

### **DCF national correspondents**

Els Torreele, Jørgen Dalskov, Elo Rasmann, Heikki Lehtinen, Louise Veron, Christoph Stransky, Leonie O'Dowd, Didzis Ustups, Vilda Griūnienė, Mandy Doddema, Irek Wojcik, Emilia Batista, Maria del Pilar Vara del Rio, Anna Hasslow, Matthew Elliott, Evelina Carmen Sabatella, Michael Chatziefstathiou, Ivana Vukov, Mauro Bertelletti, Myrto Ioannou, Jurgen Mifsud, Tim Berginc, Simona Vasileva Nicheva, Constantin Stroe.

### **ICES ACOM members and observers**

Els Torreele, Morten Vinther, Robert Aps, Alain Biseau, Christopher Zimmermann, Gudmundur Thordarson, Didzis Ustups, Linas Lozys, Niels Hintzen, Bjarte Bogstad, Jan Horbowy, Maria de Fátima Borges, Francisco Velasco Guevara, Massimiliano Cardinale, Pieter-Jan Schön, Yuri A. Kovalev, Jonathan White, Jari Raitaniemi, Petur Steingrund, Jesper Boje.

**Our Ref: H.4/ACB/CP/RF/CK**

25 May 2021

Subject: Data call for ICES advisory work related to bycatch of protected species (WGBYC-2021).

Dear Reader,

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

ICES has a standing request from the European Commission to advise and inform on the impact of fisheries on the ecosystem. ICES currently provides advice on the effect of fishing on small cetaceans and other marine animals and the requested data will be used by the ICES advisory groups involved in the provision of such advice.

In addition, ICES has received a special request for advice from the North East Atlantic Fisheries Commission (NEAFC) to assess seabird bycatch rates in the NEAFC regulatory area. Data gathered through this data call will be used as part of a scoping exercise of data availability related to this request.

Further, data collected through the present data call may be used to support a potential request for advice from DG Environment on guidance on appropriate bycatch monitoring systems.

**Note that a separate data call on bycatch data for common dolphin, harbour porpoise and grey seal will be issued in mid-June 2021 in relation to a special request for advice from OSPAR on estimation of mortality of marine mammals due to bycatch.**

For countries which are also EU members this data call is under Council Regulation 812/2004, Commission Implementing Regulation (EU) 2020/967, Regulation (EU) 2019/1241 and the DCF regulation



**ICES**  
**CIEM**

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

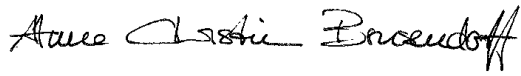
H. C. Andersens Boulevard 44-46,  
1553 Copenhagen V, Denmark

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

((EC) No 2017/1004, Commission Decision 2016/1251/EU, and Commission Delegated Decision EU 2019/910).

For questions about the content of the data call, please contact: [advice@ices.dk](mailto:advice@ices.dk). For questions on data submission, please contact: [data.call@ices.dk](mailto:data.call@ices.dk).

Sincerely,



Anne Christine Brusendorff  
General Secretary

CC: Allen Kingston (WGBYC co-chair); Guðjón Már Sigurðsson (WGBYC co-chair); DG-Mare;  
Vedran Nikolić (DG-Environment), Darius Campbell (NEAFC).

## Contents

<b>Data call: Data submission for ICES advisory work of the Working Group on Bycatch of Protected Species (WGBYC).....</b>	<b>2</b>
1. Scope of the Data Call.....	2
2. Rationale.....	2
3. Legal framework.....	3
4. Deadlines.....	3
5. Data to report.....	3
5.1 Geographic and temporal scope.....	3
5.2 Data types.....	5
6. Data submission.....	5
7. Contact information.....	5
8. Electronic outputs.....	5
Annex 1. Data submission procedure.....	6
Annex 2. Data submission format in detail.....	14

## WGBYC-2021: Data call 2021 related to bycatch of protected species for ICES advisory work

### 1. Scope of the Data Call

This data call aims to collate data describing fishing effort, monitoring/sampling effort, and bycatch event records of protected and sensitive species from 2019 and 2020. These data will be used by WGBYC to support the provision of ICES management advice on the wider effects of fishing activity. The data may be used by other ICES or Joint ICES Working Groups but only with the agreement of WGBYC chairs and ACOM leadership and where the work of those groups is in line with the [ICES Bycatch Roadmap](#).

This data call is requesting bycatch data on all marine mammal, seabird and sea turtle species. WGBYC will not be working with protected/sensitive fish species data during the 2021 meeting, pending guidance from ICES ACOM regarding agreement on appropriate Ecoregion based fish species lists.

### 2. Rationale

ICES has a standing request from the European Commission to advise and inform on the impact of fisheries on the ecosystem and to give warnings of any serious threats from fishing activities alone or in conjunction with any other relevant activity to local ecosystems or species as soon as ICES is aware of such threats. ICES currently provide advice on the effects of fishing on a variety of protected and sensitive species (marine mammals, seabirds etc) and the requested data will be used by the ICES advisory groups involved in the provision of such advice.

In addition, ICES has received a special request for advice from the North East Atlantic Fisheries Commission (NEAFC) to assess seabird bycatch rates in the NEAFC regulatory area. Data gathered through this data call will be used as part of a scoping exercise of data availability related to this request.

Further, data collected through the present data call may be used to support a potential request for advice from DG Environment on guidance on appropriate bycatch monitoring systems.

Historically, ICES summarised 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) which was repealed in August 2019. Thus far, the available data have been largely insufficient to allow robust assessments of the overall effect of EU fisheries on a variety of protected species (ICES 2019\*). Prior to the repeal of Reg 812/2004 in 2019, ICES began 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 sensitive species) and since 2017 ICES/WGBYC have issued a formal data call. In the future, data provision will likely be through the developing ICES Regional Database and Estimating System (RDBES) because of [Commission Implementing Decision \(EU\) 2016/1251](#)<sup>†</sup> (EU MAP). This data call aims to improve consistency and completeness in the reporting of bycatch data at a regional scale.

The data will be used to provide summaries of bycatch rates by species, gear type and area and will inform estimates of bycatch risk. These will be designed to provide insights into the potential effects of fisheries on protected and sensitive species.

---

\* ICES Advice 2019. Bycatch of protected and potentially vulnerable marine vertebrates – review of national reports under Council Regulation (EC) No. 812/2004 and other information <https://www.ices.dk/sites/pub/Publication%20Reports/Advice/2019/2019/byc.eu.pdf>

<sup>†</sup> 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).

The data may also be used to undertake assessments of fishing effort data acquired from different sources. Any inconsistencies between different fishing effort datasets will help inform the necessary transition away from Reg 812/2004 reports over to the RDBES as WGBYC's main source of effort data to underpin its advice.

### 3. Legal framework

All governments or intergovernmental commissions that request and receive 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, as well as WSSD 2002 article 30. By signing, they agree to incorporate the effect of fisheries on other components of marine ecosystems, and to implement an ecosystem approach to oceans policy that includes fisheries. These agreements also include an obligation to support assessments of the effects of fisheries on protected and endangered species, and on the environment (UNCLOS FSA art 6).

For EU Member States this data call is under Council Regulation 812/2004, Regulation (EU) 2019/1241, Commission Implementing Regulation (EU) 2020/967, the DCF regulation ((EC) No 2017/1004, Commission Decision 2016/1251/EU, and Commission Delegated Decision EU 2019/910), and in particular Article 17(3) of regulation (EC) No 2017/1004 which states that regarding “...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 ICES member 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. ICES also has a policy on data use, which governs decisions on who is given access and what they can do with the data; see [http://ices.dk/marine-data/Documents/Data\\_Policy\\_RDB.pdf](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 request that the data be delivered by the 15<sup>th</sup> of August 2021, to provide enough time for additional quality assurance and data handling procedures before the upcoming WGBYC meeting in September 2021. **Data submitted after this date cannot be processed and will not be used at the WGBYC 2021 meeting.**

### 5. Data to report

**Please NOTE: there have been some minor changes to the template in relation to the previous WGBYC data call. Changes are highlighted in red in Annex 2: Tables 2–4.**

#### 5.1 Temporal and geographic scope

The temporal scope is for data collected specifically in **2019** and **2020**. Please refer to Section 6 – Annex 1 and 2 for specific guidance on the data submission process, format, data fields, and definitions.

The geographic scope of this data call covers the 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>) (including the adjustments to the North East Atlantic Fisheries Commission (NEAFC) Regulatory Areas [https://www.neafc.org/managing\\_fisheries/measures/ra\\_map](https://www.neafc.org/managing_fisheries/measures/ra_map))
- Geographical subareas (GSA) of the General Fisheries Commission for the Mediterranean (GFCM), including the Black Sea. <http://www.fao.org/gfcm/data/maps/gsas>

**Please NOTE:** Data from ICES Divisions containing both National EEZ and NEAFC Regulatory Area waters (e.g. 6b, 7k) should be reported with the appropriate ICES/NEAFC Subdivision code (e.g. 7.k.1 or 7.k.2 not just 7.k) See Table 5.1.1 for a list of relevant areas. This is required in relation to a special request from NEAFC to ICES to evaluate seabird bycatch rates in the NEAFC regulatory area.

Table 5.1.1. NEAFC area codes and description.

ICES Code	Description
27.1.a	Barents Sea - NEAFC Regulatory Area
27.10.a.1	Azores Grounds - Parts of the NEAFC Regulatory Area
27.12.a.1	Subdivision XIIa1 - NEAFC Regulatory Area
27.12.a.2	Subdivision XIIa2 - NEAFC Regulatory Area
27.14.b.1	Southeast Greenland - Parts of NEAFC Regulatory Area
27.2.a.1	Norwegian Sea - NEAFC Regulatory Area
27.2.b.1	Spitsbergen and Bear Island - NEAFC Regulatory Area
27.5.b.1.a	Faroe Plateau - Part of NEAFC Regulatory Area
27.6.b.1	Rockall Bank – Part of NEAFC Regulatory Area
27.7.c.1	Porcupine Bank – Part of NEAFC Regulatory Area
27.7.j.1	Southwest of Ireland - East - Parts of the NEAFC Regulatory
27.7.k.1	Southwest of Ireland - West - Part of the NEAFC Regulatory Area
27.8.d.1	Bay of Biscay - Offshore - Parts in NEAFC Regulatory Area
27.8.e.1	West of Bay of Biscay - Parts in NEAFC Regulatory Area
27.9.b.1	Portuguese Waters - West Parts in NEAFC regulatory Area

Due to possible disruptions caused by the Covid pandemic, which may have affected national data collection programs during 2020, ICES would like to give the opportunity for data submitters to provide additional information/caveats on the data submitted (e.g. reductions in sampling effort, insufficient spatial or temporal coverage or any other information that is thought to be relevant). This information will be passed directly to WGBYC which will consider this information when assessing bycatch risk.

Please use this [link](#) to provide all the relevant information.

## 5.2 Data types

Data covered by this data call are:

**For all EU Member States and all non-EU ICES Member Countries (except the U.S.A and Canada):**

- A) *all fishing effort (for all gear types even if no at-sea monitoring has occurred in the relevant period),*
- B) *all at-sea monitoring/sampling effort (for all gear types whether or not incidental bycatch has been recorded during the relevant time period),*
- C) *all recorded incidental bycatches of marine mammals (cetaceans, phocids etc), seabirds and sea turtles. (Reminder: WGBYC will not be working with protected/sensitive fish species data during the 2021 meeting, pending guidance from ICES ACOM).*

## 6. Data submission

Data submissions must conform to the present structure of the WGBYC format definition (<http://datsu.ices.dk/web/selRep.aspx?Dataset=128>). To facilitate the submission of the data, ICES has developed an Excel template. The template can be found here: [http://bycatch.ices.dk/upload/ReportingTemplate\\_Bycatch.zip](http://bycatch.ices.dk/upload/ReportingTemplate_Bycatch.zip)

Once the Excel data submission template is completed (see Annex 1), go to the “Export\_data” sheet and press the “Export data to XML” button to create a data file in XML format, then save it onto your computer or network. Note: please do not use the Excel automatic XML conversion function, as 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 [data.call@ices.dk](mailto:data.call@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 content please contact the ICES Secretariat [advice@ices.dk](mailto:advice@ices.dk) or the WG chairs Al Kingston ([ark10@st-andrews.ac.uk](mailto:ark10@st-andrews.ac.uk)) and Gudjon Sigurdsson ([gudjon.mar.sigurdsson@hafogvatn.is](mailto:gudjon.mar.sigurdsson@hafogvatn.is)).

## 8. Electronic outputs

Data on fishing effort, monitored/sampling effort, and bycatch of protected species will be aggregated by ICES Division/Subdivision and Ecoregion as appropriate, by GSA areas in the Mediterranean & Black Sea and by statistical division in the NAFO area. These data will be shown in maps and tables within ICES WGBYC reports and in ICES Advice<sup>‡</sup>. Aggregated data will be visible and accessible in the [ICES Publications Library](#).

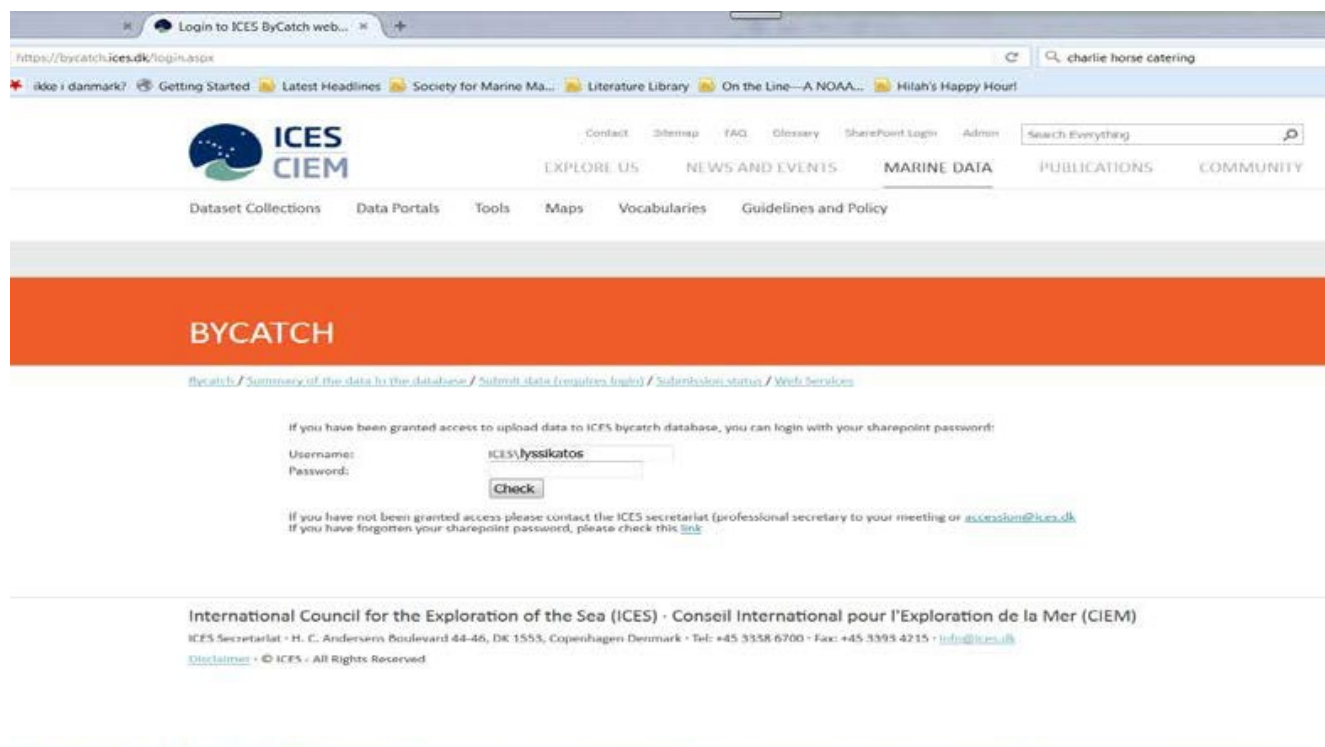
---

<sup>‡</sup> ICES Advice 2019. Bycatch of protected and potentially vulnerable marine vertebrates – review of national reports under Council Regulation (EC) No. 812/2004 and other information <https://www.ices.dk/sites/pub/Publication%20Reports/Advice/2019/2019/byc.eu.pdf>

## Annex 1. Data submission procedure

In the data submission template available from the ICES bycatch web-page, there are four worksheet tabs (Annex 2: Table 1 – File\_information, Table 2 – Fishing\_effort, Table 3 – Bycatch\_monitor\_effort, and Table 4 – Bycatch\_event) that contain mandatory data elements (red columns). These require completion in order for data to be uploaded properly. Reporting of the non-mandatory data elements (green columns) is encouraged whenever available. 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.

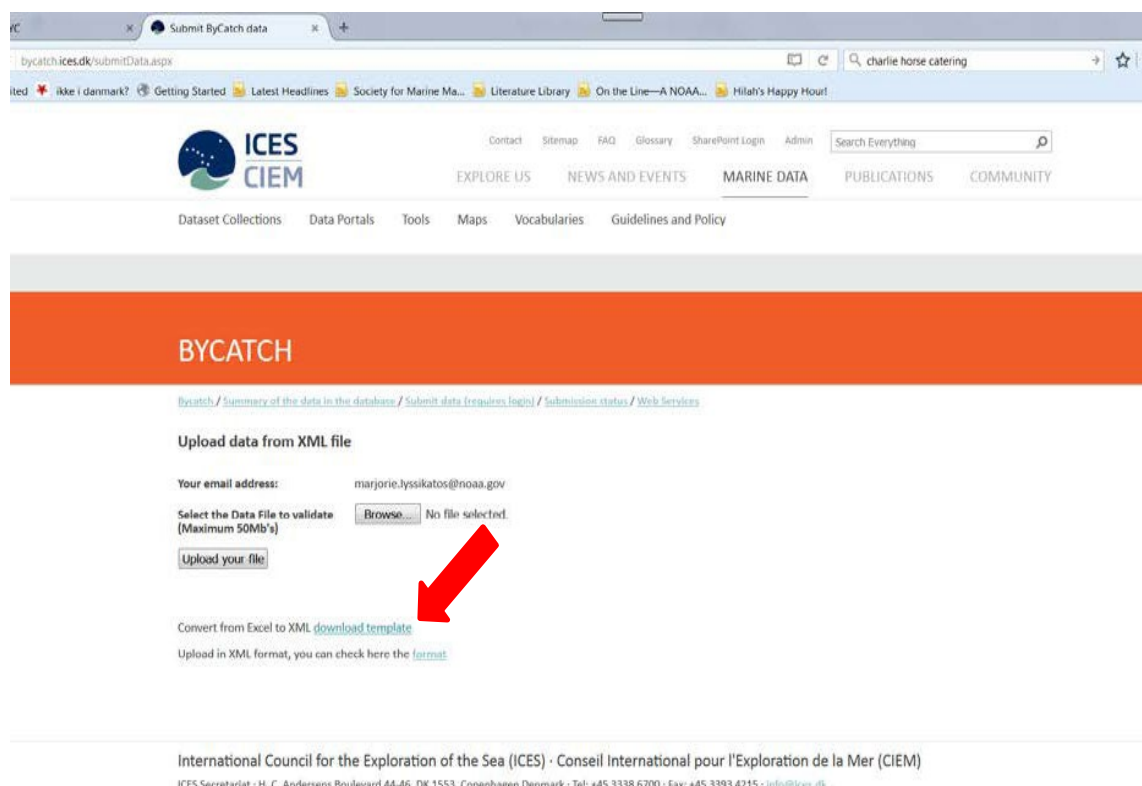
**Step 1** is to click on the link provided here: <http://bycatch.ices.dk/login.aspx> to access the data entry and upload template from the data submission site. ICES sharepoint login credentials are required to login and can be requested at [data.call@ices.dk](mailto:data.call@ices.dk).



The screenshot shows the login page for the ICES Bycatch database. The browser address bar shows <https://bycatch.ices.dk/login.aspx>. The page features the ICES CIEM logo and a navigation menu with links like 'Contact', 'Sitemap', 'FAQ', 'Glossary', 'SharePoint Login', and 'Admin'. Below the navigation menu, there are links for 'Dataset Collections', 'Data Portals', 'Tools', 'Maps', 'Vocabularies', and 'Guidelines and Policy'. The main heading is 'BYCATCH'. Below this, there are links for 'bycatch / Summary of the data in the database / Submit data (requires login) / Submission status / Web Services'. The login section includes a message: 'If you have been granted access to upload data to ICES bycatch database, you can login with your sharepoint password!'. It has fields for 'Username:' (containing 'ICES\lyssikatos') and 'Password:', followed by a 'Check' button. Below the login fields, there is a message: 'If you have not been granted access please contact the ICES secretariat (professional secretary to your meeting or [secretariat@ices.dk](mailto:secretariat@ices.dk))'. At the bottom, there is a footer with the ICES CIEM contact information and a disclaimer: 'Disclaimer - © ICES - All Rights Reserved'.



**Step 2.** After entering your username and password, download the template (see below).



BYCATCH

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

**Upload data from XML file**

Your email address: marjorie.lyssikatos@noaa.gov

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. Andersen Boulevard 44-46, DK 1553, Copenhagen Denmark · Tel: +45 3338 6700 · Fax: +45 3393 4215 · [info@ices.dk](mailto:info@ices.dk)

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

### Bycatch data template

This Excel file converts data to an XML file that can be uploaded to the Bycatch database.

1) COPY YOUR DATA INTO THE TABLES

File_information	This table should be filled in
Fishing_effort	This table should be filled in
Bycatch_monitor_effort	This table should be filled in
Bycatch_event	Fill in this table if you have observed bycatch events

All red outlined cells should be checked / filled in

Green cells should be filled in but are not mandatory

Export data to XML

2) EXPORT TO XML TEMPLATE

Click the 'export' button on the "README" table

3) VERIFY AND UPLOAD

The .xml file can be uploaded to the Bycatch database via:

<http://bycatch.ices.dk/>

README	File_information	Fishing_effort	Bycatch_monitor_effort	Bycatch_event	Vocabula ...
--------	------------------	----------------	------------------------	---------------	--------------

**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 and paste data from an electronic file. However, if you cut and 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.

	A	B	C	D
1				
2		ISO 3166 Code (2 ALPHA) (Vocabulary)	EDMO code (Vocabulary)	Email of person that fills in the template
3		Country	Reporting organisation	Email
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				

At the bottom of the spreadsheet, there is a tab bar with the following tabs: **README**, **File\_information** (active), **Fishing\_effort**, **Bycatch\_monitor\_effort**, **Bycatch\_event**, and **Vocabularies**.





**Step 8.** Go back to the readme tab, export your data to XML file, and save the file locally in your computer.

### Bycatch data template

This Excel file converts data to an XML file that can be uploaded to the Bycatch database.

#### 1) COPY YOUR DATA INTO THE TABLES

File_information	This table should be filled in
Fishing_effort	This table should be filled in
Bycatch_monitor_effort	This table should be filled in
Bycatch_event	Fill in this table if you have observed bycatch events

All red outlined cells should be checked / filled in

Green cells should be filled in but are not mandatory

Export data to XML

#### 2) EXPORT TO XML TEMPLATE

Click the 'export' button on the "README" table

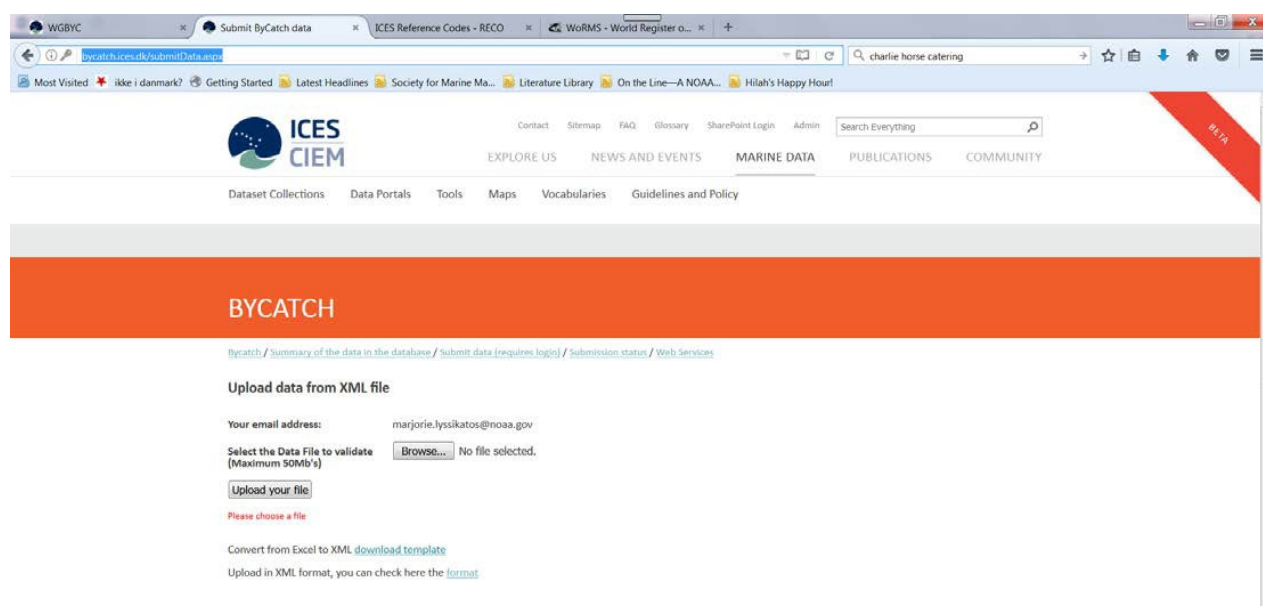
#### 3) VERIFY AND UPLOAD

The .xml file can be uploaded to the Bycatch database via:

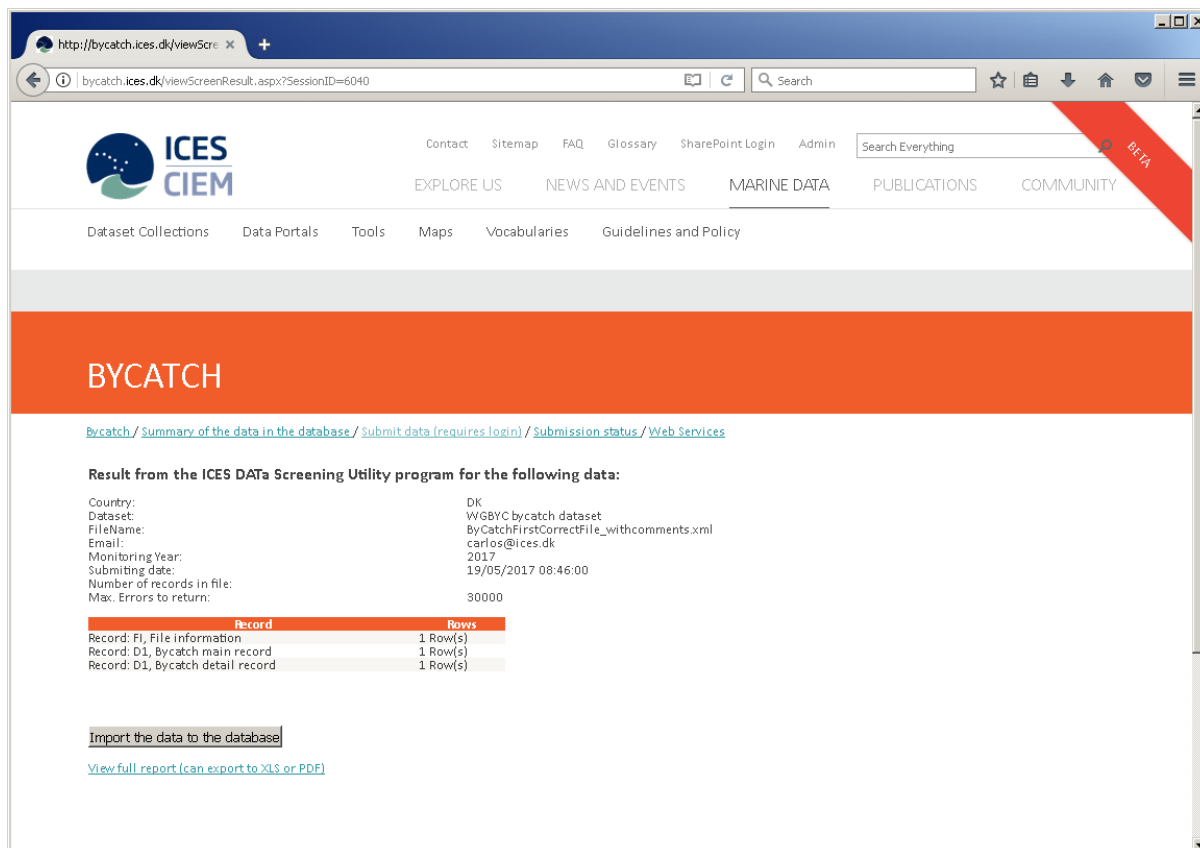
<http://bycatch.ices.dk/>



**Step 9.** Go back to the <http://bycatch.ices.dk/submitData.aspx> 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 10.** After data upload is initiated a message will appear, with the summary of your data, and any 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. The main navigation menu includes "EXPLORE US", "NEWS AND EVENTS", "MARINE DATA", "PUBLICATIONS", and "COMMUNITY". Below this, there are links for "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:**

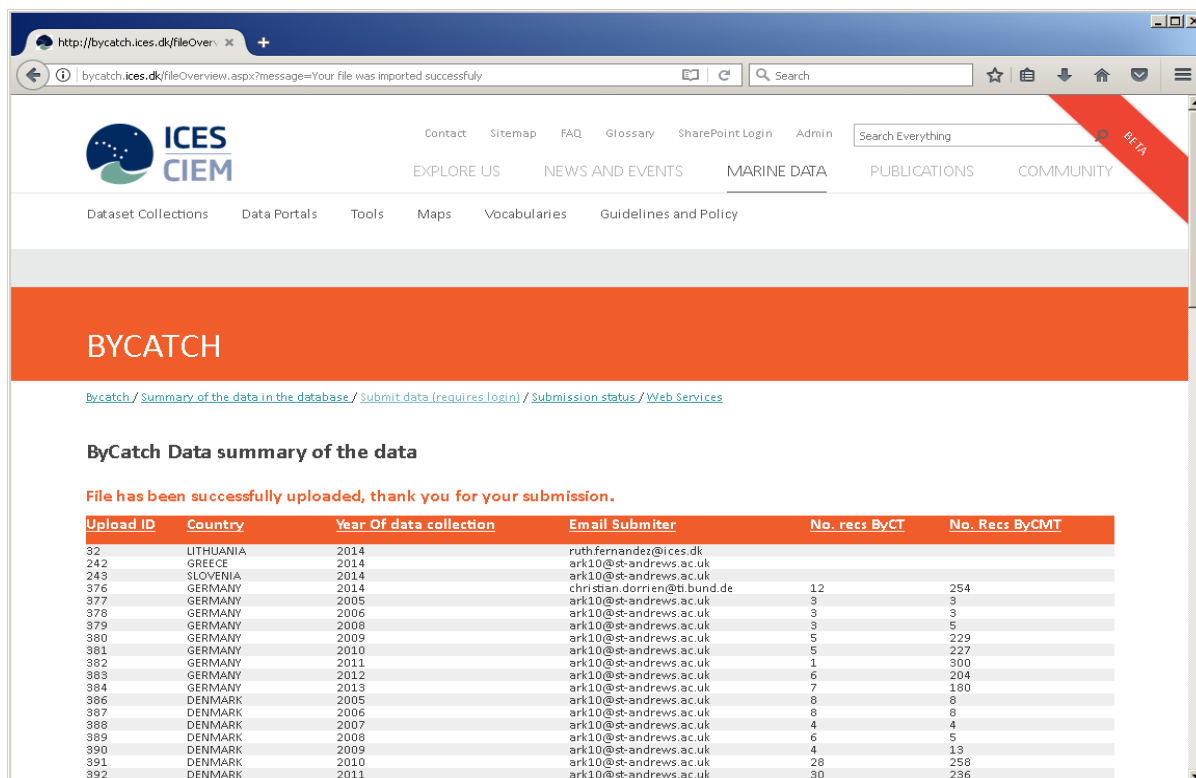
Country:	DK
Dataset:	WGBYC bycatch dataset
FileName:	ByCatchFirstCorrectFile_withcomments.xml
Email:	carlos@ices.dk
Monitoring Year:	2017
Submitting date:	19/05/2017 08:46:00
Number of records in file:	
Max. Errors to return:	30000

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 11.** Once you have clicked the “Import the data to the database” button, you will receive a message that the data have been successfully uploaded.



The screenshot shows the BYCATCH web interface. At the top, there is a navigation bar with links like 'Contact', 'Sitemap', 'FAQ', 'Glossary', 'SharePoint Login', and 'Admin'. Below this is a search bar and a 'BETA' banner. The main content area has a large orange header with the text 'BYCATCH'. Below the header, there is a message: 'File has been successfully uploaded, thank you for your submission.' followed by a table of uploaded data records.

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 ([data.call@ices.dk](mailto:data.call@ices.dk)). After successful upload, 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 deadline (15<sup>th</sup> of August 2021) will not be considered in the provision of advice on the bycatch of protected species in 2021.**

In case of questions about the template, reporting format, vocabulary codes, etc., please contact [data.call@ices.dk](mailto:data.call@ices.dk).

## Annex 2. Data submission format in detail

There are four tables (worksheets) in the Excel file template for submission, in addition to a README and a Vocabularies sheets. This Annex explains the type (character [char], numeric, or text) and meaning of each field, and whether the field is mandatory (M) or optional (O). Mandatory field headers are coloured red in the tables and must be completed; optional field headers are green. Changes/updates to the template in relation to the previous WGBYC data call are highlighted in **red** below (Tables 2-4).

**Table 1. File Information Table**

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
E-mail	Char	M	E-mail address for the point of contact about the data.	Valid e-mail address

**Table 2. Fishing\_effort Table (for fishing effort)**

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Year	Numeric	M	Four-digit year (e.g. 2015)	Enter the year when the data were collected.
Month	Numeric	O	One or two-digit month (e.g. 1 for January)	Enter the month when the data were collected.
Quarter	Numeric	M	Quarter 1-4	Enter the quarter when the data were collected.
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 days at sea during the observed trip were observed	Use code options from the look-up lists for each area type. <b>Note: For ICES Divisions containing NEAFC waters data are required by Subdivision (e.g. 7.c.1) - see Table 5.1.1.</b>
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



FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Vessel size range [m]	Char	M	The size range of vessel that was observed in metres	Use vocabulary options provided in the template drop down list.
Days at sea F	Numeric	M	Any continuous period of 24 hours (or part thereof) during which a vessel is present within an area and absent from port.	Indicate total days at sea (as defined by Implementing Decision (EU) 2016/1251) operating at Metier Level 5 (as defined in Appendix IV of the Commission Decision 2008/949/E)
Vessels F	Numeric	O	The total number of vessels	Indicate total number of vessels operating at Metier Level 5 according to Appendix IV of the Commission Decision 2008/949/E
Trips F	Numeric	M	The Total number of trips	Indicate total number trips operating at Metier Level 5 according to Appendix IV of the Commission Decision 2008/949/E
Total length of nets F [km]	Numeric	O	Total length of nets in kilometres (km)	Indicate total length of nets (km) deployed at Metier level reported according to Appendix IV of the Commission Decision 2008/949/E
Total kms*hour F	Numeric	O	Total soak time of nets in kilometres times hour (km*h) (this information is intended for fixed gears).	Indicate total soak time (km*h) fished at Metier level reported according to Appendix IV of the Commission Decision 2008/949/E
No. of hauls F	Numeric	O	Total number of hauls fished	Total number of hauls (aka tows or sets) fished at Metier level reported
Total tows time F	Numeric	O	Total time tow deployed for fishing in hours (h) (this information is intended for mobile gears)	Total tow time fished (h) at the Metier level reported.

**Table 3. Bycatch Monitoring Effort Table (“Bycatch\_monitor\_effort” table)**

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Year	Numeric	M	Four-digit year (e.g. 2015)	Enter the year when the data were collected.
Month	Numeric	M	One or two digit month (e.g. 1 for January)	Enter the month when the data were collected.
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 days at sea during the observed trip were observed	Use code options from the look-up lists for each area type. <b>Note: For ICES Divisions containing NEAFC waters data are required by Subdivision (e.g. 7.c.1)- see Table 5.1.1.</b>
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

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
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
Vessel size range [m]	Char	M	The size range of vessel that was observed in metres	Use vocabulary options provided in the template drop down list.
Monitoring program	Char	M	Name of data collection program under which the data were collected.	Use vocabulary options provided in the template drop down list, if 'other' is selected please provide explanation in the comments field. You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1500">http://vocab.ices.dk/?ref=1500</a>
Monitoring protocol	Char	M	The target species/taxa of the bycatch monitoring program	Use vocabulary options provided in the template drop down list. For example, 'marine mammals' implies the observer's main role was to monitor fishing operation specifically for interactions with marine mammals; You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1501">http://vocab.ices.dk/?ref=1501</a>
Monitoring method	Char	M	Type of monitoring method used to collect the data	Use vocabulary options provided in the template drop down list. For example, "At sea observer" means that the data were collected visually by an observer onboard the vessel. <b>A new option "self-sampling/reporting" has been added to the vocabulary to allow indication of data collection systems where data/samples are provided directly by industry.</b>
Fishery target species	Char	O	Name of the main target species. Minimum specification – taxonomic group or common name; Maximum specification – scientific name of the species.	If more than one species, separate scientific names by '~' e.g. <i>Sprattus sprattus</i> ~ <i>Clupea harengus</i>
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; Set 1 or Set 2 (as defined in; <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32004R0812&amp;from=EN">https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32004R0812&amp;from=EN</a> ), DDD = Dolphin Dissuasive Device; MIX = a mixture of acoustic deterrents used; other = devices other than Set 1, Set 2, DDD, or a mixture of various pinger types) If other pinger is used, please specify in the comments field. You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1504">http://vocab.ices.dk/?ref=1504</a>

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Other mitigation measures	Char	O	Other observed active or passive mitigation techniques used on the gear.	Other observed mitigation techniques could include escape panels and reflective gear ( <b>a dropdown box has been added to the template</b> ).
Vessels Observed	Numeric	O	Total observed number of vessels	Indicate the total number of vessels that were monitored at the Metier level reported.
Trips Observed	Numeric	M	Total observed number of trips	Indicate the total number of trips that were monitored at the Metier level reported.
Days at sea Observed	Numeric	M	<b>Total observed number of days at sea (any continuous period of 24 hours (or part thereof) during which an observer is aboard a vessel present within an area and absent from port).</b>	<b>Indicate total observed days at sea (as defined by Implementing Decision (EU) 2016/1251) operating at Metier Level 5 (as defined in Appendix IV of the Commission Decision 2008/949/E)</b>
Hauls with pingers Observed [%]	Numeric	O	The percentage of hauls observed with Acoustic Deterrent Devices (ADDs or pingers)	Indicate the % of observed hauls that were equipped with ADDs/pingers
Total length of nets Observed [km]	Numeric	O	Total observed length of nets in kilometres (km)	Indicated the total length of nets observed (km) at the Metier level reported.
Total km*hours Observed	Numeric	O	Total observed soak time of nets in kilometre hours (kmh) (this information is intended for fixed gears).	Indicate total observed soak time (kmh) at the Metier level reported.
No. of hauls Observed	Numeric	O	Total observed number of hauls	Total number of hauls observed at the Metier level reported.
Total towing time Observed	Numeric	O	Total observed towing time in hours (h) (this information is 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 Council Regulation (EC) 812/2004.	Indicate type of monitoring program conducted in agreement with Article 4 and Annex III of Council Regulation (EC) 812/2004 Monitoring scheme, Pilot monitoring schemes or Scientific studies. You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1505">http://vocab.ices.dk/?ref=1505</a>
Comments	Char	O	Provide additional information as appropriate.	Follow guidance for mandatory fields; comments for optional fields are encouraged but not required.

**Table 4. Bycatch Event Table**

FIELD NAME	FIELD TYPE	OBLIGATION	DESCRIPTION	GUIDANCE
Year	Numeric	M	Four-digit year (e.g. 2015)	Enter the year when the data were collected.

Month	Numeric	M	One or two-digit month (e.g. 1 for January)	Enter the month when the data were collected.
Area type	Char	M	Area reference type	Specify which area reference codes you are using: ICES areas, GFSMGSAs, NAFO areas
Area code	Char	M	Area code, where days at sea during the observed trip occurred.	Use code options from the look-up lists for each area type.
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
Vessel size range [m]	Char	M	The size range of vessel that was observed in metres	Use vocabulary options provided in the template drop down list.
Monitoring program type	Char	M	Name of data collection program under which the data were collected.	Use vocabulary options provided in the template drop down list; if 'other' is selected please provide explanation in the comments field. You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1500">http://vocab.ices.dk/?ref=1500</a>
Monitoring protocol	Char	M	The target species/taxa by the human observer/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 observer's main role was to monitor the gear for interactions with marine mammals. You can check the vocabulary here: <a href="http://vocab.ices.dk/?ref=1501">http://vocab.ices.dk/?ref=1501</a>
Monitoring method	Char	M	Type of monitoring method done to collect data	Use vocabulary options provided in the template drop down list. For example, "At sea observer" means that the data were collected visually by an observer onboard the vessel. A new option "self-sampling/reporting" has been added to the vocabulary to allow indication of data collection systems where data/samples are provided directly by industry.
Bycatch species	Char	M	Name of species caught incidentally. Minimum specification – taxonomic group or common name; Maximum specification – scientific name of the species.	Use WoRMS to verify the valid species name <a href="http://www.marinespecies.org/">http://www.marinespecies.org/</a>

Is cetacean	Char	O	Yes; No	Indicate if the animal is a cetacean.
No. of specimens with pingers	Numeric	M	Total number of observed specimens 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	M	Total number of observed specimens incidentally caught in gear NOT equipped with pingers.	Number of live and dead specimens caught in gear NOT equipped with pingers.
No. of incidents with pingers	Numeric	M	Number of fishing operations equipped with pingers that caught animals (dead and live animals)	For example, this would be the total number of fishing operations [e.g. haul] observed that were equipped with pingers and had incidental by catch of that species.
No. of incidents without pingers	Numeric	M	Number of fishing operations that caught animals (dead and live animals)	For example, this would be the total number of fishing operations [e.g. haul] observed that were NOT equipped with pingers and had incidental by catch of that species
Are the numbers raised?	Char	M	Information on whether the data were raised (extrapolated) or not. Data for elasmobranchs and bony fish are expected to be raised to observed trip level before submission. Data for other taxa are expected unraised.	Possible values are A (No - unraised subsample data provided), B (No - due to 100% coverage) or C (Yes - to observed trip level)
Bycatch rate with pingers	Numeric	O	The ratio of observed specimens incidentally taken as bycatch per unit of observed fishing effort from gear equipped with pingers.	Indicate per unit of observed fishing effort, the bycatch rate (i.e. total number of specimens per days at sea observed), for a given species from gear that was equipped with pingers.
Bycatch rate without pingers	Numeric	O	The ratio of specimens incidentally taken as bycatch per unit of observed fishing effort from gear NOT equipped with pingers.	Indicate per unit of observed fishing effort, the bycatch rate (i.e. total number of specimens per days at sea observed), for a given species from gear that was NOT equipped with pingers.
Total Bycatch Estimate	Numeric	O	Estimated total number of animals taken as bycatch derived from observed incidental bycatch.	Provide the total bycatch estimate for each of the different species reported.
Coefficient of Variation [%]	Numeric	O	Coefficient of Variation (%)	Provide the estimated CV (standard deviation/bycatch estimate x 100) associated with the total bycatch estimate for each species.