



**ELEVENTH REGULAR SESSION**  
Faleata Sports Complex, Apia, SAMOA  
1 - 5 December 2014

---

**DRAFT TERMS OF REFERENCE FOR AN ELECTRONIC REPORTING AND ELECTRONIC  
MONITORING WORKING GROUP**

---

**WCPFC11-2014-20**  
**20 November 2014**

**Paper prepared by the WCPFC Secretariat**

## *DRAFT* TERMS OF REFERENCE FOR A WCPFC ELECTRONIC REPORTING AND ELECTRONIC MONITORING WORKING GROUP

### Background

At WCPFC10, the Commission noted that progress had been made by some members in trialing electronic reporting and monitoring, particularly in support of both vessel operational activities and the Regional Observer Programme (ROP). A workshop was held in late March 2014 to discuss the potential for electronic reporting (ER) and electronic monitoring (EM) in the WCPO and to consider next steps in progressing these initiatives. The workshop identified a priority need to further consider the application of ER and EM in the WCPO and agreed that this work be best facilitated by the establishment of a working group. The workshop further noted that a key risk for the Commission is the lack of documented policies and standards for these technologies, resulting in poor data coordination, increased data storage and transmission complexities, higher data security risk and increased long-term costs.

It is important to note that a decision by the Commission to develop data standards is separate from a decision by the Commission to require certain data/information to be submitted electronically. The development of ER and EM standards and specifications by the Commission will support and accommodate those CCMs that have commenced implementation of a range of EM and ER technologies in their fisheries and will ensure that the Commission's databases and systems are ready to exchange electronic data in an orderly and efficient manner.

These terms of reference define the objectives, scope and responsibilities of the working group. They set out the expectations of the Commission with respect to the outputs of the working group. These TORs may be subject to review or modification by the Commission.

### Objective

1. To consider how EM and ER technologies could benefit the work of the Commission, in supporting the objective and implementation of the Convention.

### Working group

1. The working group shall be open to all Commission Members and Participating Territories.
2. All CCMs are encouraged to provide input to the work of the working group<sup>1</sup>.
3. To the highest degree possible, the working group shall conduct its work electronically or, if convenient and cost effective, in targeted face to face meetings.
4. The working group shall report to TCC and SC, as appropriate, where the advice and recommendations shall be considered.
5. The working group shall consult with or seek advice from technical experts as necessary.
6. The working group shall be supported by the Secretariat. In particular, the Secretariat shall provide technical advice and engage relevant stakeholders in providing input into the work of the working group.

### Principles

1. In its deliberations, the working group shall be mindful of existing and proposed data standards and formats in other regional bodies and RFMOs.
2. The working group shall consider the impacts of ER and EM technologies on the broader work of the Commission/Secretariat and look at ways to minimise data management costs.

---

<sup>1</sup> Which may include industry representatives, as appropriate.

3. The working group shall specifically consider impacts of ER and EM technologies on SIDS and endeavour to improve SIDS use of electronic technologies, including supporting trials of these technologies, to further understand their application.
4. The working group shall take into consideration recommendations from Kobe III relating to data harmonisation and exchange.

#### Workplan

1. As a priority, establish a group of technical experts to draft standards for the submission of electronic data and standards for electronic monitoring for the consideration of TCC11 and WCPFC12. The subworking group shall consist of members of the PNAO, SPC, FFA, CDS-IWG chair, Secretariat and other CCM experts as necessary.
2. Hold a workshop to review the draft standards and progress the development of an EM and ER strategy for consideration by WCPFC12, including objectives, scope, roles and responsibilities, timeframes for implementation, including
  - a. identify and assess areas where ER or EM could strengthen current reporting processes
  - b. identify specific WCPFC reporting obligations which could be submitted electronically
  - c. develop a plan of work that includes both design and implementation (potentially phased) for these obligations in particular fisheries taking into consideration
    - i. data confidentiality
    - ii. reviewing/establishing data access, protection, use and dissemination rules and procedures
    - iii. validation of data
    - iv. timeframes for data submission
3. Evaluate the best method to implement the recommendations (e.g. a CMM vs report language etc.) that may be required to accommodate ER and EM technologies
4. Undertake other actions relating to the application of ER and EM technologies (e.g. integration with CDS, HSBI, port controls etc) that the Commission may wish to consider.

#### Timeframe

1. The working group and its progress will be reviewed at WCPFC13.
2. Consistent with outcomes from the ER and EM workshop, a phased in approach to the implementation of these technologies should be considered.

#### References

1. Progressing the development of a WCPFC draft electronic reporting standard, including for ROP – TCC10 Information Paper – WCPFC-TCC10-2014-16 [Progressing ER standards | WCPFC](#)
2. ER and EM Workshop - March 2014 - Chairs report. WCPFC-TCC10-2014-15 [E-Monitoring and E-reporting workshop report | WCPFC](#)