

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

Advise 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) | [2018/01/23-IOTCFRA001-PS] YYYY/MM/DD – IOTC Observer No. - vessel main gear code |
| 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