# FIRST TUFMAN TRAINING WORKSHOP (TTW-1)

3-7 December 2012
Noumea, New Caledonia

**DETAILED AGENDA**

***Draft***


## AGENDA ITEM 2 - Brief overview of TUFMAN

### Presentation – Brief overview of TUFMAN (Deirdre)

- The purpose and role of TUFMAN
- Overview of features

## AGENDA ITEM 3 - Technical details of the system

### Presentation – Technical details of TUFMAN (Colin)

- The backend and front-end
- Setup on a network
- Setting up copies on a laptop
- Hardware requirements
- Backups
- Tufman updates, how version control works
- Common technical problems


## AGENDA ITEM 4 – Electronic data transfer

### Presentation – Electronic data transfer (Manu)


## AGENDA ITEM 5 – SPC country web pages

### Presentation – SPC country web pages (Manu)


## AGENDA ITEM 6 - TUFMAN Administration

### Presentation – TUFMAN administration (Colin)

- User administration – what happens with new users, how to add a user, what the permissions mean
- TUFMAN customisation – run through of the TUFMAN profile screen

- Relinking
  - what relinking is and how it is done.
  - Why is it required
  - What the common problems are
  - how to determine where you are linked
- Mapinfo link
- Post-entry processing
- Reference tables

**Exercise – TUFMAN setup and administration (Colin + others)**
- User administration
  - First run of TUFMAN which gives 'add new user', so participants need to set up the permissions for themselves to be able to access features
  - Exercises to turn features and permissions on and off
    - Logsheet/licensing visibility
    - Lookup table modifications
    - Etc
- TUFMAN profile setup
  - Exercise to Enable / disable features (must be enabled first)

## AGENDA ITEM 7 - Licensing

**Presentation – Licensing and the National Fleet in TUFMAN (Colin)**
- Roll of licensing and the national Fleet in TUFMAN
  - Definitions and the difference between the two
  - Uses
  - WCPFC obligations
  - Reporting
  - Regional agreements
  - VDS

**Presentation – TUFMAN licensing setup (Colin)**
- License setup options in the TUFMAN profile
  - 'Show' options
  - Local currency
  - Agreement number format
  - ARP type
- License profiles
  - What they are, what they represent
  - The license profile screen
  - How to set one up
  - Modifying license profiles

- Setting up a license in TUFMAN
  - The requirements (as a flowchart?) – company / agreement / ARP / license types / vessel / receipt / license
  - License certificate
- Receipting in TUFMAN
  - Why do it?
  - Brief overview of how it works and how to use it

### Exercise – TUFMAN licensing setup (Colin)
- Issue a new license that requires
  - Adding a new company
  - Adding a new vessel
  - Creating a new license profile
  - Adding a new agreement
  - Adding a new ARP
  - Entering the receipt (2 receipts, one for license fees, one for observer fees, each for multiple vessels)
  - Entering the license

Notes:
- Better to do this in a year that has no license fees. License fees only needed for the fee recon exercise
- Show the resulting reports with the fees in it
- Split this into sub-exercises, don't give all at once.

### Presentation – TUFMAN national fleet and setup (Colin?)
- How the national fleet setup works in TUFMAN (will be brief)
  - Importance
  - National fleet details
  - dates

### Exercise – TUFMAN national fleet setup (Colin?)
- Add some new vessels to the NF

Notes:
- Vessels should have logsheets, either licensed or not
- Year should have nothing in the national fleet to be able to show before and after reporting and linking

### Presentation – TUFMAN linking of other data to licenses and the national fleet (Colin)
- What linking is and why do we need it
- When to do it and how to do it
- How to see if it has been done
- What problems can occur?

- o    Licensing linking problems, dates, etc
- o    NF problems
- o    Vessel duplicates
- o    Other?

**Exercise – TUFMAN linking of other data to licenses and the national fleet (Colin)**
- Fix linking problems for a year
  - o    Post-entry processing not run
  - o    Vessels not in the NF
  - o    NF dates not updated
  - o    Duplicate vessel

Notes:
- Best for most recent year?
- Run some before and after reports
- Split into sub-exercises and review after each?
- See TDW-6 exercise

**Presentation –Managing fees in licensing (Colin)**
- Importance of managing/reconciling fee / revenue data in TUFMAN
- Tools for fee reconciliation
- Special cases
- Common problems and resolution

**Exercise – Licensing fees (Colin)**
- Finding and resolving license recon fee problems

# AGENDA ITEM 8 - TUFMAN Reporting (Deirdre)

**Presentation – Reporting in TUFMAN**
**Exercise – Reporting in TUFMAN**

# AGENDA ITEM 9 - Mapping with TUFMAN

**Presentation – Mapping in TUFMAN (Manu)**
**Exercise – Mapping in TUFMAN (Manu)**

**AGENDA ITEM 10 - VDS management system**

**Presentation –VDS management system (Colin)**
- What it does and doesn't do
- Allocations
- Distributions
- Reporting
- Forecasting

**Exercise –VDS management system (Colin)**
- Set up the allocations and distributions in VDS module
- Run some reports and ask for report data in specific format
    o E.g. report showing over-use / under-use of days
    o Checking of non-licensed days? (and fixing of errors perhaps)

Notes:
- Need VMS data so should be the same year as Bruno's VMS recon

**AGENDA ITEM 11 - Data Quality in TUFMAN**

**Presentation –Data quality in TUFMAN (Colin)**
- Overview of data quality, what it is and what it can and can't control
- Data quality tools in TUFMAN
    o Reports
    o Data entry checks
    o Species ranges
    o Other?
- Vessel list management
- Data quality problems encountered

**Exercises –Data quality in TUFMAN (Colin)**
- Vessel list problems
- Species range changes
- More complex data quality exercises (to be defined)

**AGENDA ITEM 12 – VMS logsheet reconciliation (Bruno)**

**AGENDA ITEM 13 - CLOSE OF WORKSHOP**