Debriefer’s Guide for 2018 Form



* To be addressed during the Sub-regional Debriefer Workshop (18th November – 22nd November)

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| Data Field Areas | PS 1 Page 1&2 | | | | | |
| Observer Programme | This Data field requires the name of the Observer Programme that sends you for that particular trip.  This should be written using the FAO 2-alpha country codes and Observer Programmes. Example; PGOB, SBOB, TVOB, FJOB, etc. According to the SPC Data Base, for sub-regional programmes such as the FFA (administrator of US Treaty trips), the code is **TTOB** and for POA (administrator of FSMA trips), the code is **FAOB. See attachment 1 of this guide.**  Verification: Make sure that for FAOB Trips, the vessel flag should be a PNA member country flagged vessel. | | | | | |
| TRIP DETAILS | OBSERVER NAME: the name that is on your official document such as Passport or registered in the **Observer Data base**,  TRIP ID NUMBER: Recorded as given by respective programme e.g. MAK 16-04, TVETI 17 - 01 or FSMA /POA/23/125, etc. Debriefer to ask if there is any document provided by the placement programme for the trip. Example, a trip brief.  NATIONALITY refers to the observer’s nationality as in passport. Write the country code. PNG is PG and not PNG. FSM is FM. For **Dual passport holder (if any) that would need further explanations by SPC or FFA)**  TRIP START & END LOCATION: Record the name of port and country code in bracket once vessel departs and arrives in port. E.g. Rabaul (PG), Funafuti (TV).  If observer boards his or her assigned vessel at sea (in fishing ground), record Trip start location as: **At Sea** with positions in degrees and minutes only. No need for decimal minutes. E.g. AT SEA (05˚ 25’ S, 155˚ 30’ E)  This is the same if observer disembarks host vessel at sea.  VESSEL DEPARTURE PORT AND DATE – name of the port that host vessel of observer departed from to begin this current fishing trip and the date it departed that particular port. Debriefer should refer to the vessel logsheet for confirmation.  *If observer boards the vessel at sea, observer should obtain this information from the vessel log. That is the last port the vessel departed from (including the date of departure) to fishing ground and now the observer was able to board* to undertake this trip.  TRIP START & END DATE AND TIME is recorded when vessel departs port and arrives back in port to do either **partial or full transshipment.**  Debriefers to confirm that trip start time is aligned to the time of first activity code (mostly activity code 3) recorded in PS2 page 1 and end of trip time is aligned to the time of the final activity (usually activity code 6) as recorded in the last PS 2 page for the trip.  VESSEL NAME as written on the side of the vessel. Observer to check that vessel name written on the ship’s side is the same name as in the vessel documents. Note any differences in the comments section (bottom of page) and in the Journal and written report.  FISHING PERMITS. All the Fishing Licenses must be recorded in this data field. If extra space needed, record additional information in the comment section at the bottom of the page. Observers can also check the Vessel log sheet for license records. | | | | | |
| VESSEL CHARACTERISTICS | Vessel Owner – has obtained from the vessel document (license, etc). Know the difference between the owner and charterer.  LOA – Length overall. Record the information as provided from license, etc. This figure is in metres and is usually to **2 decimal points (example, 69.15m).**  UVI – record the **seven digits** **IMO Number** in this data field. There are some vessels that may have both the IMO and the UVI number (sometimes 5 digits). Record the IMO number in the data field (as we are all aware of the IMO number) and record the UVI number in the comment and journal and written report. Also, there might be that do not have IMO number but only 5 digit UVI numbers. Record that in the data field and explain in the comments section below; stating that the UVI is not IMO Number and you could not find IMO number on vessel documents. If IMO number present, record in the data field beginning with IMO followed by the 7 digits. See example  UVI  ***IMO 1234567***  **GT / GRT**– record whatever information that is in the vessel documents regarding GT. Previously, from experience, GT, when compared to the Total Possible Fish Storage Capacity (TPFSC) was usually higher. **There is a calculation involved to determine GT so do not compare GT to TPFSC; especially when GT is found to be lower than TPFSC.** Encourage observers to record whatever information they obtained from the vessel documents. GT are used at times to calculate pilot and stowage fees. It has nothing to do with fish storage capacity on board. There might be vessel also recording as GRT. Record either GT or GRT. The other can be recorded in the comments.  **VESSEL CRUISING SPEED** – make sure the observer understands the difference between the top speed and the cruising speed. E.g. compare searching speed to speed when circling a free school during setting. Cruising speed is recorded in **whole numbers**.  **HELICOPTER EFFECTIVE RANGE** – Effective Range is an important feature of the helicopter. In the Helicopter manual it is written as Range and is usually calculated using Speed on Ground by the air time. Record exactly as provided by the helicopter pilot or mechanic. A common theory is that observers tend to divide this information by 2 and record in the data field. For example, if the pilot says the effective range is 130nm, the observer divides 130 by 2 and writes down the effective range as 65nm. **This is incorrect**. Observer should record 130nm in the effective range data field.  Remember, effective range (aeronautics) is the safe distance the helicopter can fly between take-off and landing, as limited by fuel capacity. The range can be seen as the ground speed multiplied by the maximum time in the air.  Debriefers cross check if helicopter speed is obtained and how long it takes the helicopter to fly before returning. Make a quick check of time between H1 and H2 across all PS 2 pages to ensure it is close enough to effective range recorded. D = S x T. Remember a 400m race in an Olympic is the total distance around a track and the track can have a radius of 50m. Likewise, the helicopter can be 20nm away from the vessel but it is the total distance it is covering that constitutes a range.  *Just to give you an idea, a Robinson R44 helicopter has an* ***effective range*** *of 300nm*.  No. of VESSELS that the HELICOPTER SERVICES: (including this vessel): if there is a helicopter onboard, does it also assist other vessels in carrying out **fishing activities**?. Then record the number of vessels involved. If your vessel’s helicopter flies over to the other vessel just to deliver or bring back other goods or staff (mails, requisitions, etc.), do not include the other vessel. Likewise, if observer vessel does not have a helicopter onboard during trip but was visited by a helicopter from another vessel, record this information on Gen 1 and Journal. What about PS 2? Can we record this in PS 2? Maybe activity code 13 and explain, example, drifting and waiting for helicopter from sister vessel. Or activity code 16, transhipment if the vessel is transferring goods, crews, etc. | | | | | |
| FISHING GEARS | Power Block and Purse Winch make and model must be recorded as obtained from vessel documents or from the engineer, etc. If obtaining from the documents, observers are encouraged to record exactly as in the document. If the vessel document says Power block make is M.H.T, record it as M.H.T even if you know that MHT could mean Marine Hydrotech.  BRAIL Capacity – record the brail with the **largest capacity** as Brail 1 (if vessel uses more than 1 brail) and record the type code. This should also be the same as in PS 4 when you indicate the brail type used during sampling. Record yes in live fish if the vessel intentionally used the brail to brail live fish and processed the fish differently. NOT when the brail is used to brail fish in the normal way and some live fish are found to be in the brail but is processed in the usual way just like the dead fish brought onboard (normal processing, like RWW).  If there has been changes to the brail, record the changes and the new brail capacity.  **NET (Maximum Depth and Length);** Make sure to get the units right. M (Metres), F (fathoms) Y (Yards). **1 Fathom = 1.8288 metres (approx 2m)**  **1m = 1.094 yards.**  Net Depth – Your experience should assist you to have a range of accepted values (Maybe not less than 200m or not more than 450m, example only)  Net Length – Range of accepted value.  Net Mesh size – The net has different mesh size. Record the mesh of the main body of the net. Range of accepted value? To be discussed at the workshop | | | | | |
| Electronics | Make sure every “Y” or “N” has been circled.  Dashes and Blanks. Debriefers are required to use a bit of common sense when debriefing this area of the form. Where an electronic have been circled N, sometimes, observers forget to dash the respective data fields so the fields are left blank. That is okay but for consistency, advice observers to dash them. In a way, it tells us that the observer is aware or understands the types of information needed for those data field.  Where an electronic has been circled Y, but some information are left blank or dashed, observers need to explain these dashes in the comments sections.  GPS Buoys vs Echo Sounding Buoy: Debriefers should check for observers understanding of these electronics. A reference to Makes and Models and shapes are not good indicators of demonstrating their understanding. Observers should physically check the units for presence of transducers at the bottom of the unit.  **Net Depth Instrumentation** – record the information as found with the unit in the bridge. | | | | | |
| FISHERY INFORMATION  SERVICES | WWW. This is a global page where it provides a way to locate specific information on the web. CAPSAT is not a WWW.  SST, Phytoplankton and Sea Height Data field. When observers circle Y in the WWW data field, at least one of these fields should be circled Y as well. Encourage observers to put a dash in the data field if Y is circled, and explain the dash. ***Discourage the use of other information such as CAPSAT or ORB MAP, etc. as they are misleading information. Better a dash so we know the problems involved in obtaining this information***. | | | | | |
| CREW LIST | If the vessel does not have anyone in the position indicated write “Vacant” in the "Name" column. Not in the comments section.  Years’ Experience – if the crew has less than 6 months, write 0 and provide in comments the months. It is better for the observer to make general comments on the crews who have zero years’ experience in comments. For example, *five of the crews have zero years’ experience, Their experience ranged from 1 to 5 months.*  If the crew has 6 months or more write 1 year and so forth. 1 year and 5 months as 1 and 1year 6 months as 2 years, etc.  If Crews are more than the space provided – use the 2nd form for this and write the extra crews in the space provided. Make sure you leave a comment in the 1st form; preferrably the last line of the crew list section indicating more crews listed in second page.  Observers are also requested to write down their name and trip id and vessel name on the attachments, in case it becomes detached from the Trip Data. It is also good to number the attachment, e.g. *Attachment # 1* | | | | | |
| Comments or Drawing of Well Pattern | Comments or Drawing of Well Pattern – this section can be used for any comments about this page and also the drawing of well pattern. If observer obtains a copy of the well plan as an attachment, it is best to refer to the attachment while saving the space for the comments | | | | | |
| EPIRBs | Record only the external ones; those that are displayed around the vessel. Do not count any other EPIRBs fitted inside life rafts, etc. Do not include SARTs. | | | | | |
| Data Field Area | PS 2 | | | | | |
| Trip Start or End times | **PS2 Page 1** – time of the 1st activity recorded in the first page should align with start of trip time in PS 1 **Page 1.**  PS 2 last page – time of the final activity in the last page should align with end of trip time in PS 1 page 1. | | | | | |
| Minimum of 3 entries per day | Where a vessel carries out the same activity throughout the day, observers are encouraged to make at least a minimum of 3 entries. One in the morning, noon and evening. This minimum of three mostly applies during the 2nd day of the trip and the 2nd last day of the trip (2nd PS 2 Page and the 2nd last PS 2 page). In the event where the vessel departs late in the afternoon or evening and arrives back in port, one or two entries are accepted. | | | | | |
| Making entries 6 hourly or less than 6 hourly | Making 6 hourly entries for the same activity throughout the day is just a guide and best to apply that during daytime (between morning and evening). It does not have to be exactly 6 hours. Sometimes records are entered less than 6 hours or more than 6 hours which are ok. If the observer records an entry around the evening, say at 1700 hrs and decides to make an entry before calling off the day, 2 or three hourly records are also okay. E.g. another entry at 1900 or 2000 hrs or 2100hrs. Remember we are all human beings out there and a little bit of common sense must prevail. | | | | | |
| Drifting during daytime | When vessel drifts during day time, observers are encouraged to refrain from using activity code 11; even the vessel will be drifting for the whole day. In this situation, activity code 13 is encouraged to be used. Activity code 11 can then be applied in the evening. For example if the vessel finishes a FAD set at 1000, then decides to drift around the FAD area, maybe to make a set on it again the next morning, code 13 can be used at 1000 and again at around 1600 (no need to be exactly 1600 (just a guide) and maybe, at 1800, code 11 comes in. Remember, when activity code 11 is used, there shouldn’t be any other activities entered for that day. What we are saying is that, there is still enough daylight and what happens if suddenly free school pops up?  Code 11 maybe be used from 1700hrs and onwards (To be discussed and agree with time when code 11 can be applied). | | | | | |
| Excessive entry | This refers to making entries of the same activity every 1 or 2 hours . | | | | | |
| Activity codes Logical | This refers to the application of activity codes. Do they make sense? Did the observer made the necessary entries and used the appropriate activity codes? The times of entry should not be used to determine the logical sequencing of activity, e.g. 6 hours records should not be used, or 2 hours or 3 hours, etc. This is based on the activity sequence only. E.g. 10D – 15D, 10D – 15D, 10D – 15D, this is not logical as there should be another activity such as 2, 3, 13 be used between each 15D and the next10D. Another example, 2 – 1 (searching, then a set). There must be an investigation.  However, in situation where observer enters activity code 8 and during debriefing, it is discovered to be activity code 9, it is still a logical code because the activity was applied accordingly as required to indicate the school association type. The observer then can be marked Error retrieve in the next section where it says, ‘All floating objects investigations recorded” | | | | | |
| Unique activity code 8 & 9 | Debriefers to check on the activity codes 8 and 9 being applied. Do they actually represent the school association type (free school or floating object)? With the case above, once the observer is penalised and the data is corrected, the data should not be judged again under this section. | | | | | |
| Activity code 16 | Use activity code 16 to indicate when the vessel is involved in any transhipment activity or bunkering. Transhipment means any transfer between vessels. Not only fish. Observers to make sure this is also recorded in the Gen1 form. In Gen 1, if the vessel is involved in any transfer but not involving fish, record the information on the sightings section. If the vessel is involved in fish transfer or bunkering, record the details in the bottom section of Gen 1. Note that on PS 2, transhipment is any transfer while Gen 3 specifically mentions fish. | | | | | |
| Activity code 1 crossing over midnight (carried on to next day) | If a set takes place in the evening and is likely to continue to the early hours of the following day, observers should make an entry at around 2359 to indicate another activity to close off or end the set. Possible entries would be activity code 13 or activity code 4.This is really a data base thing so that it can record the set details for that day; especially when it comes to entering the set details in PS 3. A new PS 2 should be used then after midnight; mostly it will start with Activity code used to close off the set, as the first record with comments. What actually happened should be stated in the Journal. | | | | | |
| Other Activities crossing over midnight | If the observer is observer an activity that takes place in the evening and will continue over midnight (for instance, bunkering at 2200 activity code 16), he or she will have to use a new PS 2 form. If the observer intends to continue observation throughout, they can start with the new PS 2 form and make an entry at midnight or after midnight and record the last entry made the previous day to be the first entry. In this case, Activity code 16recorded at 2200 will be the first entry for the new PS 2 form. | | | | | |
| H1 & H2 codes | Debriefers to make some comparisons on times between H1 and H2 to cross check with Effective Range in PS 1. A quick calculation of D = S x T can give a rough idea. For example, if the time between H1 and H2 is 1 hour and the helicopter speed is at 90 knots, then the helicopter made a distance of 90nm for that flight. If the observer has recorded 60nm in PS 1 as the effective range then this is clearly not correct (we have proven that it is more than that by our calculation)  For every H1 that takes place, there should always be a comment to say what the purpose of H1 was. To search or make errand, assist in set, etc.  Code at the front says searching while instruction of H1 and H2 usage can be used in searching, vessel visit, rescue etc. Can the wording “searching” be removed to have just H1 / H2 and make comments on the main reason? Sifa to check with scientist for the main reason of helicopter usage.  Agree that, either the front wording of searching or instructions at the back to be modified to be consistent | | | | | |
| Deployment of FAD During investigations of floating objects | When a vessel investigates a floating object and then decides to deploy a FAD onto that object, this is also considered servicing and code 17 should apply after activity code 9. Any changes (removal or additional changes) are recorded in the comments section. The object number then still remains the same for the original object. One Gen 5 entry is made for this scenario, which is the first entry when the vessel started investigating.  If no set involved, put a dash in set number. If object involved in set during that encounter, record the same set number as in your PS 2.  If the same object was investigated again in less than 4 hours after last being investigated, there is no need to make another entry in Gen 5. The encounter is recorded in your PS 2. | | | | | |
| 10D | If the vessel deploys FAD during searching or transiting, activity code 10D is applied and Gen 5 entries are made. Also, all 10Ds’ will be given a new object number. There is no **How Detect and School Association to be filled. Both dashed.** | | | | | |
| Filling up more than 1 PS 2 form per day | Usually with vessels that have helicopters on board or are involved in multiple FAD deployments, there are chances that more than 1 PS 2 forms could be used that day. Observers are required to make comments either; in the last line of the form to indicate additional entries for the day is recorded in the next page or, in the second form to indicate that the entries are part of the previous page entries. This comment should be in the first row of the second form, draw a neat line across the data fields and begin new entries in the second row of the new form. All Header details are recorded including new page numbering. **The STARTS OF DAY times are dashed.**  Continue with tally of sightings on that new form (for the convenience of the observer). Gen 3 question can be answered for both pages and they should be the same answer. Debriefers just make sure the tallies add up for the day. | | | | | |
| Sea states and wind speed and directions | Sea states aligning with wind speed – the guides at the back of the workbook and the PS 2 are only guides. Ask observers when you see that wind speed and directions do not change much every day. Remember!! It could be that the observer is correct but just make sure this does not happen throughout the trip. Again, if it happens, it is still good to ask the observer about it. | | | | | |
| Gen 3 question | Debriefers need to confirm this with other forms. E.g. PS 3, Gen 1, Gen 2, Gen 5, Gen 6, etc. **Pay particular attention to set days when the question has been answered NO for the day.** Was there any misreport or inaccurate reporting (calculate the 10% tolerance (differential) of estimates; especially for large catch. Were there FAL, OCS or DTS of tuna? | | | | | |
| Tallies of sightings | Tallies of sightings are to give an idea of the life in fishing ground. Observers are required to tally floating objects that are in the water. **FADs or Rafts being deployed should not be included as part of your tallies at the time they are being deployed**. Only when they are investigated later on. If fillin 2 PS 2 forms for a particular day, the tallies are recorded per PS 2 form for the day. | | | | | |
| Retrieving FADs or Radio Buoys during set time | If the vessel retrieves FAD or Radio Buoy during set time, mention the actual time the activity took place in the Journal. In PS 2, hold off until the set has been completed (according to observer’s understanding of set being concluded. Then record the information of 15R and 10R before searching or drifting, etc. 15R and 10R is recorded 1 – 5 minutes prior to another activity. E.g. if the vessel make a set at 0445, retrieves the Radio buoy and FAD at 0530 and 0531 respectively, record these times in the Journal. However in PS 2, hold off until set finishes, say around 0940 and preparations to start searching again. If searching starts again at 0950, observer can record 15R and 10R say around 0945 and 0947 before code 2 at 0950. So in PS 3, **the end of set/ next activity start** should be recorded as 0945 to mark the end of set. | | | | | |
| Activity Codes Recorded consecutively | | | | | | Activity codes 2, 3, 4, 5, 6, 13, 16 can be recorded consecutively if that same activity happened throughout the day |
| Comments | Comments are not necessary for every activities taking place. However, some activities must have comments. **Every activity 1, comment of set #.** **H1** should have comments. **Activity code 9** with **school association 9** must have a comment (indicating type of object), e.g. drifting FAD, **activity 2 in the evening** as final record should have a comment to say why searching through night. **Activity code 13** should specify, activity code 16 should specify whether bunkering or transhipping. **Activity code 6 to specify name of Port and activity to be done in port. Activity code 9 school association 8 must also have a comment to specify the floating object. E.g. Observer’s own vessel drifting with fish aggregating lights and make a set early in the morning. Activity code 18, activity code 3, etc** | | | | | |
| Trial Run in Port | Possible scenarios. If vessel completes transhipment and then do trial run……  If vessel arrives in port not for transhipment but for fixing and do trail runs….. | | | | | |
| **New Code (Code 18)** | This code is used when the fishing drifts to engage in an activity while it is not actively engaged in Fishing Operations (no physical manning of fishing operations such as crow’s nest empty, only one or two watchmen in the bridge, maybe involved in transferring of crews while on the way to port, etc.)  If still active in fishing operation while drifting and involved in other activities (such as transfer of joining up or disembarking crews, picking food supplies, etc.) activity code 13 will apply. Code 13 refers to vessel in fishing mode and drifting? To be discussed at the workshop. | | | | | |
| Activity Code 2 vs code 3 | Observers have to be aware when their vessel completes the final set and is now steaming back to port. While transiting back to port, the vessel drifts and start deploying FADs. When activity code 3 is used (when vessel starts transiting after set completed), observers should be aware that the net is to be covered and boom lowered; where the gears are not readily available. Otherwise, searching code should be used while still in the fishing ground. | | | | | |
| Crossing Prohibited Areas of Fishing  Use of Activity code 3 | When crossing non-fishing zones or prohibited areas, observers need to be aware that to use activity code 3(Transiting code), the vessel need to cover the net and lower the main boom. In other words, the vessel has to demonstrate that the fishing gears are not readily available if a sudden school of fish appears. There are situations that vessels may either lower the boom while net is not covered or cover the net (happens a lot) while boom has not been lowered (due to other activities on deck or short transit period). That is still okay. Observer need to provide more information in the journal; especially comments on why they made the call if the activity is unusual. E.g. to say transit and use activity code 3 when only the net is covered but the boom is not lowered. | | | | | |
| Breakdown / Bad weather/ Transit | Observers can use Activity code 4(breakdown) or activity code 5 (Bad weather) and then activity code 3 if the vessel starts transiting to either port (to repair or pick up net or parts that is immediately needed to fish during that trip) or seeking shelter from stormy weather. | | | | | |
| Code 13 vs Code 18 | Code 13 Refers to vessel drifting while still in fishing mode, say if they are drifting for the bunker or waiting for further advice, etc. That is, the net is not covered and boom not lowered. Code 18 is applied when the vessel drifts while not in fishing mode (opposite to code 13). Example of code 18 can be, vessel transiting to port with net covered or booms lowered and stops to pick up crews from other vessel to bring to port. | | | | | |
| Positions | Make a quick check on all positions. Sometimes, positions and distance travelled do not match. It is becoming a Database issue with trips not being completed or closed off until these positions have been fixed. Example, at 14:00, vessel position was 00° 14.234’ S, 147° 33.154’ E and at 18:00, the vessel is now at 02° 05.155’S, 147°20.123’E. This shows vessel travelled at more than 100 nm in 4 hours. Remember, it’s a fishing boat and not a Rocket!! | | | | | |
| Data Field Area | PS 3 | | | | | |
| **3 decimal place** | For consistency, it is best to round up and record all estimates to 3 decimal places for the duration of the trip. For reference, metric tons are recorded up to 3 decimal points (1mT = 1000kg) so like 0.001 is 1kg. Use 3 decimal points throughout your calculations. | | | | | |
| Dashes and zero | Although they all mean the same in the data base, for consistency, where a data field requires a digit, it is best to put in a digit and **zero (0) is also a digit**. Where it is not necessary to put in digits put a dash. For vessel records, record 0 if the vessel record 0 in the log sheet and put a dash if the vessel has not recorded anything.  If a data field ask for a number but difficult to put in the correct number, put a dash and explain the reason for the dash. For instance a free school with all YFT species. In the % section, observer records 100% but in the number section, a dash will be more appropriate if say, 80mT. Similarly to discards or retaining of bycatch. If estimate of weight is given but it is difficult to put in number, a dash is all it requires and explains what the dash mean. | | | | | |
| No Brailing but fish with sac | Record the time the sac was brought up on deck as end of brail, sac on board. Go back a minute or two to indicate that as start of brail. This is for consistency when also recording the brail times in PS 4 because you need to convert this sac to approximate brail fullness. | | | | | |
| 2 types of brail used. | | Calculate the catch for each brail separately, add them together and minus the bycatch to give the total tuna caught. | | | | |
| Start of set – vessel log | Cross check with observer on how the vessel **start of set time** is obtained. Either from the vessel deck log or the official SPS/ FFA PS Logsheet. Sometimes, observers record what is in the deck log which is recorded in ship’s time but in the South Pacific Regional Purse Seine Log sheet, it is recorded in UTC time.   * **Observers need to record the Start of Set time the vessel has recorded in the SPC/ FFA Purse Seine Log Sheet.** It is a requirement for the vessel to record **Set times in UTC time**. This is the Official log (records) which is submitted and requires that all set times must be in UTC time. As such, any conflicting recording by observers and the vessel can be easily retrieved and analysed because the Log sheet records are also in the data base. * Observers don’t need to check the vessel Log sheet (SPC/ FFA PS Log sheet) every set but at least once a day during set days to confirm vessel records for the set(s) for that particular day (retained catch, discards, by-catch, well filled, set times, etc.). | | | | | |
| SKUNK SETS & ESC | No need to write ESC when there is a skunk set. This data field should be dashed. Fate code ESC should be used only when tuna is seen escaping due to gear breakdown or bycatch mitigation efforts. | | | | | |
| DVF | DVF can be recorded in the comments section. Either way, that is okay. Remember that they are not to be used as part of the calculation. This is for fish not brought onboard (left in net in the water).  Observers should make an estimate of the tonnage before discarded. There should be a record of this in Gen 1 form as well (Fish Transferring, Fish Dumping and Bunkering section). | | | | | |
| Estimation of catch to percentage | | | | | Observers need to ensure breakdown in percentage equates to 100 %. | |
| SSI (landings and interactions) | | | | SSI landed and interacted with Primary gear only will be recorded in PS 3 | | |
| Weights and Numbers | | | For large size species such as sharks, RHN, Dolphins, etc, just a number would be better. The weights can be automatically generated (SPC Database). The issue here with the Database is that, when observers make an estimate of weights for large fish, sometimes the weights are too high and the database system would generate this to be equivalent to large number of that particular species; causing conflicts between observer numbers and system generated numbers. For example, if there was a BLM landed and observer record as 0,2mT, the system would say this is the estimated weight of 3 BLMs landed. To be safe, record only the number and dash the weight section. Let the scientists figure the weights. | | | |
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| Data Field Area | PS 4 Forms | | | | | |
| 2 brail types used | Use separate PS 4 forms for each brail type used even if they are both used as part of the Grab sampling. | | | | | |
| More than one PS 4 form used per set | If a set requires more than one PS 4 form, record each of the length frequency and samples per each form. That is, if the first form is full, use a new form and continue sampling.   * The total brails can be recorded for each of the form. Example, 1st form maybe 11 brails, 2nd form may be 7 brails, etc. * The number sampled and sum of lengths and average length can also be done for each form. This is process is only used to cross check with data entry for any error during data entry. * **Sum of brail is calculated and brought to the first form used while the other forms for Sum of brails are dashed. Therefore, add all brails brought onboard by their fullness and calculate using the working area on the first form and record that in the Sum of Brail data field. This will then be recorded also in PS 3. Example, 11 brails and 7 brails (2 PS 4 forms used), calculate the Sum of all brails for these 18 brails in the 1st form and dash the sum of brails in the second form.** * Brail times if using the same brail to fill up more than one PS 4 form per set, brail times is the same on all pages used that set. | | | | | |
| Length Measurements | | | All lengths (including average lengths) are rounded down. NO ROUNDING UP OF LENGTHS. 76.7cm is 76. | | | |
| TARGET NUMBER OF SAMPLE | While it is standard protocol for observers to target 5 fish per brail, observers can decide to change this and target 3 or 4 fish as their target sample; especially with large tuna that are difficult to get 5 from every brail. | | | | | |
| OTHER SAMPLING | To do Other Sampling, observers are asked to do only the types mentioned at the back of the form. | | | | | |
| Calibrate this set | Observers are required to at least make an effort to calibrate their measuring instrument during each trip. Before each set would be even better. | | | | | |
| Brail 1/ Brail 2 | Cross check the brail number ticked to information in PS 1 and calculation in PS 3. Sometimes, observers confuses themselves during live fish brailing and normal sampling. | | | | | |
| Other Issues | Any other issues??? | | | | | |
| Data Field Area | PS 5 | | | | | |
| Multiple wells used per set | If vessel uses more than one well during a set, record the mT placed in each well in separate lines in the form. Example, if 100mt caught in a set and vessel uses S3, P3, S4 to store the fish, the observer should record one line for S3 catch, another line for P3 catch and another line for S4 well. | | | | | |
| Records of mT | All records should be in whole numbers and should be from observers themselves. Observers can use vessel records if any transfer happened but observer not able to provide any information, e.g. partial transfer between wells. | | | | | |
| Comments | Make comments if necessary (e.g. about the catch, or the school or species, etc.) | | | | | |
| Data Field Area | GEN 1 | | | | | |
| Sightings | Record vessel sighted in the area of fishing. While AIS provides a lot of information about the sighted vessel, observers are also encouraged to physically observe vessel names, IRCS and any license written on the side of the vessel when possible. | | | | | |
| Fish Transfer, Fish Dumping, Bunkering | The bottom section of the form is required to provide information regarding only the three activities stated here. If the vessel is involved in transfer of food, crews, parts or fuel drum, this will be recorded in the sighting actions as they are not part of the three activities stated. Transfer of fuel in 200liter drums are not bunkering. This is part of requisition being transferred and be recorded in the sightings section as well. | | | | | |
| Date format | Debriefers should be aware that the data field requires MM/DD. | | | | | |
| Data Field Area | GEN 2 | | | | | |
| Record any SSI interacted with non-Primary gear or sighted | All SSIs interacting with non-primary gear or sighted should be recorded in this two forms if encountered. Recording sea birds; due to the number of sea birds in fishing grounds, observers can only record bird sightings if interacted directly with the vessel or landed on deck. | | | | | |
| Data Field Area | GEN 3 | | | | | |
| List of activities in Gen 3 | Check for observer understanding of all items listed in Gen3.  Understand what critical incidents are | | | | | |
| Signature | Observer to sign off with a pen | | | | | |
| Brief summary of incidents | Observer should write clearly in this section. If observer writing is too small or difficult to read, advice observer to write in upper case or capital letters. | | | | | |
| Vessel Gear Type | Observers to write the gear type of the vessel. Purse Seine, Longline, pole and line or the codes (PS, LL, PL). Not 1 for single purse seiner. | | | | | |
| Reporting of Critical Incidents | Debriefers need to ensure observer provides information based on the 5WH Principle.  Gen 3 can be send even before full debriefing is completed or even started. | | | | | |
| Other Issues | Other issues needing discussion can be noted and discussed during the workshop | | | | | |
| Data Field Area | GEN 4 | | | | | |
| Use of form | This is optional. Observers that feel like they can use this form may decide to collect information regarding this form. | | | | | |
| RGKTs | Debriefers to check for observer’s general understanding of the form. This can be asked as a RGKT questions. | | | | | |
| Data Field Area | GEN 5 | | | | | |
| Date & Time | Time of entry should be the time stated in PS 2 for Activity code 9 or 10D. Not set times. Set times should be in comments if the object was investigated and set upon. | | | | | |
| Within 4 hrs | If the same object was sighted in less than 4 hours apart, there is no need to make an entry in Gen 5. However, in the comments section, observers should write the object number in the comment section (e.g. ***object #007 – refer Gen 5 page 2 for information on object #007*** | | | | | |
| Tree or log | If the vessel finds a log and deploys only the radio buoy and steams off, the Fad as found is 3 and also the Fad as left is also 3 | | | | | |
| Tree or log (converted into FAD) | If the vessel finds a log and then decides to deploy raft or FAD or put additional materials onto the log. The FAD as found is 3 and FAD as left should be 4. | | | | | |
| Deployment Dates and positions. | This only refers to deployment of the FADs the vessel deployed. It is not talking about deployment of radio buoys being deployed to the floating object.  For 10D entries, a deployment date and position is entered, FAD as found is dashed and in FAD Lifted, do not circle YES or NO. Leave it as it is. There will be an additional code of NA to be requested here for use. If you circle YES or NO, it seems we are doing fine and therefore very hard to flag this issue. Leaving it as it is will clearly show the data users that this data field does not suit this scenario so easy to make changes. | | | | | |
| Changes /comments | Describe any changes or comments to go with your entry. Example, if a log has no radio buoy during investigation and then your vessel deploys a RB, the RB deployed and the number should be in the comments. The buoy number data field at time of investigation is dashed. The next time you visit that object again, then you can record the RB number you deployed earlier. | | | | | |
| Beacon Serial Number | When Beacons are encountered, observer need to record the beacon serial number. | | | | | |
| Data Field Area | GEN 6 | | | | | |
| Vessel Name | Observers are required not to write “Host Vessel” if their vessel was involved in a Marpol incident. They should write the full name of their vessel | | | | | |
| Type of Vessel | Use the vessel and aircraft code in Gen 1 to indicate the vessel | | | | | |
| DNE | If there was no Marpol incident recorded by the observer, the questions at the bottom of the form should still be answered. This is not a DNE section in debriefings. The 2 questions about 1. Was there a Poster on board and 2. Photo frame | | | | | |
| Abandoned Gear | Removing Radio buoys from FADs or logs and releasing the object is not abandoning. Abandoning refers primarily to the vessel’s own fishing equipment that the vessel deliberately leaves it in the water without any intention to visit it or retrieve it again. | | | | | |
|  | SCORE SHEET | | | | | |
| Score Sheets Points awarding | Scoresheets points allocated are either, the observer scores full marks or zero. THERE IS NO OTHER MARKS TO BE AWARDED. Debriefers are awarding other marks; especially when there is a retrieved data. It is still an error; even though retrieved. Example, if the full marks is 3 points and the observer makes an error and the Debriefer retrieves it, the debriefer then allocates 2 marks beside it. THAT IS VERY WRONG. It is still 0 marks. The observer has other trips still to be made where he or she can score the full marks after being corrected. Only CC and X factor are awarded full marks. | | | | | |
|  | JOURNAL | | | | | |
| New Day / New Page | Every new day entry should start on a new page | | | | | |
| Chronological Order | Order of events recorded should be in sequence as it happened. What happens first should be recorded first | | | | | |
| Time | Time that an event occurred should always be mentioned. If not the exact time but as near to the time as possible. | | | | | |
| Date | Date as it happened. Dates are given as, Day of the week, the day of the month and, the month and year. Example, Friday 04th October, 2019 | | | | | |
| Trip ID | Trip ID should also be written on all pages. This is because, there might be only one or two pages photocopied so at least the trip ID refers to that particular trip the incident happened. | | | | | |
| Page Numbering | To be discussed during the workshop | | | | | |
| Recording events | Journals should be documented using pen (ballpoint pen) | | | | | |
| Signatures | For security measures, it is recommended that signatures to sign off end of each day entry should be at least one line after the final entry for the day. | | | | | |
| Information Provided | Debriefers to cross check that each event referred to journal from the data forms must be recorded in the journal and must provide additional information | | | | | |
| Sufficient Information | Debriefers to be mindful that sufficient information refers to the types of information that should be mentioned in the journal. For instance, when reporting a critical incident, the time, date, where, what, who, why or how it happened is expected to be mentioned by the observer. That is sufficient enough. If the observer comments about the weather, it does not need such information as above to be mentioned. Ceck for information that must be sufficiently provided because of its significance. | | | | | |
| Legible | You won’t be the one reading your own writing so make sure it is easier to read. If Observer struggles writing in lower case, ask the observer to write the journal in uppercase in future. | | | | | |

**Notes:**

Debriefers take note of what has been put here for our discussions during the workshop. Go through it and if you have any queries or would like to add more or make comments, please make note of it and bring with you to the workshop.

This is mostly based on Purse Seine forms. For Longlines, there is not much issue (according to the database) but we can also develop one for our long line trip takers and debriefers.

We hope to finalise everything during this workshop so that we can have the same understanding of the data fields and issues in order for us to provide observers with accurate information.

The aim is to provide consistent debriefing services to all our observers throughout the region.

Attachment 1.

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| --- | --- | --- | --- |
| |  |  | | --- | --- | | **ISO (alpha 2) Country Codes**  AS American Samoa  AU Australia  BZ Belize  CK Cook Islands  CA Canada  EC Ecuador  SV El Salvador  FM Fed. States of Micronesia  FJ Fiji Islands  FR France  PF French Polynesia  GU Guam  ID Indonesia  IW International Waters  JP Japan  TO Kingdom of Tonga  KI Kiribati  KR Korea  LT Lithuania  CN Mainland China  MY Malaysia | MT Malta  MH Marshall Islands  NR Nauru  NL Netherlands  NZ New Zealand  NC New Caledonia  NU Niue  MR Northern Marianas  PW Palau  PA Panama  PG Papua New Guinea  PH Philippines  RU Russia  SB Solomon Islands  TK Tokelau  TV Tuvalu  TW Chinese Taipei (Taiwan)  US United States  VN Vietnam  VU Vanuatu  WF Wallis and Futuna  WS Samoa | |  |