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Organization of the
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Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien

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OBSERVER PROGRAM DEVELOPMENT and OBSERVER LOGISTICAL COORDINATION WORKSHOP



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Standards and Procedures for the Administration of Observers

IOTC ROS OLC TR4.04

Category: Observer recruitment, training,
registration and administration

[IOTC ROS OLC TR4]



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Administration

- The administration process surrounding coordination of the observer programme is a key aspect in the management of observers and includes the following:
 - **contracts of employment**
 - **salaries and sea going rates**
 - **insurance**
 - **leave and time-off**
 - **confidentiality**





Administration Process

- **Observer leave**
 - **Fixed duration contract and salaries**
 - prescribed leave for time worked; and
 - additional leave based on time spent at sea (if necessary), based on the number of days spent at sea (e.g.: one-day-off for every seven sea-days).
 - **Ad hoc contract and sea-day rate (only paid when at sea)**
 - minimum break between trips to be determined (e.g.: 2 days-off for every seven sea-days)



Contract type	Advantages	Disadvantages
Monthly rate <i>(fixed monthly rate with no sea allowance)</i>	Observer can be used on shore (e.g. data processing); No additional salaries are required for training courses; Provides financial security; Facilitates financial planning of the programme.	Observers have no financial incentive to go to sea; Extra space is required on shore and tasks need to be allocated and supervised; More effort is required in personnel management
Sea-day rate <i>(only paid when at sea)</i>	If the income is related to vessel sea-days, programme financial planning is easy to carry out; Observers will always be incentivised to go to sea	Observers only available for other tasks when on shore if tasks are paid for; Observer lacks financial security.
Combination rate <i>Monthly salary at a fixed low rate completed by sea going allowance</i>	Observer can be used on shore (e.g., data processing); No additional salaries are required for training courses; Provides financial security; Observers will want to go to sea as the bulk of the salary comes from sea allowance	Difficult to financially plan the programme; Extra space is required on shore and tasks need to be allocated and supervised; More effort is required in personnel management.
Combination rate <i>Monthly salary at a normal fixed rate completed by a low sea going allowance</i>	Staff can be used on shore (e.g., data processing); No additional salaries are required for training courses; Inherent financial security; Easy to plan financially.	No financial incentive to go to sea

^[1] Travel days, stand-by days and report writing days are at the discretion of the organisation. In some cases, Observers are paid full rates “door to door” while other organisations might only charge full rates once the Observer has boarded the vessel and all standby and travel days might, for example, be charged at 50% of the agreed sea-day rates



Administration Process

- Observer contracts should specify:
 - salaries and sea going rates;
 - compliance to labour regulations with respect to benefits, leave and taxes;
 - the observer's job description;
 - disciplinary action for non-performance;
 - conditions for the deployment and the maintaining observer protocol on-board;
 - observer confidentiality statement; and
 - personal accident and injury insurance.





Administration Process

- **Insurance**
 - **Insurance cover for the Observer “while on-board the vessel”.**
 - **Vessel P&I insurance** (need to include observer on vessel crew list; Observers need to be in the possession of a valid STCW Basic Safety Training certificate (compliant with STCW95 amended in 2010);
 - **Other insurances**
 - **Insurance cover for the observer, “while on contract but not on-board”**
 - **Travel insurance policy**

International fishing is considered one of the occupations with the highest risk of personal accident and injury. Due to these high risks and costs of the insurance and possible high claims, it is advisable to seek professional legal advice when drawing up these clauses in a contract.





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