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Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien

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Reporting

IOTC ROS SFO TR4



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Reporting Formats, contents, timelines and usage

IOTC ROS SFO TR4.1

Category: Reporting

IOTC ROS SFO TR4



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This module aims to familiarize Observers with trip report formats and contents, report procedures and deadlines as these will be used in their routine work.

Trainee performance is evaluated against the following agreed IOTC ROS competency standards:

- Familiar with IOTC data reporting requirements and timelines for submission.

The achieving of the standard is demonstrated by trainee capacity to:

- Submit in-trip reports
- Write and submit preliminary trip summary report and final trip report according to provided guidelines



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Reporting

Four (4) primary reports

- Deployment Report
- Five-day Status Reports
- Preliminary Trip Summary Report
- Final Trip Report

Full set of data



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The Observer will be required to submit a series of reports to the controlling organisation at predetermined times throughout each trip and a full set of data at the end of the trip. Reports for submission, include:

- Deployment Report
- Five-day Status Report
- Preliminary Trip Summary Report
- Final Trip Report



Deployment Report

- *IOTC ROS Standards 2019. Guidelines to assist the implementation of the IOTC ROS Standards, Section K: Observer Deployment Report.*

Contents

- Observer and vessel information and deployment details

Timeline

- Within 24h of the vessel sailing

Usage

- Provide feedback on Observer deployment logistics
- Provide feedback on vessel safety check (VSC)
- Opens a communication channel



Date	
Observer	
Vessel Name / Call sign	
Company	
Captain / Fishing Master	
Vessel Contact Details	Number
	Email
Deployment Details	
Briefing Date	
Contract "Start Date"	
Flight No's	
<i>(Observers must retain their flight boarding passes)</i>	
Departure date from	
Departure time from	
Landing date at destination	
Landing time at destination	
Safety Inspection completed (yes /no)	
Boarding date	
Sailing Date	
Sailing Time	
Port of departure	

Deployment Report, main objective is to open a communication channel between the Observer and the Observer Programme to assure Observer safety. Within 24 hours of the vessel sailing the Observer must send the deployment report to their controlling organisation. The content will include confirmation of the contact details of the vessel and serves to set up and confirm the line of communication between the observer and their controlling organisation. This report includes the outcome of the pre-sea inspection as details of flights and logistics prior to boarding.

If a report is not received within 24 hours of the due date, the observer coordinator will contact the vessel operator to send a message to the vessel to remind the observer of his/her obligation in this respect. If a report is not received within a further 24 hours it will be assumed that there is no means of formal communication with the vessel and the vessel operators will be contacted to make arrangements either to establish these or request the immediate return of the observer. Taking into consideration that a breakdown in communication may also indicate an emergency situation with the vessel, emergency search and rescue operations may be initiated.



Five-day Status Report

- *IOTC ROS Standards 2019. Guidelines to assist the implementation of the IOTC ROS Standards, Section L: Observer Status (or five days) Report.*

Contents

- Information on area fished, CPUE, sampling summary, environmental interactions, vessel sightings, questions and comments.

Timeline

- Every five days, within 24h of the due date.

Usage

- Provide a summary of fishing operations, catch and sampling undertaken during the period covered.
- Maintaining an open communication channel.



Vessel Name / Call sign	
Observer	
Date / Report Period	
Location at time of report	
No. sets sampled in period	
Number and / or weight per species retained or discarded <i>(Increase number rows as required)</i>	
Species	Retained
	Released
Number and / or weight per species sampled <i>(Increase number rows as required)</i>	
Species	Retained
	Released
Seabird Marine mammal interactions <i>(Give brief details)</i>	
IUU vessels sighted or detected <i>(Give details, date / time / position)</i>	
Lost gear recovered <i>(Give details)</i>	
General Comments <i>(comment on any items considered important)</i>	

Throughout deployment observers will be required to send **status reports** to their controlling agency on specific dates, to report on the preceding five days. The report will provide a summary of fishing operations, catch and sampling undertaken during the period covered. Following a similar procedure to the deployment report, should a report not be received by the time the next report is due the observer coordinator will start the process to establish contact via the vessels operators. In situations where reports have previously been regularly received it may be deemed that there is a problem with the observer's well-being and appropriate action may be necessary.



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Preliminary Trip Summary Report

Format

- Fixed format with tables, as instructed by your coordinator.

Contents

- Details of sampling, summaries of catches and processing, interactions with protected and threatened species and any notable incidences with respect to the vessel operations or weather.
- Information on health and safety incidents and issues. Reports on any accidents during the trip; comments on emergency drills; and on the crew's compliance to safety standards.

Timeline

- To be delivered to Coordinator upon disembarking.

Usage

- Basis for the debrief of the Observer.



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At the conclusion of the trip, prior to disembarking, the Observer must prepare a brief summary report of the trip. The report should include details of sampling, summaries of catches and processing, interactions with protected and threatened species and any notable incidences with respect to the vessel operations or weather. To be provided or not to captain at end of trip, as instructed by your coordinator. This summary report will also form the basis for the observer debriefing.



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Final Trip Report

Format

- As instructed by coordinator. Follow IOTC ROS report writing guidelines.

Contents

- Observer and vessel details, cruise itinerary, meteorological conditions, fishing strategy and operations, catches and processing, biological data and sample collection, tagging information. Details on interactions with protected and threatened species, waste disposal, vessel sightings, and difficulties encountered.

Timeline

- To be delivered to Coordinator within 30 days of completion of the trip.

Usage

- Future reference and consultation by Observers, Coordinators, national and regional organisations (e.g., the IOTC)



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Following the debriefing Observers will be requested to complete and correct the preliminary trip summary report and to submit their final trip report to the Programme Coordination, the latest 30 days following the completion of the trip. The main purpose of a scientific report is to synthesise and communicate on the information collected. Such report, unlike verbal communication, is a lasting document, which can be referred to in the future. When writing a report, it can be assumed that your intended reader has a general understanding of the topic but no specific knowledge of the details.



Guide to Specific Formats in Observer Reports

Date format

- Use the same format throughout the report
- Recommended format dd/mm/yyyy
- For example *25/12/2022* for the 25th December 2022

Measurement System

- Only use the International Metric System

Length	millimetre (mm) centimetre (cm) metre (m)
Area	square metre (m ²)
Volume	litre (l) cubic metre (m ³)
Weight	gramme (g) kilogramme (kg) ton (t)



When writing a report strive for logic and precision and avoid ambiguity, especially with pronouns and sequences. **ONLY** use the International Metric System of measurement and abbreviate measurements without periods (i.e., cm and kg). Spell out all numbers beginning sentences or less than 10 (i.e., "two explanations of six factors"). Write numbers as numerals when greater than ten (i.e., 156) or associated with measurements (i.e., 6 mm or 2 g). Remember that within the report, the exact format of particular items is less important than consistency of application. For example, if you indent paragraphs, be sure to indent them all; use a consistent style of headings throughout (e.g., major headings in bold with initial capitals, minor headings in italics, etc.); write "%" or "percent" but do not mix them, and so on. In other words, establish a template and stick to it.



Guide to Specific Formats in Observer Reports

Species Names

- ✓ Latin names for individual species are written using "binomial nomenclature"
- ✓ Each species is identified by a combination of "two names"
 - ✓ Its genus name (1st of the two names)
 - ✓ its specific description (2nd of the two names)
 - ✓ The genus name always start with a Capital letter
 - ✓ The specific description always written with a small letter
 - ✓ The species name is always written in italics



Thunnus albacares



The Latin names for individual species are written using a system termed "binomial nomenclature". Each species is identified by a combination of "two names": its genus name and its specific epithet. A familiar example is that of human beings, *Homo sapiens*.



Guide to Specific Formats in Observer Reports

Rules for writing species Latin names

- ✓ The first time a species is mentioned in the title and in the text, its Latin name should be written out in full (e.g., *Thunnus albacares*).
- ✓ After, it must be abbreviated as follow: *T. albacares*
- ✓ When mentioning a species for the 1st time, write the common name 1st and the Latin name 2nd; e.g., five wandering albatross, *Diomedea exulans*, were observed.
- ✓ Don't use species codes in the text of the report in the place of species names or common names [e.g. YFT = *Tunnus albacares*]



We provide here the basic rules for writing species Latin names. If you need to mention the species name many times in your report you may find it easier to use the common name, but the Latin name should always be included when mentioning an organism for the first time. Common names should be written in small letters; e.g., giant petrels and not Giant Petrels.



IOTC Trip Report Headings

1. TRIP SUMMARY	8.1 Streamer Line Details
2. SCIENTIFIC OBSERVER AND VESSEL DETAILS	8.2 Longline hauling point bird scaring device
2.1 Scientific Observer Details:	8.3 Offal Discharge
2.2 Vessel Details	8.4 Seabird Entanglements
2.3 Electronic Equipment	8.5 Seabird Samples Retained
3. CRUISE ITINERARY	8.6 Bird Bands
4. FISHING OPERATIONS	8.6 Bird Observations
4.1 Summary	1. SUMMARY OF MARINE MAMMAL OBSERVATIONS
4.2 Gear Description	9.1 Marine Mammal Entanglements
4.3 Catch Details (all species)	9.2 Mitigation Measures
4.4 Processing Details	9.3 Fish Loss Due to Marine Mammals
5. SUMMARY OF BIOLOGICAL DATA COLLECTED	10 WASTE DISPOSAL
5.1 Biological Data Collection Summary	10.1 Waste categories
5.2 Biological Sample Storage Location	10.2 Lost Fishing Gear
5.3 Biological Sub-sampling Methodologies	11 VESSEL SIGHTINGS
5.4 Tagging information	12 DIFFICULTIES ENCOUNTERED
6. SUMMARY OF METEOROLOGICAL DETAILS	12.1 Operational Issues
7. SUMMARY OF FISHING STRATEGY	12.2 Observer Tasks
8. SUMMARY OF SEABIRD INCIDENTAL MORTALITY	12.3 Observers Logbooks / forms



A standard list of trip report headlines is proposed here and in the Observer training manual. Remember to write the “1. Trip Summary” section of the report last, once the other sections have been completed. Instructions on how to write the “trip Summary” section are provided in the Observer training manual under Annex 8.



Trip Data Submission

IOTC ROS standard minimum data collection fields are to be submitted to the IOTC Secretariat:

- by the Observer Programme
- within 150 days of the end of the trip
- at least on a 1°x1° format
- **using agreed reporting tools (e.g.: Excel or Access)**



- **using the IOTC ROS e-reporting tool**

IOTC Resolution 11/04 outlines that the Observer trip data (**standard minimum data collection fields**) is to be sent to the IOTC by the Observer Programme within 150 days of the end of the trip, and recommended to be provided with 1°x1° format to the Executive Secretary. Trip data is to be submitted using agreed reporting tools (e.g.: Excell or Access) and/or via the use of the IOTC ROS e-reporting tool.



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ANY QUESTIONS?



send us a message via Talents LMS



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