The RMCSC, operational since May 2021, addresses major national, regional, and global challenges in stopping illegal, unreported and unregulated (IUU) fishing and associated fisheries crimes. This is achieved through pooling and analyzing information, working in a collaborative manner, promoting cooperation with relevant regional and national authorities and institutions, and building capacity.

SOPs provide detailed step-by-step instructions for regular and routine tasks, govern the compilation, analysis and sharing of data and information, and guide operations.

SOPs, developed in collaboration with FCWC Member States and organizational partners, will:

- Provide consistency through standardized processes for RMCSC staff.
- Increase transparency and accountability through systematic approaches.
- Build understanding of the role of the RMCSC through detailed information on its activities.
- Improve training and enhance efficiency in human capacity through clear guidelines.
- Develop a base line regional standard through integration of SOPs into national fisheries monitoring centres of the FCWC.
WHY DO WE NEED SOPS?

The RMCSC utilises a regional vessel monitoring system (RVMS) called Seasight. The RMCSC has been granted access to the Yaoundé Architecture Regional Information System (YARIS) platform so that FCWC can participate in the sharing of secure information with the maritime agencies of the Yaoundé Architecture. The RMCSC also uses a variety of other maritime domain awareness platforms and information sources including national licence lists, Vessel Viewer, Skylight, and Seavision, to develop intelligence in collaboration with technical partners.

SOPs provide clarity and ensure the smooth running of the complex operations of the RMCSC:

WHO AND WHAT?
• Who performs what role
• What does each role do
• Who to communicate or request information from

HOW AND WHEN?
• Breaks down tasks and procedures into individual steps
• Specifies frequency and timing of routines

IMPLEMENTING SOPS AND THE LINKS TO FCWC MEMBER STATES
• The FCWC Member States review and validate SOPs for implementation at the RMCSC and nationally.
• The FCWC SOPs cover tasks and procedures also undertaken by national fisheries monitoring centres and involve data and information exchange between Member States and the RMCSC.
• Whilst FCWC SOPs do not supersede or replace national organizational routines and procedure, they can inform and strengthen national practice.
• As RMCSC SOPs are validated and implemented there will be support for Member States to integrate relevant SOPs nationally.
• SOPs contribute towards improved regional understanding and regional controls on fisheries activity.
FCWC STANDARD OPERATING PROCEDURES

RMSC ADMINISTRATION

**PURPOSE**

003 System Administrator

- Support the Duty Officer to identify and resolve issues in the operation of the RMSC's MCS systems.
- Support routine operations of the RMSC during times where there is a heavy workload.

010 Duty Officer

- Implement routine tasks for smooth running of the RMSC when operating at full capacity using all the MCS tools available.
- Ensure integrated information sharing to the FCWC.

011 Regional Coordinator

- Provide general management and oversight of RMSC staff and procedures, to provide effective MCS support to FCWC Member States.
- Tasks and management of the RMSC.
- Direct reporting to the FCWC Secretary-General, interactions with RMSC staff, FCWC staff, and FCWC partners.
- Communication with contractors responsible for RMSC systems.

014 Regional Observer Programme Administrator

- Provide oversight and guidance and supervision to the Sub Regional Observer Programme (SROP)
- Tasks, procedures and functions including daily, weekly and monthly routines.
- Reporting to the FCWC Secretary-General, interactions with RMSC staff, FCWC staff, and FCWC partners.
- Interaction and communication with Regional Observers during their selection, training, deployment and recovery.
- Follow up of all potential non-compliance reports.

**SCOPE**

- Tasks, procedures and functions including daily, weekly and monthly routines.
- Internal and external reporting and communications.
- Communication with contractors responsible for the provision, installation, maintenance and support of the RMSC systems.
### FCWC STANDARD OPERATING PROCEDURES

#### RMCSC COMMUNICATIONS

<table>
<thead>
<tr>
<th>SOP 005 - Communications - General Rules</th>
<th>SOP 006 - Communications - Report Management</th>
<th>SOP 007 - Communications - External</th>
<th>SOP 008 - Communications - Data Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td><strong>Purpose</strong></td>
<td><strong>Purpose</strong></td>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>005 General Rules</td>
<td>006 Report Management</td>
<td>007 External Communication</td>
<td>008 Data Exchange</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Purpose</strong></th>
<th><strong>Scope</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>005 General Rules</td>
<td>Provide clear communications guidance for FCWC staff. - FCWC employment contractual obligations, and data protection rules on personal data. - Guidelines for the sensitivity and security classification on data, information, and intelligence. - Rules relating to the recording of RMCSC communications.</td>
</tr>
<tr>
<td>006 Report Management</td>
<td>Tasks, procedures, functions, and rules, associated with the lifecycle of RMCSC reports. - Steps to follow when preparing a new report. - Distribution and archiving requirements specific to each type of report, in line with the sensitivity and security classification.</td>
</tr>
<tr>
<td>007 External Communication</td>
<td>Tasks, procedures, and functions, associated with RMCSC external communications. - Details tasks, procedures, and functions relating to: - Press, media, and social media. - FCWC Member States, third countries, RFMO’s and FCWC partners. - Contractors associated with the RMCSC.</td>
</tr>
<tr>
<td>008 Data Exchange</td>
<td>Tasks, procedures, and functions associated with RMCSC data exchange. - Data exchange between the applications, systems, and tools of the RMCSC and those of the Member States, third countries, and FCWC partners. - Focus on vessel tracking data, vessel register data, vessel licence and authorisation data, surveillance and sighting reports, and inspection report data.</td>
</tr>
</tbody>
</table>
**FCWC STANDARD OPERATING PROCEDURES**

**RMCSC OPERATIONS**

**Operations**

- Monitoring and Data Collection
- Operational support
- Reports and intelligence

**SOP 001 - Management of Vessel Register and RRAFV**
- Develop and maintain a regional record of fishing vessels to support MCS activity.
- Submission of lists of authorised fishing vessels by FCWC Member States and management of the FCWC Authorised Vessel Record.
- Processes and procedures for the management of this information.

**SOP 002 - Vessel Activity Analysis**
- Identify indications of IUU fishing activity, and other associated activity. Report appropriately so timely follow-up action may be taken.
- Monitors follow up by coastal and flag States.

**SOP 004 - Hot Reports**
- Provide and share alerts of possible IUU fishing and associated activity that requires immediate action.
- Distribution of Hot Reports generated or received by the RMCSC.
- Provide additional instructions, procedures, or routines applicable including the processes relevant within sub-regional joint control operations.

**SOP 009 - Pre-Operation Analysis**
- Identify and share information to provide effective and targeted MCS operations.
- Provision of analysis needed to support a wide range of operations within an MCS and fisheries protection context, such as analysis of; vessels and areas of interest, overarching situational briefs to support enforcement assets; and expert operational advice and recommendations.

**SOP 012 - Fisheries Intelligence Reports**
- Provide clear, targeted information and intelligence to support MCS operations throughout the FCWC region, on vessels, fleets, and areas of interest.
- Procedures for the reception and processing of a request for a FIR, and the initial generation of that report.
- FIR compilation, approval, and distribution.
- Expert advice and recommendations on operational matters.

**SOP 013 - SROP Regional Observer**
- Outline of tasks, procedures, and functions, associated with the position of SROP Regional Observer.
- Observe, record, and register data from fishing activities and other events.
- Liaison with the RMCSC staff.
- Operational routines, procedures and tasks for monitoring the fishing effort, catch composition, vessel movement and protected species sightings.
- Communication and emergency protocols.

**PURPOSE**

**SCOPE**

<table>
<thead>
<tr>
<th>SOP 001 Management of Vessel Register and RRAFV</th>
<th>Develop and maintain a regional record of fishing vessels to support MCS activity.</th>
<th>Submission of lists of authorised fishing vessels by FCWC Member States and management of the FCWC Authorised Vessel Record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOP 002 Vessel Activity Analysis</td>
<td>Identify indications of IUU fishing activity, and other associated activity. Report appropriately so timely follow-up action may be taken. Monitors follow up by coastal and flag States.</td>
<td>Checks of vessel activity to be performed on a routine and ongoing basis. Additional instructions, procedures, or routines applicable including the processes for use of the RVMS.</td>
</tr>
<tr>
<td>SOP 004 Hot Reports</td>
<td>Provide and share alerts of possible IUU fishing and associated activity that requires immediate action.</td>
<td>Distribution of Hot Reports generated or received by the RMCSC. Provide additional instructions, procedures, or routines applicable including the processes relevant within sub-regional joint control operations.</td>
</tr>
<tr>
<td>SOP 009 Pre-Operation Analysis</td>
<td>Identify and share information to provide effective and targeted MCS operations.</td>
<td>Provision of analysis needed to support a wide range of operations within an MCS and fisheries protection context, such as analysis of; vessels and areas of interest, overarching situational briefs to support enforcement assets; and expert operational advice and recommendations.</td>
</tr>
<tr>
<td>SOP 012 Fisheries Intelligence Reports</td>
<td>Provide clear, targeted information and intelligence to support MCS operations throughout the FCWC region, on vessels, fleets, and areas of interest.</td>
<td>Procedures for the reception and processing of a request for a FIR, and the initial generation of that report. FIR compilation, approval, and distribution. Expert advice and recommendations on operational matters.</td>
</tr>
<tr>
<td>SOP 013 SROP Regional Observer</td>
<td>Outline of tasks, procedures, and functions, associated with the position of SROP Regional Observer.</td>
<td>Observe, record, and register data from fishing activities and other events. Liaison with the RMCSC staff. Operational routines, procedures and tasks for monitoring the fishing effort, catch composition, vessel movement and protected species sightings. Communication and emergency protocols.</td>
</tr>
</tbody>
</table>
THE FISHERIES COMMITTEE OF THE WEST CENTRAL GULF OF GUINEA (FCWC) WAS ESTABLISHED IN 2007 TO FACILITATE COOPERATION IN FISHERIES MANAGEMENT BETWEEN THE MEMBER COUNTRIES: BENIN, CÔTE D’IVOIRE, GHANA, LIBERIA, NIGERIA AND TOGO. THE COUNTRIES HAVE SEVERAL SHARED FISH STOCKS AND HAVE IDENTIFIED A NEED FOR COOPERATION AND GUIDANCE IN THE MANAGEMENT OF THESE RESOURCES.

Regional fisheries MCS cooperation and information sharing is achieved through the FCWC West Africa Task Force (WATF). The RMCSC is integrated into the WATF as a key information source for member States and for regional MCS operational coordination.

FCWC Member States will benefit from the development, implementation and sharing of standardized operating procedures for RMCSC functions. SOPs will lead to improved ability to tackle IUU fishing through:

- Consistent and transparent procedures.
- Systematic data on which to base management decisions.
- Comprehensive information for targeting MCS resource allocation.
- Shared vessel information.
- Regionally coordinated and cooperative approaches.

The RMCSC SOPs have been developed by a working group made up of the FCWC Secretariat, the European Fisheries Control Agency (EFCA), and TM-Tracking (TMT), with funding support from EU-PESCAO and Norad.