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La Réunion, Friday 08th October 2021

SC- CIRCULAR n° 2021-07

SUBJECT: Workshop Invitation - Harmonisation of Scientific Observers' Programmes

Dear Colleagues,

On behalf of the Chair and the Vice-Chair of the Scientific Committee, I am pleased to invite all members of the Scientific Committee, including Observers to the Scientific Committee, to the SIOFA Workshop on the harmonisation of Scientific Observers Programmes.

The objective of the workshop is to make recommendations on how to harmonise the scientific observation programmes of the CCPs, to recommend a process for evaluating scientific observation programmes in order to improve data quality and to explore the prospect of an electronic monitoring system to support scientific observation.

Session Dates

This workshop will take place over two sessions of 4 hours, including a 30-minute break, on 27 October and 3 November and a 3 hours session on 10 November 2021.

- Session 1 (Video conference) 27 October 2021 (06 am to 10 am UTC)
- Session 2 (Video conference) 03 November 2021 (06 am to 10 am UTC)
- Session 3 (Video conference) 10 November 2021 (06 am to 09 am UTC)

Video conference platform

The workshop will be held using the ZOOM¹ platform. The connexion link will be sent by the Secretariat two days before the date of the meeting.

If you are not familiar with this platform or you wish to test your connexion, please contact the Secretariat by 20th October to organize a basic ZOOM session or a pre-call test.

The platform will be open 20 minutes before the beginning of each session.

¹ <https://zoom.us/>

Registration Form

Scientists, representatives of CCPs, CNCs and Observers are invited to fulfil the registration form attached (Annex 1) and send it back to the secretariat (secretariat@siofa.org) by 13th October 2021.

Provisional Agenda

A draft provisional agenda and working arrangements attached to the circular SC 2021-06 were circulated for suggestions and comments on 10th August 2021.

The Secretariat received a request to add a specific point for the Monitoring of VME. This point has been included in the chapter 4. "Harmonisation CCPs scientific observer programmes" in the revised Agenda attached (Annex 2).

Schedule

An indicative session's schedule to optimize and guide the discussions during each session is attached as Annex 3.

Submission of papers

According to the Circular SC 2021-06 papers for this workshop are due to the Secretariat prior to 21 October 2021.

It would be very beneficial that representatives of CCPs, CNCs and Observers present during the first Video Conference Session an overview of their respective Scientific Observers Programmes.

All workshop documents and other relevant information will be uploaded to the SIOFA website under the Scientific Committee insert, hence Login would be needed.

Please do not hesitate to contact the Secretariat if you require further information or need any assistance.

Thierry Clot



Executive Secretary
SIOFA/APSOI

Annex 2 to Circular SC 2021-07

Workshop Invitation - Harmonisation of Scientific Observers' Programmes

Revised Agenda

- 1. Opening of the workshop on the Harmonisation of Scientific Observers' Programmes**
- 2. Administrative arrangements**
 - a. Adoption of the meeting objectives and agenda
 - b. Appointment of rapporteurs
- 3. Determination of the workshop objectives and agenda**
- 4. Harmonising CCPs scientific observer programmes**
 - a. Documentation supplied to observers by CCPs for their respective Observer Programmes
 - b. Training procedures used by CCPs for their respective Observer Programmes
 - c. Monitoring of VMEs
 - d. Post-trip evaluation, data submission, and review
- 5. Development of an evaluation process for scientific observer programmes to improve data quality**
 - a. CCP observer programme infrastructure
 - b. Training of observers
 - c. Post trip evaluation, data submission, and review
- 6. Developments on the use of e-monitoring to support scientific observation**
 - a. E-monitoring standards
 - b. Data collection, storage, and security
 - c. E-monitoring review requirements
- 7. Recommendations to the Scientific Committee on**
 - a. the means to achieve harmonisation of CCPs scientific observer programmes,
 - b. an evaluation process for scientific observer programmes to improve data quality, and
 - c. the introduction of e-monitoring schemes to support scientific observation

Annex 3 to Circular SC 2021-07

Indicative Session's schedule

UTC	SESSION 1 27 October 2021	SESSION 2 03 November 2021	SESSION 3 10 November 2021
06:00 - 06:30	1. Opening of the workshop 2. Administrative arrangements a. Adoption of the meeting objectives and agenda b. Appointment of rapporteurs 3. Determination of the workshop objectives and agenda	Summary of Session 1 5. Development of an evaluation process for scientific observer programmes to improve data quality a. CCP observer programme infrastructure	Summary of Session 2 7. Recommendations to the Scientific Committee on c. the introduction of e-monitoring schemes to support scientific observation
06:30 - 07:30	4. Harmonising CCPs scientific observer programmes Participants presentation CCPs scientific observer programmes	5. Development of an evaluation process for scientific observer programmes to improve data quality b. Training of observers	7. Recommendations to the Scientific Committee on a. the means to achieve harmonisation of CCPs scientific observer programmes,
07:30 - 08:00	4. Harmonising CCPs scientific observer programmes a. Documentation supplied to observers by CCPs for their respective Observer Programmes	5. Development of an evaluation process for scientific observer programmes to improve data quality c. Post trip evaluation, data submission, and review	7. Recommendations to the Scientific Committee on b. an evaluation process for scientific observer programmes to improve data quality
08:00 - 08:30	COFFEE BREAK		
08:30 - 09:00	4. Harmonising CCPs scientific observer programmes b. Training procedures used by CCPs for their respective Observer Programmes	6. Developments on the use of e-monitoring to support scientific observation a. E-monitoring standards	Roadmap Outcomes
09:00 - 09:30	4. Harmonising CCPs scientific observer programmes c. Monitoring of VMEs	6. Developments on the use of e-monitoring to support scientific observation b. Data collection, storage, and security	
09:30 - 10:00	4. Harmonising CCPs scientific observer programmes d. Post-trip evaluation, data submission, and review	6. Developments on the use of e-monitoring to support scientific observation c. E-monitoring review requirements	