



CCAMLR

Commission for the Conservation of Antarctic Marine Living Resources
Commission pour la conservation de la faune et la flore marines de l'Antarctique
Комиссия по сохранению морских живых ресурсов Антарктики
Comisión para la Conservación de los Recursos Vivos Marinos Antárticos

CCAMLR e-CDS User Manual

Contents

Contents

Introduction	5
Terminology	5
Overview	8
Getting started	9
Accessing the e-CDS	10
Logging in	10
Languages	11
User Types and Account Management	12
User Management	12
User Types	12
CDS Contact Officer	12
Flag Official	14
CDS Export Official	14
CDS Port Official	14
CDS Data Access	15
Third-party invitations	15
Summary of CDS user role permissions	16
Catch Document Process	17
Export/Re-export Process	18
Navigating the e-CDS	19
My Summary	19
Items pending your action	20
In-progress DCDs	20
In-Progress DEDs/DREDs	21
My Catches	23
My Imports	24
My Exports	24
SVDCDs	25
About SVDCDs	25
Issuing an SVDCD	26
Archiving	26
Naming	26
Completing an SVDCD	27
Step 1: Issue SVDCD (Issue)	28
Step 2: Trip dates (Dates)	29

Step 3: Fish caught (Catch).....	29
Step 4: Transshipment details (Tranship).....	30
Step 5: Landing details (Landing)	30
Steps 6 to 8:.....	30
Step 9: Weight verification (Verify).....	31
Step 10: Fish sold (Sold).....	32
Step 11: Landing confirmation (Confirm)	32
Reports and Statistics	33
Search Documents	35
CDS Contact Officers	37
Announcements	38
Notifications	39
Notification types.....	40
Settings	41
Help Centre.....	42
Overview.....	42
Training Mode	43
Accessing Training Mode	43
<i>Dissostichus</i> Catch Documents (DCDs)	46
Step 1 - Issue DCD (Issue)	46
Step 2 - Trip dates (Dates)	50
Step 3 - Fish caught (Catch)	51
Step 4 - Transshipment details (Tranship)	54
Step 5 - Landing details (Landing)	57
Step 6 - Vessel master confirmation (VM confirm)	58
Step 7 - Transshipment confirmation (TS Confirm)	59
Step 8 - Flag State confirmation (FS Confirm).....	60
Step 9 - Weight verification (Verify).....	62
Step 10 - Fish sold (Sold)	63
Step 11 - Landing confirmation (Confirm).....	66
Completed DCDs.....	67
<i>Dissostichus</i> Export Documents (DEDs) and <i>Dissostichus</i> Re-Export Documents (DREDs)	68
Completing a DED or DRED	68
Step 1 - Issue DED/DRED (Issue).....	69
Step 2 - Export details (Details).....	71
Step 3 - Exporter confirmation (ER Confirm)	77
Step 4 - Export State confirmation (ES Confirm).....	78
Step 5 - Bill of lading (BOL)	79
Audit log	80
Archiving.....	81
Reinstating documents.....	82
Field management	83
Vessel Management.....	83

Adding a vessel	83
Updating a vessel	84
Port Management.....	85
Selecting a port	85
Organisation Management.....	86
Adding a new organisation	86
Updating an existing organisation	88
Support.....	89
Contact.....	89
Fish caught field summary	90
Fish sold logic.....	91

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Introduction

This interactive user manual is a tool developed to assist users in navigating the electronic Catch Documentation Scheme (hereafter referred to as the e-CDS) for *Dissostichus* spp. The manual is housed within the e-CDS Help Centre and is divided into sections to provide a clear and comprehensive guide for users of the e-CDS to effectively implement the CDS.

Terminology

For the purposes of consistent implementation of the *Dissostichus* catch document and completion of its associated forms, the following descriptions are taken from Conservation Measure 10-05 and provided below:

Term	Definition
<i>Dissostichus</i> spp. Catch Document (DCD)	A document, generated by the electronic CDS (e-CDS), containing information relating to the harvest, transshipment and landing of <i>Dissostichus</i> spp. as contained in Annex 10-05/A.
<i>Dissostichus</i> spp. Export Document (DED)	A document, generated by the e-CDS, containing information relating to the export of <i>Dissostichus</i> spp. as contained in Annex 10-05/A.
<i>Dissostichus</i> spp. Re-Export Document (DRED)	A document, generated by the e-CDS, containing information relating to the re-export of <i>Dissostichus</i> spp. as contained in Annex 10-05/A.
Document Number	The Flag State participating in the Catch Documentation Scheme for <i>Dissostichus</i> spp. generates this number when the form is issued to their vessel.
Electronic Catch Documentation Scheme (e-CDS)	The web-based software application implemented by CCAMLR to support the Catch Documentation Scheme (CDS) for the creation, validation, and storage of catch and export documents (DCDs, DEDs and DREDs).
Export	Any movement of <i>Dissostichus</i> spp. in any form from territory under the control of the State or free-trade zone of landing, or, where that State or free-trade zone forms part of a customs union, any other member State of that customs union.
Flag State Confirmation Number	A unique number generated by the Flag State and issued to the master once it has been determined that the landing is consistent with the vessel's authorisation to fish.

Import	The physical entering or bringing of <i>Dissostichus</i> spp. in any form into any part of the geographical territory under the control of a State, except where the <i>Dissostichus</i> spp. are landed or transhipped within the definitions of ‘landing’ or ‘transshipment’ in this conservation measure. <i>Dissostichus</i> spp. that has been previously landed and that enters the territory of a State for the sole purpose of in-bond transit to another State, without undergoing any change in quantity or form, does not constitute an import for the purposes of this conservation measure.
Landing	The initial unloading or transfer of <i>Dissostichus</i> spp. in any form from a vessel to dockside, even if subsequently transferred to another vessel, in a port or free-trade zone where the <i>Dissostichus</i> spp. are certified by an authority of the Port State as landed. The offload or transfer in port of <i>Dissostichus</i> spp. from a vessel to a container is a landing within the definition of ‘landing’ in this conservation measure.
Port State	The State that has control over a particular port area or free-trade zone for the purposes of landing, transshipment, importing, exporting, and re-exporting, and whose authority serves as the authority for landing or transshipment certification.
Re-export	Any movement of <i>Dissostichus</i> spp. in any form from territory under the control of a State, free-trade zone, or member State of a customs union of import unless that State, free-trade zone, or any member State of that customs union of import is the first place of import, in which case the movement is an export within the definition of ‘export’ in this conservation measure.
Specially Validated <i>Dissostichus</i> spp. Catch Document (SVDCD)	A catch document that has been specially issued by a State, or by the Secretariat on behalf of a State, to accompany seized or confiscated <i>Dissostichus</i> spp. offered for sale or otherwise disposed of by the State.
Transshipment	The transfer of <i>Dissostichus</i> spp. that have not previously been landed, from one vessel directly to another, either at sea or in port. The offload or transfer in port of <i>Dissostichus</i> spp. from a vessel to a container is a landing within the definition of ‘landing’ in this conservation measure.

EEZ	To be selected if fish were caught in an Exclusive Economic Zone (EEZ).
Area	The CCAMLR statistical subarea or division for fish caught in the CCAMLR Convention Area/the FAO statistical area, subarea or division for fish caught outside the CCAMLR Convention Area.
Estimated weight	The estimated weight in kilograms of fish caught to two decimal places.

Overview

CCAMLR's Catch Documentation Scheme (CDS) for *Dissostichus* spp. seeks to:

- identify the origins of *Dissostichus* spp. entering the markets of Contracting Parties and cooperating non-Contracting Parties (NCPs);
- track the harvest, transshipment, landings, export and re-export of *Dissostichus* spp.;
- determine whether *Dissostichus* spp. harvested in the Convention Area was caught in a manner consistent with CCAMLR conservation measures;
- address concerns of IUU fishing relating to the threat of serious depletion of *Dissostichus* spp. populations, by-catch of some Antarctic species and the undermining of CCAMLR conservation measures; and
- promote cooperation between CCAMLR and NCPs in respect of the voluntary implementation of the CDS.

The CDS is supported by the electronic-CDS (e-CDS), an electronic software application implemented by CCAMLR to create, validate and store DCDs, DEDs, DREDs and SVDCDs (see 'Terminology' for a description of commonly used words).

In the e-CDS, users can provide required data via a web-based interface, with finely controlled access rights based on the role of the user.

The CDS is implemented in accordance with Conservation Measure (CM) 10-05.

Getting started

Each party issuing documents within the e-CDS must ensure that the Secretariat has been informed of the respective government department or authority responsible for the issuance of these documents.

The officers at each individual point will be able to have access under the broad banner of the issuing authority.

The Secretariat requires the following information for the issuing authority:

- name of government department/authority;
- office address; and
- phone number.

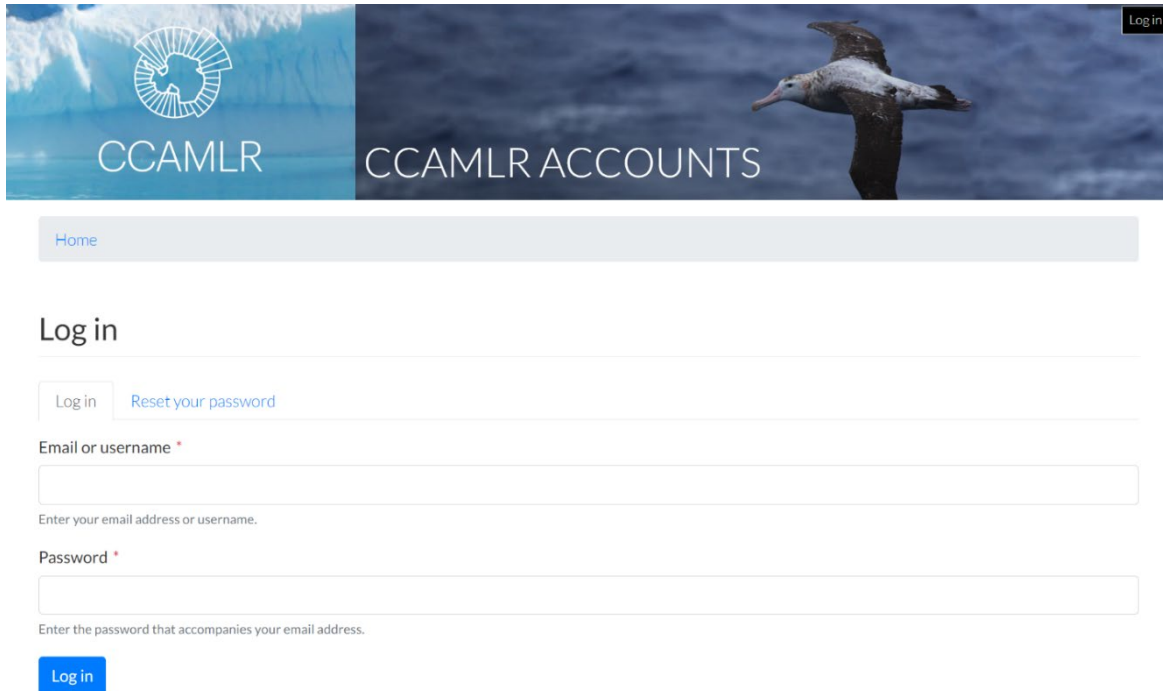
Please provide the Secretariat via cds@ccamlr.org the details of the nominated issuing authority, including the name, address, phone number and email address.

Once the issuing authority has been set-up, there is no need to revisit this section unless updates to the issuing authority are required. If updates are required, please email the Secretariat (cds@ccamlr.org) and provide details of the request.

Accessing the e-CDS

Logging in

The e-CDS is accessed via ecds.ccamlr.org. The link will take you to the following CCAMLR Accounts page:



The screenshot shows the CCAMLR Accounts login page. At the top, there is a banner with the CCAMLR logo on the left and a seagull in flight on the right. Below the banner is a navigation bar with a 'Home' link. The main section is titled 'Log in'. It contains two links: 'Log in' and 'Reset your password'. Below these links are two input fields: 'Email or username *' and 'Password *'. Each field has a placeholder text: 'Enter your email address or username.' and 'Enter the password that accompanies your email address.' respectively. At the bottom of the form is a blue 'Log in' button.

- Users will need to use their CCAMLR username (or registered email address) and password to log-in.
- Users will then be taken to the e-CDS home page (also referred to as the 'My Summary' page), depending on access permissions and assigned roles.
- If a user is already logged in through their CCAMLR account and has access to the e-CDS, they will be directly taken to the home page.
- As DCDs, DEDs and DREDs are created, the user's e-CDS home page will become populated.
- The home page will contain any DCD that is issued by the user's party, any DCD that has catch landed in a port of the user's Party and any DEDs or DREDs exported from or imported to the user's party.

- DCDs are filtered into three sections:
 - ‘Completed’: DCDs that have been completed;
 - ‘In-progress’: DCDs that have not yet been completed/are awaiting further confirmation;
 - ‘Archived’: DCDs that have been archived.



By clicking on the [+] users will be able to see any DEDs and DREDs created for a relevant DCD.

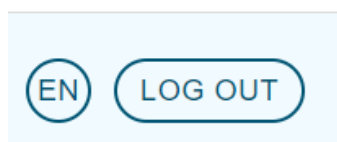
Document number	Created On	Flag State Confirmation Number	Vessel Name	Exports
[+] PE-24-0013-E	10 Feb 2024 - 17:53 UTC	BF41-9CD2-5871	Perica	Create export

Export code	Export date	Exporter	Importer	Original export code	Actions
9109-5446-438D	10 Feb 2024 - 12:00 UTC	Pesquera MKL S.A.C.	Pescamax Inc.		Re-export

Languages

The e-CDS has been translated into the four (4) official CCAMLR languages: English, French, Russian and Spanish.

To toggle between these, click on the circular icon in the top right-hand corner of the screen (e.g., ‘ES’ for Spanish). From here, users may select the language required. Should users wish to exit the e-CDS, it is recommended they log-out using the button here in the top right-hand corner, for security purposes.



User Types and Account Management

User Management

The management of the following roles is conducted through the main CCAMLR website:

- CDS Contact Officers
 - CDS Flag Officials
 - CDS Port Officials
 - CDS Export Officials
 - CDS Data Access
-
- Party Administrators are able to create users for their party and assign any of the above five roles.
 - CDS Contact Officers are able to assign the Flag Official, Port Official, Export Official and Data Access roles to existing users of their party.
 - Login to <http://www.ccamlr.org> and use the administration menu to navigate to the contact list page.
 - From the contact lists page, select the user that requires access to the e-CDS and click 'Edit roles'.
 - Select the CDS role the user requires and click 'Save'.

User Types

CDS Contact Officer

- A CDS Contact Officer is a person appointed in accordance with CM 10-05 (paragraph 1 (ii)) by a Contracting Party or a non-Contracting Party (NCP) cooperating with CCAMLR by participating in the CDS.
- The CDS Contact Officer role can be assigned to users by the CCAMLR Secretariat or by Party Administrators by assigning users to the relevant contact list through the CCAMLR accounts website.

- A CDS Contact Officer can:
 - Issue new DCDs on behalf of their party's Flag State Issuing Authority.
 - Assign Flag Official and Port Official roles to other users of their own party. This is done from the contact lists section of the CCAMLR accounts website.
 - Complete and edit details in 'Steps 1-8' for DCDs issued for vessels which are flagged to their party.
 - Complete and edit details in 'Steps 9-11' for DCDs where the landing port was a port of their own party.
 - View, create, complete and edit information in 'Steps 1-5' of an export document for any DED/DRED; where the landing port was a port of the same party as the export official's party, and/or that already has a related export document where the port of arrival is a port of the same party as the export official's party.

This role is usually assigned to senior government officers in fisheries departments or similar organisations.

Flag Official

- Flag Officials can issue new DCDs on behalf of their party's issuing authority.
- A Flag Official can complete 'Steps 1-8' for DCDs issued by issuing authorities of their own party.

A Flag Official role is usually assigned to a government official which oversees the fishing activity of its flagged vessels.

CDS Export Official

- An Export Official can create, complete and view 'Steps 1-4' for a DED for any DCD where the landing port was a port of the same party as the Export Official's party.
- An Export Official can create complete and view 'Steps 1-4' for a DRED for any DED where the port of arrival is a port of the same party as the Export Official's party.

An Export Official role is usually assigned to a government official responsible for overseeing the export of fish products.

CDS Port Official

- A Port Official can complete 'Steps 9-11' for DCDs where the landing port was a port of their own party.

A Port Official role is usually assigned to government official which undertake port inspections and a responsible for verifying quantities of fish that are landed.

CDS Data Access

- The CDS Data Access role governs user access to the export data in the e-CDS allowing a user to browse exports destined to their country.

The CDS Data Access role is usually assigned to government officials which need to observe the trade of toothfish but not contribute to completing the documentation.

Third-party invitations

Vessel Master or Authorised Representative

- A vessel master or authorised representative can complete ‘Steps 2-6’ of a DCD where they have been specified as the vessel master by the CDS Contact Officer.
- During the process of issuing a DCD, a CDS Contact Officer or Flag Official may invite a vessel master or authorised representative to complete ‘Steps 2-6’ through the e- CDS.
- A CCAMLR account does not need to exist for the vessel master or authorised representative as this role cannot be an assigned CDS user role within the e-CDS. Therefore, users with this responsibility do not need to be assigned a username or password.
- When notified via email, the vessel master or authorised representative will receive a link to the e-CDS granting access to the e-CDS for the completion of ‘Steps 2-6’.
- Once ‘Steps 2-6’ have been completed, access to the DCD will no longer be available to the vessel master or authorised representative.

Exporter

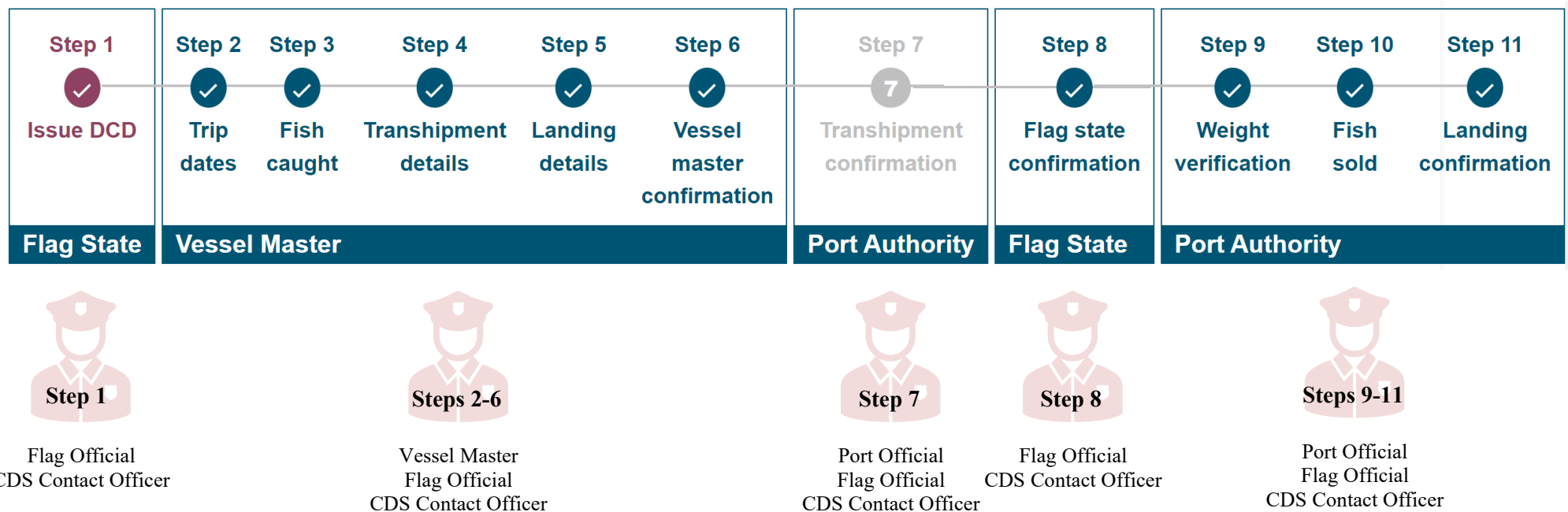
- When notified via email, the exporter will receive a link to the e-CDS granting access to the e-CDS for the completion of 'Steps 2-3'. Once 'Steps 2-3' have been completed, access to the e-CDS will no longer be available to the exporter.
- During the process of issuing a DED or DRED, a CDS Contact Officer or Export Official may invite an exporter to complete 'Steps 2-3' details directly into the e-CDS.
- A CCAMLR account does not need to exist for the exporter, as this role cannot be an assigned CDS user role within the e-CDS. Therefore, users with this responsibility do not need to be assigned a username or password.

Summary of CDS user role permissions

CDS User Role	Issue a DCD	Issue a DED or DRED	Verify transshipment information	Provide Flag State confirmation	Issue an SVDCD	Verify landing data	View CDS Data
CDS Contact Officer	✓	✓	✓	✓	✓	✓	✓
Flag Official	✓			✓			✓
Port Official			✓			✓	✓
Export Official		✓					✓
CDS Data Access							✓

The following diagrams outline the responsibilities of the various CDS users or participants when providing data for the e-CDS.

Catch Document Process



Export/Re-export Process

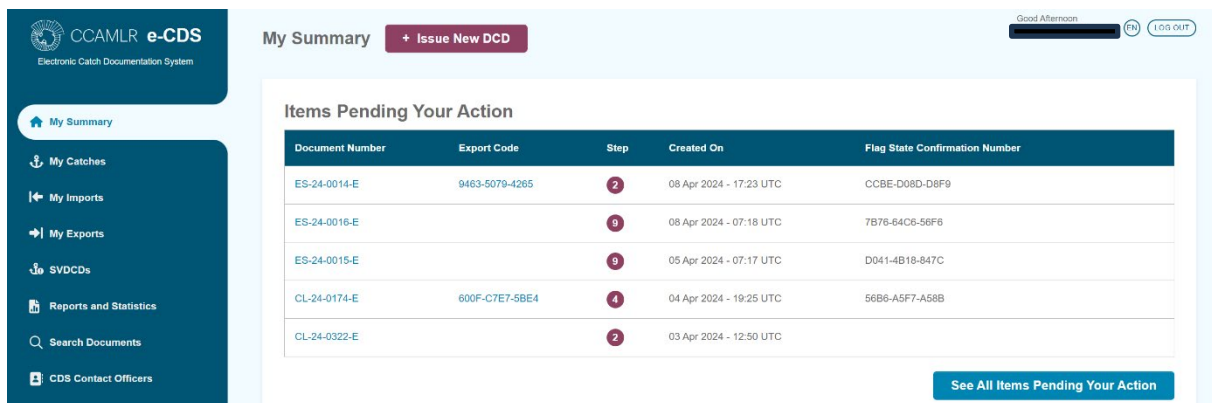


Navigating the e-CDS

The following section provides an overview of each of the pages available within the left-hand navigation bar, with a focus on describing the information available in each of these menu items and the associated functionalities.

My Summary

- The 'My Summary' page forms the home page for the e-CDS, providing a snapshot of imports and exports relevant to the logged-in user.



My Summary + Issue New DCD

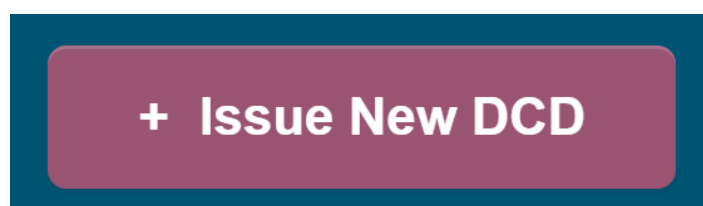
Good Afternoon (FN) (LOG OUT)

Items Pending Your Action

Document Number	Export Code	Step	Created On	Flag State Confirmation Number
ES-24-0014-E	9463-5079-4265	2	08 Apr 2024 - 17:23 UTC	CCBE-D08D-D8F9
ES-24-0016-E		9	08 Apr 2024 - 07:18 UTC	7B78-64C8-56F8
ES-24-0015-E		9	05 Apr 2024 - 07:17 UTC	D041-4B18-847C
CL-24-0174-E	600F-C7E7-5BE4	4	04 Apr 2024 - 19:25 UTC	56B8-A5F7-A58B
CL-24-0322-E		2	03 Apr 2024 - 12:50 UTC	

[See All Items Pending Your Action](#)

- Users with access will be able to issue a new DCD from this page.



Items pending your action

- This section provides a summary view of documents requiring the logged-in users' action. The DCD Number (Document Number), Export Code (if applicable), current 'step' progress, timestamp the document was created on, and Flag State Confirmation Number (if provided) will be displayed here.

Items Pending Your Action

Document Number	Export Code	Step	Created On	Flag State Confirmation Number
FR-17-0005-E	3A91-B0E8-6BCF	2	27 Apr 2023 - 06:12 UTC	A532-A679-2F0F
AU-23-0023-E	FFF2-4760-4C48	2	27 Apr 2023 - 05:03 UTC	DE2C-A944-47DA

- To see all items pending action, click 'See All Items Pending Your Action'. Users with multiple pages of documents can scroll to the bottom of the page to view additional pages.



In-progress DCDs

- This view includes a list of DCDs that have not been completed. To view all in-progress DCDs, click on 'See All In Progress DCDs' where users will be taken to the 'My Catches' page. Users can toggle between in-progress, completed and archived documents by selecting the status in the top right-hand corner of the table.

In Progress DCDs

Document Number	Step	Created On	Flag State Confirmation Number
AU-23-0021-E	8	27 Apr 2023 - 04:13 UTC	
AU-23-0020-E	2	27 Apr 2023 - 03:29 UTC	

In-Progress DEDs/DREDs

- This view includes a list of DEDs or DREDs that have not been completed.
- To view all in-progress DEDs/DREDs, click on 'See All In Progress DED/DREDs' where users will be taken to the 'My Exports page'.
- Users can toggle between in-progress, completed and archived documents by selecting the status in the top right-hand corner of the table.

In Progress DEDs / DREDs

Export Code	DCD Number	Step	Export Date	Importer	Exporter
E495-B3F5-1C26	CL-24-0073-E	2			87SUR EXPORT SPA
8C86-A2A8-F1D7	CL-24-0318-E	2			87SUR EXPORT SPA

Completed DCDs

- This view includes a list of DCDs that have completed landing confirmation. DEDs can also be created in this view by clicking 'Create export'.
- To view all complete DCDs, click on 'See All Completed DCDs' where users will be taken to the 'My Catches' page.
- Users can toggle between in-progress, completed and archived documents by selecting the status in the top right-hand corner of the table.

Completed DCDs

Document Number	Created On	Flag State Confirmation Number	Exports
AU-23-0023-E	27 Apr 2023 - 05:01 UTC	DE2C-A944-47DA	Create export
AU-23-0022-E	27 Apr 2023 - 04:38 UTC	445A-9105-4933	Create export



Completed DEDs/DREDs

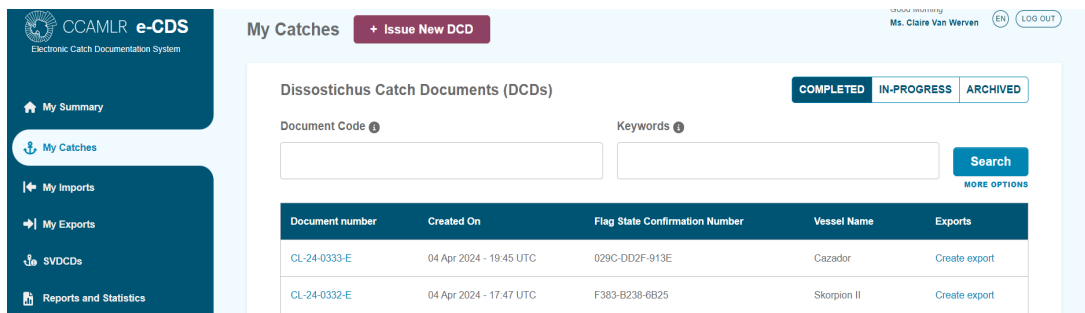
- This view includes a list of DEDs or DREDs that have completed Export State confirmation.
- To view all completed exports of imports, click on 'See All Completed Exports' or 'See All Completed Imports' where users will be taken to the 'My Imports' or 'My Exports' page respectively.
- Users can toggle between in-progress, completed and archived documents by selecting the status in the top right-hand corner of the table.

Completed DEDs / DREDs

Export Code	DCD Number	Export Date	Importer	Exporter
A181-3695-A422	FR-17-0005-E	10 Mar 2017	Pan Food Co Ltd	Sapmer S.A
4FF4-28FF-235C	FR-17-0005-E	16 Mar 2017	Common Dream Ltd	Sapmer S.A

My Catches

- My Catches shows only the DCDs the user's party has issued.
- Exports can be created from this page by clicking 'Create export'.
- Re-exports can also be created from this page by clicking the plus (+) sign next to the document number, viewing the drop-down export details and clicking 'Re-export'.
- The search functionality at the top of the My Catches page allows for users to search for DCDS using the document code or key word such as organisation or vessel name. The document code field can search based on complete or partial document codes.
- Users can toggle between completed, in-progress and archived documents by selecting this in the right-hand corner of the table.
- The 'More Options' button offers an advanced search, where users can search by selecting the 'Landing Country' or filter by document creation date.
- Users can also download a CSV file of the page by navigating to the bottom of the page and clicking on the orange CSV button.



CCAMLR e-CDS
Electronic Catch Documentation System

My Catches + Issue New DCD

Ms. Claire Van Werven (EN) LOG OUT

Dissostichus Catch Documents (DCDs) **COMPLETED** **IN-PROGRESS** **ARCHIVED**

Document Code Keywords **Search** **MORE OPTIONS**

Document number	Created On	Flag State Confirmation Number	Vessel Name	Exports
CL-24-0333-E	04 Apr 2024 - 19:45 UTC	029C-DD2F-913E	Cazador	Create export
CL-24-0332-E	04 Apr 2024 - 17:47 UTC	F383-B238-6B25	Skorpion II	Create export

My Imports

- This page shows completed imports relating the user's party. Users can toggle between completed and archived documents by selecting the page in the top right-hand of the table view.
- Users can also search through these completed DEDs or DREDS, by document number, export code or Flag State Confirmation Number.
- Export country may also be selected by clicking on the drop-down list.
- The 'More Options' button offers an advanced search, where users can search by selecting the organisation or document creation date. The document code field can search based off of complete and partial document codes.



Export Code	DCD Number	Export Date	Importer	Exporter	Export Country	Actions
37E2-5FD3-A2C6	KR-24-0010-E	08 Mar 2024	Mark Foods Inc	Jeongil Corporation	Uruguay	Re-export
1ECB-A10D-9C77	KR-24-0010-E	08 Mar 2024	Mark Foods Inc	Jeongil Corporation	Uruguay	Re-export

My Exports

- This page shows exports relating to the country of the user's party. Users can toggle between completed, in-progress and archived documents by selecting the page in the top right-hand of the table view.
- The search functionality at the top of the page allows for users to search for DCDs using the vessel name or fish sold recipient organisation name. The document code field can search based off of complete and partial document codes.
- Import country may also be selected by clicking on the drop-down list.
- The 'More Options' button offers an advanced search, where users can search by selecting the organisation, or export date.

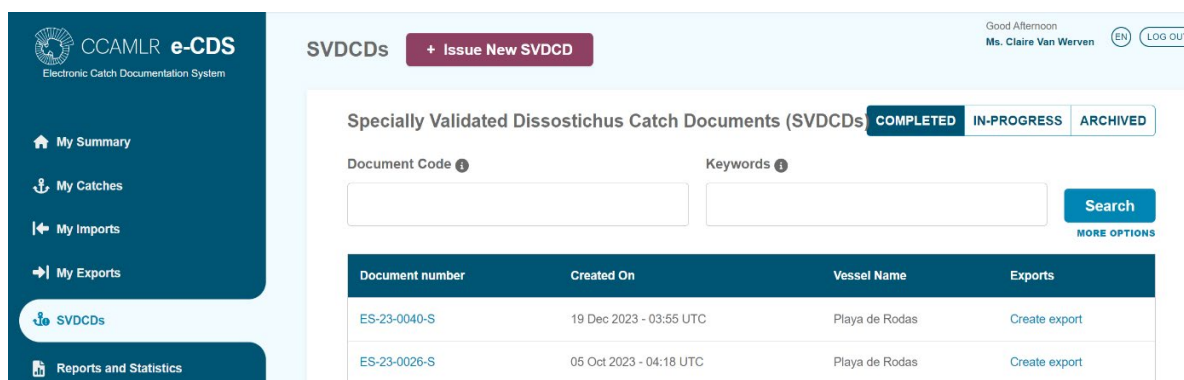


Export Code	DCD Number	Export Date	Importer	Exporter	Import Country
37E2-5FD3-A2C6	KR-24-0010-E	08 Mar 2024	Mark Foods Inc	Jeongil Corporation	United States
1ECB-A10D-9C77	KR-24-0010-E	08 Mar 2024	Mark Foods Inc	Jeongil Corporation	United States

SVDCDs

This page shows any Specially Validated *Dissostichus* Catch Documents (SVDCDs) for which the user's assigned party is or will be involved. An SVDCD is issued via a form similar to that used when issuing a DCD, through the e-CDS. It is guided by the template in Conservation Measure 10-05, Annex A.

- Only a CDS Contact Officer and the CCAMLR Secretariat can create an SVDCD.
- Once an SVDCD is issued, an associated DED can be issued by the CDS Contact Officer of the requesting party and will be processed in the same way as other DEDs are processed.
- All CDS user roles will be able to read SVDCDs where necessary e.g., they are the issuing country, exporting country or importing country.



The screenshot shows the CCAMLR e-CDS interface. On the left is a dark blue sidebar with navigation links: My Summary, My Catches, My Imports, My Exports, SVDCDs (highlighted), and Reports and Statistics. The main content area is titled 'SVDCDs' and includes a '+ Issue New SVDCD' button. Below this is a search section with 'Document Code' and 'Keywords' input fields, a 'Search' button, and a 'MORE OPTIONS' link. A table displays 'Specially Validated Dissostichus Catch Documents (SVDCDs)' with tabs for 'COMPLETED', 'IN-PROGRESS', and 'ARCHIVED'. The table has columns for Document number, Created On, Vessel Name, and Exports. Two documents are listed:

Document number	Created On	Vessel Name	Exports
ES-23-0040-S	19 Dec 2023 - 03:55 UTC	Playa de Rodas	Create export
ES-23-0026-S	05 Oct 2023 - 04:18 UTC	Playa de Rodas	Create export

About SVDCDs

- If a Contracting Party or non-Contracting Party cooperating with CCAMLR by participating in the CDS has cause to sell or dispose of seized or confiscated *Dissostichus* spp., it may issue a Specially Validated *Dissostichus* Catch Document (SVDCD) specifying the reasons for that validation.
- The SVDCD shall include a statement describing the circumstances under which confiscated fish are moving in trade.
- To the extent practicable, Contracting Parties shall ensure that the sale of seized or confiscated *Dissostichus* spp. does not result in any financial benefit accruing to those responsible for, or benefiting from, the activities that led to the seizure or confiscation

of the catch (i.e. including operators, effective beneficiaries, owners, logistics and service providers).

- If a Contracting Party or non-Contracting Party cooperating with CCAMLR by participating in the CDS issues an SVDCD, it shall immediately report all such validations to the Secretariat for conveying to all Parties and, as appropriate, recording in trade statistics.
- When a non-Contracting Party has cause to sell or dispose of seized or confiscated *Dissostichus* spp., a Contracting Party may request the Secretariat to issue an SVDCD on behalf of that non-Contracting Party.
- The request shall be accompanied by a statement from the Contracting Party specifying the reasons for requesting the SVDCD.
- For additional information, see Conservation Measure 10-05.

Issuing an SVDCD

- Issuance of an SVDCD is covered by CM 10-05, paragraphs 14 – 23.
- Upon issuing an SVDCD the party must immediately notify the Secretariat to facilitate conveying the SVDCD issuance information to all Parties. Email the Secretariat at CDS@ccamlr.org
- Additionally, the SVDCD amount shall be included in all trade statistics as appropriate.

Archiving

- All SVDCDs issued can be archived and unarchived only by the CCAMLR Secretariat, and once archived can only be viewed by the Secretariat.

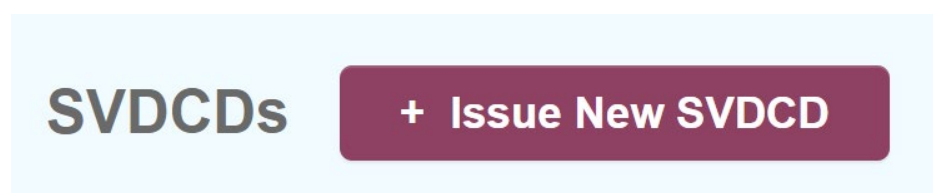
Naming


- The suffix ‘S’ is added to the document number for an SVDCD, indicating the nature of the document (e.g., AU-24-0001-S).

Completing an SVDCD

Please note that if using a mobile or tablet view, the steps are abbreviated for increased accessibility (and listed here in brackets adjacent to the ‘Step’ title).

- To issue an SVDCD, go to the ‘SVDCDs’ page in the left-hand navigation bar.
This is also the home page for all SVDCDs created by your Party.
- Click ‘Issue New SVDCD’.




CCAMLR e-CDS
Electronic Catch Documentation System

[My Summary](#)
[My Catches](#)
[My Imports](#)
[My Exports](#)
[SVDCDs](#)
[Reports and Statistics](#)
[Search Documents](#)
[CDS Contact Officers](#)

Specially Validated Dissostichus Catch Documents (SVDCDs)

Document Code

Keywords

Search

▼ MORE OPTIONS

Document number	Created On	Vessel Name	Exports
TH-24-0002-S	22 Jan 2024 - 02:23 UTC	Argos Pereira	Create export
TH-24-0001-S	22 Jan 2024 - 02:16 UTC	Callipso	Create export
ES-24-0001-S	17 Jan 2024 - 03:53 UTC	Manuel Angel Nores	Create export
AU-24-0002-S	16 Jan 2024 - 00:25 UTC	Aldo Y Felipe	Create export
AU-24-0001-S	14 Jan 2024 - 23:04 UTC	Albatross 2	Create export
ES-23-0040-E	19 Dec 2023 - 03:55 UTC	Playa de Rodas	Create export
ES-23-0026-E	05 Oct 2023 - 04:18 UTC	Playa de Rodas	Create export

Step 1: Issue SVDCD (Issue)

- Select the Flag State Issuing Authority (if your Party has more than one Issuing Authority you will be required to select the relevant Authority).
- Select the vessel under which the SVDCD relates to from the drop-down menu. Alternatively, if the required vessel is not available, select 'Add New Vessel' and proceed to follow the steps to create this vessel for use. Ensure all details are correct.
- Provide the license number (if issued).
- Provide the vessel master/authorised representative details.
- The 'SVDCD Created on behalf of' is for use by the Secretariat when requested to issue a SVDCD by a Contracting Party for a non-Contracting Party that has cause to sell or dispose of seized or confiscated *Dissostichus* spp. This field can be left blank if it does not apply.

SVDCD Created on behalf of

- Select a value -

- Provide a statement summarising the reason/s for the sale of seized/confiscated catch recorded on this SVDCD.

Reason/s for the sale of seized/confiscated catch recorded on this SVDCD

- Click 'Save and continue'.



Step 2: Trip dates (Dates)

- Enter the trip dates.

Trip dates

Port Departure Date *

dd/mm/yyyy

Fishing Start * ⓘ

dd/mm/yyyy

Fishing End * ⓘ

dd/mm/yyyy

Port Entry Date *

dd/mm/yyyy

Save

Save and continue

- Click 'Save and Continue'

Step 3: Fish caught (Catch)

- Enter the fish caught and click 'Continue'.

Fish caught

Fish caught

Species * ⓘ

Type * ⓘ

Area * ⓘ

Estimated weight * ⓘ

- Select a val

- Select a val

☐ EEZ ⓘ

- Select a value -

kg

Add ⓘ

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)	Select
TOP	WHO	No	48.4	100	0	<input type="checkbox"/>
Total kg 100				Total kg 0		

Delete selected ⓘ

Continue



Step 4: Transshipment details (Tranship)

- If the catch was transhipped, click 'Yes' and provide details.
- If there were no transhipments, click 'No'.

Transshipment details

Was catch transhipped? *

☒ No

☐ Yes

Save

Save and continue

- Click 'Save and continue'.

Step 5: Landing details (Landing)

- Select the date the catch was landed and the port where this landing occurred.
- Click 'Save and continue' to proceed to Step 9: Weight verification.

Landing details

Date landed * ⓘ

dd/mm/yyyy

Port of landing *

Search Ports ⓘ

Type to search Port Code or Name

If the port is not found: [Add New Port](#) ⓘ

Save

Save and continue

Steps 6 to 8:

- There are no requirements for this data to be entered given the information needed for an SVDCD under Annex 10-05/A.



Step 9: Weight verification (Verify)

- For each line of 'fish caught', provide the verified weight (kg).

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg) ⓘ
TOP	WHO	No	48.4	100	<input type="text" value="120"/> kg

- Click 'Save and continue'.

Step 10: Fish sold (Sold)

- The fish sold is the recipient of the fish at the point of landing.
- Add the details of the fish sold recipient by selecting the drop-down menu of organisations, or adding a new organisation should the required organisation not appear in this list.
- Ensure the organisation has at least one address and phone number before proceeding.
- Users are able to update an existing organisation should they need to.
- Provide the weight of the fish sold to the organisation and repeat as necessary.
- Click 'Save'.

Step 11: Landing confirmation (Confirm)

- Confirm the information contained in the SVD CD is complete, true and correct to the best of your knowledge by selecting the tick box at the bottom of the page.
- Once satisfied, click 'Confirm'.
- The SVD CD has now been issued.

Reports and Statistics

A summary reports and statistics page provides users with summary information relating to their nominated party's activities. A range of graphs enable users to obtain up-to-date data and displays snapshots of summary queries based on the user's party.

Display	Notes
Landings by vessel	Click to select between: Total = both Patagonian and Antarctic toothfish TOP = Patagonian toothfish TOA = Antarctic toothfish.
Landings by area	
DCDs issued	Total, completed and in-progress tally of DCDs issued for the specified period.
DED/DREDs issued	Total, completed and in-progress tally of DED/DREDs issued for the specified period.
Completed documents	Completed documents include only completed DCDs (e.g., where Step 11 (landing confirmation) has been completed in a DCD) and/or DED/DREDs (e.g., where Step 4 (Export State confirmation) has been completed (depending on the specific selection of the search)).
Landing weights by port	Click to select between: Total = both Patagonian and Antarctic toothfish TOP = Patagonian toothfish TOA = Antarctic toothfish.
Imports by port	The data (fish exported weights) for DEDs / DREDs will be included in these charts, if the port or organisation address of arrival (for imports), or port or organisation address of departure (for exports) is located within the user's selected party.
Exports by port	
Imports by organisation	
Exports by organisation	

- Where no species is indicated, the weight is calculated as 0 kg and therefore omitted from the display.
- ‘Document created’ date refers to the date where the first step of the DCD/DED/DRED was completed.
- A screen capture image of the specified graph can also be generated via the ‘download’ icon in the top right of each display.
- To reset the search fields and clear the space, click ‘Reset’.

Summary Reports And Statistics

Display *

Landings by Vessel

- Select -

Landings by Vessel

Landings by Area

DCDs Issued

DEDs / DREDs Issued

Completed Documents

Landing Weights by Port

Imports by Port

Exports by Port

Imports by Organisation

Exports by Organisation

Document created after *


01/12/2022

Document created before *

18/07/2023

Search Documents

- This page offers users an advanced search option within the e-CDS.
- Users can search by a number of parameters to refine their results:
 - document code such as the DCD number, Flag State Confirmation number or export code;
 - keywords such as organisation name or vessel name;
 - document creation dates (this date applies to the date Step 1 of the DCD/DED/DRED was completed, and therefore applies to both in-progress and complete documents.
 - landing country;
 - export country; and
 - import country.
- Users are also able to search between the different document types (e.g., DCD, DED and DREDs), and select whether they would like to include archived documents (see ‘Archiving’) in their search parameters.


CCAMLR e-CDS
 Electronic Catch Documentation System

[My Summary](#)
[My Catches](#)
[My Imports](#)
[My Exports](#)
[Reports and Statistics](#)
[Search Documents](#)
[CDS Contact Officers](#)
[Announcements](#)
[Notifications](#)
[Settings](#)

Search Documents

Document Code

DCD Number, Flag State Confirmation Number, Export Code

Keywords

Organisation, Vessel Name

☒ DCD
 ☒ DEDs
 ☒ DREDs
 ☐ Include Archived

Documents Created After

Documents Created Before

Landing Country

Export Country


Import Country

Document Number	Export Code	Flag State Confirmation	Vessel
US-23-0002-E		5B4F-3219-0192	Top Oc

- Users may have to scroll across using the grey bar at the bottom of the page to view all.
- By minimising the zoom display of the web browser, more results will be able to fit in the screen, however this may make them difficult to discern.
- Results are able to be downloaded as a CSV, by clicking the orange ‘CSV’ button at the end of the page.

CDS Contact Officers

- This page provides users with a filterable list of current CDS Contact Officers.
- To search for a particular party from the drop-down field, select the required party and click 'Apply'.
- The list generated from the user's search will return a list with the details of current CDS Contact Officers.
- The name, employer, email address and phone number will be displayed here if provided.



CCAMLR e-CDS
Electronic Catch Documentation System

- My Summary
- My Catches
- My Imports
- My Exports
- CDS Contact Officers**

CDS Contact Officers

Party

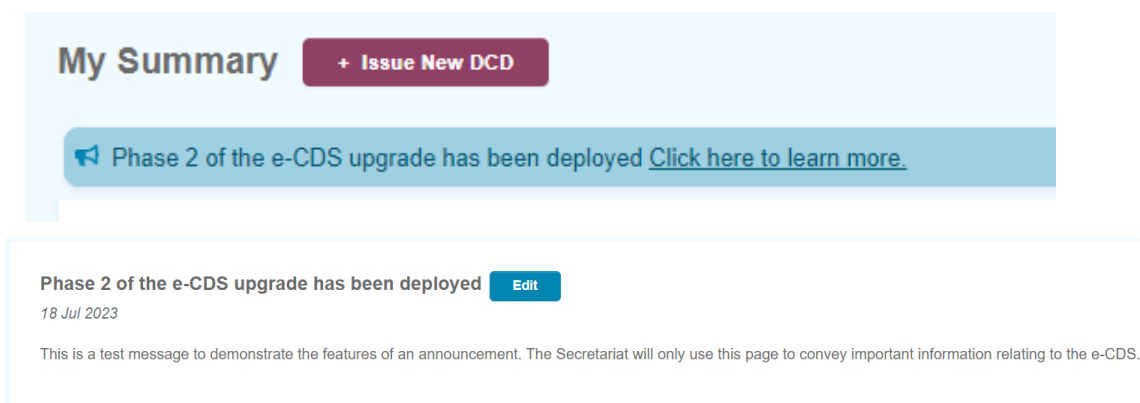
- Any -
- Any -
- Argentina
- Australia
- Belgium
- Brazil
- Bulgaria
- Canada
- Chile
- China
- China, Hong Kong SAR
- Cook Islands
- Denmark
- Ecuador
- European Union
- Finland
- France
- Germany
- Greece
- India
- Italy

Announcements

- The announcements feature provides users with updates from the Secretariat relevant to the e-CDS, which may impact their use of the system (e.g., to alert users to the introduction of a new fish product code for use in the system, or to remind users of an upcoming maintenance period where the e-CDS will not be accessible, among other examples).

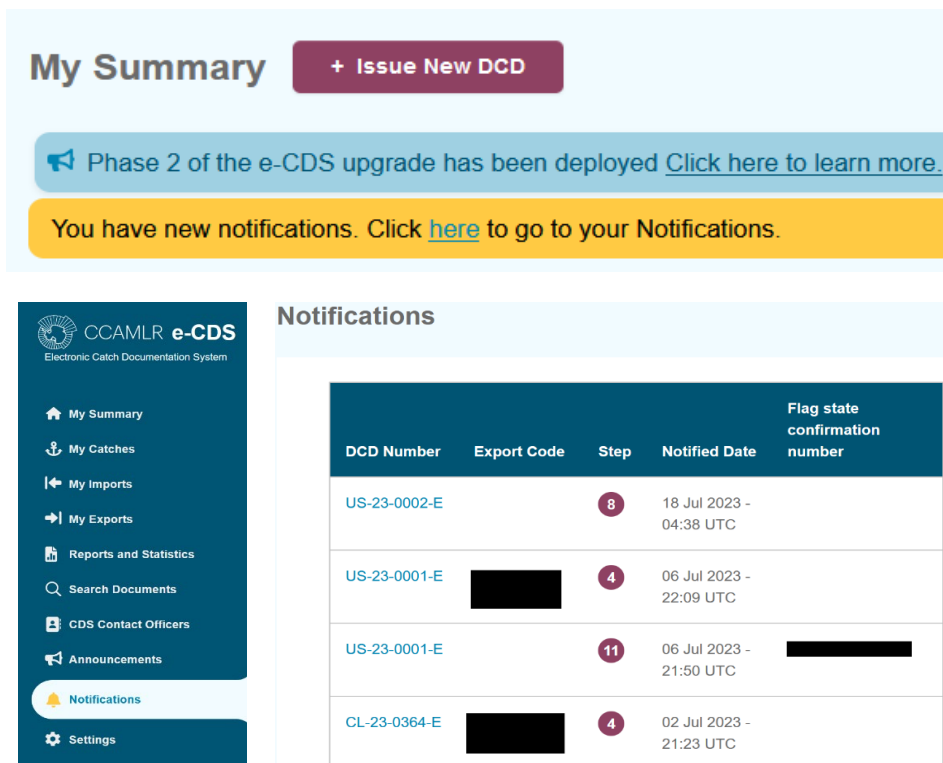


- The blue announcement banner will disappear after a specified expiry date set; however, a log of all announcements can be accessed via the 'Announcements' page in the left-hand navigation bar should users need to access historical announcements.



Notifications

- This page will notify users where review or action may be required.
- These notifications are provided two ways: through the email address the user has nominated to receive these notifications (see 'Settings'), and within the 'Notifications' page in the navigation bar.
- New notifications are indicated by a yellow banner visible on the 'My Summary' page, a yellow 'bell' icon in the left-hand navigation bar, and by a yellow 'bell' icon in the top user summary.



My Summary + Issue New DCD

Phase 2 of the e-CDS upgrade has been deployed [Click here to learn more.](#)

You have new notifications. Click [here](#) to go to your Notifications.

Notifications

DCD Number	Export Code	Step	Notified Date	Flag state confirmation number
US-23-0002-E		8	18 Jul 2023 - 04:38 UTC	
US-23-0001-E		4	06 Jul 2023 - 22:09 UTC	
US-23-0001-E		11	06 Jul 2023 - 21:50 UTC	
CL-23-0364-E		4	02 Jul 2023 - 21:23 UTC	

- Users will receive notifications for specific instances, where they apply to the logged-in user, and where that user has enabled relevant notifications (see 'Settings').


Notification types

Notification	Details
Port of Transshipment	The DCD has declared that a transshipment has occurred at one of your ports.
Port of Landing	The DCD has declared that a landing has occurred at one of your ports.
Flag State Confirmation due	DCD is awaiting Flag State Confirmation.
Landing confirmation completed	Landing confirmation has now been completed by the Port State for DCD and has now been issued.
Export State confirmation due	DED/DRED is awaiting Export State Confirmation.
Import port	DED/DRED has been issued for an import of toothfish into one of your ports.

- Once the notification is clicked on, the yellow banner and highlighted 'bell' icon will disappear, returning to a white 'bell', although the original notification will remain for 30 days in the 'Notifications' tab.

Settings

- Users can manage their notification settings by clicking on the ‘Settings’ page in the left-hand navigation bar within the e-CDS, or through the link provided in the notification text sent to the nominated email address.
- The email provided here will be the receiver of any notification preferences selected below.
- If no notifications are required, simply un-tick ‘Subscribe to all notifications’, then click ‘Save’.

 **CCAMLR e-CDS**
Electronic Catch Documentation System

- [My Summary](#)
- [My Catches](#)
- [My Imports](#)
- [My Exports](#)
- [Reports and Statistics](#)
- [Search Documents](#)
- [CDS Contact Officers](#)
- [Announcements](#)
- [Notifications](#)
- [Settings](#)

ECDS Notification Settings

Email: [REDACTED]

☒ **Subscribe to all notifications**

DCD Notifications

Notify me when:

- ☒ my port has been selected as the **Port of Transshipment**
- ☒ my port has been selected as the **Port of Landing**
- ☒ the **Flag State Confirmation** is ready for completion
- ☒ a port state has completed the **Landing Confirmation**

DED/DRED Notifications

Notify me when:

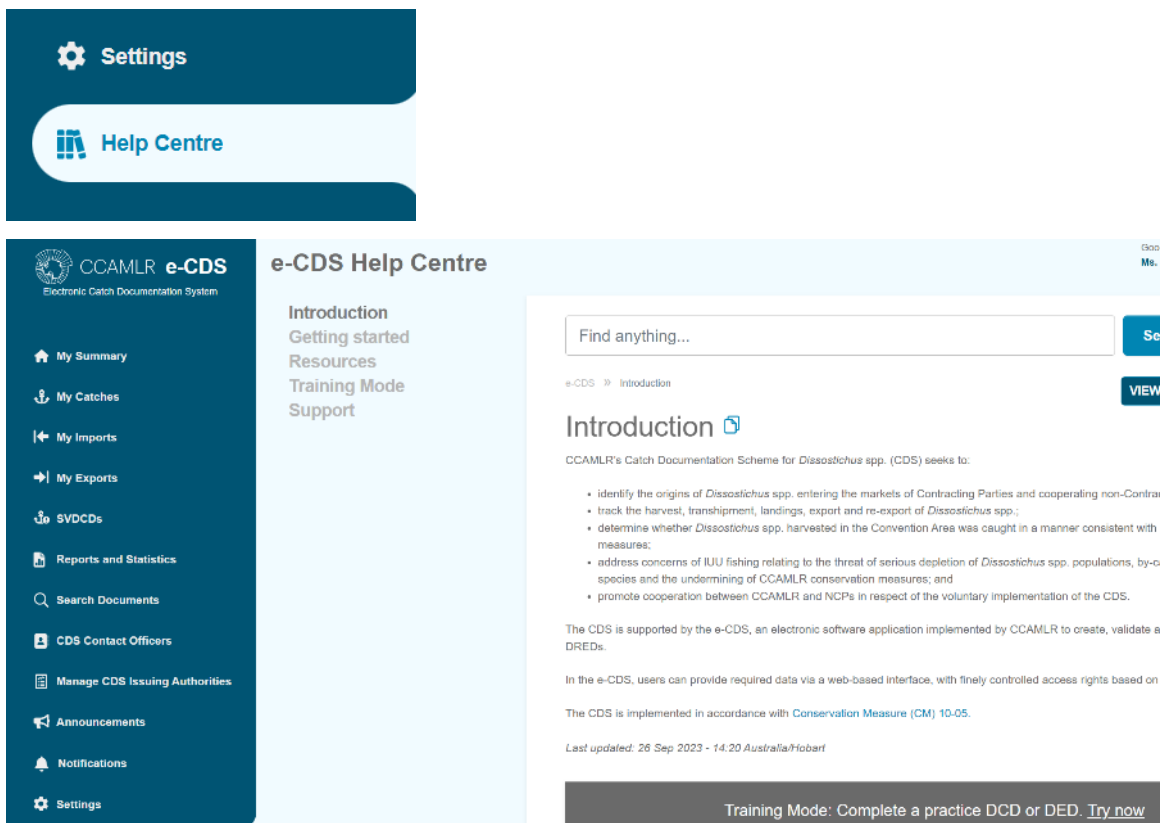
- ☒ (Exports) the **Export State Confirmation** is ready for completion
- ☒ (Imports) my port has been selected as the **Import Port** for an incoming toothfish shipment

[Save](#)

Help Centre

Overview

- The Help Centre is a dedicated space which contains a variety of resources developed and translated to support users in their application of the e-CDS.



The screenshot displays the CCAMLR e-CDS Help Centre interface. On the left is a dark blue sidebar with a 'Settings' button and a 'Help Centre' button. Below these are various user navigation options like 'My Summary', 'My Catches', 'My Imports', 'My Exports', 'SVD CDs', 'Reports and Statistics', 'Search Documents', 'CDS Contact Officers', 'Manage CDS Issuing Authorities', 'Announcements', 'Notifications', and 'Settings'. The main content area is titled 'e-CDS Help Centre' and features a search bar at the top. Below the search bar is a breadcrumb trail 'e-CDS > Introduction'. The main section is titled 'Introduction' and contains a list of bullet points detailing the purpose of the CDS. At the bottom of the main content area, there is a 'Training Mode' button with the text 'Complete a practice DCD or DED. Try now'.

- The Help Centre is intended to be an easy to navigate and dynamic platform which will be regularly updated with additional resources as they are developed or reviewed.
- We welcome your feedback and suggestions for content, improvements, or any other queries which would make this more user-friendly and valuable for users of the system.

Training Mode

- The Training Mode on the e-CDS allows users to practice issuing DCDs, DEDs and DREDs, without issuing real documents in the e-CDS. All documents generated in the training environment will be erased on the first day of the month at 00:00 UTC.
- This training environment has been designed to allow Contracting Parties and cooperating non-Contracting Parties to run their own training sessions on the e-CDS and will also be used in future training run by the Secretariat.

Accessing Training Mode

- To access Training Mode, navigate to the Help Centre page in the left-hand navigation bar. From here, navigate to the bottom of the page and click on either the 'Try now' link, or go to the 'Training Mode' page in the Help Centre side bar.
- This will take users to the Training Mode via a new window (ecds.training.ccamlr.org).

Training Mode Welcome To Training Mode

Welcome to the e-CDS training environment.
This training environment allows CDS users to practice issuing DCDs, DEDs and DREDs, without issuing real documents in the e-CDS.
The training environment has data available to support your training. All documents generated in the training environment will be erased on the 1 00:00 UTC.

Issue a New DCD
Start

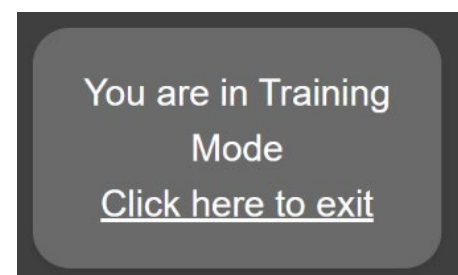
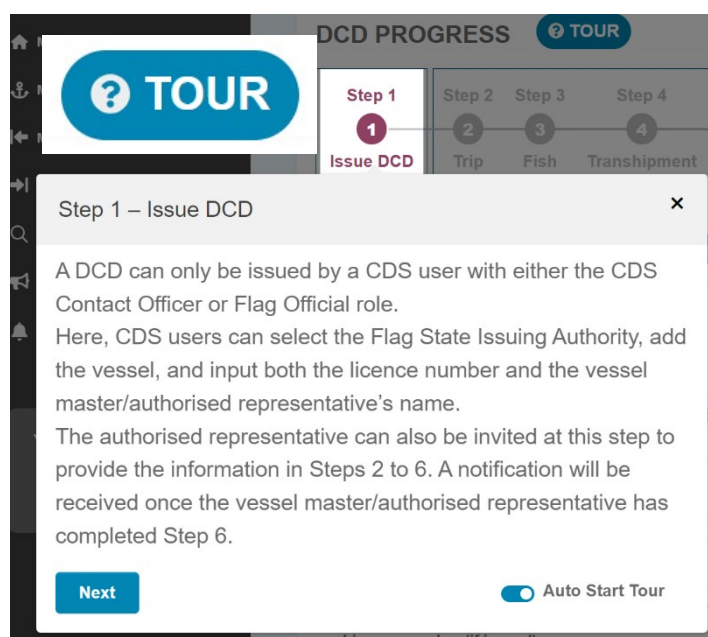
Issue a New DED
Start

Issue a New DRED
Start

Return to eCDS Help Centre

Exit to Homepage

- All CDS users, regardless of their actual role in the live e-CDS, will be assigned the CDS Contact Officer role which enables the user to undertake all functions of an e-CDS user within the Training Mode.
- In Training Mode, access to features or functionalities will be limited to those associated to the issuance and verification of CDS documents. Users will not have access to reports and statistics, settings and the CDS Contact Officer page.
- The functionality which sends confirmation emails or invitations to third parties is also deactivated in Training Mode.
- DCDs created in Training Mode are assigned 'XX' as the prefix to the document number e.g., 'XX-23-0004-E' (instead of the two-letter country code assigned on the live operational e-CDS site).
- Export documents (DED or DREDs) can be created either based on an existing DCD in the training environment, or as a standalone document by selecting 'Issue new DED or DRED' on the Training Mode landing page. If the latter is chosen, a mock DCD (in the case of DEDs), or DED (for DREDs) will be automatically generated to enable completion of the export document.
- A tour option is also available for users ('on' by default) to enable a walk-through approach when moving through each step used to create a document.



- The tour can be turned on or off in the bottom right-hand window of the box.
- Users will not be able to edit organisations in Training Mode, so it is important that an organisation is selected which has a completed address, telephone, and email address. Organisations without a telephone number cannot be used on a DCD.
- Users will also be unable to add new ports while in this mode.
- While in Training Mode, documents created will be watermarked upon viewing as a PDF to indicate that they are for training purposes only.
- All data entered or modified within Training Mode will be wiped clean on the first day of every month at 00:00 UTC.
- To exit Training Mode and return to the live operational e-CDS environment (ecds.ccamlr.org), a "Click here to exit" button or a link in the left-hand navigation bar or at the base of the page will redirect users to the live and operational e-CDS environment.

Dissostichus Catch Documents (DCDs)

Completing a DCD

Please note that if using a mobile or tablet view, the steps are abbreviated for increased accessibility (and listed here in brackets adjacent to the ‘Step’ title).

Step 1 - Issue DCD (Issue)

- DCDs can only be issued by CDS Contact Officer users and Flag Official users.
- Flag Official users can edit these details up until the vessel master confirmation has been provided at ‘Step 6’. CDS Contact Officer users can edit these details at any time.
- Authorised users can issue a DCD from the landing ‘My Summary’ page and the ‘My Catches’ page.

My Summary + Issue New DCD

Items Pending Your Action

Document Number	Export Code
AU-23-0016-E	CC4F-9E1D-1DD6

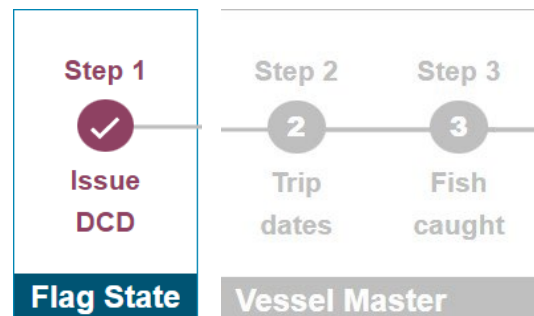
My Catches + Issue New DCD

Dissostichus Catch Documents (DCDs)

Keywords

Organisation, Vessel Name

- After clicking on the ‘+ Issue New DCD’ button, the website will be directed to the ‘Issue DCD’ page. The ‘DCD PROGRESS’ bar provides a visual overview of the progress of the DCD and will display ‘DCD COMPLETED’ when all the DCD steps are completed.
- The step the user is currently viewing or editing is indicated by the highlighted ‘step’ bubble within the progress bar. Steps that have not been completed or do not apply to the user are indicated by a grey ‘step’ bubble, where steps that have been completed contain a ‘tick’ in the bubble.



- Ensure the correct Flag State Issuing Authority is selected before proceeding, as some countries have more than one.
- If an additional Flag State Issuing Authority is required, please email cds@ccamlr.org with the details of the request, in addition to prior approval from the user's nominated CDS Contact Officer/s.

e-CDS » My Catches

Flag state issuing authority *

Servicio Nacional de Pesca y Acuicultura (Sernapesca), Chile

- To select a vessel, click the empty box and begin typing the name of the vessel. Only vessels associated to the user's Flag State will be accessible in this step.
- When the vessel is found in the list, click on the vessel. The details of the vessel will then automatically fill into the fields below the box.
- Ensure the details of the vessel are correct before proceeding.
- If any details require updating, click 'Update details' and follow the steps outlined in 'Updating a vessel'.
- If a new vessel needs to be added, follow the steps found in 'Adding a vessel'.

Vessel *

Flopy I (32404)

If the vessel is not found: [Add New Vessel](#)

Name: Flopy I

Callsign: CA5582

Registration Number: Lebu 1768

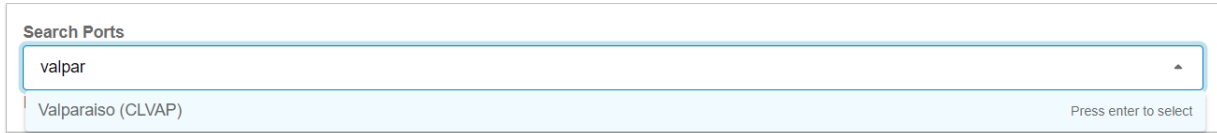
Flag: Chile

Port of Registry: Lebu, CLLEB, Chile

[Update details](#)

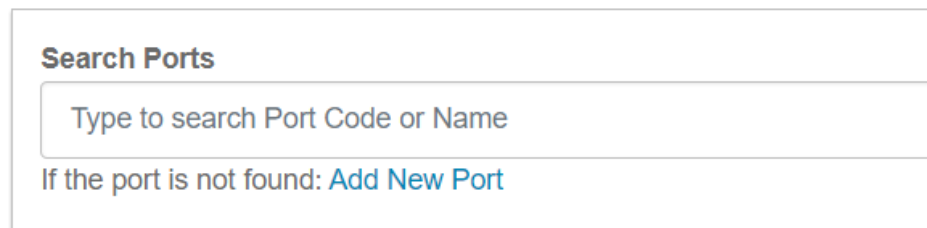
- To select the port of registry for the vessel, click in the empty text box and begin typing the required port.

Port of Registry



- To select the port, click on the name (alternatively, press the 'Enter' key).
- If the required port cannot be found in the initial search, click 'Add New Port' to perform a search of the UN LOCODE port list. For additional assistance with selecting or adding ports, go to 'Port Management'.

Port of Registry



- Once the details of the new vessel are entered and have been reviewed, click 'Save Vessel'.

Save Vessel

- The vessel will now be available for use in the e-CDS.
- Continue to fill in the required fields from the first step, adding a license number (if issued).

- Enter the first and last name of the vessel master/authorised representative of the vessel.
- If users would like them to complete ‘Steps 2-6’ of the DCD, check the “Invite vessel master/authorised representative” box and add an email address.

Vessel master/authorised representative *

First name *

Bill

Last name *

Brown

☒ **Invite vessel master/authorised representative**

Select this option to invite the vessel master or authorised representative to complete steps 2 to 6 for this DCD in the e-CDS. An email notification will be sent to the vessel master or authorised representative with a link to the e-CDS for this DCD only.

Email Address

bill.brown@test.com

Save **Save and continue**

- Upon clicking ‘Save and continue’, the invited recipient will receive an email inviting them to complete ‘Steps 2-6’ of the DCD.

DCD [CL-23-0014-E](#) has been created.
Vessel master/authorised representative bill.brown@test.com has been notified.

Step 2 - Trip dates (Dates)

- 'Steps 2-6' can be completed by the vessel master/authorised representative or the Flag State Official.

DCD PROGRESS

Step 1 Issue DCD	Step 2 Trip dates	Step 3 Fish caught	Step 4 Transshipment details	Step 5 Landing details	Step 6 Vessel master confirmation	Step 7 Transshipment confirmation	Step 8 Flag state confirmation	Step 9 Weight verification	Step 10 Fish sold	Step 11 Landing confirmation
Flag State	Vessel Master					Port Authority	Flag State	Port Authority		

- At this step, the fishing trip dates, port departure and port entry dates may be entered by the vessel master, authorised representative, CDS Contact Officer or Flag Official.
- 'Step 2' will not be available until 'Step 1' has been completed and saved.
- To complete 'Step 2', enter the details of the trip, including the port departure date, fishing start date, fishing end date and port entry date in the format dd/mm/yyyy.
- A vessel master or authorised representative or Flag Official can edit these details until the vessel master confirmation step has been completed.
- A CDS Contact Officer can edit these details at any time.

Trip dates

Port Departure Date *

19/03/2024

Fishing Start * ⓘ

20/03/2024

Fishing End * ⓘ

31/03/2024

Port Entry Date *

01/04/2024

Save

Save and continue

- If data which does not meet the data rules is entered, users will be notified by a red banner above the progress bar detailing the reasons for the error.

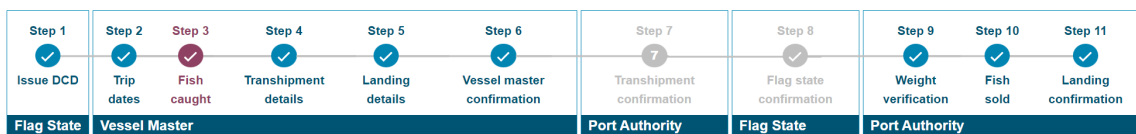
Fishing end date must be after fishing start date
Fishing start must be on or after departure date

- Once the trip dates have been confirmed and details are correct, click 'Save and continue' to progress to the next step.
- If at any time, trip dates are updated and subsequently saved, a green banner will reflect that the information has been updated.

Trip Dates updated for CL-23-0014-E

Step 3 - Fish caught (Catch)

- Fish caught details can be provided by the vessel master or authorised representative, CDS Contact Officer or Flag Official.



- 'Step 3' is not available until 'Step 2' has been completed.
- A vessel master or authorised representative or Flag Official can edit these details until the vessel master confirmation at 'Step 6' has been completed.
- A CDS Contact Officer can edit these details at any time.

- Enter the details of fish caught, including ‘Species’, ‘Type’, ‘Area’ caught, confirmation of an EEZ, and ‘Estimated weight’, clicking ‘Add’ after each record to add multiple records as necessary.
- Estimated weight must be provided in kilograms to two decimal places.

e-CDS » CL-23-0014-E » Fish caught

Fish caught

Species *

- Select a value -

Type *

- Select a value -

Area

☐ EEZ

- Select a value -

Estimated weight *

kg

Add

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)	Select
TOP	FLT	No	41	10	8	
				Total kg 10	Total kg 8	

Delete selected

Continue

- For each type of fish product caught, a new entry must be made.
- To do this, simply select the ‘Species’, ‘Type’, ‘EEZ/Not EEZ’, ‘Area’ and ‘Estimated weight’, and, once confirmed, click ‘Add’.

Fish caught

Species *

- Select a value -

Type *

- Select a value -

Area

☐ EEZ

- Select a value -

Estimated weight *

kg

Add

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)	Select
TOP	FLT	No	48.2	10	0	<input type="checkbox"/>
				Total kg 10	Total kg 0	

Delete selected

Continue

- For every line that is added, a summary will appear in the below table with a total estimated weight (kg) also calculated.

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)	Select
TOP	FLT	No	48.2	10	0	<input checked="" type="checkbox"/>
				Total kg 10	Total kg 0	

Delete selected

- If a correction needs to be made, remove the incorrect record by checking the ‘Select’ box and then click the ‘Delete selected’ button.
- When all the fish caught records for this document have been entered, click the ‘Continue’ button to progress to ‘Step 4’.

Step 4 - Transhipment details (Tranship)

- If the catch was not transhipped to another vessel before being landed, select 'No' for the field labelled 'Was catch transhipped?' and click 'Save and Continue' to proceed to 'Step 5'.

DCD PROGRESS



- 'Step 4' is not available until 'Step 3' has been completed.

Transhipment details

Was catch transhipped? *

☒ No
☐ Yes

Save Save and continue

- If the catch was transhipped before being landed, select 'Yes' and complete the details.
- The transhipment date must occur after the fishing trip has started and before entry to port.
- To select the vessel, type the name of the vessel which is receiving the transhipment in "Vessel" field.



- If the vessel record exists in the system, click on the name and check that the auto filled details match what is intended.

e-CDS » CL-23-0014-E » Transhipment details

Transhipment details

Was catch transhipped? *

☐ No

☒ Yes

Details

Transhipment date

dd/04/2023

Vessel

IMO number

Callsign

- If the vessel does not exist, users can type freely into this text box the name of the vessel, and therefore proceed to complete the remaining fields (e.g., IMO number, Callsign, Master of receiving vessel).
- If the transhipment was at sea, latitude and longitude coordinates will need to be provided in degrees and decimal minutes ($\pm\text{DDD}^{\circ}\text{MM.MMM}'$).
- If the transhipment occurred in a port area, click on the tick box, and select the required port.
- Search and select the 'Intended Landing Port'. See additional instructions in 'Port Management'.

At sea details

Latitude

-53

($\pm\text{DD}$)

20.21

(MM.MMM)

Longitude

-74

($\pm\text{DDD}$)

10.14

(MM.MMM)

- The intended date of landing can then be selected.

Intended Landing Port Detail

Intended Landing Port *

Search Ports

Puerto Natales (CLPNT)

If the port is not found: [Add New Port](#)

Code: CLPNT
State/Province: MA
Country: Chile

Intended Date of Landing

30/04/2023

- Once details have been checked and confirmed, click ‘Save and continue’. If a transshipment has occurred, this action will also provide relevant users with a notification where a DCD has declared that a transshipment has occurred at one of their ports.
- Transshipment details can be provided by the vessel master or authorised representative, CDS Contact Officer or Flag Official.
- A vessel master or authorised representative or Flag Official can edit these details until the vessel master confirmation step has been completed.
- A CDS Contact Officer can edit these details at any time.
- Select ‘Save and Continue’ to proceed to ‘Step 5’.

Step 5 - Landing details (Landing)

- Landing details can be provided by the vessel master or authorised representative, CDS Contact Officer or Flag Official.

DCD PROGRESS



- ‘Step 5’ is not available until ‘Step 4’ has been completed.
- Select the date the fish was landed (‘Date landed’). Note that the date landed must be equal to or more than the port arrival date. If invalid, a red banner will be displayed.

The date landed value should be equal to or more than the port arrival date. (22 Apr 2023).

- Select the port where this occurred (‘Port of landing’). See ‘Port Management’ for additional instructions on selecting and adding a port in the e-CDS.
- A vessel master or authorised representative, or Flag Official, can edit these details until ‘Step 6’ has been completed.
- A CDS Contact Officer can edit these details at any time.
- Once details have been confirmed, click ‘Save and continue’ to proceed to ‘Step 6’.

e-CDS » CL-23-0014-E » Landing details

Landing details

Date landed

dd/mm/yyyy

Port of landing *

Search Ports

Type to search Port Code or Name

If the port is not found: [Add New Port](#)

Save

Save and continue

Step 6 - Vessel master confirmation (VM confirm)

- This step summarises and confirms the data provided in ‘Steps 2-5’, including the trip dates, fish caught details, transshipment, and landing details.

DCD PROGRESS

Step 1 ✓ Issue DCD	Step 2 ✓ Trip dates	Step 3 ✓ Fish caught	Step 4 ✓ Transshipment details	Step 5 ✓ Landing details	Step 6 6 Vessel master confirmation	Step 7 7 Transshipment confirmation	Step 8 8 Flag state confirmation	Step 9 9 Weight verification	Step 10 10 Fish sold	Step 11 11 Landing confirmation
Flag State	Vessel Master					Port Authority	Flag State	Port Authority		

e-CDS » CL-23-0014-E » Vessel master confirmation

Vessel master confirmation

Basic details

Flag state issuing authority

Name: Servicio Nacional de Pesca y Acuicultura (Sernapesca)
Country: Chile

Landing

Date landed: 26 Apr 2023

Port of landing: Bahía San Gregorio, CLBAG, Chile

☐ I certify that this information is complete, true and correct and that for any *Dissostichus* spp. caught inside the CCAMLR Convention Area, I certify that it was caught in a manner consistent with CCAMLR conservation measures *

Confirm

- Vessel master confirmation cannot be provided until ‘Step 5’ has been completed.
- Confirmation can be provided by the vessel master or authorised representative, CDS Contact Officer or Flag Official.
- After confirming the above summary information is correct, tick the checkbox ‘I certify that this information is complete, true and correct and that for any *Dissostichus* spp. caught inside the CAMLR Convention Area, I certify that it was caught in a manner consistent with CCAMLR conservation measures’.
- After clicking ‘Confirm’ it will no longer be possible to edit the details for ‘Steps 2-5’.

Step 7 - Transhipment confirmation (TS Confirm)

- ‘Step 7’ provides a confirmation by the port authority where the transhipment activity occurred.

e-CDS » CL-23-0014-E » Transhipment confirmation

Transhipment confirmation

Transhipment

Transhipment date: 19 Apr 2023

Vessel: Moving Boat

IMO number: 3252739

Callsign: MOVE

Master of receiving vessel: Gerald King

Transhipment in port area: Yes

Port of transhipment: Santiago, CLSCL, Chile

Intended Landing Port: Puerto Natales, CLPNT, Chile

Intended Date of Landing: 30 Apr 2023

☐ I confirm the transhipment details. *

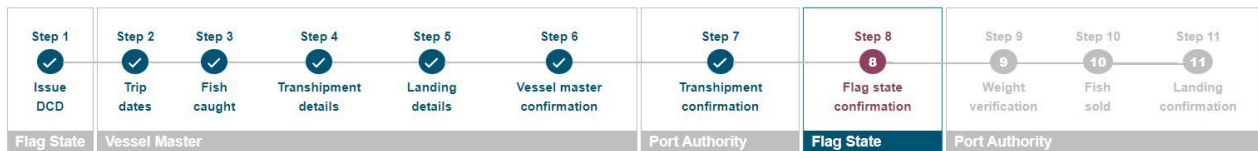
Confirm

- This step only applies to DCDs where a transhipment has taken place inside a port, as selected in ‘Step 4’.
- If no transhipment has occurred, this step will be greyed out and will not require additional details.
- Users must then confirm the summary provided in grey is accurate, and if satisfied, tick the ‘I confirm the transhipment details’ box to proceed to ‘Step 8’.
- This step can be completed by a CDS Contact Officer or a Port Official.

Step 8 - Flag State confirmation (FS Confirm)

- Before this step can be completed, a Flag State must be satisfied, including through the use of vessel monitoring system (VMS) data, and a check of the vessel's authorisation to fish, that the information provided in 'Steps 2-6' has been accurately reported.

DCD PROGRESS



- This step is not available until the vessel master confirmation has been provided at Step 6 and transhipment confirmation at Step 7, where applicable.
- Flag State confirmation can be provided by a CDS Contact Officer or Flag Official.
- A check is provided here for whether VMS data for the DCD's specified fishing period has ('Yes') or has not ('No') been received by the Secretariat. The system checks the VMS data for the defined fishing trip period every hour.
- If the VMS data for the fishing period specified within the DCD is not already held within the system, a red alert box will appear. If this is the case, a user must first check the tick box to confirm that the VMS data has been or will be provided to the Secretariat (cds@ccamlr.org).
- If the value displays a value of 'Check', the data may still be processing or syncing. Therefore, users can review this check at the next hour. If the value of 'Check' is still shown and the user believes this value is incorrect and the data has been submitted, email the Secretariat via cds@ccamlr.org with details of the enquiry.
- Note that this alert (red box) is intended to serve as a reminder for users to transmit the VMS data to the Secretariat and will not prevent the DCD from being progressed or issued.
- Click the 'Confirm' button to confirm that the provided details are correct and proceed to the next step.
- Once the Flag State confirmation has been provided, the e-CDS will generate a randomly assigned Flag State Confirmation Number.



VMS data also transmitted to CCAMLR Secretariat: No

The above indicates if in addition to the transmission of VMS data to the Flag State as required by Conservation Measure (CM) 10-05, the vessel to which this DCD relates also had its VMS data transmitted to the CCAMLR Secretariat. A value of "Check" indicates the automated check cannot be performed for this DCD, please confirm with the Secretariat via email (cds@ccamlr.org).

Vessel master/authorised representative

Bill Brown

Fishing dates for catch under this DCD

Fishing start: 18 Apr 2023

Fishing end: 19 Apr 2023

Port to port dates

Port departure date: 7 Apr 2023

Port entry date: 22 Apr 2023

Fish caught

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)
TOP	FLT	No	41	10	0
				Total kg 10	Total kg 0

Transshipment

Transshipment date: 19 Apr 2023

Vessel: Moving Boat

IMO number: 3252739

Callsign: MOVE

Master of receiving vessel: Gerald King

Transshipment in port area: Yes

Port of transshipment: Santiago, CLSCL, Chile

Intended Landing Port: Puerto Natales, CLPNT, Chile

Intended Date of Landing: 30 Apr 2023

Landing

Date landed: 26 Apr 2023

Port of landing: Bahía San Gregorio, CLBAG, Chile

☐ I am satisfied through the use of VMS data that the information provided in this DCD have been accurately reported and have checked the vessel's authorisation to fish. *

VMS Data Not Received

The CCAMLR Secretariat has not yet received VMS data for the vessel this DCD relates to.

Please provide the relevant VMS data as soon as possible. If there are any issues with the provision of this data please contact the Secretariat via email (cds@ccamlr.org).

☐ I acknowledge that the relevant VMS data has not been received by the CCAMLR Secretariat and will arrange for the provision of this data ASAP. *

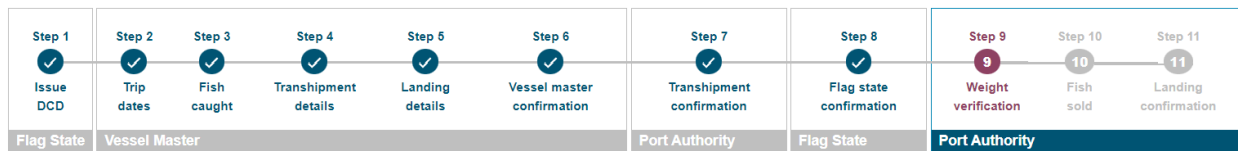
Confirm

Flag state confirmation confirmed for CL-23-0014-E

Step 9 - Weight verification (Verify)

- This step provides the details of fish caught for the verification of weight by a Port Official.
- The verified weight of fish caught may be entered by a CDS Contact Officer or Port Official of the party responsible for the port of landing.
- This step can only be accessed once 'Step 8: Flag State Confirmation' has been completed.

DCD PROGRESS



e-CDS » CL-23-0014-E » Weight verification

Weight verification

Verified weight 8kg is less than 10% of the estimated weight 10kg.

Species	Type	EEZ	Area	Estimated weight (kg)	Verified weight (kg)
TOP	FLT	No	41	10	<input type="text" value="8"/> kg

Save

Save and continue

- To complete this step, enter the verified weight for each row of the table where fish caught records exist in kilograms to two decimal places.
- Note that there is an additional check for verifying weights, which alerts users when a 10% error margin exists, or 0kg is entered as the verified weight.
- This check will not prevent users from continuing, and therefore simply provides an additional check for users when completing the DCD.
- Click 'Save and Continue' to proceed to 'Step 10: Fish Sold'.
- A Port Official can edit these details until the landing confirmation step has been completed.
- A CDS Contact Officer can edit these details at any time.

Step 10 - Fish sold (Sold)

- Fish buyer (recipient) details may be entered by a CDS Contact Officer or Port Official of the party responsible for the port of landing. A fish buyer (recipient) is the organisation which has ownership of the fish upon landing. This organisation is usually the same organisation that owns the vessel.
- This step can only be accessed once 'Step 9: Weight Verification' has been completed.

DCD PROGRESS



Recipient *

Search Organisations

Type to search Organisation Name

1st International Seafood
7 Seas Fish Company

Press enter to select

- To complete this step, select the recipient for the sale of fish by typing the beginning of the recipient's name and selecting from the autocomplete list.
- Click on the required organisation (or press 'Enter' on keyboard) to select.
- Note that organisations entered here must contain at least one address and one telephone number. Click 'confirm details' to save your selection.

7 Seas Fish Company
Update Organisation

Address:

- 12411 Vulcan Way, Richmond BC V6V 1J7, Canada (Canada)

Telephone:

- +16042471266
- 123453456789

Email:

- None -
- test2@example.com
- asdfgh@sdghjk.com

Confirm Details

- To remove the selection, click on the text box and click on the organisation again (alternatively, press 'Enter' on the keyboard).

7 Seas Fish Company

Press enter to remove

- For additional help with updating or adding an organisation, see 'Organisation Management'.
- Please also include the country of the organisation in the 'Address' box, in addition to the 'Country' drop-down field selection.
- When entering or updating the organisation's address field, ensure this does not exceed two lines of text.
- Complete the fields as required, adding multiple addresses/telephone numbers/emails as required, and click 'Save Organisation'.
- After saving the updated organisation, ensure the relevant details are selected, and click 'Confirm Details'.
- After selecting a recipient, enter the weights sold to that recipient and click 'Save'. Repeat the above process if the catch has been split and sold to multiple recipients. The 'Available to Sell' values will decrease as sale details are added.
- Note that multiple recipients can be entered which will generate a DCD PDF for each sale (e.g., the DCD document numbers will be labelled numerically similar to AQ-23-0001-E/1, AQ-23-0001-E /2, AQ-23-0001-E /3 etc.).

7 Seas Fish Company
Update Organisation

Address:
☒ 12411 Vulcan Way,Richmond BC V6V 1J7, Canada (Canada)

Telephone:
☒ +16042471266

Email:
☐ - None -
☒ test2@example.com

Confirm Details

- The fish sold details will be displayed at the bottom section of the screen, grouped by recipient. If any details were entered incorrectly, select, and delete the record and then re-add these as necessary.

- Note that it is not possible to enter sold weights that exceed the verified weight of fish landed.
- When all fish sold details have been entered, click the 'Continue' button to proceed to 'Step 11'.
- A Port Official can edit these details until the landing confirmation step (Step 11) has been completed.
- A CDS Contact Officer can edit these details at any time.

Fish sold

Add Fish Sold

Recipient *

Search Organisations

Type to search Organisation Name

If organisation cannot be found: [Add New Organisation](#)

Catches sold to this recipient *

Catches sold to this recipient:

Species	EEZ	Type	Area	Verified weight (kg)	Available to sell (kg)	Weight sold
TOP	No	FLT	41	8	1	<input type="text"/>

Save

Step 11 - Landing confirmation (Confirm)

- The Port Official of the port of landing needs to provide confirmation of the details entered for 'Steps 9-10'.

DCD PROGRESS

Step 1 ✓ Issue DCD	Step 2 ✓ Trip dates	Step 3 ✓ Fish caught	Step 4 ✓ Transshipment details	Step 5 ✓ Landing details	Step 6 ✓ Vessel master confirmation	Step 7 ✓ Transshipment confirmation	Step 8 ✓ Flag state confirmation	Step 9 ✓ Weight verification	Step 10 ✓ Fish sold	Step 11 11 Landing confirmation
Flag State	Vessel Master					Port Authority	Flag State	Port Authority		

- Fish sold details need to be complete in 'Step 10' before this step is available.
- A Port Official can edit these details until the landing confirmation step has been completed.
- A CDS Contact Officer can edit these details at any time.
- The landing must be confirmed by a Port Official and may be entered by a CDS Contact Officer or Port Official of the party responsible for the port of landing.
- Check the box labelled 'I certify that the information contained in this DCD is complete, true and correct to the best of my knowledge'.

Fish caught sold weights

Fish caught sold weights

Recipient

Name: 7 Seas Fish Company
Address: 12411 Vulcan Way, Richmond BC V6V 1J7, Canada
Phone: +16042471266
Email: test2@example.com
Country: Canada

Species	Type	EEZ	Area	Weight sold (kg)
TOP	FLT	No	41	7

☐ I certify that the information contained in this DCD is complete, true and correct to the best of my knowledge *

Confirm

Supporting Documents

- Supporting or additional documentation such as sanitary or customs information may be uploaded to the e-CDS for a DCD at any point. The following file types are able to be uploaded here: doc, docx, pdf.
- These documents will not be attached to the PDF version of the DCD but may be accessed through the e-CDS.



Completed DCDs

- To generate a PDF of a completed DCD, click on the icon '<<' in the right-hand navigation bar to expand the view, and then 'Generate PDF'.



***Dissostichus* Export Documents (DEDs) and *Dissostichus* Re-Export Documents (DREDs)**

Completing a DED or DRED

Please note that if using a mobile or tablet view, the steps are abbreviated for increased accessibility (and listed here in brackets adjacent to the 'Step' title).

- A DED may be issued from a DCD by a CDS Contact Officer or Export Official of the party responsible for the export.
- A DRED may be issued from a DED by a CDS Contact Officer or Export Official of the party responsible for the export or re-export.
- New export documents (DEDs) can only be issued once a DCD is issued. Re-export documents (DREDs) can only be issued once a DED is issued.

Step 1 - Issue DED/DRED (Issue)

- DEDs and DREDs can be created from the e-CDS homepage, or from the exports page of a DCD.



- To issue a DED, click ‘Create export’ or ‘+ Issue New DED’ on the specified DCD.
- To issue a DRED, click ‘Re-export’ on the specified DED.

[.] CL-23-0014-E 17 Apr 2023 - 23:31 UTC 3CFE-A65E-2BA0 Flopy I [Create export](#)

Export code	Export date	Exporter	Importer	Original export code	Actions
DACA-DEA1-936B	06 Jul 2023 - 12:00 UTC	1st International Seafood	Abdou Ndiaye	EC78-C2B1-3169	Re-export
EC78-C2B1-3169	30 Apr 2023 - 12:00 UTC	7 Seas Fish Company	Abo El Fpton Gharib		Re-export

- During the process of issuing a DED or DRED, a CDS Contact Officer or Export Official may elect to invite an exporter to complete ‘Step 2’ in the e-CDS.
- If the ‘Issue New DED’ or ‘Re-export’ buttons are grey, there is no more fish available to export from the associated DCD or DED, respectively.
- A CCAMLR account does not need to exist for the exporter, and they do not need to be assigned a username or password. After selecting the exporter, enter the contact details for the primary contact of the company.

- If the 'Invite exporter' option is selected, an email notification will be sent to the nominated exporter with a link to the e-CDS granting access to the e-CDS for the completion of 'Step 2' of the relevant DED or DRED. Below is an example of the email text:

*'You have been designated as the exporter contact for
document CL-23-0014-E.
Please fill out the form using the link below: <https://ecds.ccamlr.org/en/accept/31b089d07>
Sincerely, CCAMLR e-CDS Team'*

- Search for and select the 'Exporter' organisation. If the organisation is unable to be found, add a new organisation by clicking 'Add New Organisation'.
- For additional instructions, see 'Organisation Management'.
- Complete the details for the new organisation, ensuring at least one address and telephone number is selected before confirming details and proceeding to 'Step 2'.
- Click 'Save and Continue' to initiate the issuance of the DED/DRED and continue to 'Step 2: Export Details'.

Export [B8EC-7103-5E84](#) has been created.
Exporter contact test@test.com has been notified.

- New export documents can only be issued once the DCD (or, in the case of DREDs, DED) has been completed.

e-CDS » CL-23-0014-E » Issue DED

Issue DED

Vessel: Floppy I

Fishing start: 18 Apr 2023

Fishing end: 19 Apr 2023

DCD details

Fish Sold Recipient *

7 Seas Fish Company

Exporter *

Name: 1st International Seafood

Address: 602 Hammett Drive, Decatur GA 30032-1758, USA (United States)

Telephone : +61452111111

Email: test@test.com

[Change Organisation](#)

Contact

☒ Invite exporter

Select this option to invite the exporter to enter details for the export directly into the e-CDS. An email notification will be sent to the exporter with a link to login.

Email Address

[Save](#) [Save and continue](#)

Step 2 - Export details (Details)

- Details for this step can be completed by an Exporter user but can also be completed by a CDS Contact Officer or Export Official belonging to the party responsible for the port of landing.



- Export / re-export details can only be entered once 'Step 1' has been completed.
- A table of weights per species will be displayed, showing how much of each species is available to export in kilograms.
- For a DED, this is calculated from the verified catch weights on a DCD, or in the case of a DRED, from the weights exported as per the related DED.
- To specify the details of the fish being exported, click the 'Create item' button and complete the 'Species', 'Type', 'Description' and 'Export (kg)' fields. Repeat for fish included in the export.
- A description of fish type codes can be found in 'Fish caught field summary'.
- When entering fish type, note that data rules are implemented to prevent the erroneous entering of fish export items (e.g., users will be unable to export whole (WHO) toothfish from fillets (FLT), as this is not physically possible). See 'Fish sold logic' for an overview of the logic implemented here.
- Upon entering an incorrect fish type in this step, a red banner will appear, preventing users from proceeding with the item. The red banner will also provide a list of allowed fish types.

Can't export product of type WHO. Allowed product types are : FLT,PTN,SKN,SMP

Fish Sold Recipient

7 Seas Fish Company

Catch Weights

Species	Verified weight (kg)	Available to export (kg)
TOP	7	5

Fish exported *

Species	Type	Export (kg)	Operations
TOP	FLT	2	<button>Remove</button>

Species *

ⓘ

Type *

ⓘ

Export (kg) *

ⓘ

Create item

Cancel

- Users can toggle the fish exported lines by dragging the far-left column, to re-order what will appear on the DED.

Fish exported *				
	Species	Type	Export (kg)	Operations
·1	TOP	FLT	2	<button>Remove</button>
·1	TOP	FLT	2	<button>Remove</button>

Transportation fields

Select the transportation and complete the details as necessary. A description of each of the transportation method fields can be found below.

Sea transportation field:

- Container number* (4 alpha characters followed by 7 numbers; as per ISO 6346:1995 E; user can add more than one with 'Add another item' button)
- Vessel name* (text field)
- Bill of lading number (text/numeric field)

Transportation method *

☒ Sea
☐ Road
☐ Air
☐ Rail

Sea transportation

Container number *

+

Add another item

Vessel name *

Bill of lading number

Road transportation field:

- Truck registration number* (text/numeric field)
- Truck nationality* (country drop-down selection)

Transportation method *

☐ Sea
☒ Road
☐ Air
☐ Rail

Road transportation

Truck registration number *

Truck nationality *

Afghanistan

Air transportation field:

- Flight number* (text/numeric field)
- Airway bill number* (text/numeric field)

Transportation method *
<input type="radio"/> Sea
<input type="radio"/> Road
<input checked="" type="radio"/> Air
<input type="radio"/> Rail

Air transportation
Flight number *
<input type="text"/>
Airway bill number *
<input type="text"/>

Rail transportation field:

- Railway transport number* (text/numeric field)
- Bill of lading number (text/numeric field)

Transportation method *
<input type="radio"/> Sea
<input type="radio"/> Road
<input type="radio"/> Air
<input checked="" type="radio"/> Rail

Rail transportation
Railway transport number *
<input type="text"/>
Bill of lading number
<input type="text"/>

Once the transportation fields for the relevant method have been completed, continue to complete the details of the export by specifying both the exporting and importing companies, including the export date, port of departure and port of arrival. For assistance with selecting or adding a port, go to ‘Port Management’.

Exporter *

Name: 7 Seas Fish Company

Address: 12411 Vulcan Way, Richmond BC V6V 1J7, Canada (Canada)

Telephone : +16042471266

Email: test2@example.com

[Change Organisation](#)

Export licence

EXP001

Export date *

30/04/2023 

Supporting documentation

- Supporting or additional documentation may be uploaded to the e-CDS for a DED or DRED using the attachments field. File types allowed include: txt, pdf, doc, docx, xls,xlsx, and csv.
- These documents will not be attached to the PDF version of a DED or DRED but may be accessed through the e-CDS.
- Once satisfied with the information, click ‘Save and continue’ to proceed to the next step.
- Details for this step can be completed by an exporter (invited industry representative), CDS Contact Officer or Export Official belonging to the party responsible for the port of landing.

Attachments

Choose file

No file chosen

One file only.

32 MB limit.

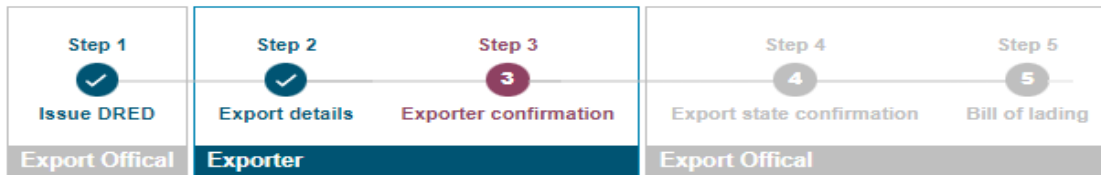
Allowed types: txt pdf doc docx xls xlsx csv.

Save

Save and continue

Step 3 - Exporter confirmation (ER Confirm)

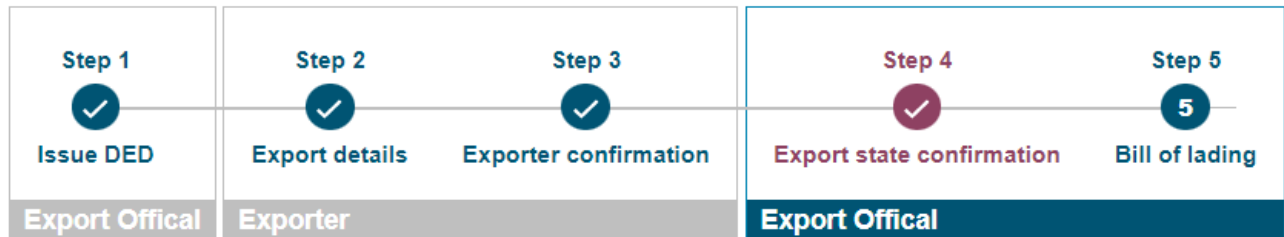
- This step may be completed by an Exporter or by a CDS Contact Officer or Export Official of the Party responsible for the export.
- This step is only available if the export details confirmation has already been provided.



- The respective user needs to provide confirmation of the details entered for 'Step 2'.
- After reviewing the summary provided on this step, check the box labelled 'I certify that the information provided is complete, true and correct to the best of my knowledge' and click the 'Confirm' button to provide confirmation.
- The details entered in 'Step 1-2' will no longer be editable once this confirmation step has been finalised, except for the bill of lading value, which can be provided after confirmation using 'Step 5'. See Conservation Measure 10-05 for more information.

Step 4 - Export State confirmation (ES Confirm)

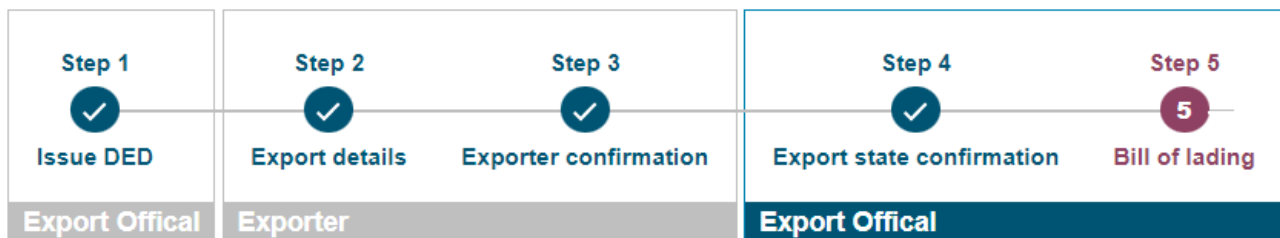
- This step may be completed by CDS Contact Officer or Export Official associated with the Export State.
- Confirmation of export details can only be entered once 'Step 2' has been completed.



- The Export authority for the Export State needs to provide confirmation of the details entered for 'Steps 1-3'.
- After reviewing the summary provided on this step, check the box labelled 'I certify that the information provided is complete, true and correct to the best of my knowledge' and click the 'Confirm' button to provide confirmation.
- The details entered in 'Steps 1-3' will no longer be editable once this confirmation step has been finalised, except for the bill of lading value, which can be provided after confirmation using 'Step 5'.

Step 5 - Bill of lading (BOL)

- This step may be completed by an Exporter or by a CDS Contact Officer or Export Official of the party responsible for the export.
- This step is only available if the export details confirmation has already been provided.



- In some circumstances, the bill of lading number cannot be provided prior to the confirmation of other DED/DRED details.
- ‘Step 5’ allows for the inclusion of the bill of lading number within five working days after the confirmation of a DED/DRED. See Conservation Measure 10-05, Annex A, paragraph A7, footnote 2 for more information.
- Once the summary information has been reviewed and is correct, click ‘Save’.
- Once the steps are completed, the DED/DRED can now be printed to PDF, by clicking on the ‘Generate PDF’ icon in the right-hand pane.

e-CDS » CL-23-0014-E » Bill of lading

Bill of lading

Vessel: Flopy I

Fishing start: 18 Apr 2023

Fishing end: 19 Apr 2023

DCD details

Bill of lading number

345

Save

Audit log

- To access the audit log, click on 'audit log' in the right-hand bar of the document you are currently viewing or editing.
- A view of the audit log is available on each step, with a combined audit log for all steps also available.
- The audit log is available for all document types (DCD, DED, DRED and SVDCDs), with users able to access the details of any changes made to a particular document, accompanied by the name of the user, timestamp and specific records.

DCD PROGRESS

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
✓	✓	✓	✓	✓	✓	7	✓	9	10	11
Issue DCD	Trip dates	Fish caught	Transshipment details	Landing details	Vessel master confirmation	Transshipment confirmation	Flag state confirmation	Weight verification	Fish sold	Landing confirmation
Flag State	Vessel Master				Port Authority		Flag State	Port Authority		

YOU ARE VIEWING THE AUDIT LOG FOR ALL CHANGES. TO ONLY SEE CHANGES FOR SPECIFIC STEPS, CLICK ON THE STEP ABOVE

Document Number: US-23-0002-E [»](#)

YOU ARE VIEWING THE AUDIT LOG FOR STEP 5. [CLICK HERE](#) TO SEE ALL CHANGES TO THE DOCUMENT.

e-CDS » CL-23-0364-E

Changes to DCD (CL-23-0364-E)

User	Timestamp	Message
Rodrigo Esterio Gallardo (Chile)*	30 May 2023 - 07:14 America/Rainy_River	Landing created
Rodrigo Esterio Gallardo (Chile)*	30 May 2023 - 07:16 America/Rainy_River	Landing confirmed
Dane Cavanagh (CCAMLR Secretariat)*	04 Jul 2023 - 17:39 America/Rainy_River	port added
Dane Cavanagh (CCAMLR Secretariat)	04 Jul 2023 - 17:40 America/Rainy_River	Landing updated
Dane Cavanagh (CCAMLR Secretariat)	04 Jul 2023 - 17:40 America/Rainy_River	Landing updated
Dane Cavanagh (CCAMLR Secretariat)	04 Jul 2023 - 17:41 America/Rainy_River	Landing updated
Dane Cavanagh (CCAMLR Secretariat)*	04 Jul 2023 - 17:42 America/Rainy_River	port added
Dane Cavanagh (CCAMLR Secretariat)	04 Jul 2023 - 17:42 America/Rainy_River	Landing updated
Dane Cavanagh (CCAMLR Secretariat)	04 Jul 2023 - 17:42 America/Rainy_River	Landing updated

Archiving

- CDS Contact Officers can archive both in-progress and complete DCD, DED and/or DREDs, without contacting the Secretariat. Only Secretariat users can archive SVDCDs (see 'SVDCDs' for more about these documents).
- If any related documents have the potential to affect the archiving of a required document, the e-CDS will alert the user and provide details where other documents may need to be archived or reviewed prior to making any further changes. Therefore, a DCD can only be archived if all child DEDs are archived first. Similarly, when a DED is to be archived, all children DREDs must be archived first.

e-CDS » US-23-0002-E » Archive

Archive this DCD

Are you sure you want to archive this DCD? You will not have the ability to undo this.

Archived documents can only be reinstated by contacting the Secretariat (cds@ccamlr.org).

Back

Yes, Archive this DCD

e-CDS » CL-23-0370-E » Archive

This DCD can't be archived unless the following records are archived first:

- [DED 1FED-562C-E1FF](#)
- [DED E2A9-32CE-C64C](#)
- [DED 9FDF-DF30-E792](#)
- [DED C343-3074-E250](#)

Back

Document Number:

US-23-0002-E



Supporting Documents

Generate PDF

Archive this DCD

Audit Log

- Once a document is archived, it will appear grey. Each step, where permission for the specific user exists, will be able to be viewed, however no changes will be able to be made in an archived status.

DCD #US-23-0002-E

DCD PROGRESS

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Issue DCD	Trip dates	Fish caught	Transshipment details	Landing details	Vessel master confirmation	Transshipment confirmation	Flag state confirmation
Flag State	Vessel Master				Port Authority		Flag State

THIS DCD HAS BEEN ARCHIVED. PLEASE CONTACT SECRETARIAT IF YOU REQUIRE ASSISTANCE WITH THIS DCD

Reinstating documents

To reinstate a document, a CDS Contact Officer must contact the Secretariat (cds@ccamlr.org) and provide adequate details to support the request.

THIS DRED HAS BEEN ARCHIVED. PLEASE CONTACT SECRETARIAT IF YOU REQUIRE ASSISTANCE WITH THIS DRED

Changes to *DCD (CL-17-0412-E)*

User	Timestamp	Message	View changes
	30 Mar 2017 - 00:45 Australia/Hobart	Vessel master invitation for dtachileitda@gmail.com created	Show below
Rodrigo Iturrieta Vargas (Chile)*	11 Jul 2017 - 16:39 Australia/Hobart	DCD created	Show below
Francisco Miguel Fernández Urzúa (Chile)	19 Oct 2023 - 12:19 Australia/Hobart	DCD archived	Show below
Claire Van Werven (CCAMLR Secretariat)	10 Apr 2024 - 11:33 Australia/Hobart	DCD reinstated	Show below

Field management

Vessel Management

Adding a vessel

- To add a vessel that is not within the system, click 'Add New Vessel':

Vessel *

If the vessel is not found: [Add New Vessel](#)

- The below view will then appear, allowing users to add a vessel and complete the required details. Click 'Save Vessel' to confirm the details and proceed with the next step.

Vessel *

[< Back to Vessel Search](#)

Vessel Name *

Blue Boat

Flag

Chile

The country whose flag the vessel flies

Built in Year

2022

The year in which vessel was built

Built at Location

Punta Arenas

Details of where the vessel was built, such as shipyard, town, country

Port of Registry

Search Ports

Type to search Port Code or Name

If the port is not found: [Add New Port](#)

Registration Number

National Registration Number

Callsign

National Registration Callsign

IMO Number

Identification number assigned to the vessel by the International Maritime Organisation

Effective Date

dd/mm/yyyy

The earliest date when these vessel details were known to have been correct.

Save Vessel

Updating a vessel

- To update an existing vessel, click on the 'Update vessel' link.

Vessel *

If the vessel is not found: [Add New Vessel](#)

Name: Blue Ocean

Callsign: 6KST

Registration Number: 2105001-6261106

Flag: South Korea

IMO Number: 9262833

Port of Registry: Busan, KRPUS, South Korea

[Update details](#)

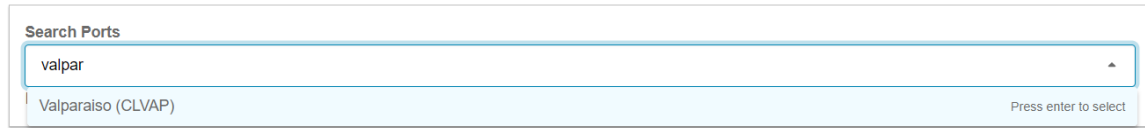
- This link will take the user to the vessel page on the main CCAMLR website.
- Here, details can be updated as necessary, and a new vessel record will be sent to authorised officials to approve.
- Please note that updated/new vessels (e.g., pending/draft) will not prevent users from progressing through the DCD.
- To update or check details of an existing vessel, click in the 'Previous Vessel Record' box, and proceed to type in the name of the vessel.
- Then click 'Load previous vessel info'.
- If a record exists, the remainder of the form will be automatically filled with details previously provided. Make any necessary edits to the fields within this form, change the status to 'Pending Approval', and then click 'Save'.
- The updated details for this vessel will now be accessible in the e-CDS.

Port Management

Selecting a port

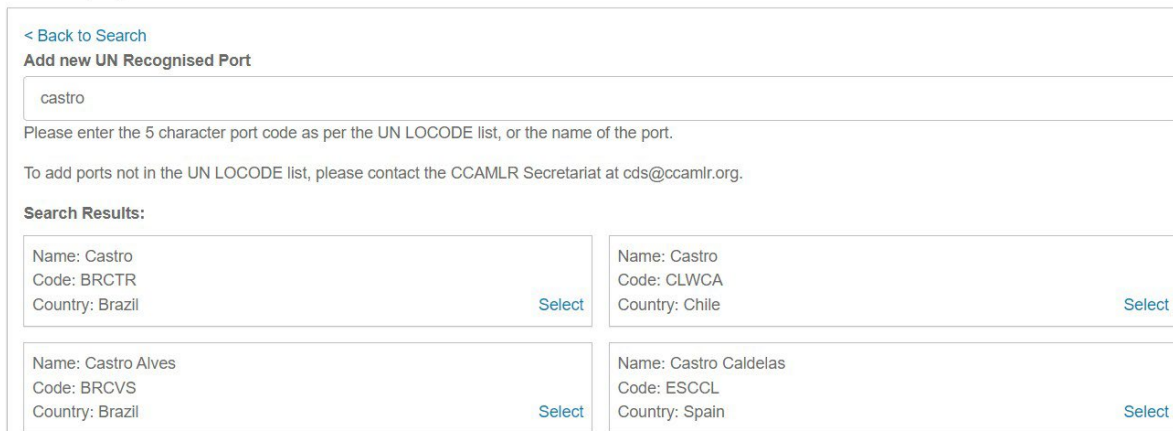
- To search for a port, click in the empty text box and begin typing the required port.
- To select the port, click on the name (alternatively, press 'Enter' on the keyboard).

Port of Registry



- If the required port cannot be found in the initial search, click 'Add New Port' to perform a search of the UN LOCODE port list.
- Begin typing the name of the port or the UN LOCODE Port Code. This search may take several seconds to load. Ensure the name, country and code are correct and click 'Select' to confirm.

Port of Registry



< Back to Search

Add new UN Recognised Port

castro

Please enter the 5 character port code as per the UN LOCODE list, or the name of the port.

To add ports not in the UN LOCODE list, please contact the CCAMLR Secretariat at cds@ccamlr.org.

Search Results:

Name: Castro Code: BRCTR Country: Brazil Select	Name: Castro Code: CLWCA Country: Chile Select
Name: Castro Alves Code: BRCVS Country: Brazil Select	Name: Castro Caldelas Code: ESCCL Country: Spain Select

- If the required port cannot be found in either search, please request the port be added by emailing the CCAMLR Secretariat at cds@ccamlr.org with details of the port and associated country.

Organisation Management

Adding a new organisation

- To search for an organisation, begin typing into the text box.

Search Organisations

Type to search Organisation Name

- If the name of the organisation cannot be found, click 'Add New Organisation' and proceed to complete the form.



Recipient *

Create New Organisation

Name

Address

- Multiple addresses, telephone numbers and email addresses may be added to the organisation details at this stage (click 'Add Another...').
- Upon selecting the organisation in the e-CDS, users must also confirm **at least one address and telephone number** to proceed.

Name	
7 Seas Fish Company 	
Address	
12411 Vulcan Way, Richmond BC V6V 1J7, Canada (Canada) 	
Add Another Address	
Telephone	
+16042471266 	
Telephone	
123453456789 	
Add Another Telephone	
Email	
test2@example.com 	
Email	
asdfgh@sdfghjk.com 	
Add Another Email	
Cancel	Save Organisation


- Please also include the country of the organisation in the 'Address' field, in addition to the 'Country' drop-down field selection. When entering or updating the organisation's 'Address' field, ensure this does not exceed two lines of text.
- Once the details are confirmed, click 'Save Organisation'.

Updating an existing organisation

- To update an organisation, click 'Update Organisation'.
- Please also include the country of the organisation in the 'Address' field, in addition to the 'Country' drop-down field selection (e.g., 'Canada' in the 'Address' field, and in the 'Country' field).

Recipient *


Update Organisation

Name
7 Seas Fish Company 


Address
12411 Vulcan Way, Richmond BC V6V 1J7, Canada

Country
Canada

[Add Another Address](#)

Telephone
+1 604 247 1266 

[Add Another Telephone](#)

Email
test2@example.com 

[Add Another Email](#)

[Cancel](#) [Save Organisation](#)

- When entering or updating the organisation's address field, ensure this does not exceed two lines of text.
- Complete the fields as required, adding multiple addresses/telephone numbers/emails as required, and click 'Save Organisation'.
- After saving the updated organisation, ensure the relevant details are selected, and click 'Confirm Details'.

7 Seas Fish Company [Update Organisation](#)

Address:
☒ 12411 Vulcan Way, Richmond BC V6V 1J7, Canada (Canada)

Telephone:
☒ +16042471266
☐ 123453456789

Email:
☐ - None -
☒ test2@example.com
☐ asdfgh@sdfghjk.com

[Confirm Details](#)

Support

Contact

- A list of CDS Contact Officers filterable by ‘party’ can be found in the left-hand navigation bar on the e-CDS site (see ‘CDS Contact Officers’).
- Should any additional assistance be required, please contact your appropriate CDS Contact Officer, or the CCAMLR Secretariat via cds@ccamlr.org.
- The [CDS inbox](#) is monitored between 0900 and 1700 (+10 UTC) Monday to Friday.
- Emails outside these times or on Australian public holidays will be attended to as soon as possible.

Fish caught field summary

Species

Species Code	Common Name	Scientific Name
TOA	Antarctic toothfish	<i>Dissostichus mawsoni</i>
TOP	Patagonian toothfish	<i>Dissostichus eleginoides</i>

Fish type

Type Code	Definition
WHO	Whole fish
FLT	Fillet
GAT	Gut, tail removed
GUT	Gut removed
HAG	Head, gut removed
HAT	Head, tail removed
HGT	Head, gut, tail removed
CHK	Cheeks
COL	Collars
TLS	Tails
HDS	Heads
SKN	Skin
PTN	Portions
VSC	Viscera
GON	Gonads
LNS	Loins
NKS	Necks
SMP	Scientific Samples
BON	Bones

Fish sold logic

Whole	Trunk					Parts													
WHO	GAT	GUT	HAG	HAT	HGT	TLS	HDS	CHK	COL	FLT	PTN	VSC	GON	LNS	NKS	SKN	BON	SMP	
BON	BON	BON	BON	BON	BON	BON	BON		BON		BON			BON	BON		BON		
CHK	CHK	CHK					CHK	CHK											
COL	COL	COL	COL	COL	COL				COL										
FLT	FLT	FLT	FLT	FLT	FLT					FLT	FLT								
GAT	GAT	GAT																	
GON				GON								GON	GON						
GUT		GUT		GUT															
HAG		HAG	HAG																
HAT				HAT															
HDS	HDS	HDS					HDS												
HGT	HGT	HGT	HGT	HGT	HGT														
LNS	LNS	LNS	LNS	LNS	LNS									LNS					
NKS	NKS	NKS	NKS	NKS	NKS										NKS				
PTN	PTN	PTN	PTN	PTN	PTN	PTN	PTN	PTN	PTN	PTN	PTN			PTN	PTN				
SKN	SKN	SKN	SKN	SKN	SKN	SKN	SKN	SKN	SKN	SKN	SKN			SKN	SKN	SKN			
SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	SMP	
TLS		TLS	TLS			TLS													
VSC				VSC								VSC							
HO																			