

E-training tool assignment

Supra-category:	IOTC ROS Observer Co-ordinator Training (IOTC ROS OLC)
Category:	Category: Preparation of the Observer for deployment, Briefing and Reporting (IOTC ROS OLC TR6)
Course:	<i>Logistical processes of briefing and deploying the observer. In-trip reporting, health and safety control (IOTC ROS OLC TR6.01)</i>

Group assignment (opens when all related documents have been visualized)

Participants are to set up two or more smaller groups (at least two persons to a group). Each group is to discuss and expand on the detail required in one or more of the items identified. Group leaders are to be selected by participants to lead the research and provide feedback.

- 1 Participants are to prepare observer protocols for an observer deployment including:
 - observer contracts (including payment schedules);
 - deployment logistics to the point of deployment (flight booking, vessel and agent details, vessel transfer etc.);
 - summary of IOTC Resolutions of relevance to the observer programme;
- 2 Participants are to prepare observer deployment checklists:
 - gear issue (health and safety, work and sampling);
 - sampling equipment and data forms;
 - trip specific instructions;
 - communication and reporting.
- 3 Participants are to prepare notes on logistics for travel to foreign ports and format for report on health and safety checks and pre-sea safety inspections and a guide on how to complete the report.
- 4 Participants are to prepare report formats and guides on how to complete them for the deployment report, the in-trip reports.

A guide to prepare Briefing Notes is provided in Annex 1. Examples of deployment and equipment checklists are provided in Annex 2. Examples on report formats are provided in Annex 3.

Assignment outcomes will be included in the country OLC manual under the relevant sections by the CapMarine Team Leader and reviewed during an inter-active workshop by sharing the manual virtually. All participants should then be able to contribute and comment on a semi-final draft for this section of the OLC manual.

Annexes (these are documents to be downloaded by participants to help them in the realisation of their assignment)

Annex 1 –Guide to prepare Briefing Notes

(Country) National Scientific Observer Program

Guide to preparing the observer briefing notes

The objectives of the observers briefing notes are to provide a guide for the briefing process and serve as a comprehensive reference document for the observer at sea. This section provides a basic outline to assist the OLC in compiling briefing notes for a specific trip or fishing sector.

Briefing note must be revised continuously to meet changing objectives or the specific requirements of scientists. The briefing notes can be prepared under several sections that are listed below with suggested content headings. Relevant data forms that the observer has to fill in during the trip should be listed for each section.

Program Introduction / Overview

Provide the mandate to deploy observers

Observer programme objectives:

- **(country)** obligations to report data from longline fishery to IOTC;
- data analysis / fisheries management;
- relevant scientists involved; and
- what the data is used for; the *regional management of the fisher to ensure a sustainable resource*.

Observers will have been provided with a “Deployment Notification Form” that provides them with advanced details of the vessel, itinerary of the trip and checks observers’ certification. A copy of this should be included in the briefing notes.

Vessels details

Provide all available details about the vessel, its owner, operator and captain.

Discuss the Deployment Notification Form Provide and where necessary cross reference to IOTC vessel list. Observers will have to verify these when completing the vessel data forms and cross reference to SWIOFP and IOTC data collection guides to check if any additional information is required.

[Relevant data forms]

Observer protocol

Advised observers of their expected behaviour and any note any special protocols that should be followed on-board that may be relevant to the vessel or crew for the specified vessel. This can have a significant impact on their acceptance on-board and receiving cooperation from the vessel in achieving their tasks. Be conscious of customs and superstitions.

Observer sampling

Provide detailed sampling protocols that will be undertaken and list the relevant data forms that will be completed for these operations.

The details of the forms should be discussed and cross reference to the relevant guides and protocols for different organisations.

Species sampling

- No. samples to be taken
- Sample selection; *(strategy the simpler the better) Don't let the observer decide they must be directed):*
statistically random;
stratified; or
pre-selected.
- Biometrics to be recorded:
length (specify one or more length measurements);
weight measurements (specify weight and level of accuracy); and
sex and maturity (clearly specify maturity staging key).
- Age and growth (otoliths, spines, vertebra and scales)
- Hook position
- Fish condition (alive or dead)
- Predated upon

Fishing Operations

Discuss measurements for recording effort, fishing strategy and oceanographic and weather condition for each fishing event. Direct the observer to the relevant forms for recording these data.

- Effort
Number of hooks, number of baskets
Start and End and Soak time, *(these need to be standardised and clearly specified to the observer)*
- Fishing Strategy
Depth
Bait
Light sticks
Fishing Cue. (*SST Chlorophyll*)
- Weather;
specify units for recording wind strength and direction and sea and swell
water colour.
moon phase
- Total catch

Catch composition, by species and weight

Retained target catch, species

Retained bycatch, species or aggregated, (*one of the observers' tasks are to accurately record the species composition of bycatch*)

- Discarded species
- Depredation
- Processing of catch
- Storage of catch,
- Transshipment of catch

Species of Special Interest observations (as defined by the IOTC)

Instruct observers to report for 100% of the operation and record on the relevant forms. Note form numbers and required paragraphs in the trip reports. Observers are to report on bycatch mitigation measures deployed and their effectiveness. Instruct observers on the importance of keeping accurate, organised and consistent notebooks.

Just as important as recording incidences it is just as important to record no incidences in the catch including items such as hooks being bitten off or missing.

Daily activities (time management)

Advise the observer to plan their daily routine around their sampling, data recording and personal time. It is suggested that observer should always try to get a minimum of a continuous 4-hour sleep in every 24-hour period.

Note on some vessels it may also be important to be awake at certain times.

Observer Checklist

- Coordinators must go through the gear and equipment check lists in detail with the observer.
- Observers must sign issued gear and equipment forms to acknowledge receipt.
- Check observers have personal items for trip:

medication;

hygiene; and

appropriate clothing.

- Contact details of the observers next of Kin
- Data capture onto electronic data forms

advise observers on the requirement to capture electronic data; and
provide them with relevant programs and instructions.

- Reporting

Observers must be briefed in detail on their reporting protocols:

deployment report;

status report;

preliminary trip report; and

trip report.

Annex 2 - Examples of deployment and equipment check-lists

(Country) National Scientific Observer Program

Deployment and equipment check-lists*Deployment Check-list*

Trip number (this should begin with trip's start date, followed by IOTC observer number, and vessel main gear code as per IOTC classification)	<i>[2018/01/23-IOTCFRA001-PS]</i> <i>YYYY/MM/DD – IOTC Observer No. - vessel main gear code</i>
Notification Date	
Logistic Coordinator	
Coordinator contact details	

Observer Details			
Observer name			
Observer number			
Email Address			
Nationality			
Passport number			
Seamen's book No.			
Medical expiry date			
Date of last survival course			
Vessel Details			
Vessel Name			
Call sign			
Vessel Nationality (Flag)			
IMO number			
Fishing Sector			
Gear type			
Area of operation			
Fish Storage (<i>Freezer/Brine freeze/Ice</i>)			
Vessel Owner		Contact No. / email	
Vessel Charterer		Contact No. / email	
Vessel Agent		Contact No. / email	
Captain's name		Contact No. / email	
Deployment Logistics			
Date of departure			
Embarkation Date			
Port of embarkation			
Expected date of return			
Expected Port of return			
Allocated trip length			
Observer contract-(<i>Ad-hoc/fixed contract</i>)			
Contract start date			
Notes			

Equipment and Gear Check-List

Observer name	Signature/
Vessel name	
Sector	
Coordinator	Signature/

Observer gear allocation	Detail	Issued Number	Returned
Biometric Sampling gear			
Measuring board			
Callipers (30cm, 1m, 1.5m)			
Measuring tape			
Scales (Variable)			
Biological sampling			
Dissection kit			
Knives			
Scissors			
Consumables			
Sampling Bags			
Cryo Tubes for DNA samples			
Aluminium foil			
Waterproof paper (Labelling)			
Pencil			
Permanent marker			
Stationary (including scientific calculator)			
Regular paper, note book.			
Miscellaneous			
Weighing/storage bins			
Large woven storage bags			
Laptops + cables			
Camera			
Calculator			
ID Guides			
Voice recorder & Condoms			
Health & Safety working gear			
Work gloves			
PFD's			
Safety helmet			
Safety boots			
Waterproof gear			
Sunscreen			
Reflector vest			

Sunglasses			
Safety knife			
Emergency gear			
Dry bag			
Immersion suite			
Life jacket			
Personal EPIRB			
Satellite phone			
Handheld GPS			
First aid kit and medication			
Harness			
Signal mirror			
Whistle			
Emergency blanket			
Waterproof flashlight			
Water bottle			
Data collection forms			
Vessel deployment			
Vessel trip details			
Vessel and equipment			
Fishing gear (<i>sector specific</i>) long line (pelagic)			
Biological sampling forms			
Fishing event forms (<i>Sector specific</i>)			
Meteorological form			
Large marine fauna form			
Vessel sightings IUU form			
Daily Activity form			
Waste disposal form			
Daily production form			

Observer Reporting

Observer's Deployment Report

(To be submitted within 24-hours of the vessels departure from port)

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	

Comment

Observer Status Report Format

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 (*comment on any items considered important for immediate attention*)

Trip Report layout main headings

Observer comments and notes to be added under each relevant heading

Tuna Observer Cruise Report

Observer Name	:
Vessel Name:	
Cruise Type (<i>Tuna, Swordfish or shark</i>):	
FAO Area	
Cruise Date	
From:	
To:	

Trip report (MUST BE STAND ALONE)

Trip Summary

Vessel details	
Vessel Name;	
International call sign / IMO number (if available)	
Port of registry	
Length of vessel / GRT / No. of crew	
Name of Captain/Fishing Master	
Electronic equipment.	
Trip details	
Time and date of departure <i>(time and date he/she sailed)</i>	
Time and date of return to port.	
Total trip length (days)	
Transit/steaming days <i>(moving from port to fishing area / one fishing area to another).</i>	
Days lost to weather / mechanical breakdown etc.	
Fishing Effort	
Time and date fishing started.	
Time and date fishing ended.	
Total No. of sets.	
No. of hooks set.	
Areas fished (5x5 degree grid references).	

Total Catch Details of Target Species and commercial by-catch				
<i>Details obtained from Vessel Captain and Logbook</i>				
Species	Number Retained	Number Discarded	Processing Code	Weight

Catch recorded during line hauling observation (Observer data)					
Total number of hooks observed during hauling observations					
Species	Retained	Discarded			Total caught
		Alive	Injured	Dead	

Incidental bycatch of endangered and protected species (sharks, birds, turtles and mammals):					
Species	Dead / Alive	Released Y/N	Injured Y/N	Cause of injury	

Number of Species sampled for biometrics					
Species	Length	Sex	Maturity	Other (specify)	Other (specify)

Bycatch mitigation measures.

Tag information (tags recorded, tags kept).

Summary of environmental conditions during trip.

Gear lost

Garbage disposal on-board

Vessel health and safety

Problems encountered with database and data forms

Conditions on board.

Appendices

Copy pre-sea inspection

Photographs