

GUIDELINE

Date: 01-September-2022

Guideline Number 001-2022

To: All BHSFU Employee

Subject: **GUIDELINES FOR FILING IN THE DOCUWARE SYSTEM**

The purpose of this document is to provide a guideline to all staff on the use of the electronic filing system “Docuware” and the roles and responsibilities of each staff in ensuring this system operates efficiently and effectively and reflect good practice in terms of records management.

“Docuware” is the standard filing software recommended and developed by the IT Department in coordination with the providers for the electronic filing of all communication and important business-related documents. It also serves as repository for employee records, circulars and other related regulations. The system is a shared platform where information can be accessed by both IMMARBEL and BHSFU and the cabinets are individualized based on each Unit’s filing process.

The following are the cabinets that shall be utilized by BHSFU for filing purposes:

- BHSFU-OP-COMM
- BHSFU-HR-Employee Records
- BHSFU-HR-Insurance
- BHSFU-HR-Other Documents
- BHSFU-OP-Fishing Legislation

Each staff has been provided with relevant training on how to access and utilize this filing software. Tutorial on the on-line data page can provide further guidance on the filing process.

The system for the BHSFU has been set up for emails and documents to be filed based on categories. These categories are listed below and can be found under the BHSFU’s primary cabinet name **BHSFU-OP-COMM** in the system’s store option:

FOLDER	Type of Communication to be stored in this folder
APPLICATIONS AND DOCUMENTS	All incoming communication that includes applications for certificates and licenses together with their attachments.
LICENSES AND CERTIFICATES	All outgoing communication that includes licenses and certificates issued to clients.
GENERAL	All general communication that does not fit into other available category. This may include correspondences to and from local and international organizations or other miscellaneous communications.
REGIONAL FISHERIES MANAGEMENT ORGANIZATIONS (RFMOS)	All in and out communication to an RFMO, including annual report and all other relevant reports.
MONITORING, CONTROL AND SURVEILLANCE	All in and out communication relating to matters of catch report and reporting requirements, observer reports/program, inspections, vessel monitoring related matters, logbooks, quotas etc.
VIOLATIONS AND SANCTIONS	All in and out communication relating to fines, warning, PSNs, license suspension and any other violation.
EUROPEAN UNION (EU)	All in and out emails and or documents relating to EU issues.

Where a vessel name is applicable to any of the communication, you shall ensure that the name and other details are included when filing.

Employees should use their discretion regarding the importance of each communication to be filed into this system.

Outlook for emails should not be considered as a filing domain. As such each employee is expected to ensure that all relevant communication is filed in accordance with this guideline.



Please direct all queries and concern to:

Valarie Lanza

Director of High Seas Fisheries

Director@bhsfu.gov.bz