

SPECIAL REQUIREMENT FUND PROJECT PROPOSAL

Date of Submission:

- 6th April 2023

Proposed Project Title:

- Electronic Debriefing Training and Electronic Reporting Refresher Training

Name of Member Country:

- TUVALU

Contact Details

Project Manager	
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Project Summary

This proposed project is to compliment the Electronic Debriefing training attachment that four officers (2 Debriefers, Technical Advisor and Trainer and Tuvalu Observer Coordinator) undertook in Papua New Guinea in October 2022.

The training was identified as the way forward to introduce and implement Electronic Debriefings within the Tuvalu National Observer Programme to compliment the implementation of Electronic Reporting.

The training was undertaken in PNG due to the absence of an Electronic Debriefing system set up in Tuvalu and that PNG has the only Observer Programme in the WCPO region that continues to implement 100 % electronic reporting for over 5 years.

Upon seeing the electronic debriefing set-up in PNG, Tuvalu Observer Programme is eager to establish its own electronic debriefing set up as well. The knowledge gained in the PNG attachment exercise gives a clear picture of what is needed in establishing Tuvalu's electronic debriefing and so far, Tuvalu Observer Programme has acquired the resources needed to set up its own electronic debriefing work station.

Having said that, the actual electronic debriefing process itself, from data collected by observers in electronic format and how this e-data will be debriefed electronically still need some mentoring and supervision by electronic debriefing experts.

Therefore, Tuvalu Observer Programme has initiated discussions with the PNG Observer programme to send a couple of its electronic debriefers to assist Tuvaluan Debriefers to become familiar with the overall electronic debriefing. Having the PNG experts over will also be an opportunity to introduce the rest of the 22 Tuvalu Debriefers into the concept of electronic debriefing.

Besides that, the PNG E-Debriefing experts will also assist with the Electronic Reporting refresher trainings to iron out electronic data reporting that Tuvaluan Observers are now encountering.

The estimated time frame to carry out this project is 3 weeks and will be based in Funafuti, Tuvalu and has been proposed to be implemented in May, 2023 and is estimated to cost around USD\$35,000.00

Proposal Narrative

A. Introduction

1. Situation, Needs and Previous efforts.

The Oceanic section of the Tuvalu Fisheries Department had requested the Tuvalu Observer Programme to start implementing e-reporting as part of the observer data collection process. In response to this request, the observer programme purchased one hundred electronic reporting device for observers as the way forward to begin the e-reporting implementation.

Since then, Tuvalu observers have all been fully trained by external e-reporting trainers to ensure they are able to collect observer data electronically with confidence.

However, e-reporting needs to be complimented by electronic debriefing (e-debriefing) and the work required to deliver e-debriefing training is more complicated than delivering e-reporting training. An established Electronic Debriefing system need to be set up including desk tops and all the required e-debriefing applications and resources before e-debriefing can be implemented by the Tuvalu Observer Programme. Besides, Tuvalu Debriefers need to have the knowledge and skills to conduct e-debriefing before they can start doing e-debriefings.

Therefore, in the absence of an e-debriefing setup, Tuvalu Observer Programme was able to send two of its debriefers to do an on-the-job electronic debriefing training attachment with the PNG Observer Programme; accompanied by the Observer Coordinator and the Technical Advisor who is also a certified Debriefing Trainer.

Papua New Guinea is the only national observer programme in the WCPO region that is involved in a 100% e-reporting observer data collection.

The Tuvaluan debriefers really learnt a lot from this engagement while working alongside very experienced PNG E-Debriefers and so the programme wishes to continue with such trainings by providing opportunities for other debriefers to be trained in electronic debriefing (e-debriefing).

Inviting PNG E-debriefers to Tuvalu to carry out further e-debriefing trainings for other Tuvaluan debriefers is the way forward to develop the skills and knowledge of the many Tuvaluan debriefers who have not been exposed to e-debriefing training.

Besides, these Electronic Debriefers are also Electronic Reporting experts and they can assist the Tuvalu trainers to run an electronic reporting refresher workshop to address many data issues that are being reported by Tuvaluan observers during their Electronic Reporting trips.

2. Objectives and anticipated Outcomes

The objectives and the anticipated outcomes of the proposed project are to;

1. Establish an electronic debriefing setup within the Tuvalu Observer Programme with assistance from electronic debriefing experts
2. Implement electronic debriefings on electronic reporting of observer data provided by Tuvaluan Observers
3. Provide electronic debriefing skills and knowledge to other Tuvalu Debriefers who have not been introduced to electronic debriefings.
4. Assist Tuvalu Trainers in addressing electronic reporting data issues raised by Tuvalu Observers through a refresher training.

3. Applications, Benefits and Importance

Introducing electronic debriefings to compliment Tuvalu Fisheries Department's request for the National Observer Programme to implement 100% electronic reporting will ensure that observer data is moved quickly through the data processing stages and made available to users in a timely manner. This will also cut down on paper form uses which are very costly. The exercise is also one of the objective of the Tuvalu Observer Programme to become paper-less in the area of Observer Data collection.

The required days for an observer data to be made available at the regional database in SPC is 100 days for Purse Seine observer data so when observer data is collected in its electronic format, it gets debriefed in the same format and sent to SPC in a timely since it is already in the electronic version.

Benefits of e-reporting include but not limited to;

- Timely and enhanced data management. Electronic data will ensure data users can have access to up to date observer information.

- facilitating data exchange between the Secretariat, CCMs, and regional bodies;
- efficiently managing the increasing amounts of data received by the Secretariat; and
- giving effect to t-RFMO recommendations on data harmonization

B. Methods and Approach

1. Description of Major Tasks

Description of Tasks are specified in the following tables

- Week 1 & 2

Tuvalu E-Debriefing Training Checklist

Participant	Did the participant	Yes	No	Comments
Tuvalu Debriefers	Observation of E-Debriefing			
	Observed e-debriefing conducted by the PNG Debriefers			
	Observed PNG Debriefers Corrected e-data issues on the observer electronic data sheet (forms)			
	Observed PNG Debriefers Filled the debriefing form according to the data field questions			
	Observed PNG Debriefers filled the debriefing score sheet as required in the debriefing process			
	Observed the process of providing feedback to the observer			
	Was shown the process of filtering Gen 3 issues as part of the debriefing process			
	Observed and took note of any issue in each of the task above			
	Observed and took note of data issues caused by the e-reporting app itself			
	Observed and took note of any debriefing issue in general done differently from own experience/ knowledge and the PNG Debriefers			
	Debriefing Under Supervision			
	Conduct e-debriefing under the supervision of PNG e-debriefers			
	Corrected e-data issues on the observer electronic data sheet (forms)			
	Filled the debriefing form according to the data field questions			
	Filled the evaluation form as required in the debriefing process			
	Filled the debriefing score sheet as required in the debriefing process			
	Insert Missing e-forms from a trip to produce a complete completed e-reporting trip			
	Conduct filtering Gen 3 issues under the supervision of the PNG Debriefers			

	Completed the Gen 3 filtering process and stored the file as a separate document			
	Rate your e-debriefing experience. Was e-debriefing Easy Moderate Hard			
Tuvalu Observer Coordinator	Take note of the following			
	- Software needed by debriefers to carry out e-debriefing			
	- Advantage of e-debriefing in terms of accommodating other Tuvalu Fisheries Oceanic units' functions			
	- How much space is needed to set up E-debriefing to allow for more e-debriefers at any one time			
	- Number of Desktops per debriefer			
PIRFO Trainer	Ensure all training provided by PNG to Tuvalu Debriefers and observers meets the training objective			
	Ensure all other e-debriefing equipment and resources to implement e-debriefing are captured.			
	Develop procedures and process for Tuvalu E-debriefing process			
	Discuss issues in e-reporting with PNG Electronic data reporting trainers.			

Questionnaires for Tuvalu Debriefers

The following questions are to guide and ensure the participants are aware of the overall objective of the training.

Tuvalu Participants will answer these questions

Participant	Question	Answer
Tuvalu Debriefers	How do the debriefers carry out the e-debriefing? (Application of all debriefing process)	
	Which PDF software is used to conduct e-debriefing? (Advantages and disadvantages – if any)	
	How is observer data corrected once it is being flagged? Improvisation vs correct debriefing procedures. Example, correct procedure to correct data is to make a neat circle around the data and write the correct information beside the data field.	
	How do PNG Debriefers carryout the Gen 3 filtering ? What are the steps involved? Best to list the steps.	
	How do observers receive their debriefing feedback?	
	What are the main differences between manual debriefing and electronic debriefing? List some of the differences. Example, rule a line across the entry (PS 2) to indicate excessive entries during manual debriefing. How about e-debriefing?	
	What are the issues that PNG debriefers face when undertaking e-debriefing (observer present/ not present, timely feedback to observers, submission of e-data by observers, etc.)	

	What are the issues found in observer e-data that are caused by the e-reporting tools itself rather than the observer? (Tuvalu debriefers to make notes of) – Tuvalu’s task	
TVOB Coordinator	How is e-reporting observer data imported from the PNA Fims?	
	This will look at the process of how PNA’s imports e-data from the PNA Fims portal.	
	Who does the importing? Debriefers? Coordinator?	
	How the data does gets disseminated for debriefing (the process of dissemination)?	
	What are the issues if the coordinator is the only one having access to e-data and importing? (remedial options)	
	For Tuvalu Observer Programme, the e-data is imported from PNA Fims portal. This will also look at the threats to confidentiality of information or data.	
	Can Tuvalu E-data be seen by other parties or coordinators from other programmes?	
	How can TVOB protect Tuvalu’s electronic data? <i>Tuvalu’s task</i>	
TVOB Coordinator	Timely submission of Data	
	What happens to the e-data after it has been debriefed (storage, submission to regional database)?	
	Who is responsible for data submission?	
	How often should data be submitted to regional database?	
	What can we learn from PNG after e-data has been debriefed? Does it gets sent straight away or stored in a folder and processed locally before it gets sent to SPC?	
	Does e-reporting ensures data is submitted in a timely manner?	
	Can there be opportunity for at sea debriefing through the use of the electronic platform?	
PIRFO Trainer	Documentation of E-Reporting Issues for our future e-reporting refreshers	
	Discuss with E-reporting trainers (PNG)	
	Discuss on E-debriefing app issues that affects the observers’ e-data	
	What are the issues presented by the Tuvalu debriefers?	
	What are the recommended remedies proposed by the debriefers? These issues will be presented in our e-reporting refresher trainings.	

- **Week 3**

Electronic Reporting Refresher Training

This will be a 5 days refresher based on the process of collecting observer data electronically while at the same time, addressing data issues that Tuvalu Observers are encountering when collecting electronic observer data.

Tuvalu Observer Programme intends to implement 100% electronic Reporting by this year 2023 and observers have all been issued electronic data collection device to start collecting electronic data.

2. *Environmental Impact*

This project will not have any impact on the environment and fisheries in the WCPO.

3. *Future Efforts*

This project is a one-off project. Once the Tuvalu Debriefers are trained in Electronic Debriefing, they will then be able to train other Tuvalu Debriefers.

C. Project Management

1. Administration

The project will be administered by the Tuvalu Observer Programme, a unit within the Oceanic Section of the Tuvalu Fisheries Department.

Mr. Onosai Takataka, the Tuvalu Observer Coordinator will oversee the implementation of the project.

Mr. Takataka's full contact details are provided in the table below.

Project Manager	
Name	Onosai Takataka (Mr.)
Position	Senior Fisheries Officer – Tuvalu National Observer Programme
Contact Details	Tuvalu Fisheries Department, Teone, FUNAFUTI, Tuvalu
Email	otakataka@fisheries.gov.tv
Phone: BH	(688) 20343 – work
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2. Roles / Assignments and Participation Time

The project involves Tuvalu Debriefers, Tuvalu Observer Coordinator and Tuvalu Trainer while PNG Electronic Data experts will provide the training.

This is a 3 weeks training with 2 weeks to be spent on electronic debriefing and 1 week for electronic refresher.

- **Tuvalu Debriefers** will work alongside the PNG experts for electronic debriefing training.
- Observations of electronic debriefing while observing the PNG Debriefers carrying out debriefing will take a day and for the Tuvalu debriefers carrying out debriefing under the supervision of the PNG debriefers will take 4 days.
- Three debriefing work stations will be set up and this will involve 3 debriefers per week. Six Tuvalu debriefers will complete this training with 3 per week. Tuvalu Observer programme will carry out in-house training after this at a time convenient to themselves and once the PNG Electronic Debriefing experts have left.
- The **Tuvalu Observer Coordinator** will look at the logistics and technical requirement that the Tuvalu Observer Programme need to develop electronic debriefing to become better; considering that Tuvalu is just started implementing the electronic debriefing concept.
- The **Tuvalu Trainer** will document the electronic debriefing and electronic reporting to develop training material for Tuvalu Debriefers for future trainings.

D. Support Requirement and Conditions

1. Cooperation from Other Organizations – “none”
2. Data or Facility Access – “none”

E. Results and Deliverables

Two types of report are required

1. Quarterly Narrative and Financial Progress Report
2. Final Report

The Project manager shall prepare a draft final report summarizing the objects, methods, approach, results, significance and lessons learned from the study.

For Tuvalu we will adopt the Type 2 reporting procedure.

3. Deliverable Items and Schedule

Electronic debriefing training for Tuvalu Debriefers and Electronic refresher training for Tuvalu Observers will be delivered under this proposal.

6 Tuvalu Debriefers will be trained under this 2-weeks training with the PNG Electronic Debriefing Experts. The rest of the Tuvalu Debriefers will then be trained by the 6 Debriefers from time to time internally.

Tuvalu Observers collecting Observer data electronically will be refreshed on the electronic data process and issues currently encountered. The PNG Debriefers are also Electronic Reporting experts and will assist in providing this much needed electronic reporting refresher.

Proposed Training Schedule: June 05th – June 23rd 2023

Training Type	Duration	Outcome
Electronic Debriefing	2 weeks	6 Tuvalu Debriefers to receive training so they will then train other debriefers
Electronic Reporting Refresher	1 week	X number of Tuvalu Observers will be refreshed. This training will then be provided to other observers at a later date once they disembark from their trip. Training will then be provided by Tuvalu Trainers.

F. Literature Cited

1. WCPFC14 Summary Report Attachment T
Standards, Specifications and Procedures (ssps) For Electronic Reporting In The Western And Central Pacific Fisheries Commission
2. WCPFC and Participating Countries (2023) Annual Report for the Japan Trust Fund for CCMs Final Review March 2023 (pp26 – 30)

G. Budget Summary

1. General Information: “None”

2. Detailed Itemized Budget

The requested budget will cover:

- The travel costs and DSA for (3) three Training personnel from Port Moresby to Tuvalu to deliver Electronic Debriefing Training and assist with the Electronic Reporting refresher Training in Tuvalu.

<i>Item</i>	<i>Cost</i>
Travel Arrangement for 3 x Trainers travelling from Port Moresby (PNG) to Funafuti (Tuvalu)	USD
<ul style="list-style-type: none"> • Round Trip for 3 x Trainers (Port Moresby – Funafuti – Port Moresby) @ \$3,000 per trainer travel arrangement 	\$9,000
26 nights DSA for 3 x PNG Trainers inclusive of Funafuti, Fiji before Port Moresby.	
<ul style="list-style-type: none"> • 23 nights DSA in Funafuti @ USD\$175.00 – USD\$4,025 per trainer 	12,075
<ul style="list-style-type: none"> • 3 nights in Fiji (Nadi and Suva) @ USD\$230.00 – USD\$690 per trainer 	2,070
TOTAL	\$23,145

In-Kind Contribution from Tuvalu Observer Programme

<i>Item</i>	<i>Cost</i>
<ul style="list-style-type: none"> • Transport @ USD\$50 per week days 	\$750
<ul style="list-style-type: none"> • Training Laptop & Multimedia Projector 	\$750
<ul style="list-style-type: none"> • Training Room Hire @USD100 per day 	\$1,500
<ul style="list-style-type: none"> • Tea Breaks and Snacks @ USD150 per day 	\$2,250
TOTAL	\$5,250

3. Audit

The Project Manager shall submit a final report to the Commission within 2 weeks after the project is completed.

The project is a one-off project and is expected to be completed in 3 weeks.

The project is expected to start on the **08th of May and end on the 26th May 2023** but this will depend on the availability of Funds. The dates can always be deferred until there is funding available.

An audit will then be submitted by the 09th of June.

H. Biographies and Qualifications

Team Member	Country	Qualification	Experience
Joseph Porau	PNG	Observer Electronic Debriefing & PNG Electronic Reporting Trainer	14 years observer, 8 years Electronic Reporting Trainer and 5 years electronic debriefer in PNG

Simon Polon	PNG	PNG Observer Electronic Debriefer and Certified PIRFO Debriefer	15 years observer, 8 years observer Debriefer and 5 years electronic debriefer
Lucas Tarapik	PNG	Observer and PNG Debriefing Coordinator and Electronic Debriefing Developer	11 years observer and PNG Debriefing Developer and Electronic Reporting Trainer

I. References

- PNA Observer Agency Annual Report – 2022 (pp 1)
- PEW Trusts Transparency in the Western and Central Pacific Tuna Longline Fishery
- SC10-ST-IP-05 An update on E-Reporting initiatives - SPC (Final) (1)
- SPC/WCPFC E-Reporting/E-Monitoring Study – Background July 2013
- WCPFC (2017) “Standards, Specifications and Procedures (ssps) For Electronic Reporting In The Western And Central Pacific Fisheries Commission
- WCPFC-TCC17-2021-RP10 Annual Report On The Performance Of The E-Reporting Standards
- WCPFC-TCC18-2022-RP10 Annual Report On The Performance Of The E-Reporting Standards
- WCPFC (2023) Annual Report for the Japan Trust Fund For CCMs final Review March 2023 (pp26-30)