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Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien



OBSERVER PROGRAM DEVELOPMENT and OBSERVER LOGISTICAL COORDINATION WORKSHOP



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Post-trip coordination, data and report verification and data submission to the IOTC

IOTC ROS OLC TR7.01

Category: Observer Disembarkation and
post-trip coordination

[IOTC ROS OLC TR7]



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INTRODUCTION

The observer disembarkation and post-trip coordination is the last logistical process of an observer's deployment. It follows a sequence of pre-defined steps:

- **Administration**
- **Data preliminary checks**
- **Observer debriefing (full face-to-face debriefing)**
- **Observer evaluation and feedback**
- **Observer final data and trip report submission**
- **Final trip report and data submission** *(to national counterparts, foreign counterparts and RFMOs)*
- **Observer trip fees reconciliation**



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Administration

The observer disembarkation and post-trip coordination is the last logistical process of an observer's deployment. It follows a sequence of pre-defined steps:

- **notification of the observer's disembarkation**
- **return logistics**

Submission of travel receipts and form with disembarkation date, used to reclaim reimbursable costs and determine Observer final payment.

- **observer gear, report, and data return**

Upon disembarking/arrival Observer to contact NOP to submit preliminary report, gear, data forms and electronic data. Submission "check-list" to be filled.

- **observer safety check (wellbeing and critical incidents)**

Observer health and wellbeing to be confirmed. Observer to submit information on any critical incidents that require immediate action.

- **plan debriefing interview**



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Data preliminary checks

- Process **undertaken by** NOP staff ideally using standard debriefing templates to ensure rigorous debriefing
 - **Observer Coordinator and/or De-briefer**
 - **Data-base manager and/or Data analyst**
- Includes **cross-checking all observer trip data**
 - data forms
 - electronic entries
 - draft trip report
 - notebooks
- Allows to
 - **test the quality and accuracy of the data and query inconsistencies**
 - **prepare observer debriefing interview**
 - **test observer's competency and assists in identifying further training needs**



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Observer face-to-face debriefing

Meeting during which the observer must explain the reasons for inconsistencies in data collected and why certain data fields were left blank.

- to be conducted using gear specific standard debriefing templates, developed for this purpose to ensure rigorous debriefing
- to be conducted within 7 days following observer arrival
- to be conducted by a person that:
 - has at-sea experience as an observer (preferably with the relevant gear type)
 - understands how observer data is used for science
 - recognizes common errors made by observers
 - presents strong interpersonal communication skills
- to be used to clarify data inconsistencies
- to include preliminary trip report review and discussions on comments received back from the vessels captain or the operator (if any)



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Observer evaluation and feedback

Following debriefing Observer work is to be evaluated and constructive feedback provide to the observer.

NOP designated officer conducting the debriefing is to:

- **Evaluate** the **observer performance** using standard evaluation forms and score sheets
- **Provide** written or spoken **feedback to observers on their trips.**
- **Provide** written or spoken **feedback on solutions found on identified problems to NOP Database Manager** who shall resolve the identify problems where possible.



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Final trip report and data submission

Once data checked and approved it must be submitted via the approved channels and using approved formats. After final acceptance of the data and report all hard copies and back-ups to be archived in a secure location.

- Observers complete and deliver final trip report to NOP within 30 calendar days after debriefing.
- NOP forwards observer data to IOTC within 120 days (IOTC Res. 11/04)
 - the IOTC e-data collection and reporting tool,
 - one of the IOTC-endorsed electronic data reporting templates or
 - direct exchange mechanisms developed for well-established electronic tools already adopted at sub-regional level.
- Where CPC vessel fished in the EEZ of a coastal State, NOP submits collected data to the coastal State within 120 days (IOTC Res. 11/04).
- Where CPC established an MoU for the sharing of Observers and observer data, NOP submits data as per stated in the MoU.



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THANK YOU FOR YOUR PARTICIPATION



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