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Commission des Thons de l'Océan Indien

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IOTC Regional Observer Scheme

# Observer Programme Development & Logistic Coordination Workshop

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Observer Logistic Coordination

# OLC Workshop Objectives, Structure and Programme

[IOTC ROS OLC]



CapMarine  
Capricorn Marine Environmental

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Indian Ocean Tuna Commission  
IOTC Secretariat  
Le Chantier Mall (2nd floor)  
PO Box 1011  
Victoria Mahé - SEYCHELLES.  
Tel: +248 4225494  
Fax: +248 4224364  
Email:

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## **PROGRAMME OBJECTIVES AND OUTLINE**

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The background and processes that the observer programme coordination team will be expected to know and follow concerning the development of an observer programme and the deployment of observers are covered in detail. These will include:

1. observer programme mandate and objectives;
  - a. introduction to the IOTC Regional Observer Scheme (ROS) and National Observer Programme (NOP) requirements;
    - i. familiarisation with relevant IOTC resolutions
    - ii. familiarisation with IOTC ROS Standards
  - b. familiarisation with the mandate and objectives of NOP;
2. determining observer programme coverage and number of observers required;
3. identifying observer programme management structure (institutional structure, financial means, co-ordination team);
4. observer recruitment, training and administration;
5. sensitizing and planning deployments with the fishing industry and vessel operators;
  - a. allocation of observers to vessels;
  - b. vessel and company notification processes;
  - c. MOU with vessel operators;
  - d. Mechanisms for coordination with observer programmes of other CPCs;
6. Observer deployment
  - a. health and safety checks, pre-sea safety inspections process;
  - b. preparation of observer gear lists, sampling equipment and data forms;
  - c. preparation of trip instructions and of summary of IOTC Resolutions of relevance to the observer scheme;
  - d. observer briefing process;
  - e. in-trip coordination;
  - f. observer communications and reports (deployment & periodic & ad-hoc);
7. Observer disembarkation;
  - a. observer debriefing;
  - b. data cross-checking and verification;
  - c. observer trip reports; and
  - d. Data management, processing, quality control and reporting procedures;
  - e. Data submission to the IOTC Secretariat;
8. IOTC ROS e-reporting tools (installation, management and usage)
9. Training of debriefers;
10. Training of observer trainers.

For each of these points, procedures and relevant document preparation and processes to be followed are discussed for the different stages of developing an observer programme and coordinating deployments.

Emphasis is placed on the observer's health and safety at sea and the processes for supporting them at all stages of the deployment.

## OLC BLENDED LEARNING COURSE PLAN

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The course will be divided into three distinct parts:

- A. A e-training course, during which participants will autonomously complete a set of e-training modules on IOTC Resolutions and IOTC Regional Observer Scheme (ROS) Standards, the installation and usage of IOTC ROS e-reporting tool, and required theoretical background for debriefing and training observers. Access to e-training tool is to be provided to participants for a maximum period of one month. E-training is to be conducted in preparation to the partaking to the 5 day in-situs interactive OLC Workshop, the participation to the Scientific Field Observer (SFO) Training Course and the implementation of pilot observer deployments.
- B. A 5-day interactive practical workshop, during which participants will be required to research, discuss and draw up the documents that will form the basis of their own Observer Programme to meet both their national requirements and those of the IOTC – ROS. Outcomes from the participant's research and input will be designed to be incorporated into a final logistic coordination programme manual for specific use by the CPC;
- C. Practical implementation of observer training, deployment and debriefing, during which participants will be invited to (and/or attendance) to CPC observer training course and will be mentored into the conducting of CPC pilot observer deployments to acquire practical experience on observer programme coordination including: observer training, briefing, deployment, in-trip coordination, debriefing, data checking and reporting.

### **Note to CPC for personnel selection and objectives of the programme**

The primary objective of the programme is to train personnel for the observer programme administration and logistical coordination and complete a final set of customised documents and standard operating procedures that can be used with immediate effect to initiate the observer programme. Ideally the programme is completed with a practical deployment of an observer.

As far as possible, fisheries personnel or independent consultants allocated to the management and logistical coordination of the observer programme should have at least some of the following background or skills:

- an intimate knowledge of observer work, data collection and reporting;
- experience with the management and coordination of at-sea observers;
- a good understanding of the CPC fishery and the management of that fishery; and
- good communication skills that can give clear and understandable messages in a straightforward manner.

Depending on the CPC existing infrastructure and programmes in place some of the research and workshop tasks may not be achieved in the allotted time. As such participants may be required to continue with tasks afterhours. Should 7-days apportioned to the training be insufficient it may be necessary to extend the programme and/or use the e-learning tool to meet the final objective.

# OLC TRAINING CURRICULUM

## Training Requirement 1

IOTC ROS OLC TR1 <sup>1</sup>		Mandate for Observer Deployment
<b>Descriptor</b> Research national legislation and identify relevant sections that will support CPC observer programme and familiarisation with mandate provided by relevant Regional Fisheries Management Organisations (RFMOs). Research IOTC ROS Standards and identify relevant sections to CPC observer programme.		
Learning outcome	Assessment Criteria	Training methodology
1. Familiar with the mandate of their country's observer programme.	1.1 Participants will research relevant fisheries acts and extract relevant text that provides the legislative mandate to implement the programme and support the deployment of the observers.	<p>To complete this exercise a lead a person will be chosen to direct the research and write up and present the results. This person should preferably be the candidate selected as the overall observer programme manager.</p> <p>Participants must research and summarise their national legislation that refers to their national observer programme and paragraphs and text that require the country to cooperate with the IOTC Resolutions.</p> <p>The specific references must be extracted, which provide the <i>legal mandate</i> requiring their flagged vessels to accommodate an observer when requested and that allows the observer coordinator to place an observer onboard such a vessel. These references need to be clearly described so that it can be cross-referenced in other supporting documentation that will be developed during the training.</p>
2. Familiar with the objective of their country's observer programme.	2.1 Participants will ascertain observer programme objectives.	<p>To complete this exercise a lead will be chosen to direct the research and write up and present the results. The observer programme coordinator or programme administrator should preferably lead this outcome.</p> <p>The outcome of the research should produce a clear description of their country's observer programme objectives, cross referencing the</p>

<sup>1</sup> Indian Ocean Tuna Commission Regional Observer Scheme Observer Logistic Coordinator Training Requirements.

		<p>IOTC requirements for the ROS and their national legislation where appropriate.</p> <p>The final text should be suitable for further documentation that will be developed in the training.</p>
3. Familiar with IOTC resolutions relevant to the observer programme	<p>3.1 Participants will autonomously complete a set of e-training modules on IOTC Resolutions relevant to the observer programme in order to be able to revert to these for guidance when cross-referencing them with relevant Fisheries Act and Regulations.</p> <p>3.2 Participants will cross-reference the relevant text of the Fisheries Act and Regulations with IOTC resolutions relevant to the observer programme.</p>	<p>e-training, e-assignments and practical assignments.</p> <p>Participants will be required to research and identify in their Fisheries Act and Regulations references to the IOTC Resolutions relevant to the observer programme and to identify legislation gaps.</p> <p>These gaps need to be clearly described so they can be discussed and addressed by participants.</p> <p>Depending on the number of participants in the training, the research into outcome 3.2 may be run in parallel by two groups.</p>
4. Familiar with IOTC ROS standards.	<p>4.1 Participants will autonomously complete a set of e-training modules on IOTC ROS standards in order to be able to revert to these for guidance in the development of their Observer programme.</p> <p>4.2 Participants to ensure that IOTC ROS Standards and Guidelines are applied in the development of CPC NOP</p>	<p>e-training, e-assignments and practical assignments.</p> <p>Recommend that this outcome is researched by all candidates participating to the workshop.</p> <p>Participants must research and summarise IOTC RPS Standards and identify potential issues/limitations for their application to CPC NOP.</p> <p>These issues/limitations need to be clearly described.</p>
<p><b>Recommendation for facilitation</b></p> <p>Outcomes 1 to 4 from participants should be copied into the OLC manual under the relevant sections. This can then be reviewed by projecting 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. Potential issues/limitations for the application of IOTC ROS Standards and Guidelines to CPC NOP, identified by participants should be compiled and forward to the IOTC Secretariat by the CPC Authorities in the form of “Comments” to be taken into account in future reviews of IOTC ROS Standards and Guideline.</p>		
<p><b>Context and Method of assessment</b></p>		



Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.

The following assessment methods are suggested to achieve learning outcome 4:

- ✓ Completing of e-training modules;
- ✓ Written short answer questions to assess underpinning knowledge conducted with the e-training tool;
- ✓ Completing of e-assignments;
- ✓ Research and input to country final logistic coordination programme manual of IOTC ROS Standards

### Underpinning Knowledge

This module requires participants to have a good knowledge of country relevant fisheries Acts and Regulations, the IOTC Resolutions and ROS Standards.

## Training Requirement 2

IOTC ROS OLC TR2		Determining programme coverage and number of observers required
<b>Descriptor</b> Determining observer programme coverage and number of observers required based on programme objectives, existing fleets and resources.		
Learning outcome	Assessment Criteria	Training methodology
1. Familiar with the strategic plan for their country's observer programme.	1.1 Participants will select fleets and vessels to be covered by the observer programme based on programme objectives; 1.2 Participants will assess number of observers required to meet programme objectives; 1.3 Participants will develop a strategic plan for the observer programme based on programme objectives and existing resources.	Participants research the composition and record all details of their countries fishing fleet that will be required to accommodate observers. <i>[For some countries this may be a low number and all vessel names and details can be recorded. In some cases, there may be an exceptional large number of eligible vessels. In this situation attempt to break down into categories of vessel by length and gear and capture the number for each category]</i> . Possible access to this information would be to research number and details of licences issued. Participants need to research the number sea-days each vessel is likely to undertake in a year and where possible the number of fishing events for purse-seine and pole and line; of hooks for longline and net panels for gillnet. These figures may need to be estimated and

		extrapolated using best available information from the country's records. Using these figures, they need to calculate 10% observer coverage to ensure to meet the 5% minimum observer coverage per gear effort in accordance with the IOTC Res 11/04. Using the number of days / fishing events / hooks / net panels for an average fishing trip by a vessel, then calculate the potential number of trips undertaken by the fleet and number of trips that would require observers. The number of observers can be roughly calculated assuming one observer could possibly cover two out of every three trips that require observer coverage.
<b>Context and Method of assessment</b> Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.		
<b>Underpinning Knowledge</b> This module requires participants to have a good knowledge of country relevant fishing fleets.		

### Training Requirement 3

IOTC ROS OLC TR 3		Identify observer programme management structure
<b>Descriptor</b> Identify observer programme management structure including institutional structure, financial means, co-ordination team and respective functions.		
<b>Learning outcome</b>	<b>Assessment Criteria</b>	<b>Training methodology</b>
1. Familiar with existing institutional structure, resources and materials to manage CPC observer programme.	1.1 Participants will identify institutional, legal, financial, material and staff resources allocated to the national observer programme by the CPC.	Participants should already have been selected to meet the institutional structure of the observer programme. In an interactive class session, discuss the roles and job description of each of the participants and their role in establishing and the on-going management of the observer programme.  The participant that is destined to be the Senior officer of the programme should lead the discussions and provide feedback.

2. Familiar with potential financial means to manage CPC observer programme.	2.1 Participants will estimate Observer Program start-up and annual operational costs	<p>Task the class or a select group to investigate and set up a budget that includes all costs (<i>inter alia: salaries, equipment, rentals, logistics, training and insurance</i>), and indicate the source of income to cover these costs.</p> <p>The participant that is destined to be the administrative manager of the programme should lead the research and provide feedback.</p> <p>The facilitator to provide national observer programme budget examples and calculation tables and to provide support to the class.</p>
<b>Context and Method of assessment</b> <p>Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.</p>		

## Training Requirement 4

IOTC ROS OLC TR 4		Observer recruitment, training, registration and administration
<b>Descriptor</b> <p>Preparation of a list of recruitment requirements in the form of a recruitment checklist; of training requirements in the form of a guideline to train observers; of a personal information form for administrative purposes; and of an observer contract for deployment onto a vessel.</p>		
Learning outcome	Assessment Criteria	Training methodology
1. Familiar with recruitment requirements for new observers.	<p>1.1. Participants will prepare a guideline to recruit observers that includes minimum requirements for:</p> <ul style="list-style-type: none"> <li>✓ observer background and reference checks;</li> <li>✓ police clearance;</li> <li>✓ health certificate;</li> </ul>	<p>Participants to be tasked as a group to research, discuss and summarise in the form of a recruitment checklist and personnel information form, the foreseeable requirements candidates need to meet to be recruited. This should be done referencing the IOTC minimum requirements.</p> <p>The participant that is destined to be the administrative manager of the programme should lead the research and provide feedback.</p>
2. Familiar with training requirements for new observers.	2.1. Participants will prepare a guideline to train observers that includes	Participants to be tasked as group to research the availability of institutions in their country or region that can undertake the outsourced health and safety training that observers must have before they can be deployed; and to

	<p>minimum training requirements for:</p> <ul style="list-style-type: none"> <li>✓ STCW personal health and safety training and certification;</li> <li>✓ in-house observer training programme;</li> </ul>	<p>prepare a guideline to train observers inclusive of minimum requirements to access training, and minimum training requirements. This should be done referencing the IOTC minimum requirements.</p> <p>The participant that is destined to be the observer coordinator of the programme should lead the research and provide feedback.</p>
3. Familiar with ROS expectations on IOTC observer registration	3.1 Participants are to draft procedures for registering observers to be deployed in the context of the national implementation of the IOTC Regional Observe Scheme	<p>Participants to be tasked as group to draft procedures for registering observers with the IOTC Secretariat according to the process detailed under the IOTC ROS Standards.</p> <p>The participant that is destined to be the administrative manager of the programme should lead the research and provide feedback.</p>
4. Familiar with the administration process for contracting observers.	4.1 Observer contracts; and administrative process for paying observers and invoicing vessel operators.	<p>Participants to be tasked as group to discuss the items that should be included in an observer contract including salaries, leave and insurance.</p> <p>The facilitator to list these and then ensures they are included in a draft contract for the OLC manual.</p> <p>Participants need to be aware that the final contract they use must be approved by a qualified labour lawyer.</p> <p>The participant that is destined to be the administrative manager of the programme should lead the research and provide feedback.</p>
<p><b>Context and Method of assessment</b></p> <p>Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.</p>		
<p><b>Underpinning Knowledge</b></p> <p>This module requires participants to have a good knowledge of country administrative processes. It also requires participants to be familiar with the IOTC ROS Standards approved by the Commission.</p>		

## Training Requirement 5

IOTC ROS OLC TR 5		Sensitizing and planning deployments with the fishing industry	
<b>Descriptor</b>  Discussion and document preparation to be used to first sensitize the industry about the requirements of the observer programme. Discussion of possible mechanisms for the sharing and coordination of observers with other CPCs observer programmes.			
<b>Learning outcome</b>		<b>Assessment Criteria</b>	<b>Training methodology</b>
1. Familiar with processes of initiating a deployment onto a selected vessel.		<u>Circular to all Vessels</u>  1.1. Participants will prepare a brief to sensitizing the vessel operators and fishing industry of the observer programme;  1.2. Participants will prepare a letter of notification that will be used to provide vessel operators advanced notice of their requirement to take an observer for a specific period.  <u>Memorandum of Understanding (MOU) with vessel operators</u>  1.3. Participants will draft a MOU to be used in cooperation with the vessel operator onto which an observer is to be deployed:  ✓ incorporate and cross-reference the relevant legislative text from the Act that provides the legal mandate requiring the vessel to accommodate the observer;	Interactive session with participants to discuss items that need to be included in a letter to industry to advise them of the implementation of the observer programme. Facilitator to then use items identified to prepare a draft document for the OLC manual.  The class to be tasked and given <i>an hour</i> to prepare a notice that will be used to advise companies or a vessel operator for them to accommodate an observer on their next trip. In an interactive discussion, check that all legal requirements and references to the country’s legislation are covered.  Set up interactive discussion with class to identify all the key components that should be included in an MOU with a vessel operator.  Set up two or more smaller groups (depending on the class numbers, at least two persons to a group). Each group to discuss and expand on the detail required in one or more of the items identified. Group leaders should be selected according to their designation in the overall programme management with: <ul style="list-style-type: none"><li>• programme management covering legal and administrative content; and</li><li>• logistic coordinators covering observer and vessel responsibilities.</li></ul> Facilitator to assist in compiling the outcomes of the groups into a draft MOU. Final draft to be discussed and edited in an interactive class setting.

	<ul style="list-style-type: none"> <li>✓ incorporate the relevant text from the IOTC Resolution 11/04 requiring the deployment of the observers on vessels operating within the IOTC Convention Area;</li> <li>✓ include the relevant responsibilities of the vessel;</li> <li>✓ include the observer's tasks to be undertaken during a trip; and</li> <li>✓ include the observers' protocols that are expected to be adhered to by the observer.</li> </ul>	
2. Familiar with processes for the sharing of observers with other CPCs.	2.1. Participants will research existing LoUs between CPCs that will cover MOUs for the sharing of observers.	Participants are to research the need to share Observers with other Observer Programs, they should also research existing MoUs for the sharing of observers between CPCs..
<b>Context and Method of assessment</b>  Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.		
<b>Underpinning Knowledge</b>  This module requires participants to have a good knowledge of country relevant fisheries Acts. It also requires participants to be familiar with IOTC Resolution 11/04 and IOTC ROS Standards.		

## Training Requirement 6

IOTC ROS OLC TR 6		Preparation of the Observer for deployment, Briefing and Reporting			
<b>Descriptor</b>  Preparation of briefing notes, documents, checklists and standard operation procedures (SOPs) for an observer deployment and of formats for the different reports and a guide to observer on how to complete reports.					
Learning outcome		Assessment Criteria		Training methodology	
1. Familiar with logistical processes of briefing and deploying the observer and in-trip reporting and health and safety control;		<u>Observer briefing process</u>		The class as group to discuss and identify logistical steps for observer deployment including observer briefing, logistics, in-trip reporting, etc.  Divide the class into two groups. The candidate designated to be the OLC to lead one group and candidate designated as the programme administrator to lead second group. The items identified in the group discussion to be divided appropriately between groups. Each group will then for each item discuss and prepare check-lists and standard operating procedures (SOPs).  Facilitator to assist in final coordination and drafting of groups findings for inclusion into the OLC manual.	
		1.1. Participants will prepare observer protocols for an observer deployment including: <ul style="list-style-type: none"><li>✓ observer contracts (including payment schedules);</li><li>✓ deployment logistics to the point of deployment (flight booking, vessel and agent details, vessel transfer etc.);</li><li>✓ summary of IOTC Resolutions of relevance to the observer programme;</li></ul>			
		1.2. Participants will prepare checklists for: <ul style="list-style-type: none"><li>✓ gear issue (health and safety, work and sampling);</li><li>✓ sampling equipment and data forms;</li><li>✓ trip specific instructions;</li><li>✓ communication and reporting.</li></ul>			
		<u>Deployment</u>			
		1.3. Participants will prepare notes on logistics for travel to foreign ports and format for			

	<p>report on health and safety checks and pre-sea safety inspections and a guide on how to complete the report.</p> <p><u>In-trip coordination</u></p> <p>1.4. Participants will prepare report formats and guides on how to complete them for the deployment report, the in-trip reports (5-days, weekly, Ad hoc).</p>	
<p>2. Familiar with IOTC ROS data collection forms and guidelines for observers deployed on gear specific vessels:</p> <ul style="list-style-type: none"> <li>• Guidelines for Observers on Pelagic Longliners</li> <li>• Guidelines for Observers on Tuna Purse-seiners</li> <li>• Guidelines for Observers on Pelagic drift gill-netters</li> <li>• Guidelines for Observers on Pole and line vessel</li> </ul>	<p>2.1. Participants will get familiarized with IOTC ROS standard gear specific data collection forms and observer guidelines of importance to their programme.</p> <ul style="list-style-type: none"> <li>✓ General instructions</li> <li>✓ Work methodology</li> <li>✓ Sampling priorities</li> <li>✓ Work strategies</li> <li>✓ Form filling instructions</li> </ul>	e-training, e-assignments and practical assignments.
<p><b>Context and Method of assessment</b></p> <p>Assessment of this module is a final result arising from the participant's research and input to country final logistic coordination programme manual for specific use by the CPC.</p>		
<p><b>Underpinning Knowledge</b></p> <p>In this module participants would benefit from having previous observer experience and familiarisation with observer deployment.</p>		



## Training Requirement 7

IOTC ROS OLC TR7	Observer Disembarkation and post-trip coordination	
<b>Descriptor</b> Preparation of check-lists for debriefing, data checking and data submission.		
Learning outcome	Assessment Criteria	Training methodology
1. Familiar with post-trip coordination, data and report verification and data submission to the IOTC.	1.1. Participants will prepare check-lists for coordinating the observers disembarkation process. <div>✓ travel logistics; and</div> <div>✓ observer gear, report and data return.</div> 1.2. Participants will prepare check lists and standard operation procedures for receiving and storing the observers’ data. <div>✓ data verification and data capture;</div> <div>✓ submission of observer trip reports; and</div> <div>✓ submission of data to the IOTC</div>	The class as a group to discuss logical steps in data checking with the observer and prepare a Standard Operation Procedures (SOP) that ends with the submission of the data and report to the IOTC.  In interactive class discussions discuss steps of the SOP and suggested means of checking and verifying data accuracy and quality.  i.e. length-weight regressions, tables of length frequencies. Training tool for fish identification.  Role play how to address the issues, do we change the data, the self-testing.
<b>Context and Method of assessment</b>  Assessment of this module is a final result arising from the participant’s research and input to country final logistic coordination programme manual for specific use by the CPC.		
<b>Underpinning Knowledge</b>  In this module participants would benefit from having previous observer experience and familiarisation with observer deployment and data verification.		

## Training Requirement 8

IOTC ROS OLC TR8		IOTC ROS data collection and management tools			
<b>Descriptor</b>					
Completing a set of e-training modules and related assignments on IOTC ROS e-reporting tools.					
Learning outcome		Assessment Criteria		Training methodology	
1. Familiar with IOTC ROS e-Collection e-Tools Objectives and processes.		1.1. Participants will become familiarized with background and objectives of IOTC ROS data collection and management tools;		e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.	
2. Familiar with IOTC ROS e-Collection e-Tools Installation process.		2.1. Participants will install IOTC ROS IOTC ROS e-Collection Interface on one or more computers.			
3. Familiar with IOTC ROS e-Tools: e-Collection Interface Usage		3.1. Participants will enter a set of data into IOTC ROS e-reporting tool and will export it into IOTC ROS National Database.			
4. Familiar with IOTC ROS National Database.		4.1. Participants will install IOTC ROS National Database into their one laptop's.  4.2. Participants will import a set of dummy data they've input to with IOTC ROS e-Collection and Management Interface.  4.3. Participants will export database to produce a copy of the database in Microsoft Access and will crosscheck all the currently recorded data.  4.4. Participants will import and crosscheck at least one set of data collected by observers during training deployments.		e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.	

5. Able to submit information marked as “for reporting” to the IOTC Regional Observer Database.	5.1. Participants will export at least one set of data, collected by observers during training deployments, into IOTC ROS Regional Database.	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
<p><b>Context and Method of assessment</b></p> <p>Assessment of this module is a final result arising from the completing of e-training modules, associated practical assignments and the mentoring of the participants through the on-the-job component of using IOTC ROS e-reporting tools undertaken in real life situation or in a simulated workplace environment.</p> <p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>✓ Completing of e-training modules;</li> <li>✓ Written short answer questions to assess underpinning knowledge conducted with the e-training tool;</li> <li>✓ Completing of e-assignments;</li> <li>✓ Observation of the participants’ using IOTC ROS e-reporting tools to report data collected during observer deployment.</li> </ul>		
<p><b>Underpinning Knowledge</b></p> <p>In this module participants would benefit from having previous observer experience and familiarisation with database usage and data verification.</p>		

## Training Requirement 9

IOTC ROS OLC TR9	Debriefers Training
<p><b>Descriptor</b></p> <p>Participants will be required to autonomously complete e-training course modules designed to educate them in the techniques of interviewing observers and of debriefing observer collected information and material. OLC staff responsible for debriefing are to gain practical experience by being mentored in the completing of at least one debriefing process.</p> <p>This unit covers the performance outcomes, skills and knowledge necessary for a person to:</p> <ul style="list-style-type: none"> <li>• communicate effectively with a fisheries observer and use effective interview techniques as part of an established debriefing process and then provide effective feedback to the fisheries observer in order to improve their future performance;</li> <li>• be aware of the importance and application of the data obtained from an observer during a debriefing including a clear understanding of scientific, compliance and surveillance uses by national and regional agencies;</li> </ul>	

<ul style="list-style-type: none"> <li>to use the templates and protocols developed for the Indian Ocean Tuna Commission Regional Observer Scheme (IOTC ROS), when undertaking a debriefing process with a fisheries observer who has returned from a trip to sea;</li> <li></li> </ul>		
Learning outcome	Assessment Criteria	Training methodology
1. Communicate effectively with a fisheries observer during a debriefing process	1.1. Establish a positive and professional relationship during debriefing process; 1.2. Use active listening techniques during the debriefing process to seek further explanation relevant to the trip from the fisheries observer 1.3. Establish a positive rapport with the fisheries observer during the debriefing process through effective communication skills.	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
2. Apply interview techniques as part of the debriefing process	2.1. Apply effective interview techniques as part of the debriefing process (planning, preparing and implementing) to determine if the quality of data may have been compromised. 2.2. Provide constructive feedback during debriefing process to enhance observer performance and improve quality of data; 2.3. Request effective feedback during debriefing process to enhance observer programme performance;	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
3. Apply methods for the assessing of over-all skills as part of the debriefing process	3.1. Assess the over-all skill level of the observer by conducting tests or asking random general knowledge questions, by conducting	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers

	self-assessment; by getting feed-back from vessels and by placing observers in real life situations.	and/or collating and submitting data to IOTC undertake this training.
4. Apply knowledge of application of obtained data and information	<p>4.1. Demonstrate knowledge of the uses of observer data for scientific purposes by national and regional organisations;</p> <p>4.2. Demonstrate knowledge of the uses of observer data for monitoring and compliance purposes by national and regional organisations;</p> <p>4.3. Demonstrate knowledge of the uses of observer data for surveillance purposes by national and regional agencies;</p> <p>4.4. Identify the common errors made by observers when collecting data and explain their impact on data quality;</p> <p>4.5. Distinguish between incidents, critical incidents and infringements that may be discovered during the debriefing process and explain how to follow up.</p>	<p>e-training, e-assignments and practical assignments.</p> <p>Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.</p>
5. Complete a debriefing process with a fisheries observer.	<p>5.1. Complete the preliminary check on observer data on their arrival in port;</p> <p>5.2. Complete the debriefing checks on observer data prior to conduct full debriefing;</p> <p>5.3. Use debriefing templates developed by national or regional organisation to identify errors in the</p>	<p>e-training, e-assignments and practical assignments.</p> <p>Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.</p>

	observer data, remedy those errors where possible, and provide comprehensive feedback to the observer.	
<p><b><i>Critical aspects of competence</i></b></p> <p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> <li>✓ Create a professional debriefing environment that makes the observer feel comfortable and draws out the required information in relation to the observer trip.</li> <li>✓ Use a variety of questioning techniques that effectively gathers the required information.</li> <li>✓ Ask relevant random general knowledge questions to determine the observer's overall skill level</li> </ul> <p>Assessment must confirm knowledge of:</p> <ul style="list-style-type: none"> <li>✓ Common communication and interview techniques</li> <li>✓ IOTC debriefing programs and protocols</li> </ul>		
<p><b><i>Context and Method of assessment</i></b></p> <p>Assessment of this module is a final result arising from the completing of e-training modules, associated practical assignments and the mentoring of the participants through the on-the-job component of debriefing an observer, undertaken in real life situation or in a simulated workplace environment.</p> <p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>✓ Completing of e-training modules;</li> <li>✓ Written short answer questions to assess underpinning knowledge conducted with the e-training tool;</li> <li>✓ Completing of e-assignments;</li> <li>✓ Observation of the trainee debriefer conducting observer debriefing and assessment;</li> <li>✓ Examples of records, reports and other documentation completed by the debriefer.</li> </ul> <p>Resources required for assessment include:</p> <ul style="list-style-type: none"> <li>✓ Debriefing protocols</li> <li>✓ Debriefing data templates</li> <li>✓ Observer data templates, journal, and Observer Trip Report</li> </ul>		
<p><b><i>Underpinning Knowledge</i></b></p> <p>This module requires participants to have good literacy and numeracy skills used for interpretation of debriefing protocols, collection of data and information, accurate completion of templates, validating observer data and calculations.</p>		

## Training Requirement 10

IOTC ROS OLC TR10		Training of trainers	
<b>Descriptor</b>			
Participants will be required to autonomously complete a set of e-training modules on observer training and assessing procedures.			
OLC staff that present the skills, qualifications, experience and desire to become a trainer are to participate, where possible, in the CPCs’ Observer Training Course to gain practical experience by being mentored in the planning, organising and delivering of training to a group of Observers and with the planning, designing and developing assessment activities, assessing competence, and participating to the assessment validation of a group of Observers.			
Learning outcome		Assessment Criteria	Training methodology
1. Ability to plan, organise and deliver a training session to a group of Observers.		1.1. Interpret learning environment and delivery requirements;  1.2. Prepare session plans;  1.3. Prepare resources for delivery;  1.4. Deliver and facilitate training sessions;  1.5. Support and monitor learning.	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
2. Make a presentation		2.1. Prepare a presentation;  2.2. Deliver a presentation;  2.3. Review the presentation.	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
3. Design and develop learning programmes		3.1. Define parameters of the learning programme;  3.2. Develop programme content based on IOTC ROS Basic observer training curriculum;  3.3. Design structure of the learning programme.	e-training, e-assignments and practical assignments.  Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
4. Plan assessment activities and processes		4.1. Determine assessment approach;	e-training, e-assignments and practical assignments.

	4.2. Prepare the assessment plan; 4.3. Develop assessment instruments.	
5. Assess competence	5.1. Prepare for assessment; 5.2. Gather quality evidence; 5.3. Make the assessment decision; 5.4. Record/report the assessment decision; 5.5. Review the assessment process.	Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.
6. Design and develop assessment tools	6.1. Determine focus of the assessment tool; 6.2. Design assessment tool.	e-training, e-assignments and practical assignments.
7. Participate in assessment validation	7.1. Prepare for the validation process; 7.2. Contribute to the validation process; 7.3. Contribute to the validation outcomes.	Recommend that the candidates who will be responsible for coordinating observers and/or collating and submitting data to IOTC undertake this training.

#### ***Context and Method of assessment***

Assessment of this module is a final result arising from the completing of e-training modules, associated practical assignments and the mentoring of the participants through the on-the-job component of training observers undertaken in real life situation.

The following assessment methods are suggested:

- ✓ Completing of e-training modules;
- ✓ Written short answer questions to assess underpinning knowledge conducted with the e-training tool;
- ✓ Completing of e-assignments;
- ✓ Observation of the trainee trainer preparing, conducting and assessing observers during an observer training workshop;
- ✓ Examples of records, reports and other documentation completed by the debriefer.



## Training Requirement 11

IOTC ROS OLC TR 11	Safety at sea	
<b>Descriptor</b>  Discussion on CPCs management tools to prevent and deter unfavourable treatments towards observers. Document preparation to guarantee that Observers are deployed on safe/seaworthy vessels. Detail written procedure detailing the appropriate response to observer emergency situations at sea.		
<b>Learning outcome</b>	<b>Assessment Criteria</b>	<b>Training methodology</b>
1. Familiar with precautionary actions.	1.1. Participants will list CPC management tools to prevent and deter unfavourable treatments towards observers;  1.2. Participants will research and prepare a Vessel Safety Check (VSC) form.	Interactive session with participants to discuss existing CPC management tools to prevent and deter unfavourable treatments towards observers. As well as IOTC ROS standards on this matter.  Participants will draft a VSC procedure in line with the safety-at-sea standard procedures agreed by the IOTC Commission.
2. Emergency Action Plan (EAP)	2.1. Discuss and draw up a draft EAP. Cross reference this to the observer contract, vessel operators MOU and insurance considerations for the programme.	Interactive discussions on multiple aspects of an EAP to be appended to the MOU.  Facilitator to lead discussions and capture key items and prepare a table with incident and reaction sections.  Participants to draw up a draft EAP based on discussions held, examples provided and IOTC ROS standard on EAP.  Participants to cross reference draft EAP to the observer contract, vessel operators MOU and insurance considerations for the programme.
<b>Context and Method of assessment</b>  Assessment of this module is a final result arising from the participant’s research and input to country final logistic coordination programme manual for specific use by the CPC.		
<b>Underpinning Knowledge</b>  This module requires participants to have a good knowledge of country relevant at-sea safety legislation. It also requires participants to be familiar with IOTC ROS Standards.		

## Wrap-up - Compiling of final CPC logistic coordination programme manual

Wrap-up	Observer Logistic Coordination Guide	
<b>Descriptor</b>  Interactive practical workshop wrap-up and compilation of manual from the week training. Outstanding documents and materials that have been researched to be finalised and incorporated into manual text and annexures.		
<b>Outcome</b>	<b>Criteria</b>	<b>Methodology</b>
1. Country final logistic coordination programme manual for specific use by the CPC	1.1. Participants will compile final CPC logistic coordination programme manual. Final CPC manual contents should include inter alia:  ✓ observer programme mandate and mandate for observer deployment;  ✓ the observer programme overview;  ✓ observer recruitment and training;  ✓ observer administration;  - contracts of employment and salaries;  - insurance;  - sensitizing and planning deployments with the fishing industry and vessel operators;  - documentation and notifications covering deployments;  - memorandum of understanding, (MOU);	Facilitator to assist in putting up draft OLC manual on screen and proofread with class.  Main objective here for all participants to be fully aware of (and endorse) the manual content.

	<ul style="list-style-type: none"> <li>✓ preparation of the observer – observer briefing; <ul style="list-style-type: none"> <li>- deployment travel logistics;</li> <li>- vessel and trip details;</li> <li>- detailed sampling instructions;</li> <li>- gear check lists;</li> <li>- reporting protocols;</li> <li>- observer note books;</li> <li>- debriefing observers.</li> </ul> </li> <li>✓ Annexures to the manual consisting of working documents prepared during training: <ul style="list-style-type: none"> <li>- annexure 1 contract of employment (ad hoc sea-going);</li> <li>- annexure 2 statement of confidentiality;</li> <li>- annexure 3 industry sensation - circular to all vessels;</li> <li>- vessel notification (example of basic format);</li> <li>- annexure 4 guide to preparing the observer briefing notes;</li> <li>- annexure 5 deployment and equipment check-lists;</li> <li>- annexure 6 observer reporting formats;</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>- observer's deployment report;</li> <li>- observer status report format;</li> <li>- trip report.</li> </ul>	
<p><b>Context</b></p> <p>Final result arising from the participant's research and input to country final logistic coordination programme guide for specific use by the CPC</p>		
<p><b>Underpinning Knowledge</b></p> <p>This module requires attendance and active participation and contribution in the previous days of the OLC Workshop.</p>		

## **OLC Training agenda**

A tentative plan for the implementation of IOTC OLC Training Course has been developed to provide orientation on time allocated to different components of the training programme: theoretical e-training, interactive practical workshop, and practical implementation of observer training and deployment activities including briefing, deployment, in-trip coordination, debriefing, data checking and reporting.

### **OLC E-training**

#### **Part 1**

Access to the 1<sup>st</sup> part of the IOTC ROS OLC e-training to be provided at least 15 days before the implementation of the on-line interactive workshop. OLC team to undergo training modules corresponding to TR1 to TR7 and TR11 in preparation for the on-line interactive workshop independently on their own time. Training is expected to take a maximum time of 3 days. Participants will be able to access e-training modules on-line for a total period of 1 month.

#### **Part 2**

Access to the 2<sup>nd</sup> part of the IOTC ROS OLC e-training to be provided, at the latest, immediately after the implementation of the on-line interactive workshop. OLC team to undergo training modules corresponding to TR8, TR9 and TR10 in preparation for training practical implementation during which they shall be mentored from the distance into providing support to CPC Scientific Field Observer training and in conducting of CPC pilot observer deployments to acquire practical experience on observer programme coordination including: observer training, briefing, deployment, in-trip coordination, debriefing, data checking and reporting. Training is expected to take a maximum time of 1 week. Participants will be able to access e-training modules on-line for a total period of 1 month.

### **Observer Logistic Coordination on-line interactive workshop**

The Observer Logistic Coordination (OLC) online on-line interactive workshop is planned to take place over seven (7) days.

Online training time undertaken by participants with the facilitator will be determined by the requirements of the subject. It is estimated that this should not exceed an hour in a session and in most cases only require one in a day. The delivery includes a number of short PowerPoint presentations relevant to the training requirement and followed by question-and-answer sessions around the subject and assignments.

The majority of the training time will be undertaken by the participants off-line to complete the prescribed assignments. The outcomes of the assignments are designed to compile the CPC National Observer Program (NOP) OLC Guide a reference guide to the deployment and coordination of observers. It is envisaged that this will be a “living document” that the CPC observer coordinators and managers will maintain for their own use.

The attendance of the on-line sessions can be determined by the national observer coordination personnel and their role in the program. Similarly, the responsibilities to undertake and complete the assignments.

<b>Day 1</b> 1 or 2 sessions ~ approx. 2- hour. Day may be split to cover two sessions depending on progress.		<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR 1.01 & 1.02 Observer mandate	Review and analysis of countries legislation with respect to fisheries monitoring and determine mandate that provides for the deployment of observers in terms of the NOP.  Brief overview of international instruments that provide background to observer requirements	On-line presentation of PPT TR 1.01 & 1.02	<b>Practical assignment TR1.01</b>  Offline assignment for rest of day  <i>Submission and feedback on day 3 of the course.</i>
TR2 Determining observer programme coverage and number of observers required.	Analysis of the countries fishery and vessels eligible to accommodate observers in terms of IOTC ROS	Online presentation of PPT TR2.01	<b>Practical assignment TR2.01</b>  <i>Submission and feedback on day 3 of the course.</i>
TR3 Identify observer programme management structure	Discussion of OLC country management personal tasks and responsibilities	Online presentation of PPT TR 3.01 & 02	<b>Practical assignment TR3.01</b>  Draw up tables listing relevant personal assigned to ROS management and supporting structures covering job-description and responsibilities  <b>Practical assignment TR3.02</b> Draw up program budget. ( <i>Ref doc: supporting excel budget sheets</i> )  Submission at the end of 5-day course
<b>Day 2</b> 1 session ~ approx. 1 hour		<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR 4.01 & 4.02 & 4.03	Observers are expensive to train and are a valuable asset to a program. It is	Online presentation of PPT TR 4.01 to 4.03	<b>Practical assignment TR4.01, TR4.02 &amp; TR4.03)</b>

Observer recruitment, quantifications and contracting	<p>therefore, important to set up a strict recruitment process so that only the most eligible persons are selected that will successfully pass the training to become observers.</p> <p>Discuss requirements of the ROS in light of the expected qualifications and aspects of persons who are likely to become successful observers.</p>	Discussion of recruitment policies and method of advertising, assessing, and selecting candidates.	<p>Assignment divided into three sections.</p> <ol style="list-style-type: none"> <li>1. Recruitment</li> <li>2. In-house training and research outsourced H&amp;S training</li> <li>3. Registration of observers</li> </ol> <p><i>The assignment to be completed in own time offline and submitted at the end of the course.</i></p>
TR4.04	Observer's contract of employment	<p>Online presentation of PPT TR 4.04</p> <p>Discussion of recruitment policies and method of advertising, assessing, and selecting candidates.</p>	<p><b>Practical assignment TR4.04)</b></p> <p>Draw up a proposed observer contract considering the ROS requirements and national employment laws and conditions</p> <p><i>The assignment to be completed in own time offline and submitted at the end of the course.</i></p>
<b>Day 3</b> 1 session ~ approx. 1 to 2 hours		<b>PPT presentations</b> <b>Discussion and Q&amp;A</b> <b>Discuss assignment for TR1.01 &amp; TR1.02 and TR2.01 letters to sensitize the industry</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR 5.01 & .02	<p>Sensitizing the fishing industry to the observer program.</p> <p>Drafting an MOU to be signed with operators concerning the conditions and requirements of accommodating an observer onboard their vessels</p>	<p>Online presentation of PPT TR5.01&amp;.02</p> <p>Discuss requirement and content that should be included in a letter that will sensitize the industry to the ROS. Note:</p> <ul style="list-style-type: none"> <li>• National licence requirements</li> <li>• National legislation relevant to observers</li> </ul>	<p><b>Practical assignment TR5.01 and TR5.02</b></p> <p>Preparation offline of a draft letter to sensitize the fishing industry to the ROS</p> <p>Prepare a draft MOU to vessel operators citing national legislation</p> <p><i>The assignment to be completed in own time offline and submitted at the end of the course.</i></p>

		<ul style="list-style-type: none"> <li>IOTC requirements for observers</li> </ul> <p>Discuss the expected content of an MOU with a vessel operator to ensure observer safety and support of the observers' tasks.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Observer conduct</li> <li>Role of the vessel</li> </ul>	
<b>Day 4</b> 1 session ~ approx. 1 hours		<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR 6	<p>Logistical coordination to prepare an observer for a trip. Covering several key steps:</p> <ul style="list-style-type: none"> <li>observer notification and preparation of generic briefing notes and gear issue check lists;</li> <li>observer administration; and</li> </ul> <p>Observer briefing of tasks and any special sampling requirements. Be made familiar with relevant data forms</p>	<p>Online presentation of PPT TR6.01 and TR6.02</p> <p>Discussion of coordination and briefing process</p> <p>Discussion of relevant generic forms</p>	<p><b>Practical assignment TR6.01 and TR6.02</b></p> <p>Participants to prepare check lists and SOP's for an observer deployment.</p> <p>Familiarization with data collection forms</p> <p><i>The assignment to be completed in own time offline and submitted at the end of the course.</i></p>
<b>Day 5</b> 1 session ~ approx. 1 hours		<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR7	<p>Logistical processes of post-trip coordination, data and report verification and data submission to the IOTC.</p>	<p>Online presentation of PPT TR7</p> <p><i>(Cross reference PPT TR9.05)</i></p>	<p><b>Practical assignment TR7.01</b></p> <p>Participants to prepare check lists and SOP for an observer disembarkation and debriefing.</p>



		Discussion of post trip requirements for debriefing, trip report, and data submission.	
<b>Day 6</b> 1 session ~ approx. 2 hours		<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b> <i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>	
Training modules	Content	Delivery online	Participant involvement offline
TR11 Emergency Action Plan (EAP)	Review of H&S and observer EAP	Online presentation of PPT TR11.01 and PPT TR11.02  Discussion of the precautionary actions that exist within CPC management tools, to prevent and deter unfavourable treatments towards observers.  Emergency Action Plan (EAP) to safeguard observers at sea and possible rescue or evacuation.	<b>Practical assignment TR11.01 and TR11.02</b>  Prepare list of CPC precautionary actions.  Prepare standard operation procedures (SOP) for the conducting of Vessel Safety Checks.  Prepare a draft EAP including details of national search and rescue organisations and facilities that would be available to assist in the rescue or evacuation of an observer and in trip coordination protocols communication support and reports.
<b>Day 7</b>		<b>PPT presentations</b> <b>Online sessions to be planned according to workload and time required</b>	
Training modules	Content	Delivery online	Participant involvement offline
Course conclusion	Preparation of a draft NOP OLC Manual	Short review and discussion of assignments and preparation of a NOP OLC document.	<i>Submission of all assignment documents</i>

### OLC Mentoring into observer training and deployment activities

Training practical implementation during which participants shall be mentored from the distance into providing support to CPC Scientific Field Observer training course and in conducting of CPC pilot observer deployments to acquire practical experience on observer programme coordination including: observer training, briefing, deployment, in-trip coordination, debriefing, data checking and reporting.

Online support to CPC NOP OLC team for their mentoring into observer training and deployment is expected to have a maximum duration of 3 months following IOTC ROS SFO training course.