

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

**Circular No.: 2018/34**

**Date: 4 June 2018**

**No. pages: 06**

**Preparations and Meeting Notice: 3<sup>rd</sup> Meeting of the WCPFC E-reporting and E-monitoring Working Group**

Dear All,

To formally advise all members, cooperating non-members, participating territories and observers that the 3<sup>rd</sup> meeting of the E-reporting and E-monitoring Working Group will be held at Busan Lotte Hotel, Busan, Republic of Korea, from 6 to 7 August 2018.

Please find enclosed a letter from the Chair of the WCPFC E-reporting and E-monitoring Working Group, Madam Kerry Smith, regarding the preparations for the upcoming meeting. The letter includes as an enclosure a copy of the provisional agenda.

Meeting information and agenda are also posted on the WCPFC website:  
<https://wcpfc.int/meetings/3rd-meeting-e-reporting-and-e-monitoring-working-group>

If you have any questions, please contact the Secretariat's Compliance Manager, Dr LaraManarangi-Trott at [lara.manarangi-trott@wcpfc.int](mailto:lara.manarangi-trott@wcpfc.int)

Yours sincerely,



Feleti Penitala Teo, **OBE**  
**EXECUTIVE DIRECTOR**

Dear all,

I write to you in my capacity as Electronic Reporting and Electronic Monitoring Working Group (ERandEM WG) chair and to provide you with an update on work leading up to our meeting later this year. As you would recall, WCPFC14 in Manila agreed that a meeting of the ERandEM WG would take place in 2018. The meeting is scheduled for 6-7 August 2018, immediately prior to the WCPFC Scientific Committee in Busan, Republic of Korea.

The working group has met twice since its inception and has progressed a number of items under its terms of reference. The work relating to electronic reporting standards for catch and effort data and for observer data has been a significant achievement and, in my opinion, has set solid foundations for progressing the electronic monitoring work. The Commission has heard that many CCMs are undertaking trials in relation to electronic monitoring technologies and it is timely that the Commission consider how best to recognise and use the data that is being collected.

At our last meeting in 2016, I agreed to prepare a concept paper to assist the Commission in understanding how electronic monitoring technologies could be integrated into the suite of data collection tools already being used by CCMs to collect required data. The paper is currently being developed and I am looking to circulate it to members by the end of the month. The paper draws heavily from the VMS and ROP CMMs in identifying what minimum standards are necessary at the WCPFC level. It does not cover all the necessary areas and should be considered a starting point for discussions rather than a formal proposal. There will also be placeholders where I will be seeking your feedback. I am proposing that the concept paper be the focus of the next meeting and look forward to hearing from CCMs on this approach.

A draft agenda is attached (refer Attachment 1). I encourage CCMs to consider submitting papers updating the working group on their ER or EM activities. Please do not hesitate to let me know if you would like to add anything to the agenda or if you have any general comments on the concept paper.

I look forward to hearing from you and seeing you in August.

Kind regards



Kerry Smith  
1 June 2018



**THIRD E-REPORTING AND E-MONITORING WORKING GROUP MEETING  
(ERandEMWG3)  
Busan, Republic of Korea  
6 - 7 August 2018**

**PROVISIONAL AGENDA AND INDICATIVE SCHEDULE**

WCPFC-2018-ERandEMWG3-01

4 June 2018

**Monday 6th August 2018 (Day 1)**

<b>TIME</b>	<b>AGENDA</b>	<b>DOC</b>
<b>9-9.30am</b>	<b>AGENDA ITEM 1. WELCOME AND OPENING</b>	
	1.1 Opening	
	1.2 Adoption of agenda	
	1.3 Meeting arrangements	
<b>9.30 – 11.00am</b>	<b>AGENDA ITEM 2. BACKGROUND and REVIEW OF ER AND EM TECHNOLOGIES IN WCPO</b>	
	2.1 Update from Chair on background and progress against ERandEMWG TOR	
	2.2 Report from Secretariat on uptake of ER technologies <ul style="list-style-type: none"> <li>a. Process for maintaining ER standards</li> <li>b. Transshipment ER standards <ul style="list-style-type: none"> <li>o WCPFC14 outcome</li> <li>o presentation and discussion</li> </ul> </li> </ul>	<b>Paper</b>
<b>11-11.30am</b>	<b>Morning tea</b>	
<b>11.30-12.30pm</b>	2.3 Updates from CCMs on implementation of ERandEM technologies (Presentation by Fiji)	
	2.4 Updates from Sub-regional Agencies <ul style="list-style-type: none"> <li>a. SPC – outcomes from EM process standards workshop</li> <li>b. FFA Secretariat</li> <li>c. PNAO</li> </ul>	<b>Paper</b>
<b>12.30-1.30pm</b>	<b>Lunch</b>	
	<b>AGENDA ITEM 3. EM CONCEPT PAPER - INTRODUCTION and DISCUSSION</b>	
<b>1.30-3pm</b>	3.1 Introduction by Chair to the concept paper <ul style="list-style-type: none"> <li>a. Working group - general comments on approach</li> </ul>	<b>Paper</b>
	3.2 Discussion regarding Commission objective (and any subobjectives) for a Regional EM Programme	
	3.3 Discussion regarding terminology, roles and responsibilities	
	3.4 Discussion regarding scope and data needs	

<b>TIME</b>	<b>AGENDA</b>	<b>DOC</b>
	<ul style="list-style-type: none"> <li>a. Longline</li> <li>b. Purse Seine</li> <li>c. Transshipment</li> <li>d. Other?</li> </ul>	
<b>3-3.30pm</b>	<b>Afternoon tea</b>	
<b>3.30pm-5pm</b>	<p><b>AGENDA ITEM 3 contd. EM CONCEPT PAPER - DISCUSSION</b></p> <p>3.5 Discussion regarding required standards</p> <ul style="list-style-type: none"> <li>a. Technical standards – minimum standards relating to the camera system itself and the requisite harddrives and software.</li> <li>b. Logistical standards – minimum standards relating to the transfer of data from a fishing vessel to a reviewing centre</li> <li>c. Data analysis standards – minimum standards relating to converting video footage into data that is submitted to WCPFC</li> <li>d. Programme standards – minimum standards relating to management of a national programme.</li> </ul>	

**Tuesday 7<sup>th</sup> August 2018 (Day 2)**

<b>8.30 – 9.00am</b>	<b>Recap from Day 1</b>	
<b>9-10.30am</b>	<p><b>AGENDA ITEM 3 contd. EM CONCEPT PAPER - DISCUSSION</b></p> <p>3.6 Discussion regarding coverage rates vs analysis</p> <p>3.7 Discussion regarding proposed accreditation process</p> <p>3.8 Concept paper – wrap up – general thoughts on process going forward</p>	
<b>10.30 – 11am</b>	<b>Morning tea</b>	
<b>11-12.30pm</b>	<p><b>AGENDA ITEM 4. OPPORTUNITIES AND CHALLENGES</b></p> <p>4.1 Opportunities</p> <ul style="list-style-type: none"> <li>a. future state</li> </ul> <p>4.2 Challenges</p> <ul style="list-style-type: none"> <li>a. training needs</li> <li>b. implementation plan – what would it look like? What would it include?</li> </ul>	
<b>12.30 -1.30pm</b>	<b>Lunch</b>	
<b>1.30-2.30pm</b>	<p><b>AGENDA ITEM 5. GENERAL DISCUSSION AND NEXT STEPS</b></p> <p>5.1 General discussion and outcome</p> <ul style="list-style-type: none"> <li>a. Review progress against TOR, recommendations to WCPFC15</li> </ul> <p>5.2 Report to SC14/TCC14/WCPFC15</p> <p>5.3 Linkages to other IWGs and work of subsidiary bodies</p>	
<b>2– 3.00pm</b>	<b>AGENDA ITEM 6. OTHER MATTERS</b>	
	<b>AGENDA ITEM 7. CLOSE</b>	



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**TERMS OF REFERENCE FOR AN ELECTRONIC REPORTING AND ELECTRONIC MONITORING WORKING GROUP (ErandEmWG)**

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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 adoption of ER and EM standards 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 CCMs and 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, including port coordinators, 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.

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<sup>1</sup> Which should include industry representatives.

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 minimize data management costs.
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.
5. The working group shall not prejudice the rights and obligations of flag CCMs on data collecting and validation.

#### Workplan

1. As a priority, establish a group of technical experts (sub-working group) to draft standards on electronic reporting for the consideration of the working group, TCC11 and WCPFC12. The sub-working group shall consist of members of the PNAO, SPC, FFA, CDS-IWG chair, Secretariat and other CCM experts as necessary. CCMs, including industry representatives, may join the sub-working group.
2. Hold a workshop to review the draft standards and progress the development of an EM and ER strategy for consideration by TCC11 and 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. Consider steps to progress implementation including but not limited to cost benefit analyses, and capacity building.
5. 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.

#### Reference

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](#)