

**SPC Headquarters**

BP D5  
98848 Noumea Cedex  
New Caledonia

Telephone: +687 26 20 00  
Fax: +687 26 38 18

**Siège de la CPS**

BP D5  
98848 Nouméa Cedex  
Nouvelle-Calédonie

Téléphone : +687 26 20 00  
Télécopieur : +687 26 38 18

## MEETING ANNOUNCEMENT

**TO :** Representatives of Governments and Administrations      **N° :** 13/32  
Routine Distribution

**FILE :** PRO 93/29/1      **DATE :** 10 December 2013

**SUBJECT :** **FIRST OBSERVER TUNA DATABASE WORKSHOP (ODBW-1)**

### PURPOSE OF NOTICE

1. This is an invitation to the Secretariat of the Pacific Community's "1<sup>st</sup> Observer Tuna database workshop" to be held in Noumea at the SPC Conference Centre over five days from 3-7 March 2014.
2. This notice is a request to the Heads of Fisheries from SPC member countries to nominate the person who oversees the management of tuna fisheries observer data in your country to attend this workshop. This person is usually, but not always, the National Observer Programme Coordinator/Manager.

### NOMINATIONS

3. **Financial support** from the WCPFC-administered Japan Trust Fund (JTF) is available for SPC member countries and territories (with an established national observer programme) for the travel and attendance for one officer who is responsible for observer data management. Additional country participants may be nominated to attend, but their attendance will be at the country's own expense. All SPC members who wish to participate and who require funding for their representative to attend the workshop should make formal nominations to Dr John Hampton, Oceanic Fisheries Manager (email: [JohnH@spc.int](mailto:JohnH@spc.int) : fax +687 263818). Nominations should also be copied to the workshop organiser: Peter Williams ([PeterW@spc.int](mailto:PeterW@spc.int)). Nominations should include the following information:
  - o Name and full contact details of nominee, including email address, telephone and fax numbers,
  - o Nominee's position and main work duties within the fisheries administration.

### PURPOSE OF MEETING

4. The purpose of the meeting is to provide Pacific Island Countries and Territories (PICTs) with the skills and knowledge to use the latest observer reporting tools so they can better manage their observer placements and readily produce observer data summaries to satisfy their data-related obligations to the WCPFC while also fulfilling their own national reporting requirements with respect to summarised observer data. This workshop will be conducted in collaboration with staff from the Pacific Islands Forum Fisheries Agency (FFA).

SPC Headquarters: Noumea, New Caledonia. Regional offices : Suva, Fiji and Pohnpei, Federated States of Micronesia  
Country office: Honiara, Solomon Islands. For contact details – Website: [www.spc.int](http://www.spc.int) Email: [spc@spc.int](mailto:spc@spc.int)

Siège de la CPS : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)  
Bureau de pays : Honiara (îles Salomon). Site Web : [www.spc.int](http://www.spc.int) Courriel : [spc.@spc.int](mailto:spc.@spc.int)

## PROVISIONAL AGENDA

5. During the course of the workshop, it is expected that the participants will cover a number of items including:
  - National reports on the status of observer data management (a template will be provided)
  - Presentation, Training and Exercises in the Observer Placement Management (OPM) system
  - Presentation, Training and Exercises in the Observer Debriefing System
  - Observer data management principals and best practice
  - Introduction to Observer Data Entry (TUBS) database system
  - Regional and National Observer Reporting requirements
  - Introduction to Observer Reporting Systems
  - Potential Observer E-Reporting and E-Monitoring scenarios
6. Pre-meeting requirements and the full agenda will be circulated to the participants towards the middle of January. Background meeting documents will be made available on the OFP web site from mid-February 2014 onwards.

## MEETING OUTPUTS

7. In general terms, participants should come away with an enhanced understanding of how to use the latest observer query and reporting tools developed by the SPC and FFA. Specifically, participants will come away from the workshop fully capable of using the Observer Placement Management System (OPM) and have a clearer understanding of the range of observer reports that are required under WCPFC reporting obligations and how to access the systems for producing these reports. Participants should also come away with enhanced knowledge and skills in observer data management principals and procedures. The recommendations of the workshop will be posted on the SPC website immediately following the workshop.

## LANGUAGE

8. The workshop will be conducted in English. Simultaneous interpretation and translation into French will be available on request.

## ACCOMMODATION

9. A per-diem will be provided to the nominated officer. Hotel accommodation can be booked at the SPC Secretariat rate if any meeting participant requires, but the payment of all costs will be the responsibility of each participant.

## TRAVEL

10. An economy class return ticket by the most economical route will be provided to all SPC-funded representatives. If participants choose to travel by a route other than the one proposed, all additional costs will be at their own expense. Travel orders cannot be issued until the official nomination has been received.

## VISA REQUIREMENTS

11. Visas are **not** required for entry into New Caledonia for stays of up to three months for nationals of all SPC member countries except Fiji and Vanuatu. Participants from Fiji and Vanuatu are requested to contact the French embassies in their countries as well as the Secretariat for assistance.


## MEETING CONTACTS

13. The following may be contacted for any additional information:

- Official nominations to: Dr John Hampton, Oceanic Fisheries Manager, SPC (email: [JohnH@spc.int](mailto:JohnH@spc.int) fax +687 263818)
- Administrative issues, visa documentation, hotel bookings etc: Helene Ixeco, Project Assistant, Oceanic Fisheries Programme (email: [HeleneI@spc.int](mailto:HeleneI@spc.int); tel +687 26 09 53, fax +687 263818).
- Agenda items, papers, other enquiries etc: Peter Williams, Oceanic Fisheries Programme (email [PeterW@spc.int](mailto:PeterW@spc.int) fax +687 263818).

## INSURANCE

14. The Secretariat of the Pacific Community does not insure participants while attending the meetings or during travel to and from New Caledonia and will not be responsible for any expenses arising out of sickness, injury, other disability or loss of life. It is your responsibility to ensure that your travel is covered by insurance.



**Dr Jimmie Rodgers**  
Director-General

Original text : English

