



DRAFT: 2018 IPHC Contracting Party (by agency) Report Template

PREPARED BY: IPHC SECRETARIAT (30 OCTOBER 2018)

PURPOSE

To provide a draft template for use by Contracting Parties (by agency) in their annual reports to the Commission.

BACKGROUND

As noted in the [Report of the 93rd Session of the IPHC Interim Meeting \(IM093\)](#):

IM093–Req.07 (para. 61) *The Commission **REQUESTED** that the IPHC Secretariat develop a standard template for agency reports to the Commission, in order to improve their structure and consistency, as well as to allow the agencies to prepare the appropriate information at the appropriate level of detail for the Commission's consideration.*

DISCUSSION

In response to the Commission's request, the IPHC Secretariat has developed a draft template ([Appendix I](#)) for the Contracting Parties (by agency) to use in preparing their annual reports to the Commission. The template provides a standardised format to highlight important information and recommendations for the Commission's consideration, as well as being adaptable to each agency's needs.

The IPHC Secretariat desires to implement the template for reports submitted to the 95th Session of the IPHC Annual Meeting (AM095) in January 2019, with a submission deadline of **29 December 2018**, and will solicit feedback from the Commission and the Contracting Party agencies on its format and usefulness during the 94th Session of the IPHC Interim Meeting (IM094) (27-28 November 2018).

RECOMMENDATIONS

That the Commission:

- 1) **NOTE** paper IPHC-2018-IM094-INF03 which provided a draft template for use by Contracting Parties (by agency) in their annual reports to the Commission.
- 2) **REQUEST** the IPHC Secretariat make specific modifications to the template based on the information needs of the Commission.

APPENDICES

[Appendix I](#): Draft: 2018 IPHC Contracting Party (by agency) Report Template

APPENDIX I**DRAFT: 2018 IPHC Contracting Party (by agency) Report Template**

DATE: DD/MMM/2018

CONTRACTING PARTY: CANADA / UNITED STATES OF AMERICA

AGENCY:

Agency name

Agency representative and contact information

FISHERY SECTOR/S

Commercial / Recreational / Subsistence / Bycatch / Research / ALL

IPHC REGULATORY AREA/S

IPHC Regulatory Area 2A (USA: Washington, Oregon, California)

IPHC Regulatory Area 2B (Canada: British Columbia)

IPHC Regulatory Areas 2C, 3, and 4 (USA: Alaska)

DISCUSSION

Include a brief discussion of the primary topics of interest to the Commission. Additional details and data may be provided in the appendices. Secondary topics, background information, or additional relevant documents may also be included in the appendices.

Topic 1 ...

Topic 2 ...

Topic 3 ...

RECOMMENDATION/S

List any recommendations for the Commission, including noting the information provided in this report.

REFERENCES

List any pertinent references.

APPENDICES

List and attach additional relevant materials for the Commission's consideration, such as reports or data tables, background information, or other documents.