

### Observer Logistic Coordination Workshop Implementation of online training schedule

The Observer Logistic Coordination (OLC) online training workshop is planned to take place over seven (7) days. The online times between participants and a 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 presentation 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 a National Observer Program (NOP) reference and training document. It is envisaged that this will be a “living document” that the countries 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.

Trg Category	Content	Delivery online	Participant involvement offline	Up-load order
				ROS_OLC_Guide_final_for submission OLC_TRG_SCHEDULE
<b>Day 1</b>	<b>PPT presentations Discussion and Q&amp;A and discussion of assignments</b>		<b>1 or 2 sessions ~ approx. 2- hour Day may be split to cover two sessions depending on progress</b>	
Trg Category	Content	Delivery online	Participant involvement offline	Up-load order
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	<i>PPT and notes available online and expected that participants should be familiar with the content in advance of online presentation.</i>  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>	<b>Descriptor_IOTC ROS OLC TR1.01 &amp; TR1.02</b>  <b>Assignment_IOTC ROS OLC TR1.01 &amp; TR1.02</b>  <b>Presentation_IOTC ROS OLC TR1.01 &amp; TR1.02</b>

	background to observer requirements			
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>	<b>Descriptor_IOTC ROS OLC TR2.01</b>  <b>Assignment_IOTC ROS OLC TR2.01</b>  <b>Presentation_IOTC ROS OLC TR2.01</b>
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>Descriptor_IOTC ROS OLC TR3.01 &amp; TR3.02</b>  <b>Assignment_IOTC ROS OLC TR3.01</b>  <b>Assignment_IOTC ROS OLC TR3.02</b>  <b>Budget_calculation</b>  <b>Presentation_IOTC ROS OLC TR3.01 &amp; TR3.02</b>
<b>Day 2</b>	<b>PPT presentations Discussion and Q&amp;A and discussion of assignments</b>		<b>1 session ~ approx. 1 hour</b>	
<b>Trg Category</b>	<b>Content</b>	<b>Delivery online</b>	<b>Participant involvement offline</b>	<b>Up-load order</b>
TR 4.01 & 4.02 & 4.03 Observer recruitment, quantifications and contracting	Observers are expensive to train and are a valuable asset to a program. It is therefore, important to set up a strict recruitment process so that only the most eligible persons are selected that	<i>PPT and notes available online in advance.</i>  <i>Online presentation of PPT TR 4.01 to 4.03</i>	<b>Practical assignment TR4.01, TR4.02 &amp; TR4.03)</b> Assignment divided into three sections. 1. Recruitment	<b>Descriptor_IOTC ROS OLC TR4.01, TR4.02 &amp; TR4.03</b>  <b>Assignment_IOTC ROS OLC TR4.01, TR4.02 &amp; TR4.03</b>

	will successfully pass the training to become observers..  Discuss requirements of the ROS in light of the expected qualifications and aspects of persons who are likely to become successful observers.	Discussion of recruitment policies and method of advertising, assessing, and selecting candidates.	2. In-house training and research outsourced H&S training 3. Registration of observers  <i>The assignment to be completed in own time offline and submitted at the end of the course.</i>	<b>Presentation_IOTC ROS OLC TR4.01, TR4.02 and TR4.03</b>
TR4.04	Observer's contract of employment	Online presentation of PPT TR 4.04  Discussion of recruitment policies and method of advertising, assessing, and selecting candidates.	<b>Practical assignment TR4.04)</b>  Draw up a proposed observer contract considering the ROS requirements and national employment laws and conditions  <i>The assignment to be completed in own time offline and submitted at the end of the course.</i>	<b>Descriptor_IOTC ROS OLC TR4.04</b>  <b>Assignment_IOTC ROS OLC TR4.04</b>  <b>Presentation_IOTC ROS OLC TR4.04</b>
<b>Day 3</b>	<b>PPT presentations</b> <b>Discuss assignment Assignment for TR1.01 &amp; TR1.02 and TR2.01 letters to sensitize the industry</b>  <b>Discussion and Q&amp;A and discussion of assignments</b>		<b>1 session ~ approx. 1 to 2 hours</b>	
<b>Trg Category</b>	<b>Content</b>	<b>Delivery online</b>	<b>Participant involvement offline</b>	<b>Up-load order</b>
TR 5.01 & .02	Sensitizing the fishing industry to the observer program.  Drafting an MOU to be signed with operators concerning the conditions and requirements of	<i>PPT and notes available online in advance.</i>  Online presentation of PPT TR5.01&.02	<b>Practical assignment TR5.01 and TR5.02</b>	<b>Descriptor_IOTC ROS OLC TR5.01 and TR5.02</b>  <b>Assignment_IOTC ROS OLC TR5.01 and TR5.02</b>

	accommodating an observer onboard their vessels	<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> <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. Note:</p> <ul style="list-style-type: none"> <li>Observer conduct</li> <li>Role of the vessel</li> </ul>	<p>Preparation offline of a draft letter to sensitize the fishing industry to the ROS</p> <p>Prepare a draft MOU to vessel operators siting national legislation</p> <p><i>The assignment to be completed in own time offline and submitted at the end of the course.</i></p>	<b>Presentation_IOTC ROS OLC TR5.01 and TR5.02</b>
<b>Day 4</b>	<b>PPT presentations Discussion and Q&amp;A and discussion of assignments</b>		<b>1 session ~ approx. 1 hour</b>	
<b>Trg Category</b>	<b>Content</b>	<b>Delivery online</b>	<b>Participant involvement offline</b>	<b>Up-load order</b>
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><i>PPT and notes available online in advance.</i></p> <p>Online presentation of PPT TR6.01 and TR6.02</p> <p>Discussion of coordination and briefing process</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><b>Descriptor_IOTC ROS OLC TR6.01</b></p> <p><b>Assignment_IOTC ROS OLC TR6.01</b></p> <p><b>Presentation_IOTC ROS OLC TR6.01</b></p> <p><b>Descriptor_IOTC ROS OLC TR6.02</b></p>

	<ul style="list-style-type: none"> <li>in trip coordination protocols communication support and reports</li> </ul> <p>Observer briefing of tasks and any special sampling requirements. Be made familiar with relevant data forms</p>	Discussion of relevant generic forms	<i>The assignment to be completed in own time offline and submitted at the end of the course.</i>	<b>Assignment_IOTC ROS OLC TR6.02</b>  <b>Presentation_IOTC ROS OLC TR6.02</b>
<b>Day 5</b>	<b>PPT presentations</b> <b>Discussion and Q&amp;A and discussion of assignments</b>		<b>1 session ~ approx. 1 hour</b>	
Trg Category	Content	Delivery online	Participant involvement offline	Up-load order
TR7	Logistical processes of post-trip coordination, data and report verification and data submission to the IOTC.	<p><i>PPT and notes available online in advance.</i></p> <p>Online presentation of PPT TR7</p> <p><i>(Cross reference PPT TR9.05)</i></p> <p>Discussion of post trip requirements for debriefing, trip report, and data submission.</p>	<p><b>Practical assignment TR7.01</b></p> <p>Participants to prepare check lists and SOP for an observer disembarkation and debriefing.</p>	<p><b>Descriptor_IOTC ROS OLC TR7.01</b></p> <p><b>Assignment_IOTC ROS OLC TR7.01</b></p> <p><b>IOTC ROS OLC TR7.01</b></p>
<b>Two additional days required</b>	<b>Additional Q&amp;A and preparation for SFO training</b>		<b>Online sessions to be planned according to workload and time required</b>	
Trg Category	Content	Delivery online	Participant involvement offline	Up-load order
Emergency Action Plan (EAP)	Review of H&S and observer EAP	Discussion of Emergency Action Plan (EAP) to safeguard observers at sea and possible rescue or evacuation.	Prepare a draft EAP including details of national search and rescue organisations and facilities that would be available	Draft EAP

			to assist in the rescue or evacuation of an observer	
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>	Up-load submissions received from assignment to be used in compilation of a final NOP OLC Document