

Recommendation pursuant to Article 2 (Scope) and Article 7.2 (Information Classification) of Recommendation 11:2013 and to Recommendation 08:2014 (NEAFC ISMS)

As proposed by Joint Advisory Group on Data Management (JAGDM), the Commission hereby adopts the following recommendation pursuant to Article 2 (Scope) and Article 7.2 (Information Classification) of Recommendation 11:2013 and to Recommendation 08:2014 (NEAFC ISMS)

Last Updated: February 2024 (update-to-adoption-date)

- Descriptions of Data Transmission and Storage used below refer to [Article 10 Communications and Operations Management of NEAFC Information Security and Management System](#). (*restricted*)
- Public = available to all (P)
- Restricted medium = sensitive or private with conditional access (RM)
- Restricted high = sensitive or private with conditional access (as referred to in the NEAFC Scheme as confidential) (RH)

| Location | Data Type | Data Classification | Data Transmission and Storage | Notes |
|---------------|----------------------------|---------------------|-------------------------------|---|
| www.neafc.org | Public web pages | P | P | Listed in Annex 1 Table 1 |
| | User names | RM | RH | Stored as plain text transmitted encrypted. Selective display to authenticated users |
| | Passwords | RH | RH | Stored and transmitted encrypted |
| | User information | RH | RH | |
| | Meeting reports | P/RM | P/RM | Final versions P after Annual Meeting. Draft Reports are marked as draft and distributed by email |
| | Standard meeting documents | P/RM | P/RM | Final versions P after Annual Meeting |
| | | | | |

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| Location | Data Type | Data Classification | Data Transmission and Storage | Notes |
|-----------------|---|---------------------|-------------------------------|--|
| | Sensitive meeting documents | RM | RM | Identified by Committees and working groups |
| | HOD letters | RM | RM | Sent by email |
| | HOD meeting documents | | | |
| | IUU event log | RH | RH | |
| | Scheme letters | RM | RM | Sent by email |
| | Operational contacts | P/RM | P/RM | Choice of CP where appropriate |
| | Redfish catches | RM | RM | Sent by email |
| | ICES VMS data | RH | RH | Recommendation 10: 2013 |
| | NEAFC Authorised Vessels List | P | RH | Recommendation 12: 2020. Register information is sent via the HTTPS network is made available to the public in accordance with the recommendation. |
| | Monthly provisional statistics | RM | RH | Uploaded to application |
| | Monthly Quota uptake statistics | RM | RH | Sent by email |
| | Transshipment Authorisation | RM | RH | Sent by email and/or uploaded to website |
| | Inspection Reports | RM | RH | Uploaded to application |
| | Active Inspection Log | RM | RH | Presented on website |
| Vms/ERS servers | Inspectors application data: view of surveillance and Annex II (NOT & AUT) messages | RH | RH | Java layer on VMS/ERS server Calculus. GUI for view/download resides on neafc.org |

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| Location | Data Type | Data Classification | Data Transmission and Storage | Notes |
|---------------|---|---------------------|-------------------------------|---|
| | received via NAF HTTPS | | | |
| | All data sent via HTTPS network and FLUX-TL | RH | RH | Visualised in MCS = web GUI to view/download by Secretariat. To be replaced by ERS-UI |
| | Test FLUX Fishing reports | RM | RH | Required for duration of acceptance testing only |
| psc.neafc.org | Public web pages | P | P | Listed in Annex 1 Table 2 |
| | PSC forms | RH | RH | |
| | Inspection report uploaded to website | RH | RH | Inspection reports sent by email |
| | Administer PSC for PS (acknowledge & PSC form Part C) | RH | RH | |
| | Administer PSC for FS (PSC form part B) | RH | RH | |
| | View all PSC | RH | RH | |
| File server | Inspection reports | RM | RH | Received via email |
| | Aggregated statistics | RM | RH | Received via email |
| | Meeting reports | RM | RH | |
| | Meeting documents | RM | RH | |
| | HOD letters | RM | RH | |
| | Heads Meeting Docs | RM | RH | |
| | IUU event log | RM | RH | |
| | Scheme Letters | RM | RH | |
| | Redfish catches | RM | RH | |

| Location | Data Type | Data Classification | Data Transmission and Storage | Notes |
|--------------------|-----------------|---------------------|-------------------------------|-------|
| | Statistics data | RM | RH | |
| Azure Email server | Contacts | RH | RH | |

* Management of Communication Security is described in detail in ISMS Article 10 [Communication and Operation Security Guidelines](#).

Annex 1 - Public Information Available on the NEAFC Websites

NEAFC website & standard text email regarding the subscription criteria for web accounts are the main vehicles for sharing information about the organisation with the public. Details of this standard text and subscription process are found in ISMS Article 11 Access Control.

Last Updated 17/11/2023 (*update-to-adoption-date*)

Table 1 - Public Information Available on the NEAFC Website

| Website section | Item | description |
|----------------------|---|---------------------------------|
| Homepage/Quick Links | Final Annual Statistics | As signed off at annual meeting |
| | Coastal states meeting | Stock/Dates only |
| | Generic Secretariat contact details | |
| | List of contacting parties | |
| | List of cooperating non-contracting parties | |
| | General news items | Signed off by Secretary |
| | OSPAR/NEAFC Collective Arrangement | |

| | | |
|-------------------|--|--|
| | Compliance Report | Version of the NEAFC compliance report, as adopted at the Annual Meeting. Published on adoption of the Annual Meeting report. |
| | NEAFC Authorised Vessels List | Vessel Registry information is sent from Fisheries Monitoring Centres via HTTPS network is made available to the public in accordance with Recommendation 12: 2020 |
| About/Basic Texts | Convention | |
| | Rules of Procedure | |
| | Committee and WG terms of reference | |
| | ICES MoU | |
| | OSPAR MoU | |
| | HQ agreement | |
| About/Structure | President (name and Contracting Party) | |
| | List of Committees | |
| | List of Chairs (name, Contracting Party) | |
| | List of Secretariat Staff | |
| | FAQ | |
| | Meeting room facilities | |
| | Becoming a contracting party | Guidelines agreed at AM 2003 |
| | Press releases | |
| | News and jobs | |

| | | |
|--|---------------------------------|---|
| About/NEAFC Fish Stocks <i>(information pool)</i> | Overview page | Description for “information pool” which is an initiative started by at the request of the heads to provide more information to the public about the work of NEAFC. Not currently public but the intention is that it should be |
| | Herring | Introduction to Herring management |
| | Herring fact sheet | Based on content provided by Secretariat for FAO firms fact sheets |
| | Blue Whiting fact sheet | |
| | Mackerel fact sheet | |
| | Irminger Sea Redfish fact sheet | |
| About/VMEs and closures <i>(information pool)</i> | Overview page | Wider Ecosystem considerations |
| | Protection of VMEs | NEAFC action on bottom fishing |
| | Existing new and closed areas | Description of what these terms mean |
| Managing Fisheries | Intro to managing fisheries | |
| Managing Fisheries/Management Measures | Intro to management measures | |
| | Current Measures | Measures/Recommendations currently in force |
| | Objections | Objections to Measures currently in force |
| | Pending Measures | Measures/Recommendations still in objection period |
| | Historic Measures | Measures/Recommendations no longer in force |
| Managing Fisheries/Map of RA | Map of NEAFC RA | Google map |

| | | |
|-------------------------------------|--|---|
| Managing Fisheries/VME and closures | Closed area coordinates | Text disclaimer on accuracy |
| | Existing fishing areas coordinates | text disclaimer on accuracy |
| | NEAFC RA and all closures | Google map |
| | Existing bottom fishing areas | Google map |
| | Blue ling closure | Google map |
| | Hatton and Rockall closures | Google map |
| | Mid Atlantic Ridge VME closures | Google map |
| | OECM Other Effective Area Based Conservation Measures (OECM) | Information about NEAFCs first OECM including the full submission to the United Nations Convention on Biological Diversity (UN CBD) |
| Illegal Fishing | Intro/about illegal fishing | |
| | A and B lists | Does not include events log |
| | About Port-state Control | Description and link to UN FAO PSMA |
| | NEAFC Scheme | All formats |
| Reports Archive | Final reports and papers where eligible from committees and working groups | Reports are available after presentation at AM (for example reports from 2012 are made available when AM report for 2012 is signed off in Jan 2013). Working papers will be made available according to ref 1 of the table in Article 11 (Access Control). Meeting Papers from 2017 and older are available on request. |

Table 2- Public Information Available on the PSC Website

| Page | Description |
|---|--|
| Home Page | Account requirements and scope of site |
| Designated Ports and Contacts | Contact details per party |
| - Designated Ports and Contacts Details | Full details of ports and contacts per party |
| Operational Information | List of operational code lists used in PSC forms |
| - PSC Species List | |
| - PSC Product Presentation Codes | |
| - PSC Packaging Codes | |
| - NEAFC Convention Area - ICES Subareas and Divisions | |
| - NEAFC Convention Area - ICES Subareas and Divisions Map | |
| PSC Guides | List of guides on how to use the site |
| - Creating an Account | |
| - Log in or Request New Password | |
| - Add New Vessel Details to an Account | |
| - Edit Vessel Details | |
| - Sending a PSC Form | |
| - Guidance for Completing Form PSC1: Table View | |
| - Video: Completing and Submitting Form PSC1 | |
| - Completing the Catch Table | |
| - Cancelling a PSC Form | |
| - Form Expiry | |
| Links | Links to relevant external pages |

Annex 2 - Classification of Meeting Documents

The NEAFC meeting documents will be classified as public after presentation to the Annual Meeting with the exception of:

1. Documents where individual vessels or individuals are identified;

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2. Documents that contain business sensitive information; and,
 3. Documents relating to personnel issues.
- Business Sensitive information includes anything that could harm NEAFC, its Contracting Parties or its stakeholders, if discovered by a competitor or the general public. In the context of NEAFC, working papers which are not yet final will be considered business sensitive by default.
 - Classification of Documents will become a standing agenda item for all Committees and Working Groups of the Commission and decisions will duly be recorded. All documents should be marked on the document itself as well as on the website.
 - Requests for Access to documents classified as restricted should be made according to ref 1 to the table in Article 11 Access Control Security Guidelines.