



National Fisheries Authority

Promoting Sustainable, Environmentally Friendly and Economically Viable
Marine Resource Management for the Long Term Benefit of Papua New Guinea

Observer Programme Management Procedures Manual

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And

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NFA Fisheries Observer Programme



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Version Control

Version number	Date change approved	Details	Name
1.			
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Glossary of Terms

ATS	Asset Tracking System
CDS	Catch Documentation Scheme
FFA	Forum Fisheries Agency
FIMS	Fisheries Information Management System
FVFODF	Freezer Vessel Fish Origin Declaration Form
HQ	Headquarters of the Observer Programme, Port Moresby
IUU	Illegal, Unreported, Unregulated fishing
MCS	Monitoring Control and Surveillance
MSC	Marine Stewardship Council
NFA	National Fisheries Authority
NFC	National Fisheries College
NFD	Non Fishing Day
PIRFO	Pacific Island Regional Fisheries Observer
PNA	Parties to the Nauru Agreement
PNG	Papua New Guinea
POM	Port Moresby
SOP	Standard Operating Procedure
SPC	Secretariat of the Pacific Community
TUBs	Tuna Fisheries Observer System
VDS	Vessel Day Scheme
WCPFC	Western and Central Pacific Fisheries Commission

Purpose of this document

The purpose of this document is to provide a user-friendly description of how the National Fisheries Authority of Papua New Guinea (NFA) manages its Fisheries Observer Programme. The procedures contained in this manual aim to provide all interested parties with transparent and complete information on how this Programme is managed. It is envisaged that it will be used by the NFA, other government and non-government agencies within Papua New Guinea, neighbouring countries, international agencies such as the Forum Fisheries Agency, Parties to the Nauru Agreement, the South Pacific Commission, the United Nations, the European Union and the Marine Stewardship Council, to identify how the NFA is administering this programme. It may also be used by other countries to learn how they may manage their own current or future observer programmes. Finally, this document will be used by current and future staff within the NFA Observer Programme to guide them in how they should conduct their duties.

With such a diverse range of users, it is intended that this document be as user-friendly and as easy-to-read as possible. The document therefore adheres to a relatively simple, logical approach that describes, in chronological order, the various Standard Operating Procedures conducted by the position holders in the Observer Programme Management team as they recruit, train, deploy, debrief and pay their Observers, as well as how they handle the vital data their Observers collect.

Background

Observer Programmes

The NFA collects many types of data from the fisheries it manages. These data are used for a variety of fisheries management, compliance and research purposes. As is the case for many of the world's leading fisheries management agencies, the NFA operates a large and sophisticated Observer Programme.

Observer Programmes involve placing trained professionals onboard fishing vessels, during normal fishing operations, to obtain data on catches, bycatches, discards, fishing operations and other information. Such programmes are well-recognised as the best (and often the ONLY) way one can gather accurate data on bycatch and discards. They also provide information on the use of fishing gear, processing techniques and are an essential source of data for stock assessments. Observers are also an excellent source of information on developing fisheries by identifying fishing strategies, interactions with other fishing fleets and processing operations. Observers also monitor and report on IUU activities such as misreported catch, fishing in restricted areas/times or using illegal gear, interference with vessel monitoring systems, etc. Observer-based information on such critical incidents often lead to very effective enforcement investigations and this, in addition to the mere presence of observers on vessels, leads to greater compliance levels in general.

Observer Programmes have therefore become a vital and major source of fisheries information throughout the world. The recognition of this importance has led to a major growth over the past 20 years or so in the number of such programmes, their complexity and sophistication. Nowhere in the world is this growth as evident as it is in the NFA Observer Programme which has seen an order-of-magnitude increase in scope over the

past decade. Further, this programme has also been among the first anywhere to adopt the latest electronic technology to augment data collection and Observer deployment.

The NFA Observer Program

The NFA Observer Program began in 1996 and is one of the 2 largest fisheries observer programs in the world (34,520 days at sea in 2014 on over 1000 trips). It mainly concerns data collection from the purse-seine tuna vessels but also places observers in other fisheries. The Observer data is central to most of the core functions of the NFA in fisheries management, enforcement and research. It is seen by all NFA staff as “the NFA’s main eyes and ears”.

Many types of data are collected by the Observer Program using a series of 11 regular data forms, a trip report, a tagging recovery form, a debriefing report, a confidential observer journal and any photographs, videos, etc. taken by the observer. All information is currently paper-based, with most of data entry done by the South Pacific Commission (SPC) and some done in-house by casuals, with other items (like the observer’s journal) scanned and stored. However, Electronic Reporting using Android tablets and satellite uplinks is to be rolled out to observers over the next 12 months. The data from the Program are currently kept on the Tuna Fisheries Observer System (TUBS) with integration into NFA’s Fisheries Information Management System (FIMS). The data collection protocols adhered to by all observers in the Programme are those required (and certified) by the Pacific Islands Regional Fisheries Observer procedures. This current document does not repeat these onboard procedures here – they are readily available at (<http://www.spc.int/oceanfish/en/ofpsection/fisheries-monitoring/observers>) Rather, this manual concerns all other aspects of the management of the Programme, as conducted by the Management Team – from recruitment and training through to deployment, debriefing, data distribution, disciplinary actions and organising equipment.

Fourteen years ago the NFA sponsored the production of its first Observer Management Procedures Manual to describe how the programme was managed. Since that time a great deal has changed in the programme as it has evolved to be one of the largest in the world. The Standard Operating Procedures and Policies currently used by the Management Team differ greatly from those used in 2001 so, in 2014 it was considered necessary to review these procedures and to provide a fresh, new manual that describes (to all users) how the NFA’s Observer Programme is managed now. This current document has been prepared to provide such a description.

However, it is important to note that this large and vital Observer Programme is evolving constantly. For example, in recent times the Programme has been incorporated into the NFA’s web-based, real-time Fisheries Information Management System (FIMS) which captures data collected by Observers as well as their tracking information. But the Programme is also in the middle of another, even greater shift in efficiency and sophistication as it implements high-tech communications instrumentation into its processes. The use of Android tablets and Personal Communication Devices by Observers to upload data in near real-time at sea, and/or by Wifi upon landing, are imminent (at the time of writing this document, this equipment is being rolled out to observers for intensive testing). When fully operational, this technology will revolutionize the Programme into a close-to paperless programme (probably by the end of 2016, in keeping with PNG’s Vision 2050) – at which point it will be necessary to once again update this Procedures manual. Furthermore, 2015 will see the NFA Observer Programme Management Team administer the trialling of video-based Electronic Monitoring - which may have the potential to

augment and/or replace human observers on longline vessels and/or vessels deemed unsafe. Should this occur, another edition of this manual will eventually be required.

NFA's Fisheries Information Management System (FIMS)

Before describing the procedures used by the NFA's Fisheries Observer Management Team, it is necessary to understand the NFA's Fisheries Information Management System (FIMS). This important tool is used by NFA to organise its various datasets. This is a state-of-the-art, web-based, database management tool that provides a user-friendly front-end through which NFA's various datasets can be interrogated. Its main server resides in Brisbane (to protect against inconsistent mains power issues at NFA), with the backup server based at NFA. The system is well-advanced in its implementation, with many databases already incorporated, and the rest are to follow throughout 2015. FIMS is also being rolled-out throughout the region in all countries that are Parties to the Nauru Agreement (PNA).

The database stores and derives information from many databases to report on such things as the Asset Tracking System (ATS), Vessel Register, Vessel Day Scheme, Crew Register, Audit & Traceability, MCS Live access and Photos, Alerting Visual and Email, e-Forms, Licensing, Integration with other entities, Port Sampling, Reporting, Catch Traceability, Observer Management, Observer Tracking and FAD Tracking.

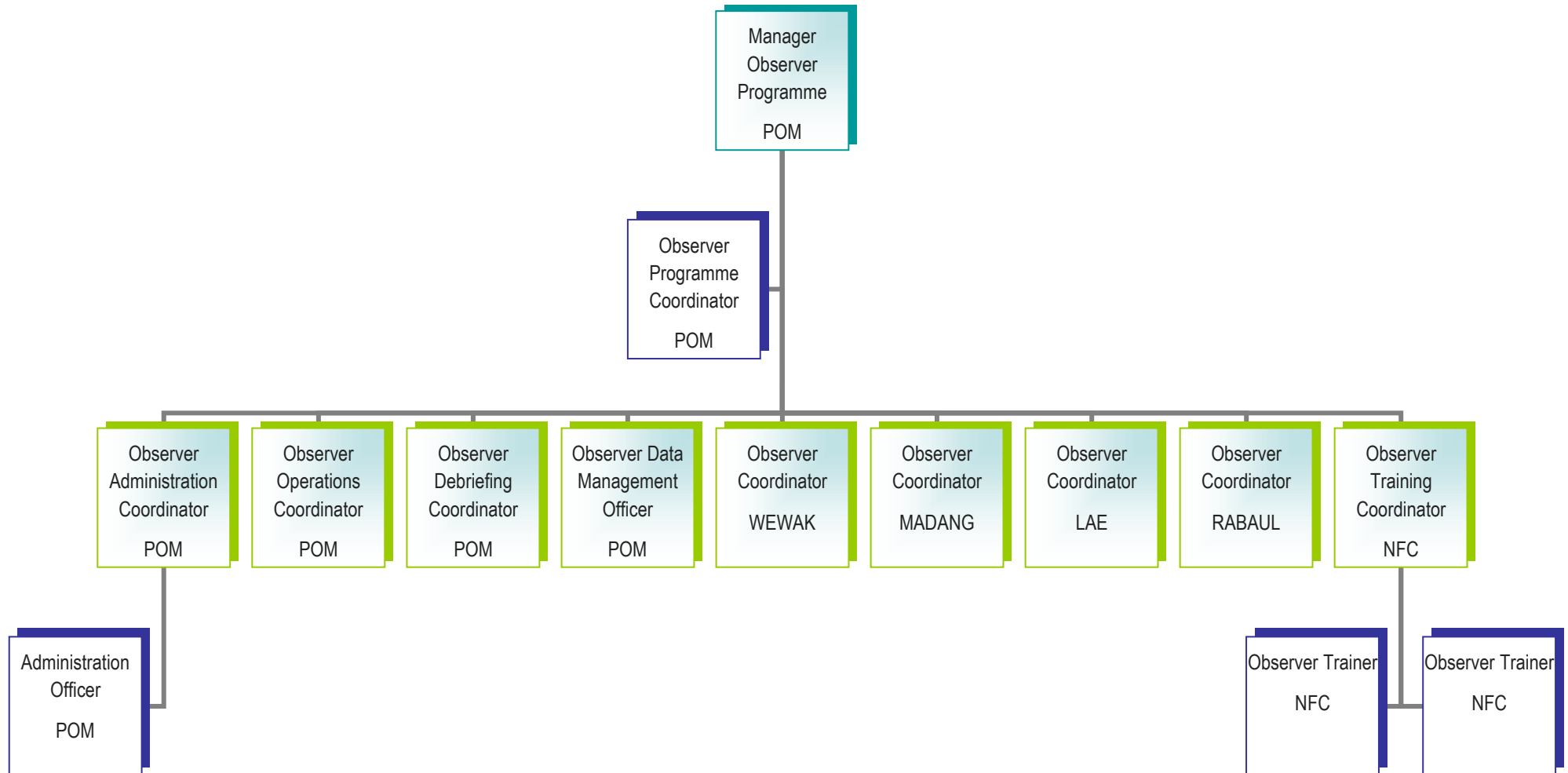
The system is a key tool used in the management of the NFA Observer programme with many of the procedures used to run the Programme being linked into the system. The system also permits excellent security to data access via password controls at all levels of reporting. The procedures used by Observers in accessing FIMS are described in the FIMS Observer User Guide (to conserve space, this guide is not included in this manual but is readily available from the NFA).

The Observer Programme Management Team

Structure

The following figure (Fig. 1) describes the rather modestly sized Observer Programme Management team of the NFA. It is a relatively flat structure with 7 positions based in Port Moresby (POM), 4 in the major fishing ports and 3 at the National Fisheries College (NFC). In addition to this team are 70 Debriefers and 286 Observers.

Fig. 1 – Current unit structure of the NFA Observer Programme Management Team



Tasks

The following summarises the main tasks of the Fisheries Observer Programme's Management Team. They must ensure that:

- Trained observers are deployed to monitor compliance with fisheries management measures;
- The deployment of observers adheres to coverage levels of vessels that are provided by Fisheries Management;
- Observers are trained in accordance with PIRFO's requirements and effectively carry out those actions and duties required as per PIRFO's data collection protocols.
- The information gathered by observers is subject to appropriate quality controls as required under PIRFO's protocols and suitably disseminated to all required users;
- Work is fairly and appropriately allocated and observers are correctly remunerated;
- Observers are managed as an integral part of the monitoring and enforcement team;
- Observer rights under the 1998 Fisheries Management Act are respected; and
- A vessel master's responsibilities to assist an Observer, as outlined in the Act, are understood and adhered to.

Standard Operating Procedures (SOPs)

The following Standard Operating Procedures (SOPs) outline how the NFA's Fisheries Observer Programme Management Team fulfil their tasks. These procedures (and their associated forms – provided in the Appendix) begin with recruitment, training and certification processes, go through how observers are placed on vessels and tracked while at sea, the debriefing, critical incident and assessment procedures, how observers are paid, how their data is disseminated, how they are decertified, retrained and recertified, how Debriefers are assessed, certified, decertified and recertified, how disciplinary actions are managed and how observer equipment is organised.

Observers

SOP 1 - Training Selection

1. **Basic observer training advertisement** (Administration Coordinator). An advertisement is designed using the appropriate selection criteria and forwarded to a national newspaper to advertise for interested persons to apply to be trained as NFA Observers with a deadline given for receipt of applications.
2. **Dissemination of Application forms** (Administration Coordinator). Application forms are prepared and dispatched to applicants responding to the advertisement (see Appendix, Form 1).
3. **Receiving applications** (Administration Coordinator). During the course of advertisement, applications will start to come in via mail or hand. These are registered and entered into a selection matrix table.
4. **Applicant Screening** (Administration Coordinator). After registering all applications, they are screened and checked for full documentation. A short-list of candidates is prepared by ranking applicants against the selection criteria.
5. **Notification of short list and entry tests** (Administration Coordinator). Shortlisted applicants are notified by phone and invited to sit entry tests. The entry tests are then held (see Appendix, Form 2).
6. **Notification for an interview** (Administration Coordinator). Applicants who pass the entry test are contacted invited to a face-to-face formal interview.
7. **Interview Session** (Administration Coordinator). A formal face-to-face interview is conducted with the applicant. The interview can be conducted by a panel or one-on-one.
8. **Final screening and selection** (Programme Manager). The Programme Manager reviews a recommended short list of successful applicants that is prepared by the Administrative Coordinator, selects the best candidates and identifies reserve candidates to be on standby. This list is then endorsed for Managing Director's final approval.
9. **Managing Director's approval** (Programme Manager, Managing Director). The list is taken to the Managing Director for viewing and approval.
10. **Successful candidates notified and confirmed** (Administration Coordinator). Successful applicants are formally notified through a letter of acceptance and given

time to respond. If the candidate turns down the offer, the reserve candidates are made the offer.

11. **Letter of acceptance prepared and issued to successful candidates** (Administration Coordinator). An acknowledgement letter is sent to the successful candidates who accepted the offer. They are also asked to confirm their availability to attend training and what to bring to training.
12. **Final list forwarded to the Observer Training Unit at the National Fisheries College** (Administration Coordinator). The approved list of successful candidates is then forwarded to the Observer Training Coordinator at NFC.

SOP 2 - Training and Certification

1. **Delivery of observer competency training** (Observer Training Coordinator, Observer Trainer). The list of selected candidates for observer training received from the Programme Manager is forwarded to the Student Services Manager to facilitate the trainees' stay on campus.
2. **Training** (Observer Trainer, Observer Training Coordinator). Candidates undergo training according to the 27 competencies required in the Pacific Islands Regional Fisheries Observer Standard, log onto:
(<http://www.spc.int/oceanfish/en/ofpsection/fisheries-monitoring/observers>).
3. **Assess by competency** (Observer Training Coordinator, Observer Trainer). Assessments are carried out on each of the competencies required under the Pacific Islands Regional Fisheries Observer Standard.
4. **Reassess when and if required** (Observer Training Coordinator, Observer Trainer). Candidates deemed not competent after assessment are then retrained on those competencies that he/she lacks knowledge on and reassessed again at the National Fisheries College.
5. **Compile results** (Observer Training Coordinator, Observer Trainer). All the results from each individual assessment are compiled for overall competency, to determine if the candidate is deemed to be competent in basic observer work before being issued PIRFO certification.
6. **Observer Certification** (SPC, Observer Training Coordinator). A candidate is presented a PIRFO Basic Observer Certificate endorsed by NFA and SPC.

SOP 3 - Medical Checks

1. **Identify medical practitioner** (Administration Coordinator, Port Coordinator). Identify appropriate medical practitioner and establish contact to conduct the medical check on Observers.
2. **Schedule observer for check-up** (Administration Coordinator, Port Coordinator). Schedule all observers for six (6) monthly checks including psychiatric, drug, blood, fitness and a general health check to ensure physical and mental fitness for observer duties.
3. **Medical report in personal file and register on FIMS** (Administration Coordinator, Port Coordinator). All medical certificates are highly confidential and are filed electronically onto FIMS and hard copies stored on observers' personal files. Note that all procedures associated with using FIMS, one must refer to the FIMS Observer User Guide.

SOP 4 - Placement

1. **Coverage levels received from Fisheries Management** (Fisheries Management, Programme Manager). Observer coverage levels are determined by Fisheries Management and provided to the Programme Manager. These levels are 100% for Purse-Seine vessels but usually lower for other gear types.
2. **Identify the vessel** (Programme Manager). The target vessel for an observer is identified based on the required coverage level per gear type by the Programme Manager who advises the Programme Coordinator to coordinate placement through the Placement Coordinator. When required coverage is less than 100%, vessels are selected at random by Fisheries Management.
3. **Company requests an Observer** (Observer Programme Coordinator). Companies may request an Observer to be placed on their vessel through liaison with the Programme Manager and/or the Programme Coordinator and/or Placement Coordinator. However, with regard to locally based or owned Long Line vessels, Prawn Trawl and other general fishing vessels, the Programme Coordinator advises the company when their vessel is due to carry an observer based on coverage requirements for these fisheries.
4. **Identifying an observer** (Placement Coordinator). An observer is identified for a trip after close consultation between the Placement Coordinator and the Debriefing Coordinator with regard to the observer's previous record in data collection, data compiling and debriefing scores to assess his/her performance for repeated placements on the particular vessel gear type. Contact is established with an observer for a trip and their availability and physical fitness is confirmed. The observer is also assessed after a face-to-face interrogation on their mental and physical status by the Port Coordinator. All observers engaged for trips should be 100% fit, without illness or family issues that might affect their performance whilst on duty via a written consent with associated documentation.
5. **Prepare observer contract for management approval** (Administration Coordinator). Ensure the standard observer contract (see Appendix – Form 3) is organized and disseminated to Port Coordinators to be printed and handed to the observer to read and understand prior to signing and embarking on a trip.
6. **Prepare placement brief for the observer** (Placement Coordinator). A written brief signed off by the Placement Coordinator on behalf of the Programme Manager is prepared and passed onto the observer prior to taking a trip (see Appendix – Form 4). Stated in the brief is the purpose of the trip, the observer's ID number, the vessel to board, the type of vessel, port of embarkation, estimated time of departure (ETD), the name of the Placement Officer, the vessel particulars (license number and call sign) and a simplified guide for the observers to read and digest whilst on duty. The placement brief is also sent to the Administration Coordinator.
7. **Equip observer with necessary resources/equipment** (Port Coordinator, Placement Coordinator). The observer is provided with the necessary resources to carry out his/her duties effectively—including the workbook for data collection and report writing. Waterproof data collection forms for data collection on wet decks and callipers for measuring target catch and by-catch species are also supplied to all observers.
8. **Prepare and send formal notification of the intention to place an observer to the vessel operator** (Placement Coordinator). A formal Notice of Intention to Place an

Observer is prepared and sent to the vessel operator, vessel owners and/or vessel agent advising them of the National Fisheries Authority's intention to place an observer on their vessel.

9. **Prepare pre-trip allowance** (Administration Coordinator, Administration Officer). After receiving the placement brief from the Placement Coordinator, a pre-trip allowance is raised and paid to the observer to equip him/her to assist them to buy personal necessities and stationery supplies for the trip.
10. **Travel arrangements** (Administration Coordinator, Administration Officer). After the observer is identified, travel arrangements are arranged through the travel agent to get the observer to the vessel (see also SOPs 5 and 6).
11. **Advise vessel of accommodation/logistics/travel** (Port Coordinator, Administration Coordinator). The vessel operator is advised of the hotel the observer will be accommodated at prior to boarding the vessel, and upon the observer's arrival back in port.
12. **Liaise with vessel operators and agent to confirm vessel movement** (Placement Coordinator Port Coordinator). Coordination is maintained at all times through email, fax or phone with the vessel operators regarding their vessel's departure and/or arrival.
13. **Effect travel to port of embarkation** (Administration Coordinator, Placement Coordinator). As a travel ticket is received from the travel agent, it is issued to the observer, advising him/her of the time of travel. Upon receiving confirmed dates of vessel departure from the operators, the Placement Coordinator advises the observer to travel to the port of embarkation or if the observer is to board in their home port, then transport logistics are arranged by the Port Coordinator to have the observer dropped off.
14. **Arrange placement meeting with vessel captain/master, company representative or agent** (Port Coordinator). Liaise with vessel agent or company representative to meet for a formal placement meeting with the captain/master and the observer and have the placement form signed.
15. **Issue captain/master with the form for the vessel report on the observer** - (see Appendix – Form 5) (Port Coordinator, Placement Officer). This form is provided for the captain/master to report back on the observer's performance. It is given and explained to the vessel captain/master at the start of the trip who fills out the form during the trip as appropriate.
16. **Vessel departs port with observer onboard** (Port Coordinator, Placement Coordinator). The vessel departs with the Fisheries Observer only upon completion of the above formal placement meeting. The observer now begins his/her standard trip onboard the assigned vessel and fulfils his/her duties according to the PIRFO protocols.
17. **Maintain mandatory weekly report** (Placement Coordinator, Port Coordinator). The observers under contract at sea are encouraged to send in a weekly report on Wednesdays (see Appendix – Form 6). Maintaining contact via email, fax or phone is encouraged from all observers to determine their physical, mental fitness and enthusiasm at work during the term of their contract.
18. **Observer returning to port** (Port Coordinator, Debriefing Coordinator, Placement Coordinator). The Placement Coordinator is aware of the observers' arrival in port through weekly reporting from the observers or through the vessel operators or

vessel agents in the port of arrival. The Port Coordinator then arranges Debriefing personnel in the respective port of arrival to carry out pre-debriefing formalities with the observer without delay (ie. as soon as possible after arrival) – see SOP 9.

SOP 5 - Validation of Transshipments

1. **Recording the transshipment** (Vessel Master). Vessels conducting transshipments at sea must carry the Freezer Vessels Fish Origin Declaration Form issued by the NFA (FVFODF) (see Appendix, Form 7) which the Vessel Master is required to complete.
2. **Validating the transshipment** (Observer, Catch Documentation Scheme CDS Officer, Port Coordinator). During the transshipment, the Observer must examine the movement of fish and validate the information provided by the Vessel Master on the FVFODF form by signing off on the form.
3. **Provision of the transshipment information to NFA** (Catch Documentation Scheme CDS Officer). When the freezer vessel returns to port, the FVFODF, as validated by the Observer, must be provided by the Vessel Master to the local CDS Officer.

SOP 6 - Travel Arrangements (domestic)

1. **Liaise with travel agent and confirm itinerary** (Administration Coordinator, Port Coordinator, Placement Coordinator). Upon receipt of the vessel estimated time of arrival and departure, observer travel is organized.
2. **Make payment** (Administration Officer). Raise requisition to effect travel for the observer.
3. **Issue ticket to observer and facilitate travel** (Administration Officer). Tickets are issued to the observer and he/she is advised of travel details.
4. **Filing** (Administration Officer). Copies of the requisition and purchase order for travel arrangements are filed.

SOP 7 - Travel Arrangements (overseas)

1. **Coordinate with vessel agent and operator to confirm itinerary** (Foreign Placement Coordinator). Upon receipt of the intention from another observer programme to use a PNG observer, continuous coordination is immediately established by the Foreign Placement Officer with the requesting programme and/or the vessel operators regarding travel arrangements for the observer.
2. **Coordinate with vessel agent to confirm visas if appropriate and travel dates** (Foreign Placement Coordinator). An observer boarding a vessel overseas must have a valid passport and appropriate visas. The observer is responsible for ensuring visas are granted before they are deployed abroad.
3. **Arrange observer travel entitlement** (Foreign Placement Coordinator). The observer is to be well-catered-for prior to departure from any PNG port to board in a foreign port. The Foreign Placement Coordinator must ensure that the travelling allowance is paid before the observer departs PNG.
4. **Ensure observer travels safely to port of embarkation and disembarkation** (Foreign Placement Coordinator). During the course of duty from the beginning to the end, the Foreign Placement Coordinator ensures, through coordination with the vessel operators, the contracted observer and fellow coordinators that the

contracted observer travels safely to and from the foreign ports of embarkation and disembarkation, respectively.

5. **Register in FIMS** (Data Management Officer, Foreign Placement Coordinator). During the course of the above procedures, the Foreign Placement Coordinator ensures that all details are entered into FIMS.

SOP 8 - Observer Tracking System

1. **Allocate trip and register onto FIMS** (Placement Coordinator, Administration Coordinator). As soon as the observer is confirmed, allocated a trip, and embarks on a trip, the FIMS database is updated for the observer/vessel allocation using the Observer Tracking Form (see Appendix, Form 8). The name of the observer, ID number, vessel name, port and date of departure and estimated date of arrival is entered.
2. **Issue tracking equipment** (Placement Coordinator). Observers are issued tracking devices (Personal Communication Devices) for tracking their whereabouts and for transmitting observer data whilst at sea. This is done through FIMS which is available near real-time when the observer sends a signal. The appropriate Weekly Reporting Format to be used is printed and given to the observer (see Appendix, Form 6).
3. **Maintain weekly reports from observers** (Placement Coordinator, Port Coordinator). As seen in SOP 4 above, an observer under contract who is at sea is encouraged to send a weekly report every Wednesday. Maintaining contact via email, fax or phone or text messages through the tracking device and using the Weekly Reporting Format is encouraged from all observers to determine their physical fitness, mental fitness and enthusiasm at work during the term of their contract.
4. **Tracking observer seadays** (Placement Coordinator, Port Coordinator). As soon as the observer embarks on a trip and departs, the sea day count begins. Each observer is allocated a number of sea days on every vessel that is boarded after which time, he/she is relieved (usually approx. 40 days). This is tracked through FIMS and the number of days automatically decreases as the trip extends. Seadays per trip per observer can be prolonged if, for example, the vessel has a quick turnaround at port, precluding the observer's replacement, or if other logistics prevents a replacement from arriving at the location in time. The Programme Manager oversees all observer tracking and, at the same time, the Placement Coordinator and the Port Coordinators also track all observers at sea.
5. **Observer relieving arrangements at sea** (Placement Coordinator). For vessels that unload at sea or do transshipments at sea, relieving observers are sent out to relieve current observers onboard if they have reached their maximum allocated sea days.
6. **Receiving port call notice from the vessel operator and/or observer** (Placement Coordinator). Port call notices or a message is sent by the vessel operator and/or the observer to advise coordinators of their port and date of entry.
7. **Liaise with vessel operator and Port Coordinator for observer repatriation** (Placement Coordinator, Port Coordinator). Upon receiving the port call notice from the observer or vessel operator, arrangements are made for observer repatriation.

8. **Confirm observer arrival back in home port** (Placement Coordinator, Port Coordinator). Coordination occurs between the observer and the Coordinator at the port of arrival and the Coordinator at the observer's homeport. This is to notify all parties of the observer's safe arrival at his/her home port. The FIMS tracking system is then updated noting the observers' arrival in their home port and being pre-debriefed or debriefed.
9. **Arrange for debriefing** (Port Coordinator, Debriefing Coordinator). Debriefing Coordinator arranges for debriefing formalities if this is not done at first port of arrival.

SOP 9 - Debriefing

1. **Arrange pre-debriefing** (Port Coordinator, Debriefing Coordinator). The Port Coordinator or Debriefing Coordinator delegates a Debriefing Coordinator to carry out pre-debriefing in the port of arrival as soon as the port call notice is made known. The Debriefing Coordinator conducts a preliminary check on the observer as to his/her welfare and for any critical incident that may require immediate attention from the NFA. The Debriefing Coordinator also highlights any discrepancies in the Vessel Evaluation Form and provides feedback to the observer. After the pre-debrief, the Debriefing Coordinator arranges the venue and schedules the date and time for a full face-to-face debrief to be carried out.
2. **Arrange for full debriefing** (Port Coordinator, Debriefing Coordinator, Debriefing Coordinator). The Port Coordinator or Debriefing Coordinator delegates the Debriefing Coordinator for a full face-to-face debriefing scheduled at the appropriate venue and time. The Debriefing Coordinator then prepares the Debriefing Form and starts the debriefing session according to the schedule. (Note that, to conserve space in this manual, the Debriefing Forms are not included, but the Purse Seine Debriefing Form can be found at: http://www.spc.int/Oceanfish/en/observer-forms/doc_details/522-obs-ps-debriefing-form)
3. **Evaluating and providing feedback for observer** (Debriefing Coordinator). The Debriefing Coordinator evaluates the observer's performance using the Evaluation Form and provides a written feedback for the observer if improvement is required. (Note that, to conserve space in this manual, the Evaluation Forms are not included, but the Purse Seine Debriefing Form can be found at: http://www.spc.int/Oceanfish/en/observer-forms/doc_details/523-obs-ps-evaluation-form)
4. **Register performance rating score on spreadsheet** (Debriefing Coordinator). The debriefed data and report are forwarded to the Debriefing Coordinator who registers the data onto a spreadsheet which is uploaded to FIMS. This includes the performance rating of that particular observer on that trip.
5. **Observer tracking form is sent to Administration for processing** (Port Coordinator). After the debriefing is completed by the Debriefing Coordinator, the Observer Tracking Form (Appendix, Form 8 - see also SOP 8) is forwarded to the Administration section to calculate the fees due and to pay the observer.

SOP 10 - Critical Incidents

1. **Receiving critical incident report from observer** (Debriefing Coordinator). During the pre-debriefing process, the Debriefing Coordinator receives and compiles all relevant information in relation to any alleged infringements committed by the vessel that was reported by

the observer and this is forwarded to the Port Coordinator or the Programme Manager using the Critical Incident Report Form (see Appendix, Form 9).

2. **Assessment of the incident report** (Port Coordinator, Programme Manager). The Port Coordinator or Programme Manager will assess and verify that the incident is in breach of license conditions, including other appropriate regional arrangements and management measures and forwards it to the Critical Incident Analyst.
3. **Analysis in relation to the matter** (Critical Incident Analyst). The Critical Incident Analyst compiles all necessary and relevant information in consultation with the observer concerned and forwards the information to the Programme Manager for citation.
4. **Management assessment** (Programme Manager). Upon receiving the analyst's report, the Programme Manager cites it and endorses it for investigation and forwards the information to the Enforcement Team Leader for perusal.
5. **Follow-up with investigation** (Programme Manager). The Programme Manager will do a follow-up with the investigation team to ascertain the outcome of the case for record-keeping purposes.

SOP 11 - Remuneration

1. **Receiving the observer tracking form** (Administration Coordinator, Administration Officer). As soon as the Observer Tracking Form is received, calculations are made on the score sheet to indicate the level of data and reporting accuracy, and also to assess the data submission period as consistent with the National Debriefing Policy (see below) and observer contract. This period is counted from the day the observer disembarks from the vessel as indicated on the tracking form.
2. **Calculating due observer fees payable** (Administration Coordinator, Administration Officer). If the trip data and report are both considered to be satisfactory, and are provided within 7 working calendar days after purse seine trips or 14 calendar days after long line, prawn trawler, or pole and line trips, the observer is paid the highest rate. However, even if the trip data and report are considered to be satisfactory, if they are submitted later than the above deadlines without good reason, the observer will be paid the middle rate. If the data and the report are not considered satisfactory, and are submitted late, the observer is paid the minimal rate. Finally, the total amount payable to the observer is calculated using the rates above, less expenses, multiplied by the number of total sea days .
3. **Calculate and prepare the company observer cost recovery invoice** (Administration Coordinator, Administration Officer). Cost recovery is calculated using the Cost-Recovery Invoice Form (see Appendix, Form 10) which is based on sea days. These are calculated by entering the date the vessel departs port at the start of the trip and the date the vessel calls into port for unloading to end the trip.
4. **Raising observer claim requisition** (Administration Officer). As soon as the calculations on the cost recovery invoice and Observer Tracking form are completed, the amount owing to the observer (on the tracking form), is transferred to a requisition and the cost recovery invoice. The Observer Tracking form is also attached to the back of the requisition.
5. **Requisition verification** (Administration Officer). The completed requisition is brought to the Programme Manager for verification.

6. **Requisition endorsement** (Administration Officer). After verification by the Programme Manager, the requisition is brought to the MCS Executive Manager for endorsement.
7. **Requisition final approval** (Administration Officer, Administration Coordinator). Once the requisition is endorsed by the MCS Executive Manager, it is brought to the Managing Director for final approval for payment.
8. **Requisition forwarded to accounts for payment** (Administration Officer, Administration Coordinator). From the Managing Director, the requisition is brought to the accounts section by the Directorate Secretary for the cheque to be drawn in favour of the observer's name.
9. **Banking arrangements** (Administration Officer). The drawn cheque is collected from accounts and deposited into the observer's personal bank account.

SOP 12 - Data Handling

1. **Receiving data from the debriefing section** (Data Management Officer). All data is received and checked manually for completeness and registered onto an excel spread sheet, FIMS and, for tuna fisheries, the Tuna Observer Data System (TUBS).
2. **Data quality assurance checks** (Data Quality Officer). A physical check is done for data completeness and to ensure high accuracy prior to scanning and entry into the database and FIMS.
3. **Data registered and entered into the database** (Data Management Officer, Data Entry Technician). All data is scanned and sent to SPC for data entry into the system (TUBS and FIMS).
4. **Scanned and filed** (Data Management Officer, Data Entry Technician). Data is scanned and sent to SPC/FFA/WCPFC/PNA where appropriate, with hard copies filed.
5. **Packed and labeled** (Data Management Officer, Data Entry Technician). Hard copies are prepared and labeled prior to storage.
6. **Move to storage/archives** (Data Management Officer, Data Entry Technician). Data are moved to a storage facility

SOP 13 - Competency Assessment

1. **Maintain observer performance rating** (Debriefing Coordinator). The observer competency level is constantly monitored by Debriefers using an Excel spreadsheet which also captures the history of the observer's previous trip performance record.
2. **Monitoring and evaluating observers** (Debriefing Coordinator). The Debriefing Coordinator continuously monitors the observer performance through an evaluation report that is provided by the Debriefing Coordinator for each observer.
3. **Acknowledgement of competency level** (Debriefing Coordinator, Programme Manager). If appropriate, the Programme Manager acknowledges the observer with appreciation and registers the observer with a good standing record for further promotional potential.

SOP 14 - Refresher Training

1. **Compile a recommended refresher training list** (Debriefing Coordinator, Port Coordinators). Based on the above continual monitoring and assessment of

observer performance, the Debriefing Coordinator compiles a list of observers who require refresher training. The list may also be augmented with observers identified for refresher training by Port Coordinators. Receive recommendation list for observers that require to undergo a refresher training from Port Coordinators.

2. **Arrange for refresher training** (Debriefing Coordinator, Observer Trainer). The list is provided to the Observer Training Unit to facilitate refresher trainings for those identified observers.
3. **Conduct training** (Observer Trainer). Training is delivered at a preferred venue by the PIRFO certified Trainers/Instructors.
4. **Assess and validate** (Observer Trainer). The PIRFO Trainer assesses the participant and recommends appropriate changes to the individual observer's status based on the assessment.
5. **Send results back to Programme Manager** (Observer Training Coordinator). Results are sent to HQ for record keeping and filing on the observer's personal file and FIMS is updated.

SOP 15 - De-Certification Procedure

1. **Re-assessing performance** (Debriefing Coordinator). The Debriefing Coordinator follows-up on the observer's performance after refresher training and recommends decertification to the Programme Manager if the observer continues to perform below the expected level.
2. **Determine de-certification** (Programme Manager). The Programme Manager recommends to the MCS Executive Manager decertification of those observers identified based on evidence provided by the Debriefing Coordinator and refresher training assessment records.
3. **Issue formal notice** (Administration Coordinator). A formal notice is prepared for the observer advising him/her of his/her observer status with regard to decertification.
4. **Copy for filing** (Administration Coordinator). The original hard copy is served to the observer concerned and the duplicate is filed.
5. **Register in FIMS** (Administration Coordinator, Data Management Officer). The record is updated in FIMS.

SOP 16 - Re-Certification

1. **Re-applying for certification** (Programme Manager). A decertified observer reapplies for certification as PIRFO observer.
2. **Consider application** (Programme Manager). The application is closely assessed for its validity, considering all previous historical information relating to the observer and the previous concern.
3. **Notify the outcome** (Administration Coordinator). The observer is served a notice of the decision made by management with regard to the application for re-certification.
4. **Arrangement for assessment and refresher training** (Observer Training Coordinator). The Observer Training Unit is notified about the management decision and, if it decided to proceed with re-certification, refresher training is organized around the relevant units of competency.

5. **Deliver refresher training and assess outcome** (Observer Trainer). Facilitate the relevant training and assess according to PIRFO standards.
6. **Re-certify where appropriate** (Observer Trainer). The assessment report is provided for re-certification by the Observer Trainer or SPC.
7. **Update the Fisheries Information Management System** (Data Management Officer). The observer is then recertified and activated in FIMS.

Debriefers

SOP 17 - Debriefer Certification (See also the National Debriefing Policy – Appendix Form 11)

1. **Identify potential candidates** (Debriefing Coordinator, Port Coordinator). A potential Debriefer candidate is identified by the Debriefing Coordinator and/or Port Coordinator based on their individual performance level as an Observer and leadership quality.
2. **Assess pre-requisites** (Debriefing Coordinator, Debriefer Assessor). PIRFO Debriefing certification needs to be specific for each fishing gear-type. Observers can become debriefers for one or more gear types but must be certified for each separately. The assessment for certification is based on the pre-requisite being met.
3. **Arrange debriefing training** (Debriefing Coordinator). Candidates are given basic Debriefing training and assessed – this is Part A of the PIRFO Debriefing Certification protocol.
4. **National certification** (Programme Manager). Based on the assessment, candidates are certified nationally.
5. **Debriefing contracts** (Debriefing Coordinator, Programme Manager). As is the case for the employment of most shore-based contracted employees in the Observer Programme, Debriefers are employed using the standard Contract for Fisheries Observer Casual Shore Services (see Appendix, Form 12).
6. **Regional Assessment (Part B of the PIRFO protocol)** (SPC, Debriefing Coordinator). Trained Debriefers are continuously assessed and undergo on-the-job training as per the PIRFO Debriefing assessment protocol.
7. **Regional Assessment (Part C of the PIRFO protocol)** (Debriefing Coordinator, SPC). After completing Part B assessment, the Debriefing Coordinator is advanced to Part C which is the final assessment review.
8. **PIRFO certification** (SPC). Based on the assessment in Part C, the Debriefing assessment evidence, including all assessment records, is sent to SPC for certification regionally under the PIRFO standard.

SOP 18 - Assessment of Debriefers

1. **Validate performance** (Debriefing Coordinator, Debriefing Assessor). Assess and validate the overall performance of individual PIRFO Debriefers.
2. **Assessment of code of conduct and work ethic** (Debriefing Assessor, Debriefing Coordinator). Ensure continuous assessment of the overall performance of the PIRFO Debriefing with respect to the code of conduct and his/her work ethic.
3. **Ensure adherence to the National and Regional debriefing policies** (Programme Manager, Debriefing Coordinator, Observer Programme Coordinator, Port Coordinator). Ensure the PIRFO Debriefing operates within the national and regional debriefing policies and PIRFO standards.

4. **Recommend for up-skilling** (Debriefing Coordinator, Debriefing Assessor), Make recommendations for upgrading the skills and knowledge in debriefing to meet PIRFO standards.
5. **Recommend for other work opportunities** (Programme Manager). Make recommendations for Debriefers for other employment opportunities within NFA.
6. **Recommend for regional engagement** (Programme Manager). Make recommendations for further advancement opportunities nationally and in the region.
7. **Provide service acknowledgement** (Programme Manager). A certificate of service is awarded to the Debriefing Assessor to recognise his/her excellence in performing the debriefing role in PNG and the region.

SOP 19 - Debriefing De-certification

1. **Assess and validate performance level** (Debriefing Coordinator, Debriefing Assessor). Following the above assessment, if a Debriefing Assessor is found to be under-performing, he/she will, upon formal notification, be decertified and no longer eligible to debrief observers for that particular gear-type.
2. **Notify the concern** (Debriefing Coordinator, Programme Manager). A formal notification letter is issued to the Debriefing Assessor with endorsement from the Programme Manager.
3. **Record onto FIMS** (Debriefing Coordinator, Data Management Officer). The record is updated in FIMS.

SOP 20 - Debriefing Re-Certification

1. **Re-applying for certification** (Programme Manager). A de-certified Debriefing Assessor may apply to be re-certified by submitting an application to the Programme Manager.
2. **Consider application** (Programme Manager, Debriefing Coordinator). The Programme Manager and the Debriefing Coordinator will closely assess the application for recertification. As long as the quality of previous debriefings has been of good standard, a Debriefing Assessor who has been decertified can be recertified following a refresher interview with an appropriate and designated staff member of NFA and SPC.
3. **Notify outcome** (Administration Coordinator). The applicant is served a notification letter about the outcome of the application and the decision by management and the Debriefing Coordinator.
4. **Arrangement for assessment and refresher training** (Debriefing Coordinator, Debriefing Assessor, Observer Training Coordinator). The Debriefing Coordinator arranges for reassessment of the Debriefing Assessor with the Debriefing Assessor and appropriate refresher training if required.
5. **Assess performance** (Debriefing Assessor). The Debriefing Assessor will work alongside the Debriefing Assessor to assess and validate the Debriefing Assessor's performance and make a final recommendation for recertification.
6. **Re-certify where appropriate** (Programme Manager, SPC). If appropriate, the Programme Manager will recommend to SPC recertification under the PIRFO standards.
7. **Reactivate onto FIMS** (Debriefing Coordinator, Data Management Officer) The changed Debriefing Assessor status is reactivated in FIMS.

Discipline

SOP 21 - Disciplinary Procedures

1. **Code of Conduct** (Senior Management Team). The Management Team will ensure that all Observers adhere to the NFA's Fisheries Observers and Port Samplers Code of Conduct (see Appendix, Form 13).
2. **Receive complaints from vessel or other sources** (Programme Manager). Formal reports and complaints received from the vessel and/or operator or any other sources on alleged observer misconduct are registered in FIMS.
3. **Matter endorsed for investigation** (Programme Manager). The Programme Manager assesses the reported incident and endorses it for investigation in liaison with the investigating team.
4. **Issuing of Show Cause Notice** (Administration Coordinator). A Show Cause Notice is prepared and served to the observer concerned to respond to the allegation within seven (7) calendar working days
5. **Receive response to Show Cause Notice** (Programme Manager). The response from the observer concerned is received. However, if no response is received within seven (7) working days, then the allegation laid against the observer is deemed to be true and the observer has admitted guilt. A decision is then made regarding disciplinary action based on the nature and seriousness of the incident.
6. **Management gives direction for investigation** (Programme Manager). After receiving the response from the Observer within the given timeframe, the Programme Manager endorses an investigation to take effect.
7. **Case officer begins investigation** (Authorized Officer). Formal investigation is begun.
8. **Collect sufficient evidence surrounding the matter** (Authorized Officer). The investigating officer conducts the investigation by collecting all relevant evidence surrounding the reported incident.
9. **Conduct interview with the observer and produce a Record of Interview** (Authorized Officer). After collecting sufficient evidence, an interview is conducted with the observer concerned into the matter and a record of the interview is created.
10. **Conduct Interview with the complainant and produce a Record of Interview** (Authorized Officer). An interview is conducted with the complainant or the source of the complaint and a record of the interview is created.
11. **Conduct Interview with any witnesses** (Authorized Officer). An interview is conducted with all relevant witnesses in relation to the matter and a record of interview is created.
12. **Analyze the statements and Records of Interviews** (Authorized Officer). All statements and Records of Interviews are analyzed to establish the facts concerning the matter.
13. **Forward all findings to the Programme Manager** (Case Officer). The findings are forwarded to the Programme Manager for his deliberation on whether or not the matter is to be pursued.

14. **Decision by Programme Manager** (Programme Manager). Depending on the outcome of the findings provided, the Programme Manager makes a decision regarding any action required and refers the recommendation to the MCS Executive Manager.
15. **Decision reached by MCS Executive Manager** (MCS Executive Manager). A decision is then made by the MCS Executive Manager. However, if the finding is more serious in nature and requires a higher level decision, then it is brought to the Managing Director's attention.
16. **Decision reached at Managing Director's level** (Managing Director). The Managing Director makes a final decision on the outcome of the investigation.
17. **Service of notice** (Administration Coordinator). A notice is prepared based on the outcome of the decision made and according to the status of the findings and brought for the Managing Director's approval. The original is served to the Observer concerned.
18. **Copy of notice filed** (Administration Coordinator). A copy of the notice served is kept in the personal file of the observer concerned.

SOP 22 - Disciplinary Appeal Procedures

1. **Receiving letter of appeal** (Programme Manager). The disciplined observer may write to the Programme Manager appealing against the disciplinary decision.
2. **Assess grounds of appeal** (Programme Manager). The appeal letter is thoroughly assessed to verify validity and the reasons for the appeal. The appeal must have genuine and reasonable grounds to convince management.
3. **Review decision made** (MCS Executive Manager, Programme Manager). The findings are reviewed again by the MCS Executive Manager and the Programme Manager and recommendations are forwarded to the Managing Director.
4. **Decision made** (Managing Director). The Managing Director makes the final decision on the outcome of the appeal based on the recommendation from the Programme Manager and the MCS Executive Manager.
5. **Respond formally to the concern** (Administration Coordinator). A formal response is prepared for the Managing Director's signature and disseminated to the Observer of concern.

Equipment

SOP 23 - Equipment Inventory Checks

1. **Register new equipment on the procurement list** (Administration Officer, Administration Coordinator, Port Coordinator). Details on new equipment are entered into FIMS such as the model number, model, make, serial numbers and the amount and date of purchase.
2. **Maintain quarterly inventory check** (Port Coordinator, Administration Coordinator). Quality checks are done on all program equipment to ensure they are operational, including new equipment purchased recently. This identifies any damaged or faulty equipment that needs to be replaced. A physical inventory check is done in port and at HQ by following the instructions on the Pre-inventory Checklist (see Appendix, Form 14).


3. **Taking equipment off premises** (Port Coordinator, Administration Coordinator). When taking equipment off premises where it is recorded as being kept on the inventory list, the office must complete the Equipment off Premises Authorization (see Appendix, Form 15).
4. **Asset Disposal** (Administration Coordinator, Programme Manager). Assess and recommend any damaged or faulty equipment for disposal with or without replacement. The Request to Retire Assets form (see Appendix, Form 16) is to be used only when assets are stolen, lost, and damaged/cannibalized. Assets that are of minimal value and do not appear to be worth tracking are not removed using this form. Remove unusable equipment and register this removal in FIMS with recommendation to the Programme Manager for disposal. The Programme Manager endorses the disposal. Assets must be disposed of using NFA formal procedures.
5. **Update inventory list in FIMS** (Administration Coordinator). The status of all equipment is updated by first using the Changes to Equipment Inventory Record (see Appendix, Form 17). This form is used to update the Equipment Inventory (see Appendix, Form 18) which is recorded in FIMS. Accurate equipment inventory information and changes to any of the information must be completed and submitted on a regular basis (using the above Forms 15, 16 and 17).
6. **Procurement** (Administration Coordinator). Provide advice and recommendations to management on the status of equipment and the next cause of action to be taken with respect to disposal and/or replacement.

SOP 24 - Observer Equipment Procurement Procedure

1. **Liaise with suppliers** (Administration Officer). Where it is decided to replace equipment, liaise with relevant suppliers and collect quotations for placing new orders.
2. **Compare price and quality** (Administration Coordinator). Prices and quality are confirmed based on the price and considering the quality of the equipment.
3. **Recommendation for Programme Manager's endorsement** (Administration Coordinator). Endorsement for purchase is sought from the Programme Manager prior to raising requisition.
4. **Raise requisition** (Administration Officer). The requisition is brought to the Programme Manager for verification and then brought to the MCS Executive Manager's endorsement and then to Managing Director's approval before it goes to accounts for payment.
5. **Obtain cheque and make purchase** (Administration Officer). Cheque is obtained from accounts and payment executed.
6. **Receiving orders and register on FIMS** (Administration Officer, Administration Coordinator). New equipment is received and registered in FIMS for effective inventory control and management.

Appendix – Main forms and other attachments


Form 1 – Application Form



PAPUA NEW GUINEA NATIONAL FISHERIES AUTHORITY

MONITORING, CONTROL & SURVEILLANCE DIVISION

OBSERVER PROGRAMME



APPLICATION FORM

This form comprises only part of your application. You must also submit your Curriculum Vitae, Resume, and Copies of High School, College, National High School, Secondary School, University Certificates and Transcripts. It is also important that a copy of a current Medical Certificate is also submitted in order for us to assess your health fitness, as well as a Police Clearance Certificate.

Date of Submission:

Please fill in the necessary information in every details:

Personal Details

First Name:		Last Name:	
Current Address:			
Phone:	Contact Person:		
Email: (if available)	Address:		
District:	Phone:		
Province:	Country:		
In case of emergency please notify:			
Name (1):		Name (2):	
Relationship:		Relationship:	
Address:		Address:	
Phone:		Phone:	

Education

Level of Education (Please tick where necessary):

Provincial High School	<input type="checkbox"/>	University	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>	Technical College	<input type="checkbox"/>
National High School	<input type="checkbox"/>	Vocational Centre	<input type="checkbox"/>
College	<input type="checkbox"/>	Others	<input type="checkbox"/>

General Experience

Please describe any job experience you may have while at school or after.

Employment History

Name of Current Employer:	
Contact Person:	Phone:
Address:	Fax:
	Email: (if available)
Start Date: ____/____/____ End Date: ____/____/____	

Job Title:

Job Description:

Name of Last Employer:

Contact Person:	Phone:
Address:	Fax:
	Email: (if available)

Start Date: ____/____/____ End Date: ____/____/____

Job Title:

Job Description:

Reasons for Leaving:

Eyes and Ears for the Government1/7Eyes and Ears for the Government2/7Eyes and Ears for the Government3/7Eyes and Ears for the Government4/7

25

References:

List three employment or scholastic references (no personal references, please)

Reference One:

Name of Referee:	
Address:	
Phone:	Dates of association:
Fax:	____/____/____
Email:	

Reference Two:

Name of Referee:	
Address:	
Phone:	Dates of association:
Fax:	____/____/____
Email:	

Reference Three:

Name of Referee:	
Address:	
Phone:	Dates of association:
Fax:	____/____/____
Email:	

Authorization:

In submitting this application, I certify that the facts and information contained in the application are true and complete to the best of my knowledge. I understand that any incorrect, incomplete or falsified statements or information provided on this application may be grounds for denial of this programme and any pertinent information that may have, personal or otherwise, and release all parties from all liability for any damages that might result from furnishing same to you.

I authorize investigation of statements contained herein. I authorize all past employers and all references listed above to give the National Fisheries Authority any and all information concerning my previous employment and any pertinent information that it may have, personal or otherwise for purposes of this application and release the parties mentioned herewith from all liability for any damage that might result from furnishing the same to the National Fisheries Authority.

Name of Applicant: (Print in block letters)	
Signature of Applicant: (Please sign in box)	Dated:
<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	____/____/____

Submission of Application:

Please submit your application via email: observertraining@fisheries.gov.pg or courier mail to the address provided below.

Basic Fisheries Observer Training
OBSERVER PROGRAMME
National Fisheries Authority
P.O. Box 2016
PORT MORESBY
National Capital District.

Phone: (675) 320 1950
Fax: (675) 320 2061

NB: If you do not receive any feedback from NFA than consider yourself unsuccessful.

Closing date is 23rd January 2015

Answer every question and fill **EVERY** blank line that has a label. E.g.: **label**, **blank line**

**PRESELECTION TEST FOR ELIGIBILITY TO ATTEND
‘PACIFIC ISLANDS REGION FISHERIES OBSERVER’
(**PIRFO**) BASIC TRAINING WORKSHOPS**

Unless an instruction in the question says something else every multi-choice question has only one answer.

No marks will be given if more than one answer is given even if one of them is correct.

*Remember this as much a test of your ability to read and interpret instructions as it is about the other skills the questions are designed to assess. **Please read the questions very carefully !***

Answers must be complete. If reading the answer we must know what it really means without having to read the question first. E.g.: if the answer is three pencils then it should be written as ‘3 pencils’ not just ‘3’.

1. A boat has the following storage capacity in its wells (fish holds). Two wells have space for 65mT in **each** one, two more wells hold 30 metric tonnes (mT) in **each** one, and ten more wells have 85 metric tonnes (mT) in **each**. One well at the front holds 165 mT.

What is its total storage capacity ?

- | | | | |
|----|------|----|------|
| a. | 1014 | b. | 1140 |
| c. | 1040 | d. | 1205 |

2. Choose **ALL** the GOOD, SENSIBLE, REAL reasons below to have an observer programme.

N.B.: one answer, some of these answers, none of these answers or even all of these answers could be correct

*– you need to **think carefully about each** of them.*

(Circle every correct answer !

- marks will be given for each correct answer
- **but note** that **marks will be deducted** for nonsense answers)

- a. Collect info., on the amount of target catch (the fish the boat hunts for), amount of by-catch (other fish) kept, and how much fish is thrown away by fishing boats;
- b. So that observers can leave their families and friends behind and fish outside the lagoon;

c. To watch to see if fishing boats follow access agreements, license agreements and other related fisheries laws;

d. Because fisheries enforcement officers are never allowed to board fishing vessels;

e. Monitor interaction of fishing with Marine Mammals (whales / dolphins) and Turtles;

3. Calculate the following (answers must be **complete**):

a. $\frac{3}{4}$ of 80 tuna: how many:

b. What bait does a boat have and what is the total weight of bait, if it only has ten boxes of anchovies for bait, with each box weighing 18kg:

..... bait:

c. Write 420 kilograms in metric tonne (mT)
(*hint: 1 metric tonne is 1000kg*) answer: mT

4. What does the abbreviation “PIRFO” stand for ?

PIRFO:

5. A test of common sense - What does the abbreviation MARPOL refer to ?

- a. Marshall Islands Rabbit Police
- b. Marvellous People of Love.
- c. Micro-ants rule politics.
- d. Marine Pollution regulations.

6. A fishing vessel moves at a speed of 10 knots (kt). How far does it travel in 6 hours ?
(*hint: 1 kt = 1 nautical mile per hour*)

- a. 60 nautical miles
- b. 50 kilometres

c. 30 nautical miles

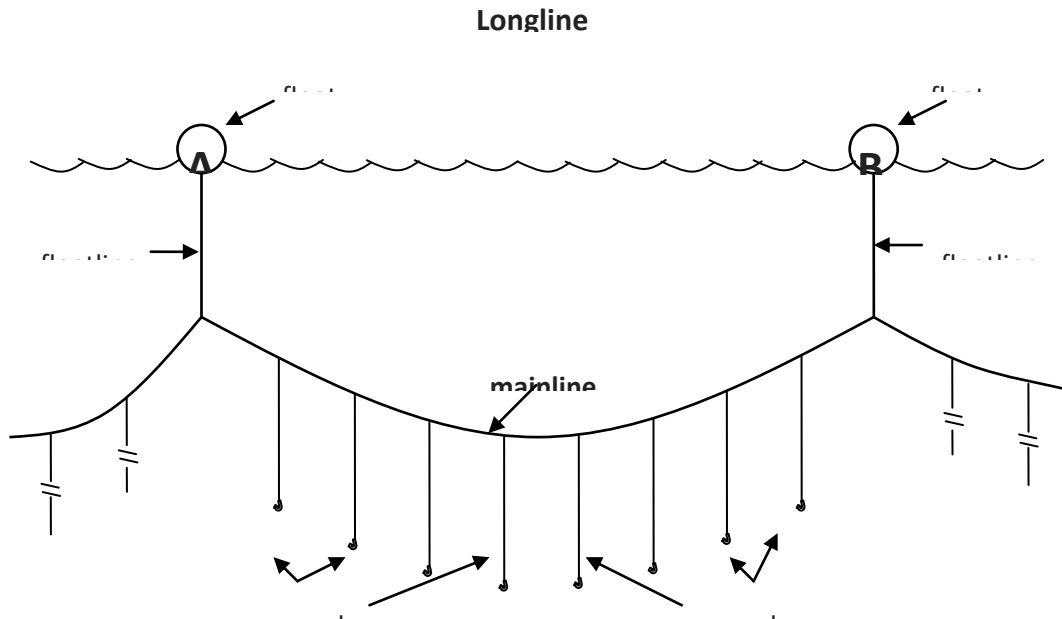
d. 60 miles

7. Below is a section of a longline between two floatlines. It has mainline and branchlines.

Snoods (lines with hooks) and floatlines (lines with floats) are both branchlines.

What is the length of mainline (ONLY the **mainline**) between float A and float B if every section between the branchlines is 60 meters?

..... meters



8. Using the list of codes provided, complete the following:

No.	Situation	Code
I	You weighed a fish that was gutted, headed and tailed	
II	Species was a ocean white tip shark	
III	Code that tells us that the fish was dead on landing	
IV	A school of fish was detected with the help a marked beacon	
V	The fish was damaged by a whale and it was discarded	
VI	You measured between the upper jaw and the fork of tail	
VII	A purse seine set was made only to clean the net	
VIII	Condition of a fish that is alive but is probably dying	

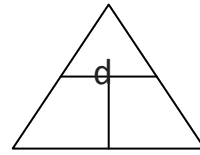
for questions 9 and 10

Remember:

distance (d) = **speed (s) x time (t)**

so: **speed** = **distance / time**

and: **time** = **distance / speed**



9. How long, in hours and minutes, will it take a patrol boat to reach an illegally fishing boat that is exactly 60 nautical miles away if the fishing boat does not move and the patrol boat steams at a speed of 8 kts ?

(write the answer in full)

10. What speed (s) in knots will the fisheries enforcement vessel *Jeannie* need to travel to move a distance (d) of 100 nautical miles in a time (t) of 10 hours ?

(N.B.: 1 knot = 1 nautical mile per hour)

11. Eight degrees, 52 minutes north is written as: 08°52' N.

Write six degrees, 11 minutes south.

12. The Roman numeral for 4 is IV.

What is the Roman numeral for six ? _____

13. A compass covers 360 degrees. When reading a compass north (N) is called 000 degrees, east (E) is called 090 degrees, south (S) is 180 and west (W) is 270 degrees.

South-west (SW) is halfway between south and west and is called 225 degrees

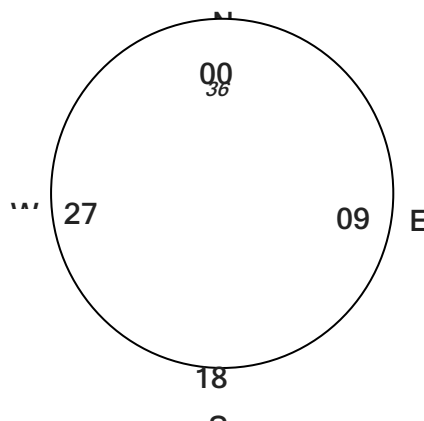
What is north-west (NW) called ?

a. 045 degrees

b. 315 degrees

c. 270 degrees

d. 225 degrees



14. A purse seiner's total catch for a trip was 800 metric tonnes of fish. 10% of the fish catch was skipjack, 50% was yellowfin and the last 40% was bigeye tuna.

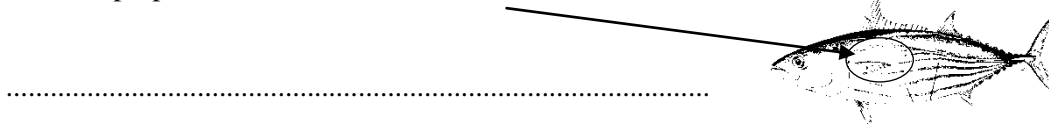
Calculate catch of each fish and write the weights (fully) in the spaces below?

Skipjack _____

Yellowfin _____

Bigeye _____

15. Give the proper name of the fin as shown



16. The following are units of measurement:

gallon (gal), pound (lb), nautical mile (nM), kilogram (kg), kilometre (km),
°Fahrenheit (°F), centimetre (cm), mile (M), ton (t), litre (l), °Celsius (°C)

To measure each category below write in **one** of the units of measurement from the list above

(there is

volume

temperature

weight

length

17. The diagram below shows a screen on a GPS (an instrument found on most fishing vessels).
It is used to let the Captain know the vessel's position and other information such as time, the direction the vessel is travelling (Cse) and the speed (Spd) it is travelling.

Furuno	GP-500S
Cse: 070	Date: 25th Jan, 1976 UTC
Spd: 8.9 kts	Time: 2300 UTC

What is the **Make and Model** of the above instrument?

- a. Cse 070 Trimble GP-10
- b. Trimble GP - 3000
- c. Furuno GP-500S
- d. Furuno GP-05

18. What is the average length of the skipjack tuna below ? (*average = total length divided by number of fish*)
(*round down to nearest whole number*)



Length = 40 cm



Length = 60cm



Length = 72 cm



Length = 78 cm

Average length =

19. The fishing vessel, *F/V Catchmequick*, caught 66 fish.

tuna. How many tuna did they catch ?

Only half of them were

- | | | |
|-------|-------|------------------|
| a. 34 | b. 33 | c. 22 |
| d. 32 | e. 60 | f. none of these |

20. (Essay)

TOPIC: Why should there be an observer programme in PNG, and what makes someone a good observer? (at least 300 words)

Essay outline guide: Introduction to the topic, Main body of essay presenting ideas outlined in the topic, Logical arguments and presentation of issues supported by own ideas and examples. Evidence of critical analytical thinking about the topic and Use of appropriate vocabulary, grammar and tenses, and Conclusion with clear summary of points in the topic and sound generalizations and implications for future practices.

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WEIGHT CODES

Weight codes describe the state of a fish when weighed.

Code Description

WW	Whole weight	GG	Gilled and gutted
GH	Gutted and headed	GT	Gilled, gutted and tailed
GX	Gutted, headed and tailed	GO	Gutted only (gills left in)
FW	Fillets weight	TW	Trunk weight

CONDITION CODES

Condition codes describe the health of a fish when it first gets CAUGHT and again if it is LET GO or is thrown away.

Code Description

A0	Alive (not categorized into A1, A2, or A3)	A3	Alive but probably dying
A1	Alive, healthy	D	Dead
A2	Alive - injured or distressed	U	Condition unknown

LENGTH CODES

Length codes describe the actual measurement being collected from a fish.

Code Description

TL	tip of snout to end of tail	UF	upper jaw to fork in tail
LF	lower jaw to fork in tail	US	upper jaw to 2 nd dorsal fin
PF	pectoral fin to fork in tail	PS	pectoral fin to 2nd dorsal fin
TW	total width (tips of wings - rays)	CL	carapace length (turtles)
NM	not measured		

SPECIES CODES

Code	Common Name	Code	Common Name
ALB	Albacore	TIG	Tiger shark
BET	Bigeye	RHN	Whale shark
YFT	Yellowfin	DOL	Mahimahi
SKJ	Skipjack	LAG	Moonfish (opah)
BLT	Bullet tuna	MAN	Manta ray
BLM	Black marlin	OIL	Oilfish
BUM	Blue marlin	RRU	Rainbow runner
MLS	Striped marlin	GES	Snake mackerel
SWO	Swordfish	WAH	Wahoo
SFA	Sailfish	TUG	Green turtles
SSP	Short-billed spearfish	TTH	Hawksbill turtle
BSH	Blue shark	LVK	Olive Ridley turtles
FAL	Silky shark	GBA	Great Barracuda
LMA	Long finned mako shark	KYC	Drummer
SMA	Short finned mako shark	TLB	Leatherback turtle
OCS	Oceanic white-tip shark	TST	Sickle pomfret
BTH	Bigeye thresher shark	MSD	Mackerel scads
PTH	Pelagic thresher shark	BRZ	Pomfrets and Ocean breams
ALS	Silver tip shark	BRD	Unidentified bird
AML	Grey reef shark		

FATE CODES

Describe type of processing when fish are retained (kept), or else why they were discarded.

Code

RGG	Retained - gilled and gutted (retained for sale)
RWW	Retained - whole
RPT	Retained - partial (e.g. fillet, loin, trunk)
RFR	Retained - both fins and trunk (sharks)
RHG	Retained - headed and gutted (Marlin)
RSD	Retained - but shark damaged
RCC	Retained - for crew consumption (on board)
ROR	Retained - other reason (specify)
RG0	Retained – gutted only
DFR	Discarded trunk - fins retained (sharks)
DGD	Discarded - gear damage (tuna only)
DSD	Discarded - shark damage
DWD	Discarded - whale damage
DUS	Discarded - uneconomic species
DDL	Discarded - too difficult to land
DSO	Discarded - (struck off before landing)
DTS	Discarded - too small (target species)
DPQ	Discarded - poor quality
DPA	Discarded - protected species - alive
DPD	Discarded - protected species – dead
DPU	Discarded - protected species – unknown
DOR	Discarded - other reason (specify)
ESC	Escaped

COUNTRY CODES

AS American Samoa	AU Australia	CK Cook Islands
RU Russia	FM Fed. States of Micronesia	FJ Fiji
FR France	GU Guam	ID Indonesia
IW International waters	JP Japan	TO Tonga
KI Kiribati	KR Korea	CN Mainland China
MY Malaysia	MH Marshall Islands	NR Nauru
NC New Caledonia	NZ New Zealand	NU Niue
MR Northern Mariana Islands	PW Palau	PG Papua New Guinea
PH Philippine	WS Samoa	SB Solomon Islands
TW Taiwan	TK Tokelau	TV Tuvalu
US United States	VU Vanuatu	

VESSEL & AIRCRAFT CODES

1	Single purse seine	2	Longline	3	Pole and Line
4	Mothership	5	Troll	6	Net boat
7	Bunker	8	Search, anchor or light boat		
9	Fish carrier	10	Trawler		
21	Light aircraft	22	Helicopter	31	Other (please specify)

VESSEL SIGHTINGS

ACTIVITY CODES

FI Fishing
PF Possibly fishing
NF Not fishing

TRANSFER TYPE CODES

T Transshipping
S Set sharing
B Bunkering

ACTIVITY and HELICOPTER CODES

1 Set
2 Searching
3 Transit
4 No fishing - breakdown
5 No fishing - bad weather
6 In port - please specify
7 Net cleaning set
8 Investigate free school
9 Investigate floating object
10D Deploy - raft, FAD or payao
10R Retrieve – raft, FAD or payao
11 No fishing - drifting at day's end
12 No fishing - drifting with floating object
13 No fishing - other reason (specify)
14 Drifting - with fish aggregating lights
15D Retrieve – beacon (to change only)
15D Deploy – beacon (to change only)
H1 Helicopter takes off to search
H2 Helicopter returned from search

SCHOOL ASSOCIATION

1 Unassociated
2 Feeding on baitfish
3 Drifting log, debris or dead animal
4 Drifting raft, FAD or payao
5 Anchored raft, FAD or payao
6 Live whale
7 Live whale shark
8 Other (please specify)

HOW DETECTED

1 Seen from vessel
2 Seen from helicopter
3 Marked with beacon
4 Bird radar
5 Sonar / depth sounder
6 Info. from other vessel
7 Anchored FAD / payao

PNG Basic Observer Training Essay Writing Test Marking Criteria

Name:

Date:

Essay Topic: *Why there should be an observer programme in PNG and what makes someone a good observer?*

Marking Criteria

Rating Keys: E = Excellent, VG = Very Good, S = Satisfactory, F = Fair, W = Weak

No	Element	E	VG	S	F	W
1	Introduction	10	8	6	4	2
	• Introduction to topic					
	• Outline main issues					
2	Body of the Essay	40	30	20	15	10
	• Sequential presentation ideas outlined in the introduction					
	• Logical arguments and presentation of issues supported by example of workplace practices					
	• Demonstrate ability of critical analytical thinking about the points discussed					
	• Use of appropriate vocabulary, grammar and tenses					
3	Conclusion	20	15	10	5	3
	• Demonstrate evidence of clear understanding and summarized of issues discussed in the essay					

	<ul style="list-style-type: none"> Evidence of sound generalizations and implications for future observer practices 					
--	--	--	--	--	--	--

Comments:

Mark.....

Assessor's Signature Date

Form 3 – Observer Contract

NATIONAL FISHERIES AUTHORITY
P.O. Box 2016, Port Moresby, National Capital District, Papua New Guinea
Telephone: 3212443, Facsimile: 320 2061, Email: info@fisheries.gov.pg

CONTRACT FOR FISHERIES OBSERVER SERVICES

Between: (Observer name) of (Address) and the National Fisheries Authority (NFA)

To cover: observer duties aboard fishing vessel: (Full name of vessel) (License number)

For duration: of the fishing trip commencing on the (Day, Month and Year)

RESPONSIBILITIES: The Fisheries Observer is responsible to the NFA Managing Director, through the Observer Manager, for all aspects of the work, including the production of the required outputs as specified under the attached Terms of Reference and other tasks, as specified under the Observer Brief for the trip.

TENURE: The Fisheries Observer is expected to remain on board the allocated vessel for the entire duration of the trip. A fishing vessel trip starts at the time the vessel leaves port or transshipment to go fishing following its last unloading and ends when it returns to port or transshipment to unload the fish that were caught during the observed trip.

OUTPUTS: Within seven full calendar days of the observer returning to shore the Fisheries Observer will provide the NFA Managing Director or his designated officer a full observer report together with all records, information and documents obtained while on board the allocated fishing vessel.

COMMUNICATIONS OF UNPUBLISHED INFORMATION: Section Break (Continuous) The Observer agrees to keep all records and information that are obtained while working as an observer, strictly confidential. They shall not communicate such information to any person other than the Managing Director, NFA, or his designated officer. Page Break

FITNESS: The observer must be certifiably fit for sea-going duties and must obtain a suitable medical certificate if it is requested. The cost of obtaining a fitness certificate when requested is considered an approved, claimable expense.

ACCIDENT INSURANCE: NFA will insure the Fisheries Observer, against work-related accidents incurred through the duration of this contract.

PAYMENT SCHEDULE: Payments will be made by bank transfer into an account designated by the Fisheries Observer and in their own name. Payment will be made on submission of a satisfactory report. It will comprise:

- the Observer's basic fee
- refund for all relevant expenses (authorised and supported by suitable documents, as detailed under "Expenses")
- minus costs for equipment issued to a Fisheries Observer but not returned in satisfactory condition
- plus performance loading (N.B.: performance loading is only due if the observer submits a satisfactory data and report within seven complete calendar days following their return to port (in the case where the seventh calendar day falls on a weekend then the Monday following that weekend is deemed the seventh day))

TAXATION: N.B.: Under the terms of this contract of agreement, NFA will not administer deduction of taxes. Taxes due on payments received under the terms of this contract will be the responsibility of the contracted Fisheries Observer.

OTHER CONDITIONS: No benefits are attached to this contract other than those specified above. In particular, the "Payment Schedule" (pg.3) will be strictly adhered to. Additional conditions of this contract may be supplemented or amended by mutual agreement between the observer and the Managing Director.

Signatures: _____ Date: _____

Observer Manager
For the Managing Director, National Fisheries Authority, PNG

I hereby accept the terms and conditions specified herein

PNG Fisheries Observer

Date: _____

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NFA - PNG Fisheries Observer - case 3 of 3

CONFLICT OF INTEREST: The Fisheries Observer agrees not to engage in any other forms of business whether formal or informal that may lead to a conflict of interest during the duration of the contract.

EQUIPMENT: The Observer will be provided with all documents, forms and equipment necessary to perform his functions as required under the Terms of Reference. At completion of the trip the Fisheries Observer will, allowing for fair wear and tear, return all equipment issued at the start of trip in the condition in which it was when issued.

FEE: A basic observer fee of PNG kina00 per day will be paid for each day the observer is at sea. This includes day of embarkation aboard the fishing vessel, or any other vessel that is used to transport the Observer to the allocated vessel (if the allocated vessel is already at sea). It also includes the day that the observer returns to port on the fishing vessel, or on any other vessel that is used to transport the Observer back to port from the observed vessel.

Sea-day fee rate
(from observer fees and savings)

A performance loading of 25 per cent will be added to all observer sea-day fees if a satisfactory observer report is presented within seven full calendar days following the day that the observer returns to port.

Standard shore rate of 35.00 kina per day will be paid for:

- travelling between home port and port of assignment
- one day of post-trip debriefing, if unable to complete on day of arrival
- days that an observer is requested to present themselves for further briefing, debriefing or interrogation with regard to this trip

TRAVEL: NFA will arrange all necessary travel from the Observer's designated homeport to the port of assignment and return to their homeport at the completion of their assignment, by the most efficient and economic route.

EXPENSES: The Fisheries Observer will be paid a daily subsistence allowance whilst travelling from their designated home port to the place of assignment and whilst travelling from the port of disembarkation to their designated home port at a rate of subsistence as stipulated in the NFA Standing Order.

Approved incidental expenses, directly relevant to the work of the consultancy, will be paid upon submission of appropriate receipts.

Page Break

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THESE ATTACHMENTS OF CLAUSES ARE TO BE GIVEN TO THE OBSERVER

SCHEDULE - ONE

Special Clauses

The Special Clauses were established primarily to complement the already existing Conditions being defined under the current Fisheries Observer Standard Contract. The clauses were clearly and specifically written to guide and direct Contracted Fisheries Observers on work-related and personal issues that may arise as a result of undertaking Standard Observer Duties or at home during "Off Duty" periods. Fisheries Observers are privileged and have the opportunity to study carefully this document, which will become very handy during emergency cases.

Clause 1

(a) The Contract for Fisheries Observer Services specifically covers a Fisheries Observer for the period for which the Fisheries Observer is engaged onboard a PNG licensed fishing vessel either foreign or domestic based.

(b) This Contract is basically for a trip by trip basis and comes into effect on the date of boarding and disembarkation only. This Contract is not applicable when an Observer is in their homeport after they had completed their trip.

Clause 2

(a) When a Fisheries Observer is not fully active or involved in Standard Observer Duties as required under the Fisheries Management Act 1998, we regard this as "Off Duty". Within this off-duty period an Observer is not subject to the Conditions of this Contract even when the Contract is still in effect.

(b) The Conditions in the Contract applies to and binds a Fisheries Observer only when he or she is requested to board a fishing vessel by the National Fisheries Authority's Managing Director through the NFA Observer Programme Management.

Clause 3

(a) The Contract will not accommodate a Fisheries Observer who had sustained injuries during the "Off-Duty" period. All or any liability laws and bylaws issue to his or hers to accommodate during the time of the incident, as it will be regarded as personal and not work-related.

(b) Fisheries Observer who had sustained injury during the "Off-Duty" period will have to meet his or her own medical expenses, as such is not classified as work-related.

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• **Clause 4**

- ¶
- (a) NFA Observer Programme will only look into accommodating and assisting a Fisheries Observer who had sustained injury whilst he or she is actively involved in the Observer Programme's functions and associated functions. ¶
- ¶
- (b) The Conditions of the Contract will not be applicable to a Fisheries Observer who had sustained injury as a result of diverting to other duties not related to the NFA Observer Programme's function, whilst engaging in Standard Observer Duties. ¶
- ¶
- (c) The NFA Observer Programme will not entertain any claims whether specific or generic submitted by a Fisheries Observer who had sustained injury whilst diverting to another course of duty that is not necessarily related to NFA Observer Programme's Core or Associated Functions. Such claims or receipts together with any other attachments for the purpose of recompensing the Fisheries Observer will be forwarded back to the Fisheries Observer concerned because it has nothing to do with the NFA Observer Programme. ¶
- ¶
1. → NFA Observer Programme's Associated Functions are as follow: ¶
- ¶
- i. → Training (Basic, Refresher & Advance, Attachment). ¶
- ii. → Workshop (Senior Observers & Coordinators, Data Quality, Meeting & Conference). ¶
- iii. → Enforcement-related duties (Compulsory Inspections & Assessing of Dried or Cured Products). ¶
- iv. → Audit-related duties (ACU Vessel Inspections). ¶
- v. → Fisheries Management-related duties (Length Frequency Sampling & Onboard Volumetric verification), and ¶
- vi. → Any other associated duties or functions that is specifically authorized & instructed by the National Fisheries Authority's Managing Director through the NFA Observer Programme Management. ¶

• **Clause 5**

- ¶
1. → A Fisheries Observer must understand and different between the terms: "Official Duty Hours" and "After Hours". Official Duties begins the moment an Observer is called upon and requested by the National Fisheries Authority's Managing Director to undertake Standard Observer Duties at sea (as his or her primary role) or in port (as his or her secondary role). Official Duty Hours begin as follow: ¶
- ¶
- i. → Official Duty Hours begin when the Fisheries Observer concerned receives his notice for placement onboard an assigned fishing vessel for Standard Observer Trip or when he or she is requested to carry out in-port duties such as assisting with port sampling requirement, etc. ¶
- ii. → Official Duty Hours begin the moment the Fisheries Observer concerned agrees to and takes up that task, he or she is working within the period of Official Duty Hours. ¶
- iii. → Official Duty Hours begin when the Fisheries Observer concerned departs his homeport and flies to the port of embarkation. ¶

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- iv. → Official Duty Hours is still in effect even when the Fisheries Observer is still onboard and the normal day-to-day operation is ceased by 1800 hours. ¶
- v. → Official Duty Hours is still in effect even when the fishing vessel is still in port and the Fisheries Observer concerned is still onboard. ¶
- vi. → Official Duty Hours is still in effect even when the Fisheries Observer concerned is transferred to or from another vessel going out to sea or returning from sea. ¶
- vii. → Official Duty Hours is still in effect when the Fisheries Observer disembarks either the host or transporting vessel and is repatriated home, and ¶
- viii. → Official duty Hours is ceased after the Fisheries Observer concerned has undergone debriefing and submits his or her data and report for processing and proper remuneration. ¶
- ¶
2. → After Hours falls in immediately after Official Duty Hours ceases. After Hours begin as follow: ¶
- ¶
- i. → After Hours begin immediately after the Fisheries Observer concerned submits his data and report. ¶
- ii. → After hours begin when the Fisheries Observer concerned leaves the office to be with his family at home, and ¶
- iii. → After Hours comes to an end when the Fisheries Observer concerned is called upon by the National Fisheries Authority's Managing Director through the NFA Observer Programme to undertake Standard Observer Duties at sea or in port for a specific period of time. ¶
- ¶
3. → The "After Hour" period onboard a fishing vessel refers to the time when all fishing activities are completed and that fishermen are not actively involved in any fishing activity. The After Hour period normally falls between 1800 hours the previous day to 0100 hours the next day. ¶
- ¶
4. → This definition, however, is not binding upon a Fisheries Observer because as far as the special clauses are concerned, there is no "After Hour" period for the Fisheries Observer concerned. He is still fully involved in his duty either fully awake or fast asleep. As long as the Conditions of his or her Contract is still in effect and as long as he or she is still onboard that fishing vessel, he or she is not subject to an "After Hour" period like the other ordinary crewman onboard. ¶
- ¶
5. → If the Fisheries Observer concerned is suspected of misconduct during the "After Hours" period whilst still onboard, he or she will be interrogated fairly with all documented evidence by the NFA Observer Programme Management because the Conditions of the Contract is still in effect. ¶
- ¶
- ¶
- ¶

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Form 4 – Placement Brief

REVISED, NFA NOV 2014

Form PG OBS-1

	NATIONAL FISHERIES AUTHORITY PO Box 2016, Port Moresby, National Capital District, Papua New Guinea Telephone: 309 0444, Facsimile: 320 2061, Email: nfa@fisheries.gov.pg	OBSERVER BRIEF	
To: PIRFO OBS:		From: Manager Observer Programme	
c/- Port Co-ordinator / Authorized Officer:	(name of intermediary officer)	Fax No.:	Date: ____ : ____ : ____ No. of pages: ____ of ____
OBSERVER TRIP ID NUMBER	OBSERVER EXPERIENCE RATING	RECOMMENDED PLACEMENT OFFICER	

VESSEL NAME	ESTIMATED DEPARTURE DATE AND TIME D D M M Y Y h h m m	DEPARTURE PORT
VESSEL TYPE	RADIO CALLSIGN	NATIONALITY
LICENCE NUMBER		

Main purpose of trip:

Standard observer trip.

Special Projects:

Notes

Please observe the following;

1. During your tenure on board this assigned vessel, you are expected to carry out all areas of your duties professionally.
2. All infringements either critical or not must be kept secure and documented appropriately in the correct forms, this includes maintaining your journal and the written report.
3. Understand the powers and obligations of an observer before giving advise as it can jeopardize your work on board and when you disembark.
4. You are required to submit your written report and data within 7 calendar days upon returning to your home port.
- 5. Establishing and maintaining professional communication with Officers and crew on board is important as it will also have an effect carrying out your duties.**
6. Your safety is very important whilst on board your assigned vessel. Observe all areas of danger, either physical and soundering environment.

Wish you bon voyage on your trip and continue to be the EYES and EARS of the Nation.

N.B.: K100.00 of the "Pre-trip allowance" will be deducted from observer's final claim for trips of 21 or less sea-days.

Advance for shore expenses:	Domestic days:	0	0	Plus pre-trip allowance = (K200):	K200.00	SIGNATURE
	Foreign days:	0	0			for Manager Observer



OBSERVER TRIP ID NUMBER

0



Further notes

SAFETY MEASURES

- 1-Remember, your safety onboard is very important and avoid being caught up in areas that may result in you getting injured in any way,*
- 2-Stay sharp and focus whilst on deck and keep a close eye on the power block, purse winch, pullys, etc, as these may pose a threat at any one point in time,*
- 3-Be mindful of the brail while in full swing motion, as it might chuck you overboard.*

Form 5 – Vessel Report on Observer

REVISED, NFA NOV 2014

VESSEL REPORT ON OBSERVER



Form PG OBS-7

To ensure NFA OBSERVERS maintain a high level of professionalism, NFA has improved and will continue to improve observer placement and debriefing procedures. Operators of vessels' can assist further by reporting observers' with unsatisfactory behaviour or favourable impression of observer they host.

Importantly, Operators are encouraged to report on suspected severe wrongdoing whilst on duty or within 24 hours of returning an observer to port, so that a timely investigation can be made.

Please use the form below to fax such report to NFA headquarters.

Form PNG OBS-7

	NATIONAL FISHERIES AUTHORITY PO Box 2016, Port Moresby, National Capital District, Papua New Guinea Telephone: 309 0444, Facsimile: 320 2061, Email: nfa@fisheries.gov.pg	VESSEL REPORT ON OBSERVER 
Attention: Managing Director Executive Manager - MCS Observer Manager	Fax: + 675 320 2061 / + 675 3201465 No. of pages:	Date: _____ : : : :

From: _____ Vessel: _____
 Vessel Captain: _____ Vessel licence No.: _____
 (or company rep.)

Nature of report: Please tick the appropriate box	1. Suspected observer wrongdoing needing immediate investigation .. 2. General dissatisfaction with observer behavior on board 3. Favourable impression of observer
---	---

Observer Name:	Date observer got on vessel:
Date, time and place of incident or behaviour:	Date observer left vessel:
Brief description of incident or behaviour:	
Names of crew, officers or others affected by incident or observer behaviour:	
Contact name (if further information is required):	Phone number:
Further information (please continue on another sheet if necessary):	

(For NFA office use only) Observer Trip ID No.:	Signed: _____ Date: _____ <div style="text-align: center; margin-top: 10px;"> Captain (or company representative) </div>
--	---

Company/Vessel STAMP/SEAL



NATIONAL FISHERIES AUTHORITY

PO Box 2016, Port Moresby, National Capital District, Papua New Guinea

OBSERVER WEEKLY REPORTS

From 1st January 2010 all NFA observers will be asked to compulsory complete a weekly report when going to see on observer duties onboard Locally-based Foreign Purse Seiners, Domestic-based Long liners and locally-based Prawn Trawlers. The reports will be made either by Email or Fax and must be sent every Wednesday of every week whilst the observer is onboard at sea or in port. In the likely occurrence that the vessel does not have an Email or Fax, send the report to NFA by whatever means (Radio, etc) they normally report.

Email Address is:

Philiplens70@gmail.com ; plens@fisheries.gov.pg; lyakwa@fisheries.gov.pg; ltarapik@fisheries.gov.pg;
rigo@fisheries.gov.pg

Fax Address is:

NFA Observer Programme
Weekly Report
C/-National Fisheries Authority
Fax No. **3201465/3202061**

The format for sending these messages is below:

Mandatory Reporting by Observers

Each report will contain in the order below:

- Date,
- Name of Observer and HomePort,
- Vessel Name and Trip ID Number,
- Latitude and Longitude (Position),
- VMS turned On/Off,
- Catch Indicator. I.e.: is the vessel – Full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$ or empty,
- Health/Well being,
- Problems with vessel or observer activity (if any) and
- At the end of the message, put – END.

Non-Mandatory Reporting by Observers

Subjects below (if required) can be sent in with the Mandatory Weekly Report

On any weekly report, observers may add if they wish the following requests or information:

- Observers may ask any questions they wish about their duties,
- Advances to be ready when they get in to port,
- Information on the date and port when the vessel is going to when it is finished,
- Questions raised by the vessel and
- Any other matter you wish to raise, which is to do with their observer duties.

Example of a Mandatory Weekly Report

11 JAN 2005 – ELSIE PANGOGO – KVG – SILVER QUEEN – ELP 05-01 – VMS ON – 0425S-17435E - ¾ FULL – FIT AND WELL – NO PROBLEMS – END.

The above is the minimum information that should be sent in every Wednesday, however, you may like to add something, if so report as above then include the extras at the end.

11 JAN 2005 – ELSIE PANGOGO – KVG – SILVER QUEEN – ELP 05-01 – VMS ON – 0425S-17435E - ¾ FULL – FIT AND WELL – NO PROBLEMS – VESSEL SHOULD FILL UP SOON – WILL GO TO LAE TO UNLOAD – PLEASE ORGAINSE TICKET FOR ME – ETA PROBABLY AROUND 15TH JAN 2005 - END.

This pre-arranged reporting is all part of keeping in touch (communication) with observers at sea with regards to vessel movements, monitoring of catch estimates, VMS checks, observer's health and safety, as well as to prepare travel arrangements, etc for the observer prior to his/her disembarkation.

Please observe this carefully whilst you are onboard for standard duties.

FREEZER VESSELS FISH ORIGIN DECLARATION FORM

[illegible]

1.10 Translated by:	1.11 Checked by:	2.5 Received by:	3.7 Note by:	3.8 Verified/Certified by:
_____	_____	_____	_____	_____
Catcher Vessel Master	NFA Officer Onboard	Carrier Vessel Master	Port Captain / Manager	National Fisheries Officer (at Port)

3.9 NFA Official Stamp

Note: Affix signature above name and date/ Attach to stowage plan

Serial Number: PNGIUU00001
10651

RE: PROCEDURE - FISH ORIGIN DECLARATION FORM

1. Catcher Vessel

The vessel master/representative will record / declare all actual data's incurred during transfer at high sea or in port. The declaration report includes the following:

- 1.0 Catcher Vessel name and license- The name of the Purse Seine/Long line
- 1.1 Transshipment position(s). This information shall be the reading on the GPS at the time of the activity
- 1.2 Estimated catch onboard before Transfer:
- 1.3. Estimated Quantity of Fish left on board after transfer or unloading.
- 1.4. Year/Date: Year and date of Transfer/Transshipment/Unloading
- 1.5. Catcher hatch/fish hold number where the fish is being taken for transfer/Transshipment.
- 1.6 Estimated Quantity of Skipjacks transferred
- 1.7 Estimated Quantity of Yellow Fin transferred
- 1.8 Estimated Quantity of Big eye transferred
- 1.9 Total Estimated Quantity transferred.
- 1.10 Affix signature of the Catcher Captain or Representative
- 1.11 Affix signature of the Approved NEA Officer on Board the Vessel validating the activity.

2.0 Freezer Carrier Vessel name and License number

- 2.0 Freezer Carrier Vessel name and License number
- 2.1 The Estimated Total Quantity of Fish remaining on board the vessel after any transfer or Transshipment
- 2.2 Date of Transfer and position. -Date of the transfer activity and the position as indicated on the GPS.
- 2.3 Hold Number - Carrier hatch or Fish hold number where the fish is being transferred to or from
- 2.4 Estimated Quantity- The estimated total Quantity of fish in the hatch/fish hold
- 2.5 Estimated Total Quantity Received; The Total Estimated Quantity of Fish received from the catcher vessel.
- 2.6 Received By: Affix signature of the master/representative of the carrier vessel

Port Activity

- 3.0 Port of Unloading; Name of port where the carrier/ catcher is unloading her fish.
- 3.1 The Estimated Quantity left on Board after unloading in Port to applicable facility/vessel
- 3.2 Date of unload
- 3.3 Estimated quantity unloaded
- 3.4 Delivered to: Fish delivery to cold storage or direct to cannery
- 3.5 Lot number; The lot number assigned by the Food Business Operator
- 3.6 Catcher Fish Origin Declaration Form Serial Number (FODF): Serial Number of the Catchers Fish Origin Declaration Form.
- 3.7 Noted by; validation by Port captain or the Cold store manager of the Activity
- 3.8 Verified/ Certified By; National Fisheries Authority Approved Officer in Port
- 3.9 Approved stamp from NFA.

Distribution Copy
Original (white Copy) – For the Fish Recipient
Yellow Copy – For the Authorized NFA Officer
Green Copy – Book Copy stays with the Freezer Vessel of origin

Form 8 - Observer Tracking Form

REVISED - NFA/SPC SEPT. 2002



NATIONAL FISHERIES AUTHORITY
PO Box 2016, Port Moresby, National Capital District, Papua New Guinea
Telephone: 309 0444, Facsimile: 320 2061, Email: nfa@fisheries.gov.pg

OBSERVER TRIP TRACKING FEES, EXPENSES and CLAIMS

FORM PNG OBS-5



VESSEL NAME	VESSEL TYPE	OBSERVER TRIP ID NUMBER	OBSERVER'S HOME PORT	NAME OF OBSERVER	SIGNATURE	DATE
-------------	-------------	-------------------------	----------------------	------------------	-----------	------

OBSERVER TRIP		DATE AND TIME (LOCAL TIME)	
Departed home town:	D D	M M	Y Y
Arrived at vessel port:	h h	m m	
Brief and placement:			
Vessel sailed:			
Visit to other port - arrived:			
Visit to other port - departed:			
Vessel returned:			
Observer debriefed:			
Returned to home port:			

VESSEL TYPE (please circle)	EXPERIENCE RATING: (as at start of trip)
PS LL PT MS	
(add vessel type if necessary)	

QUALITY CHECK (end of trip)	Data acceptable	Report acceptable	YES OR NO	INITIALS
---------------------------------------	-----------------	-------------------	-----------	----------

CLAIM CALCULATIONS (sections in grey are for NFA HQ office use only)	
EXPENSES	AMOUNT
1.	
2.	
3.	
4.	
5.	
- receipts must be attached for all expense claims - mark top right corner of each receipt with the matching number	TOTAL:

PORT OF DEPARTURE	NAME OF PLACEMENT OFFICER	SIGNATURE	DATE
PORT OF ARRIVAL	NAME OF CAPTAIN	SIGNATURE	DATE
NAME OF VISITED PORT	NAME OF DEBRIEFING OFFICER	SIGNATURE	DATE

Pre-trip allowance (a)	AMOUNT	PAID BY:	RECEIVED	DATE
	200.00			
1st advance (b)	AMOUNT	PAID BY:	RECEIVED	DATE
2nd advance (c)	AMOUNT	PAID BY:	RECEIVED	DATE

Pre-trip allowance	NUMBER	FEE RATE	TOTALS	N.B.: Trips of 1 to 21 days = PGK 100 Trips of 22 days and up = PGK 200
	1			
Sea-days				CALCULATING OFFICER'S NAME
Shore days		35.00		CALCULATING OFFICER'S SIGNATURE
PNG per diem days				DATE
Foreign port days:				AUTHORISING MANAGER'S SIGNATURE
OTHER - PLEASE SPECIFY:				DATE
Sub-total of observer fees:				
Plus total expenses (from table at left): +				Amount owing to observer
Less advances ((a)+(b)+(c) listed above): -				=

Notes on OBSERVER TRIP TRACKING, FEES, EXPENSES and CLAIMS



FORM OBS - 5

HEADER

Vessel name:	Full name with no initials or abbreviations	Vessel type: - use code	LL = longline SHK = shark PT = prawn trawl PL = pole and line	Observer trip id number (OBS 01-03)
Observer's home port	Port observer declared as home town	PS = purse seine		Observer's unique 2 or 3-letter identifier code, space, 2 digits for year in which observer trip started, dash, 2 digits for that individual observer's trip No that year
Name of observer	Full name with no initials or abbreviations	MS = mothership		
Signature and date:	Observer signs when submitting this form	FD = FAD deployment		

OBSERVER TRIP

Date and time (local time):	Record 2 digits each for day (DD), month (MM), year (YY), hour (hh) and minute (mm)	Vessel movements
Observer departed home town:	To track both observer and vessel movements record date and time (accurate to nearest 15 min) for each event.	Port of arrival (end of trip)
Arrived at vessel port:		Record port where observer boarded vessel.
Brief and placement:		Port of arrival (end of trip)
Vessel sailed (start of trip):	Use the departure times and the arrival times of flights as the times to indicate departure and arrival times when moving between observer home town and vessel port.	Visited port
Port visit (during trip) arrival:		Names of authorising officers
Port visit (during trip) departed:	Use standard trip start (anchor up / lines cast) and end times (anchor down / lines tied) for vessel movements.	Placement officer
Vessel returned (end of trip):		Placement and debriefing officers must be authorised to carry out these tasks (usually qualified senior observers).
Observer debrief started:	For brief and placement record the time that observer and authorised placement officer meet with vessel's Captain.	Captain
Observer debrief ended:		Captain signs when observer leaves vessel at end of trip.
Observer return to home town:	Record both start and end of debriefing session.	Debriefing officer
		Paying officer is usually senior observer but, very rarely, can be a company agent authorised by Observer Manager
		Receiving observer:
		Observer responsible for ensuring all signatures obtained
		Long-trip-grant:
		A standard to cover observer trip needs when leaving on trips expected last three weeks or more
Vessel type	Experience rating	Quality check (end of trip)
circle the correct one. Add another if not listed.	This is found from the observer admin. database. This shows observer fee-rate and stays the same all trip.	Data acceptable
		Report acceptable
		De-briefing officer must assess both data and report, write yes or no, then sign their initials beside each yes or no to validate it.

CLAIM CALCULATIONS



(sections in grey are for NFA HQ office use only)

EXPENSES	DESCRIPTION	DATE	AMOUNT	Number of foreign port days:	Days in foreign port excluding arrival and departure
For foreign currency show the country and amount at end of the description line and leave amount space blank for finance staff.				Number of sea-days	RATING: "A, B or C" depends on number of days or wells completed satisfactorily.
				Number of shore days	UNIT RATE: "Y" if BOTH data and report are acceptable. "N" if either is unacceptable.
				Number of sea-days²	TOTALS: This line is for use if the rating is to change during the trip.
				No. well samples per tranship.	Catcher boat wells correctly sampled in monitoring a mothership operation.
Attach all dated receipts with circled hand-written number in the top right corner, to match one of the numbered descriptions here				Sub-total of observer fees:	All fees, allowances and expenses are added together to get "amount owed".
N.B.: No refund for an expense claim that has no attached receipt.				Number of per diem days:	
Refunds can only be made for approved expenses.				Long-trip grant:	Long-trip-grant (if eligible) and other advances are added to get amount paid
				Plus total expenses:	Calculating officer / Authorising manager (usually Observer Manager) must sign off this completed form as a correct summary of trip and claims.

Form 9 –Critical Incident Report

REVISED NFA, NOV 2014

Form PG OBS-4

 NATIONAL FISHERIES AUTHORITY PO Box 2016, Port Moresby, NCD, PNG PH: 3090444, Fax: 3202061, email: nfa@fisheries.gov.pg	OBSERVER'S CRITICAL INCIDENT REPORT 	
	Attention: Managing Director Executive Manager (MCS) & Observer Manager	Fax: +675 320 2061 +675 3201465 No. of pages:

From Port: _____ Fisheries Observer: _____ OBS Code: _____

Port Coordinator / Debriefers / Designated NFA Officer : _____

This is to alert you on fisheries observer reported activities that **MAY REQUIRE IMMEDIATE ATTENTION.**

The following is an outline of information learned during a debrief of the above named fisheries observer by the above named NFA designated officer.

Obs Trip ID No.:

Brief description of incident: (Nature of Incident) what actually happened					
Date, time and place of incident (also lat/long if possible):				Name of host vessel:	
				License No.:	
Name of Captain of vessel hosting observer / name and position of others involved in the incident:					
Further information in detail about the incident:					
<div style="display: flex; justify-content: space-around; font-size: small;"> (circle) (circle) (circle) </div>					
Were there any other incidents on this trip ?	Yes No	Is Form GEN-3 (Vessel Compliance) attached ?	Yes No	Is Form GEN-1 (Vessel Sightings) attached ?	Yes No
Comment:					

Signed: _____

Date: _____



NATIONAL FISHERIES AUTHORITY

PO Box 2016, Port Moresby, National Capital District, Papua New Guinea
Telephone: 309 0444, Facsimile: 320 2061, Email: nfa@fisheries.gov.pg



OBSERVER EXTERNAL INVOICE REQUEST

TO: **FINANCE & ADMINISTRATION**

Date:

PLEASE INVOICE:

DETAILS OF COSTS TO BE RECOVERED

for Observer:	aboard:	for period:	to
No. of sea days:	1 x	90 kina per day	90.00
less NFA subsidy:	1 x	kina per day	<u>0.00</u>
			90.00

1. Airfares for observer to and/or from vessel that is not in home port:

<u>Flight details:</u>	<u>date</u>	<u>departure</u>	<u>arrival</u>
1.	_____	from _____ to _____	
2.	_____	from _____ to _____	

2. Costs of food and accommodation for observer travel to vessel not in home port:

Domestic:	<u>0</u> nights x	K200.00	per night away from home travelling to/from vessel	K0.00
International:	<u>0</u> nights x	K400.00		K0.00

	<u>Date of advance</u>	<u>Amount</u>
3. Less advances from the company to the observer, as shown:		K0.00

Observer trip ID No.:		For reconciliation purposes, please record the numbers at left in "Comments" on the invoice. Thank you	Total: <u>90.00</u> kina
Invoice request No.:			

Authorising Manager:

.....

Invoice raised by Finance:

.....

Invoice No.:

.....

Form 11 – National Debriefing Policy

PNG FISHERIES OBSERVER PROGRAMME NATIONAL DEBRIEFING POLICY

The Observer Programme will ensure that data collected by PNG observers fully accomplishes the goals of the programme and is of consistent high standard. PNG observer programme is thus urged to provide rigorous and continuous debriefing to its observers to ensure data and report quality is maintained to meet the expected output and achieve best results.

Debriefing provides a mechanism to:

- quickly report, and action if necessary, critical incidents that took place on the trip;
- give observers timely direct feedback on how they can improve their data;
- flag data that does not meet the specific quality requirements of data users;
- give Observer Coordinators feedback on their observers performance;
- verify data forms before distributing them to respective division and units within NFA (Programme management, NFA Enforcement, ACU, Fisheries Management, including regional agencies like, FFA, SPC, PNA, WCPFC, SPREP etc.);
- explore, through questioning, if additional information can be gathered about the trip;
- judge if the quality of the data has suffered through harassment of the observer;
- assess the skills and experience and make recommendation for pay and promotion purposes;
- find out if special consideration is necessary for future placements on that or like vessels.

Whenever possible, debriefing should be carried out personally between a certified, skilled observer debriefer and the observer. It is important to regularly fully debrief all observers at any experience level and especially important to debrief newly trained observers.

In the spirit of the aim of the PNG National Debriefing Policy, to ensure consistency and high-quality observer data is available to scientists and fisheries managers whilst providing a stable framework conducive to providing effective national support to PNG National Fisheries Authority is urged not to use the release that the above paragraph provides as a substitute to endeavouring to have properly certified debriefers available to their programme as soon as possible.

Policy

- Only **certified-debriefers** should carry out debriefing. Certified national coordinators, along with staff from SPC's OFP, PNA and FFA observer programme trained staff, can also help with debriefing when time is available and locally certified debriefers are otherwise unavailable.
- When to debrief** - A full debriefing should take place after every trip as soon as possible after an observer disembarks within seven calendar days (for PS-5). Unless it will delay their confirmed return flight, observers arriving in another port in the country should be

debriefed at the port of arrival, and likewise when arriving in foreign ports should also be debriefed at their port of arrival, if there is a regionally certified debriefer, readily available.

- The minimum requirement for any observer arriving in another port within the country or into a foreign port is that their GEN-3 form (Vessel Trip Monitoring Form) is reviewed and the observer pre-debriefed to ensure that there were no critical incidents during the trip that may require immediate attention.
- If observers are to be fully debriefed away from their home port, as recommended for an observer that arrives in a foreign port, the programme offering to debrief should first contact the observer programme that authorised and made the original placement to confirm whether they want the debriefing to take place, as ultimately the placement programme will be responsible for the completion of the debriefing.
- When personal debriefing is not possible** - If debriefing in the presence of the observer is not possible for some unforeseen reason the observer still needs to receive a copy of a completed debriefing form as soon as possible after the trip data has been evaluated. However, as many of the questions in a standard debriefing need a personal response from the observer, this method of debriefing should be avoided whenever possible.
- Observer Coordinators/Managers or other officers other than certified debriefers are urged not to be tempted to forego debriefing for any reasons, if it is at all possible to carry out the debriefing. Busy ports should have enough debriefers at a ratio of **one debriefer is to five observers**.
- Do not use non-certified debriefers even if the nominated personnel have considerable sea-time. Extended sea-time is not a good sole indicator of proficient data skills and communication skills. Fisheries personnel with limited or no observer sea-time also do not have the necessary experience to be good observer debriefers even if they are very competent in other fisheries areas. A familiarity with observer duties is very important for understanding and reading between the lines if investigating certain potential observer data issues. A cadre of certified debriefers should be built up over time within a programme with an eventual goal of having one debriefer for every five active observers. Debriefing certification is therefore another step in an observer's career ladder providing further motivation to observers to improve the quality of their data in order to be eligible for debriefing certification.
- Debriefing certification** - Debriefing certification needs to be fishing gear-type specific. Observers can become debriefers for one or more gear types but must be certified for each gear type separately.
- Debriefing certification requirements** - To be eligible to become observer debriefer in a gear type, observers will need:
 - Understanding how data is subsequently used by scientific personnel.
 - Recognising, differentiating and prioritising the urgency and importance of incidents, critical incidents and infringements and how and when to follow-up on such reports.
 - Recognising common errors made by observers.
 - Using the tools provided for debriefing.
 - Interpersonal communication skills.
 - Understanding the tricks of trade.

- Minimum sea-time experience with that gear type as shown in the following table:

Different Gear-Types	Number of satisfactory sea days clocked to be eligible for the 1 st certification	Number of satisfactory days clocked to be eligible for 2 nd certification
Purse seine	300	200
Longline	1000	50
Prawn Trawl	1000	50
Shark	50	50
Mothership	50	50
Lobster	30	20
FAD Deployment	30	20
BOM	30	20
General	30	20
Pump boat	30	20
Pole & Line	50	20

However, the eligible candidate **MUST** passed the competency test in data quality organised by the training unit of NFA to qualify and be certified. The pass mark is eighty five percent (85%).

- to have undertaken a minimum number of observer trips with that gear type from which near perfect data (as assessed by NFA) has been compiled (see following table):

All gear types	(required near perfect trips)	
	1 st certification	2 nd and subsequent certifications
	3 trips on different vessel for each gear type	1 trip on each gear type

- written recommendation from an Observer Coordinator or an Observer Manager, for which the observer has completed at least three trips on any gear type, that the observer has good communication skills, has the motivation to provide good and honest advice to colleagues, and is likely to continue with observer-related work.
- written recommendation from at least one other referee that will confirm that the candidate is of good character and has the communication skills and motivation to provide good and honest advice to their colleagues. This other referee could be an Observer manager or Coordinator from another programme (perhaps regional programme) with which the observer has worked, an observer trainer, some other senior fisheries staff member with which the observer has worked, or similar person.
- Once requirements 1-4 above are adequately met the applicant will be offered and must satisfactorily complete competency based training (CBT) in debriefing skills carried out by appropriate NFA and SPC staff. This will include training in:
 - Understanding how data is subsequently used by scientific personnel.
 - Recognising, differentiating and prioritising the urgency and importance of incidents, critical incidents and infringements and how and when to follow-up on such reports.
 - Recognising common errors made by observers.
 - Using the tools provided for debriefing.
 - Interpersonal communication skills.
 - Understanding the tricks of trade.

- Certification** - Once all the requirements and training described previously have been completed and assessed satisfactorily successful candidates will be certified. They will then be technically capable and qualified to debrief any observer that disembarks from a vessel of the gear type for which they are certified no matter which port that the disembarking observer is based in.
- Observer debriefers must stay up to date with data collection and protocol changes and certified observer debriefers must attend any upgrade training opportunities that will be provided from time-to-time in order to maintain their certification status.
- De-certification** - A certified debriefer for a particular gear type will, upon formal notification, be de-certified and no longer eligible to debrief observers from that gear type for the following reasons:
 - Their debriefing results have been compared against the trip data in a randomly selected trip audit and found to be, in the eyes of NFA, to be sub standard.
 - They do not undertake the debriefer upgrade training when it is offered nationally.
 - They do not undertake a standard trip for more than twelve (12) months.
 - They continuously drag on the debriefing process.
 - Found to be biased in debriefing.
 - Continuously failed to provide observer feedback (maximum of 2 consecutive debriefs).
 - Continuously failed to forward incident that require immediate attention to appropriate officers eg. observer coordinator/manager (maximum of 2 consecutive debriefs).
 - Continuously submitting of incomplete debriefs (maximum of 2 consecutive debriefs).
 - Continuously avoiding face to face debriefs (maximum of 2 consecutive debriefs).
 - Debriefer turning up under direct influence of alcohol and conduct debrief.

Notes on de-certification - If a debriefer's work has been deemed unsatisfactory by a single designated NFA staff member than debriefer can, if they wish, appeal to have another person from the designated list re-evaluate the work and.

If a valid cause prevents an otherwise good debriefer from attending an offered upgrade training, resulting in de-certification of that debriefer, all reasonable efforts will be made to ensure that one extra upgrade training opportunity will be made available to the then ex-debriefer as soon as possible, **however, only one chance will apply.**



NATIONAL FISHERIES AUTHORITY

PO Box 2016, Port Moresby, National Capital District, Papua New Guinea



**CONTRACT FOR FISHERIES OBSERVER CASUAL
SHORE SERVICES**

Between (Fisheries Observer) of

And: the National Fisheries Authority (NFA)

To cover: observer duties at the port of
(Name of Port)

During the month of:
(Month and Year)

WHEREAS IT IS HEREBY AGREED BETWEEN NFA AND THE FISHERY OBSERVER THAT;

(A) RESPONSIBILITIES

The Fisheries Observer is responsible to the NFA Managing Director, through the Observer Manager, for all aspects of the work, agreed between observer and observer manager, or officer approved by the Managing Director.

(B) TENURE

This contract is valid through the period of one calendar month during which, the observer will be paid for the work carried out on the days indicated on the attached observer work schedule, as approved by the Observer Manager. A minimum of three days work during the nominated Calendar month is guaranteed on signing of this contract by both parties.

(C) OUTPUTS

At the end of the designated calendar month, the Fisheries Observer will submit, attached to this contract, an observer work schedule describing the agreed activities carried out by the observer during the calendar month, together with all records, information and documents obtained while carrying out their duties.

(D) DUTY OF CONFIDENTIALITY

The Fisheries Observer agrees to keep all records and information that are obtained while working as an observer, *strictly confidential* and shall not communicate such information to any person other than the Managing Director, NFA, or his designated officer.

(E) CONFLICT OF INTEREST

The Fisheries Observer agrees not to engage in any other forms of business whether formal or informal that may lead to a conflict of interest during the duration of the contract

(F) EQUIPMENT

The observer will provide with all documents, forms and equipment necessary to perform the functions requested under the terms of reference.

(G) FEE

☐ A fee structure for observer shore work and port sampling, that is current at time of signing this contract, will be attached before signing.

(H) TRAVEL

In exceptional circumstances, decided by the Observer Manager, travel will be arranged from the observer's designated home port to the port of assignment and return at the end of assignment, by the most efficient and economic route. NFA will arrange all necessary travel from the Observer's designated homeport to the port of assignment and return to their homeport at the completion of their assignment, by the **most efficient and economic route**.

(I) EXPENSES

A daily subsistence allowance will be paid for travel from an designated homeport to the place of assignment and return at, standard NFA rates at the time of assignment. Food and accommodation at the place of assignment for observer working away from their home port will be covered by other parties involved, according to the unique circumstances of the respective assignment.

Approved incidental expenses, directly relevant to the work of the consultancy, will be paid upon submission of appropriate receipts.

(J) FITNESS

The observer must be *certified fit* and proper person for sea-going duties and must obtain a suitable medical certificate if it is requested. The cost of obtaining a fitness certificate when requested is considered an approved, claimable expense.

(K) ACCIDENT INSURANCE

NFA will insure the Fisheries Observer, against work related accident incurred on the days stipulated in the contract.

(L) PAYMENT SCHEDULE

Payments will be made by bank transfer into an account designated by the Fisheries Observer and in their own name. Payment will be made on submission of all previously described "outputs" this will include a summary of days worked. It will comprise:

- i. the Observer's basic fees;

- ii. refund for all relevant expenses (authorised and supported by suitable documents, as detailed under “Expenses”);
- iii. **minus** costs for equipment issued to a Fisheries Observer but not returned in satisfactory condition;
- iv. Under the terms of this contract of agreement, NFA will not administer deduction of taxes. Taxes due on payments received under the terms of this contract will be the responsibility of the contracted Fisheries Observer.

(M) DURATION OF CONTRACT

Unless sooner terminated the contract is for a period of two calendar month commencing on from 1st May 2009 ends on 30th September 2009.

(N) TERMINATION

The Managing Director shall terminate services under this Contract if the Observer;

- i. Ceased to be an Observer , or
- ii. Fails to comply with Clause D of this Contract which relates to Confidential Information; or
- iii. Fails to comply with Clause E of this Contract which relates to Conflict of Interest; or
- iv. Becomes incapable of performing his/her duties under this contract.

(O) OTHER CONDITIONS

No benefits are attached to this contract other than those specified above under Clause L of this Contract. Additional conditions of this contract may be supplemented or amended by mutual agreement between the fisheries observer and the Managing Director.

(P) RELATIONSHIP

Nothing in this Agreement shall be deemed or construed by the parties hereto or any of the person as creating the relationship of partnership or agent or master and servant.

(Q) JURISDICTION

This contract shall be entirely governed by the laws of Papua New Guinea and no action, claim or legal proceedings shall be brought in respect of this contract or rights arising hereunder except in a Papua New Guinea court of appropriate jurisdiction.

Signatures:

..... Date:

Observer Manager

For the **Managing Director, National Fisheries Authority, PNG**



I hereby accept the terms and conditions specified herein

..... Date:

PNG Fisheries Observer

Fisheries Observers and Port Samplers Code of Conduct (PNG)

1. PROFESSIONALISM

- 1.1 Fisheries Observers shall behave in a professional manner at all times.
- 1.2 Fisheries Observers shall avoid any behaviour that could adversely affect the confidence that the public has in the integrity of the observer programme. They are expected to conduct themselves in an honest, professional, business-like manner in all situations and shall refrain from engaging in any illegal actions or other activities that would reflect negatively on themselves or their profession that will bring NFA into disrepute.
- 1.3 A Fisheries Observer shall report objectively any suspected irregularities observed and submit an authentic verifiable data package and trip report

2. BRIBES / GIFTS / GRATUITIES

- 2.1 A Fisheries Observer shall not accept any gratuity or gift that would place the observer in a compromising position. Gratuities and gifts include, but are not limited to, money, fish products, free trips, alcoholic beverages, etc.
- 2.2 Any offer that may be perceived as a bribe, even when presented in a joking or non-serious manner, shall be reported immediately or as soon as possible to the Observer and Port Sampler Service Provider.

3. USE OF ALCOHOL AND DRUGS

- 3.1 A Fisheries Observer is strictly prohibited to consume or be under the influence of alcoholic beverages or illegal drugs while on any observer duty both at sea and in port .
- 3.2 A debriefer is strictly prohibited to consume or be under the influence of alcoholic beverages or illegal drugs while on duty.
- 3.3 Shore contracted observers are strictly prohibited to consume or be under the influence of alcoholic beverages or illegal drugs while on duty.

4. CONFLICT OF INTEREST

- 4.1 A Fisheries Observer shall report in writing to the Observer and Port Sampler Service Provider, any conflicts of interest as soon as they become aware of the conflict.
- 4.2 A Fisheries Observer shall not hold a commercial fishing license

- 4.3 A Fisheries Observer shall not be involved in the purchase of fish for re-sale.
- 4.4 A Fisheries observer shall not take an excessive amount of fish for personal gain
- 4.5 A Fisheries Observer shall not accept placement on a vessel that is owned or operated by the Fisheries Observer's immediate family (i.e., parents or siblings) or extended family (uncles or aunts).
- 4.6 A Fisheries Observer shall not be the owner, operator or manager of an enterprise that catches, cultures, processes or transports fish.

5. CONFIDENTIALITY OF INFORMATION

- 5.1 All information collected by the Fisheries Observer during the course of their trip is the property of NFA.
- 5.2 All information collected by a port sampler during the course of their sampling duties is the property of NFA.
- 5.3 A Fisheries Observer or Port Sampler shall ensure that all information obtained in the course of their work is treated as strictly confidential and not divulged in any manner whatsoever without the prior written consent of NFA.
- 5.4 All collected data, photographs, video footage and literature shall be turned over to the Observer and Port Sampler Service Provider at the completion of a trip or the completion of port sampling.

6. OBSERVER IDENTIFICATION CARDS

- 6.1 A Fisheries Observer or Port Sampler shall return their identification card to NFA on request.

7. RELIABILITY AND CONFIDENTIALITY UNDERTAKING

- 7.1 A Fisheries Observer must be without criminal record of dishonesty.
- 7.2 A Fisheries Observer must sign an undertaking to ensure confidentiality of the collected data.
- 7.3 A fisheries observer must not, at any time, disclose the information gathered whilst on an observer trip without approval from the Managing Director.

8. GENERAL

- 8.1 While on board fishing vessels a Fisheries Observer shall not fish in a manner that the vessel's license conditions denote as prohibited under that license.
- 8.2 A Fisheries Observer or Port Sampler shall conform to standards of the workplace including dress codes, hats or hairnets in processing plants, designated smoking and eating areas, safety requirements, etc.

Form 14 - Pre-inventory Checklist



NATIONAL FISHERIES AUTHORITY OBSERVER PROGRAMME

Pre-Inventory Checklist

Port Name: _____

Port Coordinator: _____ Inventory Date: _____

In order to make the physical inventory a more efficient process for you, your port, and the programme HQ, I suggest that you follow the instruction on this form. The sooner you begin working on these tasks the more prepared you will be for the physical inventory and the less time the actual physical inventory will take.

Task to begin 14 days prior to the physical inventory:

- Familiarize yourself with location of all your port assets. These can include: offices, administrative areas, labs, storage areas, closets, off premises sites etc...
- Update your *Off Premises Authorization* forms file by identifying any equipment in your port that is currently being used off premises (i.e. an officer may have a laptop for after hour's duty) and obtain a copy of the off premises authorization form. Forms need to be updated within the last 12 months. This will save a tremendous amount of time for physical inventory. This list should be available the first day of the inventory.
- Update your records of all equipment that may be un-taggable. Un-taggable items include equipment too small to place a tag or equipment used outside where tags will wear off because of weather. This list should be available the first day of the physical inventory.
- Identify areas in your port that will need special arrangement prior to the physical inventory. These areas include hazardous areas, radiation zones, confined spaces, lab areas, clean rooms, etc. Be prepared to discuss these areas at the pre-inventory meeting.
- For equipment that have been approved and marked for disposal, arrangement for equipment to be picked up by surplus sales prior to physical inventory.
- Identify and update your list of equipment items that are in storage. Be prepared to discuss these items during the pre-inventory meeting.

Observer Programme Pre-Inventory Checklist

- It is strongly recommended that you, the Port Coordinator escort the inventory personnel during the physical inventory. If you will not be able to escort inventory personnel, make arrangement for someone who is familiar with the port, the equipment and its location to be escort. The escort should be able to access all rooms and secure location in port. *(NOTE: It is preferable that a representative from the port be with the inventory personnel during the inventory to substantiate the inventory and to be a point of contact for staff members in your port if questions concerning the inventory should arise).*

Task to perform immediately following the pre-inventory meeting between the Port Coordinator and the Inventory Officer (this meeting is usually held 2 weeks prior to the physical inventory):

- Review port inventory listing to familiarize yourself (or have the escort review the list) with the port's asset's location. *(Knowing where equipment is prior to the inventory will tremendously reduce the time required to look for equipment).*
- Advise port staff of pending physical inventory schedule, including the dates and approximate time of the physical inventory. It is recommended that you announce the inventory schedule during a in-house staff meeting, post a notice, and send out an email to all staff members.

Task to be completed in the week prior to your physical inventory:

- Notify all staff members of the planned inventory dates.
- Advise staff to label all personal items (i.e. personal laptop bags, etc) to avoid the possibility of having those equipment items tagged with a NFA tag.
- Confirm the inventory schedule with escorts who will be accompanying inventory personnel through their individual areas in your port. Make sure escort has access to all location, including keys, card-keys, door codes, etc.
- Post in all areas (preferably post notice on all doors/entries in the office schedule for the imminent inventory.

Other Items to Remember

- Computer users, lab workers, machine operators or anyone using tag equipment at the time of physical inventory may be expected to be interrupted briefly as the equipment is scanned. Please post notice in these areas as well.
- Assets may need to be lifted, turned, or removed from the selves, drawers', etc. To access the bar-code tag.

If you have any questions, comments, or clarifications, or suggestions please call.

Observer Programme Pre-Inventory Checklist

Form 15 – Equipment off Premises Authorization



NATIONAL FISHERIES AUTHORITY OBSERVER PROGRAMME

Equipment off Premises Authorization

Officer Requesting: _____ Date of Request: _____

Section: _____

Item (s)

Description	Inventory Number	Serial Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for request:

Note: Person requesting to take equipment/items off premises must accept the responsibility for the security and safe use of the equipment.

Date equipment to be return to premises: _____

Requesting Officer's Signature: _____

Date: _____

Approved by: _____ Signature _____ Date: _____

Observer Programme Off Premises Authorization

Form 16 –Request to Retire Assets



NATIONAL FISHERIES AUTHORITY OBSERVER PROGRAMME

Request to Retire Assets

NOTE: This form is to be used only when assets are stolen, lost, and damaged/cannibalized. Assets that are of minimal value and do not appear to be worth tracking will not be removed using this form; assets must be disposed of through NFA formal procedures.

Division	Unit	Port	Date
Port Coordinator's Name	Port Coordinator's Signature	Unit Head's Name	Unit Head's Signature

Inventory #	Description	Serial #	Responsible Person	Reason for Removal (i.e. Lost, Stolen, Damaged)

Observer Programme Assets Retirement Request

Form 17 - Changes to Equipment Inventory Record



NATIONAL FISHERIES AUTHORITY OBSERVER PROGRAMME

Changes to Equipment Inventory Record

Port Name: _____ Port Coordinator Signature: _____

Contact: _____ Phone: _____

In order to maintain accurate equipment inventory information, changes to any of the following information should be completed and submitted on a regular basis as equipment is relocated or responsible person change. Updating the information on a more frequent basis will aid the annual verification of port inventory.

Inventory #	Item Description/Model#	Serial #	Responsible Person	Location	Date of Change

Observer Programme Change to Equipment Inventory



NATIONAL FISHERIES AUTHORITY

Observer Programme Equipment Inventory

NOTE: Each Port shall keep a copy on file and forward a copy to the Administration in Head Quarters.

Division	Unit	Port
Storage Location	Storage Location Address	
Name of Officer In Charge	Signature	

Equipment in Storage

Inventory #	Item Description/Model#	Serial #	Responsible Person	Date Purchased	Condition

Observer Programme Equipment Inventory