

**Annex 1 - Guidelines for the Preparation and Submission of Notifications of Encounters with VMEs**

**1. General Information**

Include contact information, nationality, vessel name(s) and dates of data collection.

**2. VME location**

Start and end positions of all gear deployments and/or observations.

Maps of fishing locations, underlying bathymetry or habitat and spatial scale of fishing.

Depth(s) fished.

**3. Fishing gear**

Indicate fishing gears used at each location.

**4. Additional data collected**

Indicate additional data collected at or near the locations fished, if possible.

Data such as multibeam bathymetry, oceanographic data such as CTD profiles, current profiles, water chemistry, substrate types recorded at or near those locations, other fauna observed, video recordings, acoustic profiles etc.

**5. VME taxa**

For each station fished, provide details of VME taxa observed, including their relative density, absolute density, or number of organisms if possible.