



Agreed Minimum Standards and Guidelines of the Regional Observer Programme Audit Questionnaire

The agreed minimum standards are part of the Commission Audit process of Regional Observer Programmes (ROP); questions related to the standards are asked during the audit process to determine if a programme is fulfilling the required standard, or whether the programme may need assistance to help achieve the required standards.

The majority of the agreed minimum standards for the ROP were generated and discussed during the IWGROP (1) (2) (3) workshops 2007-2009 since then IWGROP4 2015 has added additional standards, and other standards have been individually discussed at various subsidiary meetings and are also included. The meetings where the standards were discussed recommended and agreed have been included at the end of each standard. Also, included at the end of this document are suggested guidelines for ROP's to use as guides; these were agreed to be guidelines rather than agreed minimum standards and are included for information only.

Several standards were agreed as per the IWG/SC/TCC meetings recommendations with no changes at the annual Commission meetings. Some IWG/SC/TCC recommendations were discussed further and changed at the Commission annual meeting. Therefore, the subsidiary body meeting recommendations may vary slightly in wording from the original recommendation from the annual Commission meetings. All the agreed standards are required to be maintained by the Commission ROP's. The ROP expectations in these tables are guides unless indicated otherwise on how the minimum standard maybe achieved.

This questionnaire is an example of questions that would be asked at a interview. If a question is not relevant to your programme N/A should be placed in the comments area. If there are any further questions or clarifications required, please contact the WCPFC Audit & Training Consultant Karl Staisch karl.staisch@wcpfc.int

Name of Person/s attending the interview/ filling out the questionnaire -

Position -

Name of Programme -- Pacific Island Regional Observer Program (Hawaii)

Number of Observers in Programme --

Thank You

Item	Standard Required
<u>Authorization Process</u> Authorisation process is the standards required to obtain interim and full authorisation to be part of the ROP. The process of gaining full authorisation is to be carried out following an audit of the programme to ensure that standards are in place or are being developed	The Secretariat will authorize national observer programmes, rather than individual observers; this is consistent with the Convention text. CMM-2018-05 Para13(b) also states that the Secretariat will authorize observer providers. <i>IWGROP2/TCC4/WCPFC5/WCPFC15</i> ROP expectation on the authorisation process. Before the auditing takes place, the programme will have been interim authorised by the Secretariat according to the rules and standards as adopted by the Commission. This will necessitate all programmes to: <ul style="list-style-type: none"> • Supply manuals and guides to the Secretariat • Nominate a National ROP Observer Coordinator • Supply lists of all current observers. • Supply an official letter requesting ROP inclusion. Refer <i>IWGROP2/TCC4/WCPFC5</i>
1. Has the programme been previously authorised to be part of the ROP?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment – PIRO observer programme was last audited in 2020	
2. Where there any deficiency in previous Audits?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Comment . There were no deficiencies noted in the 3 rd audit conducted in 2020	
3. Does the programme supply regular updates of the names of qualified observers trained in their programmes to the ROP Secretariat?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment PIRO does not send any notifications to the Secretariat, However they do advises the secretariat of observer if requested	
4. Has the programme supplied programme manuals and guides to the Secretariat?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment Piro use their own developed manuals and ID guides which have been supplied in the past to the Secreatiat	
5. Has the programme supplied current details of the ROP Coordinator to the Secretariat?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment Coordinator is listed in the Observer contacts for the ROP on WCPFC Website	

Item	Standard Required
<p><u>Briefing and Debriefing</u></p> <p><u>Briefing</u> of observers is a specially arranged session with the observer and provider endorsed briefing personnel; Briefing is to ensure that the observer understand clearly the roles and duties the observers 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 the provider endorsed debriefer to ensure that the data and information collected by an observer is checked for errors or mistakes and can be corrected before the Information is entered into a data base or used for analysis.</p> <p>It is also a period when the observer can report critical incidents for further attention.</p>	<p>The 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 <i>IWGROP2/TCC4/WCPFC5</i></p>
	<p>ROP Expectation on the “Briefing and Debriefing” of Observers</p>
	<p>Different stages of briefing may be carried out before an observer departs on their trip</p> <ol style="list-style-type: none"> 1. Observers to be briefed by the provider 2. Observer and vessel briefed together by authorised briefers or officer. <p>* This may be done separately or combined in the one briefing if time does not permit two briefings.</p> <p><u>Briefing</u></p> <ul style="list-style-type: none"> • Observer providers authorised by the Commission ROP are to ensure briefing of their observers is carried out • Briefings must be facilitated by an experienced facilitator and should be conducted at the beginning of an observer trip. • Briefings procedures should follow a consistent format. • Briefing should provide opportunities to ensure that both the captain and observer fully understand the role of the observer on board the vessel, and reinforce the responsibility of the vessel to accommodate and feed the observer to officer standard. • The utmost effort is made to ensure that a new observer should not be placed unless a proper briefing meeting can be arranged. • Providers may wish to have a briefing form that can be read out and agreed by the captain and observer by signing the form that they understand the conditions, roles, etc. when the observer is on board the vessel; a copy should be given to the captain. <p><u>Debriefings</u></p> <p>Debriefing should be carried out at the end of each observer trip by an authorised provider debriefer.</p> <ul style="list-style-type: none"> • Observer providers authorised by the Commission ROP should ensure rigorous debriefing of returning observers data, reports, health and wellbeing is carried out. • Debriefings should be facilitated by an experienced facilitator and should be conducted at the end of an observer trip after the observer leaves the vessel. • Debriefings procedures should follow a consistent format. • Debriefing of critical incidents should be reported immediately to the relevant authorities as indicated in the provider procedures

6. Does the observer programme have a debriefing protocol?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
7. Are all observers on return from a trip debriefed as soon as practical?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
8. Does the programme use a harmonized format for each observer Briefing and Debriefing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
9. Are critical incidents reported by observers to the debriefer and or appropriate authorities when being debriefed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
10. Are errors and mistakes corrected during the debriefing process?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment –			
11. Where do the Debriefing reports go after the observer has been debriefed? <div style="text-align: right;"> Are they attached to the observer workbook forms? <input type="checkbox"/> Filed Independently <input type="checkbox"/> Other (please explain) <input type="checkbox"/> </div>			
Comment – Debriefers must submit their reports, along with observer workbooks, to the Data Entry officer for scanning and submission to SPC. Debriefing payment is contingent upon the completion and submission of these reports			
12. How many fully qualified debriefer does the programme have?			
Comment			
13. Does the programme use debriefers from other programmes to assist?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			

Item	Standard Required
<p><u>Briefing and Debriefing Training</u></p> <p>“Briefing Training” should be training carried out by qualified personnel.</p> <p>“Debriefing Training” will be specialised training by qualified personnel of a group of participants selected by a rigorous election criterion to become fully authorised observer debriefers of all gear types.</p>	<p>The 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. <i>IWGROP3/TCC5/WCPFC6</i></p> <p>ROP expectation on the briefing and debriefing training of briefers and debriefers.</p> <p><u>Briefing Training</u></p> <p>Briefers should have undergone training programmes designed to educate them in the techniques of interviewing and they require the knowledge of the roles of an observer and understand the conditions that an observer may experience while at sea on a vessel.</p> <p><u>Debriefing Training</u></p> <p>Debriefing trainers should have undergone training programmes designed to educate them in the techniques of interviewing observers, and to debrief observer collected information and material.</p> <p>Debriefing training instructors should have:</p> <p>an intimate knowledge of observer work, data collections and reporting.</p> <ul style="list-style-type: none"> • experienced conditions at sea, preferably as an observer, • a good understanding of the fishery and the management of that fishery. • effective communication skills that can give clear and understandable messages in a straightforward manner. • good knowledge of the Commission CMM’s relevant to Observers. <p>Note</p> <p>Where practical NOP/SOP Programme Coordinators/ Managers should also take part in the training, to develop closer relationships with their potential debriefers and observers.</p>
<p>14. Does the programme hold regular training sessions for debriefers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment</p>	
<p>15. Does the programme have National or Sub regional training standards for debriefers Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment.</p>	

<p>Item <u>Coordinating Observer Placements and the Deployment of Observers</u></p> <p>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>Standard Required</p> <p>The standard for “Coordinating Placement” is the WCPFC National Observer Programme Coordinator should be in place, there should be a system for observer placement administration and documentation describing observer placement should be provided to the Secretariat. <i>IWGROP2/TCC4/WCPFC5</i></p> <p>The standard for deploying ROP observers is that CCMs shall use existing deployment procedures in place for their national and sub-regional programmes. CCMs will develop these procedures and make them available for review by the Secretariat. <i>IWGROP3/TCC5/WCPFC6</i></p> <p>ROP expectation on Coordinating Observer Placements and the Deployment of Observers:</p> <p>It is the responsibility of the observer provider to administer observer placements, including costs, which may be recovered by various means. Providers should organise the final payment of the ROP observer’s salary and sea allowances provided all commitments are completed as soon as practical after the observers return to port.</p> <p>The provider is expected to carry out the following functions.</p> <ol style="list-style-type: none"> 1. Communicate to flag State about intending deployments and arrange date and time of boarding’s. 2. Communicate to the ROP observer on the agreed boarding date and time 3. 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. 4. Organize all travel arrangements including air, bus or ferry schedules. 5. Brief ROP observer on any prioritized scientific, biological, management and operational data that is required to be collected for each trip; 6. 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. 7. Check the safety standards of the vessel before the observer departs. 8. Ensure all relevant equipment to the ROP observer for carrying out their duties, including the collection of data and biological sampling is supplied. 9. Supply forms and workbooks in whatever format is used in the national programme, but ensuring that it contain the ROP minimum data standards; 10. Ensure the vessel understands that the observer must have proper accommodation and bedding. 11. 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. 12. Arrange communication schedules with observers for the time they are on board the vessel; 13. Debrief the ROP observer, using ROP authorised debriefers as soon as possible on their return to port; 14. Collect from the observer all data, images, and reports after their trip. 15. Ensure all data obligations made at WCPFC meetings on ROP data is followed. 16. 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;
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16.	Is there a system in place for observer placement administration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
17.	Has the programme documentation on the procedures to be followed, when deciding on observer embarkation or disembarkation to or from a vessel.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
18.	Does the observer provider administer the observer placement costs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment –			
19.	Does the providers organise the final payment of their ROP observer's salary and sea allowances before or after are completion of the work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment – The coordinator or assistant coordinator organized payment and ensure our observers receive their final payment and sea allowance after each trip is completed. Observer are paid on submission of their report.			
20.	Are observers contracted for	One trip only <input type="checkbox"/>	Two trips <input type="checkbox"/>
		More than two trips <input type="checkbox"/>	Other arrangement <input type="checkbox"/>
Comment –			
21.	Has the provider any arrangements in place with a DWFN to supply observers?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Comment –			
22.	Does the provider communicate to the Flag State on the intending deployment of an observer?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Comment –			
23.	Does the DWFN Flag States request and observer?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Comment –			

24.	What if any difficulties are there in 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?	Easy <input type="checkbox"/>	Difficult <input type="checkbox"/>	Complex <input type="checkbox"/>
Comment				
25.	Does the programme do a pre-boarding briefing of the ROP observer including briefings on any prioritized scientific, biological, management and operational data required to be collected for a trip?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment				
26.	Does the programme try to 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 including observer roles, accommodation, and meals.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment				
27.	Does the programme use a VSC or check the safety standards of the vessel before the observer departs.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment –				
28.	Does the programme equip the observer with relevant equipment for ROP observer duties including if required the collection of data and biological sampling?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment –				
29.	Does the programme use their own formats for collecting data or are they using harmonized regional data collection formats?	Own Format <input type="checkbox"/>	FFA/SPC Format <input type="checkbox"/>	Other <input type="checkbox"/>
Comment –				
30.	Does the programme format contain all the ROP Minimum Standard Data Fields?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment –				
31.	Does the programme have regular communication schedules with the observer on board?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment				

32. Does the programme have qualified debriefer's to debrief all observers on their return?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment		
33. What is the estimate percentage % range of observers debriefed?		
1-25 % <input type="checkbox"/>	26-50 % <input type="checkbox"/>	51-75% <input type="checkbox"/>
76- 99% <input type="checkbox"/>	100% <input type="checkbox"/>	
Comment –		
34. Does the programme debriefing the ROP observer include data quality, incidental reports & other matters?		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
Comment –		
35. Does the provider collect all information, all data, images, and reports from the observer after their trip?		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
Comment		
36. Does the Provider ensure all data obligations made at WCPFC meetings on ROP data is provided to the WCPFC Data provider or the Secretariat within a timely manner		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
Comment		
37. Does the programme 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.		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
Comment –		

Item	Standard Required
<p><u>Communications</u></p> <p>Communication means that the observer must be aware of the use of communications devices and equipment on board a vessel for their use when required.</p> <p><i>Note that from Jan 1st 2017 a two-way texting device or a satellite phone will be communications independent of the vessel communications systems.</i></p>	<p>The standard for “Communications” is that observers have access to appropriate communication facilities, including emergency communication facilities while on board a vessel. <i>IWGROP2/TCC4/WCPFC5</i></p>
	<p>ROP Expectation on Communications for Observers</p> <p>Providers should have established regular communication procedure with their observers during a trip.</p> <p>Providers should ensure that observers understand Safety Communication Codes and protocols before boarding a vessel.</p> <p>Providers should inform the vessel that they must allow the observer to have access to Communications and should assist when required.</p> <p>Work-related communications may be paid for by the provider unless other arrangements are in place.</p> <p>Private communications should be available but paid for by the observer.</p>
<p>38. Does the programme have voice communications with the observer</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Period of Communications Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Emergency Only <input type="checkbox"/> Other <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>39. Does the programme communicate in other ways to ensure the observers are healthy and safe?</p> <p>Two-way Text Device <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Text Message <input type="checkbox"/> Other <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>40. Does the programme train observers in emergency and regular international communication protocols</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	

Item	Commission Requirements
<u>Conservation and Management Measures - CMM's</u> 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.	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 (<i>Multiple meeting & CMM references</i>)
	ROP expectation on CMM's for observers
	<p>The observer programme will have in place the following:</p> <ul style="list-style-type: none"> • A system to ensure all the programme and observers are continually updated on the requirements of the CMM's. • 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. <p><i>Note* that the WCPFC Secretariat publishes a "Handbook of CMMs for WCPFC ROP observers" these handbooks are available in electronic format in English on the WCPFC Website; or a hard printed copy is sent to all observer providers for distribution to observers. The handbook is updated annually, and all providers are to ensure the correct dated copy is given to observers before they depart on a trip.</i></p>
41 Does the programme use the ROP Handbook on CMMs produced by the Secretariat (Electronically) for ROP Observers? <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Comment – 	
42. Does the programme update observers each year on new CMMs and changes to CMM.s <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Comment – 	
43. Does the programme give extra training to cope with new observer roles/tasks created by the CMM's <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Comment – 	

Item <u>Code of Conduct</u> Code of Conduct should provide a set of guiding principles relating to accepted behaviour and standards of conduct, while working as an ROP Observer.	Standard Required	
	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. <i>IWGROP2/TCC4/WCPFC5</i>	
	ROP expectation on Code of Conduct	
	<ul style="list-style-type: none"> ➤ Code of Conduct will be monitored by the observe provider that supplies the observer for ROP duties. ➤ 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. ➤ The observer provider will investigate any allegations of the breach of conduct and may pass the alleged incidents onto others for further investigation, and according to the results of the investigation, the provider will make recommendations on any action to be taken. ➤ The recommended action by the observer provider should be reported to the vessel flag State and to the Secretariat of the Commission who may include the findings in their annual report to the TCC and Commission. ➤ After considering the investigation carried out by the Observer Provider, the provider, if they deactivate the observer, must inform the Commission Secretariat 	
44. Does the programme have a Code of Conduct in place Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment – 		
45. When is the Code of Conduct given to observers <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">During Training <input type="checkbox"/></div> <div style="text-align: center;">When Contracted <input type="checkbox"/></div> <div style="text-align: center;">Included in manuals given to observers <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">Before Each trip <input type="checkbox"/></div> <div style="text-align: center;">Other <input type="checkbox"/></div> </div>		
Comment – <div style="text-align: center;">—</div>		
46. Does the programme have protocols to handle breaches of the Code of Conduct if reported or detected Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comment – 		

Item	Standard Required
<p><u>Dispute Settlement</u></p> <p>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.</p> <p>The programme will have procedures to prevent the escalation of conflict, through mediation, facilitation, conciliation, and training.</p> <p>Disputes resolution may require the appointment of an appropriately composed expert or technical panel.</p>	<p>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.</p> <p><i>IWGROP2/TCC4/WCPFC5</i></p>
	<p>ROP expectation on Dispute Settlements</p>
	<p>The programme should have in place the following:</p> <ul style="list-style-type: none"> • procedures to report disputes for both the observer and the vessel. • consultations process allowing all parties to make statements. • process to determine a resolution of the problem through mediation, facilitation, and conciliation. • process to appoint an appropriately-composed expert or technical panels if required to resolve the dispute;
<p>47. Does the programme have a dispute resolution mechanism? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p> <p>.</p>	
<p>48. Does the programme have a process to appoint appropriately composed expert or technical panels? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>49. Does the programme have formalized structures in place to allow both observers and flag States/Vessels to report on disputes? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>Comment –</p>	

Item <u>Data Fields</u>	Standard Required
<p>Data Fields and Minimum Data Standards are defined as Minimum Data Fields approved by the WCPFC 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 <i>(SC3/IWGROP2) /TCC4/WCPFC5 – IWGROP3/TCC5/WCPFC6/WCPFC19.</i></p> <p>Observers will ensure the Commission minimum data standard fields for different gear types are collected where possible in their data collection reporting formats. Flag CCMs and observer providers should cooperate to ensure timely access to ROP data and provision of the ROP data to the Commission. <i>IWGROP4/WCPFC12/WCPFC19</i></p> <p>ROP data should be submitted to the Secretariat or SPC where possible within 100 days of the observer disembarking purse seine vessels and within 120 days of the observer disembarking longline vessels. <i>TCC9/WCPFC10</i></p> <p>As of 1 January 2023, “For transshipment on the high seas, transshipment ROP providers shall send the agreed ROP minimum standards data in forms FC-1 and FC-2 to the Commission Secretariat within 90 days of the disembarkation of the observer from the carrier” <i>WCPFC19</i></p>
	<p>ROP expectation on the collection of ROP Data Minimum Standard</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.</p> <p>Data collected by national (NOP) or sub regional observer programmes (SROP) on ROP trips, (original hard copy, unaltered scanned copy or electronically) 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. (Within 100 days of the observer disembarking purse seine vessels and within 120 days of the observer disembarking longline vessels and within 90 days disembarking carrier vessels transshipping on the high seas.)</p> <p>All ROP observer data is confidential and may not be distributed or given to any unauthorized organisation or person without going through the Commission data access procedures and approval of the Executive Director of the WCPFC.</p>
<p>50. What Observer Data Collection Format is used to collect observer data.</p> <p style="text-align: right;">Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>51. Does the programme have included in their data format all the Minimum Standards Data Fields required by the Commission?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	

52. If 'No' to Q51- Does the NOP, SROP have in place a system to ensure the Commission Minimum Standard Data Fields are supplied.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Comment	
53. Does the programme collect original ROP data on forms using English formats?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment	
54. If data is not collected in English, is it translated before being sent to the data provider or the Commission Secretariat?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Comment	
55. Does the programme send the ROP data to the designated Commission Data Provider or to the Commission Secretariat?	SPC <input type="checkbox"/> Sect <input type="checkbox"/>
Comment –	
56. Does the programme understand the Convention Text on what is ROP data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
57. Does the NOP/SOP need assistance in sending ROP data to the designated Commission provider or to the Commission secretariat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
58. Has the programme authorised ROP data held by Commission Data Provider to be released to the Commission Secretariat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment	

Item	Standard Required																		
<u>Equipment and Materials</u> Equipment and materials is equipment and materials that an observer will require to safely carry out their roles and tasks on board a vessel.	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. <i>IWGROP2/TCC4/WCPFC5</i>																		
	ROP expectation on the Equipment and Materials of Observers																		
	<ul style="list-style-type: none"> • Equipment and Materials should be dependent of gear type. • Equipment should be dependent on climate area the vessel is fishing. • Safety equipment includes items, life jackets, hard hats, proper deck working boots or shoes, gloves and protective sunglasses. • Observers should not board vessels until they have been fully kitted out • Equipment for work must be in a good working order and safety gear should have regular checks. 																		
59. Does the programme issue materials & equipment for all observers to carry out their roles and tasks on a vessel? <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>																			
Comment –																			
60. Does the programme issue safety equipment for all observers to carry out their roles and tasks on a vessel? <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>																			
Comment –																			
61. Does the programme issue ID manuals, workbooks or electronic tablets for every trip? <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>																			
62/63. List materials and equipment distributed to observers, prior to a trip taking place. <table border="0" style="width: 100%;"> <tbody> <tr> <td style="width: 50%;">Calipers <input type="checkbox"/></td> <td style="width: 50%;">Two-way independent Communication Devices <input type="checkbox"/></td> </tr> <tr> <td>Deck Tapes <input type="checkbox"/></td> <td>Waterproof PLB's <input type="checkbox"/></td> </tr> <tr> <td>ID Guides <input type="checkbox"/></td> <td>Extra Handheld GPS <input type="checkbox"/></td> </tr> <tr> <td>Observer Manuals <input type="checkbox"/></td> <td>Life Jackets <input type="checkbox"/></td> </tr> <tr> <td>Hard Hats <input type="checkbox"/></td> <td>Electronic Reporting Tablets <input type="checkbox"/></td> </tr> <tr> <td>Wet Weather Gear <input type="checkbox"/></td> <td>Camera or Video Camera <input type="checkbox"/></td> </tr> <tr> <td>Acceptable work or deck boots <input type="checkbox"/></td> <td>Phone Camera <input type="checkbox"/></td> </tr> <tr> <td>Sunglasses or protective glasses <input type="checkbox"/></td> <td>Medical Kit <input type="checkbox"/></td> </tr> <tr> <td>Sampling equipment <input type="checkbox"/></td> <td>ROP CMM Handbook availability <input type="checkbox"/></td> </tr> </tbody> </table>		Calipers <input type="checkbox"/>	Two-way independent Communication Devices <input type="checkbox"/>	Deck Tapes <input type="checkbox"/>	Waterproof PLB's <input type="checkbox"/>	ID Guides <input type="checkbox"/>	Extra Handheld GPS <input type="checkbox"/>	Observer Manuals <input type="checkbox"/>	Life Jackets <input type="checkbox"/>	Hard Hats <input type="checkbox"/>	Electronic Reporting Tablets <input type="checkbox"/>	Wet Weather Gear <input type="checkbox"/>	Camera or Video Camera <input type="checkbox"/>	Acceptable work or deck boots <input type="checkbox"/>	Phone Camera <input type="checkbox"/>	Sunglasses or protective glasses <input type="checkbox"/>	Medical Kit <input type="checkbox"/>	Sampling equipment <input type="checkbox"/>	ROP CMM Handbook availability <input type="checkbox"/>
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Item	Standard Required
<u>Insurance and Liability</u> Providers are to ensure that their observers have health, safety and liability insurance available to them before embarking on an observer trip.	<p>The 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 any vessel for ROP duties, have health and safety insurance. <i>IWGROP3/TCC5/WCPFC6</i></p>
	ROP expectation on Insurance and Liability for observers
	<p>The observer programme will have in place the following:</p> <ul style="list-style-type: none"> ➤ A national health and safety standard and insurance available for all observers. ➤ A checking system ensuring that Observers are insured always during their employment should be in place. Includes insurance onboard a vessel, travel to and from the vessel, and other areas of observer employment i.e. “waiting time” etc. ➤ Observers should have regular health checks to ensure they are fit to carry out work on a vessel that could be at sea for lengthy periods.
64. Does the programme insure their observers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comment	
65. What sort of insurance does the programme have available for an observer <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Government <input type="checkbox"/></div> <div>Private paid by programme <input type="checkbox"/></div> <div>Private paid by the Observer <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Relies on Vessel Insurance <input type="checkbox"/></div> <div>Travel Insurance <input type="checkbox"/></div> <div>Other (Explain) <input type="checkbox"/></div> </div>	
Comment –	
66. Does each observer have to supply a doctor certified health certificate which clears the observer for at sea duties? <div style="text-align: right; margin-top: 10px;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	
Comment –	
67. How often does an observer have a compulsory medical check for at sea duties. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Never <input type="checkbox"/></div> <div>Once at the beginning of Career <input type="checkbox"/></div> <div>Yearly <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Every 2 years <input type="checkbox"/></div> <div>When decided by programme <input type="checkbox"/></div> <div>Other (specify) <input type="checkbox"/></div> </div>	
Comment	

Item	Standard Required
<p><u>Manuals & Work Books</u></p> <p>Manual is defined as a publication 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>Workbook is defined as a book pad or electronic tablet 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 standard agreed by the Commission for ROP Observer Manual/Guidelines/Workbooks 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. <i>IWGROP2/TCC4/WCPFC5 & IWGROP3 /TCC5/WCPFC6</i></p> <p>ROP expectation on the content of Manuals & Work books</p> <p>Observer Manuals and Workbooks 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 & 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 guidelines</p> <p>At least one manual/workbook 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/Workbooks must be provided to the Secretariat of the WCPFC.</p> <p><i>*Note Handbook of CMMs for WCPFC ROP's is available to all observers on the WCPFC.int Website.</i></p>
<p>68. Are Workbooks/Manuals in place that describe and assist observers to understand their operational and data collection roles.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Comment –</p>	
<p>69. Do Manuals and or Workbooks contain the current ROP requirements of the Commission, such as minimum standards data standard, and where practical other ROP minimum standards for observers</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Comment –</p>	

70. Are Manuals, Workbooks or Publications in place that contain current Conservation and Management Measure (CMM) information relevant to the roles and duties of an Observer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment –		
71. Have all updated manuals, workbooks and guides used by the national/ sub-regional programmes been forwarded to the WCPFC Secretariat.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment –		

Item	Standard Required
<u>Measuring Performance of Observers</u> 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. <i>IWGROP2/TCC4/WCPFC5</i>
	ROP expectation on performance of observers
	Observers shall be: <ul style="list-style-type: none"> • trained and certified /authorised by their programmes. • trained to acceptable Commission standards. • expected to collect quality data. • expected to make comprehensive and detailed written reports. • expected to show well-mannered behaviour on trips or when travelling to or from vessels. • clear of any criminal record. • able to travel through or to any country;
72. Does the programme carry out a regular appraisal of their observers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
73. Does the programme use outside assistance when measuring performance of the observer.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
74. Observers who are continually appraised lowly are they	Dismissed <input type="checkbox"/> Retained <input type="checkbox"/> Placed in other work <input type="checkbox"/> Other <input type="checkbox"/>
Comment –	

Item	Standard Required
<p><u>Observer Coverage</u></p> <p>Observer coverage for each gear type is determined by the Commission.</p> <p>Suggested Observer Placement Quarterly Information should include Coverage Months: Name of Observer Provider: Observer Trip Number; Name of the Vessel; IRCS; Flag Observer name: Date of embarkation: Date of disembarkation.</p>	<p>Purse-seine vessels fishing within the area bounded by 20°N and 20°S exclusively on the high seas, on the high seas and in waters under the jurisdiction of one or more coastal States, or vessels fishing in waters under the jurisdiction of two or more coastal States, shall carry effective January 2010, an observer from the Commission's Regional Observer Programme <i>WCPFC5 (CMM 2008-01)</i></p> <p>Observer coverage is 5% annually for long liners agreed by the Commission to be in place by June 2012. <i>WCPFC4(CMM 2007-01/2018-05)</i></p> <p>For transshipments on the high seas 100% observer coverage with the observer deployed on the receiving vessel <i>WCPFC6 (*CMM 2009-06)</i></p>
	<p>ROP expectation on observer coverage</p> <p>Observer placements information by Commission authorised Regional Observer Programme ROP's should be conveyed to the Secretariat.</p> <p>Metrics for coverage for long liner include coverage; by trip; hook numbers; number of observer sea days; observed fishing days; observed sets. <i>IWG4</i></p> <p><i>*CMM 2009-06 paragraph13 (a) and (b) have indications on the coverage for different types of vessels, however carrier vessels over 33 metres and transshipping from long liners at sea; 100 % coverage is required on the receiving vessel.</i></p>
<p>75. Does the programme have enough observers to supply its national and international requirements?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>76. In the past has the programme submitted observer names and vessel boarding's to the ROP?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>77. Does the programme supply observers to another programme?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>78. What metric does the programme use to work out coverage on long liners?</p> <p>Trips: <input type="checkbox"/> Number of observer sea days <input type="checkbox"/> Observed fishing days; <input type="checkbox"/></p> <p>Hook Numbers <input type="checkbox"/> Observed Sets <input type="checkbox"/> Other (Specify) <input type="checkbox"/></p>	
<p>Comment –</p>	

Item	Standard Required
<p><u>Observer Trainers</u></p> <p>“Observer Trainers” are person 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>	<p>The ROP standard agreed by the Commission for “Observer Trainers will be: “CCMs will use existing national and sub-regional training standards. CCMs will develop trainer qualifications, available for review by the Secretariat.” <i>IWGROP3/TCC5/WCPFC6</i></p>
	<p>ROP expectation on the use of trainers</p>
	<p>The best training instructors are those who have</p> <ul style="list-style-type: none"> • an intimate knowledge of observer work, data collections and reporting • experienced conditions at sea as an observer, • a good understanding of the fishery and the management of that fishery, • to be able to communicate training messages in clear and straight forward manner. <p>Observer Trainers should have undergone a series of training programmes designed to educate people in the training of observers. NOP /SOP Programme Coordinators should also take part in the training to develop closer relationships with their potential observers.</p>
<p>79. Does the programme have its own Observer Trainers or does the programme use Observer Trainers from external sources</p> <p style="text-align: right;">Own <input type="checkbox"/> External <input type="checkbox"/> Both <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>80. Have the trainers been trained to be trainers of observers through a special course for training of trainers.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment</p>	
<p>81. What performance criteria or appraisal system are in place to ensure that a high level of quality is maintained in the trainers</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment</p>	

82. How often is training held to update experienced observers with new techniques, roles, and rules?

Yes ☐ No ☐

Comment

83. Does the programme have observer training when it requires more observers or does the programme have training on a fixed regular basis

When required ☐ Fixed ☐ Other ☐

Comment –

84. Are all observers, previously trained, and new observers employed on a regular basis as observers?

Yes ☐ No ☐

Comment –

Item	Standard Required
<p><u>Observer Training</u></p> <p>ROP Training should include but not be limited to:</p> <ol style="list-style-type: none"> 1. Fisheries management. 2. Understanding MCS. 3. WCPFC Convention and related CMMs. 4. Importance of observer programmes, understanding authority and responsibilities of observers, 5. Safety at sea – emergencies at sea, survival at sea 6. First Aid 7. Species identification, including target, non-target, protected species, etc. 8. Fishing vessel & Gear types 9. Vessel identification & Markings 10. Techniques of verification of catch logbooks 11. Techniques of estimating catch and species composition. 12. Fish sampling, Measuring and Weighing techniques. 13. Preservation of samples for analysis. 14. Data collection codes and data collection formats 15. Use of digital recorders, electronic notebooks. 16. Knowledge of navigation including latitude/longitude; compasses; bearings; chart work; plotting a position. 17. Electronic equipment & understanding their operation 18. The use of radios & two-way Independent communications devices 19. Verbal debriefing & Report Writing 20. Health and Safety at Sea issues 	<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 <i>IWGROP2/TCC4/WCPFC5</i></p> <p><u>ROP expectation on the Training of Observers:</u></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><u>Instructors</u></p> <p>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><u>Venues</u></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><u>Education/ Entrance</u></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><u>Certification</u></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 a) Purse seine b) Longline c) Pole and Lined) Other gear types Troll, Trawl, hand line etc</p>
85.	Does the NOP/SOP training contain all or most of the parameters as listed 1- 20 Please circle each number conducted as part of the training course, in comments list extra items not included in the list.
Comment –	

86. Trainers carrying out training of observers are of an acceptable standard and qualified for training.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comment –	
87. Training venues are acceptable and conducive to ensuring observer trainees, have appropriate facilities, equipment, and learning materials for their course	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comment –	
88. Entrance to course is limited to participants with the following minimum requirements	
Degree <input type="checkbox"/> High School Pass <input type="checkbox"/> Entrance Criteria <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	
Comment –	
89. Certification of observers are based on (Mark each correct box)	
Attendance at a course. <input type="checkbox"/> Basic pass 50% in all requirements of the course. <input type="checkbox"/>	
For whole course Pass above 50 - 59% <input type="checkbox"/> 60 -70% <input type="checkbox"/> above 75% <input type="checkbox"/>	
For each subject Pass above 50 - 59% <input type="checkbox"/> 60 -70% <input type="checkbox"/> above 75% <input type="checkbox"/>	
Other certification requirements (please explain) <input type="checkbox"/>	
Comment –	
90. Has the programme developed a training manual for their trainers or for external trainers supplied	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comment –	

<p>Item</p> <p><u>Prenotification Process</u></p> <p>The pre-notification process from observer providers to flag CCMs of possible alleged infringements by their vessels include data being provided to the coastal state when an alleged infringement takes place in a coastal state's waters.</p>	<p>Standard Required</p> <p>That all ROP authorized observer programmes provide to the Commission Secretariat in a timely manner the ROP minimum data elements on the WCPFC Observer Trip Monitoring Summary, or which are included in SPC/FFA General Form 3 as a means of supporting a pre- notification process from observer providers to flag of possible alleged infringements by their vessels. <i>IWG4/TCC11/WCPFC12</i></p> <p>ROP Expectation on Prenotification</p> <ol style="list-style-type: none"> 1. To facilitate the pre-notification process it was recommended that only those data elements answered in the affirmative by observers would be provided to the Commission Secretariat for transmittal to the flag CCM and as appropriate the relevant coastal State for alleged infringements in their waters. 2. To support the pre-notification process, there are two additional fields that should be provided by observer providers to the Commission Secretariat to support a flag CCMs investigations of any possible alleged infringements. These are: <ol style="list-style-type: none"> a. “start date of trip and end date of trip” b. “status of the debriefing process” i.e, “debriefed”, “pre-debriefed” or “not debriefed” 3. The requirement of providing the pre-notification data elements to the Commission Secretariat may not be required where there are domestic requirements enabling access by vessel operators to observer data. <i>IWG4/TCC11/WCPFC12</i>
<p>91. Does your programme understand the pre-notification scheme for alleged infringements</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>92. Has your programme sent any Pre-notifications to the Secretariat and or the Flag state</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>Comment –</p>	

<p>Item <u>Sea Safety</u></p> <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>Standard Required</p> <p>The standard for “Sea - Safety” is that all ROP observers must undergo training in sea safety and emergency procedures to an international standard and that such training procedures be made available to the Secretariat. <i>IWGROP2/TCC4/WCPFC5</i></p> <p>ROP expectation on Sea Safety</p> <p>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> <p>A vessel safety certificate or form should be filled out by the provider/observer or by the person placing the observer to ensure all equipment is in survey, and there is adequate safety equipment to cater for the extra observer on board.</p>
<p>93. Do all observers certified by the programme gain a “Sea Safety Certification” from a valid sea safety training institution?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of institution: Tuvalu Maritime Training Institution (TMTI)</p>	
<p>Comment</p>	
<p>94. Will observers be observers required to complete regular refresher courses</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>95. If observer is required to complete a regular refresher observer course, how often does this occur.</p> <p style="text-align: center;">ND</p> <p style="text-align: center;">Every Year <input type="checkbox"/> Every 2 Years <input type="checkbox"/> Other <input type="checkbox"/> (please indicate in comments)</p>	
<p>Comment –</p>	

Item	Commission Requirements
<p><u>Observer Safety at Sea and Emergency Action Plan (EAP)</u></p> <p>As part of responsibility of running and maintaining a ROP authorised national and sub regional observers programme; employers/providers must support observers in their ability to carry out their duties unimpeded and in a safe working environment.</p> <p>To ensure that independent communications is available to an Observer; a “Two-Way Communication Device” must be issued to all ROP observers on all trips.</p> <p>Observer safety is an issue of the highest and utmost importance and there must be a process in place (Emergency Action Plan) (EAP) to handle reports that an observer may make on issue of safety including instances of harassment, intimidation, or assault.</p> <p>Note that the full implementation of this standard was required by Jan 1st 2017</p>	<p>To assist observers with Safety at Sea the following was made mandatory from Jan 1st 2017.</p> <ol style="list-style-type: none"> 1. Each ROP authorised observer programme shall ensure that observers from their programme will be provided before any boarding for a trip, <ul style="list-style-type: none"> • An approved independent two -way communication satellite device*; and • a waterproof personal lifesaving beacon. <p><i>*Noting that this may consist of a single device such as “Satellite Emergency Notification Device” or it may be a combination of an independent satellite-based system such as a Sat phone plus a portable lifesaving beacon (PLB).”</i></p> 2. Each CCM with an ROP authorised observer programme will ensure that they have an “Emergency Action Plan” (EAP) in place to accommodate any reported observer emergency including interference, harassment, intimidation and other personal safety issues. TCC11/WCPFC12 <p>ROP expectation for Observer Providers</p> <p>The Commission relies heavily on the scientific and monitoring data collected by observers to meet its objectives and observers must be able to do their jobs unimpeded and in a safe working environment, free from interference, harassment, intimidation, and assault. Each ROP authorised observer programme shall ensure that observers from their programme will be provided before a boarding for all trips, an independent two- way communication satellite device and an approved personal lifesaving beacon; noting that both requirements may be combined in one instrument. There shall also be established in each programme a 24hr. emergency contact for the observer. The 24hr service need not be in the “Fisheries Departments” and other services like police, patrol boat bases maybe utilised. A set of procedures for an Emergency Action Plan (EAP) must be explained and fully understood before an observer departs on their trip. The EAP must include communications protocol and appropriate contact information in an emergency and as a minimum will include.</p> <ul style="list-style-type: none"> • When to report: (Generally, observers should be required to report any instance of interference, harassment, intimidation, or assault as outlined in ROP training.) • Who to report to: (Observer programmes must have a “Designated Officer/s” who are responsible for maintaining a device capable of receiving a signal from the approved independent two-way satellite communication device.) • Follow up responses: (Observer programme must have an established procedure to initiate contact with the observer, the vessel, and, if necessary, the appropriate enforcement authority of Flag CCM’s and relevant Coastal CCM’s; this procedure must also include clear procedures that must be taken in the event of various emergencies.) • Remedial action: (Observer programme must establish appropriate measures for addressing violations made against observers.) • Completing the EAP protocols for observer related incident involving observer reporting of Interference Harassment, Intimidation must be resolved through a legal or nationally recognized procedure. TCC11/WCPFC12

96. Has the programme fully developed a 2 two way independent of the vessel communication system for observers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
97. Does the programme have an approved single device that has capability for 2-way communications and also acts as a personal life saving Beacon	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
98. Does the programme have an approved communication device that has capability for 2-way communications and also a separate device to be used as a personal life saving Beacon	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
99. Has the programme an established emergency contact person/s department or organisation that can receive emergency calls from an observer 24 hrs. by 7 days.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
100. Has the programme a developed Emergency Action Plan (EAP) to deal with any emergency calls or issues from an Observer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	

Item	Standard Required
<u>Vessel Safety Check list</u> (VSC) format VSC format should be designed to evaluate the Safety of the vessel before an observer makes a boarding. The Commission has a guideline format on the ROP section of the WCPFC Website and national formats should be similar or the same.	<p>The 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. CCM's should submit copies of their VSC to the WCPFC Secretariat. <i>IWGROP3/TCC5/WCPFC6</i></p>
	ROP expectation on Vessel Safety All programmes will have a vessel safety format that can be used to determine if a vessel is safe for an observer to board. If not using the Commission VSC format, observer programmes should submit copies of their VSC to the Secretariat. A VSC will apply before each boarding of an observer on a vessel. Observer has the right to refuse the boarding if the VSC highlights that the vessel does not comply with expected standards
101. Does the programme have a Vessel Safety Check (VSC) format in place	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
102. Does the programme ensure that each vessel that is to be boarded uses a VSC before an observer departs for duties at sea	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	
103. What type of VSC format does the programme use	Own <input type="checkbox"/> Commission <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>
Comment –	
104. Who does the checking on the VSC	Programme <input type="checkbox"/> Observer <input type="checkbox"/> Both together <input type="checkbox"/> Other <input type="checkbox"/>
Comment –	
105. Are observers given the right to refuse boarding if they feel that a vessel is unsafe after a VSC check has been done.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment –	

Guidelines

Item	Guideline Expectations
<p><u>Observer Identification Cards</u></p> <p>The currently agreed WCPFC Guidelines for Observer Identification Cards should continue as guidelines in the ROP.</p>	<p>Observer ID card should be required for participant programmes in the Regional Observer Programme;</p>
	<p>WCPFC Guidelines for Observer Identification Cards</p>
	<p>The current agreed guidelines for the ROP of the Commission, was agreed that all observers should have proper observer identification; as some programmes already have ID for their observers, and they are not the same; no fixed standard was determined. However, it was agreed that the following guidelines should be considered when producing Observer Identification for ROP observer.</p> <p>Suggested minimum required information on the front of each card:</p> <ol style="list-style-type: none"> 1 Name of Observer 2 Name of Observer Provider 3 Nationality of Observer 4 Unique identifying number for the observer 5 Passport Style photo of observer <p>Information that could be placed on either the front or back of the card:</p> <ol style="list-style-type: none"> 6 Issue date and Expiry date 7 WCPFC logo to indicate observer is ROP observer 8 Logo of Programme and or Country Flag <p>Optional information that could be included on the back of the card:</p> <ol style="list-style-type: none"> 9 Signature of Observer. 10 Status of observer Qualifications.
<p>106. Are observers issued observer identification cards.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>107. If a card is issued what division/programme issues the observer identification cards.</p> <p style="text-align: right;">_____ N/A <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>108. For what period is the card issued</p> <p style="text-align: right;">N/A <input type="checkbox"/> Yearly <input type="checkbox"/> Contract Period <input type="checkbox"/> No Specified Period <input type="checkbox"/> Other <input type="checkbox"/></p>	
<p>Comment</p>	

Item Preventing And Deterring Misconduct of Observers Guidelines on Suggested Mechanisms to Prevent and Deter Alcohol-Related Misconduct of Observers		Guideline Expectations	
		It would be a helpful procedure to ensure that an individual vessels policy on alcohol consumption during a trip was clarified at the time of observer placement. There may be merit in observer programmes considering a form that provides a mechanism for vessels to report back to the observer programme on the behaviour of an observer following the end of a trip <i>IWGROP4/WCPFC12 (para 579 & attachment 4)</i>	
ROP Expectation - Suggested Mechanisms to Prevent and Deter Alcohol-Related Misconduct of Observers –			
Suggested Mechanism		Possible result	Suggested Standards of the Commission to be applied
1	Continually and forcefully emphasize observer professionalism and pride early and often during training, clearly indicating that an observer is “on the clock” for the entirety of their observer contract and assignment.	This sets the frame for future observer behavior and could help self-select for observers less likely to engage in misconduct.	Observer Training must contain an effective emphasis on the Code of Conduct including a strong emphasis of penalties in relation to drunkenness and other code infringements.
2	Clearly and explicitly explain the rules, regulations, and Code of Conduct for observers related to misconduct, especially the consequences for violations, at several stages in training.	This should help improve the awareness of potential consequences and help deter some observers from engaging in misconduct.	Observer Training must contain an effective emphasis on the Code of Conduct including a strong emphasis of penalties in relation to drunkenness and other infringements.
3	Clearly and explicitly explain the rules and procedures for documenting potential misconduct violations. There should be a requirement of proof of misconduct which should place the burden on the vessel or vessel agent to provide an affidavit documenting the specifics of the observer misconduct, an opportunity for the observer to provide a response, and a written report summarizing the findings as well as an opportunity for both parties to comment in writing on the report.	This would ensure that the observer understands their rights and what steps they would take should they be accused of misconduct. Providing this information offers an additional incentive to behave while also informing the observer of their right to an unbiased investigation of the accusation	Observer Training must contain a section on the rights and role of an observer in relations to any accusations made against him or her. Collecting of written affidavits plus substantiated evidence is required before any further undertaking can be made against the accused observer, hearsay and verbal complaints are not sufficient for remedial action or dismissal.

4	Clearly and explicitly explain the penalties schedule for violations, e.g. Arrest for alcohol related assault results in termination. The penalties schedule should include all scenarios, such as, if an observer is found guilty of misconduct that does not rise to the level of termination, the observer provider should provide a progressive performance evaluation that allows an observer to improve, with clear expectations in writing, including, where available, options for counseling and alcohol treatment and recovery programs.	This gives observers a clear understanding of what is at stake if they engage in misconduct and provides an additional deterrent effect, while also indicating to the observer their options for seeking treatment for <u>alcohol problems</u> .	An observer charged with a Code of Conduct infringement must be given every opportunity to defend him/herself against the claims that they have alleged to have committed. Drunkenness can be a problem for some who are normally good workers, all avenues of assistance should be made available to the observer.
5	“3 strikes and you are out rule” - Clearly and explicitly explain the penalties schedule for violations. If an observer is found guilty of misconduct that does not rise to the level of termination, then the observer should be informed and warned that they are on a “3 strike, and you are out rule”. This allows an observer to improve, knowing that if they fail to do so; they will face termination from their observer role.	This gives observers a clear understanding of what is at stake if they engage in continual misconduct and provides an additional deterrent effect.	Observers who have problems with Misconduct /drunkenness that is not considered a major event should be given a chance to redeem themselves. A standard for action for persons that continually offend should be put in place. The “3 strikes, and you are out rule” could be applied for minor, offences of drunkenness and other infringements.
6	Intervention at the point of assignment, where the observer must read aloud the Code of Conduct before the observer provider and initial or otherwise acknowledge provisions specific to alcohol related misconduct.	This will work if the observer commits themselves to not drink alcohol to the point where Code of Conduct infractions occur during his/her stay in the port.	On arriving at a port or on a vessel, observers are given relevant sections to read and note on the Code of Conduct. This is a reminder what lays ahead of them if they infringe with misconduct and or drunkenness.
7	Intervention at the point of disembarking where someone explains the rules and consequences on what will happen if an observer drinks too much.	This will work if the observer commits themselves to not drink alcohol to the point where Code of Conduct infractions occur during his/her stay in the port.	On arriving at a port or on a vessel, observers are given copy of the Code of Conduct and solid verbal explanations on the relevant sections on the Code of Conduct. With emphasis on the local penalties and consequences if the observer breaches the Code of Conduct.

8	Prohibition on the consumption of alcohol by observers during the term of their trip and return to home country.	Observer will not be permitted to drink any alcohol during their trip and return home subject to sanction. Dismissal as the penalty, regardless of how much is consumed will most likely deter some observers. This is a rigid standard but prone to equitable enforcement.	All Observers are usually considered to be on contract from the start of their trip from their home base until they return to their home base; therefore, they should not be permitted to indulge in the consumption of alcohol for the period of their contract.
9	Requirement to remain on board the assigned vessel when in port and only disembark that vessel when the first flight out of the country to the observers homeport after completion of first trip comes available	Cost implications as there would be no second trips, unless observers were not permitted trip and could only leave when departure for home country is organised.to leave the vessel after the first	Observers must stay on board vessels until the point of departure from the port to their home country occurs; also observers must stay on board in the port if they are asked to carry out a second trip on the vessel they are on board.
10	All accommodation etc. is organised with meals No alcohol permitted) and paid for by provider if observer lands in foreign port	Observer's accommodation and food (no alcohol permitted) is paid by provider to a set limit, - Small allowance to cover costs if observer has to travel or is going back for 2 nd . trip.	Observer's accommodation and food is pre-organised and paid by provider. When an observer lands in a foreign port. This includes banning the sale of alcohol to the observer as part of the costs.

109. During training for observers when use of alcohol is explained and or discussed are the following explained in detail?

Rights and Roles of the Observers regarding Alcohol Consumption. Yes ☐ No ☐ N/A ☐

Are observers permitted to drink alcohol while on board Yes ☐ No ☐ N/A ☐

When onshore duties are observers encouraged to not drink alcohol Yes ☐ No ☐ N/A ☐

When onshore duties are observers provided accommodation and meals and restricted alcohol consumption. Yes ☐ No ☐ N/A ☐

Are Penalties used if:

Code of Conduct re Alcohol Consumption Infraction Occurs. Yes ☐ No ☐ N/A ☐

Contracts not adhered to and Alcohol Consumption Infraction Occurs Yes ☐ No ☐ N/A ☐

a 3-strikes and you are out policy occurs Yes ☐ No ☐ N/A ☐

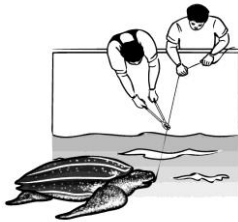
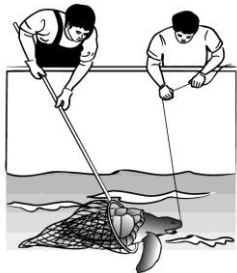
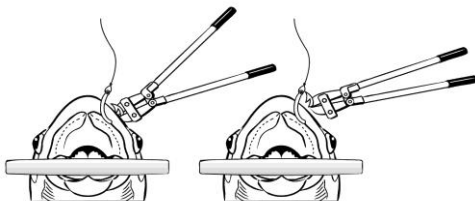

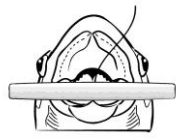

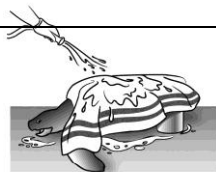


engaged in other misconduct involving alcohol. Yes ☐ No ☐ N/A ☐

Comment

Item	Guideline Expectations
<p><u>Commission Guidelines and CMM's that include mitigation and handling of Species of Special Interest</u></p> <p>The Commission has several guidelines such as “WCPFC Guidelines for the Handling of Sea Turtles” “Safe Release of Encircled Whale Sharks” Seabird Mitigation methods contained in CMM 2011-03 /2024-07 Cetaceans CMM 2018-03 Seabirds CMM 2018-04 Turtles CMM 2019-03 Mobulids CMM 2024-05 Sharks</p>	<p>The guidelines for these animals are agreed by the Commission and it is expected that observers are trained in the mitigation methods and the handling expected in these guidelines as well as the mitigation methods contained in the CMMs. Simile it is also expected that vessel captains and crew are made aware of these guidelines and that all efforts are made to minimize any injury when a turtle, whale shark, cetacean or bird is caught.</p>
	<p>ROP expectation on Commission Guidelines</p> <p>All programmes should ensure that their observers are trained in recognizing all the mitigation methods in all the CMM's and guidelines.</p> <p>All programmes should ensure that their observers are trained on the correct handling and release of all Species of Special interest.</p> <p>All flag states should ensure that their vessels carry mitigation equipment as required and are aware of handling procedures for all Species of Special interest</p>
<p>110. Does the programme train all observers to recognize all required mitigation devices?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>111. Does the programme train all observers in the handling of Species of Special interest?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –</p>	
<p>112. Does the programme make sure that all required mitigation devices are on board before the vessel departs with an observer?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Comment –.</p>	
<p>113. Who checks vessels without observers to ensure the required mitigation devices are on board all vessels and that the captain and crew are aware of their obligations under the WCPFC CMM's and Guidelines</p> <p>_____</p>	
<p>Comment –</p>	

WCPFC Guidelines for the Handling of Sea Turtles

If a turtle is caught, the following steps should be taken to give it the best possible chance of survival. Operators of longline fishing vessels should follow Steps A to E if a sea turtle becomes hooked, and Steps A, C, D and E if it is entangled. If a sea turtle becomes entangled in a purse seine net, then operators should stop net roll as soon as the turtle comes out of the water, disentangle the turtle without injuring it and before resuming the net roll, then follow Steps A, C, D and E.

A	Assess the turtle's size: release the turtle if it is too big to handle safely, otherwise bring it on board without damaging it further
	<p>If the turtle is too large to bring on board, stop the vessel and bring the turtle as close to the boat as possible without putting too much strain on the line. This is especially important if the turtle is hooked rather than entangled. Cut the line as close to the hook as practical and remove tangled line from before the turtle swims away.</p>
	<p>If the turtle is small then ideally use a dip net to lift the turtle on board. When bringing the animal on board, do not damage it further by lifting it using the hooked line or gaffing its body.</p>
B	Once the turtle is on board, place a piece of wood in the turtle's mouth so it cannot bite, then cut the hook or line
	<p>If the hook is in the mouth, use a de-hooker to remove the hook from the turtle.</p>
	<p>Using a bolt cutter to remove the barb of the hook before removing the hook itself can reduce the chance of damaging the turtle during de-hooking.</p>
	<p>If the insertion point of the hook is not visible, remove as much line as possible without pulling too hard on the hook itself, and cut the line as close to the hook as practical.</p>
C	Assess the condition of the turtle before releasing it. When the turtle has recovered its strength, gently and promptly release it to the water. Resuscitation treatments may be applied to animals in bad condition.
	<p>If the turtle is sluggish or not active when lifted on board, it may have water in its lungs. In this case the rear flippers should be raised about 20cm off the deck while it is recovering.</p>
	<p>If practicable, place the turtle in a secure shaded location of the boat and cover its body with wet towels. Do not spray the turtle in the face with water or cover its nostrils with the towel.</p>
D	Carefully return the turtle to the water
	<p>Gently put the turtle in the water head first, after slowing down or stopping the fishing vessel. Ensure that the turtle is clear of the vessel before motoring off.</p>
E	Record the interaction in your logbook and inform your fisheries department
	<p>Identify and record the turtle species, if possible, and record any tag numbers.</p>

HANDLING OF TURTLES ENTANGLED BY LONGLINE GEAR

The point of this guidance is to encourage removal of as much line as possible before the turtle is free to swim away.

Visually assess whether the turtle is **hooked or entangled**. If it is entangled then the following steps should be followed, depending on whether the turtle is **dead or alive**. Note that it may be difficult to tell if the turtle is dead or alive when it is still in the water.

(1) Turtle looks dead and is too big to bring onboard:

If the turtle is too **big** to bring onboard, cut loose as much of the tangled lines as possible using a line cutter.

(2) Turtle is alive but too big to bring onboard:

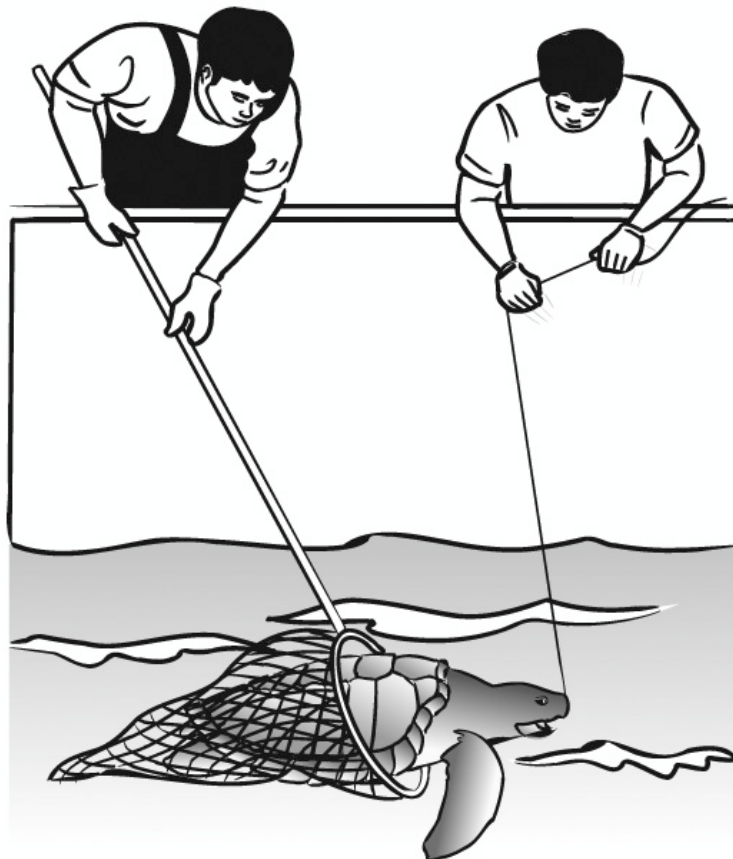
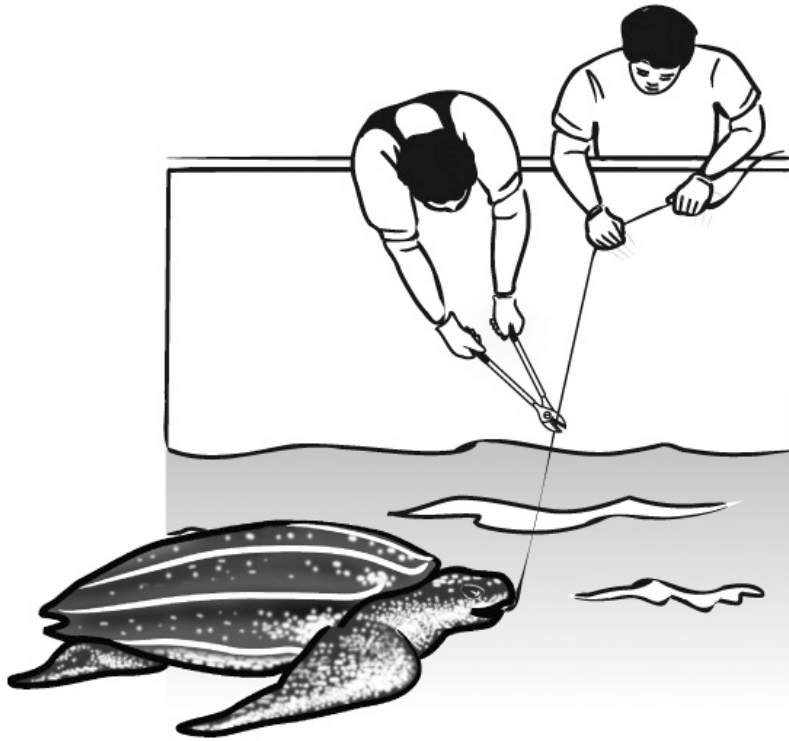
Visually assess if the turtle is:

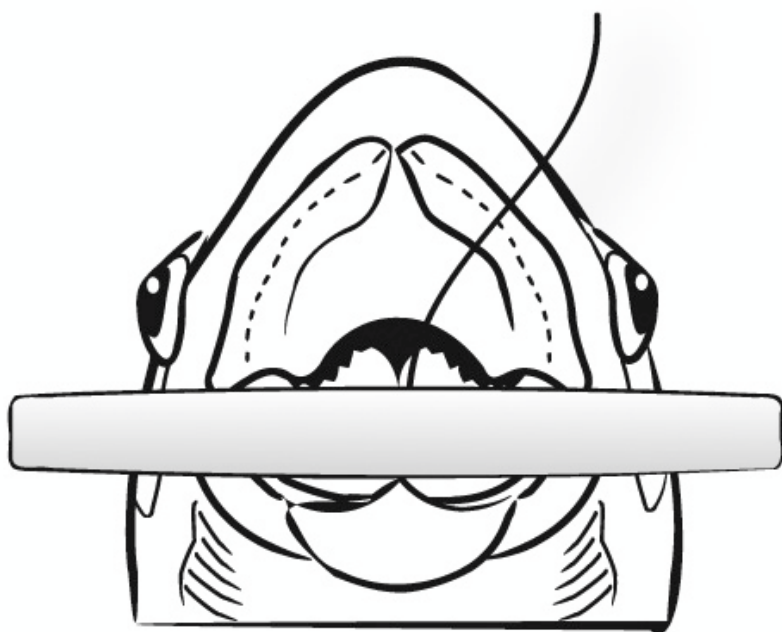
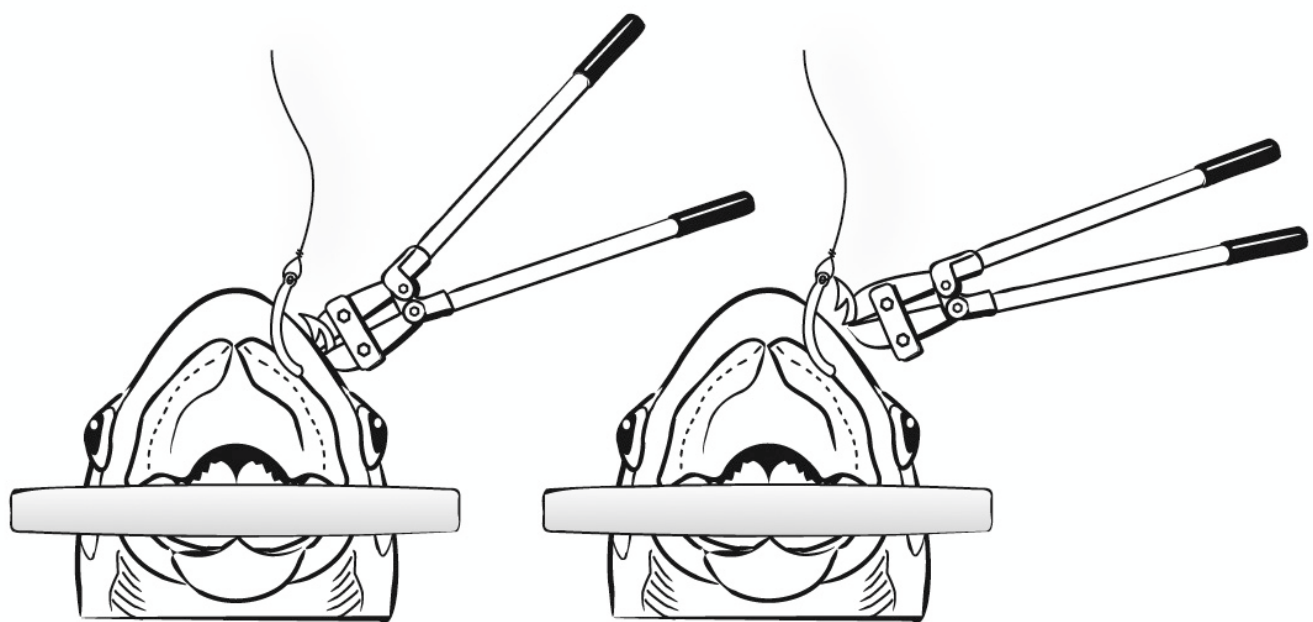
- A) Entangled only: use the line cutter to cut off the tangled lines in the water.
- B) Entangled and hooked externally: remove the hook if possible and then use the line cutter to cut off the tangled lines in the water.
- C) Entangled and hooked internally: follow the established procedure for handling a hooked turtle.
- D) Entangled turtle (heavily entangled): a gaff may be used to restrain the turtle by the tangled lines. Use the line cutter to cut off the tangled lines in the water, taking care not to cut the lines that are used to control the turtle before other lines have been cut and removed. More than one person may be required to assist, in order to prevent the turtle swimming away while still tangled.

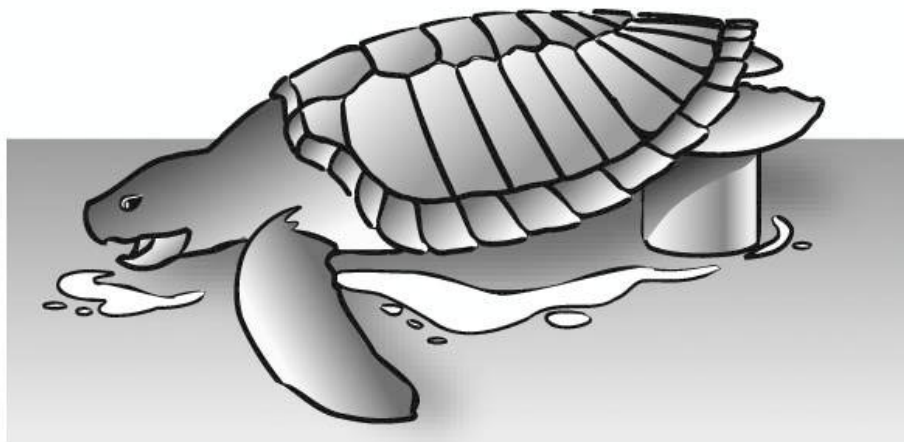
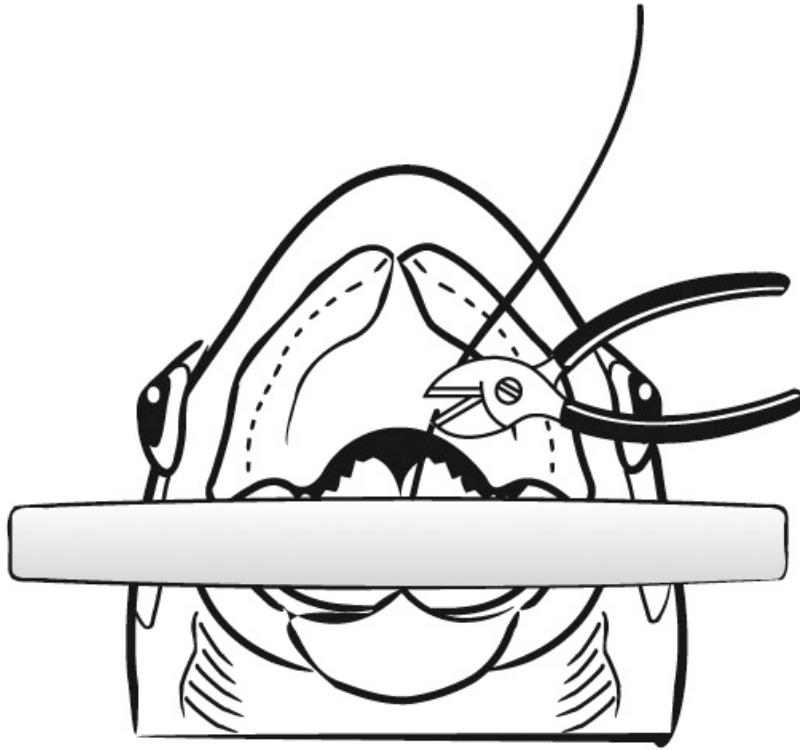
(3) Turtle is small enough to be brought onboard:

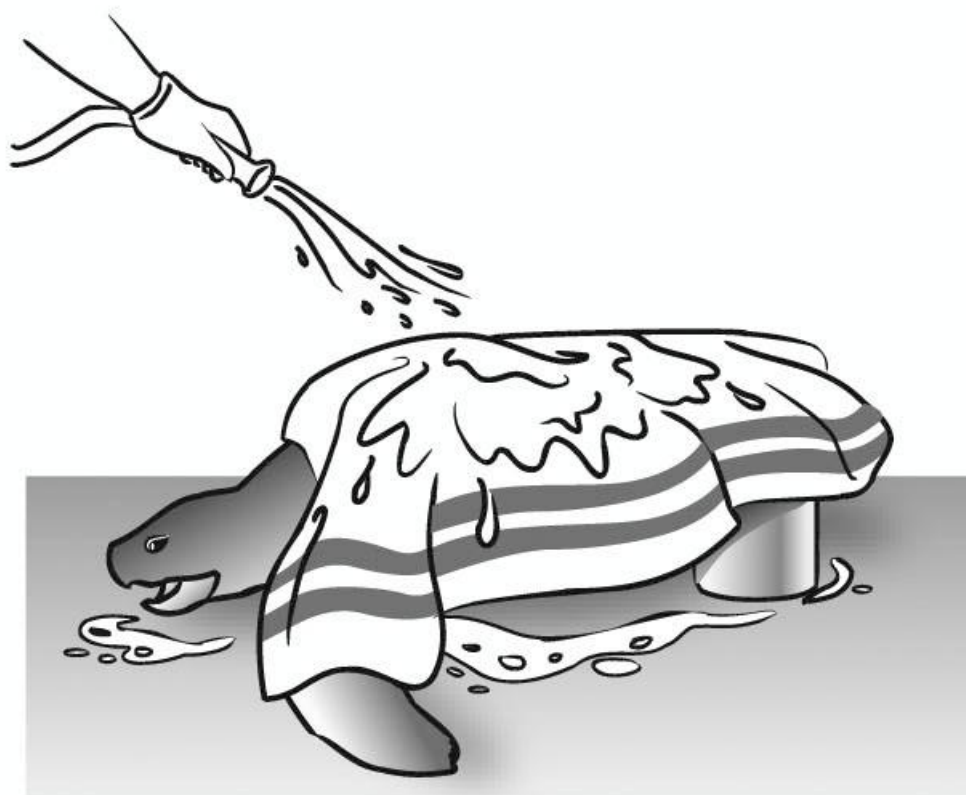
If the turtle is **alive** then established guidelines should be applied (comatose handling, revival, and release). If it is **dead**, it should be brought on board to be measured and identified.

WCPFC Guidelines for the Handling of Sea Turtles - Graphics















Attachment N*

COMMISSION
SIXTEENTH REGULAR SESSION
Port Moresby, Papua New Guinea
5-11 December 2019

SAFE HANDLING AND RELEASE GUIDELINES FOR SEABIRDS

Suppl CMM 2018-03

Bycatch in pelagic longline fisheries is one of the greatest threats to seabirds, particularly albatrosses and petrels.

This proposal is aimed at meeting the requirements of para 11 of CMM 2018-03 - ensuring that seabirds captured alive are released alive and in as good a condition as possible and that, wherever possible, hooks are removed without jeopardizing the life of the seabird concerned.

SC15 noted that some seabirds are captured and released alive, with higher chances of survival when safe handling procedures are implemented. Together with the implementation of effective seabird bycatch mitigation measures, safe handling and release of seabirds will help reduce the impact of pelagic longline and other hook fisheries bycatch on these vulnerable seabirds.

The guidelines on Hook Removal from Seabirds, developed by the Agreement on the Conservation of Albatrosses and Petrels (ACAP), are recommended as non-binding guidelines for safe handling and release of live caught seabirds in all WCPFC pelagic longline and other hook fisheries.

The current ACAP guidelines, in a range of languages, are freely available on the ACAP website: <https://acap.aq/en/resources/bycatch-mitigation> . The format of the advice has been tailored to fishing vessel crew. The current ACAP guidelines are provided in Appendix 1.

Appendix 1. Hook release guidelines developed by the Agreement on the Conservation of Albatrosses and Petrels

HOOK REMOVAL FROM SEABIRDS

Agreement on the Conservation of Albatrosses and Petrels

Release Kit



Towel /
Blanket



Pliers /
Bolt cutters



Net



Box / Bin



Gloves



A C A P

Visit www.acap.aq for more information



Bring bird aboard

If possible, slow or stop hauling and slow or stop vessel to release line tension. If practical, use a landing net to lift small birds on board, otherwise retrieve the bird on the line as safely and quickly as possible. When within reach, grab it by the bill. **Never grab the wing.**



Restrain bird and hold securely

Carefully fold the wings into the bird's body. Wrap the bird in a towel/blanket (not too tightly) and cover the eyes if possible. Make sure the bird doesn't come into contact with oil on deck.

For large birds that you cannot manage under your arm, restrain the bird securely between your legs without squeezing. Hold the bill gently shut but **do not cover the nostrils**.

If the bird vomits, loosen hold on bill so the bird does not suffocate.





OR



OR

Remove the hook

If the hook is visible

Use pliers (or bolt cutters for large hooks) to cut through the hook shaft (or to flatten the barb). Pull the hook back out of the bird.

If the hook is swallowed and removal is possible

A second person can find the hook position externally by feeling along the neck or internally by following the line to the hook. Gently force the tip of the hook so that it bulges under the skin of the bird (for **large birds**, this may be easier if you reach down the bird's throat and hold the hook). If you can get a good grip on the hook, push the tip of the hook through the skin and remove.

Never try to extract the hook backwards.

If hook removal is not possible

Either because removing the hook will cause further damage to the bird or the hook is too deeply ingested, cut the line as close to the hook as possible and leave the hook in the bird.



If the bird is exhausted or waterlogged

If possible, place in a **ventilated** box or bin in a quiet, dry, shaded place to recover for an hour or two. Otherwise, contain bird in a quiet dry area, **away from oil**. The bird is ready for release when the feathers are dry, bird is alert and able to stand.



Release the bird

If the bird is strong and mostly dry, release it onto the water (but clear of the vessel) immediately after hook removal. Having again first grabbed the bill, lift and slowly lower the bird onto the water letting go of the bill last.

Where birds cannot be lowered directly onto water, lift and release the bird from the side of the vessel into the wind letting go of the bill at the same time. The bird may remain on the water for some time after release.



HOOK REMOVAL FROM SEABIRDS

Visit www.acap.aq for more information

January 2019



**COMMISSION FIFTEENTH
REGULAR SESSION**
Honolulu, Hawaii, USA
10-14 December 2018

**BEST HANDLING PRACTICES FOR THE SAFE RELEASE OF SHARKS (OTHER THAN
WHALE SHARKS AND MANTAS/MOBILIDS)¹**

The following are recommended non-binding guidelines of best handling practices of sharks for both purse seine and longline fisheries:

Safety First: These guidelines should be considered in light of safety and practicability for crew. Crew safety should always come first. Crew should wear suitable gloves and avoid working around the jaws of sharks.

For all gear types, keep animals in the water if possible. If necessary to land on deck, minimize time and release shark to the water as soon as possible.

Purse Seine

Do's (make sure that “do” graphics are clearly labelled as examples only):

If in purse seine net:

- ⑤ Release sharks while they are still free-swimming whenever possible (e.g. back down procedure, submerging corks, cutting net)
- ⑤ For sharks that cannot be released from the purse seine net, consider removing them using a hook and line.

If in brail or on deck:

- ⑤ For sharks that are too large to be lifted safely by hand out of the brailer, it is preferable they are released using a purpose-built large-mesh cargo net or canvas sling or similar device². If the vessel layout allows, these sharks could also be released by emptying the brail directly on a ramp held up at an angle that connects to an opening on the top deck railing, without need to be lifted or handled by the crew.
- ⑤ Generally, small sharks are fragile and need to be handled very carefully. If this can be done safely, it is best to handle and release them with two people, or one person using both hands.
- ⑤ When entangled in netting, if safe to do so carefully cut the net away from the animal and release to the sea as quickly as possible with no netting attached.

¹ These guidelines are appropriate for live individuals of shark species to be released under no-retention policies as well as any other live sharks to be released voluntarily.

² As recommended in document SC8-EB-IP-12 (Poisson et al. 2012)

Don'ts (graphics are useful here):

- ⑤ Do not wait until hauling is finished to release sharks. Return them to the sea as soon as possible.
- ⑤ Do not cut or punch holes through the shark's body.
- ⑤ Do not gaff or kick a shark and do not insert hands into the gill slits.

Longline

Do's (make sure that "do" graphics are clearly labelled as examples only):

- ⑤ The preference is to release all sharks while they are still in the water, if possible. Use a dehooker to remove the hook or a long-handled line cutter to cut the gear as close to the hook as possible (ideally leaving less than 0.5 meters of line attached to the animal).
- ⑤ If de-hooking in the water proves to be difficult, and the shark is small enough to be accommodated in a dip net, bring it on board and remove as much gear as possible by using a dehooker. If hooks are embedded, either cut the hook with bolt cutters or cut the line at the hook and gently return the animal to the sea.
- ⑤ For all sharks that are brought on deck, minimize time before releasing to the water.

Don'ts (graphics are useful here):

- ⑤ Do not strike a shark against any surface to remove the animal from the line.
- ⑤ Do not attempt to dislodge a hook that is deeply ingested and not visible.
- ⑤ Do not try to remove a hook by pulling sharply on the branchline.
- ⑤ Do not cut the tail or any other body part.
- ⑤ Do not gaff or kick a shark, and do not insert hands into the gill slits.

Additional recommendation:

Knowing that any fishing operation may catch sharks, several tools can be prepared in advance (e.g. canvas or net slings or stretchers for carrying or lifting, large mesh net or grid to cover hatches/hoppers in purse seine fisheries, long handled cutters and de-hookers in longline fisheries).



**COMMISSION TWELFTH
REGULAR SESSION**

Bali, Indonesia

3-8 December 2015

GUIDELINES FOR THE SAFE RELEASE OF ENCIRCLED WHALE SHARKS¹

General principles

- Safety of the crew is a paramount consideration.
- When releasing encircled whale sharks, the stress the animal receives should be minimized to the extent possible.
- The following possible release methods should be used as general guidelines.
- The effectiveness of the following possible release methods has not been fully evaluated. Further scientific research is necessary in order to investigate survival after the release by various release methods. Therefore, CCMs are encouraged to conduct analysis on methods used by their purse seine vessels. In addition, several agencies have initiated a program of satellite tag deployments by experienced observers to assess survival of encircled animals associated with various release techniques.
- The appropriate release method should be chosen in a flexible manner depending on the circumstances and condition of the particular purse seine set, e.g. the size and orientation of the encircled animal, amount of fish in the purse seine set, weather conditions and brailing operation style.

As noted in the TCC9 Summary Report, Para 318, the PNA requires that when a whale shark is encountered in a purse seine net in PNA waters the net roll must be immediately stopped and the whale shark released.

In the WCPFC Convention Area the following actions are not recommended when releasing encircled whale sharks (see WCPFC-SC11-2015/EB-WP-03 Rev.1):

- Vertically lifting sharks by tail
- Pulling sharks by a loop hooked around its gill or holes bored into a fin
- Gaffing
- Leaving attached any towing ropes.
- Brailing whale sharks larger than 2 meters
- Brailing whale sharks onto the deck ---

¹ Originally adopted on 8 December 2015. The title of this decision was amended through the Commission decision at WCPFC13, through adopting the SC12 Summary Report which contains in paragraph 742: “SC12 agreed to change the title of ‘Guidelines for the safe release of encircled animals, including whale sharks’ to ‘Guidelines for the safe release of encircled whale sharks.’”



**COMMISSION FOURTEENTH
REGULAR SESSION**

Manila, Philippines

3 – 7 December 2017

BEST HANDLING PRACTICES FOR THE SAFE RELEASE OF MANTAS & MOBULIDS

At WCPFC13, the Commission designated six species of manta and mobulid rays as key shark species for assessment in December 2016 and called for the development of safe release guidelines for manta and mobulid rays during SC13.

The following are recommended non-binding guidelines of best handling practices of manta and mobulid rays for both purse seine and longline fisheries:

Purse Seine

Do's:

- Release rays while they are still free-swimming whenever possible (e.g. back down procedure, submerging corks, cutting net).
- It is preferable that larger rays (>60 kg), that are too large to be lifted safely by hand are brailed out of the net and released using a purpose built large-mesh cargo net or canvas sling or similar device as recommended in document SC08-EB-IP-12 (Poisson *et al.* 2012,
- Good practices to reduce the mortality of sharks and rays caught incidentally by the tropical tuna purse seiners). [Note: It is preferable that release nets or devices are prepared prior to each set.]
- It is preferable that small (< 30 kg) and medium rays (30-60 kg) are handled by 2 or 3 people and carried by the sides of its wings or preferably using a purpose-built cradle/stretchers while ensuring the safety of the crew.
- When entangled in netting, carefully cut the net away from the animal and release to the sea as quickly as possible while ensuring the safety of the crew.

Don'ts:

- Do not leave a ray on deck until hauling is finished before returning it to the sea.
- Do not punch holes through the bodies of rays (e.g. to pass a cable or line through for lifting the ray).
- Do not gaff, drag, carry, lift or pull a ray by its “cephalic lobes” or tail or by inserting hooks or hands into the gill slits or the spiracles.

Longline

Do's:

- For small rays, gently bring on board and remove as much gear as possible by backing the hook out. If hooks are embedded, either cut the hook with bolt cutters or cut the line at the hook and gently return the animal to the sea.
- For medium to large rays (>30 kg), leave the animal in the water and use a dehooker to remove the hook or a long-handled line cutter to cut the gear as close to the hook as possible (ideally leaving < 0.5 meters of line attached to the animal).

Don'ts:

- Do not hit or slam a ray against any surface to remove the animal from the line.
- Do not attempt to dislodge a deeply hooked or ingested hook by pulling on the branch line or using a dehooker.
- Do not attempt to lift medium to large (>30 kg) rays aboard vessel.
- Do not cut the tail.
- Do not gaff, drag, carry, lift or pull a ray by its “cephalic lobes” or tail or by inserting hooks or hands into the gill slits or the spiracles.

Additional recommendation:

Knowing that any fishing operation may catch rays, several tools can be prepared in advance (e.g. canvas or net slings or stretchers for carrying or lifting, large mesh net or grid to cover hatches/hoppers in purse seine fisheries, long handled cutters and de-hookers in longline fisheries).