

**SOUTH WEST INDIAN OCEAN FISHERIES  
PROJECT  
(SWIOFP)**



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**REPORT OF THE OBSERVER  
DEPLOYMENT AND CRUISE PLANNING  
MEETING**

Oceanographic Research Institute, Durban, South Africa

15-17 November 2010

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## **OPENING OF THE MEETING AND ADOPTION OF THE AGENDA**

1. SWIOFP Observer deployment and cruise planning meeting was held at the Oceanographic Research Institute, Durban, South Africa on the 15<sup>th</sup>- 17<sup>th</sup> November 2010.
2. The SWIOFP Survey Logistic Coordinator, Ms Teresa Athayde, facilitated the meeting.
3. The meeting was attended by representatives from eight of the nine SWIOFP participating countries of Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa and Tanzania. SWIOFP Components Regional Coordinators (with the exception of RCC4), SWIOFP Survey Logistic Coordinator and SWIOFP Executive Secretary. The list of participants is attached as Appendix 1.
4. In the opening of the meeting, Mr. Rondolph Payet, SWOFP Executive Secretary, made the welcoming address, followed by Ms. Teresa Athayde, SWIOFP SLC and Mr. Rudy Van Der Elst, ORI Director.
5. The Agenda was adopted as presented in Appendix 2. The meeting however, raised concerns on time availability to discuss all matters. The meeting further agreed that it should have small working groups to discuss the different items and to come out with a document compiling all issues related with the national implementation of SWIOFP Observer program for the SLC to consolidate later.

## **PRESENTATION OF LIST OF DOCUMENTS PREPARED FOR THE MEETING**

6. The Survey Logistic Coordinator, Ms. Athayde, presented the list of documents requested from the participants to this meeting. She noted that many of the documents are yet to be finalized and therefore this is required to be completed during this meeting (see annex 3).

## **PRESENTATION OF COUNTRY FISHERIES OBSERVERS DEPLOYMENT STRATEGY**

7. Countries OLC's presented their Fisheries Observers Deployment Strategies. Only Madagascar, Mozambique and South Africa have active National Observer Programs. Mauritius, Kenya Tanzania and Seychelles have experience on embarking scientists on board commercial vessels with the objective of collecting fisheries data while the Comoros has no experience.
8. Madagascar and Mozambique national observer programmes are implemented by government organizations - the Centre de Surveillance des Pêches in Madagascar and the Fishery research institute (IIP) in Mozambique respectively – and in these countries fisheries observers are directly employed by observer program implementing authority.
9. South African national observer programme is sub-contracted by the government to national observer providers. These are private companies specialized in the training, the providing and the coordination of fisheries observers such ORI, CapFish, and Anchor Environmental, etc. In South Africa contrary to Madagascar and Mozambique, fisheries observers are hired by observer providing companies are paid for days at sea only and do not receive a monthly salary.
10. It was noted that fisheries observers' salary and at sea going allowance vary drastically from country to country.
11. Based on the above the following was decided:

- SWIOFP observer deployment strategy should follow existing national procedures so to not disturb national policies and programs;
- Only Observers that don't work directly under a governmental institution (such as in South Africa) will be paid a salary. Salary levels are to be negotiated between the SWIOFP, country OLC and observer service provider. All other observers are to receive an at sea going allowance levelled to national sea going allowances in the condition that this allowance doesn't exceeds USD 25,
- For countries with no deployment strategy of platform, SWIOFP will help to assist them to develop their deployment platform. This will be done through the development and harmonization of MoUs, work guidelines, observer protocols, observer data forms and database throughout SWIOFP country members.

### ***Session 2: Participants were divided into working groups***

- **Working group 1 (RCC2 and NCCs2), chaired by RCC2**
- **Working group 2, (RCC3 and Consultant for C3), chaired by RCC3**
- **Working group 3 (RCC5, NCCs5 and Consultant for C5), chaired by RCC5**

### **DISCUSSION OF SWIOFP SURVEY AND OBSERVERS DOCUMENTS**

12. Working groups 1 to 3 met individually to work on requested documents (see appendix 3).
13. Working groups 1 to 3 meetings developed the SWIOFP Observer Deployment Plan for 2011/2012 (see appendix 4), updated the SWIOFP survey schedules for 2011/12 (see appendix 5) and revised SWIOFP observer data collection forms.
14. Component 2 and 3 presented the proposed final survey cruise protocols.
15. Component 2 presented the proposed observer sampling protocols.
16. Component 3 worked have started developing the observer sampling protocols and agreed in forwarding these to SLC as soon as completed;
17. Component C5 presented the proposed cetacean, sea birds and sea turtles sampling protocols.
18. Since neither RCC4 nor an NCC4 was not present at the meeting no documents related to Component 4 were presented. It was agreed that such documents would need to be forwarded to SLC by RCC4 as soon as possible to allow the planning of surveys and the deployment of observers under C4.
19. Component 3 showed interest in using any remaining observer days for port sampling;
20. Component 5 showed the interest in using any remaining observer days for the allocation of observers to cover biodiversity issues during SWIOFP surveys;
21. No external expertise were identified by C2, C3, C4 and C5 during the meeting;

**Working group 4 (RES, SLC, OLCs, observers), chaired by SLC Ms T. Athayde and South Africa OLC, Mr. Chris Heineken.**

22. Working group 4 met to discuss and finalize: 1) MoU for the deployment of SWIOFP Observers, 2) SWIOFP Observer Briefing and Debriefing protocol, 3) OLC quarterly report template, 4) Draft OLC Working Guidelines, 5) and revised the SWIOFP observer data collection forms.
23. Working groups 4 meeting finalised and endorsed the MoU for the deployment of SWIOFP Observers (see appendix 6), the SWIOFP Observer Briefing and Debriefing protocol (see appendix 7), and the OLC quarterly report template (see appendix 8)
24. During the meeting it was identified that there was the need to develop a general working guidelines document for the benefit of OLCs. All other documents developed during the meeting are to be included in the final report. A first draft was agreed upon and SLC was charged of completing the draft and forwarding it to OLCs for comments and corrections. For OLC Work Guidelines draft is attached in appendix 9.
25. The OLCs revised and completed where necessary SWIOFP observer data collection forms. It was agreed that corrections and add ups be finalise by ORI and integrated into the final forms which would be forwarded to SWIOFP RMU and SLC together with SWIOFP Observer Training Manual.

## **SWIOFP COUNTRIES ANTI-PIRACY POLICY**

26. Countries anti-piracy policies were discussed and it was noted that only Kenya had an organized anti-piracy policy. SWIOFP FP in Kenya informed the participants that Kenya government will provide sea and air protection to SWIOFP surveys implemented in the Kenya EEZ and would embark harmed guards on wet-leased vessels if and when protection was requested for.
27. SWIOFP RES informed participants of SWIOFP country members that SWIOFP is not liable in the case of the high jacking of a vessel wet-leased in the context of the implementation of SWIOFP surveys, neither is responsible for the security of the fishing and scientific crew on-board. The same being applicable for national observers embarked on the context of the SWIOFP. However it was agreed that the SWIOFP could and should organize for insurance for all scientists and fisheries observers boarding a commercial or wet-lease vessel in the context of SWIOFP activities.
28. SWIOFP SLC informed the participants that every individual participating in SWIOFP at sea activities would be provided with anti-piracy information and that each country should be responsible for insuring the safety of SWIOFP surveys implemented in their waters.

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## AGENDA

**Monday, 15 November 2010**

<b>TIME</b>	<b>ITEM</b>	<b>ACTION</b>
8h30 – 10h30	Opening of the meeting and endorsement of agenda	Ms. Teresa Athayde (SLC)
	Presentation of list of documents prepared for the meeting (see Appendix 3);	Participants
<b>10h30 – 11h00</b>	<b>TEA BREAK</b>	
11h00- 12h30	Presentation of Country Fisheries Observers Deployment Strategy (existing and proposed) by countries Observer & Logistic Coordinators;	Country Observer Logistic Coordinators
<b>12h30 – 13h30</b>	<b>LUNCH BREAK</b>	
13h30 – 16h15	<ol style="list-style-type: none"> <li>1. Develop SWIOFP Observer deployment plan;</li> <li>2. Review of other observer needs (ex: port sampling, at sea surveys, etc.);</li> <li>3. Review of SWIOFP Observer data collection forms;</li> <li>4. Finalise Observer sampling protocols;</li> <li>5. Update SWIOFP survey schedules and Project Implementation Manual tables;</li> <li>6. Identify the needs of external expertise for the implementation of SWIOFP surveys;</li> <li>7. Finalise Survey cruise protocols.</li> </ol>	Components working groups (C2, C3, C4, C5)
	Discuss draft MoU for the deployment of SWIOFP Observers.	Observer & Logistic Coordinators working group with SLC
<b>16h15 – 16h45</b>	<b>TEA BREAK</b>	
16h45 – 18h15	Continuation of morning session	

**Tuesday 16 November 2010**

<b>TIME</b>	<b>ITEM</b>	<b>ACTION</b>
8h30 – 10h30	<ol style="list-style-type: none"> <li>1. Development of SWIOFP Observer deployment plan;</li> <li>2. Review of other observer needs (ex: port sampling, at sea surveys, etc.).</li> <li>3. Review of SWIOFP Observer data collection forms;</li> <li>4. Finalise Observer sampling protocols;</li> <li>5. Update SWIOFP survey schedules and Project Implementation Manual tables</li> <li>6. Identify the needs of external expertise for the implementation of SWIOFP surveys</li> <li>7. Finalise Survey cruises protocols</li> </ol>	Components working groups (C2, C3, C4, C5)
	Finalise MoU for the deployment of SWIOFP Observers.	Observer & Logistic Coordinators working group

		with SLC
<b>10h30 – 11h00</b>	<b>TEA BREAK</b>	
11h00- 12h30	Continuation of morning session	
<b>12h30 – 13h30</b>	<b>LUNCH BREAK</b>	
13h30 – 16h15	Continuation of morning session	Components working groups (C2, C3, C4, C5)
	<ol style="list-style-type: none"> <li>1. Discuss SWIOFP briefing &amp; debriefing protocols</li> <li>2. Discuss OLC quarterly report template;</li> <li>3. Discuss plans for the implementation of SWIOFP Observer Program at national level</li> </ol>	Observer & Logistic Coordinators working group with SLC
<b>16h15 – 16h45</b>	<b>TEA BREAK</b>	
16h45 – 18h15	Continuation of afternoon session	

### Wednesday 17 November 2010

<b>TIME</b>	<b>ITEM</b>	<b>ACTION</b>
8h30 – 10h30	<ol style="list-style-type: none"> <li>1. Integrate of SWIOFP components survey schedules into a unique survey schedule for the years of 2010/11</li> <li>2. Finalise plan of action regarding the use of fisheries SWIOFP observers in 2010-2012</li> <li>3. Present other observer needs under each component</li> </ol>	RCCs working group with SLC and RES
	Review of SWIOFP sampling forms;	Observer & Logistic Coordinators working group
<b>10h30 – 11h00</b>	<b>TEA BREAK</b>	
11h00- 12h30	Continuation of morning session	
<b>12h30 – 13h30</b>	<b>LUNCH BREAK</b>	
13h30 – 16h15	<ol style="list-style-type: none"> <li>1. Presentation of documentation regarding SWIOFP Observer Program <ol style="list-style-type: none"> <li>a. Plan of action regarding the use of fisheries SWIOFP observers in 2010-2012</li> <li>b. Compilation of other observer needs under each component</li> <li>c. Observer program documents: <ol style="list-style-type: none"> <li>i. Observer manual</li> <li>ii. Data collection forms</li> <li>iii. MoU for the deployment of SWIOFP observers</li> <li>iv. SWIOFP briefing &amp; debriefing protocols</li> <li>v. Draft of OLC work guidelines</li> </ol> </li> <li>d. Plans for the implementation of SWIOFP</li> </ol> </li> </ol>	Ms. Teresa Athayde (SLC)

	<p style="text-align: center;">Observer Program at national level</p> <p>2. Presentation of documentation regarding SWIOFP survey cruises</p> <p style="padding-left: 20px;">a. Survey Schedule in 2010-2012</p>	
	<p>4. Other business</p> <p style="padding-left: 20px;">a. SWIOFP countries anti-piracy policy</p>	Participants
<b>16h15 – 16h45</b>	<b>TEA BREAK</b>	
16h45 – 18h15	Continuation of afternoon session	

### List of documents prepared for the meeting

ITEM	STATUS 1*	ACTION	STATUS 2**
1. Country Fisheries Observers Deployment strategy	DONE	Presented by OLC	DONE
2. Draft SWIOFP Observer Manual	DONE	Presented by Mr. Chris Heineken on behalf of ORI	DONE
3. Draft SWIOFP Observer data collection forms	DONE	Presented by Mr. Chris Heineken on behalf of ORI. To be discussed and finalized during working groups	DONE
4. Detailed observer use and deployment plan	NOT DONE	To be completed during working groups.	DONE
5. Piracy national policy	DONE	Presented by SWIOFP country members, for discussion.	DONE
6. C2, C3, C4, C5 Observer sampling protocols	C2&C5 - DONE C3 - IN PROGRESS C4 - NOT DONE	To be completed during working groups.	C2&C5 - DONE C3 - IN PROGRESS C4 - NOT DONE
7. Survey cruise protocols for 2010/11	C2 - DONE C3 - DONE C4 - NOT DONE	To be completed during components working groups.	C2 - DONE C3 - DONE C4 - NOT DONE
8. Survey Cruise Schedule for 2010/12	NOT DONE	To be completed during working groups.	DONE
9. MoU for the deployment of SWIOFP FO	DONE	To be discussed and finalized with OLC's	DONE
10. SWIOFP Observer Briefing and Debriefing Protocols	DONE	To be discussed and finalized with OLCs	DONE
11. OLC working guidelines	NOT DONE	To be discussed and developed after the meeting by SLC.	IN PROGRESS

\*Status at the beginning of the meeting: Done, Not done, In progress.

\*\*Status at the end of the meeting: Done, Not done, In progress.

## SWIOFP Observer Deployment Plan for 2011/2012

Country	Component 2			Total C2	Component 3		Total C3	Component 4			Total C4	Comp 5	Total C5	Total
	Shallow trawl	Deep Trawl	Deep Trap		Handline	Trawl		Purse- seine*	Longliner 1 **			Shallow trawl		
									Loca l fleet	Fore ign fleet				
Comoros	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenya	75	50	50	175	0	0	0	45	45	0	90	0	0	265
Madagascar	200	50	0	250	370	60	430	120	60	60	180	0	0	860
Mauritius	0	0	0	0	370	0	370	90	0	90	90	0	0	460
Mozambique	0	250	100	350	140	0	140	0	0	90	0	100	100	590
Seychelles	0	0	0	0	60	0	60	150	350	50	500	0	0	560
South Africa	0	50	0	50	0	0	0	0	0	0	0	0	0	50
Tanzania	75	50	0	125	0	0	0	0	45	0	45	0	0	170
<i>Sub-total</i>	<i>350</i>	<i>450</i>	<i>150</i>	<i>950</i>	<i>940</i>	<i>60</i>	<i>1000</i>	<i>405</i>	<i>500</i>	<i>290</i>	<i>1195</i>	<i>100</i>	<i>100</i>	<i>3245</i>

## SWIOFP survey schedules for 2011/12

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8		
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept
2.1	Deep-water crustacean																								
2.1.2	Ship based surveys to access the potential new and existing fisheries																								
2.1.2.5	Survey 3 - Kenya, deep-water prawn trawl survey (18 days)																								
2.1.2.6	Survey 4 - Tanzania deep water prawn trawl survey (18 days)																								
2.1.2.7	Survey 5 - Madagascar deep-water trap survey (38 days)																								
2.1.2.8	Survey 6 - Mozambique deep-water trap survey (28 days)																								
2.1.2.9	Survey 7 - Kenya deep-water trap survey (18 days)																								
2.1.2.10	Survey 8 - Tanzania deep-water trap survey (18 days)																								

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8		
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept
2.1.2.11	Survey 9 - Mozambique deep-water trawl survey (28 days)																								
2.1.2.12	Survey 10 - Madagascar deep-water trawl survey (2 x 18 days)																								
2.2	Deep-water crustacean																								
2.2.2	Ship based surveys to access the potential new and existing fisheries																								
2.1.2.5	Survey 1 - Kenya, shallow-water prawn trawl survey (2*15 days)																								
2.1.2.6	Survey 2 - Tanzania, shallow-water prawn trawl survey (2*15 days)																								
3.1	Deep-water Demersal Fish (Maya Seychelles / Curieuse)																								
3.1.1	Distribution, stock discrimination and biological reference points of key resources																								
3.1.2.1	Acoustic & Exploratory Transboundary Drop line Survey Kenya South / Tanzania North (5 days)																								

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8		
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept
		3.1.2.2	Acoustic & exploratory drop line Survey Kenya South (5 days)																						
3.1.2.3	Dropline survey Mozambique north and Sofala bank (20 to 12° S) (30 days)																								
3.1.2.4	Acoustic survey Mauritius: Haukins and Alix Seamount NE (15 days)																								
3.1.2.6	Dropline survey Mauritius - Soundan bank (10 days)																								
3.1.2.8	Acoustic survey Seychelles: Mahe plateau NE & SW (15 days)																								
3.1.2.10	Dropline Survey Seychelles: Mahe plateau NE & SW (15 days)																								
3.2	Acoustic Exploratory Drop line surveys north Madagascar: (5 days)																								
3.3.1.1	Trawl survey Tanzania (20 days)																								
3.2.1.2	Trawl survey Kenya (15 days)																								



## SWIOFP Observer Deployment Plan for 2011/2012

Country	Component 2			Total C2	Component 3		Total C3	Component 4			Total C4	Comp 5	Total C5	Total
	Shallow trawl	Deep Trawl	Deep Trap		Handline	Trawl		Purse- seine*	Longliner 1 **			Shallow trawl		
									Loca l fleet	Fore ign fleet				
<b>Comoros</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Kenya</b>	75	50	50	175	0	0	0	45	45	0	90	0	0	<b>265</b>
<b>Madagascar</b>	200	50	0	250	370	60	430	120	60	60	180	0	0	<b>860</b>
<b>Mauritius</b>	0	0	0	0	370	0	370	90	0	90	90	0	0	<b>460</b>
<b>Mozambique</b>	0	250	100	350	140	0	140	0	0	90	0	100	100	<b>590</b>
<b>Seychelles</b>	0	0	0	0	60	0	60	150	350	50	500	0	0	<b>560</b>
<b>South Africa</b>	0	50	0	50	0	0	0	0	0	0	0	0	0	<b>50</b>
<b>Tanzania</b>	75	50	0	125	0	0	0	0	45	0	45	0	0	<b>170</b>
<b>Sub-total</b>	<b>350</b>	<b>450</b>	<b>150</b>	<b>950</b>	<b>940</b>	<b>60</b>	<b>1000</b>	<b>405</b>	<b>500</b>	<b>290</b>	<b>1195</b>	<b>100</b>	<b>100</b>	<b>3245</b>

## SWIOFP survey schedules for 2011/12

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8		
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept
2.1	Deep-water crustacean																								
2.1.2	Ship based surveys to access the potential new and existing fisheries																								
2.1.2.5	Survey 3 - Kenya, deep-water prawn trawl survey (18 days)																								
2.1.2.6	Survey 4 - Tanzania deep water prawn trawl survey (18 days)																								
2.1.2.7	Survey 5 - Madagascar deep-water trap survey (38 days)																								
2.1.2.8	Survey 6 - Mozambique deep-water trap survey (28 days)																								
2.1.2.9	Survey 7 - Kenya deep-water trap survey (18 days)																								
2.1.2.10	Survey 8 - Tanzania deep-water trap survey (18 days)																								

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8			
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	
2.1.2.11	Survey 9 - Mozambique deep-water trawl survey (28 days)																									
2.1.2.12	Survey 10 - Madagascar deep-water trawl survey (2 x 18 days)																									
2.2	Deep-water crustacean																									
2.2.2	Ship based surveys to access the potential new and existing fisheries																									
2.1.2.5	Survey 1 - Kenya, shallow-water prawn trawl survey (2*15 days)																									
2.1.2.6	Survey 2 - Tanzania, shallow-water prawn trawl survey (2*15 days)																									
3.1	Deep-water Demersal Fish (Maya Seychelles / Curieuse)																									
3.1.1	Distribution, stock discrimination and biological reference points of key resources																									
3.1.2.1	Acoustic & Exploratory Transboundary Drop line Survey Kenya South / Tanzania North (5 days)																									

Comp	Cruise	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8		
		Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	July	Aug	Sept
		3.1.2.2	Acoustic & exploratory drop line Survey Kenya South (5 days)																						
3.1.2.3	Dropline survey Mozambique north and Sofala bank (20 to 12° S) (30 days)																								
3.1.2.4	Acoustic survey Mauritius: Haukins and Alix Seamount NE (15 days)																								
3.1.2.6	Dropline survey Mauritius - Soundan bank (10 days)																								
3.1.2.8	Acoustic survey Seychelles: Mahe plateau NE & SW (15 days)																								
3.1.2.10	Dropline Survey Seychelles: Mahe plateau NE & SW (15 days)																								
3.2	Acoustic Exploratory Drop line surveys north Madagascar: (5 days)																								
3.3.1.1	Trawl survey Tanzania (20 days)																								
3.2.1.2	Trawl survey Kenya (15 days)																								





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**Appendix 6**

**SOUTH WEST INDIAN OCEAN FISHERIES PROJECT  
(SWIOFP)**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**[INSERT NAME OF COUNTRY INSTITUTION WITH THE LEGAL MANDATE TO  
ENFORCE THIS MOU]  
REPRESENTED BY [OBSERVER LOGISTIC COORDINATOR NAME]**

**&**

**FV [NAME OF VESSEL] VESSEL OWNER / OPERATOR  
[INSERT FV OWNER OR OPERATOR NAME<sup>1</sup>]**

Insofar as the [*insert name of country institution with the legal mandate to enforce this MoU*] has an agreement with the [*insert FV owner or operator name*] for the implementation of the South West Indian Ocean Fisheries Project - Observer Programme (SWIOFP-OP), which requires the placing, on board of participating vessels, of independent observers to record data and information as described in Appendix 1 - *Research and Observers sampling requirements*.

And

[Insert FV owner or operator name] operating within the South West Indian Ocean Region that will participate in the Programme.

The [*insert name of country institution with the legal mandate to enforce this MoU*] and the [*insert FV owner or operator name*], in order to promote the objectives of the Programme, and ensure observance of the provisions of the SWIOFP, have reached the following understandings:

**Section 1**

**General Terms & Conditions**

1. A Vessel Operator receiving one or more Observers will take appropriate measures within its competence to ensure to the extent possible that any Observers designated by SWIOFP will

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<sup>1</sup> Please note that FV agents (if not FV owner or operator) have no mandate to sign this MoU. Please also note that in the case of the changing of FV ownership a new MoU will have to be prepared and signed by the new FV owner.

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be taken on board such vessel to observe and permitted to collect scientific information on the said vessel that are of research interest to SWIOFP as set out in Appendix 1.

2. For the implementation of the Programme, vessel Captains shall accept deployment of observers on their vessel.
3. Vessel Operators will also be required to ensure seaworthiness and safety of the vessel platform consistent with international guidelines on safety for vessels over 24 meters in length.
4. For all vessels proof of seaworthiness in the form of the vessels valid safety certificate and a copy of the vessels P&I insurance policy will be submitted to the [country name] Observer Logistic Coordinator, Mr/Mss/Miss [insert name of country OLC] ([a/c insert name of country institution with the legal mandate to enforce this MoU]) in advance the observers deployment. Observers must be signed onto the vessels articles<sup>2</sup> for the trip.

## Section 2

### Conditions for Observer Deployment

5. The anticipated duration of a single observer deployment on board a Vessel is [insert n° of days<sup>3</sup>] days, and shall not, without prior agreement between the Observer Logistic Coordinator and the Vessel Operators exceed a maximum of [insert n° of days] days.
6. The Vessel Operator shall take such steps as are necessary, including the instruction of its Vessel(s) and/or Fishing or Support Vessel(s) to assist in the efficient and safe disembarkation of the observer, in accordance with agreed procedures for placing or recovering observers from vessels, appendix 4.
7. Foreign vessels operating under licence must return the observer to port prior to them leaving the countries EEZ.
8. In the event of the observer on-board becoming seriously sick or injured, then the vessel owner will be requested to repatriate the observer by any means as soon as practically possible.
9. Where possible, observer embarkation/disembarkation directly onto Vessels shall take place in port by the quayside in order to ensure the safest means of transferring observers to/from vessels. However, when this is not feasible, three (3) options exist for observer transfer (Appendix 3):
  - ❑ Option 1: Transfer from/to a launch in and around a port area.
  - ❑ Option 2: Transfer at-sea from the Vessel to a vessel that has recently left port; and
  - ❑ Option 3: Transfer at-sea from the Vessel onto a vessel returning to port

The Vessel Operator shall take such steps to ensure that these operations are performed under the conditions set out in Appendix 4.

10. As soon as possible and prior to the vessel leaving port or getting underway, (if the observer embarks via a launch or transfer vessel), the Observers shall be required to conduct a pre-sea inspection and familiarisation tour of the vessel as described in Appendix 5.

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<sup>2</sup> Sign onto the vessel articles as a crew member in order to be covered by vessel P&I insurance policy.

<sup>3</sup> Average and maximum duration of a single observer deployment on board a vessel to be agree between OLC and FV owner.

11. Should there be any major deficiency recorded in the safety standards on-board and the vessel does not comply with any single item of the minimum compulsory safety requirements listed below, the SWIOFP Observer will *not be permitted* to embark on the vessel. The details of this shall be reported to the Observer Logistic Coordinator immediately by the most direct means of communication available. In this situation a full report will be submitted to the Vessel Operator and the SWIOFP Survey Logistic Coordinator (SLC)
12. The following selections of items covered by Pre-Sea Inspection (Appendix 5) are the minimum requirements for an observer to be permitted to sign onto the designated vessel.

Safety Certificate (Safety Management Certificate)

The vessel must have on-board a current and valid Safety Certificate that does not expire for a period of at least four (4) months from the date of embarkation of the observer. The total crew compliment on board the vessel INCLUDING THE OBSERVER must not exceed the maximum specified number of crew listed in the safety certificate.

Life Rafts

The Life rafts capacity must have the capacity to accommodate the full crew compliment; including the observer. (In other words the total life raft capacity must be equal to or exceed 100% of the vessels compliment).

Life Rafts must be within their serviceable date, which must cover the expected maximum duration of observer deployment.

All Life Rafts must be fitted with a serviceable Hydrostatic Release mechanism.

Life Jackets

There must be a total number of life jackets on-board, readily available at the emergency muster stations to accommodate each of the compliment on-board the vessel.

All Life Jackets must comply with IMO – SOLAS LSA standards.

GMDSS Requirements

The vessel must be GMDSS compliant in accordance to its tonnage and its area of operation.

Any component of the GMDSS requirement that is out of date or unserviceable will render the vessel as NOT being GMDSS compliant.

These items shall include inter alia EPIRP's, SART's and distress flares and rockets.

13. This procedure will apply to all vessels onto which an observer is embarked; including any vessels used to transfer observers. It is noted however, that a pre-sea inspection may not be possible in the case of observers embarking on a transfer vessels at sea. For this reason, the Observer Logistic Coordinator requires all Vessels embarking an observer for the first time to do so in port. Should circumstances require, subsequent observer changeovers may take place without the Vessel returning to port, following the procedures described in Appendix 4. The only exception to this would be in an emergency situation, (paragraph 5 - option three) in

which case the Observer Logistic Coordinator will endeavour to obtain copies of the relevant safety documents from the transfer vessel operators in advance of the transfer taking place.

### **Section 3**

#### **Vessel Operator's Responsibilities for Observer Deployment**

14. In order to initiate observer deployment, the Vessel Operator shall submit the following information to the Observer Logistic Coordinator :
  - ❑ Name of Vessel
  - ❑ Flag State and Registration Number;
  - ❑ Call Sign
  - ❑ Port of departure
  - ❑ Port of observer embarkation;
  - ❑ Method of deployment onto the vessel, (Ports side, Harbour Launch Vessel Transfer);
  - ❑ Date of departure of Vessel / Transfer Vessel;
  - ❑ Planned Fishing area
  - ❑ Fishing Method and gear
  - ❑ Target species
  - ❑ Port of arrival / observer disembarkation
  - ❑ Date of arrival / observer disembarkation
  - ❑ Other port visits expected (location and date) (Where applicable for vessels that may fish outside the countries EEZ)
  - ❑ The name and contact details of the agents/operators responsible for managing operations
  - ❑ Confirmation that the Vessel has Protection and Indemnity (P&I) or equivalent insurance.<sup>4</sup>
  - ❑ Copy of the vessels current Safety Certificate Relevant copies of the vessels fishing licenses.
15. The Observer Logistic Coordinator will make travel arrangements for the observer in accordance with the information forwarded by the notice, supplied by the Vessel Operator. Every effort shall be made by the Vessel Operator to provide accurate information regarding ports of embarkation and disembarkation at the earliest opportunity to enable the Observer Logistic Coordinator to make travel arrangements for the observer in a timely and efficient manner. Wherever possible, the Observer Logistic Coordinator will confirm this information directly with the Vessel Operator prior to making travel bookings for the observer.
16. The observer is contracted for the trip, should the plans of the vessels subsequently deviate from those originally provided to Observer Logistic Coordinator in paragraph 14, (e.g. change of dates and ports of embarkation and/or disembarkation / or the vessel fails to comply to the minimum safety requirements. The Observer Logistic Coordinator will liaise with the vessel operator whether to keep the observer on stand-by or cancel the deployment.
17. The mobilisation of the observer from their home to the point of embarkation will only commence when the MoU is signed by the Vessel Operator and has been received by the Observer Logistic Coordinator. It is the responsibility of the Vessel Operator to send the signed copy of the MoU to the Observer Logistic Coordinator directly.
18. For all Vessels (including transfer vessels) receiving an Observer for the first time, the observer must be embarked in port at the quayside. The Vessel Operator shall make arrangements for the vessel to be in port at the pre-arranged time and place for embarkation of the observer. If it is not possible for the vessel to be berthed, the only acceptable means of

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<sup>4</sup> Since the observer is designated as part of the ship's crew he/she is included in the ship's insurance provisions for officers as provided by the vessel's P&I certificate. The SWIOFP Observer Coordinator will arrange additional, independent and adequate insurance provision for observers deployed under the SWIOFP.

boarding will be via a registered launch for port berthing operations, (paragraph 9 Option 1). In these situations the agents for the vessel shall be required to accompany the Observer on-board to assist the observer and remain on-board until the Pre-Sea safety inspection has been completed.

19. Vessel Operators shall ensure that their captains and crew make the following arrangements for the observer whilst on-board the Vessel:

- The Observer signs on “ships articles” and is designated part of vessels crew for the duration of the trip, (this is to be facilitated by the vessel’s agent)
- Observers shall be allowed access to the fishing gear and equipment to perform their functions, as stipulated in Appendix 1.
- Upon request, observers shall also be allowed access to the following equipment, if present on the vessels to which they are assigned, in order to facilitate the carrying out of their reporting requirements:
  - Satellite navigation equipment;
  - Electronic means of communication;
- Observers shall be provided accommodations, including lodging, food and sanitary facilities, equal to those of the officers on board the Vessel;
- Observers shall be provided with adequate space on the bridge or pilot house for clerical work, as well as space on deck adequate for carrying out their duties as Observers (see Appendix 1);
- The Vessel Operator shall ensure that captains, crew and vessel owners cooperate and assist observers in the performance of their duties

#### **Section 4**

##### **Observer’s Responsibilities onboard Vessels**

20. Observers shall comply with the SWIOFP *Standards of Conduct and Behaviour of Observers* (Appendix 3), specifically:

- Observers shall treat as confidential all information with respect to the fishing operations and accept this requirement in writing as a condition of appointment as an observer;
- Observers shall comply with requirements established in the laws and regulations of the flag State which exercises jurisdiction over the vessel to which the observer is assigned; and
- Observers shall respect the hierarchy and general rules of behaviour, which apply to all vessel personnel.

#### **Section 5**

##### **Entry into Effect, Duration and Termination**

20. The arrangements described by this MoU are applicable upon its signature.

21. This MoU represents the entire understanding between the parties in respect of the Programme and supersedes any prior written or oral representations, warranties or agreements.

22. The present MoU will be for a period of one (1) year after the date of signature, or any other period as agreed by both parties in writing.

23. Either Party may discontinue its participation in activities under this MoU at any time, and should notify the other Party in writing. The termination shall take effect at a specified time after receipt by the addressee of the notice to terminate.

24. Any dispute arising out of this MoU should be settled amicably between the two parties.

For the [*insert name of country Institution with the legal mandate to enforce this MoU*]

For the Vessel Operator

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

For and on behalf of the institution

Date: \_\_\_\_\_

Date \_\_\_\_\_

Witnesses

Date: \_\_\_\_\_

Observer Logistic Coordinator

*To be signed in triplicates*

**SOUTH WEST INDIAN OCEAN FISHERIES  
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**Appendix 1:**

***SWIOFP OBSERVERS RESEARCH AND SAMPLING REQUIREMENTS***

The South West Indian Ocean Fisheries Project (SWIOFP) is a regional fisheries research project implemented by the nine countries of the South West Indian Ocean namely, Kenya, Tanzania, Mozambique, Madagascar, Seychelles, Mauritius, Comoros, South Africa and France.

Project development objectives relate specifically to assessing the status of offshore fisheries within the 200 miles Exclusive Economic Zones (EEZ) of coastal states, with the aim to generate scientific knowledge and develop legal and institutional capacity to implement an action plan in order to manage these fisheries for maximum economic returns, consistent with a management strategy that stresses environmental sustainability and socially equitable distribution of the benefits of exploitation.

With these objectives in mind the SWIOFP member countries will deploy scientific observers with the following research and sampling requirements:

- 1) To observe record and collect at sea high quality scientific data.
- 2) To collect *in situ* unbiased data on:
  1. Nature of the fishing operations and areas fished
  2. Catch composition of fish brought on-board.
  3. Size composition, sex ratio and reproductive status of target species.
  4. By-catch mortality and discard component.
  5. General trip details describing the target species.
  6. Vessel specifications, fishing and electronic equipment.
  7. Additional data on oceanography, weather and interactions with seabirds and marine mammals.
  8. Collect samples such as: otoliths, genetic samples, etc...

SWIOFP fisheries observers are employed to collect accurate fisheries and biological data.

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**Appendix 2**

***STANDARDS OF CONDUCT & BEHAVIOR OF SWIOFP OBSERVER LOGISTIC  
COORDINATOR***

**Definitions**

*Conflict of interest* - Participation in activities or relationships with other persons, results in the impairment or possible impairment of a person's objectivity in performing the contract work.

*Direct financial interest* - Any source of income to, or capital investment or other interest held by, an individual, partnership, or corporation or an individual's spouse, immediate family member or parent that could be influenced by performance or non-performance of duties under the contract.

**Conduct**

1. The Observer Logistic Coordinator shall not hold any direct financial interest in the observed fishery (other than the provision of observer service to SWIOFP) including, but not limited to, vessels or shore side facilities involved in the catching or processing of the products of the fishery, companies selling supplies or services to those vessels or shore side facilities, or companies purchasing raw or processed products from these vessels or shore side facilities. The interests of a spouse or minor child of a Director or an employee of the SWIOFP Observer Coordinator are considered those of the SWIOFP Observer Coordinator.
2. The Observer Logistic Coordinator shall assign observers without regard to any preference expressed by representatives of vessels based on, but not limited to, observer race, gender, age, religion, or sexual orientation.
3. The Observer Logistic Coordinator shall not solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, loan or anything of monetary value from anyone who conducts activities that are regulated by SWIOFP, or who has interests that may be substantially affected by the performance or non-performance of the official duties of the Observer Logistic Coordinator and/or its employees.
4. The Observer Logistic Coordinator shall not deploy SWIOFP observers in a manner or under such circumstances that are inconsistent with the agreed SWIOFP guidelines on safety.

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**Appendix 3**

**STANDARDS OF CONDUCT & BEHAVIOR OF OBSERVERS**

**Definitions**

*Conflict of interest* - Participation in activities or relationships with other persons, resulting in the impairment or possible impairment of a person's objectivity in performing the contract work.

*Direct financial interest* - Any source of income to, or capital investment or other interest held by, an individual, partnership, or corporation or an individual's spouse, immediate family member or parent that could be influenced by performance or non-performance of duties under the contract.

**Conduct**

1. An individual is only considered a certified observer when trained and employed by the countries affiliating institution to collect data on the context of the South West Indian Ocean Fisheries Project.
2. Observers may not participate in any activity which would:
  - a. Cause a reasonable person to question the impartiality or objectivity with which the Observer Program is administered;
  - b. Significantly impair the observer's ability to perform his/her duties.
  - c. Adversely affect the efficient accomplishment of the Program's mission
3. Observers may not have direct financial interest in the observed fishery, other than the provision of observer services including, but not limited to, vessels or shore-side facilities involved in the catching or processing of the products of the fishery, companies selling supplies or services to those vessels or shore-side facilities, or companies purchasing raw or processed products from these vessels or shore-side facilities. The interests of a spouse or minor child are considered those of the observer.
4. Observers may not solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, loan or anything of monetary value from anyone who conducts activities that are regulated by SWIOFP, or who has interests that may be substantially affected by the performance or non-performance of the observers' official duties.
5. Observers may not serve as observers on any vessel or at any shore-side facility owned or operated by a person who previously employed the observer in any capacity.
6. Observers may not solicit or accept employment as a crew member or an employee of the vessel or shore-side processor in any fishery while employed as an observer.

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7. A person may not serve as an observer in a fishery during the 3 consecutive months following the last day of his/her employment as a paid crew member or employee in that fishery.
  8. Observers may not engage in an activity that may give rise to the appearance of a conflict of interest that may cause another individual to question the observer's impartiality, fairness or judgment.
  9. Observers must avoid any behaviour that could adversely affect the confidence of the public in the integrity of the SWIOFP Observer Programme or of the SWIOFP, including, but not limited to the following:
    - b) Observers must diligently perform their duties.
    - c) Observers must accurately record their sampling data, write complete reports. If the observer chooses to report any suspected violations of regulations relevant to conservation of marine resources or their environment that they observe, it must be done honestly.
    - d) Observers must preserve the confidentiality of the collected data and observations made on board the Vessels
    - e) Observers must refrain from engaging in any illegal actions or any activities that would reflect negatively on their image, on other observers, or the Observer Program, as a whole. This includes, but is not limited to:
      - i) Engaging in drinking of alcoholic beverages while on duty
      - ii) Engaging in the use or distribution of illegal substances
      - iii) Becoming physically or emotionally involved with vessel personnel

**Behaviour on board**

10. SWIOFP scientific Fisheries Observers are not employed in an enforcement role. Their function is to collect fisheries and biological data.
  11. Observers are not in the employ of vessel operators and are not directly involved with vessel operations.
  12. While on-board, observers must follow the protocols below:
    - a. Observers shall treat all information relating to the fishing operations of the vessel as confidential;
    - b. Observers shall comply with requirements established in the laws and regulations of the flag State;
    - c. Observers shall respect the hierarchy and general rules of behaviour, which apply to all vessel personnel.
  13. In particular the observer protocol requires that:
    9. The Observer is under the authority of the Captain regarding vessel operation and safety at sea;
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10. The Observer has no authority to advise or direct any of the vessels operational activities, nor has he/she any authority over the vessels personnel;
  11. The Observer has access to all operational areas of the vessel necessary to complete their work including the bridge, navigation and communication equipment.
  12. The observer should try to secure cooperation with the officers to ensure that their activities do not hinder normal fishing and operations.

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**Appendix 4**

**CONDITIONS FOR OBSERVER DEPLOYMENT & RECOVERY AND VESSEL  
TRANSFER OPERATIONS**

In the event that observer embarkation/disembarkation directly onto Vessels is not possible in port by the quayside, three (3) options exist for observer transfer. In each case, transfers shall be made during daylight hours if possible and sea conditions must be evaluated and judged to pose no undue risk to the observer before any at sea transfer can take place.

- Option 1: Transfer from/to a launch in and around a port area.
- Option 2 Transfer at-sea from a Vessel onto a vessel that has recently left port.
- Option 3: Transfer at-sea from a Vessel onto a vessel returning to port.

All of these options involve transfers between the observed vessel and another vessel at-sea and for Options 3 does not permit a ***Pre-sea Boarding Inspection*** (see Appendix 5) to be performed. This procedure is not without risk and the Observer Logistic Coordinator shall agree to its implementation under the following terms and Conditions:

The Observer Logistic Coordinator will apply the following protocol when taking decisions regarding observer deployments:

1. ***Low risk*** options will have priority

**Embarkation and Disembarkation**

In port or within port limits

- Directly onto the vessel tied up alongside
- Onto a launch to transfer to the vessel at anchor via local port services

2. ***Medium risk options*** will be considered, but only if the vessels involved have been identified and approved by the Observer Logistic Coordinator to undertake such transfers. These transfer vessels will require port inspection and must have a clean safety record issued by the flag state safety authority and must submit safety certification and inspection documentation.

**Embarkation and Disembarkation**

- One leg transfer on high seas to a designated vessel at or from an observed vessel using a transfer vessel from or to return to port.

3. ***High risk options will not be considered*** unless circumstances prevail where the observer has to return urgently to home base.

Vessel Operators must notify the Observer Logistic Coordinator, at least 3 days (72 hours) prior to an at-sea transfer and supply the following details of the transfer vessel.

#### **Vessel Details**

- ▣ Name
- ▣ SWIOFP / IOTC Record Number, if applicable
- ▣ Flag
- ▣ Registration Number
- ▣ Call sign
- ▣ Agent/Owner/Charterers details
- ▣ Vessel's Communication
  - Telephone
  - Fax
  - Telex
- ▣ Confirmation of valid Protection & Indemnity certification

#### **Operational Details**

- ▣ Current date
- ▣ Current position
- ▣ Transfer date
- ▣ Transfer position
- ▣ Port of arrival / departure
- ▣ Estimate time of arrival / departure

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1. Transfers must be conducted using the following operational guidelines which reflect best practice health and safety standards for transferring individuals at sea:
    - ❑ Only SWIOFP Observers that have been trained and instructed in vessel safety requirements to be deployed;
    - ❑ All vessels designated by Vessels Operators must be identified and cross referenced with the list of vessels previously inspected or verified by the Observer Logistic Coordinator ;
    - ❑ Prior to transfer onto a transfer vessel, valid safety certification must be submitted to or verified by the Observer Logistic Coordinator;
    - ❑ The Observer Logistic Coordinator will approve transfer on the basis of safety certification;
    - ❑ For an out-going Observer using a transfer vessel for deployment onto a designated Vessel for SWIOFP research observations:
      - i. Where appropriate a Safety Inspection (equivalent to the ***Pre-sea Boarding Inspection***; see Appendix 5) will be performed on all vessels;
      - ii. Observers will notify the Observer Logistic Coordinator of the results of the Inspection. If satisfactory the transfer can proceed and report “safe transfer” to the Observer Logistic Coordinator. If the Inspection results are not satisfactory, the Observer Logistic Coordinator will notify the Vessel Operator.
      - iii. 1 hour prior to transferring the Observer to the Vessel, Observers will report details of the timing and location of the transfer to the Observer Logistic Coordinator.
      - iv. Once the transfer has been completed the Observer will conduct an Inspection on the vessel and report the results to the Observer Logistic Coordinator;
    - ❑ For returning Observers being transferred from a Vessel onto a transfer vessel:
      - i. Only in exceptional circumstances will observers be transferred to vessels with the intention to deploy gear prior to returning to port;
      - ii. 1 hour prior to the transfer, Observers will report details of the timing and location of the transfer to the Observer Logistic Coordinator.
      - iii. Once the transfer has been completed the Observer will conduct an Inspection on the vessel and report the results to the Observer Logistic Coordinator;
      - iv. Observers will notify the Observer Logistic Coordinator of the results of the Inspection. If satisfactory the transfer can proceed and report “safe transfer” to the Observer Logistic Coordinator. If the Inspection results are not satisfactory, the Observer Logistic Coordinator will notify the Vessel Operator.
-

**SOUTH WEST INDIAN OCEAN FISHERIES  
PROJECT  
(SWIOFP)**



Regional Management Unit, /o Kenya Marine and Fisheries  
Research Institute, P.O. Box 81651-80100, Mombasa, Kenya.

**Telephone:** +254-208023924 **Fax:** + 254 (0) 41 2001133, **E-mail:** rmu@swiofp.net

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- ❑ The Observer will notify the Observer Logistic Coordinator of any change in conditions;
- ❑ The Observer will notify the Observer Logistic Coordinator once within port limits;
- ❑ The Observer will notify the Observer Logistic Coordinator when vessel is alongside and disembarkation is successful and customs and immigration requirements have been completed.

Any indication of poor sea conditions or inadequate protocols and equipment supplied by the vessels will result in the transfer being aborted. The **Observer Logistic Coordinator will not compromise on observer safety** and if conditions are not suitable, the observer will remain on the originating vessel until suitable transfer arrangements can be made.

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**Appendix 5**

**Pre-Sea Boarding Inspection**

Fill in fields where possible and comments where necessary.

Observer / Observer Log Coor.		Signature	
Vessel Agent		Signature	

**Vessel Details:**

Vessel Name		
Captain Name		
Call Sign		
Flag		
Size GRT		
LOA		
Number of Crew		
Vessel contact Number	Telephone	
	Fax	
	Inmarsat (A/C/M) & No.	
Vessel Agents	Name	
	Telephone	
	Fax	
	Mobile	
	Email	

## Safety Equipment

Valid Safety Certificate (Y/N)		Issuing Authority	
Life Boats			
Type	Number	Capacity	Launch method Gravity Davit or Free Fall
Life Rafts			
Type	Number	Capacity	Hydrostatic release Yes / No
			Date Service Due
Life Jackets			
Type Inflatable/Packed	Number	Location Cabin /Muster Station/ Both	SOLAS Approved Yes/ No
Immersion Suits			
	Number	Location Cabin/Muster Station/ Both	SOLAS Approved Yes/ No
Life Buoys			
	Number	Free Release Yes / No	Light/SART Attached
Flares: Location		If checked No. / Exp. Date	

First Aid Materials Location		Certified Medical Officer	
Fire Extinguishers			
Positioned in main corridor's (Y/N)		Charge seals intact (Y/N)	
Positioned on bridge (Y/N)		Charge seals intact (Y/N)	

**GMDSS Requirements:**

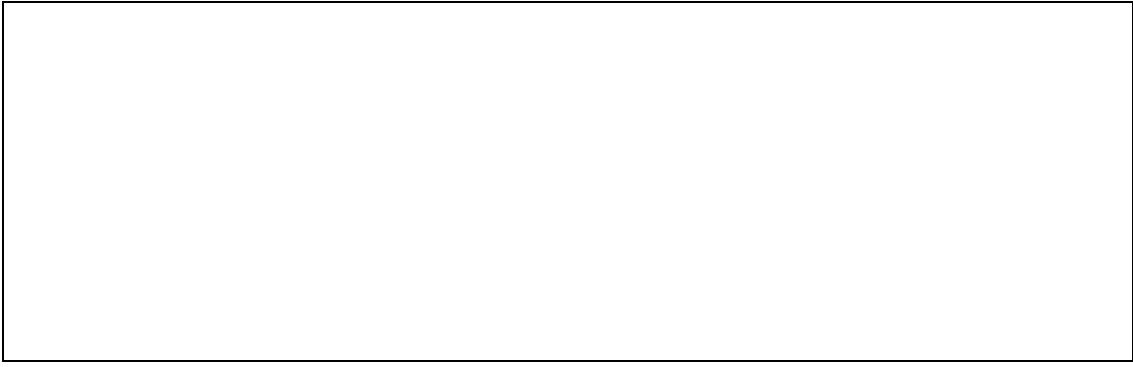
Radio Equipment	HF Operational yes or no	MF Operational yes or no	VHF Operational yes or no	INMARSAT Operational yes or no	NAVTEX Operational yes or no
EPIRB's					
Type	Number	Location	Release manual / float free		
SART's	Number	Location	Release manual / float free		

**Accommodation:**

Single Cabin or Sharing	Comment
Vessel Emergency Evacuation and Muster Stations Lists – Displayed (Y/N)	

**General Comments:**

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# BRIEFING PROTOCOL

## SWIOFP Observer Program

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### BRIEFING INSTRUCTIONS

1. Observer Logistic Coordinator must brief SWIOFP observer well in advance before his embarkation, (at least 1 week) in order to:
    - a. Allow for observers to do their personal arrangements.
    - b. Better prepare them for their trip and the work they will be expected to undertake.
  
  2. Observer briefing should include information about:
 

<ol style="list-style-type: none"> <li>I. Fishing Vessel               <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Type</li> <li>c. Gear</li> <li>d. Target species</li> <li>e. Owner contact details</li> </ol> </li> <li>II. Trip details               <ol style="list-style-type: none"> <li>a. Expected dates and location of departure and return</li> <li>b. Expected duration</li> <li>c. Area to be covered</li> </ol> </li> <li>III. Work details               <ol style="list-style-type: none"> <li>a. Operational issue</li> <li>b. Tasks</li> <li>c. Protocols</li> <li>d. Samples</li> </ol> </li> <li>IV. Reports               <ol style="list-style-type: none"> <li>a. Pre-safety check report</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>c. Deployment report</li> <li>d. Five days status report</li> <li>e. Trip summary report</li> <li>f. Final Report</li> <li>g. Distress Code</li> <li>V. Allocation of material               <ol style="list-style-type: none"> <li>a. Work material</li> <li>b. Safety materials</li> </ol> </li> <li>VI. Allocation of documents               <ol style="list-style-type: none"> <li>a. Pre-safety check protocol</li> <li>b. MoU for the deployment of the observer</li> <li>c. Emergency protocol</li> <li>d. List of contacts</li> <li>e. Sampling instructions</li> <li>f. Data capture forms</li> <li>g. ID sheets</li> </ol> </li> <li>VII. Other</li> </ol>
--	--
  
  3. Observer Logistic Coordinator should go through each of the above topics in detail with the observer in order to clarify any possible doubts the observer might have before he is deployed.
  
  4. Trip details should be those provided by vessel operators.
-

5. Under work details OLC should pay particular attention to trip sampling protocols, since these can change or demand the use of specific sampling material.
  
6. Under reports, OLC should take the observer through each report and the timing of their submission.

## BRIEFING INFORMATION

### 1. TRIP AND VESSEL DETAILS

<b>Vessel name</b>	<b>Vessel type</b>	<b>Main fishing gear</b>	<b>Target species</b>
<b>Owner contact details:</b>		<b>Captain contact details:</b>	

**Comments**

[Ex: Was the boat visited by OLC? Was a pre-safety check visit done? Feedback from observers previously embarked on this vessel]

<b>Expected date of departure</b> / /	<b>Expected departure location</b>	<b>Area to be covered</b>
<b>Expected date of return</b> / /	<b>Expected arrival location</b>	

**Comments**

[Ex: Is the observer expected to spend the duration of his trip in this boat or is there a transshipment expected, etc...]

### 2. Work details

**Operational issue:**

Observer will be deployed under the context of SWIOFP component *[insert component N° and name]* to collect information on *[specify trip objective]*.

<b>Observer tasks:</b>		
<ol style="list-style-type: none"> <li>1. To collect <i>in situ</i> unbiased;</li> <li>2. To collect information and samples stipulated under the following SWIOFP protocols: <ol style="list-style-type: none"> <li>a. <i>[Specify protocol name and number]</i>.</li> </ol> </li> <li>3. <i>[Specify other required tasks]</i>.</li> </ol>		
<b>Data Category</b>	<b>Detailed information required</b>	<b>Relevant protocols / forms</b>
<b><i>Catch and Effort Information</i></b>		
Nature of the fishing operations and areas fished	Describe the specifications that are required to be record on the gear used and what positional information to record for fishing operations	
Catch composition of fish brought on-board	Detail on the method to use to determine total catch. Detail the percentage of the total catch to be sampled and the level to which the composition is to be recorded with respect to the target species and by-catch (Group; Order; Species)	
<b><i>Research and Biological Information</i></b>		
Size composition, sex ratio and reproductive status of target species	Detail for each species, the number of samples and specific biological detail to be recorded.	
By-catch mortality and discard component	Detail method and information required when recording by-catch mortality	
Samples	Provide detailed instruction on samples to be collected, (genetic and whole) and how these are to be collected, prepared, preserved and labelled.	
<b><i>Environmental Information</i></b>		
Interactions with seabirds and marine mammals.	Detail data to be recorded on interactions of other vulnerable marine fauna with fishing operations: Seabirds; Marine mammals; Turtles; Sharks; Benthos	
Data on oceanography, weather	Detail to be recorded on oceanographic conditions, sea / swell / currents and sea surface temperature and prevailing weather, wind strength and direction and cloud cover	
<b><i>Other Information</i></b>		

### 3. Reports

#### *PRE-SAFETY CHECK REPORT*

1. Observer is required to conduct a pre-sea safety inspection upon first boarding a fishing vessel to check that the vessel complies with international safety standards.
2. The vessel must meet “*minimum compulsory requirements*” specified in the MoU with operators.

3. The Observer may “*refuse to board a vessel*” if they find that the overall state of the vessel puts its sea-worthiness in question, despite it meeting the minimum safety requirements.
  
4. The “**minimum compulsory requirements**” a ship is expected to comply with are:
  - a. VALID SAFETY CERTIFICAT (Safety Management Certificate)
    - ✓ Checks if the certificate is still in date and not due to expire during the pending cruise.
  
  - b. LIFE RAFTS
    - ✓ Check that Life Rafts have the capacity to accommodate the full crew compliment plus observer;
    - ✓ Check that all Life Rafts are within their serviceable date and that the next service date accommodates the expected maximum duration of the pending cruise;
    - ✓ Check that all Life Rafts are fitted with a Hydrostatic Release mechanism.
  
  - c. LIFE JACKETS
    - ✓ Check if there are a sufficient number of life jackets on-board to accommodate everybody on-board the vessel;
    - ✓ Check if Life Jackets comply with IMO – SOLAS LSA standards.
  
  - d. GMDSS Requirements (Global Maritime Distress Safety Systems)
    - ✓ Check if vessel is GMDSS compliant in accordance with its **tonnage and area of operation**.
    - ✓ Note that any component of the GMDSS requirement that is out of date or unserviceable will render the vessel as **not** being GMDSS compliant. These include specifically;
      - ✓ EPIRPS
      - ✓ SART
      - ✓ VHF, MF and HF radios
  
5. If the vessel does not pass the inspection and the observer refuses to board, a report clearly stating the reasons is to be submitted to the Observer Logistic Coordinator (OLC) immediately by the most direct means of communication.
  
6. If the vessel meets the “**minimum compulsory requirements**” then the observer will embark and will submit a copy of the inspection report together with their deployment report to the OLC within 24 hours of boarding the vessel.

#### *DEPLOYMENT REPORT*

7. Within 24 hours of the sailing, the observer must send a completed deployment report to the OLC.
  
8. If a report is not received within 24 hours, the coordinator will contact the vessel operator and request that the vessel be contacted to confirm that the observer has means of communication available query why the report has not been received.

9. If the report is not received within a further 24 hours, the vessel operators will be contacted to make arrangements either to establish a direct communications link (verbal contact via satellite or radio) or request the immediate return of the observer.
10. Taking into consideration that a breakdown in communication may also indicate that the vessel is in distress, operators need to be advised that emergency search and rescue operations may be initiated in such a situation.
11. Observers must follow SWIOF five deployment report format given in the SWIOFP Observer Manual.

#### *SEVEN DAYS STATUS REPORT*

12. Observer must send a status report to the OLC on (specify day of the week) each week as per format given on SWIOFP Observer Manual.
13. Report period will be for the preceding seven (7) days.
14. If a report is not received by the time the next report is due, the OLC will start the process to establish contact via vessel operator.

#### *DATA SUBMISSION AND TRIP SUMMARY REPORT*

15. All the data, both forms and electronic data must be submitted as soon as logistically possible to the OLC after the observer disembarks. Original electronic data should be emailed if possible. This data will be kept in its original format and discussed in the debriefing.
16. Observer must prepare a preliminary report of the trip and give a copy of it to the Captain or Fishing Master.
17. Observer must give another copy of the preliminary report to the OLC. This report will form the basis for the observer debriefing.
18. Observer must follow the trip preliminary report format given in the SWIOFP Observer Manual.

#### *FINAL REPORT*

19. Observer must start preparing their final report before disembarking. This will provide the basis for the trip preliminary report they have to be submitted on disembarkation.
20. Following the observers debriefing and within 15 days of disembarking, the observer must submit a comprehensive final trip report to the OLC.

21. Observer final report and data forms will be forwarded to SWIOFP Survey Logistic Coordinator within 30 days of the completion of the trip<sup>5</sup>.

#### 4. DISTRESS CODE

22. OLC and observer are to agree on a distress code to be used by the observers to communicate a serious or in danger situation without alerting the Captain of the vessel. (e.g.: *wish OLC “happy birthday” when this is not correct*).

23. Distress code will be a signal to the OLC that the observer is in distress or that his work is being compromised by the vessel personnel. Upon reception of such code OLC will attempt by whatever means available to communicate directly with the observer to resolve the problem – possibly through a phone call. Should there be no means of direct communication or if the OLC feels that this communication is being obstructed in any way by the vessel operators the OLC should start formal proceedings to have the observer returned.

#### 5. EQUIPMENT AND MATERIAL ISSUE CHECK-LIST

24. All equipment and materials required for a trip should be allocated to the observer during briefing meeting.

25. Observer will be required to sign for all equipment issued to him and will be responsible for its return at the end of the trip. Any SWIOFP material that is negligently lost or damaged during an observer mission will be charged to the observer unless it can be clearly shown that this was outside of his control.

26. List of materials assigned to observer during briefing meeting, as per his work mission needs, should include:

Work Material	Safety material	Documents
<ul style="list-style-type: none"> <li>✓ Laptop and needed software (digital manuals, data base...)</li> <li>✓ Laptop hard case</li> <li>✓ Disposable cameras</li> <li>✓ Water proof bag</li> <li>✓ Sampling material (calliper, measuring board, metric tape, scales, knife, scalp, etc...)</li> <li>✓ Chemicals (alcohol at 90%, ethanol)</li> <li>✓ Waterproof gear</li> <li>✓ Gloves</li> <li>✓ Other</li> </ul>	<ul style="list-style-type: none"> <li>✓ Life jacket</li> <li>✓ Buoyancy aid</li> <li>✓ PLB</li> <li>✓ Helmet</li> <li>✓ Boots</li> <li>✓ Safety material to use while manipulating toxic chemicals</li> <li>✓ Other</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pre-sea safety check protocol</li> <li>✓ MoU for the deployment of the observer</li> <li>✓ Emergency protocol</li> <li>✓ List of contacts (including FV owner or operator, OLC, SLC and any other contact considered important)</li> <li>✓ Sampling protocols</li> <li>✓ Data collection forms;</li> <li>✓ Manuals (SWIOFP observer manual, ID manuals, etc.);</li> <li>✓ Other</li> </ul>

#### 6. OTHER

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<sup>5</sup> To be forwarded to SWIOFP Survey Logistic Coordinator only during Observer database test period.

27. Any other subject considered of importance for the good accomplishment of the observer mission should be stated here and discussed during briefing.

# **DEBRIEFING PROTOCOL**

## **SWIOFP Observer Program**

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### **GENERAL INSTRUCTIONS**

1. Upon the return of a fisheries observer from a trip at sea and as soon as physically possible Observer Logistic Coordinator (OLC) and observer will meet so observer can hand over to OLC all sampling materials, preliminary trip report and data forms.
2. During this meeting Observer and OLC will agree on a date, no later than 15 days after the return of the observer from trip at sea, for full debriefing meeting;
3. Upon receiving observer preliminary trip report OLC will forward it to SLC, who will provide OLC with needed feedback and advise on observer preliminary report no later than 1 week after reports reception;
4. OLC will prepare observer debriefing based on observer preliminary report, trip data forms, and SLC feedback;
5. OLC will:
  - a. Read observer preliminary trip report to identify problems and missing information;
  - b. Read SLC comments to observer preliminary trip report and will take these in consideration during is corrections to observer report and data forms;
  - c. Visually scans all data sheets submitted by the observer to verify if all data forms are present and if all data fields were filled;
  - d. Methodically checks through the observer data using the appropriate debriefing template as a guide to identify errors and missing data;

### **DEBRIEFING INSTRUCTIONS**

6. OLC will conduct debriefing in a professional way and will create a positive and supportive professional relationship with the fisheries observer during the debriefing process;
-

7. OLC will use effective communication skills to establish rapport with the fisheries observer;
  8. OLC will employ active listening techniques during the debriefing process to seek further explanation from the fisheries observer regarding trip details, any missing information, observer comments or suggestions;
  9. OLC will use constructive feedback during the debriefing process to reinforce positive aspects of the observer's accuracy and data quality;
  10. OLC will provide constructive verbal and written feedback to the observer on any identified errors so as to assist and improve the quality of future data from the observer;
  11. OLC will use effective interview techniques to:
    - a. Establish if further data relevant to the trip is available;
    - b. To determine if the quality of data has suffered as the result of harassment of the observer;
    - c. To attempt to identify issues of data integrity arising from the professional performance of the observer;
    - d. To decide if special consideration is recommended for future observer placements on that or similar vessels;
  12. Use the debriefing templates provided to identify errors in the observer data, remedy those errors where possible, and provide comprehensive feed back to the observer:
    - a. Methodically checks through the observer data using the appropriate debriefing template as a guide;
    - b. Highlight problem areas on the observer data sheets using appropriate techniques;
    - c. Attempt to retrieve information for data fields left blank by the observer;
    - d. Corrects identified errors made by the observer where possible;
    - e. Provide comprehensive verbal and written feedback to the observer on their performance regarding each of the data fields, and ensures that correct procedures are understood where errors are identified;
  13. Complete the debriefing template using appropriate codes and following established procedures and protocols:
    - f. Use appropriate debriefing template to record progress through review of the observer data sheets;
-

- g. Use appropriate codes on that template to indicate whether observer data entries were correct, incomplete, in error, able to be retrieved, or not encountered;
  - h. Tests the observer in five areas with Random General Knowledge Test questions to determine the overall skill level;
14. Complete observer data evaluation forms:
- i. Use the completed debriefing form to transfers the data quality check codes directly onto the evaluation form;
  - j. Process the completed paperwork appropriately in line with SWIOFP procedures and protocols.
15. Observer will finalize its trip report taking into account OLC and SLC comments and corrections.

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# OBSERVER LOGISTIC COORDINATOR

## QUATERLY REPORT

### SWIOFP OBSERVER PROGRAM

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**Observer Logistic  
Coordinator  
name :**

**Country :**

**Contact details :**

*Email:*  
*Tel:*  
*GSM:*  
*Fax:*  
*Physical Address:*

**Report No. :**

*OLC / [country code] / [mmyyyy]*

## 1. OBSERVER ACTIVITIES SUMMARY

**Observer N°**

**Observer name :**



<b>Trip ended :</b>	<i>[dd/mm/yy]</i>		
<b>Total days at sea:</b>			
<b>Salary/Seagoing allowance<sup>7</sup>:</b>			
<b>Travelling expenses<sup>8</sup>:</b>			
<b>Other expenses<sup>9</sup>:</b>			

Invoice N°	Date	Description	Value (\$US)
	<i>[dd/mm/yy]</i>		
<b>TOTAL</b>			

**Table 2 – Invoices associated to SWIOFP observer’s quarterly activities.**

### 3. OBSERVER TRIP SUMMARY

<b>Observer N°</b>		<b>Observer name :</b>	
<b>Trip No.:</b>		<b>Nationality :</b>	

**Observer trip summary report**

*[Insert here Observer(s) trip(s) summary as per described in SWIOFP debriefing protocol]*

<sup>7</sup> Select type of payment: SALARY for independent Observers, i.e. individuals that are hired specifically to work as SWIOFP observers. SEAGOING ALLOWANCE for detached Observers, i.e. observers that are detached by their employing institution to perform SWIOFP observing activities.

<sup>8</sup> Expenses incurred in the process of nationally deploying observers to and from observed vessels (travelling, accommodation, food).

<sup>9</sup> Other expenses that were previously approved by SLC and SWIOFP RMU, such as the ones involved in the international deployment of an observer to and from observed vessels.

**Observer N°**

**Observer name :**

**Trip No.:**

**Nationality :**

**Observer tip summary report**

*[Insert here Observer(s) trip(s) summary as per described in SWIOFP debriefing protocol]*

<b>Observer N°</b>	<input type="text"/>	<b>Observer name :</b>	<input type="text"/>
<b>Trip No.:</b>	<input type="text"/>	<b>Nationality :</b>	<input type="text"/>

**Observer tip summary report**

*[Insert here Observer(s) trip(s) summary as per described in SWIOFP debriefing protocol]*

Annex 1 - CODES to be used on the filling of the report

<b>Country</b>		<b>Preservation method</b>		<b>Sample Type</b>	
COM	Comoros	FRZ	Frozen	GEN	Genetics
KEN	Kenya	AL90%	Alcohol at 90%	OTH	Otoliths
MDG	Madagascar	ETA	Ethanol	GON	Gonads
MAU	Mauritius	DRY	Dried conditions	STM	Stomach
MZA	Mozambique	FRM	Formalin	WHO	Whole
SEY	Seychelles			SPI	Spines
SAZ	South Africa			VRT	Vertebra
TNZ	Tanzania			PAR	Parasites
FRA	France				

**OBSERVER LOGISTIC COORDINATOR**  
**WORK GUIDELINES**  
**FOR**  
**THE IMPLEMENTATION OF SWIOFP OBSERVING ACTIVITIES**  
**AT NATIONAL LEVEL**

**1. BACKGROUND**

**2. GENERAL GUIDELINES**

**3. FISHING VESSEL SELECTION**

**4. ESTABLISHING OF MOU**

**5. COORDINATING OBSERVING ACTIVITIES**

**6. DATA**

**7. WORK MATERIALS**

**8. ACTIVITIES REPORT**

**9. FINANCIAL REPORT**