First TUFMAN Training Workshop (TTW-1)
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Session 8.4

NTDC Administration

Reports

INTRODUCTION

TUFMAN offers users a number of pre-formatted reports to help them account for the data that has been entered into the database. These reports are all accessed from the 'Reports' button on the main TUFMAN menu.

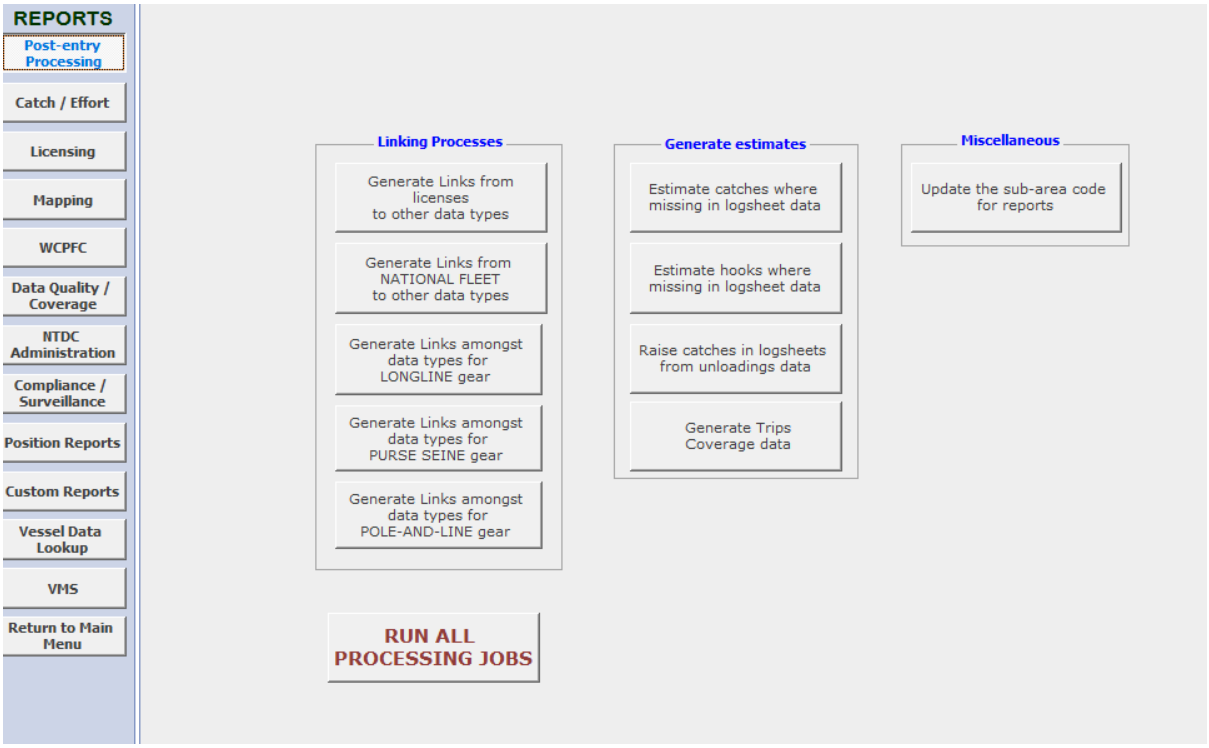
Reports can be produced in two different formats .

- A nicely formatted PDF version, which can be used directly in written reports and ;
- An Excel format which can be used to further manipulate the report layout or data

Things to know before you start

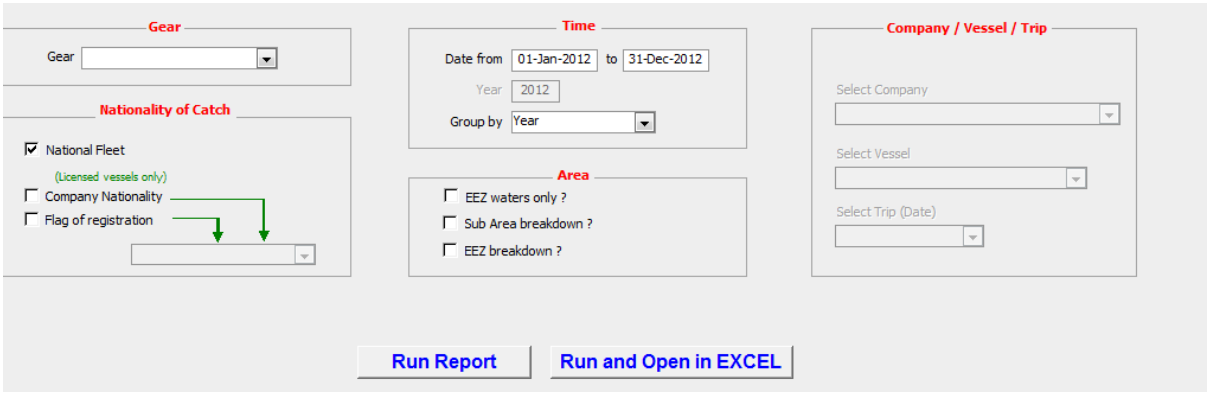
Run post entry processing – the first step in reporting

To ensure that the data is up-to-date and fully linked (see XX) you are advised to always run processing before you produce any reports. The run processing can take a while, especially if new data has been running, so leave time to do this. Luckily TUFMAN is set up in a way that should remind users with at the top of the reports sub-menu.



Reporting Data Parameters

Select the range of data you want to report on. For instance; which gear type, fleet, dates and fishing area. For some reports you will also be asked to choose the fishing company or vessel name. TUMFAN will highlight the data ranges (or reporting parameters) that must be filled in.



Notes on the data parameters

TIME – Group by

When Year is selected TUFMAN will report the data for the whole year
When 'Month' is selected TUFMAN will report the data for every month
When Quarter is selected TUFMAN will report the data for every quarter (i.e. January – March etc)

AREA

When EEZ Area is selected TUFMAN will report the data for the home EEZ only
Sub Area Breakdown is selected TUFMAN will report the data for specific areas. This is not relevant for most countries but Kiribati uses it for its three main island areas.
EEZ Breakdown is selected TUFMAN will report the data for every EEZ that the vessel was fishing in.

1	Port Sampling Monitoring Report (by Month)
2	Port Unloadings Summary Report (by Month)
3	Longline Length Frequency by species
4	List of Observer trips (by year)
5	Annual Observer Summary Report
6	Vessel List
7	Number of longline vessels licensed by year and length category
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NTDC Administration Report 1

Title: Port Sampling Monitoring Report

What does the report look like?

Port Sampling Monitoring Report **For Year 2008**

Month : January

			Log Data		SAMPLING DETAILS									
					Number Measured					Not Measured				
Unload Date	Vessel	Flag	Unload	Sampler/Assist.	ALB	BET	YFT	OTH	TOT	ALB	BET	YFT	OTH	TOT
02/01/2008	SHEN LIAN CHENG 901	CN	☑☑☑	LOMODRO JIBAS/	0	54	72	2	128	3	5	1	28	37
	SLC 721	MH	☐☐☑											
	YUE YUAN YU 198	CN	☐☐☐											
	CLEARWATER 6	FM	☑☑☑	LOMODRO JIBAS/	0	144	110	5	259	9	0	5	100	114
04/01/2008	SHEN LIAN CHENG 736	CN	☑☑☑	LOMODRO JIBAS/	0	53	35	0	88	0	0	0	65	65
	CLEARWATER 5	FM	☑☑☑	LOMODRO JIBAS/	0	109	92	7	208	19	0	12	117	148
	CLEARWATER 9	FM	☑☑☑	LOMODRO JIBAS/	0	20	22	0	42	18	0	1	25	44
	SHEN LIAN CHENG 737	CN	☑☑☑	LOMODRO JIBAS/	0	129	52	1	182	19	0	0	78	97
	SHEN LIAN CHENG 739	CN	☑☑☑	LOMODRO JIBAS/	0	121	127	0	248	43	3	2	95	143
	SHEN LIAN CHENG 807	CN	☐☑☑	LOMODRO JIBAS/	0	27	21	0	48	6	0	0	36	42
07/01/2008	SHEN LIAN CHENG 731	CN	☑☑☑	LOMODRO JIBAS/	0	57	24	2	83	1	0	2	90	93
	SHEN LIAN CHENG 710	CN	☑☑☑	LOMODRO JIBAS/	0	76	32	1	109	1	1	2	91	95
	CLEARWATER 9	FM	☑☑☑	LOMODRO JIBAS/	0	63	107	5	175	0	0	0	15	15
	CLEARWATER 8	FM	☑☑☑	LOMODRO JIBAS/	0	66	22	1	89	0	0	0	21	21

Report Description

This report summarises the information of each Port Sampling session. It shows the number of fishes (main tuna species) measured and those not measured, broken down by each vessel and unload date. It also shows whether the associated Logsheet data and Unloading data have been entered in the system.

What is the report used for?

- In country data quality: highlights possible problems in the provision of logsheet and port sampling data
- enables port samplers to do a broad cross check of data
- to send a PDF file of the Port Sampling summary information to the OFP, on a monthly basis.

NTDC Administration Report 2

Title : Port Unloading Summary Report (longline by month)

What does the report look like?

Port Unloadings Summary by month **For Year 2007**

LEGEND : "Logs" - Number of logsheets provided; "Samp" - Number of Unloadings sampled; "Chkd" - Number of Port Samplings checked

		Vessel Trip Unloadings						
Port	Month	Unloads	Logs	Samp	Logs to Unload (%)	Samp to Unload (%)	Chkd	No. of Fish Measured
MAJURO	1	52	57	47	110%	90%	47	5,294
	2	39	44	37	113%	95%	37	2,821
	3	47	42	45	89%	96%	45	4,751
	4	50	55	47	110%	94%	47	5,943
	5	62	62	63	100%	102%	61	7,944
	6	64	66	25	103%	39%	25	2,677
	7	59	64	34	108%	58%	34	3,450
	8	77	70	70	91%	91%	69	5,835
	9	65	67	65	103%	100%	65	8,027
	10	73	72	73	99%	100%	73	7,011
	11	62	57	35	92%	56%	34	4,701
	12	68	60	63	88%	93%	63	9,908
	Total	**718**	**716**	**604**	**100%**	**84%**	**600**	**68,362**
Unknown	9	0	67	1	0%	0%	1	124
	Total	**0**	**67**	**1**	**Div/0!**	**Div/0!**	**1**	**124**

Report Description

This report summarises the longline unloading information, by port and month for a chosen year. In addition to the number of fish measured, it compares the port sampling and logsheet data to the unloading information, trying to estimate through percentages the coverage of unloading faced to the 2 other sources of information.

This report could be run on an annual basis.

What is the report used for?

The report is at its most effective when it is produced and shared with the fishing company. Staff from the Fisheries Department should meet with the fishing company to discuss and resolve the problems shown in the report (i.e. missing or mis-reporting of catch). Mostly you will find that fishing companies will be more than happy to supply the missing data and to help resolve the differences in catch shown by the report. This report might also show up problems with the port sampling protocol which need to be sorted out by the Port Sampling Supervisor.

Things you should know about before running this report?

This report should be run quarterly and the print-out discussed at regular meeting set up between Fisheries Staff and the fishing company. It is best to highlight the data gaps or large catch difference with a marker before discussing the report with fishing company.

NTDC Administration Report 3

Title : Longline Length Frequency by Species

What does the report look like?

Not Available

Report Description

This report graphs, by species the length measurements collected by port samplers. The report is only available if countries have entered the full port sampling data. Most countries only enter the port sampling totals.

What is this report useful for

The report graphs the lengths of the measured fish and this is useful for scientists as an fishery management indicator. The information is also useful as a data quality check for port sampling data.

NTDC Administration Report 4

Title: List of Observer Trips by year

What does the report look like?

List of Observer Trips For YEAR 2007

LEGEND :

Observer	Trip Number	Vessel	Gear	Start Date / Port End Date / Port	Shore Days	Debrief Date	Placement Officer Debrief Officer	Data Recvd Data Ackn.	Data copied Trip Recvd	Data Report	SPC FFA	Enforce. Mgmt.	Company
FRANK WARD	07-01	CHITAI 616	S	07/01/2007 MAJURO 04/02/2007 POHNPEI	0		MANASSEH AVICKS	05/02/2007 05/02/2007	05/02/2007	☑ ☑	☑ ☐	☐ ☐	☐
CHARLES CHARLEY	07-01	KOOS 107	S	11/01/2007 MAJURO 13/02/2007 MAJURO	0		DIKE POZNANSKI	14/02/2007 14/02/2007	14/02/2007	☑ ☑	☑ ☐	☐ ☐	☐
FRED MCKAY	07-01	KOOS 102	S	15/01/2007 MAJURO 10/02/2007 MAJURO	0		DIKE POZNANSKI	11/02/2007 11/02/2007	11/02/2007	☑ ☑	☑ ☐	☐ ☐	☐
RICHARD CARLAND	07-01	CLEARWATER 2	L	18/01/2007 MAJURO 31/01/2007 MAJURO	0	02/02/2007	DIKE POZNANSKI MAKSI SIVUKO	02/02/2007 02/02/2007	02/02/2007	☑ ☑	☑ ☐	☐ ☐	☐
ATRAN SAMUEL	07-01	SHEN LIAN CHENG 739	L	27/01/2007 MAJURO 09/02/2007 MAJURO	0			10/02/2007 10/02/2007	10/02/2007	☑ ☑	☑ ☐	☐ ☐	☐
ALINGTON ABIJA	07-01	SHEN LIAN CHENG 706	L	28/01/2007 MAJURO 09/02/2007 MAJURO	0		DIKE POZNANSKI	10/02/2007 10/02/2007	10/02/2007	☑ ☑	☑ ☐	☐ ☐	☐

Report Description

This report shows the full trips details for all the observer trips carried out in a selected year.

This report could be run on request.

What is this report useful for

- Auditing observer data,
- auditing observer payments,
- observer data administration
- monitoring the transfer of observer data

Things you should know and check for before using this report

The management and Observer data is better done through the TUBs tuna data system from 2013.

NTDC Administration Report 5

Title: Annual Observer Summary Report

What does this report look like?

Annual Observer Summary Report For YEAR 2007

LEGEND :

	Number of Trips							Number of Sea days			
Month	LL	PL	PS	Total	Data	Report	Sent to SPC	LL	PL	PS	Total
1	3	0	3	6	6	6	6	41	0	90	131
2	2	0	1	3	3	3	3	32	0	12	44
3	13	0	3	16	8	9	13	202	0	33	235
4	7	0	1	8	3	5	3	101	0	17	118
5	3	0	10	13	1	1	1	35	0	321	356
6	3	0	4	7	1	1	0	42	0	115	157
7	3	0	3	6	1	1	0	44	0	90	134
8	3	0	5	8	0	0	0	45	0	136	181
9	5	0	1	6	0	0	0	69	0	31	100
10	7	0	7	14	0	0	0	91	0	145	236
11	4	0	4	8	1	1	0	55	0	79	134
12	3	0	1	4	0	0	0	32	0	23	55
Total	**56**	**0**	**43**	**99**	**24**	**27**	**26**	**789**	**0**	**1,092**	**1,881**

Report description

This report shows a data summary of the number of observer trips and number of sea days that have been completed during a chosen year. The summary is broken down by month and gear type. This report could be run on the end of each calendar year.

What is this report useful for?

- useful report for Observer Coordinators to report on the achievements and the coverage rate of the observer programme

NTDC Administration Report 6

Title: Vessel List

What does the report look like?

Vessel List by Company For Company Nationality : #Name?

Company	Vessel Regist. No.	Gear	Flag of Registration Flag of Convenience	Call sign	FFA VID	GRT
Marshall Islands Fishing Venture	SHEN LIAN CHENG 705 YD000018	Longline	China	BZXC2	34941	105
	SHEN LIAN CHENG 733 YQ00004	Longline	China	BZXC23	34240	84
	SHEN LIAN CHENG 732 YQ000003-2	Longline	China	BZXC22	33190	83
	SHEN LIAN CHENG 731 YQ000002	Longline	China	BZXC21	33189	83
	SHEN LIAN CHENG 730 YQ000001	Longline	China	BZXC19	2	83
	SHEN LIAN CHENG 720 YUE2005YD0004	Longline	China	BZXC14	35250	97

Report Description

This report lists all the vessels currently licensed for a chosen company nationality and for a selected year. Some of the vessel's identifying features like its call sign and FFA VID as well as its gross registered tonnage are listed. The report is broken down by company.

This report could be run on the request.

What is this report useful for?

- Help observers and other port staff to identify vessels if they were not able to get the complete name.
- Can also be used during a vessel inspection: officers can check that the identifying features and the vessel name are clearly and properly displayed.

NTDC Administration Report 7

Title : Number of longline vessels by year and length category

What does the report look like?

Expr1	Expr2	Vessels
2006	<40m	47
2007	<40m	87
2007	>=40m	1
2008	<40m	60
2009	<40m	63
2009	>=40m	3
2010	<40m	41
2011	<40m	23
2012	<40m	27

Report Description

The report shows the number of longline vessels that are over and under 40 meters in length.

What is this report useful for?

This report may help Observer Coordinators to decide on observer coverage levels by vessel size category.

NTDC Administration Report 8

Title : Data Entry Progress Report

What does the report look like?

Data Entry Progress Report For YEAR 2011

	Logsheets			Unloadings			Port Sampling		
Month	LL	PS	PL	LL	PS	PL	LL	PS	PL
6	0	1	0	0	0	0	0	0	0
11	0	12	0	0	0	0	0	0	0
Total	**0**	**13**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Report Description

The report shows how many logsheets, unloading or port sampling trips / samples have been entered into TUFMAN for any month of the year.

What is the report useful for?

The report can be used to gauge the number of staff required for staff entry and to supervise and check that data entry proceeds at the required pace.

NTDC Administration Report 9

Title : Data Entry Progress Report by User

What does this report look like?

Data Entry Progress Report For YEAR 2011

	Logsheets			Unloadings			Port Sampling		
Month	LL	PS	PL	LL	PS	PL	LL	PS	PL
6	0	1	0	0	0	0	0	0	0
11	0	12	0	0	0	0	0	0	0
Total	**0**	**13**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Report Description

This report is similar to the NTDC Report number 8, except that the data entry progress is shown by individual staff.

What is the report useful for?

The report can be used to check on the progress of data entry. It can be used to gauge the skills of new staff or to see if other staff need to be re-assigned.