

DCF national correspondents

Els Torreele, Jørgen Dalskov, Elo Rasmann, Heikki Lehtinen, Maximilien Simon, Christoph Stransky, Leonie O'Dowd, Didzis Ustups, Laura Simonaityte, Inge Janssen, Zbigniew Karnicki, Emilia Batista, Maria del Pilar Vara del Rio, Anna Hasslow, Matthew Elliott, Apostolos Karagiannakos, Evelina Carmen Sabatella, Antonello Sala, Jernej Švab, Ivana Vukov, Myrto Ioannou, Benjamin Zerafa

ICES ACOM members and observers

Els Torreele, Morten Vinther, Robert Aps, Matti Salminen, Alain Biseau, Christopher Zimmermann, Gudmundur Thordarson, Maurice Clark, Didzis Ustups, Tomas Zolubas, Nathalie Steins, Jan Horbowy, Maria de Fatima Borges, Francisco Velasco, Massimiliano Cardinale, Pieter-Jan Schon, Harald Gjøsæter, Yuri Efimov, Petur Steingrund, Jesper Boje

Our Ref: L.27/ACB/CP/RF/eg

27 February 2018

Subject: Data submission for ICES advisory work of the Working Group on Bycatch of Protected Species (WGBYC).

Dear Reader,

Please find enclosed a document describing the rationale, scope and technical details of the data call for data submission for ICES advisory work by the Working Group on Bycatch of Protected Species (WGBYC). Enclosed are also two annexes with additional information.

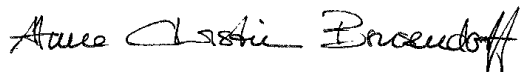
ICES has a standing request from the European Commission to advise and inform on the impacts of fisheries on the marine environment and ICES currently provides advice on the impact of fishing on seabirds and marine mammals. The requested data will be used by ICES advisory groups involved in the provision of such advice.

For countries which are also EU members this data call is under Council Regulation 812/2004 and the DCF regulation ((EC) No 2017/1004 and Commission Decision 2016/1251/EU).

For questions about the content of the data call, please contact: Advice@ices.dk. For questions on data submission, please contact: accessions@ices.dk.

The data call will also be available from the ICES website at: <http://ices.dk/marine-data/tools/Pages/Data-calls.aspx>.

Sincerely,



Anne Christine Brusendorff
General Secretary

CC: Sara Königson (WGBYC co-chair); Kelly Macleod (WGBYC co-chair); Venetia Kostopoulou (DG-Mare, DCF); Bas Drukker (DG-Mare, DCF).



ICES
CIEM

International Council for
the Exploration of the Sea
Conseil International pour
l'Exploration de la Mer

H. C. Andersens Boulevard 44-46,
1553 Copenhagen V, Denmark

+45 33 38 67 00
info@ices.dk | www.ices.dk

Contents

Data call: Data submission for ICES advisory work of the Working Group on Bycatch of Protected Species (WGBYC)	2
1.Scope of the Data call	2
2. Rationale.....	2
3. Legal framework	2
4. Deadlines.....	3
5. Data to report	3
5.1 Geographic and temporal scope.....	3
5.2 Data types	3
6 Data submission.....	4
7. Contact information.....	4
8 Eletronic outputs.....	4
Annex 1. Data submission procedure	5
Annex 2. Data submission format in details	11

Data call: Data submission for ICES advisory work of the Working Group on Bycatch of Protected Species (WGBYC)

1. Scope of the Data call

This data call aims to collect data describing fishing effort, monitoring/sampling effort and protected species bycatch records from **2016** to support the provision of ICES management advice on the wider impacts of fishing activity.

2. Rationale

ICES has a standing request from the European Commission to advise and inform on the impacts of fisheries on the marine environment, and ICES currently provides advice on the impact of fishing on seabirds and marine mammals. The requested data will be used by ICES advisory groups involved in the provision of such advice.

Currently, ICES summarizes information about the bycatch of marine mammals and other protected species as reported by EU Member States (MS) under Council Regulation (EC) No. 812/2004 (Reg 812/2004) and other mechanisms. Thus far, the available data have been insufficient to enable robust assessments of the overall impact of EU fisheries on a variety of protected species (ICES 2017*). Reg 812/2004 is due to be repealed, and consequently ICES is now preparing for the transition away from using MS Reg 812/2004 reports as the primary source of data on the bycatch of cetaceans (and other protected and endangered species). In the future, data will be provided through the ICES regional database (RDB) as a result of [Commission Implementing Decision \(EU\) 2016/1251](#)[†] (EU MAP). This data call aims to improve consistency in the reporting of bycatch data at a regional scale. ICES acquisition of fisheries sampling and protected species bycatch data will aid the transition from Reg 812/2004 to EU MAP and improve the ability of ICES to advise on the impact of fisheries on non-target species.

The data will be used to provide summaries of bycatch rates by species / gear type and area, and will also inform the development of risk assessments designed to provide insights into the potential impacts of fisheries on protected and endangered species.

The data will also be used to undertake a comparative assessment of fishing effort data consistency when acquired from different sources, so that any inconsistencies are understood as WGBYC transition from using Reg 812/2004 reports to the RDB as their main source of effort data that underpins advice.

3. Legal framework

All governments and intergovernmental commissions requesting and receiving advice from ICES and all contracting parties to OSPAR and HELCOM have signed international agreements under UNCLOS 1995 Fish Stocks agreement articles 5 and 6 to incorporate fisheries impacts on other components of marine eco-

* ICES 2017. Bycatch of small cetaceans and other marine animals – review of national reports under Council Regulation (EC) No. 812/2004 and other information. *In* Report of the ICES Advisory Committee, 2017. ICES Advice 2017, byc.eu. 4 pp.

[†] EU, 2016. [Commission Implementing Decision \(EU\) 2016/1251](#) of 12 July 2016 adopting a multiannual Union programme for the collection, management and use of data in the fisheries and aquaculture sectors for the period 2017-2019 (notified under document C(2016) 4329).

systems and WSSD 2002 article 30 to implement an ecosystem approach in relation to oceans policy including fisheries. These agreements include an obligation to support assessments of the impacts of fisheries on non-target species and the environment (UNCLOS FSA art 6).

For EU Member States, this data call is under Council Regulation 812/2004, the DCF regulation ((EC) No 2017/1004 and Commission Decision 2016/1251/EU) and in particular, Article 17(3) of regulation (EC) No 2017/1004 which states “..requests made by end-users of scientific data in order to serve as a basis for advice to fisheries management, Member States shall ensure that relevant detailed and aggregated data are updated and made available to the relevant end-users of scientific data within the deadlines set in the request,..”

For non-EU states with fisheries operating in the North Atlantic, there is a requirement to make fisheries data available to support fisheries management under OSPAR, HELCOM and UNCLOS.

These data are made available to facilitate the scientific basis for advice in support of marine policies. In addition, ICES has a policy for the data use, which governs the process for whom is given access and what they can do with the data, see http://ices.dk/marine-data/Documents/Data_Policy_RDB.pdf.

This data call follows the principles of personal data protection as referred to in paragraph (9) of the preamble in Regulation (EU) 2017/1004 and repealing Council Regulation (EC) No 199/2008.

4. Deadlines

ICES requests the data to be delivered by the 1st of April 2018 to provide enough time for additional quality assurance and data handling procedures prior to the upcoming WGBYC meeting in May 2018.

5. Data to report

5.1 Geographic and temporal scope

The geographical scope of this data call includes all areas covered by the monitoring and mitigation requirements of Reg 812/2004, and other North Atlantic (and adjacent) areas including:

- Northwest Atlantic Fisheries Organisation (NAFO) Fishing Areas <http://www.fao.org/fishery/area/Area21/en>
- ICES Fishing Areas (<http://www.fao.org/fishery/area/Area27/en>) on as detailed level as possible (including the adjustments to the North-East Atlantic Fisheries Commission (NEAFC) Regulatory Areas https://www.neafc.org/managing_fisheries/measures/ra_map)
- Geographical subareas GSA for GFCM (Mediterranean)

The temporal scope is for data collected specifically from **2016**. However, historical data (i.e. 2009-2015) that have not been submitted previously to ICES (by EU and non-EU countries) should also be submitted in the same format.

Please refer to Section 6 – Annex 1 & 2 for specific guidance on the data submission process, format, data fields and definitions.

5.2 Data types

Data covered by this data call include:

For EU countries:

1. Data describing fishing effort, monitoring/sampling effort and incidental bycatch of **cetaceans** in pelagic trawl, high opening trawl, bottom set net and drift net fisheries in accordance with the reporting requirements of EC Council Regulation 812/2004; and

2. Data describing monitoring/sampling effort and incidental bycatch of **any non-cetacean** protected species (i.e. species officially protected under national or international legislation), to include all other marine mammals (phocids etc), all seabird species, all sea turtle species, and any protected elasmobranchs and fish, from the same gear types as listed in point 1.
3. Data describing monitoring/sampling effort and incidental bycatch of **all protected species** (including cetaceans) recorded from any **other** monitored gear types (demersal trawls, lines etc) under national data collection programmes (e.g. DCF etc).

For non-EU countries:

1. Data from any **non-EU countries** describing fishing effort, monitoring/sampling effort and incidental bycatch of any protected species by gear type and area.

6 Data submission

Data submissions must conform to the present structure of the WGBYC database. As such, it is required that data be submitted using the Excel “data submission template”. The template can be found here: http://bycatch.ices.dk/upload/bycatchReporting_template.zip

Once the Excel data submission template is completed, go to the “Export_data” sheet and press the “Export data to XML” button to create a data file in XML format, and save it onto your computer or network. Note: please do not use the Excel automatic XML conversion function, it will not produce the correct file.

Go to the bycatch portal <http://bycatch.ices.dk>

Press the ‘Submit data’ link and log in with your ICES sharepoint user credentials. If you do not have access to ICES sharepoint, please contact accessions@ices.dk for assistance.

Full step-by-step instructions on how to submit data using the WGBYC data template is provided in Annex 1. The data format and look-up vocabularies are described in detail in Annex 2.

7. Contact information

For support concerning any issues about the data call please contact the Advisory Department (Advice@ices.dk) and the WG chairs Sara Königson (sara.konigson@slu.se) and Kelly Macleod (Kelly.macleod@jncc.gov.uk). For support concerning technical data-submission issues, please contact: accessions@ices.dk.

8 Eletronic outputs

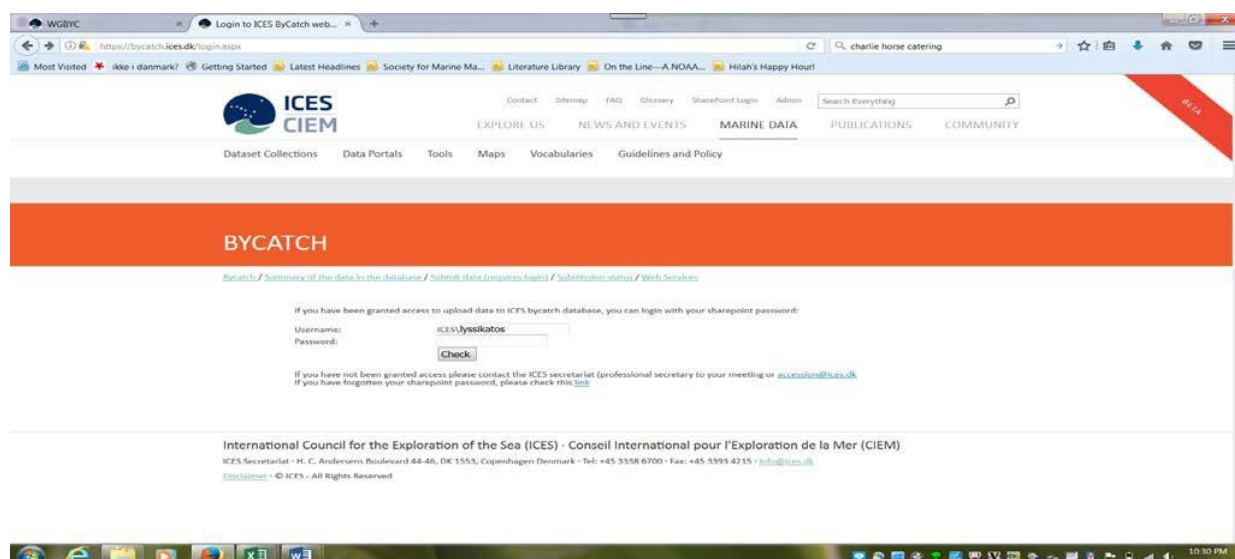
Data on fishing effort, monitored effort and bycatch of protected species will be aggregated by ICES Areas and RCG and in the Mediterranean by GSA areas and shown in maps and tables within ICES Bycatch reports and ICES Advice[‡]. Aggregated data will also be visible and accessible on the ICES Bycatch data portal.

[‡] ICES 2017. Bycatch of small cetaceans and other marine animals – review of national reports under Council Regulation (EC) No. 812/2004 and other information. *In* Report of the ICES Advisory Committee, 2017. ICES Advice 2017, byc.eu. 4 pp.

Annex 1. Data submission procedure

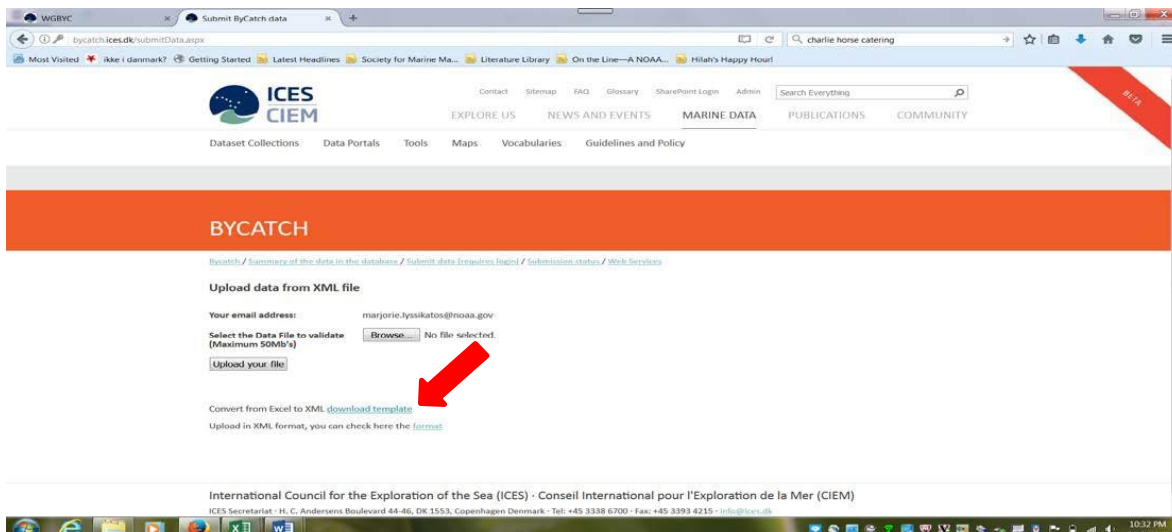
In the data submission template available from the ICES bycatch web-page, there are three primary worksheet tabs (file information - Annex 2 Table 1, bycatch main table - Annex 2 Table 2, and bycatch detail table - Annex 2 Table 3) that contain mandatory (red columns) data elements in order for data to be uploaded properly. Reporting of the non-mandatory data elements (green columns) is encouraged when possible. The worksheets and their respective data entry fields are described in more detail in Annex 2 below. ICES Data Centre has broadened the list of vocabularies to support data entry into several fields. Below are the brief step-by-step instructions for entering and uploading data.

The **first step** is to Click on the link provided here: <http://bycatch.ices.dk/> to access the data entry and upload template from the data submission site. Sharepoint login credentials are required to login, and can be requested at accessions@ices.dk.



The screenshot shows the login page for the ICES Bycatch web portal. The browser address bar shows the URL <https://bycatch.ices.dk/login.aspx>. The page features the ICES CIEM logo and a navigation menu with links to 'EXPLORE US', 'NEWS AND EVENTS', 'MARINE DATA', 'PUBLICATIONS', and 'COMMUNITY'. Below the navigation menu, there is a section titled 'BYCATCH' with links to 'Dataset Collections', 'Data Portals', 'Tools', 'Maps', 'Vocabularies', and 'Guidelines and Policy'. The main content area contains a login form with the following text: 'If you have been granted access to upload data to ICES bycatch database, you can login with your sharepoint password:'. The form has fields for 'Username:' (containing 'ICES\jyskatos') and 'Password:' (with a 'Check' button). Below the form, there is a link to 'If you have not been granted access please contact the ICES secretariat (professional secretary to your meeting or accessions@ices.dk)'. At the bottom of the page, there is contact information for the ICES Secretariat, including the address, phone number, fax number, and email address.

After entering your username and password, the **second step** is to download the template (see below).



BYCATCH

[Browse](#) / [Overview of the data in the database](#) / [Submit data \(requires login\)](#) / [Information status](#) / [Help](#)

Upload data from XML file

Your email address:

Select the Data File to validate (Maximum 50Mb's) No file selected.

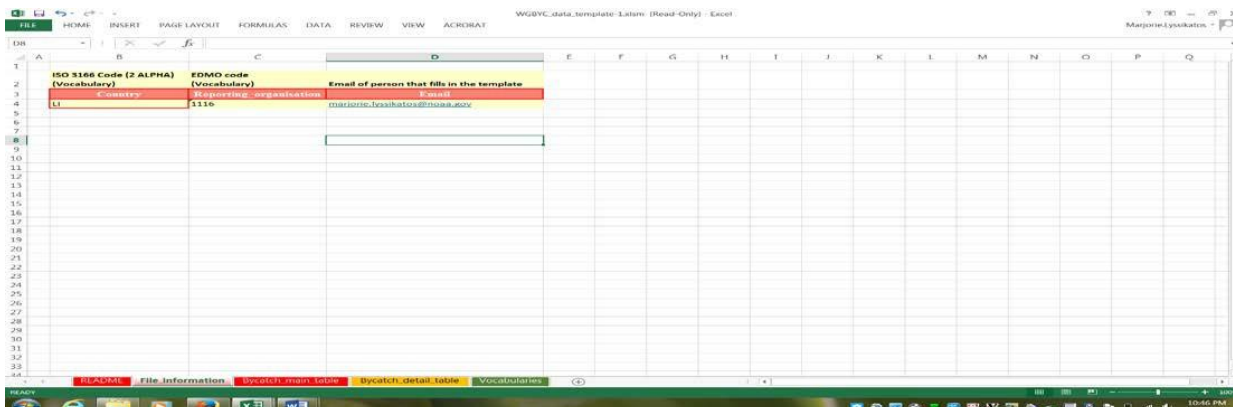
Convert from Excel to XML [download template](#)

Upload in XML format, you can check here the [format](#)

International Council for the Exploration of the Sea (ICES) · Conseil International pour l'Exploration de la Mer (CIEM)
 ICES Secretariat - H. C. Andersens Boulevard 44-46, DK 1553, Copenhagen Denmark · Tel: +45 3338 6700 · Fax: +45 3393 4215 · info@ices.dk

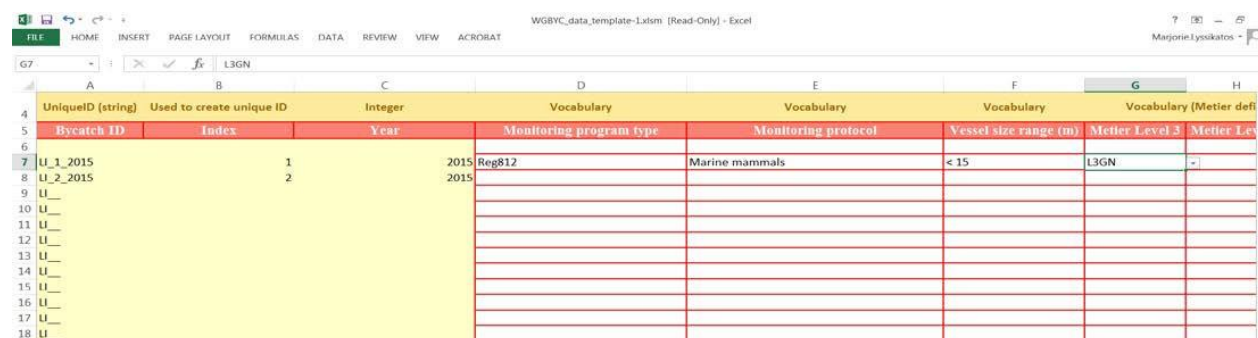
Step 3 is to review the 'README' tab in the template.

Step 4. Begin entering your data starting with the 'File_Information' tab (Annex 2 – Table 1).NOTE: you may choose to manually enter the data or cut & paste data from an electronic file. However, if you cut & paste, the values must match the values provided in the vocabularies/drop down lists. Otherwise, you are likely to receive error messages upon data upload.



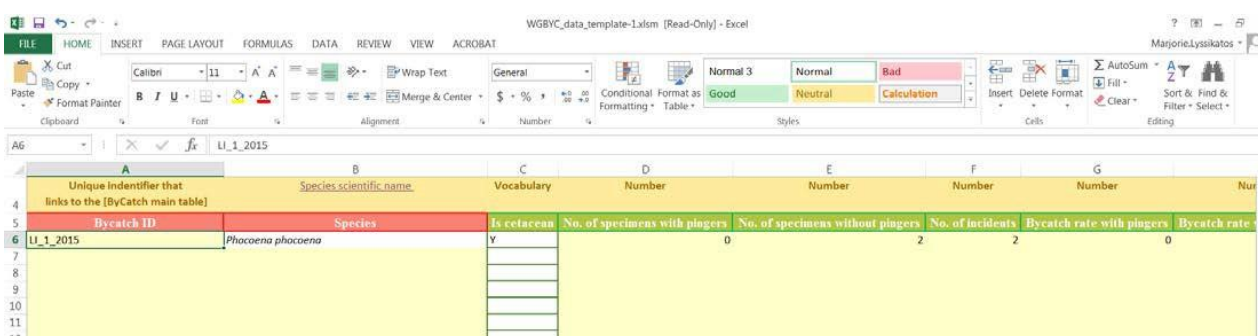
ISO 3166 Code (2 ALPHA)	EDMO code (Vocabulary)	Email of person that fills in the template
US	1116	marjorie.lyssikatos@noaa.gov

Step 5. Move on to the 'Bycatch_Main_Table' tab (Annex 2 – Table 2). First, enter an index number for your first data entry record followed by the year. After entering an index number and year, the BycatchID field will automatically be generated. Then begin to populate the remaining columns and rows given the data you have available from your respective member state Regulation 812 report or other bycatch monitoring program(s).



UniqueID (string)	Used to create unique ID	Integer	Vocabulary	Vocabulary	Vocabulary	Vocabulary (Metier def)	Vocabulary (Metier Lev)
Bycatch ID	Index	Year	Monitoring program type	Monitoring protocol	Vessel size range (m)	Metier Level 3	Metier Lev
U_1_2015	1	2015	Reg812	Marine mammals	< 15	L3GN	-
U_2_2015	2	2015					
U_							
U_							
U_							
U_							
U_							
U_							
U_							
U_							
U_							
U_							

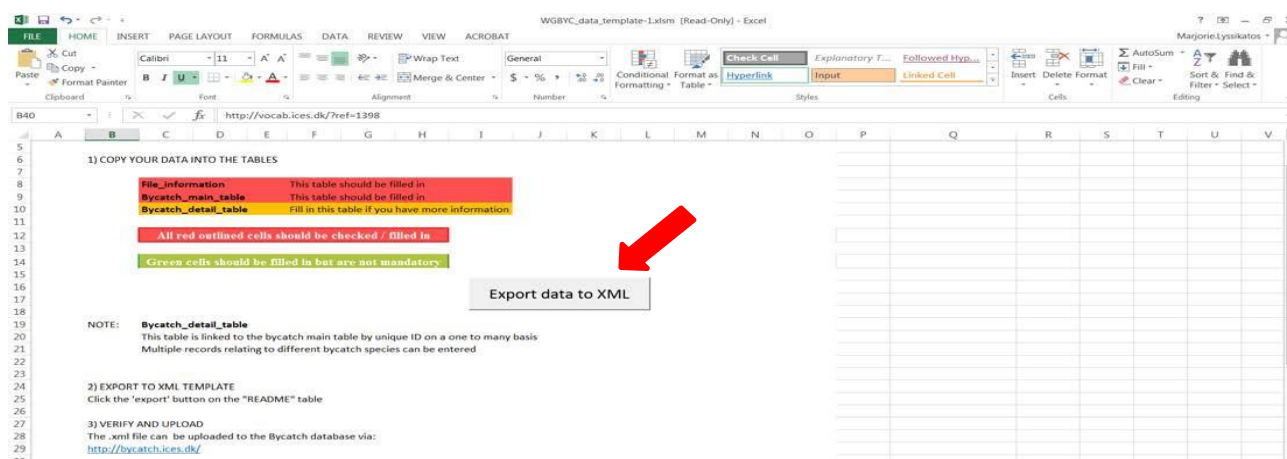
Step 6. After completing the Bycatch Main Table, move on to the next tab 'Bycatch_Detail_Table' (Annex 2 – Table 3). This tab is where observed bycatch events, bycatch rates and estimates for different species are entered and linked with the Bycatch Main Table records via the unique Bycatch_ID values. Copy and paste the unique BycatchID from the Main Bycatch Table into the Bycatch_ID in the Bycatch_Detail_Table. Then select the appropriate species from the WORMS link that were observed as bycatch associated with the unique Bycatch ID record.



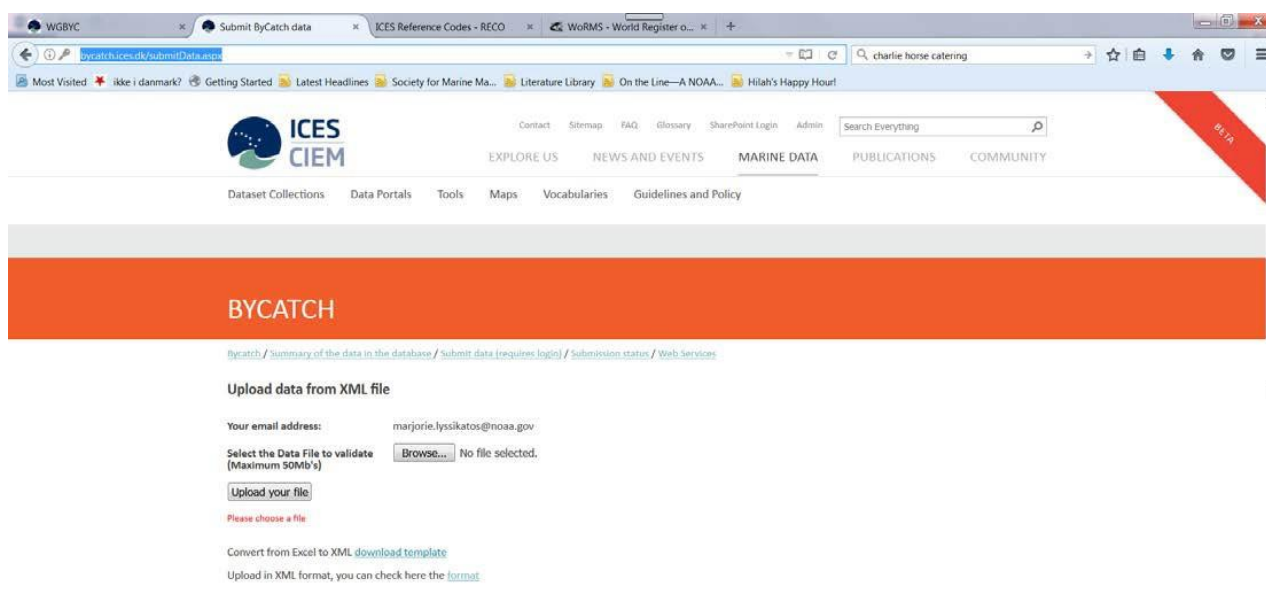
Unique Identifier that links to the [ByCatch main table]	Species scientific name	Vocabulary	Number	Number	Number	Number	Number
Bycatch ID	Species	Is cetacean	No. of specimens with pingers	No. of specimens without pingers	No. of incidents	Bycatch rate with pingers	Bycatch rate
U_1_2015	<i>Phocaena phocaena</i>	Y	0	2	2	0	

The Vocabularies tab includes additional links and drop down lists to populate both mandatory and option data fields in the template.

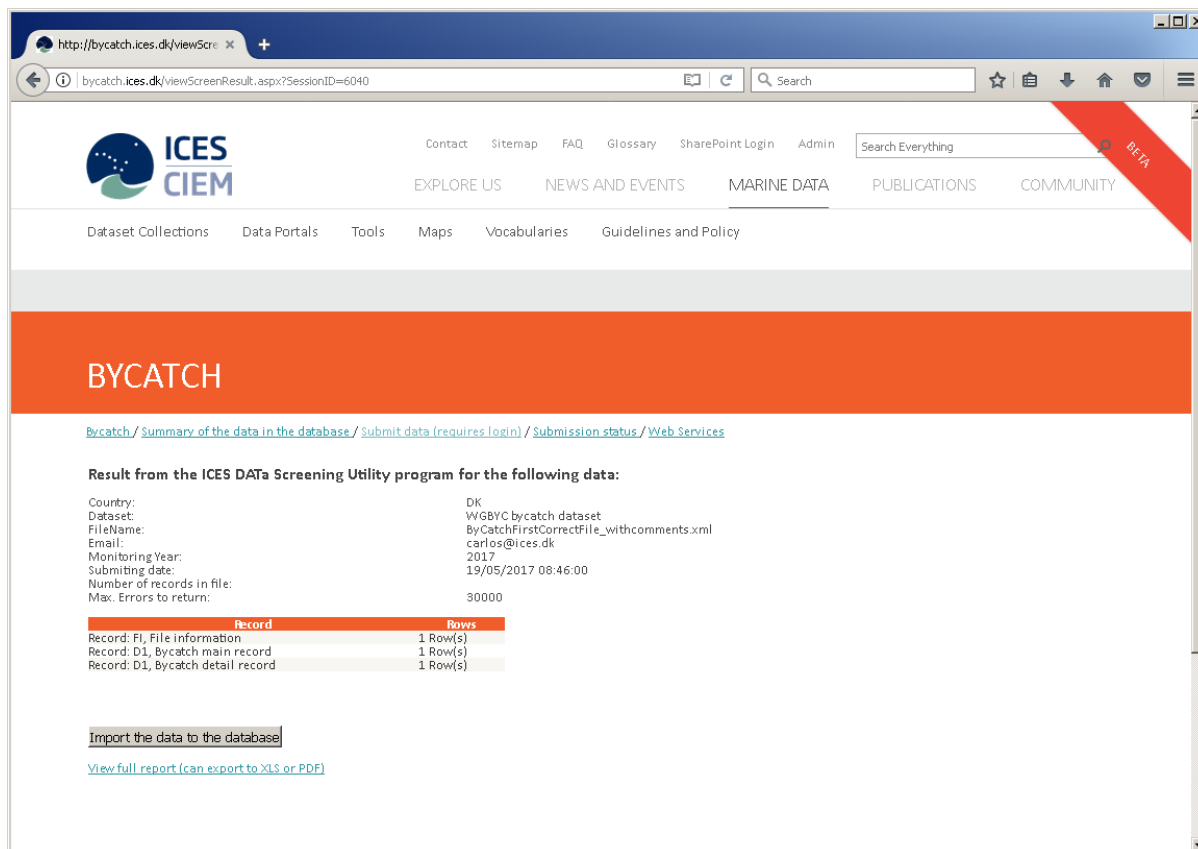
Step 7. Go back to the readme tab and export your data to XML file.



Step 8. Go back to the <http://bycatch.ices.dk/submitData> link, and **browse** to your directory where you saved your XML file and then click 'Upload your File' to upload your data to the database.



Step 9. After data upload is initiated, a message will appear, with the summary of your data, and possible error messages. If the file has no errors, then you should see (below) the “Import the data to the database button”.



The screenshot shows a web browser window with the URL `http://bycatch.ices.dk/viewScreenResult.aspx?SessionID=6040`. The page header includes the ICES CIEM logo, navigation links (Contact, Sitemap, FAQ, Glossary, SharePoint Login, Admin), a search bar, and a "BETA" banner. Below the header, there are links for "EXPLORE US", "NEWS AND EVENTS", "MARINE DATA", "PUBLICATIONS", and "COMMUNITY". A secondary navigation bar lists "Dataset Collections", "Data Portals", "Tools", "Maps", "Vocabularies", and "Guidelines and Policy".

BYCATCH

[Bycatch](#) / [Summary of the data in the database](#) / [Submit data \(requires login\)](#) / [Submission status](#) / [Web Services](#)

Result from the ICES DATA Screening Utility program for the following data:

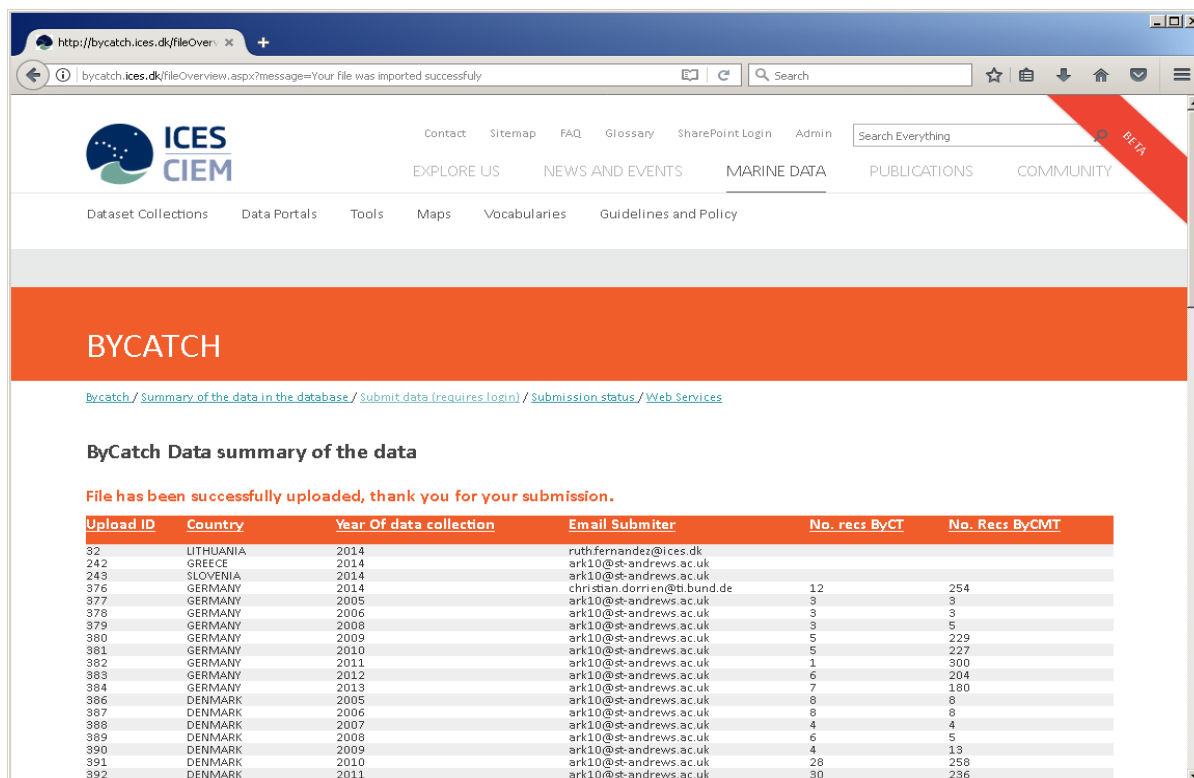
Country: DK
 Dataset: WGBYC bycatch dataset
 FileName: ByCatchFirstCorrectFile_withcomments.xml
 Email: carlos@ices.dk
 Monitoring Year: 2017
 Submitting date: 19/05/2017 08:46:00
 Number of records in file: 30000
 Max. Errors to return: 30000

Record	Rows
Record: FI, File information	1 Row(s)
Record: D1, Bycatch main record	1 Row(s)
Record: D1, Bycatch detail record	1 Row(s)

[Import the data to the database](#)

[View full report \(can export to XLS or PDF\)](#)

Step 10. Once you have clicked the import button, you will receive a message that the data has been successfully uploaded.



The screenshot shows the BYCATCH web application interface. The browser address bar displays <http://bycatch.ices.dk/fileOverview.aspx?message=Your file was imported successfully>. The page header includes the ICES CIEM logo, navigation links (Contact, Sitemap, FAQ, Glossary, SharePoint Login, Admin), a search bar, and a 'BETA' banner. The main navigation menu lists 'EXPLORE US', 'NEWS AND EVENTS', 'MARINE DATA', 'PUBLICATIONS', and 'COMMUNITY'. Below this, a secondary menu includes 'Dataset Collections', 'Data Portals', 'Tools', 'Maps', 'Vocabularies', and 'Guidelines and Policy'. The main content area features a large orange banner with the text 'BYCATCH'. Below the banner, there are links for 'Bycatch / Summary of the data in the database / Submit data (requires login) / Submission status / Web Services'. A message states 'ByCatch Data summary of the data' and 'File has been successfully uploaded, thank you for your submission.' Below this message is a table with the following data:

Upload ID	Country	Year Of data collection	Email Submitter	No. recs ByCT	No. Recs ByCMT
32	LITHUANIA	2014	ruthfernandez@ices.dk		
242	GREECE	2014	ark10@st-andrews.ac.uk		
243	SLOVENIA	2014	ark10@st-andrews.ac.uk		
376	GERMANY	2014	christian.dorrien@ti.bund.de	12	254
377	GERMANY	2005	ark10@st-andrews.ac.uk	3	3
378	GERMANY	2006	ark10@st-andrews.ac.uk	3	3
379	GERMANY	2008	ark10@st-andrews.ac.uk	3	5
380	GERMANY	2009	ark10@st-andrews.ac.uk	5	229
381	GERMANY	2010	ark10@st-andrews.ac.uk	5	227
382	GERMANY	2011	ark10@st-andrews.ac.uk	1	300
383	GERMANY	2012	ark10@st-andrews.ac.uk	6	204
384	GERMANY	2013	ark10@st-andrews.ac.uk	7	180
386	DENMARK	2005	ark10@st-andrews.ac.uk	8	8
387	DENMARK	2006	ark10@st-andrews.ac.uk	8	8
388	DENMARK	2007	ark10@st-andrews.ac.uk	4	4
389	DENMARK	2008	ark10@st-andrews.ac.uk	6	5
390	DENMARK	2009	ark10@st-andrews.ac.uk	4	13
391	DENMARK	2010	ark10@st-andrews.ac.uk	28	258
392	DENMARK	2011	ark10@st-andrews.ac.uk	30	236

If errors are found in your file, you can re-upload and overwrite previously entered data. If you have no success with your data upload, please contact ICES Data Centre (accessions@ices.dk). You can check the summary of records entered by clicking on the Summary of the data in database or Submission Status. **Please note that data uploaded after the designated deadline (April 1, 2018) might not be considered for providing advice on the bycatch of protected species in 2018.**

In case of questions about the template reporting format, vocabulary codes, etc., please contact accessions@ices.dk.

Annex 2. Data submission format in details

Table 1. File Information Worksheet

Note: in the 'Obligation' column, **M** stands for mandatory, **O** stands for optional and **C** stands for conditional (i.e. conditional on information being provided in the previous fields)

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Country	Char	M	ISO 2-alpha country code	Use vocabulary link in template
Reporting_organisation	Char	M	EDMO code of the organization responsible for the data.	Use vocabulary link in template
Email	Char	M	E-mail address for the point of contact about the data.	Valid email address

Table 2. Bycatch Main Table (for fishing effort and observed/monitored effort)

Note: in the 'Obligation' column, **M** stands for mandatory, **O** stands for optional and **C** stands for conditional (i.e. conditional on information being provided in the previous fields)

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Bycatch ID	Char	M	Unique identification for every record that will link with protected species records in the Bycatch Detail Table on a one to many basis.	This field is automatically generated by Excel after entering 'Index'. DO NOT EDIT!
Index	Char	M	Unique monitoring index	This unique index will be used to generate the BycatchID that is automatically generated by the template (see the first field). For example, enter "1" for the first record being entered for your member state.
Year	Char	M	Four-digit year (e.g. 2015)	Enter the year when the data were collected.
Monitoring program type	Char	M	Name of data collection program under which the data was collected.	Use vocabulary options provided in the template drop down list; if 'other' is selected please provide explanation in the comment field. You can check the vocabulary here: http://vocab.ices.dk/?ref=1500
Sampling protocol	Char	M	The type of monitoring protocol used by human observer. This should reflect the objective(s) of the monitoring program. See guidance if electronic monitoring was used.	Use vocabulary options provided in the template drop down list. For example, 'marine mammals' implies the observers main role was to monitor the gear for interactions with marine mammals; P=protected species; All=a multidisciplinary monitoring program where bycatch of all species are reported, including fish. You can check the vocabulary here: http://vocab.ices.dk/?ref=1501
Vessel size range	Char	M	The size range of vessel that was observed in metres	Use vocabulary options provided in the template drop down list; if 'other' is selected please provide explanation in the comment field. You can check the vocabulary here: http://vocab.ices.dk/?ref=1502

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Metier Level 3	Char	M	Generic gear group	Use vocabulary options provided in the template drop down list; if 'other' is selected, please provide explanation in the comment field.
Metier Level 4	Char	M	Gear type	Use vocabulary options provided in the template drop down list
Metier Level 5	Char	M	Target species group	Use vocabulary options provided in the template drop down list
Metier Level 6	Char	O	Mesh size and other selective devices	If applicable, briefly provide the mesh size ranges and other selective devices applicable for the metier, according to Appendix IV of the Commission Decision 2008/949/E
Target species	Char	O	Scientific name of the main target species. Minimum specification – group or common name; Maximum specification – scientific name of the species.	If more than one species separate scientific names by '~'
% Vessels using pingers	Char	O	The observed percentage of vessels that used acoustic deterrent devices (aka pingers) on their gear.	Enter the percentage (%) of vessels equipped with specific pingers relative to the overall number of vessels in the segment (e.g. 10%)
Pinger characteristics	Char	O	Pinger (i.e. acoustic deterrent devices) specifications according to Annex II or Article 3.2 in Council Regulation (EC) 812/2004.	Indicate type of device being used. Use vocabulary options provided in the template drop down list; Type 1 or Type 2 (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32004R0812 , DDD=Dolphin Dissuasive Device; MIX = a mixture of acoustic deterrents used; other=devices other than Type 1, Type 2, DDD, or a mixture of these 3 types) You can check the vocabulary here: http://vocab.ices.dk/?ref=1504
Other mitigation measures	Char	O	Other observed active or passive mitigation techniques used on the gear.	Other observed mitigation techniques could include escape panels, reflective gear,
Area type	Char	M	Area reference type	Specify which area reference codes you are using: ICES areas, GFSM GSAs, NAFO areas
Area code	Char	M	Area code, where the majority of trips were observed	Use code options from the look-up lists for each area type; multiple areas must be separated by '~'
RCG	Char	O	Regional Coordination Group	Use vocabulary options provided in the template drop down list.
Monitoring period	Char	O	Winter, Summer, Year	Seasons are intended to capture approximate time of year the monitoring occurred to line up with monitoring requirements of EU Reg. 812/2004. Use vocabulary options provided in the template drop down list.
Start month	Numeric	O	The starting month in the season or year defined by Monitoring Period	If Winter then start month for example could be 12 (December). If Annual then default start month = 1 (January)

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
End month	Numeric	O	The last month in the season or year defined by Monitoring Period	If Winter then end month for example could be 3 (March). If annual then default end month = 12 (December).
VesselsF	Numeric	O	The total number of vessels	Indicate total number of vessels and trips operating at Metier Level V according to Appendix IV of the Commission Decision 2008/949/E
TripsF	Numeric	O	The Total number of trips	Indicate total number of vessels and trips operating at Metier Level V according to Appendix IV of the Commission Decision 2008/949/E
Days at seaF	Numeric	O	Total number of days at sea corresponding to fishing time* (e.g. 60)	Indicate total days at sea operating at Metier Level V according to Appendix IV of the Commission Decision 2008/949/E
Total length of nets (km)F	Numeric	O	Total length of nets in kilometers (km)	Indicate total length of nets (km) fished at Metier level V according to Appendix IV of the Commission Decision 2008/949/E
Total km hoursF	Numeric	O	Total soak time of nets in kilometer hours (kmh) – intended for fixed gears	Indicate total soak time (kmh) fished at Metier level V according to Appendix IV of the Commission Decision 2008/949/E
Number of haulsF	Numeric	O	Total number of hauls fished	Total number of hauls (aka tows or sets) fished at Metier level V
Total towing timeF	Numeric	O	Total tow time of gear in hours (h) – intended for mobile gears.	Total tow time (h) fished at Metier level V.
VesselsOb	Numeric	O	Total observed number of vessels	Indicate the total number of vessels that were observed at the Metier level reported.
Days at seaOb	Numeric	O	Total observed number of days at sea (e.g. 60)*	Indicate total days at sea observed at the Metier level reported.
Total length of nets (km)Ob	Numeric	O	Total observed length of nets in kilometers (km)	Indicated the total length of nets observed (km) at the Metier level reported.
Total km hoursOb	Numeric	O	Total observed soak time of nets in kilometer hours (kmh) – intended for fixed gears	Indicate total observed soak time (kmh) at the Metier level reported.
No of haulsOb	Numeric	O	Total observed number of hauls	Total number of hauls (aka tows or set) fished at the Metier level reported.
Total towing timeOb	Numeric	O	Total observed towing time in hours (h) – intended for mobile gears	Total tow time observed (h) at the Metier level reported.
Type of 812 monitoring	Text	O	Type of monitoring program under Reg. 812	Indicate type of monitoring program conducted in agreement with Article 4 and Annex III of Council Regulation (EC) No 812/2004: MS – developed monitoring program; PMS – pilot monitoring program; SS – scientific study/experiment; select 'EM' if electronic monitoring was used and specify in the comment field the intended taxonomic groups that reflect the objective of the EM program. You can check the vocabulary here: http://vocab.ices.dk/?ref=1505

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
% Coverage	Numeric	O	The percentage of fishing effort observed.	Not a calculated field. The percent coverage is provided by the respective MS. If coverage not measured in days at sea please provide metric used to calculate coverage in the comment field.
Comments	Char	C	Provide additional information where instructed	Follow guidance for mandatory fields; comments for optional fields are encouraged but not required.

Table 3. Bycatch Detail Table (bycatch events)

Note: in the 'Obligation' column, **M** stands for mandatory, **O** stands for optional and **C** stands for conditional (i.e. conditional on information being provided in the previous fields)

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Bycatch ID	Char	M	Unique identification from the Bycatch Main Table that will link the protected species records in the Bycatch Detail Table to the Bycatch Main Table on a one to many basis.	Manually enter the autogenerated Bycatch ID from the corresponding record in the Bycatch Main Table.
Species	Char	M	Scientific name of species caught incidentally. Minimum specification – group or common name; Maximum specification – scientific name of the species.	Use WoRMS to verify the valid species name http://www.marinespecies.org/
Is cetacean	Char	O	Yes; No	Indicate if the animal is a cetacean.
No. of specimens with pingers	Numeric	O	Total number of observed specimens by species incidentally caught in gear equipped with pingers.	Number of live and dead specimens caught in gear equipped with pingers.
No. of specimens without pingers	Numeric	O	Total number of observed specimens by species incidentally caught in gear NOT equipped with pingers.	Number of live and dead specimens caught in gear NOT equipped with pingers.
No. of incidents	Numeric	O	Number of fishing operations that caught animals (dead and live animals)	For example, this would be the total number of sets, hauls or tows observed with incidental bycatch.
Bycatch rate with pingers	Numeric	O	The ratio of observed incidental bycatch per unit of fishing from gear equipped with pingers.	Indicate per unit of fishing effort the bycatch rate (e.g. specimens per day, /haul,/soak time x km, /hours x meters) for the observed species from gear that was equipped with pingers.
Bycatch rate without pingers	Numeric	O	The ratio of observed incidental bycatch per unit of fishing from gear NOT equipped with pingers.	Indicate per unit of fishing effort the bycatch rate (e.g. no. specimens per day, /haul,/soak time x km, /hours x meters) for the observed species from gear that was NOT equipped with pingers.
Total bycatch estimate	Numeric	O	Estimated total number of bycaught animals derived from observed incidental bycatch.	Provide the total bycatch estimate for species reported.
CV (%)	Numeric	O	Coefficient of Variation (%)	Provide the estimated CV (standard deviation/bycatch estimate x 100) associated with the total bycatch estimate.
Mesh size (mm)	Numeric	O	Average mesh size in millimeters (mm) of the observed gear	Indicate the average mesh size (mm) of the observed gear (e.g. gillnet gear 50 mm; trawl gear 100 mm).
Target species	Char	O	Indicate the main target species. Minimum specification – group or common name; Maximum specification – scientific name of the species.	Provide scientific name of species using link to WoRMS