

## **SOP for issuing tuna fishing licenses**

### **Purpose**

This SOP outlines the steps that Fisheries Department staff are to undertake to assess tuna fishing licence applications

### **Applicability/Scope**

This SOP applies to applications received by Fisheries Department via online applications through Tuvalu Electronic License Registration (ELR)

### **Procedural Steps**

Step 1 – Notification Email that a Tuvalu ELR application has been lodged

Step 2 – Login to PNA FIMS : <https://pna.fimsportal.com>

Step 3 – Go to TV ELR in the PNA FIMS menu

Step 4 – Select the application submitted by clicking on the applicant name (use search filtering options if necessary)

Step 5 – Link application vessel to FIMS vessel by selecting vessel from drop-down list. If vessel is not listed in the drop-down, this will indicate the vessel does not yet exist in FIMS and contact PNAO to add vessel.

Step 6 - Select vessel name in application to start assessing the vessel ELR application

Step 7 – Select Notes tab and add any applicable notes you may wish to add

Step 8 – Select Details tab to review vessel details and contact applicant should any details need to be updated on the application

Step 9 – Select MTU tab to review the MTU details submitted and contact applicant should any details need to be updated on the application

Step 10 – Select Contacts tab to review the Contact details submitted and contact applicant should any details need to be updated on the application

Step 11 – Select Fishing Gear tab to review the Fishing Gear and Well details submitted and contact applicant should any details need to be updated on the application

Step 12 – Select Crew tab to review the Crew details submitted. You can use the transfer crew list button if the crew details submitted in the application are different from FIMS vessel registration. Contact applicant should any details need to be updated on the application

Step 13 – Select License tab. Enter license date from and date to fields and select “Save Changes” and then select Generate License

Note: License Number is generated as follows:

TV = Tuvalu

19 = 2019

AU = Vessel Flag

88888 = FFA-ID

PS = Single Purse Seiner

XXX = Unique License Number

Step 14 – Select Documentation tab to review the Documentation details submitted and contact applicant should any details need to be updated on the application

Step 15 – Select the Fees tab. On the right side of the screen is where any fees that do not exist (available fees in the table below) can be created. On the left side of the screen;

- a) Select Fee Description from the drop-down to add to invoice, add quantity and unit price and select Add
- b) Repeat 15 a) for additional fees to be added to invoice for this vessel

Step 16 – Select the Conditions tab

- a) Tick “I verify all conditions have been met for this Licence to proceed.”
- b) Add “Name of License Holder”
- c) Add “Address of License Holder”
- d) Add “Authorised Fishing Method”
- e) Add “Authorised Target Species”

Save Changes

Step 17 – Select Checklist tab and tick each requirement which has been met and save changes. Contact applicant should any items still be outstanding. Once all checklist has been completed, you can continue to Step 18

Step 18 – Select Back (top right corner)

Step 19 – Repeat Steps 5 through to 17 for additional vessels on ELR application received

Step 20 – Select Header Invoice tab on top of ELR Application, add details for Sales Person, Job number, Payment terms and Due Date and Save Changes

Step 21 – Select Application Detail tab

Step 22 – Select “Generate Invoice” to generate license invoice. A PDF will be downloaded for you to send to license applicant.

Step 23 – Select “Generate Observer Invoice” to generate license invoice with Observer Fees. A PDF will be downloaded for you to send to license applicant

Step 24 – Manually add any payment received by adding Receipt Details into the “Add Receipt” fields (Ref #, Amount, Current and Date)

Step 25 – Once Application Invoice, Application Receipt, Checklist, Conditions and License Number are all COMPLETE, select Process Status of vessel and change to “Finalise Application, Create License” and select Update Status

Step 26 – Select view or print license and issue and send to license applicant.