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## Agreed Minimum standards of the Regional Observer programme

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<b>Item Manuals &amp; Work- Books</b>	<b>Standard Required</b>
<p><b>Manual</b> is defined by the ROP as publications that serves to direct or indicate to an authorised observer by hard copy or electronic copy with information to assist with the roles and duties they are expected to carry out as an observer,</p> <p><b>Workbook</b> is defined as a book or pad that contains data collection forms, instruction or formats that an observer will be required to complete while carrying out their duties.</p> <p>Manuals and Workbooks may be a series of guides or may be produced as one publication.</p>	<p>The ROP standard agreed by the Commission for “Observer Manual/ Guidelines/Work books will be:</p> <p>CCMs have and use their respective Observer Manual/Guidelines and submit copies of these to the Secretariat.</p> <p>Each CCM National Observer Programme and Sub-Regional Observer Programmes will provide copies of their respective Observer Workbooks to the Secretariat.</p>
	<p><b>ROP expectation on the content of Manuals &amp; Work books</b></p> <p>Observer Manuals and Work books may include a number of publications or formats that an observer will use for guidance when carrying out duties on an observer trip. Manuals will be relevant to, and will contain current requirements and information for the use by the observers of the national programme.</p> <p>Manuals may be inclusive or may be produced individually and should include, but is not limited to; Observer operations guides, species ID guides, gear type &amp; electronic guides, guides on reporting and handling species of special interest. Guidelines on collecting, security and handling of data collected by the observer including, photo, videos, digital images and any other form of data collection. General operational guides and data collection guide lines</p> <p>At least one manual/workbooks issued to an observer commencing a Regional Observer Programme (ROP) trip should contain annexes or sections on the requirements of the Conservation Measures of the Commission(CMMs) and the details of the ROP.</p> <p>Copies of all national Manuals/Work books must be provided to the Secretariat of the WCPFC.</p>

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<b>Item</b> <b>Data Fields</b>	<b>Standard Required</b>
<p><b>Data Fields and Minimum Data Standards</b> is defined as Minimum Data Fields approved by the Commission for collection by ROP observers.</p>	<p>The agreed standard for “Data Fields, Management, Distribution and Use” will be that CCMs will use existing data field formats collected by their national or sub regional observer programmes and that also they will ensure that the Commission minimum data standard fields for the ROP are included in their data collection formats.</p>
	<p><b>ROP expectation on the collection of ROP Minimum Standard Data fields</b></p> <p>ROP data includes data collected by an observer when they are on the high seas or in zones other than the flag of the vessel they are aboard.</p> <p>Programmes may continue to use their own formats; however programmes will need to review the data collected by their observers to include the minimum data fields required by the Commission. This will need to occur before 2012.</p> <p>Data collected by national (NOP) or sub regional observer programmes (SOP) on ROP trips, (original hard copy or unaltered scanned copy) will be sent to the Commission designated data provider ( SPC) or to the Commission Secretariat as soon as practical after the return of an observer from their trip.</p> <p>All ROP observer data is confidential and may not be distributed or given to any unauthorized organisation or person without approval of the Executive Director of the WCPFC.</p>

<b>Item</b> <b>Sea Safety</b>	<b>Standard Required</b>
<p>Sea Safety involves the training of sea safety procedure observer receive before they are permitted to carry out duties on board a vessel at sea.</p>	<p>The standard for “Sea - Safety” is that all ROP observers must undergo training in sea safety and emergency procedures, and that such training procedures be made available to the Secretariat.</p>
	<p><b>ROP expectation on Sea Safety</b></p> <p>Programmes are expected to ensure that all observers are trained to an international standard on Safety at Sea by a certified person, school, college or maritime authority.</p> <p>Sea safety training should include instructions in the use of life rafts, life vests, first aid, fire extinguishers, rescue protocols and communications and other essential elements of safety..</p> <p>Observers should be made aware that they have the right to refuse to board a particular vessel if they consider it to be un-safe.</p>

Item	Standard Required
<p><b>Training</b></p> <p><b>Training</b> should include but not be limited to</p> <ol style="list-style-type: none"> <li>1. Fisheries management;</li> <li>2. Understanding MCS;</li> <li>3. WCPFC Convention and related CMMs;</li> <li>4. Importance of observer programmes , understanding authority and responsibilities of observers</li> <li>5. Safety at sea – emergencies at sea, survival at sea</li> <li>6. First Aid</li> <li>7. Species identification, including target, non-target, protected species, etc.</li> <li>8. Fishing vessel &amp; Gear types</li> <li>9. Vessel identification &amp; markings</li> <li>10. Techniques of verification of catch logbooks</li> <li>11. Techniques of estimating catch and species composition</li> <li>12. Fish sampling, Measuring and Weighing techniques.</li> <li>13. Preservation of samples for analysis;</li> <li>14. Data collection codes and data collection formats</li> <li>15. Use of digital recorders</li> <li>16. Knowledge of navigation including latitude/longitude; compasses; bearings;; chart work; plotting a position;</li> <li>17. Electronic equipment &amp; understanding their operations</li> <li>18. The use of radios &amp; communications;</li> <li>19. Verbal debriefing &amp; Report Writing</li> <li>20. Health at Sea issues</li> </ol>	<p>Standard for “Observer Training” is that training programmes should be linked to the Commission’s decisions in place, available for review and training programme materials provided to the Secretariat</p> <p><b>ROP expectation on the Training of Observers for the ROP</b></p> <p>Without specially designed training an observer programme will suffer from unprofessional behavior, poor data outputs and lack of respect from the industry and other sections of the fisheries management authorities. Training must therefore be considered as a key element in the development of an observer programme.</p> <p>The qualifications and background of current or potential observers must be analyzed in relation to the objectives of the programme and any proposed programme structure.</p> <p><b>Instructors</b> The best training instructors are those who have an intimate knowledge of observer work, have experienced conditions at sea, have a good understanding of the fishery, and can communicate training messages in clear and straight forward manner. NOP/SOP Programme coordinators should also take part in the training, in order to develop closer relationships with their potential observers.</p> <p><b>Venues</b></p> <p>Training should be conducted in suitable training facilities with appropriate equipment. Marine colleges are favorable venues for observer training but are not essential.</p> <p><b>Education/ Entrance</b></p> <p>Qualifications for entry to observer training may vary from programme to programme. Some may require a degree level applicant, others a high school level and others may be required to participate in an entrance exam before being accepted into an observer course. Regardless of the entrance criteria the output of the training is the important result.</p> <p><b>Certification</b></p> <p>Observers will be authorised by these training programmes and must reach a high level of competency. Observer will be required to be categorized as fully trained in one or all of the gear types below</p> <ol style="list-style-type: none"> <li>a) Purse seine</li> <li>b) Longline</li> <li>c) Pole and Line</li> <li>d) Other gear types Troll, Trawl, hand line etc</li> </ol>

Item	Standard Required
<b>Observer Trainers</b>	The ROP standard agreed by the Commission for “Observer for observer Trainers will be:
Observer Trainers are persons who have been authorized by the NOP to train observers on their behalf. Trainers may be internal to the programme or may be specialists brought in from other programmes or organisations.	<p data-bbox="584 371 1452 472">“CCMs will use existing national and sub-regional training standards. CCMs will develop trainer qualifications, available for review by the Secretariat.”</p> <p data-bbox="584 499 1070 528"><b>ROP expectation on the use of trainers</b></p> <p data-bbox="584 551 1150 580">The best training instructors are those who have</p> <ul data-bbox="632 602 1453 860" style="list-style-type: none"> <li>• an intimate knowledge of observer work, data collections and reporting</li> <li>• experienced conditions at sea as an observer,</li> <li>• a good understanding of the fishery and the management of that fishery,</li> <li>• to be able to communicate training messages in clear and straight forward manner.</li> </ul> <p data-bbox="584 882 1461 947">Observer Trainers should have undergone a series of training programmes designed to educate persons in the training of observers.</p> <p data-bbox="584 969 1469 1034">NOP/SOP Programme coordinators should also take part in the training, in order to develop closer relationships with their potential observers</p>

Item	Standard Required
<b>Code of Conduct</b>	The agreed standard for “Code of Conduct” is that each CCM should have a Code of Conduct in place, available to each observer, available for review and if not in place, to be developed.
Code of Conduct should provide a set of guiding principles relating to accepted behaviour and standards of conduct while serving as an ROP Observer	<p data-bbox="568 1330 1038 1359"><b>ROP expectation on Code of Conduct</b></p> <ul data-bbox="616 1370 1469 1868" style="list-style-type: none"> <li>➤ Code of Conduct will be monitored by the observer provider that supplies the observer for ROP duties.</li> <li>➤ Alleged breaches reported by a vessel captain, or master, of the Code of Conduct by an ROP observer will be investigated by the observer provider.</li> <li>➤ A written copy of the allegation will be forwarded to the Commission Secretariat by the Flag State or provider.</li> <li>➤ The observer provider will investigate the allegations, and according to the results of their investigation, they will make recommendations on any action to be taken.</li> <li>➤ The recommended action by the observer provider will be reported to the vessel flag State and to the Secretariat of the Commission who will include the findings in their annual report to the TCC and Commission.</li> </ul> <p data-bbox="568 1883 1469 2002">After considering the investigation carried out by the Observer Provider, the Commission ROP will have the right to decide whether the observer involved will be restricted or is permitted to perform any further duties for the ROP.</p>

Item	Standard Required
<p data-bbox="113 203 533 309"><b>Coordinating Observer Placements and the Deployment of Observers</b></p> <p data-bbox="113 338 533 562">The provider of the observers will be responsible for the deployment of the observer and will ensure the selected observer is provided with all possible assistance to board a vessel</p>	<p data-bbox="533 203 1477 421">. The standard for “Coordinating Placement” is that the WCPFC National Observer Programme Coordinator should be in place, there should be a system for observer placement administration and that documentation describing observer placement administration should be provided to the Secretariat. Audit measures to check on deployment procedures will be developed by the Secretariat</p> <p data-bbox="533 427 1477 501"><b>ROP expectation on Coordinating Observer Placements and the Deployment of Observers</b></p> <ol data-bbox="533 508 1477 2000" style="list-style-type: none"> <li>1. It is the responsibility of the observer provider to administer observer placement costs and they may be recovered by various means. Providers should organise the final payment of the ROP observers salary and sea allowances provided all commitments are completed as soon as practical after the observers return to port;</li> <li>2. The provider will also be expected to carry out the following functions;</li> <li>3. Communicate to flag State about intending deployments and arrange date and time of boarding’s.</li> <li>4. Communicate to the ROP observer on the agreed boarding date and time</li> <li>5. Assist with the procurement of observer visas, entry permits, waivers and any travel documents required to transport the observer to the departure or arrival port of the vessel.</li> <li>6. Organize all travel arrangements including air, bus or ferry schedules;</li> <li>7. Brief ROP observer on any prioritized scientific, biological, management and operational data that is required to be collected for each trip;</li> <li>8. Coordinate a briefing of the ROP observer and the vessel captain or master before departure to advise on the CMM and other obligations regarding the observer and vessel.</li> <li>9. Check the safety standards of the vessel before the observer departs;</li> <li>10. Ensure all relevant equipment to the ROP observer for carrying out their duties, including the collection of data and biological sampling is supplied.</li> <li>11. Supply forms and workbooks in whatever format is used in the national programme, but ensuring that it contain the ROP minimum data standards;</li> <li>12. Ensure the vessel understands that the observer has proper accommodation and bedding;</li> <li>13. arrange another vessel for boarding preferably from the same flag State fleet if due to unforeseen circumstances the target vessel becomes unavailable due to mechanical or other problems such as safety, and is not favourable to the placement of an ROP observer;</li> <li>14. Arrange communication schedules with observers for the time they are on board the vessel;</li> <li>15. Debrief the ROP observer, using ROP authorised debriefers as soon as possible on their return to port;</li> <li>16. Collect from the observer all data, images, and reports after their trip;</li> <li>17. Ensure all data obligations made at WCPFC meetings on ROP data is followed.</li> <li>18. maintain regular contact with the observer after their return to provide technical support, personal support, and information on new developments, and to assure the ROP observer is in good health after the trip, and to inform the observer of any future boarding’s or relevant issues arising from the trip just completed;</li> </ol>

Item	Standard Required
<p><b>Briefing and Debriefing</b></p> <p><u>Briefing</u> of observers is a specially arranged session with the observer and an endorsed briefing person, to ensure that they understand clearly the roles and duties they are expected to carry out on a vessel before a trip.</p> <p><u>Debriefing</u> of observers, is a specially arranged session with the observer and an endorsed debriefer to ensure that the data and information collected is checked for discrepancies and can be corrected before the information is entered into a data base</p> <p>It is also a period when the observer can report critical incidents for further attention.</p>	<p>The interim standard for “Briefing and De-briefing of observers” is that there is a system for briefing and de-briefing of observers in place and documentation describing briefing and de-briefing available to the Secretariat</p>
	<p><b>ROP expectation on the briefing and debriefing of Observers for the ROP</b></p>
	<p>Different stages of briefing may be carried out before an observer departs on their trip</p> <p>1<sup>st</sup> stage Observers to be briefed by the provider</p> <p>2<sup>nd</sup> Stage Observer and vessel briefed together by authorised briefers or officer.</p> <p>This may be done separately or combined in the one debriefing if time does not permit two briefings</p> <p>When briefing or debriefing the following should apply:</p> <ul style="list-style-type: none"> <li>• Briefings/debriefings must be facilitated by an experienced facilitator and should be conducted at the beginning and end of an observer trip.</li> <li>• Briefings/debriefings standards should follow a consistent format.</li> <li>• Briefing should provide opportunities to ensure that both the captain and observer fully understand the role of the observer on board the vessel.</li> <li>• Observer providers authorised by the Commission ROP are to ensure rigorous and continuous briefing/debriefing of their observers is carried out.</li> <li>• The utmost effort is made to ensure that a new observer should not be placed unless a proper briefing meeting can be arranged.</li> <li>• Debriefing should occur as soon as is practical after the observer leaves the vessel.</li> </ul>

Item	Standard Required
<p><b>Briefing and Debriefing Training</b></p> <p>Debriefing Training will be specialised training by qualified person/s., of a group of participants selected by a rigorous selection criteria to become fully authorised observer debriefers of all gear types.</p>	<p>The Interim Standard for qualification of observer debriefers is that debriefers will be experienced in observer matters and that CCMs will use existing national and sub-regional programme standards for debriefers. CCMs will prepare qualifications for a debriefer, available for review by the Secretariat.</p>
	<p><b>ROP expectation on the briefing and debriefing of the training of Observers for the ROP</b></p>
	<p>Debriefer trainers should have undergone a series of training programmes designed to educate them in the techniques of interviewing observers and to debrief observer collected information and material.</p> <p>Debriefer training instructors should have:</p>

	<ul style="list-style-type: none"> <li>• an intimate knowledge of observer work, data collections and reporting</li> <li>• experienced conditions at sea preferably as an observer,</li> <li>• a good understanding of the fishery and the management of that fishery,</li> <li>• good communication skills that can give clear and understandable messages in a straight forward manner.</li> </ul> <p>Note **</p> <p>Where practical NOP/SOP Programme coordinators should also take part in the training, in order to develop closer relationships with their potential debriefers and observers.</p>
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<p><b>Item</b></p> <p><b>Equipment and Materials</b></p> <p>Equipment and materials is equipment and materials that an observer will require to safely carry out their roles and tasks on board a vessel.</p>	<p><b>Standard Required</b></p>
	<p>The standard for “Equipment and Materials” is that observers are provided with appropriate equipment, including safety equipment to carry out their roles and tasks on board a vessel.</p>
	<p><b>ROP expectation on the equipment and Materials of Observers for the ROP</b></p> <ul style="list-style-type: none"> <li>• Equipment and Materials should be dependant of gear type.</li> <li>• Equipment should be dependent on climate area the vessel is fishing.</li> <li>• Safety equipment includes items, hard hats, proper deck working boots or shoes, gloves and protective sun glasses.</li> <li>• Observers should not board vessels until they have been fully kitted out</li> <li>• Equipment for work must be in a good working order and safety gear should have regular checks.</li> </ul>

<p><b>Item</b></p> <p><b>Communications</b></p> <p>Communication means that the observer must be aware of the use of communications equipment on board a vessel for their use when required.</p>	<p><b>Standard Required</b></p>
	<p>The standard for “Communications” is that observers have access to appropriate communication facilities, including emergency communication facilities while on board a vessel.</p>
	<p><b>ROP expectation on Communications for Observers of the ROP</b></p> <ul style="list-style-type: none"> <li>• Providers should have established regular communication procedure with their observers during a trip.</li> <li>• Providers should ensure that observers understand Safety Communication Codes and protocols before boarding a vessel</li> </ul>

	<ul style="list-style-type: none"> <li>• Providers should inform the vessel that they must allow the observer to have access to Communications and should assist when required.</li> <li>• Work related communications should be paid for by the provider unless other arrangements are in place.</li> <li>• Private communications should be available but paid for by the observer.</li> </ul>
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<b>Item</b>	<b>Standard Required</b>
<b>Performance of Observers</b> Measuring Performance of an observer” is a means to report on the performance of the observers with the programme.	The standard for “Measuring Performance” is a means to report on the performance of the observer programme and a means to report on the performance of individual observers as part of the annual reporting requirements established by the Commission.
	<b>ROP expectation on performance of observers used in the ROP</b>
	Observers shall be: <ul style="list-style-type: none"> <li>• trained and certified /authorised by their programmes;</li> <li>• trained to acceptable Commission standards;</li> <li>• expected, to collect quality data;</li> <li>• expected to make comprehensive and detailed written reports;</li> <li>• expected to show well mannered behaviour on trips or when travelling to or from vessels;</li> <li>• clear of any criminal record;</li> <li>• able to travel through or to any country;</li> </ul>

<b>Item</b>	<b>Standard Required</b>
<b>Dispute Settlement</b> Dispute occurs when two or more parties disagree over matters involving the roles and tasks of the observer, operations of the vessel, or any other issue involving the observer and a second party. The programme will have procedures to prevent the escalation of conflict, through mediation, facilitation, conciliation, and training.  Disputes resolution may require the appointment of a appropriately-composed expert or technical panel.	The standard for “Dispute Settlement” is a dispute resolution mechanism in place, and if not in place, to be developed, and a description of the dispute resolution mechanism provided to the Secretariat
	<b>ROP expectation on Dispute Settlements used in the ROP</b>
	The programme will have in place the following: <p>A procedure to report disputes for both the observer and the vessel.</p> <p>A consultations process allowing all parties to make statements</p> <p>Process to determine a resolution of the problem through mediation, facilitation, conciliation.</p> <p>Process to appoint an appropriately-composed expert or technical panels if required to resolve the dispute.</p>

<b>Item</b>	<b>Standard Required</b>
<p><b>Authorization Process</b></p> <p>Authorisation process is the standards required to obtain interim authorisation to be part of the ROP.</p> <p>Also the process of gaining full authorisation by June 2012.</p>	<p>The Secretariat will authorize national observer programmes, rather than individual observers; this is consistent with the Convention text. CMM-2007-01 Para 12(b) also states that the Secretariat will authorize observer providers.</p> <p><b>ROP expectation on the authorisation process used to be part of ROP.</b></p> <p>Before auditing takes place the programme will have been interim authorised by the Secretariat according to the rules and standards as adopted by the Commission.</p> <p>This will necessitate all programmes to:</p> <ul style="list-style-type: none"> <li>• Supply manuals and guides to the secretariat</li> <li>• Nominate a national ROP Observer Coordinator</li> <li>• Supply lists of all current observers.</li> <li>• Supply an official letter requesting ROP inclusion</li> </ul>

<b>Item</b>	<b>Standard Required</b>
<p><b>Observer Coverage</b></p> <p>Authorisation process is the standards required to obtain interim authorisation to be part of the ROP.</p> <p>The process of gaining full authorisation is to be carried out by June 2012.</p>	<p>Observer coverage for purse seiners is 100% since Jan 2010</p> <p>Observer coverage is 5% for long liners by 2012</p> <p><b>ROP expectation on coverage used in the ROP</b></p> <p>The format of the Annual Report Part 2 is to accommodate information regarding ROP Observer coverage.</p> <p>Observer placements are to be conveyed to the ROP using the table below</p>

<b>Item</b>	<b>Standard Required</b>
<p><b>Insurance and Liability</b></p> <p>Providers are to show that their observers have health, safety and liability insurance available to them before embarking on an observer trip.</p>	<p>The Interim Standard for Insurance of Observers for ROP duties is that CCMs will use existing national standards for health and safety insurance. CCM providers of observers will make sure an observer placed on a vessel for ROP duties, has health and safety insurance.</p> <p><b>ROP expectation on Insurance and Liability for observers</b></p> <p>The observer programme will have in place the following:</p> <ul style="list-style-type: none"> <li>➤ A national health and safety standard for insurance available for all observers.</li> <li>➤ A checking system ensuring that Observers are insured at all times during their employment.</li> </ul>

Item	Standard Required
<p><b>Vessel Safety Check list (VSC) format</b></p> <p>VSC format should be designed to evaluate the Safety of the vessel before an observer makes a boarding.</p> <p>Commission has a format as a guideline and national formats should be similar or the same.</p>	<p>The interim minimum standard for a Vessel Safety Checklist (VSC) will be that a CCM should have a VSC in place, and to be used prior to an observer boarding a vessel; and if not in place, CCMs may use, as a guideline, the VSC developed by the Commission.</p> <hr/> <p><b>ROP expectation on Vessel Safety for the ROP</b></p> <p>All programmes will have a vessel safety format that can be used to determine if a vessel is safe for an observer to board.</p> <p>If not using the Commission VSC format, observer programmes should submit copies of their VSC to the Secretariat.</p> <p>A VSC will apply before each boarding of an observer on a vessel.</p> <p>Observer has the right to refuse the boarding if the VSC highlights that the vessel does not comply with expected standards.</p>

Item	Commission Requirements
<p><b>Conservation and Management Measures adherence</b></p> <p><b>CMM's</b></p> <p>Providers should display the procedures and mechanism in which they keep observers informed on CMM requirements and should have the ability to carry out additional training on a regular basis of the monitoring requirements.</p>	<p>The providers are to ensure that all observers fully understand the content of the CMM's especially in relation to their roles and tasks in monitoring the CMM,s</p> <hr/> <p><b>ROP expectation on CMM's for observers</b></p> <p>The observer programme will have in place the following:</p> <ul style="list-style-type: none"> <li>➤ A system to ensure all the programme and observers are continually updated on the requirements of the CMM's</li> <li>➤ Ability to ensure observers can be trained in the monitoring of new tasks and roles brought about by the monitoring provisions of the CMM/s</li> </ul>