Background Paper for the 7 & 8 April 2021 eCDS Working Group

Contents

Introduction

In 2019, CCSBT 26 agreed that, *"a trial eCDS should be developed based on the current 2014 CDS and its operational practices"*. As a result, some foundation work for the trial eCDS was conducted during 2020. In October 2020, CC15 requested that the Secretariat continue its eCDS development work, with Members' cooperation and feedback to be sought through an online working group.

The Secretariat has based its development of the trial eCDS on the agreement of CCSBT 26. This document includes consideration of Farm Stocking Form (FSF), Catch Monitoring Form (CMF), Catch Tagging Form (CTF) and Re-export/Export after Landing of Domestic Product Forms (REEF) form types/processes. Farm Transfer Forms (FTFs) are a minor and rarely used form and have not been considered at this stage.

Importantly, an eCDS requires features/processes, such as user accounts that do not exist in a paper-based CDS. This paper therefore serves as a discussion paper to consult with Members' on these important underlying structures.

This paper assumes that the reader has a good understanding of the CCSBT's paper-based CDS. The paper has been prepared for the first meeting of the eCDS Working Group to present some of the important features/processes that the Secretariat is proposing for the trial eCDS. Members comments and suggestions are welcome on all the features/processes proposed in this paper. The main objective of the first eCDS working group meeting will be to obtain feedback on these proposals. If items presented in this document are not commented on by Members, the Secretariat will assume that its proposals are generally acceptable and will conduct its eCDS development on that basis.

For the purpose of this document, Members includes Cooperating Non-Members, OSECs[1] and equivalent entities (for example the USA is cooperating with the CDS and may wish to utilise the eCDS). Non Cooperating Non-Members (NCNMs) excludes Members as defined above for the purposes of this document.

---

[1] Other States/Fishing Entities Cooperating with the CDS.

User Roles and Delegation of Roles

There will be many different types of users with the eCDS. The different types of users that the Secretariat believes need to be defined and catered for within the eCDS are shown in Table 1.

Table 1: *Types of users within the eCDS. See the text following this table for explanations of User Types that may be held concurrently as well as User Types that may be delegated.*

Primary User Type	User Types that may be held concurrently[2]	Can Delegate Role?
1. Fishing vessel master	-	Yes
2. Fishing vessel representative[3]	4, 7, 8	-
3. Farm operator	4, 7, 8	-
4. Authorised Validator	2, 3, 7, 8, 11	-
5. Receiving vessel master	-	Yes
6. Transhipment observer	-	Yes
7. Exporter	2, 3, 4, 8	-
8. Initial Receiver (of domestic product)	2, 3, 4, 7	-
9. Importer	-	-
10. Unspecified[4]	-	-
11. Member Official[5]	4	-
12. Secretariat	-	-

Each type of user has a different role within the eCDS. For example, a Validator can only complete the validation fields of a form and an Exporter can only complete the export fields. However, it is possible for a single user to be assigned multiple user types at once. Table 1 lists each primary User Type in the left-hand column and the User Types that person can be concurrently in the centre column based on what the Secretariat believes may be current practice.

Members are invited to suggest changes to the allowable user types for each user. These allowable concurrent user types will be enforced within the eCDS. It should be noted that if a user has multiple user types, such users will not necessarily be allowed to use multiple roles within a single form. For example, the eCDS would not allow a single user to act as both the Exporter and Validator of a single form even if that person has both roles.

---

[2] A dash ("-") in this column indicates that the associated user type cannot be held concurrently with other user types. For example, Exporters (row 7) can also be Fishing vessel representatives, Farm operators and Authorised validators, while Importers (row 9) cannot be any other User Type.

[3] This includes any fishing companies, agents, fishing associations etc. that complete CDS forms for fishing vessels.

[4] Unspecified users have no access to the eCDS unless they have been delegated a role from the one of the three user types that can delegate their role (Fishing vessel masters, Receiving vessel masters and Transhipment observers).

[5] Member Officials can have different levels of access as defined by a Member administrator. A Member administrator can perform any function of a Member Official.

Attachment A shows the different fields of information that each type of user can complete on FSF[6], CMF[7], REEF[8] and CTF[9] forms. Within this attachment, "**Auto**" indicates fields that will be automatically filled-in by the eCDS to simplify form completion.

The intent of the eCDS is that all forms will be completed electronically, which will require an active internet connection. This will not always be possible for vessels at sea, so the Secretariat proposes that the eCDS allow certain users to "Delegate" their role. Role delegation would be allowed for Fishing vessel masters, Receiving vessel masters and Registered observers as indicated in Table 1.

Delegation of roles would be actioned within the eCDS by the user (e.g. the Fishing vessel master) that wishes to delegate their role. The delegating user would select the user(s) that it wishes to delegate to from users that have already been registered in the eCDS. The delegated user might be a representative of the relevant fishing company, or a family member etc. A delegated user can enter information and certify information in the eCDS on behalf of the person who delegated that role. The eCDS will record who entered/certified the information AND who the information was entered on behalf of. This is considered better than a person sharing their account details because delegation of roles will be a transparent process and there is no risk of the account being shared with others without permission.

It should be noted that delegation of roles requires those who can delegate (Fishing vessel masters, Receiving vessel masters and Transhipment observers) to setup their delegations before they are at sea potentially without an internet connection.

Creation and Activation of eCDS Accounts

During 2019, there were 410 different people involved in certifying Catch Monitoring Forms (CMFs). The breakdown by Member and person type is shown in Table 2.

Table 2: Number of certifiers of CMFs by Member and Person Type during 2019.

	Fishing Vessel Master	Receiving Vessel Master	Exporter	Domestic receiver or importer	*Total*
Australia	0	0	12	109	*121*
Indonesia	0	0	5	16	*21*
Japan	31	6	0	37	*74*
Korea	9	2	3	4	*18*
New Zealand	0	0	8	21	*29*
Taiwan	33	4	67	22	*126*
South Africa	2	1	8	10	*21*
Total	*75*	*13*	*103*	*219*	***410***

---

[6] CDS Farm Stocking Form.
[7] CDS Catch Monitoring Form.
[8] CDS Re-Export/Export after Landing of Domestic Product Form.
[9] CDS Catch Tagging Form.

The number of different certifiers would increase if certifiers of FSFs, REEFs and CTFs were also included in this table. With the eCDS, an eCDS account is required for each certifier. In addition, eCDS accounts will be required for Member Officials, validators, transhipment observers and other people who enter data without being a certifier.

It is clear that a large number of eCDS accounts will be required, so an efficient process will be necessary for creating these accounts. The Secretariat proposes that:

- Each person will create their own account, which includes specifying the type(s) of person that they are. The steps for creating an account are provided at **Attachment B**.
- Before an account can be used, it must be activated. The activation process will differ according to the person type(s) selected for an account as described below:
    - Receiving vessel master: Activated automatically immediately on account creation.
    - Authorised Validator: Activated automatically immediately on account creation provided that the validator's verified email matches the email address provided by the relevant Member in the approved list of validators.
    - Transhipment observer: Manual activation by the Secretariat.
    - Member administrator: Manual activation by the Secretariat.
    - Member official: Manual activation, including specification of access level, by the Member administrator.
    - Secretariat: Manual activation by the Secretariat's Database Manager.
    - All other types of accounts[10]: Activation of these accounts will be determined by the preferences of individual Members. Each Member will be able to specify how each of these person types are activated (either by the Member, or immediate activation with no Member involvement).
- A person who has selected multiple person types for their account will only be able to login and use the specific person types that have already been activated for them. They will not need to wait for all requested person types to be activated before they can login.

Confidentiality – access to and visibility of eCDS information

The eCDS contain multiple levels of security to ensure confidentiality and authenticity of the information. The first level is to have an account for the eCDS and be authenticated by Microsoft Azure. The second level is to have an account that has been activated via the method described above.

For most activated accounts, possession of an eCDS form document number alone is not considered sufficient to grant access to an eCDS form. This is because document numbers can be guessed. To improve security, a six-digit access code or QR code or link for the specific document[11] will also be required for most users to be able access a form.

---

[10] Including: Fishing vessel master, Fishing vessel representative, Farm operator, Exporter, Initial Receiver, Importer and Unspecified.
[11] Users will have the QR code and document number/access code if they have a printed copy of the relevant CDS form. Users can obtain a link for a specific form via an email or other electronic means from another eCDS user who has access to the form.

Access to any eCDS form will require certain pre-requisites to be met and individuals will only have access to certain parts of the form depending on their role/function as specified in **Attachment A**. To have access, a person must:

a) Be the person who created the form, or a delegate of that person, or be the person (e.g. fishing vessel master) that the form was created on behalf of[12]; or

b) Be a certifier, a certifier's delegate or a validator registered for the relevant Member[13] and have the QR-code, link, or the form number and access code for that specific form[11]; or

c) Be a Receiving vessel master or a delegate of the Receiving vessel master, and have the QR-code, link, or the form number and the access code for that specific CMF[11]; or

d) Be a Transhipment observer or a delegate of that Transhipment observer, and have the QR-code, link, or the form number and the access code for that specific CMF[11]; or

e) Be a Member Official[12] of the relevant Member[13]; or

f) Be a Secretariat staff member approved by the Executive Secretary[12].

To edit the primary data of a form[14], you must be one of the people specified in "a", "e" or "f" above.

In the paper CDS, CMFs and REEFs must travel with the SBT to the first point of sale. REEFS must also be accompanied by all previous REEFs and CMFs. The same principles are expected to apply in the eCDS, so paper copies should travel with the SBT and electronic copies of these forms will be visible within the eCDS to the receivers of the product. Consistent with the current CDS Resolution, no other CDS form types will be automatically made available to the receivers of the SBT. However, to remain consistent with current practises, each Member will be able to set an option which specifies whether or not their CTFs will be made available to the receivers of their associated CMFs.

The processes of Certification, Validation and Finalisation of a Form

1. Certification

Certification is a straightforward process within the eCDS. This involves the certifier logging into the eCDS, locating the desired form (using a QR code, link, or document number with an access code), entering any required information, checking the data being certified, clicking a "check-box" to confirm certification, and saving the record. The certifier does not need to enter their name or date etc. as this will be automatically provided by the eCDS.

Prior to certifying the form, the certifier will be able to see any errors the eCDS detected in the data and make a decision as to whether to certify the form or whether to request that the data be corrected before certifying the form.

---

[12] These people will be presented with a filterable list of forms relevant to them.

[13] The "relevant Member" is the Member that is responsible for completing the form. Where two Members are responsible (i.e. an exporting and an importing Member), the exporting Member will not be able to see the import section, but the importing Member will be able to see (not change) the export and earlier parts of the form.

[14] The primary data in a form refers to all parts of FSF, FTF and CTF forms except the certification/validation section, and refers to the Catch/Harvest section (excluding validation) of a CMF, and all parts of a REEF except the validation and import section.

Once part of a form has been certified, data that precedes that certification should not be changed. Any changes to such data should be followed by a re-certification. For FSFs, CTFs and the export section of REEFs, the eCDS will enforce re-certification after data changes by clearing the certification "check-box" of those forms as soon as any data is changed. However, CMFs are more complex and involve multiple certifications. Consequently, to help avoid confusion and other problems when the eCDS is first implemented, the Secretariat proposes that Members should be encouraged to re-certify relevant parts of a CMF after data changes, but that the eCDS would not enforce such re-certification for at least the first year after implementation. The Secretariat can conduct analyses a year after the eCDS is implemented to determine the extent to which re-certification did not occur following amendments being made to data.

Once the Final Product Destination Section of a CMF or the Import Section of a REEF have been certified, then all preceding parts of that form and all associated forms become "locked" and no further changes to the earlier data are possible without "unlocking". To "unlock" a CMF or REEF to allow changes to allow changes to earlier data, the final certifier would first need to remove his/her certification.

2. Validation

The process of validation is similar to that for certification, but with some key differences. Validation serves three important purposes within the eCDS:

- Firstly, validation is the step that officially confirms that the information in the form is considered to be correct. Consequently, if either the eCDS system or the validator identifies errors in the form, the validator should request that correction(s) be made to the form before validating it.

- Secondly, validation of a CMF or REEF is a required step before that form can be made available to the receiver of the SBT. Receivers of the SBT will not be able to see the form unless it has been validated. Once the Catch/Harvest section of a CMF has been validated, that CMF could be passed to the initial receiver of landed domestic product. Similarly, once the export section of a CMF or REEF has also been validated, that form can be passed to the importer of the SBT[15].

- Thirdly, when producing reports involving CDS data, the Secretariat will only be permitted to use data that have been validated.

Before a validator attempts to validate a specific form, the eCDS will warn the validator if the form contains errors. If the validator proceeds to validate a form containing errors, the eCDS will ask the validator to confirm that he/she is overriding the errors and then require the validator to provide reason(s) for overriding those errors. Hopefully, there will never be any overriding of errors. However, in the early days of the eCDS, false errors might occur that need to be overridden. There may also be situations in which an error (e.g. an unauthorised vessel due to administrative omissions) needs to be overridden because the error cannot be corrected in time for an export of fresh product. The Secretariat expects that the second meeting of the eCDS working group will define what type of errors a validator is not permitted to override.

---

[15] The importer will only be able to see the form if the importer is from the "Destination (State/Fishing Entity)" specified in the particular CMF/REEF.

Any errors that have been overridden by a validator, together with the reason(s) provided will be made clear to the receiver of the SBT (both on the printed form and in the eCDS). In such cases, the receiver will need to decide whether the error(s) and the reason provided are acceptable to the receiver.

It is envisaged that the Secretariat would provide an annual report to the Compliance Committee indicating the number and type of validator error overrides by each Member.

As with certification, once a form, or part of a form has been validated, data relating to that validation should not be changed. If a user tries to change validated data, the user will be warned that any changes will require that the form be re-validated. Furthermore, the eCDS will enforce the requirement for re-validation by automatically removing the previous validation.

3. Finalisation

In the paper-based CDS, a form is essentially finalised when the form is sent from a Member to the Secretariat. At this point, the Member has submitted the form and cannot make any further changes to the form without involving the Secretariat.

The Secretariat suggests that a similar finalisation process should be established within the eCDS. This enables Members to determine when they 'submit' each form to the Secretariat. Once forms are finalised, they cannot be changed without Secretariat involvement and Secretariat involvement should only occur in exceptional circumstances.

It is planned that the finalisation process will work differently for the different types of CDS forms and the process will depend on whether exports are to Members or NCNMs as specified below:
- FSFs: The last step on this form is validation by a government authorised validator. It is therefore proposed that finalisation of FSFs would occur automatically when this form is validated.
- CMFs and REEFs:
  - For exports to NCNMs, the last step on these forms is validation of the export section by a government authorised validator. It is therefore proposed that finalisation of CMFs and REEFs exported to NCNMs would occur automatically when the export part of the form is validated.
  - For landings of domestic product and exports to Members, the final step on these forms is a certification by the receiver (domestic or import) of the product. It is proposed that the eCDS would provide Member Officials with a list of these CMFs and REEFs that are ready for finalisation and that the Member could finalise each form with a single button click. The timeframe for finalisation could be similar to the current timeframe for submission of forms, i.e. "the end of the quarter after the quarter in which the final step of the form was completed". However, this is complex, and the Secretariat suggests that the timeframe simply be within 90 days of the final step of the form being completed[16].
- CTFs: CTFs are not always submitted with CMFs. If submitted prior to validation of the associated CMF, it is proposed that CTFs would be finalised automatically when

---

[16] It should be noted that this timeframe does not affect the availability of data for analysis by the Secretariat. It is currently proposed that the data become available to the Secretariat once the data have been validated.

the CMF is finalised. Otherwise, it is proposed that CTFs would be automatically finalised 30 days after the CTF form has been certified providing that the form has no outstanding errors.

Linkages between different form types

Certain forms within the CDS are linked to each other. FSF and CTF forms are linked to CMFs, while CMFs and REEFs can be linked to other REEFs.

To check the validity of data in the eCDS, it is necessary to conduct automatic cross-checking between the linked forms. Ideally, these checks would be conducted prior to validation which would require all the linked forms to be provided prior to validation. This has been the past practice with REEFs and associated preceding documents (CMFs and REEFs) and the eCDS is being designed to require these documents to be provided prior to validation of REEFs. However, for CMFs, the past practise in relation to providing FSFs and CTFs prior to CMF validation differs between Members and the trial eCDS will need to cater for these practices.

Where FSFs and/or CTFs are provided to the eCDS <u>prior to</u> validation of the CMF, the eCDS will treat those forms as being linked and automatic pre-validation checks of the CMF will include checks of the compatibility of the different forms (e.g. that the number of fish on the CMF matches those on linked CTFs). Furthermore, FSFs and CTFs will be locked and finalised at the same time as the associated CMF is locked and finalised.

Where FSFs and/or CTFs are provided <u>after</u> CMF validation, separate processes will operate in the eCDS to remind relevant Member officials of any outstanding FSF/CTF data so that Member officials can ensure the provision of these data. When the FSF and/or CTF data are eventually loaded into the eCDS, automatic checks of these data will be conducted together with checks of the compatibility of these data with the CMF data. The Member will make any necessary corrections to the FSF/CTF data, but if changes need to be made to the associated CMF, the Secretariat may need to be contacted because it is possible that the CMF would have been finalised. In addition, to ensure that any outstanding errors on these FSFs/CTFs are addressed, the Secretariat will receive an automated notification of any problems with the FSF/CTF seven days after those forms are certified[17].

Other matters

This section describes a series of issues that were not covered in the sections above.

1. Audit trail

The eCDS will keep a record of all changes made to information within the eCDS, including the date and user which made changes. The audit trail will only be available to the Secretariat and it is envisaged that it would only be used when there were questions relating to specific form(s) or if Members had matters that they wished to be investigated.

---

[17] The time delay is to give Members a chance to fix errors before the Secretariat is notified.

2. Data entry order

Data entry for FSFs, CMFs, REEFs and CTFs will follow the basic order of the fields shown on these forms. However, for CMFs, all parts of the *Intermediate Product Destination Section* may be entered prior to the validation of the *Catch Harvest Section*. This is suggested to allow improved efficiency of data entry.

3. Cancellation and deletion of forms

There will not be a formal process for cancellation and re-issuing of forms within the eCDS. Instead, if changes are required to a form, the form should be edited, re-certified and re-validated wherever possible.

If necessary, a form may be deleted. If a form is deleted, the document number of the deleted form will not be re-issued.

4. Entry and recording of processing establishment details on CMFs and REEFs

Both CMFs and REEFs require the name and address of the processing establishment to be entered if applicable. The Secretariat is not planning to maintain a register of processors for users to select as it would not be possible to keep this list up to date in real time.

Instead, to enhance the efficiency of data entry, the eCDS will keep a record of the processors entered by each user. This list will be presented to the user when they enter processors so that they can select a processor that they have previously entered instead of re-entering the same processor for each new form. It is envisaged that the user will also be able to type a few keystrokes of the processor's name and the list of processors will be restricted to matching processors.

5. Changes for CMFs

The Final Product Destination Section of CMFs has a sub-section for "Certification of Domestic Product for Domestic Sale". The last three words of this description ("for Domestic Sale") means that this section of CMFs is often not certified for product that are destined for subsequent export via a REEF.

The proposed information flow requirements of the eCDS requires that the Final Product Destination section of CMFs be certified before they can be attached to REEFs. It is therefore proposed that a certification be provided of the Landing of Domestic Product for all CMFs with domestic product as their final destination.

This proposed change to the Final Product Destination Section of a CMF is shown in **Attachment A**.

6. Changes for REEFs

According to the CDS Resolution, a REEF should be linked to only one single preceding form (one CMF or one REEF). However, in practice, exporters have not always been able to comply with this requirement[18] and multiple preceding documents have often been linked to individual REEFs. Therefore, as agreed, the Secretariat is designing the eCDS to allow for the current practise of linking multiple previous documents to a single REEF.

---

[18] The lack of compliance is because exporters have not always had the information to specify which CMF the SBT being exported were recorded on. Consequently, multiple CMFs have been written on the form in such cases.

Preceding documents will need to have been certified by the initial domestic receiver or importer before they can be recorded on a REEF[19]. To attach previous documents to a REEF, the Secretariat proposes that the user who is entering the REEF details will also need to enter the access codes, links, or QR codes for each of those preceding documents[20].

REEFs contain a subsection for "*Description of Fish from previous CDS Document*". This information is available electronically from the previous documents attached to the REEF and does not need to be re-entered manually. Consequently, to reduce the data entry burden of users, the Secretariat proposes to not include this section in the eCDS version of a REEF. Similarly, the Secretariat proposes to not include the section for "*Catch Tagging Form Document Numbers (if applicable)*".

7. Entry of CTFs

The eCDS will contain a data entry screen to enable direct entry of CTF data into the eCDS. It is envisaged that this data entry screen will be the main method for entering CTF data in situations where large numbers of SBT are not involved.

Where large number of SBT are involved, Members may wish to continue to use spreadsheets to record CTF information and then upload these spreadsheets into the eCDS.

The Secretariat would appreciate receiving an indication of how many users are likely to prefer direct data entry of CTF data into the eCDS versus how many users prefer to upload spreadsheets.

8. Printed forms

It is intended that the eCDS be able to produce both printed and PDF versions of CMFs and REEFs. Members should advise if they require these features for other types of forms.

9. Example eCDS data entry screens

Attachment C provides examples of eCDS data entry screens for Catch Monitoring Forms.

---

[19] Preceding documents would not need to be finalised to be attached to a REEF because the finalisation timeframe may not be fast enough.

[20] The user will have the access codes and QR codes if they have a copy of the previous documents.

This attachment contains the main CDS Forms (FSF, CMF, REEF and CTF), and shows which types of users can enter or edit data in each field.

An Asterix ("*") next to a user type indicates that a delegated person of that user may enter/edit data in that field (including providing a certification).

"**Auto**" in a field indicates that the eCDS will automatically fill-in that field

FARM STOCKING FORM

Commission for the Conservation of Southern Bluefin Tuna

Catch Documentation Scheme

Document Number

FS - _Auto_

• CATCHING VESSEL SECTION

Name of Catching Vessel	Registration Number	Flag State/Fishing Entity
Farm operator (FO) or Member Official (MO)	Auto	Auto

Date Range of Fishing		CCSBT Statistical Area of Fishing
First	Last	
<<<<<<<<<<<<<<<<<<<<<<<<<<<<< FO or MO >>>>>>>>>>>>>		>>>>>>>>>>>>>>>>

• TOWING SECTION

Name of Towing Vessel	Registration Number	Flag State/Fishing Entity	Date Tow Commenced
FO or MO	Auto	Auto	FO or MO

Description of Mortalities during Towing				
Number of tow cages	Date Range		Number of Mortalities or	Weight of Mortalities (kg)
	First Tow	Last Tow		
<<<<<<<<<<<<<<<<<<<<<<<<<<<<< FO or MO >>>>>>>>>>			>>>>>>>>>>>>>>>>>>>>	

• 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				
<<<<<<<<<<<<<<<<<<<<<<<<<< FO or MO >>>>>>>>>>>>>>>>>>>>>>>>>>>>						

• 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
FO	Auto	Auto

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	Auto
Authorised validator	Auto	OFFICIAL SEAL
	Date	Auto

CATCH MONITORING FORM
Catch Documentation Scheme

Document Number

CM - Auto

Catch Tagging Form Document Numbers	Fishing vessel master* (FVM), Fishing vessel representative (FVR), Farm Operator (FO) or Member Official (MO)

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

For Wild Fishery	Name of Catching Vessel	Registration Number	Flag State/Fishing Entity
☐	FVM*, FVR or MO	Auto	Auto

Or

For Farmed SBT	CCSBT Farm Serial Number	Name of Farm
☐	FO or MO	Auto
	Document Number(s) of associated Farm Stocking (FS) Form(s)	
	FO or MO	

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)
<<<<<<<<<<<<<<<<<<<<<<<<<<<< FVM*, FVR, FO or MO >>>>>>>>>>>>>>>>>>>>>>>>>>						

* For Other (OT): Describe the Type of Product	FVM*, FVR, FO or MO	* For Other (OT): Specify Conversion Factor	FVM*, FVR, FO or MO

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)
FVM*, FVR, FO or MO	FVM*, FVR, FO or MO

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

Auto OFFICIAL SEAL

Name and Title	Authorised validator	Signature	Auto
		Date	Auto

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

↑ And / Or ↓

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	FVM*	Date	Auto	Signature	Auto

Name of Receiving Vessel	Registration Number	Flag State/Fishing Entity
FVM*, FVR, RVM* or MO	Auto	Auto

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	Receiving vessel master* (RVM)	Date	Auto	Signature	Auto

Signature of Observer (only for transhipment at sea):

Name	Transhipment observer*	Date	Auto	Signature	Auto

Export	Point of Export*			Destination (State/Fishing Entity)
☐	City	Exporter or MO	State or Province	Auto	State/Fishing Entity	Auto	Exporter or MO

* 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
Exporter	Auto	Auto	Auto

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

Auto OFFICIAL SEAL

Name and Title	Authorised validator	Signature	Auto
		Date	Auto

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

↑ Or ↓

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. Landing of Domestic Product

☐	Name	Address	Date	Signature	Type: RD/GGO/GGT/DRO/DRT/FL/OT	Weight (kg)
	Initial receiver	Auto	Auto	Auto	<<<<< Initial receiver >>>>>	

Import	Final Point of Import			
☐	City	Importer	State or Province	Auto	State/Fishing Entity	Auto

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	Type: RD/GGO/GGT/DRO/DRT/FL/OT	Weight (Kg)
Importer	Auto	Auto	Auto	<<<<<<< Importer >>>>>>	

Commission for the Conservation of Southern Bluefin Tuna

RE-EXPORT/EXPORT AFTER LANDING OF DOMESTIC PRODUCT FORM
Catch Documentation Scheme

Document Number

RE - _Auto_

☐ Re-Export ◄—— Or ——► ☐ Export after Landing of Domestic Product (tick only one)

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

Exporter or **Member Official (MO)**

☐ Full Shipment ◄—— Or ——► ☐ Partial Shipment (tick only one)

Form Numbers of Preceding Documents (Catch Monitoring Form, or Re-Export/Export After Landing of Domestic Product Form)	Exporter or MO

• EXPORT SECTION

Exporting State/Fishing Entity	Point of Export		
	City	State or Province	State/Fishing Entity
<<<<<<<<<<< Exporter or MO	Exporter or MO	Auto	Auto

Name of Processing Establishment (if applicable)	Address of Processing Establishment (if applicable)
Exporter or MO	Auto

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)

Changes to this form (in red) are described in "5. Changes for REEFs" in the "Other matters" section of the main body of this paper.

* 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)
<<<<<<<<<<< Exporter or MO >>>>>>>>>>			

* For Other (OT): Describe the type of product	Exporter or MO

Destination (State/Fishing Entity)

Exporter or MO

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
Exporter	Auto	Auto	Auto

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

• IMPORT SECTION

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

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
Importer	Auto	Auto	Auto

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 - *Auto*

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

Document Number of Associated Catch Monitoring Form

Fishing vessel master* (FVM), Fishing vessel representative (FVR), Farm Operator (FO), or Member Official (MO)

• CATCH SECTION

Name of Fishing Vessel (or Farm)	Vessel Registration Number (or CCSBT Farm Serial Number)	Flag State/Fishing Entity
FVM*, FVR, FO or MO	*Auto*	*Auto*

Information on Other form(s) of Capture (eg. Trap)
FVM*, FVR, FO or MO

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)
<<<<<<<<<<<<<<<<<<<<< FVM*, FVR, FO or MO >>>>>>>>>>>>>>>>>>>>>>>						

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

Name	Signature	Date	Title
FVM*, FVR, FO or MO	*Auto*	*Auto*	*Auto*

Creating an Account within the eCDS

Account creation and later authentication of users within the eCDS will be conducted via Microsoft Azure. The basic process for a new user is as follows:

1. Using the usual login link to the CCSBT eSBT system[1], select "*Sign up now*" to create a new account.

2. Enter the user's email address and select "*Send verification code*" to send a verification code to this email address. An email with the verification code will then be sent to the specified email address and the verification code must be entered.

3. Enter a new password and confirm the password by re-entering it.

4. Select the "Country/Region". With the exception of Transhipment observers and Receiving vessel masters, this should be the Member to which the user belongs, which may be different from where the user is living. For Transhipment observers and Receiving vessel masters, this should be the country of residence.

5. Enter the "Given name", "Surname" and "Display Name" of the user.

6. Select the type(s) of person that the user is (Authorised validator, Fishing vessel master, Fishing vessel representative, Farm operator, Receiving vessel master, Transhipment observer, Exporter, Initial Domestic Receiver, Importer, Unspecified, Member official).

7. An account will then be created. Depending on the person type(s) selected and the preferences of the relevant Member, the user may need to wait for the account to be activated by the Member or the Secretariat.

---

[1] The "eSBT" system is the CCSBT's web based electronic system that is being developed to provide the portal for the eCDS and for Members to submit authorised validator, authorised vessel and monthly catch report information.

Example eCDS Catch Monitoring Form data entry screenshots

Contents

The individual screenshots shown in this attachment only show that part of the screen related to the activity being displayed (e.g. a particular certification). However, the user will generally see all information in the form above the section that they are dealing with. Please see section 3 of this attachment to see what the full screen looks like for a completed CMF.

Please also note that the screens provided in this attachment are not finalised. The Secretariat will be adding some information (e.g. vessel registration number, processor address) and reorganising the presentation of information in these screens.

1. CMF Data Entry and Certification

Entry of Vessel

Catch / Harvest Section

For most of the "certifications" below, the relevant certifier will need to select the desired CMF before certifying the form. Please see "*Selection of CMF by Validator*" in the section 2 to see one method for selecting the desired form. Other methods include clicking on a link to the form or scanning a QR code.

Intermediate Product Destination Section

Transhipment – Certification by master of fishing vessel

Transhipment – Certification by master of receiving vessel

Transhipment

Certification: Master of fishing vessel

EU_Vessel1Master   16 Mar 2021 10:14

Receiving vessel   ⓘ

EU Vessel 2B

Certification: Master of receiving vessel

☑ **I certify that the above information is complete, true and correct to the best of my knowledge and belief**

Transhipment – "Signature" of transhipment observer

Transhipment

Certification: Master of fishing vessel

EU_Vessel1Master   16 Mar 2021 10:14

Receiving vessel   ⓘ

EU Vessel 2B

Certification: Master of receiving vessel

EU_Vessel2Master   16 Mar 2021 10:17

Confirmation of Observer's presence (only for transhipment at sea)

☑ **I confirm that I was present during the transhipment above**

Export

Export

Point of export

Auckland, New Zealand

Destination

Tokyo, Japan

Certification: Exporter

☑ **I certify that the above information is complete, true and correct to the best of my knowledge and belief**

Validation: Authority (export)

-

Final product Destination Section

Final product destination

Import

Final point of import	Type	Weight (kg)	
Tokyo, Japan	GGO: Gilled and gutted - tail on	1200	🗑

Certification by Importer

Final product destination

Import

Final point of import	Type	Weight (kg)	
Tokyo, Japan	GGO: Gilled and gutted - tail on	1200	🗑
			🗑

Certification: Importer

☑ I certify that the above information is complete, true and correct to the best of my knowledge and belief

2. CMF Validation

Selection of CMF by Validator

Enter CDS document number				
CMF ⌄	**CM**	EU210661401	123456	⚡ Go to...

Catch / Harvest Section Validation

Validation: Authority (not for transhipments)

☑ I validate that the above information is complete, true and correct to the best of my knowledge and belief

Title

Fisheries Officer

Export Validation

Export

Point of export

Auckland, New Zealand

Certification: Exporter

EU_Company1Owner   16 Mar 2021 10:24

Licence #:

Validation: Authority (export)

☑ I validate that the above information is complete, true and correct to the best of my knowledge and belief

Title

Fisheries officer

3. Completed CMF

CMEU210661401 EU Vessel 2B

Catch monitoring (CMF) | Tags (CTF) | Charts

Catch/harvest

Document #	Vessel name		Processing establishment			
CMEU210661401	EU Vessel 2B	🔵	EU Company 1		**Total weight**	**1200 kg**
					Total #	**12**

Product	Type	Month of harvest (mmyy)	Gear code	Statistical area of catch	Weight	Total # of whole fish
FR: Frozen	GGO: Gilled and gutted - tail on	Jan 2021	LL: Longline	12	1200	12

Validation: Authority (not for transhipments)

EU_Validator1@ccsbt.org
Name: Anne Ram
Title: Fisheries Officer

16 Mar 2021 10:12

Signature

Seal

Intermediate product destination

Transhipment

Certification: Master of fishing vessel

EU_Vessel1Master 16 Mar 2021 10:14

Receiving vessel 🔵

EU Vessel 2B

Certification: Master of receiving vessel

EU_Vessel2Master 16 Mar 2021 10:17

Confirmation of Observer's presence (only for transhipment at sea)

kossman 16 Mar 2021 10:21

Export

Point of export	Destination
Auckland, New Zealand	Tokyo, Japan

Certification: Exporter

EU_Company1Owner 16 Mar 2021 10:24
Licence #:

Validation: Authority (export)

EU_Validator1 16 Mar 2021 10:27
Name: Anne Ram
Title: Fisheries officer

Signature

Seal

Final product destination

Import

Final point of import	Type	Weight (kg)
Tokyo, Japan	GGO: Gilled and gutted - tail on	1200

Certification: Importer

EU_Company2Staff 16 Mar 2021 10:43
Address (optional):