

E-training tool assignment

Supra-category: IOTC ROS Observer Co-ordinator Training (IOTC ROS OLC)
 Category: Identify observer programme management structure (IOTC ROS OLC TR3)
 Course: *Institutional structure, resources and materials to manage an observer programme (IOTC ROS OLC TR3.01)*

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

To complete this exercise a lead a person, preferably the participant that is destined to be the Senior Officer of the programme should lead the research, compile and provide feedback on the results.

- 1 Identify institutional, legal, financial, material and staff resources allocated to the national observer programme (NOP).
- 2 Provide details on CPC OLC Team members. These should include previous experience of importance to the management of the observer programme, staff role and duties in the on-going management of the NOP.
- 3 Identify and provide details on other institutional / management arrangements concerning CPC NOP (e.g., advisory and management bodies, such as boards, committees, working groups, etc.)

Table 1- Institutional, legal, financial, material and staff resources allocated to the national observer programme (NOP) by the CPC.

Institutional	Legal	Financial	Material	Staff
<i>[details on the institution in charge of CPC NOP management, purposes and functions]</i>	<i>[details on the legal context]</i>	<i>[details on the financial resources allocated or to be allocated to the NOP, and origin]</i>	<i>[details on material resources allocated or to be allocated to the NOP (office space, equipment...)]</i>	<i>[details on staff resources allocated to the NOP (OLC Team, Observer Team)]</i>

Table 2 – Details of CPC OLC Team (staff details, experience, roles and duties in the on-going management of the NOP)

NOP Coordination Team	Experience	Role and Duties
<i>[position], [name], [current position], [contact details: phone number and email]</i>	<i>[details on staff experience of importance to the on-going management of the observer programme]</i>	<ul style="list-style-type: none"> • <i>[Coordinator role and duties in the on-going management of the observer programme]</i>

Table 3 - Details on other institutional / management arrangements concerning CPC NOP (e.g., advisory and management bodies, such as boards, committees, working groups, etc.)

Advisory/management body	Participant organisation	Role /purpose
<i>[Name]</i> <i>[status]</i>	<i>[name]</i> <i>[functions]</i> <i>[contact details]</i>	<ul style="list-style-type: none"> • <i>[Details on the role and purpose of the participant organisation to the functioning of the advisory / management body and through it to the on-going management of the NOP]</i>

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