifies some current practises that would need to change for an eCDS to be practical to implement.

In order to estimate costs for such an eCDS, the Secretariat requires a good understanding of the type of eCDS that Members would like to have. As such, the proposal presented here is only a starting point to help focus discussions. The final CCSBT eCDS proposal may change substantially depending on Members' views and needs.

Note that within this document, references to "Members" includes Cooperating Non-Members and OSECs[1], except for matters such as decision making, which are for Members only.

[1] OSEC means 'Other State/Fishing Entity Cooperating in the CDS'. This document will refer to Members/CNMs and OSECs simply as Members for brevity.

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1. Background

1.1 Paper-Based CDS

The CDS is currently 'paper-based', requiring paper copies of forms to be completed and retained by Members, accompany shipments, and be forwarded to the CCSBT Executive Secretary on a quarterly basis. This results in a large number of paper forms being produced and replicated for administrative purposes.

Another consequence of the current paper-based system is that most data checks are only conducted after forms have been received and processed by the Secretariat, which can be many months after the actual landing, transhipment, export, re-export or import operation. Therefore, many compliance problems are not detected until after a considerable time-lag has occurred, potentially requiring significantly more effort to resolve.

1.2 Electronic CDS (eCDS)

An 'eCDS' is an electronic system where users (rather than the Secretariat) enter the data directly into a central computerised database system to store the information required rather than onto paper forms. Such a system will result in a significant reduction in the volume of paper required and a significant increase in the speed and efficiency of CDS data provision. Using a central database system will also mean the data are available immediately to authorised users, and will ensure that data quality and reliability can be better maintained.

2. Scope of this Proposal

This eCDS proposal focuses on the capture of data from Catch Monitoring Forms (CMFs), Re-Export/Export after Landing of Domestic Product Forms (REEFs), and Catch Tagging Forms (CTFs) only.

For cost/benefit reasons, it is envisaged that the eCDS would not include an interface for Members to enter data onto Farm Stocking and Farm Transfer Forms when initially developed because very few of these form types are submitted to the Secretariat. Instead, the Secretariat would enter data for these forms into the eCDS, much as is done in the current paper-based system.

Finally, some changes to current operational practices would be required to allow the eCDS to function most efficiently, and these are identified and discussed in Section 8.

3. eCDS Design

This proposal has been designed to be as compatible as possible with the current CDS Resolution and CDS operational practises in order to:

- Take advantage of the experience gained with the current, successful CDS system;
- Minimise the amount of retraining required for Members and their industry;
- Enable the current paper-based system to remain compatible with the eCDS during the proposed 'phase in' period; and
- Allow for a paper-based alternative to remain available as an emergency back-up option if required.

The eCDS will need to be at least a dual language system (both English and Japanese). However, building a system capable of being expanded to more than two languages may not cost significantly more than a dual language system, so costs should be investigated for both a dual language and a multi-language system.

It is envisaged that an eCDS may still require a paper copy of the form to accompany the SBT as required under section 1.2 of the CDS resolution. This paper copy would be produced after the required Sections of the form have been completed, and would be printed directly from the eCDS system.

4. Objectives of the Proposed eCDS

In developing this proposal, it has been assumed that the primary objectives of introducing an eCDS are to:

- Improve compliance;
- Improve timeliness of data availability; and
- Improve efficiency and reduce operational costs[2].

In order to achieve these objectives, the proposed eCDS will allow Members to :

[2] It is intended that improved efficiency would reduce operational costs of industry, Members and the Secretariat. However, it is not yet known if the reduction in these costs will be sufficient to offset the costs for initial development and ongoing maintenance of the eCDS computer system.

- Enter all of their own CDS data;
- Conduct quality assurance for all of their own data via automated checking routines at data entry and validation points;
- Manage their own CDS users (excluding Administrators and Validators, who would be managed by the Secretariat); and
- Run reports on their own CDS data as required.

5. Operation of the Proposed eCDS System

The following sections provide more details about how the proposed eCDS would operate in practice.

5.1 A Web-based eCDS

It is proposed that the eCDS will be a web-based system. A web-based system operates by requiring users to logon via a secure webpage, using commonly available web browser software in a similar manner as for internet banking. Such a system will allow authorised users to enter data or perform other functions without the need for installation of specialised software.

5.2 Hosting

The Secretariat further proposes that the eCDS be hosted by an external provider. An externally hosted system will provide a significantly reduced setup and maintenance cost compared to hosting the site internally at CCSBT. This is because the required hardware and software will be provided and preconfigured by the external host[3] rather than the Secretariat.

An external provider would also be required to provide high availability of the system (24/7), high levels of security, and excellent disaster recovery and backup options, ensuring that the system is as reliable and robust as possible.

5.3 User Roles

The creation of multiple users roles within an eCDS system will be essential for both its security and efficiency.

It is envisaged that a minimum of four different user roles will be needed for Members and their industry personnel:

i) Administrator,
ii) Creator (can be an individual or a company),
iii) Certifier (an individual or in certain circumstances may also be a company), and
iv) Validator.

Attachment 1 provides further details about these roles.

5.4 Records of Authorised Vessel and Farms

Under the current paper-based CDS system, the CCSBT Secretariat loads and maintains up-to-date records of authorised vessels and farms. It is recommended that this process remain unchanged in the eCDS except that the eCDS should be linked to this information to enable real-time verification of whether vessels and farms are authorised.

[3] A system hosted within the Secretariat offices would require purchase, setup, and ongoing maintenance of Server hardware and software, along with the expertise of external providers (or additional staff) to update and manage the system.

5.5 Standardised Lists of Names/ Codes

The CCSBT Secretariat maintains a variety of standardised lists which are used within the current CDS system. These include lists of processor and exporter names, product types, gear codes, statistical areas, cities and States/Fishing Entities. Under the eCDS, it is proposed that these pre-existing lists be maintained and be available to users in tailored searchable 'lookup' lists[4]. In addition, it is suggested that users are given the option to add in new processor/exporter names and cities in cases where the required details do not already exist on the system. The Secretariat would review any new additions to these lists on a regular basis to check for potential duplicates and/or other data issues.

5.6 Key Form Processing Functions

This section provides a brief overview of the main CDS form processing functions within the proposed eCDS. These are presented in logical sequence. Attachment 2 provides a flowchart that indicates the proposed processing sequence for a CMF.

i) Issuing of Forms

The first step in the process will be to issue a new CDS form or forms. Only 'Administrator' users will be able to perform this function:

- The 'Administrator' issues a single CDS form (CMF, REEF or CTF) or multiple forms (similar to the books of paper forms that some Members currently issue) to a specific individual or company,
- The 'Administrator' sets an expiry date at the time of issue (e.g. any unused forms would expire within 12 months). If desired, it would also be possible to allow the Administrator to set the maximum tonnage that could be recorded on either a single or a group of CMFs issued to a particular person/company,
- Issued forms will become available/visible to the 'Creator' for form creation and initial data entry purposes.

ii) Creation of Forms

The second step requires the initiation/creation of actual CDS forms. This step must occur before the data entry process can commence. This step will be carried out by 'Creator' users:

- The Creator logs into the eCDS web site and selects the next available[5] issued form to initiate/create (either a CMF, REEF or a CTF as required),
- A Unique System ID (USI) is assigned to each form[6] as it is created.

[4] The reference to "tailored searchable lists" is intended to indicate that these lists would be tailored to the Member/User that is completing the form. Some lists would be shown as dropdown lists and others (e.g. processors) would allow users to manually type in names and a list of suggestions would be provided once sufficient characters had been typed. In the case of processors and exporters, the list would be restricted to processors/exporters for the Member country/Fishing Entity. For all lists, the list could be tailored according to recent usage by that user (e.g. showing that user's most commonly utilised codes first).

[5] Forms that have expired will not be available to be created.

[6] It is possible that there will be multiple USIs for each form. These USIs would be for different parts of the form so that there is control over which part of a form different Certifiers and Validators *etc*. could see.

iii) Data Entry
The next step in the process is data entry. This step can be completed by a combination of 'Administrator', 'Creator' and 'Certifier' users:

- The Creator completes the header section of the issued CMF, REEF or CTF,
- Other parts of CDS forms would be completed by a combination of the Creator, Certifier(s) and/or Validator(s) as appropriate once these users have logged onto the system and accessed the form using its unique identifier details,
- Information can be entered into some sections of the form simultaneously,
- Any of the above users can choose to run automated data checking routines at any point by selecting the 'Check Form' button.

iv) Certification
To certify an eCDS form, a person (or a company in certain circumstances) must have first created an account for themselves within the eCDS. The Certifier will use this account to log onto the eCDS using the form's unique identification details (USI and actual CDS form number) in order to check and certify the appropriate section of the form.

Further details on the certification process, including registration and approval of Certifiers are outlined in Attachment 3.

v) Validator(s) Notified <u>(applies to CMFs and REEFs only)</u>
- Once all of the required fields have been completed and certified on the relevant section of a form, users will notify validators that a form is ready to be checked and validation approval given if appropriate.

vi) Validation <u>(applies to CMFs and REEFs only)</u>
Once data entry and certification of a form/section are complete, the form/section will need to be validated by an authorised validator:
- A validator will validate a CDS form either by:
  i) logging into the eCDS, entering the document number and USI for that form,
  ii) logging on, viewing and selecting forms from a queue of finalised forms which have already been sent to the validator by another user, or
  iii) where the form is already being accessed by another user (*e.g.* the 'Creator'), click in a validator field which will then prompt the validator for their username and password to allow validation to proceed,
- Validation cannot be conducted until data entry of all fields in the relevant section(s) of the form is completed, unless the validator chooses to over-ride missing information that cannot be provided at the time of data entry,
- The validator will manually check that the form is complete and certified correctly,
- The validator will then select a 'Validate' button which will run automated checking routines to ensure that there are no items of missing data, errors, or data discrepancies,
- If the form passes the automated checking procedure, the validator will then issue a validation approval for the appropriate section of the form,

- If the form fails the checking procedure, the validator can decide to:
  i) either notify the Creator or Certifiers as appropriate that there are data issues which need to be fixed, or
  ii) in cases of time pressure or where any data issues do not seem resolvable within required timeframes, the validator may choose to over-ride any issues identified. In such cases, the validator will be required to enter a reason for the over-ride and the form will be clearly marked as having validation checks over-ridden. Furthermore, a log of any such over-rides will be created and the Secretariat and the relevant Member's Administrator will automatically be notified by email of any over-ride decisions made by the validator,
- Once all data issues have been corrected or the over-ride procedure has been selected, then a validation approval can be given for that form/section.

If validation of the form is not completed on the first attempt, then the above steps must be repeated until a validation approval can be given for the form. Further details on the validation process are outlined in Attachment 4.

6. Confidentiality, Security and Audit Trails

It is intended that confidentiality under the eCDS be the same as in the CDS. In other words, Members would have access to the same data that they can currently access. Members would not have access to data from other Members that they do not currently have access to. Any change from this would require an explicit decision from the Extended Commission.

With the exception of the Secretariat, Administrators (who can access any form issued or received by that Member) and Creators (who can access any form they create), all other users may only access that part of a form for which they know both the form number and the USI.

A full audit trail will be kept of all changes to each CDS form. Furthermore, rules will be established to specify what changes can be made to eCDS forms, together with who can make the changes and when changes can be made. Draft rules of an indicative nature are provided at Attachment 5, but these will need to be subject to rigorous discussion by Members if the CCSBT decides to proceed with an eCDS.

Security of accounts and access to data will be maintained through a system of accounts and passwords. To prevent hacking, passwords will have minimum length and complexity rules, together with a "four times and you are out policy" for incorrect passwords[7]. All internet communication with the eCDS will be conducted via "https" (like internet banking) to ensure that all data is encrypted to prevent interception of any transmitted data.

7. Timeframe for Implementation of eCDS

It is proposed that the implementation phase would involve both the current paper system and the eCDS to be running 'side by side' for a period of time. During this phase, the workload

[7] Once an account is locked for 4 incorrect passwords in a row, Administrators and Validators would need to contact the Secretariat to have their accounts re-activated. Creators would need to contact the Member's Administrator. Certifiers could request that a new password and activation link be sent to them at their registered e-mail address.

and associated costs of running the overall CDS would be expected to increase significantly due to running both systems.

It is therefore important that the majority of Members implement the eCDS, with a view to phasing out the paper version within a set timeframe. It would be impractical and costly to continue a 'side by side' system for an extended period.

A two year trial of the eCDS is recommended, so that the outcomes of the first year can be reviewed by the Compliance Committee and any enhancements or issues can be resolved for testing during the second year. During the first year of the trial, it is proposed that Members use the eCDS for at least 5% of forms for frozen product, but not for fresh product (due to the shorter time available for fresh product). For the second year, it is proposed that the trial involve at least 50% of forms for frozen product and at least 5% of forms for fresh product (the latter being on a voluntary basis).

Attachment 6 provides a tentative timeframe for implementation of the eCDS. With this timeframe, there is one year of design work, one year of system development (building the eCDS computer system) and two years of trials. Consequently, under this timeframe, the eCDS will not be in full operation until January 2018.

8. Processes that Require Changing Under an eCDS

There are a number of obvious changes that will occur with moving to an eCDS, such as requiring a computer or tablet[8] with a live internet connection in order to create, complete, validate, or certify eCDS forms. Similarly, an eCDS account is required to conduct any of these functions.

In addition to these obvious changes, the Secretariat has identified two types of practises that need to be changed in order for the eCDS to fully achieve the objectives defined in Section 4. These are:

1. Timing of Provision of Catch Tagging Forms (CTFs)
   The current paper-based Catch Monitoring Form requires that CTFs must have been completed for all SBT on the CMF, and that the CTF form number(s) have been recorded on the CMF. However, the current CMF does not require the actual tag data to be provided at the time the CMF is validated.

   Under the eCDS, the CTF data should be provided (entered[9] into the eCDS) prior to the Catch/Harvest section of the CMF being validated. This is necessary to ensure that there is no missing CTF data and so that cross-checks between CMF and CTF data can be conducted when validating CMFs.

   If the CTF data is not provided before validation, the eCDS will not achieve its full compliance benefits (because important checks cannot be conducted in real-time), nor

[8] It may also be possible to use a smart phone such as an iPhone or Android phone.

[9] It is envisaged that there would be two options for loading tag data into the eCDS: (1) manually entering the data directly into an eCDS data entry screen. This would be the best method for CTFs that involve only a few individual SBT; and (2) Using an automatic data "loading" routine to load an entire spreadsheet (with a pre-defined format) of CTF data into the eCDS. The eCDS would check the tag data as it loads it (rejecting any flawed data). This would be the best method to use when large quantities of tag data need to be entered, or when the tag data needs to be recorded electronically at a location that does not have an internet connection.

will the eCDS achieve its full efficiencies. The latter is because errors due to missing CTF forms and incorrect recording of CTF form numbers on either CMF or CTF forms are the most difficult and time consuming errors for the Secretariat to follow-up. If the eCDS does not address this issue (by checking this in real-time), the eCDS will not address the most inefficient aspect of the current CDS from the Secretariat's perspective.

2. Timing of Provision of Farm Stocking Forms (FSFs)
The current paper-based Catch Monitoring Form requires that FSFs have been produced by the Flag State/Fishing Entity for all SBT on the CMF, and that the FSF form number(s) have been recorded on the CMF. However, the current CMF does not require the actual FSF data to be provided at the time the CMF is validated.

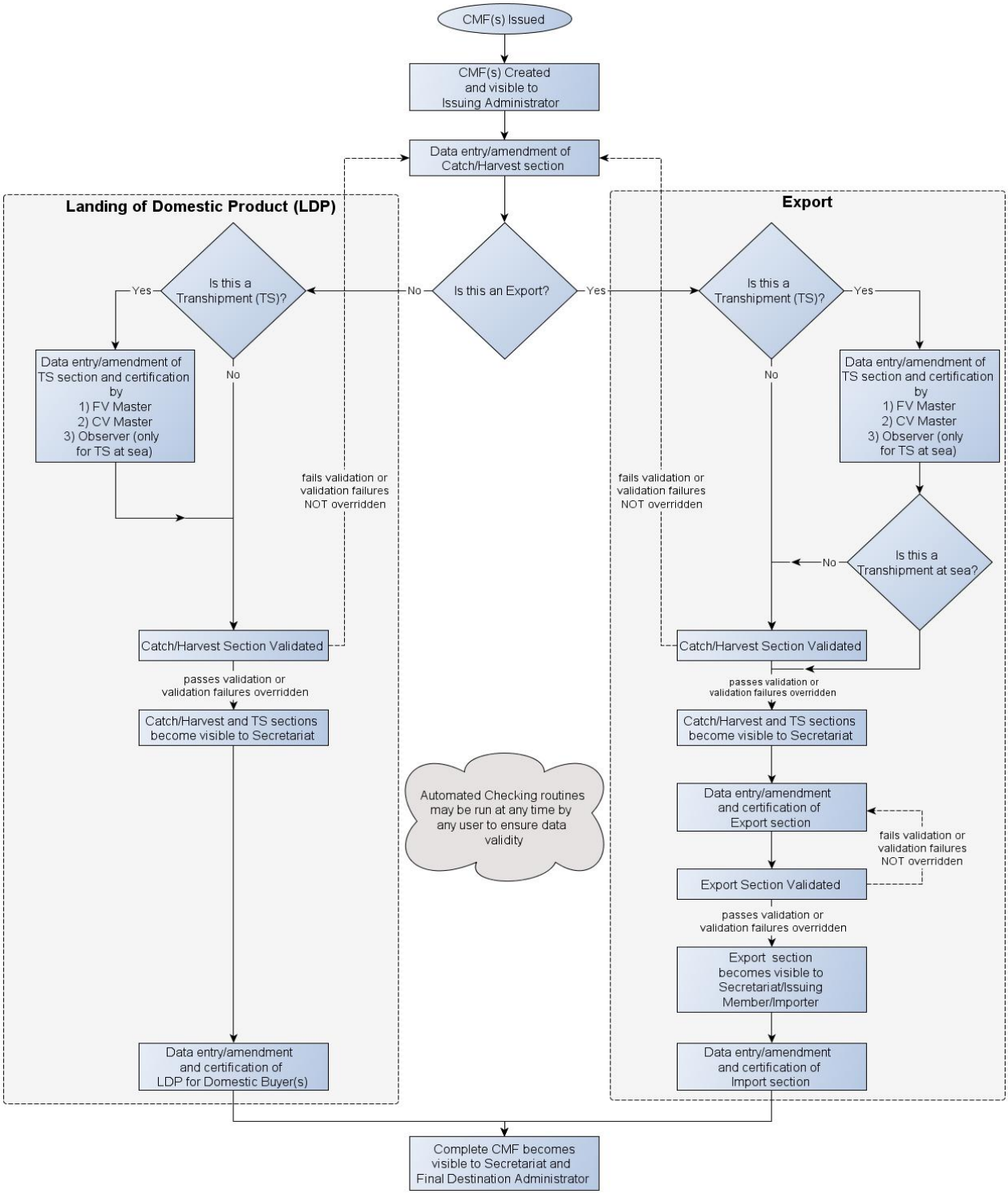
As with the CTF data, FSF data should be provided (entered into the eCDS) prior to the Catch/Harvest section of the CMF being validated so that the proper cross-checks can be conducted in the eCDS. Without this, the compliance benefits of the eCDS will not be maximised. However, unlike the CTF data, few FSF forms are provided, so if the current practise for FSF forms is continued, it will not have a significant detrimental impact on efficiency gains from the eCDS.

Attachment 1 - Roles within the eCDS

A single person may have one or more Roles within the eCDS. All Roles except "Creator" and "Certifier" must be an identifiable person. A "Creator" may be either a person or a company. Most "Certifiers" must be identifiable individuals. However, according to the instructions in the current CDS resolution, imports and domestic sales may be certified by either a company or an identifiable individual.

Role	Description	User assigned by	Function and Access
Administrator	Issues eCDS forms, administers a Member's users and may modify the Member's forms	Secretariat	• Issues eCDS forms to a form "Creator". • Creates eCDS accounts for a form "Creator". • Has "Creator" and "Certifier" roles. • If on the list of validators provided to Executive Secretary, will also be given "Validator" access. • Receives automated emails from the eCDS (such as "over-rides" given by validators to forms that failed validation checks. • *If desired by Members, Administrators could also be responsible for activating each Certifier account.* • May view any eCDS form created or received by the Member. • May run reports on the Member's eCDS data.
Creator	Create eCDS Forms	Administrator	• Creates (i.e. starts completing) CDS forms that have been issued to it. • Completes the header section of its CMF, REEF and CTF forms. • Completes the Catch/Harvest section of its CMF forms (with exception of the validation part). • May view the header section and the section immediately after the header of any form it creates.
Certifier	Certifies eCDS Forms	Self Registration *(option for Administrator activation of accounts)*	• Certifies and completes certified sections of eCDS forms. • May view the section requiring certification (and any previous section) of any eCDS form that he/she has been given the form number and USI of. *If Members choose to have Administrator activation of accounts, a further restriction will be added that the Certifier can only access forms for the Member that activated the account.*
Validator	Validate Sections of eCDS Forms	Secretariat	• Provides validation approval for the validation section(s) of eCDS forms. • May provide an over-ride for eCDS forms that fail validation checks (if required). • May view the section requiring validation (and any previous section) of any eCDS form for that Member that he/she has been given the form number and USI of.

Attachment 2 - Processing Sequence Flow Diagram for a Catch Monitoring Form



Attachment 3 - Details Regarding Operation of the Certification Process

Certification with a signature is required in many places on the current CDS forms. In most cases, certification must be conducted by an individual, but according to the CDS Resolution, import and domestic buyer certification may also be conducted by a company.

The current paper-based CDS system does not require that individuals/companies need to be authorised to certify forms. Therefore, it is recommended that the eCDS will also not require such an authorisation process. However, it is proposed that in the eCDS a Certifier will only be permitted to certify one item on any single CDS form. For example, one individual will not be able to certify a single form as both the Master of the Fishing Vessel and the Master of the Carrier Vessel, or as both the Exporter and the Importer.

Registration and Approval of Certifiers

A large number of certifiers are required in the paper-based CDS, and the eCDS will require the same number of certifiers. Therefore, the eCDS will need to include an efficient process for the creation and management of these certifier accounts.

It is proposed that Certifiers set up an account on the eCDS by visiting an eCDS registration page where they can enter their details to obtain a username and password. These details will include items such as: (company) name; physical address; valid email address; contact phone number and the name of the Member the individual will be certifying CDS forms for (e.g. Australia, Japan).

One option to provide control over who can register as a certifier would be to introduce an approval step. For example, once a Certifier has registered and created a new account, the Member's eCDS Administrator could be sent an automatic email noting the registration. The Administrator could then be required to approve any new Certifiers before they are able log onto the eCDS.

This simple security step would ensure that a Member's form could only be viewed and certified by a person approved by that Member.

Certification

Once certifiers have created and activated[10] an eCDS account and potentially had this approved, they will then be able to log in and enter the CDS form and USI number (provided to them beforehand), in order to view and certify the appropriate form(s)/section(s).

Certification of Transhipments

Finally, please note that the Secretariat does not have sufficient practical knowledge to suggest how certification should operate when transhipments occur. <u>The Secretariat is therefore seeking advice from Members on this matter</u>.

[10] An activation step, involving the eCDS sending an activation link to the specified e-mail address will test that the e-mail address is valid and associated with the person entering the details.

Attachment 4 - Details Regarding Operation of the Validation Process

As originally intended for the paper-based CDS, the validation of CMFs and REEFs will be a major checking point in the eCDS system. Approval to validate CDS forms on the eCDS will only be given to individuals who have been notified to the Executive Secretary as authorised validators.

Validators

The Secretariat will provide authorised validators with accounts and logins to the eCDS. It is envisaged that any validator will then be able to validate any part of any type of eCDS form filled out by the Member[11] who authorised that validator. However, validations on CMFs will need to occur sequentially (validation of the catch/harvest section to be conducted before the validation of any export information – where applicable), requiring that restrictions be placed on the order in which validation of the different CMF sections occur. Similarly, restrictions will be created so that it will not be possible for an importer to see the CDS form or to enter details into the 'Final Product Destination' section until validation approval of both the catch/harvest section and the export information has been completed.

Automated Checking Routines

Once logged on to the eCDS, a validator should first check all details manually and then must complete checking by clicking a 'Validate' button to initiate the automated validation process. The eCDS will then run a range of automated checks on the form (based on checks currently conducted by the Secretariat) and against associated forms (such as CTFs and FSFs) to identify any missing or incorrect values or any discrepancies.

These eCDS automated checking routines will also be available to all individuals who have permissions to enter data on to the CDS form. This will enable any of these individuals to check and fix any errors before requesting validation approval.

Validation Approval & Over-Ride Facility

If the checks reveal errors/discrepancies on the form, the validator will usually require the errors to be fixed by the Certifier or Creator before giving final validation approval. However, for efficiency purposes[12], validators will also be given an "over-ride" facility in certain predefined cases[13]. The Secretariat considers the "over-ride" facility to be extremely important for practical operation of the eCDS.

The over-ride facility will allow the validator to issue a validation approval even if the CDS form fails the automated checks. However, the validator will be required to enter a reason for over-riding the validation checks. Furthermore, any forms in which validation checks have been over-ridden will be clearly marked so that this can be seen at the final destination. In addition, an automated email will be sent to the Secretariat and to the relevant Member's eCDS administrator detailing the over-ride and the reason given.

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[11] It would be possible to specify different validator types in the eCDS (i.e. define what types of validation different validators can do), but this is not required in the CDS resolution, so it has not been included as a requirement in the current eCDS proposal.

[12] Because of a possibly overly strict eCDS or unforeseen circumstances – for example, due to a simple administrative issue, a vessel may not appear on the CCSBT authorised vessel list on the harvest date when it should.

[13] It is yet to be determined what circumstances "over-rides" should be allowed for. In fact it may be that over-rides should be allowed for all errors except certain absolutely essential items.

Finally, a log of all over-rides will be kept on the eCDS system, and checked regularly by the Secretariat. A summary of the over-ride log could be reported in the Secretariat's annual compliance with measures paper to the Compliance Committee to ensure that the over-ride facility is not misused.

Attachment 5 - Draft Rules for Changing the Content of eCDS Forms

This attachment presents draft rules concerning who may make changes to eCDS forms, what happens when information is changed, when the information can be changed and when a form is considered to be complete. These draft rules relate mainly to CMF and REEF forms. Further consideration is required before extending these rules to CTF forms.

Who may change what information on an eCDS form?

The following policy is proposed for changes to eCDS forms:

- The user who entered specific data may change that specific data.
- A Member's Administrator can change any of that Member's data except validation details. An Administrator who is also a Validator may also change validation details.
- Any Validator may re-validate any validation section on any eCDS form for the Member that the Validator is authorised for.
- Any Certifier may re-certify (including changing associated details – such as export city if re-certifying the export) any certification section on any eCDS form for the Member that the Certifier is a certifier for.
- The Secretariat may make any necessary administrative changes to any form or other appropriate changes at the request of the relevant Member.

What happens when information is changed?

A complete audit trail will be automatically kept, so it will be possible to see the data values before and after each change, together with details of who made each change and when. No consideration has been given to who can see the audit trial. It might only be the Secretariat that can view the audit trail because of the complexity of this information and possible costs involved in making it accessible to all Members.

Except for changes made by the Secretariat, if the data being changed is in a section or part of the form that has been previously validated, then those changes will not become visible to other users (i.e. the changes will not become live and the old data will continue to be used) until that section or part of the form has been re-validated. This applies to the Catch/Harvest Section and Export part of CMF forms. It also applies to the Export Section of REEF forms. For the purpose of this rule, the header Section of a CMF is considered to be part of the CMF's Catch/Harvest Section and the header Section of a REEF is considered to be part of the REEF's Export Section. As a consequence, changes to the header of either of these forms will also require re-validation.

When can information be changed?

eCDS forms can be changed following initial data entry, however, there are some points in the processing of forms after which earlier information should be "locked" (i.e. no longer editable). Once part of a form has been "locked", then any further changes to that part **can only be made via requests to the Secretariat**. This concept is similar to passing a paper form to the next person/Member, after which time the previous person/Member cannot change what they wrote on the form. The following rules are suggested:

- For SBT exports, all pre-import information (e.g. description of fish, export details etc.) should not be changed once the importer has accepted the product and associated documentation. Consequently:
    - For CMFs, the Header, Catch/Harvest and Intermediate Product Destination Sections cannot be changed[14] after Certification of the import[15].
    - For REEFs, the Header and Export Section cannot be changed[14] after Certification of the import[15].
- For landings of domestic product, it is suggested that all information on a CMF prior to the Final Product Destination should not be allowed to be amended[14] once a buyer has accepted the product and certified the associated section. Sometimes product is sold to multiple buyers, in which case, changes to the earlier sections should not be made after certification of the first domestic sale[15] has occurred.
- Once an eCDS form has been completed (see next section), no further changes will be permitted[14].

When is a CMF considered to be complete within the eCDS? (*REEF completion will be similar*)

The Final Product Destination Section of a CMF requires no involvement of an authorised person (e.g. no validation requirement), so if completion of this final section was considered to be completion of the form in the eCDS, a Member's authority would have no opportunity to review the quality of that final section. To allow Members the opportunity to exercise quality control on this final section (and to enable Members to specify that all domestic sales have occurred), it is proposed that eCDS forms only be considered to be complete once the relevant Member ticks a completion box for the form. Ticking a form as being complete will be conducted by:

- In the case of the Final Destination being a Member (including CNMs & OSECs), an Administrator of the Member at Final Destination;
- In the case of an Export to a non-cooperating non-member, an Administrator of the exporting Member.

Once a form is marked as complete, the only way to make a change to the form will be to request the Secretariat to make the change. This is similar to the current process with the paper-based CDS once the forms have been received by the Secretariat.

The timeframes for "completion" in the eCDS will be similar to the timeframes for providing the Secretariat with copies of forms in the paper-based CDS, and are:

- For imports, forms should be completed within 3 months of the date of import certification;
- For landing of domestic product, forms should be completed within 3 months of the certification of the sale of the last SBT[16] on that form;
- For exports to a non-cooperating non-member, forms should be completed within 3 months of validation of the export section.

[14] Except through the Secretariat.

[15] If a necessary change was noticed after certification, the certifier could remove their certification to allow earlier information to be changed. This would be an equivalent concept to an importer pointing out an error to an exporter and having the exporter send a modified form.

[16] The eCDS will estimate the date of last sale as the date when all the SBT in the Catch Harvest Section have been recorded as being sold in the Final Product Destination Section.

Appropriate reports will be available to Administrators to check which eCDS forms are ready to be marked as complete.

Completion is not required for the Secretariat or Administrators of relevant Members to see and produce reports on certain parts of relevant forms (the timing of visibility of different parts of the CMF are shown in Attachment 2). It is important that appropriate sections of incomplete forms be available to the Secretariat and relevant Member Administrators in order for the eCDS to meet the objective of improved timeliness of data availability.

Summary reports produced by the Secretariat utilising data from incomplete eCDS forms will only be available to CCSBT Members. The public would not have access to any information (including information specified in paragraph 6.4 in the CDS resolution) that was produced using incomplete forms.

Attachment 6 - Tentative eCDS Implementation Timeframe

Stage Completion Date	Stage	Cost Indicator	Details
October 2013 (CCSBT 20)	High level eCDS proposal with indicative costs and benefits	Low *(conducted within existing budget)*	A draft high level eCDS proposal provided to the CCSBT 20 that includes indicative costs and benefits, as well as any associated changes that would need to be made to the CDS Resolution. CCSBT 20 to agree on a high level proposal and provide a decision (and funding) on whether to proceed with the next stage.
October 2014 (CCSBT 21)	Detailed eCDS design and planning with quotes for system build	Medium *(Significant Secretariat time required for design & development of specifications; Holding a 5 day[17] eCDS design & planning workshop, and possibly $10-30K in consultancy)*	The detailed design of the eCDS would be finalised in the first half of this year (with the aid of a workshop). The Secretariat would then seek requests for proposals (with quotes) to build the eCDS computer system based on the detailed final design. A decision (and funding) needs to be provided by CCSBT 21 on whether to proceed based on the costs of the proposals received. Any changes necessary to the CDS Resolution to accommodate the introduction of the eCDS system would also need to be agreed and adopted at CCSBT 21.
October 2015 (CCSBT 22)	Build and test eCDS system	High *(Full cost of developing the new eCDS. Significant Secretariat time required for project management & testing. Some testing time & training also required from Members)*	eCDS completely built and tested prior to CCSBT 22. Additional training of Members to occur in the margins of CCSBT 22. Decision required from CCSBT 22 regarding whether the system is at a suitable level to conduct first year of trials.
October 2016 (CCSBT 23)	First year/phase of eCDS trials	High *(Significant development costs are likely as Members discover changes or enhancements that are required to the eCDS. Significant Secretariat time to maintain two CDS systems and to conduct further work on the eCDS)*	Trial to involve at least 5% of forms for all Members frozen product. CCSBT 23 to decide whether the eCDS is ready to move to the second phase of trials and to confirm whether the proposed 50% of forms for frozen product and voluntary use of eCDS with fresh product is still appropriate for the second phase of trials.
October 2017 (CCSBT 24)	Second phase of eCDS trials	High *(Combination of some remaining development costs for enhancements and maintenance costs. Significant Secretariat time still required to maintain two CDS systems)*	Second phase of trial involves at least 50% of forms for Members' frozen product and at least 5% of forms for fresh product on a voluntary basis. CCSBT 24 to decide whether the eCDS is ready to move to full implementation commencing 1 January 2018.
January 2018	Full implementation of eCDS	Low *(With paper CDS phased out, operational costs should now be lower. However, there may still be development costs in this first full year of implementation as further necessary enhancements are identified)*	Paper-based system is no longer in use (except for emergencies). All Members, CNMs & OSECs are using the eCDS.

[17] An eCDS requires more detailed specifications than a paper-based CDS. In order to prepare this paper, the Secretariat has held numerous internal meetings to discuss processes and high level specifications for an eCDS. Based on our experience, we feel that at least 5 days will be required for an eCDS workshop to adequately consider and agree on the design and specifications for the eCDS.

Resolution on the Implementation of a CCSBT Catch Documentation Scheme
(Modified 4 October 2012)

Referring to the principles adopted to guide the development of a catch documentation scheme (CDS) at CCSBT12 in 2005 and the 'Resolution on the implementation of a CDS to record all catch of Southern Bluefin Tuna regardless of whether the Southern Bluefin tuna were traded', adopted at CCSBT 13 in 2006;

Noting the need for Members and Cooperating Non-Members to provide for the tracking and validation of legitimate product flow from catch to the point of first sale on domestic or export markets;

Bearing in mind the need to achieve harmonisation of Catch Documentation Schemes across Regional Fisheries Management Organisations;

Emphasising that a CDS must be applied consistently and comprehensively across all sectors of the global SBT fishery to accurately confirm the SBT catch by each Member and Cooperating Non-member;

In accordance with Article 8.3(b) of the Convention on the Conservation of Southern Bluefin Tuna, the Extended Commission for the Conservation of Southern Bluefin Tuna (CCSBT) adopts the following measure to monitor compliance with the Commission's conservation measures:

1. General Provisions and Application

1.1 All Members and Cooperating Non-Members shall implement the CCSBT CDS for southern bluefin tuna (SBT) to document the movement of all SBT as outlined in this resolution. The CCSBT CDS incorporates CCSBT CDS documentation and tagging of SBT.

1.2 For transhipments, landings of domestic product[1], exports, imports and re-exports under the jurisdiction of a Member or Cooperating Non-Member or Other State/Fishing Entity Cooperating in the CDS (OSEC[2]), all SBT shall be accompanied by a document described in section 3 of this resolution. There is no waiver of this requirement. However, the exportation/import of fish parts other than the meat (i.e. head, eyes, roe, guts, tails) may be allowed without the document.

1.3 Transfers of SBT into and between farms under the jurisdiction of a Member or Cooperating Non-Member shall be documented on the Farm Stocking Form and Farm Transfer Form as applicable.

1.4 Members or Cooperating Non-Members that prohibit the sale of fish caught by recreational fishers may exempt their recreational fisheries from the requirements of the CCSBT CDS.

[1] The term 'landing of domestic product' means landing of SBT into the territory of a Member or Cooperating Non-Member caught by a vessel flagged to that Member or Cooperating Non-Member or on the register of fishing vessels of that Member or Cooperating Non-Member.
[2] The term 'Other State/Fishing Entity Cooperating in the CDS' will be abbreviated to 'OSEC' within this resolution and means a State/Fishing Entity that has expressed its commitment, in writing, to cooperate with this resolution.

1.5 The Commission shall request the cooperation of appropriate authorities of States other than Members and Cooperating Non-Members of the Extended Commission that are involved in catching, landing, transferring and/or farming of SBT in the implementation of this resolution.

1.6 Members, Cooperating Non-Members and OSECs shall not permit the landing as domestic product, transhipment, import, export and/or re-export of SBT caught by vessels not authorised to catch SBT and (if SBT farming is conducted under their jurisdiction) the transfer of SBT to or between, and harvest of SBT from, farms not authorised to farm SBT.

1.7 Members, Cooperating Non-Members and OSECs shall not permit whole SBT to be landed as domestic product, transhipped, exported, imported or re-exported without a tag, except that:

1.7.1 in the case of farming operations, the SBT may be landed without a tag provided a tag is attached within 30 hours of kill;

1.7.2 in exceptional circumstances, where a vessel on the CCSBT Record of Authorised Vessels does not have sufficient tags on board the vessel, the tag may be attached at landing;

1.7.3 in exceptional circumstances, where a vessel catches SBT as unexpected bycatch and has no or insufficient tags on board, the tag may be attached at landing.

1.8 In exceptional circumstances, where a tag becomes accidentally detached and cannot be reattached, a replacement tag shall be attached as soon as possible and no later than the time of landing, transhipment or export.

1.9 Members and Cooperating Non-Members shall report any exceptional circumstances referred to in1.7.2, 1.7.3 or 1.8 to the Executive Secretary within 7 days of the landing. The report shall provide details of the exceptional circumstances, the number of SBT tagged and for1.8, the old (where known) and new tag number(s).

1.10 Members and Cooperating Non-Members shall require that tags be retained on whole SBT to at least the first point of sale for landings of domestic product, and shall encourage the retention of tags on whole fish thereafter.

2. Registers Required

2.1 A record of farms is to be established and maintained by the Executive Secretary to identify authorised farms.

2.2 A record of vessels, maintained by the Executive Secretary, identifies all authorised vessels.

2.3 CCSBT CDS Documents that record information for vessels and/or farms not included on the above-mentioned authorised registers shall not be considered valid Documents for the purposes of this scheme.

3. Documents and Information Required

3.1 The CCSBT CDS Documents are :

3.1.1 Farm Stocking Form – records information on the catch, towing and farming of SBT

3.1.2 Farm Transfer Form – records information on the transfers of SBT between farms

3.1.3 Catch Monitoring Form – records information on the catch, landing, transhipment, export, and import of all SBT regardless of whether farmed or not, including unexpected catch

3.1.4 Catch Tagging Form – records information on individual fish tagged as part of the CDS

3.1.5 Re-export or Export after Landing of Domestic Product Form – records information on SBT already tracked on the Catch Monitoring Form to the initial point of landing of domestic product or import that is, either in full or part, exported or re-exported.

3.2 The information to be contained in the CCSBT CDS documentation referred to in 3.1, along with associated instruction sheets, is in Appendix 1 A – D.

3.3 Once approved forms are adopted, only minimal modifications, such as the addition of translations, may be made[3]. No information field may be omitted from the standard form, except where the field is not applicable.

3.4 Any documentation modified, as described in 3.3[4], shall be provided to the Executive Secretary for distribution to other Members, Cooperating Non-Members, as well as Non-Members known to be involved in the landing, transhipment, import, export, or re-export of SBT.

3.5 Significant amendments to the forms and form content may be made only with the agreement of the Commission at its annual meeting based on recommendations from the CCSBT Compliance Committee.

3.6 CCSBT CDS documents must be uniquely numbered.

4. Tagging

4.1 Members and Cooperating Non-Members shall require that an SBT tag be attached to each whole SBT at the time of kill except:

4.1.1 in the case of farming operations, the tag may be attached within 30 hours of kill;

4.1.2 in exceptional circumstances, where a vessel on the CCSBT Record of Authorised Vessels does not have sufficient tags on board, the tag may be attached at landing;

4.1.3 in exceptional circumstances, where a vessel catches SBT as unexpected bycatch and has no, or insufficient, tags on board, the tag may be attached at landing.

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[3] However the Catch Tagging Form may be amended to include additional information at the discretion of the Member or Cooperating Non-Member.

[4] With the exception of additions to the Catch Tagging Form.

4.2 As outlined at 3.1.4, a Catch Tagging Form records relevant tagging information for individual SBT. The Catch Tagging Form shall be filled in as soon as practicable after the time of kill. Length and weight measurements shall be conducted before the SBT is frozen. Where measurements cannot be accurately done on board the vessel, they may be made at the time of landing or transhipment, provided the measurements and the associated Catch Tagging Form are filled in before any further transfer of the SBT.

4.3 Completed Catch Tagging Forms shall be provided to the flag Members and Cooperating Non-Members which shall provide the information in the Catch Tagging Form to the Executive Secretary in an electronic format on a quarterly basis.

4.4 A tagging programme shall meet the minimum procedural and information standards set out in Appendix 2.

4.5 Members and Cooperating Non-Members shall prohibit the unauthorised use of SBT tags.

5. Validation

5.1 The CCSBT CDS documentation must be validated (or signed in the case of transhipments at sea) as applicable by:

5.1.1 for landings of domestic product, an official of the flag Member or Cooperating Non-Member of the catching vessel or, when the fishing vessel is operating under a charter arrangement, by a competent authority or institution of the chartering Member or Cooperating Non-Member; and

5.1.2 for all SBT transhipments subject to CCSBT *Resolution on Establishing a Program for Transshipment by Large-Scale Fishing Vessels,* the observer required by that resolution; and

5.1.3 for all export of SBT, an official of the exporting Member or Cooperating Non-Member; and

5.1.4 for all re-export of SBT, an official of the re-exporting Member, Cooperating Non-Member, or OSEC.

5.2 The authority to validate CDS documents may be delegated to an authorised person by an official of the relevant State/fishing entity. Members, Cooperating Non-Members and OSECs who utilise delegated person/s shall submit a certified copy of such delegation/s to the Executive Secretary. The individual who certifies a CCSBT CDS Document shall not be the same person who validates the Document.

5.3 Members, Cooperating Non-Members and OSECs shall provide to the Executive Secretary information on validation (including type of validation, name of the organization which validates the documents, title and name and signature of officials who validate the documents, sample impression of stamp or seal, and a list of all persons holding delegated authority to validate CCSBT CDS documentation prior to those officials and persons exercising the authority). Members, Cooperating Non-Members and OSECs shall inform the Executive Secretary of any changes in a timely fashion.

5.4 The Executive Secretary will maintain and update the information specified in 5.3 and provide it to all Members, Cooperating Non-Members and OSECs and promptly circulate any changes.

5.5 Members, Cooperating Non-Members and OSECs shall not validate any CCSBT CDS documentation referred to in 3.1 that is not complete, has obviously incorrect information, or has not been validated as required by this resolution.

5.6 No Member or Cooperating Non-Member or OSEC shall accept any SBT for transhipment, landing of domestic product, export, import, or re-export where any or all required documents do not accompany the relevant consignment of SBT, where fields of information required on the form are not completed, or where the form has not been validated as required by this resolution.

5.7 Full or partial consignments of untagged whole SBT must not be validated or accepted for transhipment, landing of domestic product, export (including export after landing of domestic product), import or re-export (except where the tag is no longer required to be attached to the SBT because further processing has occurred, as outlined at Appendix 2).

5.8 Members and Cooperating Non-Members shall undertake an appropriate level of audit, including inspections of vessels, landings, and where possible markets, to the extent necessary to validate the information contained in the CDS documentation.

5.9 Members and Cooperating Non-Members shall include in their annual review of SBT fisheries, details on the level of coverage and type of audit undertaken, in accordance with 5.8, and the level of compliance.

6. Exchange of Information and Confidentiality of Data

6.1 Members, Cooperating Non-Members and OSECs shall retain all original CCSBT CDS Documents (or scanned electronic copies of the original documents) received by them. Members, Cooperating Non-Members and OSECs shall also retain a copy of any CCSBT CDS Documents issued by them. Copies of these CDS Documents (except the Catch Tagging Form[5]) shall be forwarded[6] to the Executive Secretary on a quarterly basis.

6.2 The Executive Secretary shall compile the raw data from CDS documentation into an electronic database. The Executive Secretary shall ensure the confidentiality of the raw data in its database and release to any State/fishing entity only the raw data relating to the CCSBT CDS Documents it validated. If a State/fishing entity requests CCSBT CDS Documents relating to another State/fishing entity, the Executive Secretary may release those data only with the latter's agreement.

6.3 The Executive Secretary shall report to the Extended Commission on and circulate to all Members and Cooperating Non-Members the data collected by the CCSBT CDS each year by 1 June for the period of 1 July - 31 December

[5] Requirements to provide information in the Catch Tagging Form are set out in 4.3.
[6] Either as a copy of the original form or in electronic format containing all the information in the forms.

of the preceding year and by 1 December for the period of 1 January - 30 June of the current year. The information to be contained in the reports is specified in **Appendix 3**. The Executive Secretary shall provide an electronic copy of the report only to a designated authority of each Member and Cooperating Non-Member.

6.4 The Executive Secretary will post on the public area of the CCSBT web site a subset of the report comprising:

- Flag State/fishing entity;
- Harvest year;
- Product destination (including landings of domestic product);
- Gear code;
- Net weight;
- Estimated whole weight (calculated by applying a conversion factor to the net weight).

6.5 On request by the Scientific Committee, Compliance Committee, or other subsidiary body of the Commission, the Executive Secretary shall, with the approval of the Commission, provide to that body data collected by the CCSBT CDS more frequently or at a greater level of detail than specified in 6.3.

6.6 The Executive Secretary shall analyse the data provided in 6.1 and notify the relevant Member(s) or Cooperating Non-Member(s) of any identified discrepancies.

7. Verification of CDS Documentation

7.1 Each Member and Cooperating Non-Member shall ensure that its competent authorities, or other authorised individual or institution, take steps to identify each consignment of SBT landed as domestic product in, imported into or exported or re-exported from its territory and examine the validated CCSBT CDS Documents for each consignment of SBT. These competent authorities, or authorised individuals or institutions, may also examine the content of the consignment to verify the information contained in the CCSBT CDS Document and in related documents and, where necessary, shall carry out verifications with the operators concerned.

7.2 Each Member and Cooperating Non-Member shall review information, and investigate and resolve any irregularities identified in relation to their information in the CDS reports, including any discrepancies identified during the comparison of data from the Executive Secretary. Among other matters, Members and Cooperating Non-Members shall cross-check the report provided by the Executive Secretary under 6.3 using information available to it.

7.3 Each Member, Cooperating Non-Member and OSEC shall, as soon as practicable, identify to the Executive Secretary and relevant Members, Cooperating Non-Members and OSECs, any consignments of SBT where there are:

7.3.1 doubts about the information contained in any associated CDS documentation; or

7.3.2 incomplete, missing or unvalidated CCSBT CDS documentation.

7.4 Each Member and Cooperating Non-Member shall co-operate and take all necessary steps with relevant authorities, and within domestic law, to review, investigate and resolve any concerns identified in 7.1 and 7.2, and notify the Executive Secretary of the outcome of any such action for inclusion in its report to the Commission.

7.5 The Compliance Committee will consider the summary information compiled by the Executive Secretary in 6.3 and 6.4, including any irregularities and anomalies identified and the outcome of any investigations notified under 7.3.

7.6 The Commission, may, on the recommendation of the Compliance Committee, consider any action as may be required in relation to the findings and outcomes of any verification investigation. Such action may be, but is not limited to, a review of this or other relevant compliance measures.

7.7 Members, Cooperating Non-members and OSECs shall cooperate to ensure that CDS documents are not forged and/or do not contain misinformation.

8. Access to and Security of Information

8.1 Subject to each Member's, Cooperating Non-Member's and OSEC's national law, the information produced from the CCSBT CDS shall be confidential and may only be used in support of CCSBT purposes or for any other purpose agreed by the Commission.

8.2 Where necessary, in support of catch verification procedures, Members, Cooperating Non-Members and OSECs agree to exchange the necessary supporting information and, where relevant, evidence as may be necessary to verify the integrity of the flow of CDS information and to reconcile any discrepancies.

9. Implementation and Review

9.1 This resolution will enter into force on 1 January 2010.[7] From that date, it replaces the CCSBT Southern Bluefin Tuna Statistical Document Programme adopted by CCSBT on 1 June 2000. For SBT caught before 1 January 2010, the tagging requirements of the CDS may be exempted until 30 June 2010 and the CCSBT CDS Documents shall be completed in the most practicable manner.

9.2 The Compliance Committee will review this resolution no later than at its 2011 meeting to identify any implementation issues, strengths, and weaknesses, and to recommend options to improve this resolution and its supporting procedures at the Extended Commission meeting. This review will include any concerns associated with the breakage or loss of tags and the extent of the use of exemptions in 1.8 and 1.9 as reported by Members and Cooperating Non-Members to the Executive Secretary. The date for a subsequent review will also be agreed at this time.

9.3 The Executive Secretary will monitor available technology associated with electronic documentation and fish tags to assist the Compliance Committee in its reviews.

[7] Japan may use its current tagging system until the end of its 2009-10 fishing season (31 March 2010).

Appendix 1

Catch Documentation Scheme Forms

Commission for the Conservation of Southern Bluefin Tuna

FARM STOCKING FORM

Catch Documentation Scheme

Document Number

FS -

• CATCHING VESSEL SECTION

Name of Catching Vessel	Registration Number	Flag State/Fishing Entity

Date Range of Fishing		CCSBT Statistical Area of Fishing
First	Last	

• TOWING SECTION

Name of Towing Vessel	Registration Number	Flag State/Fishing Entity	Date Tow Commenced

Description of Mortalities during Towing				
Number of tow cages	Date Range		Number of Mortalities	Weight of Mortalities (kg)
	First Tow	Last Tow		

• FARM TRANSFER SECTION

Name of SBT Farm	Date Range of Transfers		Average Weight of Fish (kg)	Method of Weight Estimation	Total Weight (kg)	Number of Fish
	First	Last				

• VALIDATION SECTION

Certification **by Quota Holder**: I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Signature	Date

Validation **by Authority:** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title	Signature	
	Date	

OFFICIAL SEAL

Commission for the Conservation of Southern Bluefin Tuna

FARM STOCKING FORM

INSTRUCTION SHEET

This form is to be completed by the authority of the State/Fishing Entity that holds the national quota allocation against which these SBT have been taken.

This form must be completed at the end of the fishing season and before the SBT are recorded on a Catch Monitoring Form.

If a language other than one of the CCSBT official languages (English and Japanese) is used in completing the form, please add the English or Japanese translation on the Document.

The Farm Stocking Form has 4 main sections: (1) Catching Vessel; (2) Towing; (3) Farm Transfer; and (4) Validation
All sections of this form must be completed

The top of the form contains 1 additional piece of information that must always be completed. This is -

Document Number: Enter the unique document number that was allocated by the State/Fishing Entity of origin for this form.

• CATCHING VESSEL SECTION

Name of Catching Vessel: Enter the name of the catching vessel.

Registration Number: Enter the Registration Number of the catching vessel.

Flag State / Fishing Entity: Enter the Flag State or Fishing Entity of the catching vessel.

Date Range of Fishing: Enter dates for the First and Last day of fishing.

CCSBT Statistical Area of Fishing: Enter the area in which the southern bluefin tuna were caught using the main CCSBT Statistical Areas (1 to 10 and 14 to 15) or the other CCSBT Statistical Areas areas (11 to 13) where there is no corresponding main area.

Where fish have been placed in a tow cage by more than one catching vessel, the number and weight of mortalities and the number and weight of SBT transferred to each farm are to be equally proportioned between the vessels.

• TOWING SECTION

NOTE: One row shall describe one Towing Vessel.

Name of Towing Vessel: Enter the name of the Towing vessel.

Registration Number: Enter the Registration Number of the Towing vessel.

Flag State / Fishing Entity: Enter the Flag State or Fishing Entity of the Towing vessel.

Date Tow Commenced: Enter the date on which the towing commenced.

Description of Mortalities during Towing

Information for the total mortalities that occurred during all tows should be recorded.

Number of Tow Cages: Enter the total number of tow cages.

Date Range: Enter the first and last dates of the tows.

Number of mortalities: Enter the total number of mortalities that occurred.

Weight of mortalities (kg): Enter the total weight (kg) of all mortalities that occurred.

*** Note that any SBT mortalities occuring during towing that are landed for commercial sale should not be recorded on this form, but instead, should be recorded on a Catch Monitoring Form as wild caught fish.**

• FARM TRANSFER SECTION

Name of SBT Farm: Enter the name of the SBT farm to which SBT were transferred.

Date Range of transfers: Enter dates for the First and Last days of transfer.

Average Weight (kg) of fish: Enter the average weight (kg) of all fish transferred.

Method of weight estimation: Enter the method used to estimate the average weight. Use 40FS for the 40 fish sampling method. For other methods, codes will be provided as they are developed.

Total Weight (kg): Enter the total verified weight (kg) for all fish transferred.

Number of Fish: Enter the total number of fish transferred, verified from the fish count.

• VALIDATION SECTION

Certification by Quota Holder: The Quota holder shall complete this section, with his/her full name, signature and date to certify that the form correctly records the fish that were transferred to the farm(s).

Validation by Authority: Enter the name and full title of the official[1] signing the document, together with the signature of the official, date (dd/mm/yyyy) and official seal.

[1] The official must be in the employment of, or delegated by, the competent authority of the Member, or Co-operating Non-Member where the farm sites are located. The Member or Co-operating Non-Member which utilizes a delegated entity shall submit a certified copy of such delegation to the Executive Secretary.

Commission for the Conservation of Southern Bluefin Tuna

FARM TRANSFER FORM

Catch Documentation Scheme

Document Number

FT -

• TRANSFERRING SECTION

CCSBT Farm Serial Number	Name of Transferring Farm	State/Fishing Entity

• TOWING SECTION

Name of Towing Vessel	Registration Number	Flag State/Fishing Entity	Date of Tow

Estimated Weight (kg) of Fish	Estimated Number of Fish

• RECEIVING SECTION

CCSBT Farm Serial Number	Name of Receiving Farm	State/Fishing Entity

• CERTIFICATION SECTION

Certification **by Transferring Farm:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Signature	Date

Certification **by Receiving Farm:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Signature	Date

Commission for the Conservation of Southern Bluefin Tuna

FARM TRANSFER FORM

INSTRUCTION SHEET

This form is to be issued by the State/Fishing Entity that holds the national quota allocation against which these SBT have been taken.

This form must accompany each transfer of SBT between farms and a copy of the form must be provided to the issuing State/Fishing Entity.

If a language other than one of the CCSBT official languages (English and Japanese) is used in completing the form, please add the English or Japanese translation on the Document.

The Farm Transfer Form has 4 main sections: (1) Transferring Section; (2) Towing Section; (3) Receiving Section; and (4) Certification Section. All sections of this form must be completed

The top of the form contains 1 additional piece of information that must always be completed. This is -

Document Number: Enter the unique document number that was allocated by the State/Fishing Entity of origin for this form.

• TRANSFERRING SECTION

CCSBT Farm Serial Number: Enter the serial number of the farm as recorded on the CCSBT list of authorised farms.

Name of Transferring Farm: Enter the name of the SBT Farm that the fish are being transferred from.

State / Fishing Entity: Enter the State or Fishing Entity of the transferring farm.

• TOWING SECTION

Name of Towing Vessel: Enter the name of the towing vessel.

Registration Number: Enter the Registration Number of the towing vessel.

State / Fishing Entity: Enter the Flag State or Fishing Entity of the towing vessel.

Date of Tow: Enter the date of the tow (dd/mm/yyyy).

Estimated Weight (kg) of Fish: Enter the estimated weight (kg) of the fish being transferred.

Estimated number of fish: Enter the estimated number of fish being transferred during the tow.

• RECEIVING SECTION

CCSBT Farm Serial Number: Enter the serial number of the farm as recorded on the CCSBT list of authorised farms.

Name of Receiving Farm: Enter the name of the SBT Farm that is receiving the fish.

Flag State / Fishing Entity: Enter the State or Fishing Entity of the receiving farm.

• CERTIFICATION SECTION

Certification by Transferring Farm: The representative of the transferring farm shall provide , his/her full name, signature and date (dd/mm/yyyy) to certify that the form correctly records the fish that are being transferred to the receiving farm.

Certification by Receiving Farm: The representative of the receiving farm shall provide , his/her full name, signature and date (dd/mm/yyyy) to certify that the form correctly records the fish that are being received from the transferring farm.

Commission for the Conservation of Southern Bluefin Tuna

CATCH MONITORING FORM

Catch Documentation Scheme

Document Number CM -

Catch Tagging Form Document Numbers	

• CATCH / HARVEST SECTION - Tick and complete only one part

☐ **For Wild Fishery**

Name of Catching Vessel	Registration Number	Flag State/Fishing Entity

Or

☐ **For Farmed SBT**

CCSBT Farm Serial Number	Name of Farm

Document Number(s) of associated Farm Stocking (FS) Form(s)

Description of Fish

Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Month of Catch/ Harvest (mm/yy)	Gear Code	CCSBT Statistical Area	Net Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)

* For Other (OT): Describe the Type of Product		* For Other (OT): Specify Conversion Factor	

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)

Validation **by Authority (not required for transhipments at sea):** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title		Signature	
		Date	

OFFICIAL SEAL

• INTERMEDIATE PRODUCT DESTINATION SECTION - (only for transhipments and/or exports) - tick and complete required part(s)

☐ **Transhipment**

Certification **by Master of Fishing Vessel:** I certify that the catch/harvest information is complete, true and correct to the best of my knowledge and belief.

Name		Date		Signature	

Name of Receiving Vessel	Registration Number	Flag State/Fishing Entity

And / Or

Certification **by Master of Receiving Vessel:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name		Date		Signature	

Signature **of Observer (only for transhipment at sea):**

Name		Date		Signature	

☐ **Export**

Point of Export*						**Destination** (State/Fishing Entity)
City		State or Province		State/Fishing Entity		

* For transhipments on the high seas, enter the CCSBT Statistical Area instead of State/Fishing Entity and leave other fields blank.

Certification **by Exporter:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Licence No. / Company Name	Date	Signature

Validation **by Authority:** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title		Signature	
		Date	

OFFICIAL SEAL

• FINAL PRODUCT DESTINATION SECTION - tick and complete only one destination

☐ **Landing of Domestic Product for Domestic sale.**

Certification of Domestic Sale: I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Address	Date	Weight (kg)	Signature

Or

☐ **Import**

Final Point of Import					
City		State or Province		State/Fishing Entity	

Certification **by Importer:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Address	Date	Signature

Commission for the Conservation of Southern Bluefin Tuna

CATCH MONITORING FORM

INSTRUCTION SHEET

This form is to be issued by the State/Fishing Entity that holds the national quota allocation against which these SBT have been taken.

This form (CMF) must accompany all transhipments, landings of domestic product, exports, imports and re-exports of SBT, and a copy of this form must be provided to the issuing State/Fishing Entity. The only exception is that exportation/import of fish parts other than the meat (i.e. head, eyes, roe, guts, tails) may be allowed without this document. Please note that:

- **For farms, Farm Stocking Form(s) must have been produced by the State/Fishing Entity for all SBT on the CMF and the document number of those Farm Stocking Form(s) must be recorded on the CMF.**
- **Catch Tagging Form(s) must have been completed for all SBT on the CMF and copies must be provided to the issuing State/Fishing Entity. The document numbers of these Catch Tagging Form(s) must be recorded on the CMF.**

If a language other than one of the CCSBT official languages (English and Japanese) is used in completing the form, please add the English or Japanese translation on the Document.
The Catch Monitoring Form has 3 main sections: (1) Catch/Harvest; (2) Intermediate Product Destination; and (3) Final Product Destination. The Catch/Harvest and Final Product Destination sections must always be completed. However, the Intermediate Product Destination section only needs to be completed if the product is being exported and/or transhipped.

The top of the form contains 2 additional pieces of information that must always be completed. These are:

Document Number: Enter the unique document number that was allocated by the State/Fishing Entity of origin for this form.

Catch Tagging Form Document numbers: Enter the unique document number of each Catch Tagging Form that is associated with this form. If there is insufficient room to enter all document numbers, enter this information on a separate page and attach that page.

• CATCH HARVEST SECTION - tick and complete only one part

Tick the box to specify whether the catch is for the Wild fishery or for Farmed SBT.
You must complete the part of the Catch Harvest section corresponding to the box that you ticked, and then complete the remainder of the section.

For Wild Fishery - This should only be completed for the wild fishery (not for farmed SBT)

Name of Catching Vessel: Enter the name of the catching vessel.

Registration Number: Enter the Registration Number of the catching vessel.

Flag State / Fishing Entity: Enter the Flag State or Fishing Entity of the catching vessel.

For Farmed SBT- This should only be completed for farmed SBT

CCSBT Farm Serial Number: Enter the serial number of the farm as recorded on the CCSBT list of authorised farms.

Name of Farm: Enter the Name of the Farm.

Document number(s) of the Associated Farm Stocking (FS) Form(s): Enter the unique document number of each Farm Stocking Form that is associated with this form. If there is insufficient room to enter all document numbers, enter this information on a separate page and attach that page.

Description of Fish

All SBT described in this section must be sent to the Final Product Destination. Split shipments are not permitted, so if SBT are to go to two or more different destinations, a separate Catch Monitoring Form must be completed for the catch sent to each destination.

The shipment of SBT must be described, to the highest degree of accuracy using the following information.

NOTE: One row shall describe one product type

Product: Enter the type of product being shipped as either FRESH (F) or FROZEN (FR).

Type: Enter the type code from the table below that most closely matches the type of the SBT. For OT, describe the type of product, and specify a conversion factor.

CODE	NAME	DESCRIPTION
RD	Round	SBT Without any processing
GGO	Gilled and Gutted - Tail on	Processed with gills and gut removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
GGT	Gilled and Gutted - Tail off	Processed with gills, gut and tail removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
DRO	Dressed - Tail on	Processed with gills, gut, operculae (gill plates/covers) and head removed. Dorsal, pelvic and anal fins may or may not be removed
DRT	Dressed - Tail off	Processed with gills, gut, operculae (gill plates/covers), head and tail removed. Dorsal, pelvic and anal fins may or may not be removed
FL	Fillet	Processed further than DRT, with the trunk cut into fillets
OT	Other	None of the above

Month of Catch/Harvest (mm/yy): Enter the month and year of harvest of the southern bluefin tuna; in the case of farmed fish, this applies to the month of kill, not the month of initial harvest.

Gear code: Identify the gear type that was used to harvest the southern bluefin tuna using the list below; for OTHER TYPE, describe the type of gear. In the case of farmed fish, write "FARM".

GEAR CODE	GEAR TYPE
BB	Baitboat
GILL	Gillnet
HAND	Handline
HARP	Harpoon
LL	Longline
MWT	Mid-water Trawl
PS	Purse Seine
RR	Rod and Reel
SPHL	Sport Handline
SPOR	Sport Fisheries Unclassified
SURF	Surface Fisheries Unclassified
TL	Tended Line
TRAP	Trap
TROL	Troll
UNCL	Unspecified Method
OT	Other Type

• CATCH HARVEST SECTION - (continued)

CCSBT Statistical Area: Enter the area in which the southern bluefin tuna were harvested using the main CCSBT Statistical Areas (1 to 10 and 14 to 15) or the other CCSBT Statistical Areas (11 to 13) where there is no corresponding main area. In the case of farmed fish, it is not necessary to fill in this column. A map showing the statistical areas is provided on page 3 of these instructions.

Net Weight (kg): Enter the net product weight in kilograms. In the case of farmed SBT, this is the weight at the time of harvest from the farm (as opposed to when originally caught)

Total Number of whole Fish (including RD,GGO,GGT,DRO,DRT): Enter the number of fish that remain whole. A fish remains whole despite cleaning, gilling and gutting, freezing, removing fins, operculae (gill plates/covers) and tail and removing the head or parts of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

For Other (OT) Describe the type of product: If Product Type is Other (OT), then describe the product.

For Other (OT) Specify the Conversion Factor: If Product Type is Other (OT) then specify the Conversion Factor to be used to convert this weight to a whole weight equivalent.

Name of Processing Establishment (if applicable): Enter the name of the establishment that processed the southern bluefin tuna (if applicable).

Address of Processing Establishment (if applicable): Enter the address of the establishment that processed the southern bluefin tuna (if applicable).

Validation

Validation by Authority (not required for transhipments at sea): If this is not a transhipment at sea, enter the name and full title of the official[1] signing the document, together with the signature of the official, date (dd/mm/yyyy) and official seal.

• INTERMEDIATE PRODUCT DESTINATION SECTION - only for transhipments and/or exports - tick and complete required part(s)

This section only needs to be completed if the product is being exported and/or transhipped.

Tick the box to specify whether the product is being transhipped or exported. If this is both a transhipment and an export then tick both boxes.

You must then complete the parts of the intermediate product destination section corresponding to the box(es) that you ticked.

Transhipment

Certification by Master of Fishing Vessel (only required for transhipments at sea): In the case of transhipments at sea, the master of the fishing vessel shall complete this section, with his/her full name, signature and date (dd/mm/yyyy) to certify that the form correctly records the catch/harvest information.

The next part should be completed by the Master of the vessel receiving the southern bluefin tuna.

Name of Receiving Vessel: Enter the name of the Receiving vessel.

Registration Number: Enter the Registration Number of the Receiving vessel.

Flag State / Fishing Entity: Enter the Flag State or Fishing Entity of the Receiving vessel.

Certification by Master of Receiving Vessel: The master of the receiving vessel shall complete this section, with his/her full name, signature and date (dd/mm/yyyy) to certify that the form correctly records the fish that were transferred to the receiving vessel.

Signature of Observer (only for transhipments at sea): If a transhipment is covered by the CCSBT Resolution on Establishing a Program for Transhipment by Large-Scale Fishing Vessels (i.e. is transhipped at sea), then the observer must enter his/her full name, signature and date (dd/mm/yyyy). If there were any discrepancies between the observed transhipment and the information recorded on the Catch Monitoring Form, the observer's transhipment report should document those discrepancies.

Export

Point of Export

City: Enter the City of Export.

State or Province: Enter the State or Province of Export.

State/Fishing Entity: Enter the State/Fishing Entity of Export. For transhipments on the high seas, enter the CCSBT Statistical Area where the transhipment occurred and leave other fields blank.

Destination

State/Fishing Entity: Enter the State/Fishing Entity to which the southern bluefin tuna is being exported.

Certification by Exporter: The Exporter[2] must provide his/her name, signature, date (dd/mm/yyyy) and either the exporter license number or the exporter company name to certify the information provided in relation to the export shipment (i.e. that the form correctly records what is being exported). If the exporter does not have a licence number or exporter company name, then they should write their own name in this field.

Validation by Authority: Enter the name and full title of the official[1] signing the document, together with the signature of the official, date (dd/mm/yyyy) and official seal.

• FINAL PRODUCT DESTINATION SECTION -tick and complete only one Destination

Tick the box to specify whether the final destination of the product is for landing of domestic product or for import.

You must then complete the part of the final product destination section corresponding to the box that you ticked.

Landing of Domestic Product for Domestic Sale

Certification of domestic sale: The person or company that receives southern bluefin tuna from a domestic vessel for the purpose of domestic sale must provide his/her/its name, address, signature, and date (dd/mm/yyyy) on which the southern bluefin tuna was received.

Each buyer must also provide his/her name, address, signature, date (dd/mm/yyyy) on which the southern bluefin tuna was received, and weight purchased.

Import

Final Point of Import

City: Enter the City of Import.

State or Province: Enter the State or Province of Import.

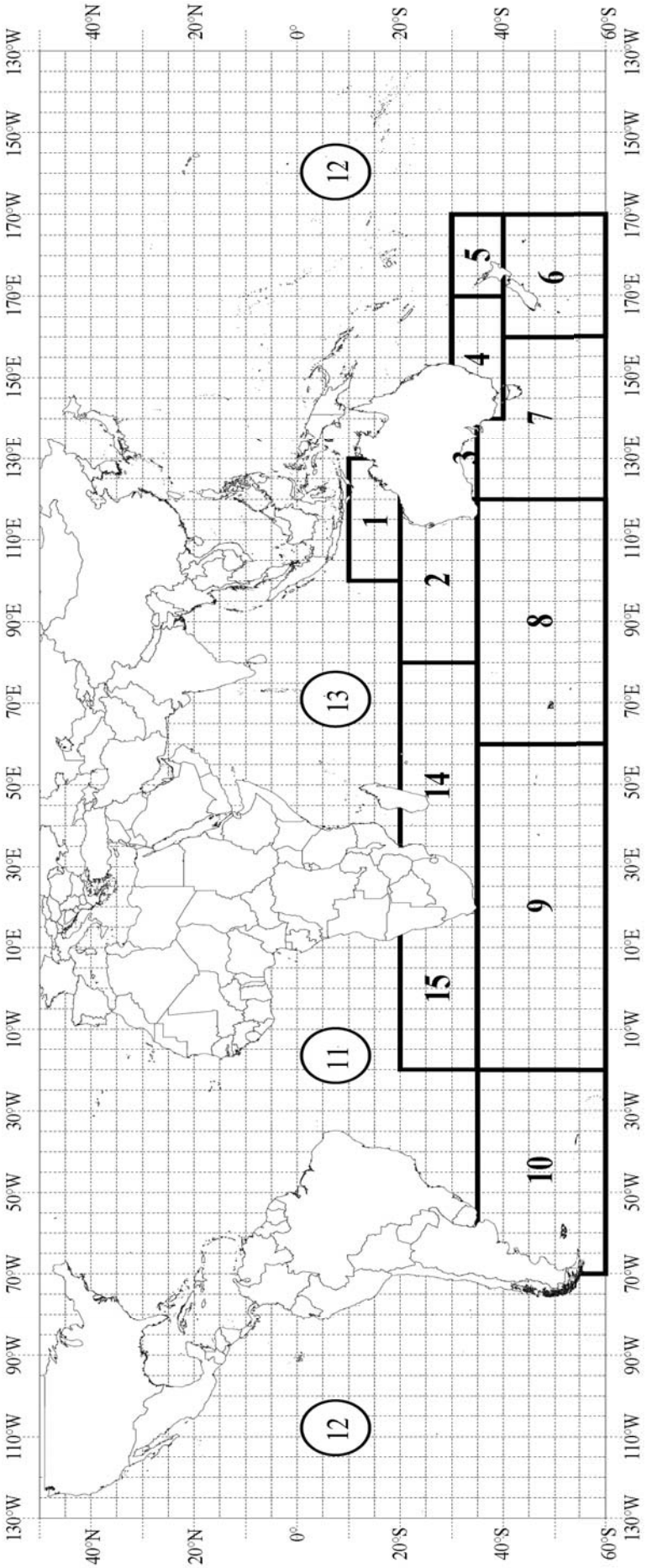
State/Fishing Entity: Enter the State/Fishing Entity of Final Import.

Certification by Importer: The person or company that imports southern bluefin tuna must provide his/her/its name, address, signature, date (dd/mm/yyyy) on which the southern bluefin tuna was imported. For fresh and chilled product, the signature of the importer may be substituted by a person of a customs clearance company when the authority for signature is properly accredited to it by the importer.

[1] The official must be in the employment of, or delegated by, the competent authority of the Member, or Co-operating Non-Member that issued the Catch Monitoring Form. The Member or Co-operating Non-Member which utilizes a delegated entity shall submit a certified copy of such delegation to the Executive Secretary.

[2] The individual certifying as 'Exporter' must be an appropriate authority approved by the exporting company to make this declaration on the company's behalf, but it must not be the same individual as the authority validating the export.

- **Map of CCSBT Statistical Areas**



Commission for the Conservation of Southern Bluefin Tuna

RE-EXPORT/EXPORT AFTER LANDING OF DOMESTIC PRODUCT FORM

Catch Documentation Scheme

Document Number RE -

☐ Re-Export ⟵ Or ⟶ ☐ Export after Landing of Domestic Product (tick only one)

Within this form, the term "Export" includes both exports and re-exports

☐ Full Shipment ⟵ Or ⟶ ☐ Partial Shipment (tick only one)

Form Number of Preceding Document (Catch Monitoring Form, or Re-Export/Export After Landing of Domestic Product Form)	

• EXPORT SECTION

Exporting State/Fishing Entity	Point of Export		
	City	State or Province	State/Fishing Entity

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)

Catch Tagging Form Document Numbers (if applicable)	

Description of Fish from previous CDS Document			
Flag State/Fishing Entity		Date of previous Import/Landing	
Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)
* For Other (OT): Describe the type of product			

Description of Fish being Exported			
Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)
* For Other (OT): Describe the type of product			

Destination (State/Fishing Entity)

Certification **by Exporter:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.			
Name	Signature	Date	Licence No. / Company Name

Validation **by Authority:** I validate that the above information is complete, true and correct to the best of my knowledge and belief.		
Name and Title	Signature	OFFICIAL SEAL
	Date	

• IMPORT SECTION

Final Point of Import		
City	State or Province	State/Fishing Entity

Certification **by Importer:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.			
Name	Address	Signature	Date

NOTE: The organization/person which validates the Export section shall verify the copy of the original CCSBT CDS Document. Such a verified copy of the original CCSBT CDS document must be attached to the Re-export/Export after Landing of Domestic Product (RE) Form. When SBT is Exported, all verified copies of concerned forms must be attached.

RE-EXPORT/EXPORT AFTER LANDING OF DOMESTIC PRODUCT FORM

INSTRUCTION SHEET

This form must accompany all re-exports of SBT and all exports of SBT that have previously been landed as domestic product, and a copy must be provided to the issuing State/Fishing Entity.

In addition, this form must be accompanied by a copy of the associated Catch Monitoring Form and copies of any previously issued Re-Export/Export after Landing of Domestic Product Forms for the SBT being exported.

This form is not required for the "first" export of the particular SBT if those SBT are being landed for the sole purpose of exporting. In this circumstance, only a Catch Monitoring Form needs to be created and accompany the product.

If a language other than one of the CCSBT official languages (English and Japanese) is used in completing the form, please add the English or Japanese translation on the Document.
The Re-export/Export after Landing of Domestic Product Form has 2 main sections: (1) Export; and (2) Import.

Within this form, the term "Export" includes both Exports and Re-exports.

The top of the form contains 4 additional pieces of information that must always be completed. These are -

Re-Export or Export after Landing of Domestic Product: Tick only one box to indicate whether this is a Re-Export, or an Export after Landing of Domestic Product.

Document Number: Enter the unique document number that was allocated by the State/Fishing Entity of origin for this form.

Full Shipment or Partial Shipment: Tick only one box to specify whether this Information is for a full or partial shipment. A Full shipment is where all the SBT in the preceding document are being exported.

Form number of Preceding Document: Enter the unique Document Number of the CDS form that precedes this. (Catch Monitoring Form or Re-Export/Export after Landing of Domestic Product Form).

• EXPORT SECTION

Exporting State/Fishing Entity: Enter the Exporting State/Fishing Entity.

Point of Export: Enter the City, State or Province, and State/Fishing Entity of the point of Export.

Name of Processing Establishment (If applicable): Enter the full name of the Processing establishment (only required if further processing has taken place since the preceding CDS form).

Address of Processing Establishment (If applicable): Enter the full Address of the Processing establishment (only required if further processing has taken place since the preceding CDS form).

Catch Tagging Form Document Number(s) (if applicable): Enter the Document number of any Catch Tagging Forms that are associated with this form. This will be a subset of the Catch Tagging Forms that were recorded on the previous CDS document. The subset should include the Catch Tagging Forms for all whole SBT (including RD,GG,DR etc) that are being exported on this form. If no whole SBT are being exported, this field can be left empty.

Description of Fish from previous CDS Document

This section must describe all the SBT from the previous CDS document.

Flag State/ Fishing Entity: Enter the original catch/harvest Flag State/Fishing Entity.

Date of previous Import/Landing: Enter the date (dd/mm/yyyy) of the import or landing from the previous CDS document.

NOTE: Each row shall describe only one product type

Product: Enter the product as either FRESH (F) or FROZEN (FR).

Type: Enter the type code from the table below that most closely matches the type of the SBT. For OT, describe the type of product, and specify a conversion factor.

CODE	NAME	DESCRIPTION
RD	Round	SBT Without any processing
GGO	Gilled and Gutted - Tail on	Processed with gills and gut removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
GGT	Gilled and Gutted - Tail off	Processed with gills, gut and tail removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
DRO	Dressed - Tail on	Processed with gills, gut, operculae (gill plates/covers) and head removed. Dorsal, pelvic and anal fins may or may not be removed
DRT	Dressed - Tail off	Processed with gills, gut, operculae (gill plates/covers), head and tail removed. Dorsal, pelvic and anal fins may or may not be removed
FL	Fillet	Processed further than DRT, with the trunk cut into fillets
OT	Other	None of the above

Weight(kg): Enter the weight (kg) of the fish.

Total Number of whole Fish (including RD,GGO,GGT,DRO,DRT): Enter the number of fish that remain whole. A fish remains whole despite cleaning, gilling and gutting, freezing, removing fins, operculae (gill plates/covers) and tail and removing the head or parts of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

Other: Describe the type of product (if type is Other).

Description of Fish being Exported

This Export of SBT must be described, the the highest degree of accuracy using the following information.

NOTE: Each row shall describe only one product type.

Product: Enter the product being exported as either FRESH (F) or FROZEN (FR).

Type: Enter the type code from the table of 'Types' in the previous section of these instructions that most closely matches the type of the SBT. For OT, describe the type of product, and specify a conversion factor.

Weight(kg): Enter the weight (kg) of the fish being Exported.

Total Number of whole Fish (including RD,GGO,GGT,DRO,DRT): Enter the number of fish that remain whole. A fish remains whole despite cleaning, gilling and gutting, freezing, removing fins, operculae (gill plates/covers) and tail and removing the head or parts of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

Other: Describe the type of product (if type is Other).

Destination (State/Fishing Entity): Enter the State/Fishing Entity to which the southern bluefin tuna is being exported.

Certification and Validation

Certification by Exporter: The Exporter[1] must provide his/her name, signature, date (dd/mm/yyyy) and either the exporter license number or the exporter company name to certify the information provided in relation to the export shipment (i.e. that the form correctly records what is being exported). If the exporter does not have a licence number or exporter company name, then they should write their own name in this field.

Validation by Authority: Enter the name and full title of the official[2] signing the document, together with the signature of the official, date (dd/mm/yyyy) and official seal.

[1] The individual certifying as 'Exporter' must be an appropriate authority approved by the exporting company to make this declaration on the company's behalf, but it must not be the same individual as the authority validating the export.

[2] The official must be in the employment of, or delegated by, the competent authority of the State/Fishing Entity that exported the SBT appearing on the document. The Member, Co-operating Non-Member or Other State/Fishing Entity Cooperating in the CDS which utilizes a delegated entity shall submit a certified copy of such delegation to the Executive Secretary.

• IMPORT SECTION

Final Point of Import

City: Enter the City of Import.
State or Province: Enter the State or Province of Import.
State/Fishing Entity: Enter the State/Fishing Entity of Final Import.

Certification

Certification by Importer: The person or company that imports southern bluefin tuna must provide his/her/its name, address, signature, date (dd/mm/yyyy) on which the southern bluefin tuna was imported. For fresh and chilled product, the signature of the importer may be substituted by a person of a customs clearance company when the authority for signature is properly accredited to it by the importer.

Commission for the Conservation of Southern Bluefin Tuna

CATCH TAGGING FORM

Catch Documentation Scheme

Document Number

T -

☐ Wild Harvest ⟵ Or ⟶ ☐ Farmed (tick only one)

Document Number of Associated Catch Monitoring Form	

• CATCH SECTION

Name of Fishing Vessel (or Farm)	Vessel Registration Number (or CCSBT Farm Serial Number)	Flag State/Fishing Entity

Information on Other form(s) of Capture (eg. Trap)

Tag Information						
CCSBT Tag Number	Type: RD/GGO/ GGT/DRO/ DRT	Weight (kg)	Fork Length (cm)	Gear Code (if applicable)	CCSBT Statistical Area of Catch (if applicable)	Month of Harvest (mm/yy)

Commission for the Conservation of Southern Bluefin Tuna

CATCH TAGGING FORM

INSTRUCTION SHEET

This form is to be issued by the State/Fishing Entity that holds the national quota allocation against which these SBT have been taken.

This form must be completed and provided to the issuing State/Fishing Entity when completing the associated Catch Monitoring Form.

If a language other than one of the CCSBT official languages (English and Japanese) is used in completing the form, please add the English or Japanese translation on the Document. Completed Catch Tagging Forms shall be provided to the Flag State/Fishing Entity, who shall provide the information in the Catch Tagging Form to the CCSBT Executive Secretary in an electronic format on a quarterly basis.

The Catch Tagging Form has one main section (1) Catch.

The top of the form contains 3 additional pieces of information that must always be completed. These are -

Document Number: Enter the unique document number that was allocated by the State/Fishing Entity of origin for this form.

Wild Harvest or Farmed: Tick only one box to specify whether this information is from a Wild Capture, or from a Farm.

Document number of Associated Catch Monitoring Form: Enter the unique Document Number of the Catch Monitoring Form that relates to this form.

• CATCH SECTION

Name of Fishing Vessel (or Farm): For farmed SBT, enter the name of the farm from which the SBT were harvested. For other SBT enter the name of the catching vessel.

Vessel Registration Number (or CCSBT Farm Serial Number): Enter the Registration Number of the Catching Vessel (or the CCSBT Farm Serial Number from the CCSBT Record of Authorised Farms).

Flag State/Fishing Entity: Enter the State or Fishing Entity of the Vessel or Farm.

Information on Other forms of Capture: Enter any relevant information on the form of capture (eg. Trap).

Tag Information

The Tagging information for each fish must be recorded.

NOTE: One row shall describe one tagged southern bluefin tuna.

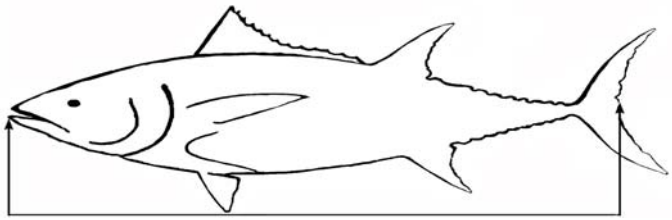
CCSBT Tag Number: Enter the unique tag number of the tag that has been inserted into the fish.

Type: Enter the type code from the table below that most closely matches the type of the SBT.

CODE	NAME	DESCRIPTION
RD	Round	SBT Without any processing
GGO	Gilled and Gutted - Tail on	Processed with gills and gut removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
GGT	Gilled and Gutted - Tail off	Processed with gills, gut and tail removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed
DRO	Dressed - Tail on	Processed with gills, gut, operculae (gill plates/covers) and head removed. Dorsal, pelvic and anal fins may or may not be removed
DRT	Dressed - Tail off	Processed with gills, gut, operculae (gill plates/covers), head and tail removed. Dorsal, pelvic and anal fins may or may not be removed

Weight (kg): Enter the weight (kg) of the fish.

Fork Length (cm): Enter the fork length of the fish, rounded to the nearest whole centimetre. Measure the straight line horizontal (not curved over body) length of the fish from the closed mouth to the fork of the tail before freezing and tailing as shown in the diagram below.



Gear code (if applicable): Identify the gear type that was used to harvest the southern bluefin tuna using the list below; for OTHER TYPE, describe the type of gear. In the case of farmed fish, write "FARM".

GEAR CODE	GEAR TYPE
BB	Baitboat
GILL	Gillnet
HAND	Handline
HARP	Harpoon
LL	Longline
MWT	Mid-water Trawl
PS	Purse Seine
RR	Rod and Reel
SPHL	Sport Handline
SPOR	Sport Fisheries Unclassified
SURF	Surface Fisheries Unclassified
TL	Tended Line
TRAP	Trap
TROL	Troll
UNCL	Unspecified Method
OT	Other Type

CCSBT Statistical Area of Catch (if applicable): Enter the area in which the southern bluefin tuna were harvested using the main CCSBT Statistical Areas (1 to 10 and 14 to 15) or the other CCSBT Statistical Areas areas (11 to 13) where there is no corresponding main area. In the case of farmed fish, it is not necessary to fill in this column.

Month of Harvest (mm/yy): Enter the month and year of harvest of the southern bluefin tuna tagged; in case of farmed fish, this applies to the time of kill, not the time of initial harvest.

Certification and Validation

Certification: An appropriate authority should complete this section, with his/her full name, signature, date and title to certify that the form correctly records the tagging information.

Appendix 2

Minimum Procedural and Information Standards for CCSBT Member and Cooperating Non-Member Tagging Programmes

General requirements of an SBT tagging system

1. As outlined in section 1.7 and 1.8 of the Resolution, the SBT tag shall remain on each individual fish while the fish carcass remains whole. A fish remains whole despite cleaning, gilling and gutting, freezing, removing fins, operculae (gill plates/covers) and tail and removing the head or parts of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

2. Members and Cooperating Non-Members shall take steps to ensure that SBT tags cannot be reused.

Specifications for SBT tags

3. Each SBT tag shall meet the following minimum standards:

    a. have a unique pre-recorded tag number in an easily readable form;

    b. tag numbering shall include a unique flag state identifier and a fishing year identifier (e.g. NZ-2008-000001);

    c. be able to be securely fastened to SBT;

    d. be non-reusable, tamper-proof and secure from counterfeiting or replication;

    e. be able to withstand at least negative sixty (60) degrees Celsius temperatures, salt water and rough-handling; and

    f. be food safe.

General requirements for tag related information

4. Members and Cooperating Non-Members shall record the distribution of SBT tags to entities they authorise to fish for, or farm, SBT.

5. In relation to each tag, Members and Cooperating Non-Members shall ensure their vessels and operators, and the relevant authorities have reporting procedures and formats allowing the collection of the required tagging information which must include month, area, and method of capture, and weight and length for each SBT.

6. All requirements of the CCSBT CDS Resolution outlined in Sections 5 – 9 of this resolution apply to tagging documentation and information for Members and Cooperating Non-Members implementing tagging programmes.

Appendix 3

Content of the Executive Secretary's Six Monthly Reports to the Extended Commission

The reports in this Appendix are only to be provided to a designated authority of each Member.

With this Appendix, the following abbreviations are used to refer to different form types:

- FSF – Farm Stocking Form
- FTF – Farm Transfer Form
- CMF – Catch Monitoring Form
- REEF – Re-Export/Export after Landing of Domestic Product Form
- CTF – Catch Tagging Form

During the first year of the CDS, there will not be sufficient information from the CDS for all reports to be produced. It is also accepted that there will be delays in producing reports during the first year of the CDS while the Secretariat is in the process of developing the CDS database and associated reporting mechanisms.

Production Reports

Two production reports are to be produced.

(1) Production summary and reported catch comparison report

This report uses data from the CMF together with mortalities from the FSF to estimate the quota year catch of each Member and Cooperating Member. This should only be conducted for completed quota years and where sufficient CDS data is available. Processed weights from the CDS should be converted to whole weights using conversion factors supplied by each Member if available and the "best" alternative conversion factor where the Member has not provided a conversion factor to use. All conversion factor values used in the report should be listed. The report should also provide the reported quota year catch from the Member/Cooperating Non-Member (if that is available) for comparative purposes.

- Flag State/Fishing Entity;
- Quota year[1];
- Total estimated whole weight of SBT by fishing gear from the CDS;
- Total whole weight of SBT by fishing gear as reported by the Member (if available); and

[1] Members have different quota years, so the actual quota year period of each Member should be used and these periods should be shown in the report to prevent confusion. This report should also contain a history of recent quota years (with any updated estimates from both CDS and Member's reports) for which there is sufficient CDS data.

- Comments[2].

(2) Detailed production summary report

This report is similar to the Annex 2 report from the TIS. It uses data from CMF and CTF to provide the following information:

- Flag Member/Cooperating Non-Member;
- Captured, farm harvest, or farm catch/towing mortality
- Product (F/FR);
- Processed Type (RD/GGO/GGT/DRO/DRT//FL/OT etc.).
- Month and year of harvest;
- Gear code;
- Statistical area;
- Point of export (only if exported);
- Month and year of export (only if exported);
- State/Fishing Entity at final destination;
- Month and year at arrival at final destination;
  and within the above groupings, the following quantities
  - Number of SBT; and
  - Net weight of SBT.

REEF Reports

Two reports relating to the REEF form are to be produced.

(1) Detailed REEF summary report

This report is similar to the Annex 4 report from the TIS. This report uses data from both the CMF and REEF to provide the information below:

- Original catching State/Fishing Entity
- Currently exporting State/Fishing Entity[3];
- Point of export;
- Year and month of export[4]
- Importing State/Fishing Entity;
- Product exported (F/FR);
- Type exported (RD/GGO/GGT/DRO/DRT//FL/OT); and
  within the above groupings, the
  - Net weight and Number of SBT exported.

[2] Comments may be required to provide additional information for interpreting the figures, for example, to indicate that a Member's report includes catches (such as recreational catch) that is not covered by the CDS, or that the CDS data may not be fully up to date for the most recent year etc.

[3] This is the exporting State/Fishing Entity on the REEF form in question, not from preceding REEF forms or the CMF.

[4] As determined by the export certification date.

(2) REEF discrepancy report

This report should examine all REEF forms and associated CMFs, and produce a list of any CMF forms that have been "over utilised[5]" in subsequent exports and re-exports. The list should identify:

- The document number, flag, product type(s) and weight(s) in each over utilised CMF form;
- The document number, exporting flag, product type(s) and weight(s) of the associated REEF form(s); and
- Other information agreed by the Compliance Committee.

Tagging Reports:

One tagging report is to be produced.

(1) Tag summary report

This report uses data from both the CTF and CMF to provide the following information

- Flag State/Fishing Entity;
- Total number and net weight of SBT tagged; and
- Total number and net weight of SBT reported on associated CMF's.

Transhipment Reports

Two transhipment reports are to be produced.

(1) Transhipment summary report

This report uses data from the CMF together with transhipment declarations and observer reports to provide the following summary information for transhipments of SBT.

- Flag of catching vessel;
- Month and year of transhipment;
- Flag of transhipment vessel;
- State/Fishing Entity at final destination;
  and within the above groupings, the following quantities
  - Number of transhipments;
  - Number of SBT according to the CMF;
  - Net weight of SBT according to the CMF;
  - Net weight of SBT according to the transhipment declaration; and
  - Net weight of SBT according to the transhipment observer report.

[5] An over-utilised CMF is where subsequent exports/re-exports of fish from the CMF have exceeded the original quantity of fish reported on the CMF.

(2) Transhipment discrepancy report

This report produces details of each transhipment in which the weight of SBT in the CMF differs from the weight of SBT in either the transhipment declaration, or the transhipment observer report.

- Flag, name and registration number of catching vessel;
- Date of transhipment;
- Flag, name and registration number of transhipment vessel;
- Net weight and Type of SBT according to the CMF;
- Net weight and Type of SBT according to the transhipment declaration; and
- Net weight and Type of SBT according to the transhipment observer report.

Farm Reports

Two farm reports are to be produced. These reports should be produced to cover a catching and farming period that covers the usual "season" for the relevant State/Fishing Entity.

(1) Farm summary report

This report uses data from the FSF and CMF to provide the following aggregate information for farmed SBT from each Flag State/Fishing Entity. This report is similar to the 6 monthly farms reports produced by Australia as part of the Trade Information Scheme.

- Flag and total number of catching vessels;
- Date range of capture;
- Statistical area(s) of capture;
- Total number and weight of mortalities during towing;
- Date range of transfers to farms;
- Total number and weight of SBT transferred into farms;
- Minimum, maximum and median of the average weights over all transfers;
- Date range of harvest from farms; and
- Total number and weight of SBT harvested from farms.

(2) Farm discrepancy report

This report produces details for each farm in which the number of SBT transferred into the farm (according to the FSF and adjusted according to the FTF) is greater than the number of SBT harvested from that farm according to the CMF.

- Flag, and name of the farm;
- Date range of transfers to this farm from initial tow cages;
- Total number and weight of SBT transferred into this farm from initial tow cages;
- Date range of transfers to/from this farm from/to other farms;
- Total number and weight of SBT transferred to/from this farm from/to other farms;
- Date range of harvest from this farm; and
- Total number and weight of SBT harvested from this farm.

Reconciliation Reports

CDS documentation will be sent to the Secretariat on a quarterly basis from multiple sources. The same document may be sent to the Secretariat at different times. For example, when SBT are exported or transhipped, and again when the same SBT are imported or landed as domestic product. The reconciliation reports should be designed to provide aggregate information concerning the number and types of documents that are expected, but that have yet to be received from each State/Fishing Entity. These reports should also identify if any discrepancies occur between the figures in the forms from the different sources. The Secretariat should design and produce these reports after the CDS has been in operation for 12 months.

Form checks for data entry and validation using eCDS

The following tables contain a listing of the checks that are required during data entry and error checking of forms by users. They include individual field checks, and cross field/form checks. This list has been extracted from current checks in the Secretariat's system. Additional checks will be identified when the final eCDS specifications are developed.

Table 1: General Field/Cross field Checks for all forms

Field	Check
Form Numbers	• Must be unique (with no duplicates in the database) • Must be in the correct format containing the form prefix, followed by unique flag state identifier and 2 digit year identifier. e.g. CMF Form in the format CMAU13xxxxx - represents an Australian CMF issued during 2013 REEF Form in the format REJP12xxxxx - represents a Japanese REEF issued during 2012 CTF Form in the format TID12xxxxx - represents an Indonesian CTF issued during 2012
Dates	• Must be complete date in dd/mm/yyyy format • Must not be in the future
Product (F/FR)	• Must use a valid code (from the Codes table)
Type (RD/GGO/DRO/DRT/FL/OT)	• Must be a valid code (from the Codes table) • If OT, then type of Product and Conversion Factor also need to be provided
Gear Code	• Must be a valid code (from the Codes table)
CCSBT Statistical Area	• Should be a valid Statistical Area (from the Codes table)
Net Weight (kg)	• Must be a number greater than 0 • Can be decimal

Total Number of Fish	• Must be a whole number greater than 0
Weight and Number	• Check average weight is greater than 9kg per fish, and less than 300kg per fish for each row in description of Fish
Conversion Factors	• Must be a decimal number greater than 1
City	• Must be chosen from a list and be a valid code in the Codes table • Should be valid for the State/Fishing Entity provided
State or Province	• Must be chosen from a list and be a valid code in the Codes table • Should be valid for the State/Fishing Entity provided
State/Fishing Entity	• Must be chosen from a list and be valid code in the Codes table
Destination	• Must be chosen from a list and be a valid code in the Codes table

Table 2: Field and Cross field/form checks for CMF (in addition to the General checks listed in Table 1)

Field	Check
Catch Tagging Form Numbers	• Check that the CTF(s) recorded on the CMF(s) already exist(s) on the database • Check for matching form numbers between CMF and CTF data • Check that the number of CTF forms in the system match the number of CTF forms listed on the CMF • Check that the total Number of Fish matches between CMF and CTF • Check that the total weight matches between CMF and CTF, allowing for a +/- 2.5% difference (Where product types differ between the CMF and CTF, Conversion Factors will need to be used to first convert the values to whole weights before conducting the weight cross-checking)
Catch/Harvest Vessel	• Check that the vessel was authorised to fish on the harvest dates specified in the Description of Fish Section
Farm	• Check that the Farm was authorised to harvest on the dates specified in the Description of Fish Section

Farm Stocking Form (FSF) Numbers	• Check that the FSF recorded on the CMF already exists on the database • Check that the farm listed on the CMF matches a farm listed on the FSF
Month of Catch Harvest	• Must be a complete date in dd/mm/yyyy format (default to 1st day of month if not specified) • Database supports Date1 and Date 2 as some Members use a date range
Gear Code	• The code 'FARM' code should only be used by Australia • The code 'FARM' cannot be selected if fish are from a wild fishery
Statistical Area (Description of Fish)	• Check the Statistical area against the Catch Country and ensure it is an expected area for that Country
All Validators	• Must be authorised to validate on the validator signed date specified
Receiving Vessel for Transhipments	• Must be authorised to tranship on the transhipment dates specified
Export State/Fishing Entity	• Check that this matches the Catch Country for most Members. (there are some exceptions where Members may export from a different State/Fishing Entity)
Domestic Landing Weights	• Total weight in Domestic Landing Section should be within 2.5% of the total weight in the Description of Fish section • Individual weight per data row should be greater than 1kg
Import State/Fishing Entity	• Should match the Destination provided in the Export section

Table 3: Field and Cross field/form checks for REEF (in addition to the General checks listed in Table 1)

Field	Check
Form Number of Preceding Document	• Check that the form number(s) entered already exist(s) on the database
Full or Partial Shipment	• Where Full Shipment is selected, the system must check to ensure that the document listed in the Form Number of Preceding Document has not been linked to any other REEF forms
Form Number of Preceding Document	• The total weight & number in the Fish being exported section should be added to the total weight and number from all other REEF forms that refer to the same Preceding Form to ensure that the total weight and number Reexported from a single Preceding Document does not exceed the total weight and number provided on the Preceding Document
Exporting State/Fishing Entity	• Should match the 2-alpha country code used in the Document Number
Point of Export State/Fishing Entity	• Should match the Exporting State/Country Code for Most Members (there are some exceptions where Members may export from a different State/Fishing Entity)
Catch Tagging Form Document Numbers	• Should already exist on the database • Country Code from CTF forms should match the Country Code from the Preceding Document (i.e. where the preceding document is a CMF, the CTF forms should be the correct ones for that CMF)
Flag State/Fishing Entity from Previous CDS Document	• Should match the final destination State/Entity from the Preceding Document
Date of Previous Landing	• Must be before the validation dates on the REEF form
Validator	• Must be authorised to validate on the validator signed date
Import State/Fishing Entity	• Should match the Destination State/Entity

Table 4: Field and Cross field/form checks for CTF (in addition to the General checks listed in Table 1)

Field	Check
CCSBT Tag Number	• Must be a unique number (with no duplicates in the database) • Must contain a flag state identifier and a 2 digit fishing year identifier (i.e NZ-12-xxxx)
Fork Length	• Must be provided in cm • Must be a whole number greater than 0
Month of Harvest	• Must be a complete date in dd/mm/yyyy format (default to 1st day of month if not specified)
Date of Certification	• Must be AFTER dates provided for Month of Harvest

Annex D

Form Users and Roles

Attached are copies of the three CDS forms that will initially be implemented in an eCDS. They contain shading and information on which user(s)/user roles would be expected/required to complete the various sections of the form.

It is important to note that for each of the forms, it is possible that a single user will have different roles, and may be able to complete more than one part of the form.

The main exceptions to this are as follows:

- A Validator may NOT also certify any part of the same CDS form. However it may be the same person that VALIDATES each section.
- A single Certifier may complete multiple lines in a CMF for Landing of Domestic Product for domestic sale. This means that a single, or different, Certifiers can complete the different rows (labelled on the form as “5a”,”5b” etc.)
- The forms have been shown with a form ‘Creator’ completing the initial section of the form, and others users completing other sections. However it may be in some instances (such as on a CTF) that it is the Certifier that completes the entire form and certifies it. This would require that user to have both ‘Creator’ and ‘Certifier’ roles. On a REEF form, it is possible that Certifier 1 (as shown on the form) would also be the Creator and may complete both the header and Export information. However, this person must be a different user to Certifier 2 who would complete the Import Information.

- An Administrator and the Secretariat may complete all parts of any form.

Commission for the Conservation of Southern Bluefin Tuna

CATCH MONITORING FORM

Document Number: CM - Administrator

Catch Tagging Form Document Numbers	Creator

• CATCH / HARVEST SECTION - Tick and complete only one part

☐ **For Wild Fishery**

Name of Catching Vessel	Registration Number	Flag State/Fishing Entity
Creator	Creator	Creator

Or

☐ **For Farmed SBT**

CCSBT Farm Serial Number	Name of Farm
Creator	Creator

Document Number(s) of associated Farm Stocking (FS) Form(s)
Creator

Description of Fish

Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Month of Catch/ Harvest (mm/yy)	Gear Code	CCSBT Statistical Area	Net Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)
Creator						
Creator						
Creator						
Creator						

* For Other (OT): Describe the Type of Product	Creator	* For Other (OT): Specify Conversion Factor	Creator

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)
Creator	Creator

Validation **by Authority (not required for transhipments at sea):** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title	Validator # 1	Signature	Validator # 1
		Date	Validator # 1

OFFICIAL SEAL

• INTERMEDIATE PRODUCT DESTINATION SECTION - (only for transhipments and/or exports) - tick and complete required part(s)

☐ **Transhipment**

Certification **by Master of Fishing Vessel:** I certify that the catch/harvest information is complete, true and correct to the best of my knowledge and belief.

Name	Certifier # 1	Date	Certifier # 1	Signature	Certifier # 1

And / Or

Name of Receiving Vessel	Registration Number	Flag State/Fishing Entity
Certifier # 1	Certifier # 1	Certifier # 1

Certification **by Master of Receiving Vessel:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Certifier # 2	Date	Certifier # 2	Signature	Certifier # 2

Signature **of Observer (only for transhipment at sea):**

Name	Certifier # 3	Date	Certifier # 3	Signature	Certifier # 3

☐ **Export**

Point of Export*						Destination (State/Fishing Entity)
City	Certifier # 4	State or Province	Certifier # 4	State/Fishing Entity	Certifier # 4	Certifier # 4

* For transhipments on the high seas, enter the CCSBT Statistical Area instead of State/Fishing Entity and leave other fields blank.

Certification **by Exporter:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Licence No. / Company Name	Date	Signature
Certifier # 4	Certifier # 4	Certifier # 4	Certifier # 4

Validation **by Authority:** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title	Validator # 2	Signature	Validator # 2
		Date	Validator # 2

OFFICIAL SEAL

• FINAL PRODUCT DESTINATION SECTION - tick and complete only one destination

☐ **Landing of Domestic Product for Domestic sale.**

Certification of Domestic Sale: I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Address	Date	Weight (kg)	Signature
Certifier # 5a	Certifier # 5a	Certifier # 5a	Certifier # 5a	Certifier # 5a
Certifier # 5b	Certifier # 5b	Certifier # 5b	Certifier # 5b	Certifier # 5b
... There May be	many more certifiers here			

Or

☐ **Import**

Final Point of Import					
City	Certifier # 6	State or Province	Certifier # 6	State/Fishing Entity	Certifier # 6

Certification **by Importer:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Address	Date	Signature
Certifier #6	Certifier # 6	Certifier # 6	Certifier # 6

Commission for the Conservation of Southern Bluefin Tuna

RE-EXPORT/EXPORT AFTER LANDING OF DOMESTIC PRODUCT FORM

Catch Documentation Scheme

Document Number

RE - Administrator

☐ Re-Export ⟵ Or ⟶ ☐ Export after Landing of Domestic Product (tick only one)

Within this form, the term "Export" includes both exports and re-exports

☐ Full Shipment ⟵ Or ⟶ ☐ Partial Shipment (tick only one)

Form Number of Preceding Document (Catch Monitoring Form, or Re-Export/Export After Landing of Domestic Product Form)	Creator

• EXPORT SECTION

Exporting State/Fishing Entity	Point of Export		
	City	State or Province	State/Fishing Entity
Certifier # 1	Certifier # 1	Certifier # 1	Certifier # 1

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)
Certifier # 1	Certifier # 1

Catch Tagging Form Document Numbers (if applicable)	Certifier # 1

Description of Fish from previous CDS Document

Flag State/Fishing Entity		Date of previous Import/Landing	
Certifier # 1		Certifier # 1	
Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
* For Other (OT): Describe the type of product	Certifier # 1		

Description of Fish being Exported

Product: F (Fresh) / FR (Frozen)	Type: RD/GGO/GGT/DRO/DRT/FL/OT*	Weight (kg)	Total Number of whole Fish (including RD/GGO/GGT/DRO/DRT)
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
Certifier # 1			
* For Other (OT): Describe the type of product	Certifier # 1		

Destination (State/Fishing Entity)
Certifier # 1

Certification **by Exporter:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Signature	Date	Licence No. / Company Name
Certifier # 1	Certifier # 1	Certifier # 1	Certifier # 1

Validation **by Authority:** I validate that the above information is complete, true and correct to the best of my knowledge and belief.

Name and Title	Signature	
Validator # 1	Validator # 1	OFFICIAL SEAL
	Date	Validator # 1

• IMPORT SECTION

Final Point of Import		
City	State or Province	State/Fishing Entity
Certifier # 2	Certifier # 2	Certifier # 2

Certification **by Importer:** I certify that the above information is complete, true and correct to the best of my knowledge and belief.

Name	Address	Signature	Date
Certifier # 2	Certifier # 2	Certifier # 2	Certifier # 2

NOTE: The organization/person which validates the Export section shall verify the copy of the original CCSBT CDS Document. Such a verified copy of the original CCSBT CDS document must be attached to the Re-export/Export after Landing of Domestic Product (RE) Form. When SBT is Exported, all verified copies of concerned forms must be attached.

Commission for the Conservation of Southern Bluefin Tuna

CATCH TAGGING FORM

Catch Documentation Scheme

Document Number

T - Administrator

☐ Wild Harvest ← Or → ☐ Farmed (tick only one)

Document Number of Associated Catch Monitoring Form	Creator

CATCH SECTION

Name of Fishing Vessel (or Farm)	Vessel Registration Number (or CCSBT Farm Serial Number)	Flag State/Fishing Entity
Certifier # 1	Certifier # 1	Certifier # 1

Information on Other form(s) of Capture (eg. Trap)
Certifier # 1

Tag Information						
CCSBT Tag Number	Type: RD/GGO/ GGT/DRO/ DRT	Weight (kg)	Fork Length (cm)	Gear Code (if applicable)	CCSBT Statistical Area of Catch (if applicable)	Month of Harvest (mm/yy)
Certifier # 1						
Certifier # 1						
Certifier # 1					

Relational Diagrams for the Existing Paper based CDS

The following diagrams represent the entity relationship structure for the Secretariat's existing CDS database, including reference tables that are linked both via relational foreign keys, and through other means (i.e the data checks utilise data held in the tables).

For each diagram, the tables that contain the actual data for each CDS form type are not coloured, and the reference tables are highlighted in yellow.

It is important to note that some 'secondary' linked tables are not included on this diagram for simplicity. These tables are not linked directly to the main CDS data tables, but are foreign keys to the first level reference tables shown. Some queries that will be required to perform the data checks will utilise these additional tables. The complete list of tables is included in Annex F.

CDS Catch Monitoring Form Tables

CDS_CMF_CATCH_TAGGING_FORMS

Column Name	Condensed Type	Nullable
CTID	int	NOT NULL
CTCMFID	int	NOT NULL
CTCatchTaggingDocNo	nvarchar(50)	NOT NULL

CDS_CMF_FARM_STOCKING_FORMS

Column Name	Condensed Type	Nullable
CMFFSFID	int	NOT NULL
CMFID	int	NOT NULL
FSFDocumentNumbe	nvarchar(50)	NOT NULL

CDS_CMF_ERRORS

Column Name	Condensed Type	Nullable
CMFErrorID	int	NOT NULL
CMFID	int	NOT NULL
CMFErrorCode	nvarchar(6)	NOT NULL
CMFErrorComment	nvarchar(255)	NULL

CDS_CMF

Column Name	Condensed Type	Nullable
CMFID	int	NOT NULL
CMFDocumentNumber	nvarchar(50)	NOT NULL
CMFReceivedFromCatcher	bit	NOT NULL
CMFReceivedFromFinalDestination	bit	NOT NULL
CMFCatchCountryCode	varchar(3)	NOT NULL
CMFWildFarmed	char(1)	NOT NULL
CMFCatchVesselID	int	NULL
CMFFarmID	int	NULL
CMFProcessorID	int	NULL
CMFCatchValidatorID	int	NULL
CMFCatchValidatorSeal	varchar(6)	NULL
CMFCatchValidatorSigned_Catcher	bit	NOT NULL
CMFCatchValidatorSigned_Importer	bit	NOT NULL
CMFCatchValidationDate_Catcher	datetime	NULL
CMFCatchValidationDate_Importer	datetime	NULL
CMFCatchValidationDateGuessed_Catc	bit	NOT NULL
CMFCatchValidationDateGuessed_Impo	bit	NOT NULL
CMFIsTranshipment	bit	NOT NULL
CMFTSFVMasterID	int	NULL
CMFTSFVMasterSigned	bit	NOT NULL
CMFTSFVMasterSignedDate_Export	datetime	NULL
CMFTSFVMasterSignedDateGuessed	bit	NOT NULL
CMFTSCarrierVesselID	int	NULL
CMFTSCVMasterID	int	NULL
CMFTSCVMasterSigned	bit	NOT NULL
CMFTSCVMasterSignedDate_Export	datetime	NULL
CMFTSCVMasterSignedDateGuessed	bit	NOT NULL
CMFTSObserverID	int	NULL
CMFTSObserverSigned	bit	NOT NULL
CMFTSObserverSignedDate_Export	datetime	NULL
CMFTSObserverSignedDateGuessed	bit	NOT NULL
CMFIsExport	bit	NOT NULL
CMFExportCityCode	varchar(6)	NULL
CMFExportStateCode	varchar(6)	NULL
CMFExportCountryCode	varchar(3)	NULL
CMFExportHSTranshipment	bit	NULL
CMFExportHSTStatArea	varchar(50)	NULL
CMFExportDestination	varchar(3)	NULL
CMFExporterID	int	NULL
CMFExporterSigned_Exporter	bit	NOT NULL
CMFExporterSigned_Importer	bit	NOT NULL
CMFExporterSignedDate_Exporter	datetime	NULL
CMFExporterSignedDate_Importer	datetime	NULL
CMFExporterSignedDateGuessed_Expo	bit	NOT NULL
CMFExporterSignedDateGuessed_Impo	bit	NOT NULL
CMFExportValidatorID	int	NULL
CMFExportValidationSeal	varchar(6)	NULL
CMFExportValidatorSigned_Exporter	bit	NOT NULL
CMFExportValidatorSigned_Importer	bit	NULL
CMFExportValidationDate_Exporter	datetime	NULL
CMFExportValidationDate_Importer	datetime	NULL
CMFExportValidationDateGuessed_Exp	bit	NULL
CMFExportValidationDateGuessed_Imp	bit	NOT NULL
CMFFinalDestination	char(3)	NOT NULL
CMFFinalised	bit	NOT NULL
CMFNoFollowUp	bit	NOT NULL
CMFSecComments	nvarchar(2000)	NULL
CMFMemberComments	nvarchar(2000)	NULL
CMFReportingDate	datetime	NULL
CMFAdminDateEntered	datetime	NULL
CMFAdminDateModified	datetime	NULL

CDS_CMF_FISH_DETAILS

Column Name	Condensed Type	Nullable
CMFFishID	int	NOT NULL
CMFID	int	NOT NULL
CMFFishProductType	varchar(2)	NOT NULL
CMFFishProcessedCode	varchar(3)	NOT NULL
CMFFishConversionFactor	float(53)	NULL
CMFFishHarvestDate1	datetime	NOT NULL
CMFFishHarvestDate2	datetime	NULL
CMFFishGearCode	varchar(12)	NOT NULL
CMFFishStatArea	varchar(12)	NULL
CMFFishWeight_Catcher	float(53)	NULL
CMFFishNumber_Catcher	int	NULL
CMFFishWeight_Importer	float(53)	NULL
CMFFishNumber_Importer	int	NULL
CMFFishAdminDateModified	datetime	NULL
CMFFishAdminDateEntered	datetime	NULL
CMFFishAdminModifiedBy	nvarchar(50)	NULL

CDS_CMF_FINAL_DESTINATION

Column Name	Condensed Type	Nullable
CMFFDPID	int	NOT NULL
CMFID	int	NOT NULL
CMFFDPDestination	nvarchar(3)	NOT NULL
CMFFDPPerOrgID	int	NULL
CMFFDPDate	datetime	NOT NULL
CMFFDPDateGuessed	bit	NOT NULL
CMFFDPWeight	float(53)	NULL
CMFFDPSigned	bit	NOT NULL
CMFFDPImportCity	varchar(6)	NULL
CMFFDPImportState	varchar(6)	NULL
CMFFDPImportCountry	varchar(3)	NULL
CMFFDPAdminDateEntere	datetime	NULL
CMFFDPAdminDateModifi	datetime	NULL
CMFFDPAdminModifiedBy	nvarchar(50)	NULL

PERORGS

Column Name	Condensed Type	Nullable
PERORG_ID	int	NOT NULL
PER_OR_ORG	char(1)	NOT NULL
MAIN_NAME	varchar(80)	NOT NULL
ORGANISATION_CODE	varchar(5)	NULL
FIRST_NAME	varchar(20)	NULL
MIDDLE_INITIALS	varchar(4)	NULL
TITLE	varchar(6)	NULL
DEXTERITY_CODE	varchar(2)	NULL
ADDRESS	varchar(500)	NULL
COUNTRY_CODE	varchar(3)	NULL
PHONE_BUS	varchar(16)	NULL
PHONE_HOME	varchar(16)	NULL
PHONE_MOBILE	varchar(16)	NULL
FAX	varchar(16)	NULL
EMAIL	varchar(60)	NULL
SIGNATURE	image	NULL
VALIDATION_SEAL_ID	int	NULL
NOTES	varchar(2000)	NULL
ADMIN_DATE_MODIFIE	datetime	NOT NULL

PERORG_VALIDATION_SEALS

Column Name	Condensed Type	Nullable
VSealID	int	NOT NULL
VSealCountryCode	char(3)	NULL
VSealName	nvarchar(100)	NULL
VSealDescription	nvarchar(255)	NULL
VSealImage	image	NULL

PERORG_VALIDATION_PERIOD

Column Name	ondensed Typ	Nullable
vpID	int	NOT NULL
vpPerOrgID	int	NOT NULL
vpStartDate	datetime	NULL
vpEndDate	datetime	NULL
vpSeal	int	NULL

VESSELS

Column Name	Condensed Type	Nullable
VESSEL_ID	int	NOT NULL
LSFV_VESSEL_ID	int	NULL
YEAR_BUILT	int	NULL
CURRENT_NAME	varchar(40)	NULL
CURRENT_REGISTRATION_NUMBER	varchar(40)	NULL
CURRENT_CALLSIGN	varchar(10)	NULL
CURRENT_FLAG_CODE	varchar(3)	NULL
CURRENT_LENGTH	numeric(5, 2)	NULL
CURRENT_TONNAGE	numeric(6, 2)	NULL
COMMENTS	varchar(2000)	NULL
ADMIN_DATE_MODIFIED	datetime	NOT NULL

CODES

Column Name	Condensed Type	Nullable
CODE	varchar(15)	NOT NULL
CODE_TYPE	varchar(6)	NOT NULL
NAME	varchar(80)	NOT NULL
DATE_FIRST_USE	datetime	NOT NULL
DATE_LAST_USE	datetime	NOT NULL
SORT_ORDER	int	NULL
DESCRIPTION	varchar(2000)	NULL
UTILITY_STR1	varchar(80)	NULL
UTILITY_INT1	int	NULL
ADMIN_DATE_MODIFIED	datetime	NOT NULL
CSIRO_EQUIVALENT_CODE	varchar(15)	NULL

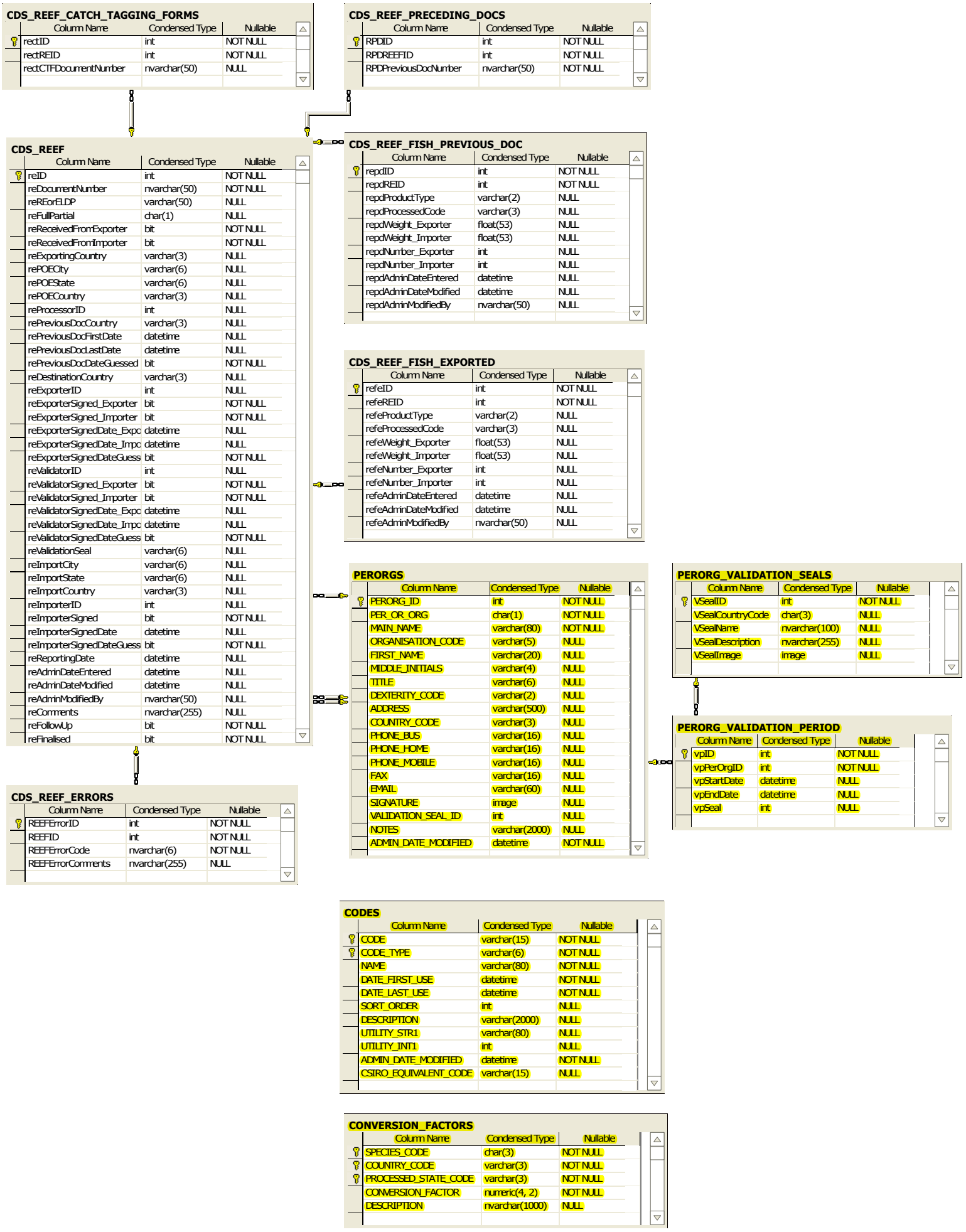
FARM_FACILITY

Column Name	Condensed Type	Nullable
FACILITY_ID	int	NOT NULL
FARM_SERIAL_NUMBER	varchar(5)	NULL
FARM_NAME	nvarchar(50)	NULL

CONVERSION_FACTORS

Column Name	Condensed Type	Nullable
SPECIES_CODE	char(3)	NOT NULL
COUNTRY_CODE	varchar(3)	NOT NULL
PROCESSED_STATE_CODE	varchar(3)	NOT NULL
CONVERSION_FACTOR	numeric(4, 2)	NOT NULL
DESCRIPTION	nvarchar(1000)	NULL

Re-Export/Export after Landing of Domestic Product Form Tables



Catch Tagging Form Tables

CDS_CATCH_TAGGING *

Column Name	Condensed Type	Nullable
CTID	int	NOT NULL
CTDocumentNumber	nvarchar(50)	NOT NULL
CTWildFarm	char(1)	NULL
CTCMFDocumentNumber	nvarchar(50)	NOT NULL
CTVesselID	int	NULL
CTFarmID	int	NULL
CTCountryCode	varchar(3)	NULL
CTOtherFormsCapture	nvarchar(50)	NULL
CTCertifierID	int	NULL
CTSignaturePresent	bit	NULL
CTCertificationDate	datetime	NULL
CTCertifierTitle	nvarchar(100)	NULL
CTComments	nvarchar(1000)	NULL
CTAdminDateEntered	datetime	NULL
CTAdminDateModified	datetime	NULL
CTAdminModifiedBy	nvarchar(50)	NULL

CDS_CATCH_TAGGING_DETAILS

Column Name	Condensed Type	Nullable
CTDID	int	NOT NULL
CTID	int	NOT NULL
CTDTagNumber	nvarchar(50)	NOT NULL
CTDProductType	varchar(3)	NOT NULL
CTDWeight	float(53)	NULL
CTDLength	int	NULL
CTDGearCode	varchar(10)	NULL
CTDStatisticalArea	varchar(50)	NULL
CTDMonthOfHarvest	datetime	NULL

PERORGS

Column Name	Condensed Type	Nullable
PERORG_ID	int	NOT NULL
PER_OR_ORG	char(1)	NOT NULL
MAIN_NAME	varchar(80)	NOT NULL
ORGANISATION_CODE	varchar(5)	NULL
FIRST_NAME	varchar(20)	NULL
MIDDLE_INITIALS	varchar(4)	NULL
TITLE	varchar(6)	NULL
DEXTERITY_CODE	varchar(2)	NULL
ADDRESS	varchar(500)	NULL
COUNTRY_CODE	varchar(3)	NULL
PHONE_BUS	varchar(16)	NULL
PHONE_HOME	varchar(16)	NULL
PHONE_MOBILE	varchar(16)	NULL
FAX	varchar(16)	NULL
EMAIL	varchar(60)	NULL
SIGNATURE	image	NULL
VALIDATION_SEAL_ID	int	NULL
NOTES	varchar(2000)	NULL
ADMIN_DATE_MODIFIED	datetime	NOT NULL

PERORG_VALIDATION_SEALS

Column Name	Condensed Type	Nullable
VSealID	int	NOT NULL
VSealCountryCode	char(3)	NULL
VSealName	nvarchar(100)	NULL
VSealDescription	nvarchar(255)	NULL
VSealImage	image	NULL

PERORG_VALIDATION_PERIOD

Column Name	Condensed Type	Nullable
vpID	int	NOT NULL
vpPerOrgID	int	NOT NULL
vpStartDate	datetime	NULL
vpEndDate	datetime	NULL
vpSeal	int	NULL

VESSELS

Column Name	Condensed Type	Nullable
VESSEL_ID	int	NOT NULL
LSFV_VESSEL_ID	int	NULL
YEAR_BUILT	int	NULL
CURRENT_NAME	varchar(40)	NULL
CURRENT_REGISTRATION_NUMBER	varchar(40)	NULL
CURRENT_CALLSIGN	varchar(10)	NULL
CURRENT_FLAG_CODE	varchar(3)	NULL
CURRENT_LENGTH	numeric(5, 2)	NULL
CURRENT_TONNAGE	numeric(6, 2)	NULL
COMMENTS	varchar(2000)	NULL
ADMIN_DATE_MODIFIED	datetime	NOT NULL

FARM_FACILITY *

Column Name	Condensed Type	Nullable
FACILITY_ID	int	NOT NULL
FARM_SERIAL_NUMBER	varchar(5)	NULL
FARM_NAME	nvarchar(50)	NULL

CODES

Column Name	Condensed Type	Nullable
CODE	varchar(15)	NOT NULL
CODE_TYPE	varchar(6)	NOT NULL
NAME	varchar(80)	NOT NULL
DATE_FIRST_USE	datetime	NOT NULL
DATE_LAST_USE	datetime	NOT NULL
SORT_ORDER	int	NULL
DESCRIPTION	varchar(2000)	NULL
UTILITY_STR1	varchar(80)	NULL
UTILITY_INT1	int	NULL
ADMIN_DATE_MODIFIED	datetime	NOT NULL
CSIRO_EQUIVALENT_CODE	varchar(15)	NULL

CONVERSION_FACTORS

Column Name	Condensed Type	Nullable
SPECIES_CODE	char(3)	NOT NULL
COUNTRY_CODE	varchar(3)	NOT NULL
PROCESSED_STATE_CODE	varchar(3)	NOT NULL
CONVERSION_FACTOR	numeric(4, 2)	NOT NULL
DESCRIPTION	nvarchar(1000)	NULL

Current CDS Database Table Sizes

Below is a summary of the existing tables that will require migration of data from the current in house CDS system.

In addition, some of these tables will require regular updating in the eCDS system by the Secretariat (such as LSFV_VESSEL_HISTORY) as new updates are provided to the Secretariat on Authorisations.

Table	No of Rows	Data Size (KiloBytes KB)
CATCH TAGGING FORM (CTF) TABLES		
CDS_CATCH_TAGGING	14902	3056
CDS_CATCH_TAGGING_DETAILS	1025360	73688
CATCH MONITORING FORM (CMF) TABLES		
CDS_CMF	7647	2240
CDS_CMF_CATCH_TAGGING_FORMS	14554	632
CDS_CMF_FARM_STOCKING_FORMS	2963	128
CDS_CMF_FINAL_DESTINATION	9263	848
CDS_CMF_FISH_DETAILS	8932	1024
CDS_CMF_ERRORS	3179	178
RE-EXPORT/EXPORT AFTER LANDING FORM (REEF) TABLES		
CDS_REEF	982	216
CDS_REEF_CATCH_TAGGING_FORMS	370	16
CDS_REEF_FISH_EXPORTED	1137	104
CDS_REEF_FISH_PREVIOUS_DOC	1976	192
CDS_REEF_PRECEDING_DOCS	1178	56
CDS_REEF_ERRORS	160	32
REFERENCE TABLES		
CODES	850	152
CODE_TYPES	77	8
CODE_LOCATIONS	215	32
CONVERSION_FACTORS	33	8
FARM_FACILITY	24	8
FARM_HISTORY	225	48
LSFV_VESSEL_HISTORY	9913	2280
VESSELS	2626	216
PERORGS	3474	2272
PERORG_TYPES	3284	160
PERORG_VALIDATION_PERIOD	395	16
PERORG_VALIDATION_SEALS	98	1440
CDS_FARM_STOCKING	15	8
CDS_FARM_STOCKING_TOW_DETAILS	75	8

CDS_FARM_STOCKING_TRANSFER_DETAILS	46	8
CDS_CANCELLED_DOCUMENTS	102	24
CDS_ERROR_CODES	29	24
TOTAL	**1110399**	**88832 KB**