



Western and
Central Pacific
Fisheries
Commission



Guide to the WCPFC High Seas Transshipment Electronic Reporting System (version 1.28)

25 May 2020

Contents

1. Introduction to the TSER System	2
2. WCPFC Conservation and Management Measure CMM2009-06	2
3. The Start Up Screen	3
4. The Home Screen	3
5. The New Form Screen	4
6. The Offloading Vessel Transshipment Notification Screen	5
7. The Receiving Vessel Transshipment Notification Screen	6
8. The Offloading Vessel Transshipment Declaration Screen	7
9. The Receiving Vessel Transshipment Declaration Screen	8
10. Viewing the status of a Notification or Declaration	9
11. Why is some data coloured yellow?	10
12. Entering the CCM Responsible for Reporting	10
13. Entering the Vessels Transshipping	11
14. The Vessels Screen	11
15. Entering the Date and Location of the Transshipment	12
16. Entering the Fishing Gear Used	12
17. Entering the Name of the Observer	12
18. Entering the Product to be Transhipped, and Product Transhipped	13
19. Entering the Product Already Onboard the Receiving Vessel	14
20. Entering the Email Address for the Submitter	14
21. The Buttons on the Data Entry Screens	15
22. Errors on forms	16
23. Updating Transshipment Date or Vessel IDs	17
24. The Saved Forms Screen	18
25. How to force a manual update to the list of vessels	20
26. Loading a form that someone has emailed to you	21
27. List of Members and Cooperating Non-Members	22
28. List of Processed States	22
29. List of Product Origins	22
30. List of Fishing Gear	23
31. List of Fishing Locations	24
32. List of Species	25
33. Instructions for installing TSER	26
34. If you experience a problem with TSER	27

1. Introduction to the TSER System

TSER is the abbreviated name of the WCPFC (Western and Central Pacific Fisheries Commission) High Seas Transshipment Electronic Reporting System. TSER is a computer system (app) that allows vessel masters, company managers and staff of national fisheries management agencies to submit high seas transshipment notifications and declarations to the WCPFC electronically.

Some key features of TSER are:

- It is free to download and use (although your internet service provider may still charge you a small amount for the cost of transmitting TSER data).
- It is designed to operate on Windows desktop / laptop computers, or Android tablets or iPads. You should be able to run TSER on any post-2013 computer / tablet. TSER will also run on Android phones and iPhones but using TSER on a phone is “cramped”.
- It was designed to work on slow satellite connections, and it transmits very small packages of data. Several hundred transshipment notifications / declarations can be transmitted in 1Mb of data. This means that it is cheap to transmit notifications / declarations, even via satellite.
- It does not require continuous internet connectivity. Because forms are first typed onto your computer or tablet, and then transmitted once you have finished your data entry, TSER only requires an internet connection during the brief period that it is transmitting. If TSER cannot contact the WCPFC the first time, it will automatically try again after a short pause.
- It can be used to create new; and view, edit or cancel previous notifications / declarations. For example, if the date or location of a transshipment changes, it is about 15 seconds work for you to submit an updated notification.
- Most data are entered using drop-down menus. There is little typing.
- Data is checked as you enter it. Missing or bad data is immediately highlighted in yellow.

Latitude	Degrees and Minutes	N	9	°	50	'
Longitude		E	151	°	70	'

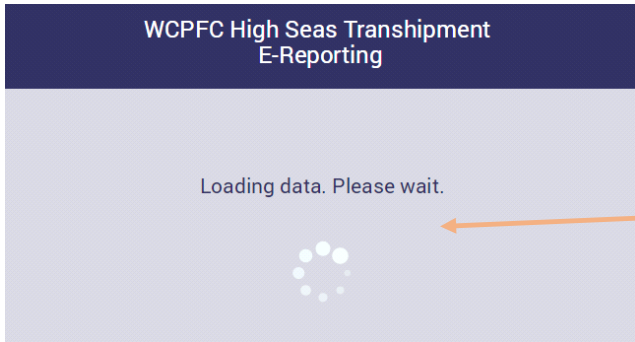
- On the product tables, you can copy data from one row and paste it into another row.
- You can choose the format for reporting latitude and longitude (degrees and minutes, or decimal degrees), and you can choose the format for reporting product quantities (Mt or Kg).
- A copy of any notification or declaration that you send to the WCPFC is automatically stored on your computer/tablet (but you can delete this copy if you want to).
- Although TSER does not use email to transmit data to the WCPFC, you have the option of using email to send a TSER notification or declaration to someone else. This allows you to use TSER entered data for other purposes within your organisation.

Instructions on how to obtain and install TSER can be found in section 33 of this document.

2. WCPFC Conservation and Management Measure CMM2009-06

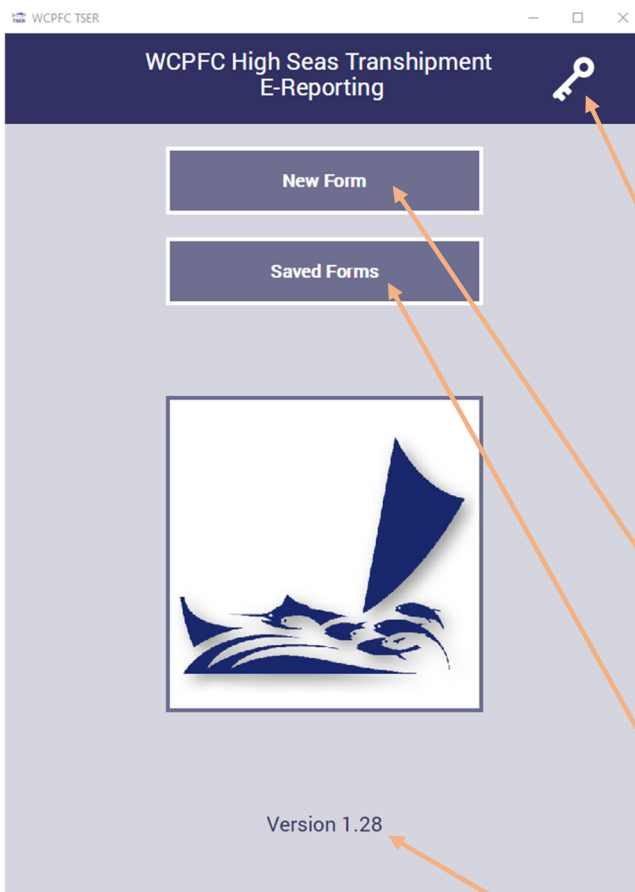
Within the WCPFC, transshipments on the high seas are regulated by Conservation and Management Measure 2009-06 (CMM2009-06). CMM2009-06 can be downloaded from the WCPFC website ([link](#)). CMM2009-06 specifies a range of requirements for reporting high seas transshipments. The TSER system has been developed by the WCPFC to meet these requirements; and the associated standards for electronic reporting which have been agreed by the Commission ([link](#)). If, for any reason, you cannot get TSER to work; then you will need to manually submit a transshipment notification / declaration in accordance with the requirements contained in CMM2009-06.

3. The Start Up Screen



When TSER starts it tries to download an up-to-date list of vessels that are authorised to tranship on the high seas. On a fast internet connection this can take up to 20 seconds. On a slow (satellite) internet connection this can take a few minutes. If TSER cannot download an up-to-date list of vessels that are authorised to tranship on the high seas, then it will use the most recent list that it previously downloaded.

4. The Home Screen



After the Start Up Screen has finished loading, the TSER Home Screen will be displayed.

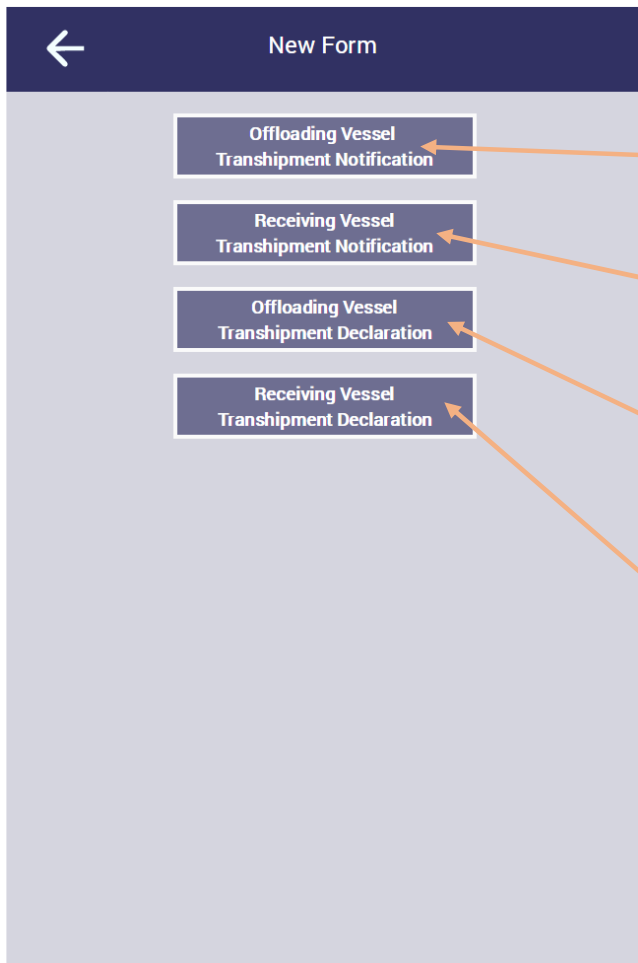
Use this button if you need to enter a password. Individual countries decide whether a password is required to submit electronic notifications / declarations on their behalf. If a country has decided that a password is required, then you can obtain this from the relevant national fisheries management authority.

Use this button to create a new high seas transhipment notification or declaration.

Use this button to view, edit or cancel a high seas transhipment notification / declaration that you had previously created on this computer.

The version of the app that you are using is displayed here. At the time of writing (May 2020), the most recent version of the TSER app is v1.28.

5. The New Form Screen



Use this button to create a new Offloading Vessel Transhipment Notification (OVTN). See section 6 for details.

Use this button to create a new Receiving Vessel Transhipment Notification (RVTN). See section 7 for details.

Use this button to create a new Offloading Vessel Transhipment Declaration (OVTD). See section 8 for details.

Use this button to create a new Receiving Vessel Transhipment Declaration (RVTD). See section 9 for details.

TSER is only for WCPFC High Seas Transhipment notifications and declarations. **Do not use TSER for other types of reporting (e.g. in-port transhipments).**

7. The Receiving Vessel Transhipment Notification Screen

WCPFC Receiving Vessel Transhipment Notification

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	<input type="text"/>	<input type="text"/>
WIN	<input type="text"/>	<input type="text"/>

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude

Longitude

Location

CONTACT DETAILS FOR SUBMITTER

Email address

SAVE on this computer **SEND to WCPFC**

Use this screen to create, view, edit or cancel a WCPFC High Seas Transhipment Receiving Vessel Notification (RVTN).

Look here to see the status of this notification. See section 10 for details.

Enter the Member responsible for submitting this notification to the WCPFC. See section 12 for details.

Enter the Names and WCPFC Identification Numbers (WIN) of the two vessels that will tranship. See section 13 for details.

Enter the date and location that the transhipment will occur. See section 15 for details.

Enter the email address of the person submitting this notification to the WCPFC. See section 20 for details.

Select what you want to do with this notification. For example, send it to the WCPFC. See section 21 for details.

9. The Receiving Vessel Transhipment Declaration Screen

WCPFC Receiving Vessel Transhipment Declaration

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	<input type="text"/>	<input type="text"/>
WIN	<input type="text"/>	<input type="text"/>

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude

Longitude

Location

OBSERVER

Name (or "No Observer")

PRODUCT TRANSHIPPED

Species	Processed State	Quantity
		Kg
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Rows

PRODUCT ALREADY ONBOARD

Species	Origin of Product	Quantity
		Kg
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Rows

CONTACT DETAILS FOR SUBMITTER

Email address

SAVE on this computer **SEND to WCPFC**

Use this screen to create, view, edit or cancel a WCPFC High Seas Transhipment Receiving Vessel Declaration (RVTD).

Look here to see the status of this declaration. See section 10 for details.

Enter the Member responsible for submitting this declaration to the WCPFC. See section 12 for details.

Enter the Names and WCPFC Identification Numbers (WIN) of the two vessels that transhipped. See section 13 for details.

Enter the date and location that the transhipment occurred. See section 15 for details.

Enter the name of the WCPFC observer on the receiving vessel. If there was no observer on the receiving vessel then enter "No Observer". See section 17 for details.

Enter the product that was transhipped from the offloading vessel to the receiving vessel. See section 18 for details.

Enter the product that was already onboard the receiving vessel before the transhipment began. See section 19 for details.

Enter the email address of the person submitting this declaration to the WCPFC. See section 20 for details.

Select what you want to do with this declaration. For example, send it to the WCPFC. See section 21 for details.

10. Viewing the status of a Notification or Declaration

All Notifications and Declarations on TSER have one of five statuses: Draft, Sending, Received, Errors or Cancelled.

FORM STATUS : Draft - complete the form

Notifications and Declarations that have not yet been sent to the WCPFC have a "Draft" status.

FORM STATUS : Sending - retry in 87 seconds.

While a Notification or Declaration is being transmitted to the WCPFC it has a "Sending" status. If a Notification or Declaration becomes stuck on "Sending" for a long time, then check your internet connection.

We recommend:

- If you have forms that are "Sending", then leave the TSER app running.
- If you do not have forms that are "Sending", then shut the TSER app down between uses.

FORM STATUS : Received by WCPFC (ID = 609)
2019-03-27 17:08

Notifications and Declarations that have successfully been sent to the WCPFC have a "Received" status. Ideally, all your Notifications and Declarations should have a Received (or Cancelled) status.

Each Notification or Declaration received by the WCPFC is assigned a high seas transshipment form ID. This ID will stay the same regardless of how many times the form is edited.

FORM STATUS : Errors - see the list below (ID = 590)
2019-03-22 12:54

Occasionally the WCPFC will identify errors in a Notification or Declaration that has been sent to it. These Notifications and Declarations have an "Errors" status. See section 22 for details.

FORM STATUS : Cancelled (ID = 587)
2019-03-22 12:48

If you cancel a Notification or Declaration that was previously received by the WCPFC, then it will have a "Cancelled" status.

11. Why is some data coloured yellow?

Latitude	Degrees and Minutes	N	9	°	50	'
Longitude		E	151	°	70	'

The TSER programme automatically checks data as it is entered. Data which is missing or bad is coloured yellow.

← **WCPFC Receiving Vessel Transhipment Notification**

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	
WIN	YJWG8	

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude	Degrees and Minutes	N	9	°	50	'
Longitude		E	151	°	70	'

Location

CONTACT DETAILS FOR SUBMITTER

Email address

← **WCPFC Receiving Vessel Transhipment Notification**

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO DOLPHIN
WIN	YJWG8	YJQK2

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude	Degrees and Minutes	N	9	°	50	'
Longitude		E	151	°	07	'

Location

CONTACT DETAILS FOR SUBMITTER

Email address

A notification / declaration with yellow fields cannot be sent to the WCPFC. This is because it contains missing or bad data.

As you enter data, the yellow fields will be replaced by white fields. A notification / declaration with only white fields can be sent to the WCPFC.

12. Entering the CCM Responsible for Reporting

CCM RESPONSIBLE FOR REPORTING

Flag

- China
- Ecuador
- Japan
- Korea (Republic of)
- Liberia
- Panama
- Papua New Guinea
- Philippines
- Thailand
- Chinese Taipei
- United States of America
- Vanuatu

Select the Member or Cooperating Non-Member responsible for reporting the high seas transhipment. Note - in the case of WCPFC-notified charter arrangements, the chartering CCM is responsible for reporting the high seas transhipment. See section 27 for details.

13. Entering the Vessels Transhipping

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

Click here to enter the Name and WCPFC Identification Numbers (WIN) of the Offloading Vessel. This will open the Vessels screen. See section 14 for details.

Click here to enter the Name and WIN of the Receiving Vessel.

14. The Vessels Screen

Use the vessels screen to select the Offloading and Receiving vessels.

Select the vessel's flag from the drop-down list.

Optionally, you can enter part of the vessel's name into the vessel's name filter, then press *Enter*. The list of vessels being displayed will be updated to show only those vessels whose name includes the text that you entered. The vessel's WCPFC Identification Numbers (WIN) filter works in the same way.

Click on a vessel to select it. The vessels name and WIN will then be copied into the Notification or Declaration that you are editing.

Note - Within the list of vessels there are often multiple slight variations of the same vessel name. This occurs when the relevant national fisheries management authority describes the same vessel with slightly different names. If the WIN is the same, then it makes no difference which of these variations you select, as this data is cleaned-up after it reaches the WCPFC.

Note - The list contains vessels that are authorised by each Member or Cooperating Non-member's national fisheries management authority to tranship on the high seas. If a vessel is missing from the list:

- it may not be authorised to tranship on the high seas; or
- the TSER app may not yet have downloaded the most up-to-date list of authorised vessels. You can manually force an update to the list using the steps described in section 25.

15. Entering the Date and Location of the Transshipment

DATE & LOCATION OF TRANSHIPMENT

Date	2019-03-31			
Latitude	Degrees and Minutes	N	9	50
Longitude		E	151	07
Location	International Waters/High Seas			

Click here to select the date of the transshipment.

Select the format, Degrees and Minutes or Decimal Degrees, in which you will report latitude and longitude.

Enter the latitude and longitude of transshipment. Note - WCPFC regulations require that this be accurate to within 1/10th of a degree.

Select the location of transshipment. Choose from: International Waters / High Seas, WCPFC / IATTC Overlap Area, or Outside WCPFC Convention Area.

16. Entering the Fishing Gear Used

FISHING GEAR USED

Primary gear	Set longlines
Secondary gear	

Select the primary fishing gear used by the offloading vessel to take the fish being transhipped. See section 30 for details.

If the offloading vessel used more than one type of fishing gear to take the fish being transhipped, then select the secondary fishing gear used.

17. Entering the Name of the Observer

OBSERVER

Name (or "No Observer")	John Smith
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For offloading vessel transshipment declarations - enter the name of the WCPFC observer onboard the offloading vessel.

For receiving vessel transshipment declarations - enter the name of the WCPFC observer onboard the receiving vessel.

If no WCPFC observer was onboard, then enter "No Observer".

21. The Buttons on the Data Entry Screens

At the bottom of the four data entry screens there are a set of buttons. These buttons control what happens to the data that you have entered. Some of the buttons only appear after you have submitted the notification / declaration.

SEND to WCPFC

Use this button to send a new high seas transshipment notification or declaration to the WCPFC.

Send UPDATE to WCPFC

If you change the data contained in a previously submitted notification or declaration - use this button to send the updated notification or declaration to the WCPFC. If you want to update vessel IDs or transshipment date, then see section 23 for details.

Send CANCEL to WCPFC

Use this button to cancel a high seas transshipment notification or declaration that you have previously sent to the WCPFC.

COPY to new form

If you cancel a high seas transshipment notification or declaration – use this button to copy the data from the cancelled form into a new (draft) form.

Copy to RVTN

Use this button to copy the contents of an Offloading Vessel Transshipment Notification into a Receiving Vessel Transshipment Notification. An equivalent button exists for declarations.

SAVE on this computer

Use this button to save a draft high seas transshipment notification or declaration that you are working on. The saved file is stored on your computer. It is not sent to the WCPFC. When you send, update or cancel a form, a copy is automatically stored on your computer.

DELETE from this computer

Use this button to delete a high seas transshipment notification or declaration that is saved on your computer. This button does not cancel the notification / declaration or change what is stored on the WCPFC's computers.

EMAIL to someone

Use this button to email a copy of the notification or declaration that you are working on to someone else in your organisation or national fisheries management agency. **Do not use this button to submit a notification or declaration to the WCPFC.**

STOP sending to WCPFC

If the internet is un-available – use this button to stop sending a notification or declaration to the WCPFC. You will need to re-send the notification / declaration once the internet is available again.

22. Errors on forms

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

DATE & LOCATION OF TRANSHIPMENT

Date

Not sent. Please (1) fix the problems marked in yellow, and (2) resend.

CONTACT DETAILS FOR SUBMITTER

Email address

FORM STATUS : Errors - see the list below (ID = 615)
2019-03-28 17:37

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude

Longitude

Location

CONTACT DETAILS FOR SUBMITTER

Email address

ERRORS DETECTED BY THE WCPFC

There is already an RVTN for these vessels on approximately this date. The existing submission has ID 501, and was sent by another.fisher@gmail.com and was received by the WCPFC on 2019-02-29

If you try to send a notification or declaration with missing or bad data, then you will see this error message. You must correct any errors marked in yellow before you send a notification or declaration to the WCPFC.

Because the data that you enter is error checked before you send it, it will be rare for you to receive an error message back from the WCPFC. The two most likely exceptions to this rule are:

Duplicate errors - When a form is received by the WCPFC, it is checked to make sure that there is not already another form of the same type, for the same vessels, and approximately the same transshipment date. If a duplicate is detected, then the newer form will be rejected. If the data on the newer form is correct, then you will need to either:

- Send an update to the older form; or
- Have the older form cancelled, and re-send the new form.

Password errors - You will receive an error message if your country requires that a password be supplied when submitting data on its behalf, and you have not supplied the correct password. In this case you should (1) obtain the correct password from your national fisheries management agency, and (2) enter the password using the key button on the home screen, and (3) re-send.

23. Updating Transhipment Date or Vessel IDs

FORM STATUS : Received by WCPFC (ID = 612)
2019-03-28 16:27

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude Degrees and Minutes N ⁰

Longitude E ⁰

Location

CONTACT DETAILS FOR SUBMITTER

Email address

Send CANCEL to WCPFC

When the WCPFC receives a notification or declaration, the transhipment date and vessel identities are “locked”. If you want to update the transhipment date or vessel identities on a form, then you must:

(1) Cancel the current notification / declaration; then

FORM STATUS : Cancelled (ID = 612)
2019-03-28 16:27

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude Degrees and Minutes N ⁰

Longitude E ⁰

Location

CONTACT DETAILS FOR SUBMITTER

Email address

COPY to new form

(2) Copy the cancelled notification / declaration; then

FORM STATUS : Draft - complete the form

CCM RESPONSIBLE FOR REPORTING

Flag

VESSELS TRANSHIPPING

	Offloading Vessel	Receiving Vessel
Name	BISON	FRIO ATHENS
WIN	YJWG8	YJQN2

DATE & LOCATION OF TRANSHIPMENT

Date

Latitude Degrees and Minutes N ⁰

Longitude E ⁰

Location

CONTACT DETAILS FOR SUBMITTER

Email address

SEND to WCPFC

(3) Update the transhipment date or vessel IDs in the resulting draft notification / declaration; then

(4) Send the updated notification / declaration to the WCPFC.

24. The Saved Forms Screen

Use the Saved Forms screen to load a notification or declaration that has previously been created on this computer. Once loaded - you can: view, edit, update, cancel, delete or email the form.

Use the Folder button to change the folder, on your computer / network, that forms are stored in. This option is only available on Windows versions of the app. It is sensible to store forms in a folder that is automatically backed up.

RFMO	ID	Type	Date	Vessel	Status
WCPFC	8329	RVTN	2020-05-12	CHANG_RONG_4	Received
WCPFC	8328	OVTN	2020-05-12	Chang_Rong_	Received
WCPFC	8327	RVTD	2020-04-07	KAL_YUAN	Received
WCPFC	8326	RVTD	2020-05-08	TAL_NING	Received
WCPFC	8325	RVTD	2020-05-10	TAL_NING	Cancelled
WCPFC	8324	OVTN	2020-05-10	DONG_YU_1527	Received
WCPFC	8323	RVTN	2020-05-12	KAICHUANG_101	Received
WCPFC	8321	OVTN	2020-05-12	DA_YUAN_YU_306	Received
WCPFC	8277	RVTN	2020-04-10	FU_YUAN_YU_YUN_997	Draft
WCPFC	8295	RVTN	2020-04-16	DA_YUAN_YU_306	Received
WCPFC	8293	RVTN	2020-04-16	Chang_Rong_3	Received
WCPFC	8291	RVTN	2020-04-22	DONG_YU_1508	Received
WCPFC	8289	RVTN	2020-04-08	FU_YUAN_YU_F76	Received
WCPFC	8288	RVTN	2020-04-14	DA_YUAN_YU_306	Received
WCPFC	8287	OVTN	2020-04-14	Chang_Rong_	Received
WCPFC	8286	RVTN	2020-04-08	FU_YUAN_YU_F76	Received
WCPFC	8283	OVTN	2020-04-01	CHANG_RONG_4	Received
WCPFC	8285	RVTD	2020-04-04	KAL_YUAN	Received
WCPFC	8284	RVTD	2020-04-01	KAL_YUAN	Cancelled
WCPFC	8277	RVTN	2020-04-10	FU_YUAN_YU_YUN_997	Received
WCPFC	8278	RVTN	2020-04-15	FU_YUAN_YU_F86	Received
WCPFC	8272	RVTD	2020-03-30	FU_YUAN_YU_LENG_36	Received
WCPFC	8271	OVTN	2020-03-30	CHANG_RONG_4	Received
WCPFC	8270	OVTN	2020-04-01	CHANG_RONG_4	Cancelled

Use the Search button to filter the list of forms being displayed. The filter function is described in the next page.

Click on the column headings to sort the table.

The WCPFC High Seas Transshipment submission ID.

The type of notification / declaration:

OVTN Offloading Vessel Transshipment Notification
 RVTN Receiving Vessel Transshipment Notification
 OVTN Offloading Vessel Transshipment Declaration
 RVTD Receiving Vessel Transshipment Declaration

The date of the transshipment.

The name of the offloading vessel (on OVTN and OVTN forms) or receiving vessel (on RVTN and RVTD forms).

The status of the notification / declaration. See section 10 for details. Ideally, every entry in this column should be either "Received" or "Cancelled". Any other entry indicates a notification / declaration that does not yet comply with WCPFC regulations or standards.

Click on a form to view / edit it.

25. How to force a manual update to the list of vessels

The Vessels Screen lists vessels that are authorised by each Member or Cooperating Non-member's national fisheries management authority to tranship on the high seas. But, the TSER app was designed to work over satellite internet connections and the app tries to minimise the amount of data that it sends and receives. Specifically, the app monitors how often you use the list of vessels for each flag and regularly updates only those lists that you use often. If you have not used the list of flag ABC's vessels for many months, then the app will allow this list to become out of date. If this becomes a problem, then you can manually force an update to any flags list of vessels. There are two steps to this process.

← Vessels ↓

1. FILTERS :
Vessel's Flag: China
Vessel's Name:
Vessel's WIN:

Step 1 – On the Vessels screen, click on the Download button. This will open the Update Vessel List screen.

← Update Vessel List

SELECT A LIST to update :

Flag	Look_back	Last_updated
China	180 Days	2020-05-21T17:30:56
Japan	365 Days	2020-05-21T16:35:35
Korea (Republic of)	180 Days	2020-05-21T16:35:34
Liberia	180 Days	2020-05-19T17:35:29
Panama	180 Days	2020-05-21T10:07:11
Chinese Taipei	180 Days	2020-05-21T16:35:34
Vanuatu	180 Days	2020-05-19T17:35:29
Ecuador	180 Days	2018-06-09T03:26:22
Fiji	180 Days	2016-11-16T13:26:15
Papua New Guinea	180 Days	2019-01-01T00:00:00
Philippines	180 Days	2020-03-22T23:35:29
Thailand	180 Days	2019-11-18T18:23:49
United States of America	180 Days	2020-05-18T10:38:22

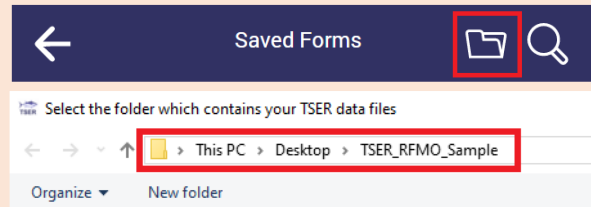
Step 2 – On the Update Vessel List screen, click on a Member or Cooperating Non-member. This will give you the option of downloading all vessels authorised by that flag (within the past 180 days, 365 days or 730 days) to tranship on the high seas. An internet connection is required.

26. Loading a form that someone has emailed to you

If someone emails an electronic WCPFC High Seas Transshipment notification or declaration to you, then you can load this into your TSER app.

On a Windows computer:

- 1) Open your email programme
- 2) Open the email which has the notification or declaration attached and click on the attached notification or declaration (RFMO) file
- 3) Download the attached notification or declaration
- 4) Optional - If you do not know where the TSER apps Saved Forms folder is located on your computer, then:
 - a) Open the TSER app
 - b) In the TSER app home screen, click on the Saved Forms button
 - c) In the Saved Forms screen, click on the Folder button
 - d) The location of the TSER apps Saved Forms folder is display on the 2nd line of the pop-up screen. After you have noted this location, press *Cancel*.
- 5) Use Window's File Explorer to move or copy the notification or declaration (RFMO) file from the computer's downloads folder to the TSER apps Saved Forms folder.



On an Android tablet or phone:

- 1) Open your email programme
- 2) Open the email which has the notification or declaration attached and click on the attached notification or declaration (RFMO) file
- 3) Download the attached notification or declaration
- 4) Open the TSER app
- 5) In the TSER app home screen, click on the Saved Forms button
- 6) In the Saved Forms screen, click on the + button in the top right of the screen
- 7) You may be prompted to allow the app to access files on your device. If this occurs, then click *Allow*.
- 8) In the Add A File screen, click on the notification or declaration that you want to load
- 9) Choose to Move or Copy the form.

On an iPad or iPhone:

- 1) Open your email programme
- 2) Open the email which has the notification or declaration attached and click on the attached notification or declaration (RFMO) file
- 3) When prompted with a list of apps that could be used to open the file, choose WCPFC TSER.

The emailed notification or declaration will now be available in your Saved Forms screen.

The lists that follow are accurate in mid-2019 but may occasionally be updated at the WCPFC's discretion.

27. List of Members and Cooperating Non-Members

China
Ecuador
Japan
Korea (Republic of)
Liberia
Panama
Papua New Guinea
Philippines
Thailand
Chinese Taipei
United States of America
Vanuatu

28. List of Processed States

Whole (Round)
Gilled and gutted
Gutted and headed
Gutted only, not gilled
Filletted
Shark fins
Gutted, headed and tailed (Dressed)
Gilled, gutted and tailed
OTHER-Unspecified

29. List of Product Origins

WCPFC Area
IOTC Area
IATTC Area
ICCAT Area
WCPFC/IATTC Overlap Area
Outside Tuna RFMOs

30. List of Fishing Gear

Set longlines
Drifting longlines
Longlines (not specified)
Trolling lines
Handlines and pole-lines (hand operated)
Handlines and pole-lines (mechanized)
Hooks and lines (not specified)
With purse lines (purse seine)
One boat operated purse seines
Two boats operated purse seines
Without purse lines (lampara)
Beach seines
Boat or vessel seines
Danish seines
Scottish seines
Pair seines
Seine nets (not specified)
Portable lift nets
Boat-operated lift nets
Shore-operated stationary lift nets
Lift nets (not specified)
Set gillnets (anchored)
Driftnets
Encircling gillnets
Fixed gillnets (on stakes)
Trammel nets
Combined gillnets-trammel nets
Gillnets and entangling nets (not specified)
Gillnets (not specified)
Harpoons
Recreational fishing gear
Miscellaneous gear

31. List of Fishing Locations

EEZ of American Samoa
EEZ of Australia
EEZ of China
EEZ of Commonwealth of the Northern Mariana Islands
EEZ of Cook Islands
EEZ of Federated States of Micronesia
EEZ of Fiji
EEZ of French Polynesia
EEZ of Guam
EEZ of Indonesia
EEZ of Japan
EEZ of Kiribati
EEZ of Korea (Republic of)
EEZ of Marshall Islands
EEZ of Nauru
EEZ of New Caledonia
EEZ of New Zealand
EEZ of Niue
EEZ of Palau
EEZ of Papua New Guinea
EEZ of Philippines
EEZ of Pitcairn
EEZ of Samoa
EEZ of Solomon Islands
EEZ of Chinese Taipei
EEZ of Tokelau
EEZ of Tonga
EEZ of Tuvalu
EEZ of United States of America
EEZ of Vanuatu
EEZ of Wallis and Futuna
International Waters/High Seas
WCPFC/IATTC Overlap Area
Outside WCPFC Convention Area

32. List of Species

Common name and scientific name	FAO Species Code
Bigeye tuna (<i>Thunnus obesus</i>)	BET
Skipjack tuna (<i>Katsuwonus pelamis</i>)	SKJ
Yellowfin tuna (<i>Thunnus albacares</i>)	YFT
Albacore tuna (<i>Thunnus alalunga</i>)	ALB
Swordfish (<i>Xiphias gladius</i>)	SWO
Striped Marlin (<i>Tetrapturus audax</i>)	MLS
Blue Marlin (<i>Makaira mazara</i>)	BUM
Pacific Bluefin Tuna (<i>Thunnus orientalis</i>)	PBF
Southern Bluefin Tuna (<i>Thunnus maccoyii</i>)	SBF
Black Marlin (<i>Makaira indica</i>)	BLM
Mahi Mahi / Dolphinfin / Dorado (<i>Coryphaena hippurus</i>)	DOL
Sailfish (Indo-Pacific) (<i>Istiophorus platypterus</i>)	SFA
Oilfish (<i>Ruvettus pretiosus</i>)	OIL
Wahoo (<i>Acanthocybium solandri</i>)	WAH
Blue Shark (<i>Prionace glauca</i>)	BSH
Escolar (<i>Lepidocybium flavobrunneum</i>)	LEC
Opah / Moonfish (<i>Lampris guttatus</i>)	LAG
Rays, Skates and Mantas (<i>Batoidimorpha</i> (<i>Hypotrmata</i>))	BAI
Other Tuna (<i>Thunnini</i>)	TUN
Other Shark (<i>Elasmobranchii</i>)	SHK
Other - Unspecified	ANY

33. Instructions for installing TSER

On a Windows computer:	On an Android tablet or phone:	On an iPad or iPhone:
1. Use the internet browser on your computer / tablet / phone to open https://www.wcpfc.int/tser	1. Go to the Google Play store.	1. Go to the App Store.
2. Click on the "Download Windows version" link.	2. Search for "wcpfctser" (with no blank space).	2. Search for "wcpfc tser" (with a blank space).
3. Fill in the form and download the WCPFC_TSER_Compressed file.	3. On the TSER page of the Google Play Store, click on the Install button.	3. On the TSER page of the App Store, click on the Get button.
4. Extract the WCPFC_TSER_Compressed file. If you don't already have a tool to do this, then "7z" is free and easy to download.	4. On the TSER page of the Google Play Store, click on the Open button.	4. On the TSER page of the App Store, click on the Install button.
5. Move the resulting WCPFC_TSER folder from your Downloads folder to the location on your computer that you want it. Do not rename this folder or change its contents.		5. On the TSER page of the App Store, click on the Open button.
6. Open the WCPFC_TSER folder, and Right-click > Copy the file named <i>WCPFC_TSER.exe</i>		
7. Right-click on your desktop, and Paste Shortcut the file named WCPFC_TSER.exe. Be careful to use Paste <u>Shortcut</u>, as Paste will not work.		
8. Double-click on the WCPFC_TSER.exe shortcut on your desktop to start the TSER programme.		
9. Depending on what virus checking software you have installed on your computer, you <u>may</u> need to authorise TSER to operate.		

Note on updating to a newer version of TSER

The WCPFC may periodically release new versions of TSER that add new features or fix known problems. Updating to a newer version of TSER will not delete any notifications and declarations that are saved on your computer.

Note on un-installing TSER

On Android and IOS devices - un-installing TSER will automatically delete all notifications and declarations that are saved on your tablet / phone. The WCPFC will still hold copies of the notifications and declarations that you had previously sent to it; but unless you have saved another copy of the same notification or declaration onto a different tablet / phone, then it will become impossible for you to electronically update or cancel the original notification / declaration.

On Windows computers - un-installing TSER will not automatically delete any notifications and declarations that are saved on your computer.

34. If you experience a problem with TSER

We want to know about problems so that we can fix them. If you experience a problem with TSER that you cannot resolve:

- Submit your notification / declaration manually to the WCPFC by emailing it to transhipment@wcpfc.int; and
- Let us know about the problem by emailing us at transhipment@wcpfc.int. Please include the TSER log file in your email. The log file can be accessed by clicking on the version number on the TSER Home Screen.

