



**Mediterranean  
Marine Oil & HNS  
Pollution  
Cooperation**

Western Mediterranean Region  
Marine Oil & HNS Pollution Cooperation Project

## Activity Report

### Mediterranean Sub-Regional Workshop on the use of the Readiness Evaluation Tool for Oil Spills (RETOS™)

WP 6: Workshops and Trainings  
Action 6.2: Sub-regional training on  
the use of the Mediterranean  
Readiness Evaluation Tool for Oil  
Spills  
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Authors:

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Participants: All



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## Activity Report

# Mediterranean Sub-Regional Workshop on the use of the Readiness Evaluation Tool for Oil Spills (RETOS™)

**24-26 April 2019**

**Valletta, Malta**

**Summary:** This sub-regional workshop was organized in accordance with Western Mediterranean Region Marine Oil and HNS Pollution Cooperation Project (West MOPoCo Project). The objective of the three-day workshop was to provide training on oil spill preparedness and contingency planning, as well as developing hands-on working knowledge of the use, and advantages of the ARPEL Manual and Readiness Evaluation Tool for Oil Spills (RETOS™) in analysing and identifying gaps in national oil spill preparedness and response programs. During the workshop, senior maritime representatives were introduced to the ARPEL assessment tools: RETOS™, the ARPEL RETOS Manual, and the 2008 International Oil Spill Conference Guidelines for assessment. Participants worked through assessments of their respective national oil spill preparedness and response programs, national response systems, and national contingency plans by using guided discussion and RETOS™. Participants also were introduced to the Sea Alarm assessment matrix recommended for determining the status and opportunities to improve their national oiled wildlife capabilities. Each participant departed the workshop with the knowledge and tools to undertake a national oil spill preparedness and response system assessment with appropriate stakeholders in their own country. Significant national-level matters in spill response preparedness and recommendations from this workshop are included in Sections 5 and 6, respectively.

## SUMMARY SHEET

<b>Title of workshop:</b>	THE MEDITERRANEAN SUB-REGIONAL WORKSHOP ON THE USE OF RETOS™
<b>Host:</b>	Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC)
<b>Venue and date:</b>	REMPEC Maritime House, Lascaris Wharf, Valletta VLT 1921, Malta  24 to 26 April 2019
<b>Type:</b>	Sub-Regional
<b>Organized by:</b>	REMPEC
<b>Co-financed by:</b>	The Directorate-General for European Civil Protection and Humanitarian Aid Operation (DG ECHO) under the EU Civil Protection Mechanism with the support of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC)
<b>No. of participants:</b>	31 participants
<b>Project Number:</b>	826397
<b>Participating countries:</b>	Algeria, France, Italy, Malta, Morocco, Spain, and Tunisia
<b>Point of contact:</b>	Mr. Malek Smaoui Programme Officer (OPRC) REMPEC Maritime House, Lascaris Wharf, Valletta, VLT 1921 Malta Phone: +356 21 337 296/7/8 E-mail: <a href="mailto:msmaoui@rempec.org">msmaoui@rempec.org</a>

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## 1. Background

- 1.1 The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is a Regional Activity Centre established within the framework of the Mediterranean Action Plan (MAP) of the United Nations Environment Programme (UN Environment), also referred to as UN Environment / MAP, with a view to coordinating the activities of the Mediterranean coastal States related to the implementation of the Protocol concerning Cooperation in Preventing Pollution from Ships and, in Cases of Emergency, Combating Pollution of the Mediterranean Sea ("the 2002 Prevention and Emergency Protocol") to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean ("the Barcelona Convention"). The Centre is based in Malta, hosted by the Maltese Government and is administered by the International Maritime Organization (IMO) in cooperation with UN Environment / MAP.
- 1.2 The objective of REMPEC is to contribute to preventing and reducing pollution from ships and combating pollution in case of emergency. In this respect, the mission of REMPEC is to assist the Contracting Parties (CPs) to the Barcelona Convention in meeting their obligations under Articles 4(1), 6 and 9 of the Barcelona Convention, the 1976 Emergency Protocol, the 2002 Prevention and Emergency Protocol, and the Regional Strategy for Prevention of and Response to Marine Pollution from Ship (2016- 2021)<sup>1</sup>, Regional Strategy (2016-2021), adopted by the CPs in 2016 which key objectives and targets are reflected in the Mediterranean Strategy for Sustainable Development (MSSD). The Centre also assists the CPs which so request in mobilizing the regional and international assistance in case of an emergency under the Protocol of the Mediterranean Sea Against Pollution Resulting from Exploration and Exploitation of the Continental Shelf and the Seabed and its Subsoil (1994, Offshore Protocol).
- 1.3 With a view to assisting the CPs in the implementation of the 1976 Emergency Protocol and the 2002 Prevention and Emergency Protocol, the Centre had managed to mobilize various sources of funding, including EU funding mechanisms. The Western Mediterranean Region Marine Oil and HNS Pollution Cooperation Project (West MOPoCo Project) co-financed by the European Union Civil Protection DG ECHO-EC will be implemented by REMPEC together with the Western Mediterranean coastal States and other partners, between 2019 and 2020.

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<sup>1</sup> [http://www.rempec.org/admin/store/about/RegionalStrategy/Regional%20Strategy%20\(2016-2021\)%20with%20cover%20page.pdf](http://www.rempec.org/admin/store/about/RegionalStrategy/Regional%20Strategy%20(2016-2021)%20with%20cover%20page.pdf)

- 1.4 The West MOPoCo Project will support the Western Mediterranean coastal States: Algeria, France, Italy, Malta, Monaco, Morocco, Spain and Tunisia in strengthening their collaboration and cooperation in the field of preparedness for and response to oil and HNS marine pollution by enhancing the quality and interoperability of their response capacities.
- 1.5 This Project, coordinated by Secrétariat Général de la Mer (SGMer), France, will be implemented through an inter-regional effort, including participation of REMPEC, the Bonn Agreement and the Helsinki Commission (HELCOM), and with the technical support of expert institutions such as the International Tanker Owners Pollution Federation (ITOPF), the French Centre of Documentation, Research and Experimentation on Accidental Water Pollution (CEDRE), as well as the Italian Institute for Environmental Protection and Research (ISPRA).
- 1.6 With its proposed pilot approach, which could be replicated in other regions and sectors, the project will increase each countries' preparedness for receiving international assistance, improve trans-border and macro regional cooperation, enhance quality and interoperability of response capacities and procedures, and will enhance cooperation between civil protection, maritime and environment.

The approach taken to implement the preparedness assessment is to utilize an internationally utilized and accepted set of guidelines that represent best practices in oil spill response contingency planning and response. The workshop activity therefore is to inform country representatives on a recommended approach to undertake a national spill preparedness assessment using the tools presented during the workshop. The tools and recommended approach inform participants on the process to undertake activities for the preparation and delivery of the national assessments (activity 4.2) and workshops (activity 6.3), with the objective remaining to have a national improvement action plan at the end.

- 1.7 Most guidance on spill response has focused on the content of oil spill response plans and, in places around the world, some governments and companies have developed internal guidelines to assess oil spill response plans and readiness. In 2007, organizers of the 2008 International Oil Spill Conference agreed to support development of general guidance to assess oil spill response readiness. As part of that development, a broad suite of planning and readiness assessment elements was prepared to encourage improved response capacity. That initial work set a

framework to aid development and maintenance of response management systems to improve oil spill response readiness, documented in the 2008 International Oil Spill Conference Guideline.<sup>2</sup>

- 1.8 Subsequent feedback received from the international community recommended transforming the 2008 International Oil Spill Conference Guideline into a more user-friendly management tool, hence leading to the “ARPEL Oil Spill Response Planning and Readiness Assessment Manual” (the “Manual”) and its accompanying assessment tool, the Readiness Evaluation Tool for Oil Spills (RETOS™). The first version of RETOS was developed in 2011 and a second –upgraded- version was launched in 2014.<sup>3</sup>
- 1.9 The ARPEL “Readiness Evaluation Tool for Oil Spills (RETOS™)” and its accompanying Manual are the only tools developed to assist governments and companies to assess the level of oil spill response planning and readiness management of different oil spill response programs (i.e., tailor-made requirements for each program) and to identify gaps, information needs and areas for improvement and –ultimately- provide guidance to efficiently bridge the gaps identified.
- 1.10 For the purpose of the workshop, the RETOS™ national scope is used to guide participants, list provided in Annex 1, through the evaluation process. Participants would then undertake activities for the preparation and delivery of the national assessments (activity 4.2) and workshops (activity 6.3), utilizing the process and tools presented in this workshop.

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<sup>2</sup> TAYLOR, E., Steen, A., Meza, M., Couzigou, B., Hodges, M., Miranda, D., Ramos, J., and Moyano, M., 2008. *IOSC Workshop Report: A Proposed International Guide for Oil Spill Response Planning and Readiness Assessment*. Proc. 2008 International Oil Spill Conference, API Publ. I47190, Washington, DC. p. 1-18. [Accessed 6<sup>th</sup> February, 2012] Available from Internet:

<sup>3</sup> TAYLOR, E., M. Moyano, and A. Steen, 2014. *Upgraded RETOS™: An International Tool to Assess Oil Spill Response Planning and Readiness*. Proc. 2014 International Oil Spill Conference, American Petroleum Institute, Washington, DC. <http://ioscproceedings.org/doi/pdf/10.7901/2169-3358-2014.1.1353>



## 2. Workshop Objectives

2.1 The general objectives of the project are:

- to increase the efficiency of assistance provided to oil and chemical marine pollution emergencies in the Western Mediterranean region in cooperation with the civil protection, the maritime and environment administrations and international experts;
- to develop a harmonised methodology to improve the quality and interoperability of response capacities and plan;
- to gradually improve the framework of cooperation at the national level and establish synergies between the existing Sub-regional plans and between the Secretariat of Regional Seas Programmes (REMPEC, HELCOM and Bonn Agreement) in order to improve the quality and interoperability of macro-regional response capacities.

2.2 The corresponding activities for these objectives are respectively:

- Activity 4.1 “The ARPEL Manual and Readiness Evaluation Tool for Oil Spills (RETOS™)”;
- Activity 6.2 “Sub-regional training on the use of RETOS™”.

2.3 The target audience for the Activity 6.2 comprises representatives of national authorities responsible for the preparedness and response to Oil and HNS marine pollutions within the Western Mediterranean Region and more specifically those in the EU countries, namely France, Italy, Malta, Monaco, Spain and the neighbouring countries namely Algeria, Morocco and Tunisia. These are expected to deliver under Activities 4.2 and 6.3 respectively:

- Activity 4.2 “Eight national self-assessments reports including gap analysis, Global Performance Analysis and Global Improvement Programme of National oil spill contingency planning”;
- Activity 6.3 “National workshops on oil spill contingency planning improvement programme” by the beneficiary countries respectively belonging to the work packages 4 and 6.

2.4 The **principal objective for the Workshop Activities** is to assist and train the eight Western Mediterranean coastal States on the use of the RETOS™ and related tools (RETOS Manual and 2008 IOSC Guidelines), to provide the representatives from each country, and participants from supporting institutions (ITOPF, CEDRE, ISPRA), with the capacity for countries to prepare

workshops and facilitate the assessment of their respective national oil spill contingency planning and readiness capacities with appropriate stakeholders (Activity 6.3);

### 3. Program

The agenda for the three-day workshop is provided in **Annex 2**.

- 3.1 Mr. Gabino Gonzalez and Mr. Malek Smaoui provided opening address statements to the participants regarding REMPEC and the West MOPoCo activities. Day one also involved presentations on OPRC implementation process and guidelines, national and sub-regional oil spill contingency planning, and the ARPEL RETOS™ tool, Manual, and associated documents and references for best practices (see Photos in **Annex 3**).
- 3.2 On day two of the workshop, Dr. Elliott Taylor gave a presentation on the use of RETOS™ along with examples of using RETOS™ for the scope of a national oil spill response program. Participants were then asked to conduct an evaluation of their respective national preparedness and response program using the RETOS™ tool, Level A, with facilitation and support provided throughout the day by the consultants.
- 3.3 On the final day of the workshop, Sea Alarm presented an overview of their oiled wildlife support activities focused on the European programme and support available to countries through REMPEC activation. An oiled wildlife programme evaluation tool was presented and participants undertook a brief evaluation of their national programme with respect to oiled wildlife planning and preparedness. Day 3 also provided an opportunity for each country to share and discuss their preliminary assessments from using the RETOS™ tool as well as the issues they had listed prior to the RETOS™ assessment (see Section 4, Findings).
- 3.4 Participants provided feedback to REMPEC on the workshop through an evaluation questionnaire (**Annex 4**). A summary of the workshop evaluation is provided in **Annex 5**. The consultants provided certificates (**Annex 6**) to all the participants as part of the workshop closure.

#### 4. Logistics

4.1 The workshop was organized by:

Mr. Malek Smaoui  
Programme Officer (OPRC)  
REMPEC  
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With the assistance of:

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POLARIS Applied Sciences, Inc.  
[etaylor@polarisappliedsciences.com](mailto:etaylor@polarisappliedsciences.com)

Mr. Christophe Blazy  
Junior Programme Officer (VIS)  
REMPEC  
E-mail: [vis@rempec.org](mailto:vis@rempec.org)

4.2 The workshop was held at:

REMPEC  
Address: Maritime House, Lascaris Wharf, Valletta, VLT 1921 Malta  
Phone: +356 21 337 296/7/8  
[www.rempec.org](http://www.rempec.org)



4.3 Tea, juice, water, coffee, and snacks were covered by REMPEC.

4.4 The workshop language was English and French, with simultaneous translation provided by interpreters working for the company Esta Lingua through arrangements with REMPEC.

## 5. Findings

5.1 Facilitated group presentations and discussions provided the participants with a chance to understand key issues and the status of National Oil Spill Response (OSR) programme from each country. Country representatives presented a brief overview of their national programme, focused on:

- The date of last National Oil Spill Contingency Plan (NOSCP) revision;
- The use of a common incident management system;
- The understanding of roles and responsibilities for participants in the spill management structure;
- The status of training and exercises.

**Table 1 Selected areas for attention in national and bi-national to sub-regional preparedness**

### Algeria

- Waste management at the national level
- Formalisation of assistance for operational procedures at the regional level in case of a transboundary incident
- Define compensation mechanism between countries in case of an intergovernmental response

### France

- Waste management: formalisation/coordination between DREAL (in charge of the waste management) and at sea recovery operations
- Communication/information sharing of at sea observations with coastal authorities
- Maintenance of equipment stockpiles and training
- Increase the frequency of bilateral exercises

### Italy

- Lack of risk analysis
- Development of contingency plans for government facilities
- Ensure plans for oiled wildlife are in place at the national level
- Revisit the sensitivity maps at the sub-regional level (RAMOGEPOL)

### Malta

- Lack of human resources and financial commitment across the board between stakeholders
- Lack of coordination between certain stakeholders
- Roles and responsibilities not clearly defined

### Spain

- Define response strategies in light of NEBA and safety considerations for the various type of sensitive shoreline identified
- Necessity to train volunteers for both coastal and offshore response
- Necessity to define an annual exercise programme and ensure these are properly organised and not too orchestrated

- Stakeholders playing a part in the response during an incident lack knowledge of the lines of communications and of the related plans (higher and lower level plans)

**Tunisia**

- Communication: set up a dedicated command centre with appropriate equipment (audio-visual, internet, telephones, etc.) to centralise information and define the response strategy.
- Assess available resources and logistical means for at-sea response
- Regional agreement Algeria, Morocco & Tunisia: explore and formalise potential assistance regarding aerial dispersant application.

5.2 As part of the group activity, each country was asked to list three key topics or issues within their national OSR programme that they felt merited more attention and to list one item that entailed bi-lateral or sub-regional matters (Table 1). These were prepared prior to conducting the RETOS™ exercise but then were discussed in context of each country's RETOS™ results during the final day.

5.3 A preliminary summary of results from the RETOS™ assessment for each country, and the list of each country's key issues, were the focus of discussion on Day 3. The RETOS™ assessment results (Figure 1 and Table 2) are representative of the knowledge and experience of the representatives present at the workshop for each country. **These RETOS™ assessment results are not official and are to be superseded upon completion of the West MOPoCo activities:** development of each country's national self-assessment report (Activity 4.2) and national workshops (Activity 6.3).

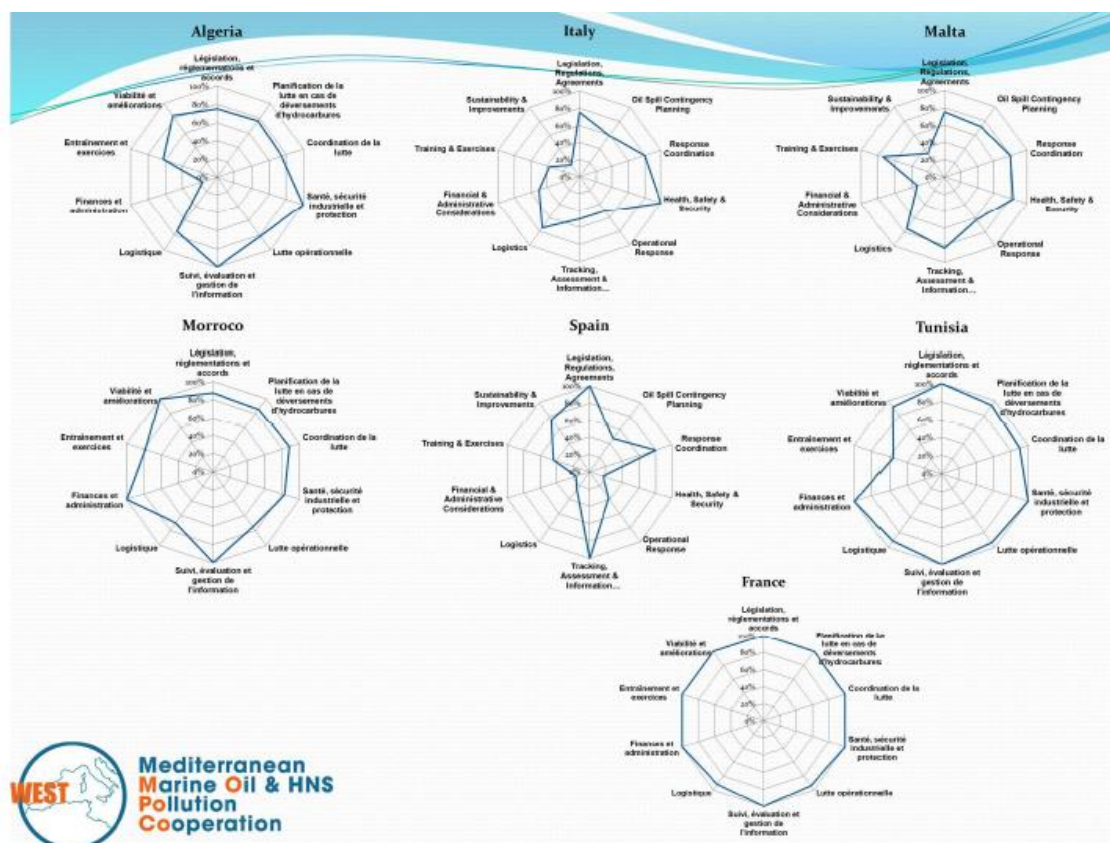


Figure 1 Preliminary RETOS™ global performance results for national oil spill response programs (unofficial).

Table 2 Preliminary RETOS™ assessment results for national oil spill response programs (unofficial)

Category	Algeria	Italy	Spain	Tunisia	Maroc	Malta	France
Legislation, Regulations, Agreements	75%	75%	100%	100%	88%	75%	100%
Oil Spill Contingency Planning	76%	59%	47%	94%	86%	72%	100%
Response Coordination	75%	80%	80%	90%	89%	80%	100%
Health, Safety & Security	100%	100%	17%	100%	83%	83%	100%
Operational Response	81%	50%	38%	94%	75%	63%	94%
Tracking, Assessment & Information Management	100%	50%	100%	100%	100%	83%	100%
Logistics	75%	75%	25%	92%	70%	75%	92%
Financial & Administrative Considerations	17%	50%	17%	100%	100%	33%	100%
Training & Exercises	63%	38%	44%	56%	79%	75%	100%
Sustainability & Improvements	83%	17%	75%	92%	100%	33%	100%
<b>Total</b>	<b>75%</b>	<b>58%</b>	<b>54%</b>	<b>90%</b>	<b>85%</b>	<b>69%</b>	<b>99%</b>

^Yellow highlighted categories had critical criteria identified as missing or incomplete

5.4 Participants completed an initial evaluation of their country's oiled wildlife response capabilities and provided results to Sea Alarm. Those results were summarized and are presented in Annex 7.

5.5 Overall conclusions and comments upon conclusion of the workshops included:

- Good preparation and organization by REMPEC
- Excellent quality of trainers/consultants
- Valuable Sea Alarm contribution
- REMPEC and participants were encouraged to finally have a tool that would make it easy and encouraging to develop assessments of planning and preparedness for the fight against oil pollution.
- As planned by the project West MOPoCo, participating countries now have the capacity to develop their national self-assessment report (Activity 4.2) and national workshops (Activity 6.3), as previously described under sections 2.2 and 2.3.

## **6. Recommendations for Next Steps in National Oil Spill Preparedness Evaluations**

6.1 The following recommendations were captured during the workshop and ensuing discussions and presented to participants on the final day of the workshop:

- REMPEC to facilitate similar training workshop(s) for the other regions of the Mediterranean;
- REMPEC to urge states to use the ARPEL tools (RETOS™, Manual, and 2008 IOSC Guide) to conduct assessments in country for the range of OSR programs, corresponding to the 7 scopes from RETOS™, as applicable;
- REMPEC to produce a French version of the 2008 IOSC Guide, which goes hand in hand with the manual and the RETOS tool;
- REMPEC (or Sea Alarm) to produce a French version of the oiled wildlife assessment matrix;
- Use the outcome of the countries' assessments with RETOS™ within the framework of West MOPoCo to have a better understanding of preparedness at the sub-regional level and to identify opportunities for improvements both for the countries and for future REMPEC assistance and activities.

6.2 The following recommendations are provided by the consultants for the ensuing West MOPoCo activities (4.2 and 6.3):

- Each country to identify stakeholders and cross-section of expertise in country to conduct National OSR programme assessment using RETOS™ (national oil spill contingency plan committee, including government and industry). Ensure cross-section to represent range of functions in spill response policy and management. Examples of key stakeholders include, but are not necessarily limited to:
  - Civil Protection,
  - Ministry of the Environment,
  - Ministry of Transport,
  - Harbour/Port Authority,
  - Merchant Marine Authority,
  - Petroleum (Mines, Energy) Ministry,
  - Petroleum industry representatives,
  - Wildlife NGOs.
- To the extent feasible, select personnel that meet the recommended attributes for oil spill assessment (as listed in the RETOS™ Manual):
  - Knowledge of OSR strategies, tactics, and techniques. Actual oil spill response experience is desirable,
  - Knowledge of spill contingency plan development and current response practices,
  - Current, up-to-date knowledge of applicable regulations,
  - Sound understanding of the 2008 IOSG Guideline,
  - Understanding of best practices for type of operations covered by the selected OSR program Scope,
  - Familiarity and access to OSR manuals and reference materials.
- Convene and introduce the stakeholder group on the use of RETOS™ for national oil spill preparedness assessment activities (workshop participants have copies of presentation materials for their use) (Activity 6.3).
- Subdivide stakeholders into work groups of 5-7 people with a mix of backgrounds, knowledge, and responsibilities (that is, do not set up the small work groups by ministry, industry, etc.) to proceed through the RETOS™ assessment of the national



oil spill response program (plan and implementation) **using the RETOS™ national scope and Level A.**

- Allow groups to work through the RETOS™ evaluation tool, ensuring that proper references have been consulted and referenced. The assessment workshop coordinator must ensure that a written recommendation is included for each criterion that is incomplete or missing.
- Upon completion of the RETOS™ national scope spreadsheet by each group, have one person from each group present their results to the stakeholders in a joint session.
- The workshop coordinator(s) must then consolidate the results of the multiple sub-groups into a single overall RETOS™ Global Improvement Program (GIP) report, capturing recommended actions for criteria that were incomplete or missing. The GIP report, by default, lists critical criteria that are missing as first priority.
- Complete the GIP with assignments, timelines, and required resources for top priorities in consultation with key national oil spill program stakeholders.
- Seek/receive endorsement of the GIP from top officials responsible for National oil spill preparedness (typically the Competent National Authority).
- Prepare report on national oil spill preparedness to include consolidated RETOS reports: Global Performance Analysis (GPA) and endorsed GIP reports (Activity 4.2) for the country.
- Initiate and/or continue to undertake formalized Regional/Multilateral/Bilateral Initiatives
  - Local and national level notification drill and exercises
  - Regional drills and exercises with neighbouring countries
  - Develop a plan for international assistance

## **PRESENTERS AND FACILITATORS**

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### **Consultants**

Anne Reglain  
Contracted to POLARIS Applied Sciences, Inc.

### **Volunteer**

### **REMPEC**

Malek Smaoui  
Programme Officer (OPRC)  
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Maritime House  
Lascaris Wharf  
Valletta VLT 1921, Malta

## Annex 1 – Participants

Country	Organisation	Name
ALGERIA	Directeur secrétaire National Tel Bahr Ministère de l'Environnement et des Energies Renouvelables	Habet Delmy Halim
ALGERIA	Ministère de la Defense Nationale	Khaled Benkouider
ALGERIA	Comité National Tel Bahr	Lahiani Said
FRANCE	CEDRE	Romain Dietschi
FRANCE	Secrétariat général de la mer	Elayis Bandini
ITALY	ISPRA	Valerio Sammarini
ITALY	ISPRA	Paola Renzi
MALTA	Authority for Transport in Malta	Zammit Mevric
MALTA	Authority for Transport in Malta	Albert Tabone
MOROCCO	Direction Generale de la Protection Civile	Youssef Essakri
SPAIN	Ministry for Ecological Transition	José Manuel González Corbal
SPAIN	SASEMAR - CCS BILBAO	Iñigo Porturas Izaguirre
SPAIN	SASEMAR - CCS VIGO	Jana Pérez Ruiz
TUNISIA	Agence Nationale de Protection de l'Environnement	Khedhira Samir
TUNISIA	Agence Nationale de Protection de l'Environnement	Marzougui Yassine
TUNISIA	Agence Nationale de Protection de l'Environnement	Bahrouni Taoufik
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	Sea Alarm	Hugo Nijkamp
	REMPEC	Gabino Gonzalez
	REMPEC	Malek Smaoui
	REMPEC	Christophe Blazy
	REMPEC	Bianca Ardelean

## Annex 2 – Workshop Agenda

Schedule	Activity	Facilitator
<b>Day 1 – 24 April</b>		
08:30 – 09:00	Registration of participants	REMPEC
09:00 – 10:00	Welcoming from REMPEC Safety Brief Introduction of participants & facilitators Group Photo	M. Smaoui, G. Gonzalez
<b>10:00 – 10:15</b>	<b>Tea/Coffee Break</b>	
10:15 – 10:45	Purpose and Objectives of the Workshop	REMPEC
10:45 – 11:15	OPRC Implementation	E. Taylor
11:15 – 12:00	Work Session: Overview Status of National Oil Spill Response Programs - Delegates (5 minutes each)	All
<b>12:00 – 13:30</b>	<b>Lunch</b>	
13:30 – 14:00	Introduction to the RETOS Application and Manual	E. Taylor
14:00 – 14:30	National Contingency Plans and International Conventions	A. Reglain
14:30 – 15:00	Overview of the IOSC and IMO Guidelines for OSR Program Assessment	E. Taylor
<b>15:00 – 15:15</b>	<b>Tea/Coffee Break</b>	
15:15 – 15:45	Video: Introduction to Oil Spills (ITOPF)	
15:45 – 16:45	Work Session 1: Challenges in OSR Preparedness	All
16:45 – 17:00	Day Summary and Next Day Activities	E. Taylor
<b>Day 2 – 25 April</b>		
09:00 – 09:30	Example Use of RETOS Application	E. Taylor
09:30 – 10:00	RETOS Set-up and Institution-specific Criteria	All
<b>10:00 – 10:15</b>	<b>Tea/Coffee Break</b>	
10:15 – 12:00	Work Session: RETOS Analysis Legislation & Contingency Planning	All

Schedule	Activity	Facilitator
<b>12:00 – 13:30</b>	<b>Lunch</b>	
13:30 – 15:00	Work Session: RETOS Analysis Response Coordination, Health & Safety, & Operational Response	All
<b>15:00 – 15:15</b>	<b>Tea/Coffee Break</b>	
15:15 – 16:45	Work Session: RETOS Analysis Information, Logistics, Finance, Training/Exercises, and Sustainability	All
16:45 – 17:00	Day Summary and Next Day Activities	Taylor
<b>Day 3 – 26 April</b>		
09:00 – 10:00	Oiled Wildlife Preparedness Assessment	Sea Alarm
<b>10:00 – 10:15</b>	<b>Tea/Coffee Break</b>	
10:15 – 12:00	National OSR Program Results: RETOS and Wildlife Delegates (10 minutes per country)	All
<b>12:00 – 13:30</b>	<b>Lunch</b>	
13:30 – 14:00	Summary Analysis of Workshop: Common Concerns and Regional Opportunities	E. Taylor/ A. Reglain
14:00 – 14:30	Guidance for OSR Program Assessments using RETOS and the Oiled Wildlife Assessment Tools	E. Taylor/ Sea Alarm
14:30 – 15:00	Next Steps and Concluding Discussions	E. Taylor/ REMPEC
<b>15:00 – 15:15</b>	<b>Tea/Coffee Break</b>	
15:15 – 15:30	Workshop Evaluation & Feedback	All
15:30 – 16:00	Certificates and Closing Remarks	REMPEC

**Annex 3 – Pictures**









## Annex 4 – Questionnaire

### EVALUATION QUESTIONNAIRE

The Mediterranean sub-regional workshop on the use of RETOS™

Valletta, Malta, 24-26 April 2019

#### Arrangements prior to the activity

- 1) Was the invitation received in good time? Yes  No
- 2) Did you receive the information listed below about the event before your participation
- on its objective and scope Yes  No
  - subject areas and programme Yes  No
- 3) Were the instructions on the following clear and easy to understand?
- profile required of participant Yes  No
  - completion and submission of the nomination form Yes  No
- 4) Did you receive logistical information on
- venue Yes  No
  - travel arrangements Yes  No  N/A
  - DSA payments Yes  No  N/A
  - accommodation Yes  No  N/A
- 5) If you were given any pre-event assignment, was it useful? Yes  No  N/A

#### During the activity

- 6) To cover the topics fully, was the event (*please check the appropriate box*)  
 (1) too long  (2) just right  (3) too short
- 7) How do you rate the event with regard to the following? (*tick one box in each case*)
- |            | excellent                | good                     | satisfactory             | poor                     |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Venue      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 8) How do you rate the following aspects of the materials? (*tick one box in each case*)
- |                   | excellent                | good                     | satisfactory             | poor                     |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Presentation      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clarity           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Technical content | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensiveness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quantity          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9) How would you rate the following aspects of the presentations? *(tick one box in each case)*

	excellent	good	satisfactory	poor
Design and structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10) How would you rate the use of the following? *(tick one box in each case)*

	excellent	good	satisfactory	poor	
Course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IMO reference materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other resource materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group and practical activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
Field trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>

### At the end of the activity

11) Please rate each lecturer with regard to the following *(check one box in each case)*

Name of lecturer	excellent	good	satisfactory	poor
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.1 **Dr Elliott Taylor**

content of lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delivery of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to transfer knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
effectiveness in:				
• answering questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• suggesting solutions to issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of lecturer	excellent	good	satisfactory	poor
------------------	-----------	------	--------------	------

.2 **Ms Anne Reglain**

content of lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delivery of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to transfer knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
effectiveness in:				
• answering questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• suggesting solutions to issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of lecturer	excellent	good	satisfactory	poor
------------------	-----------	------	--------------	------

.3 **Mr Hugo Nijkamp**

content of lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
delivery of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to transfer knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

effectiveness in:

- answering questions
- suggesting solutions to issues

12) What topics were of most interest and relevance to you?

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13) Are there any topics which should be added? Yes  No   
If yes, please list them:

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14) Do you consider that the objective of the event was met? Yes  No

15) Are you likely to use the information you gained on the course when you return to work? Yes  No

16) Will you have the opportunity to transfer the knowledge gained to your colleagues at work? Yes  No

Comments:

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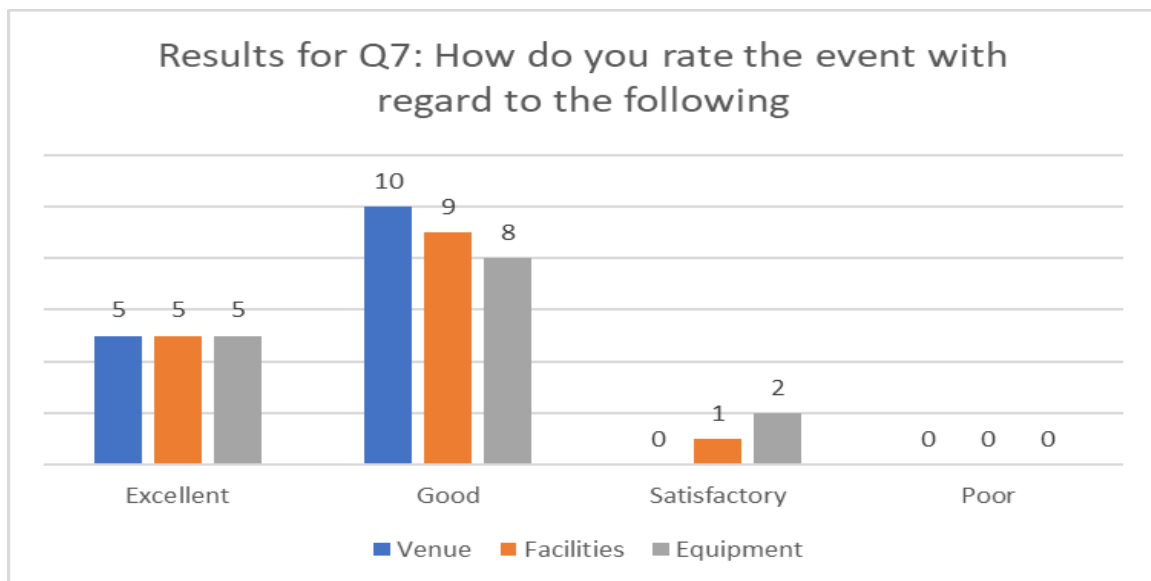
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We greatly appreciate your time in completing this evaluation questionnaire. It contains important information that will assist West MOPoCo team in determining the success and impact of the activity. Thank you.

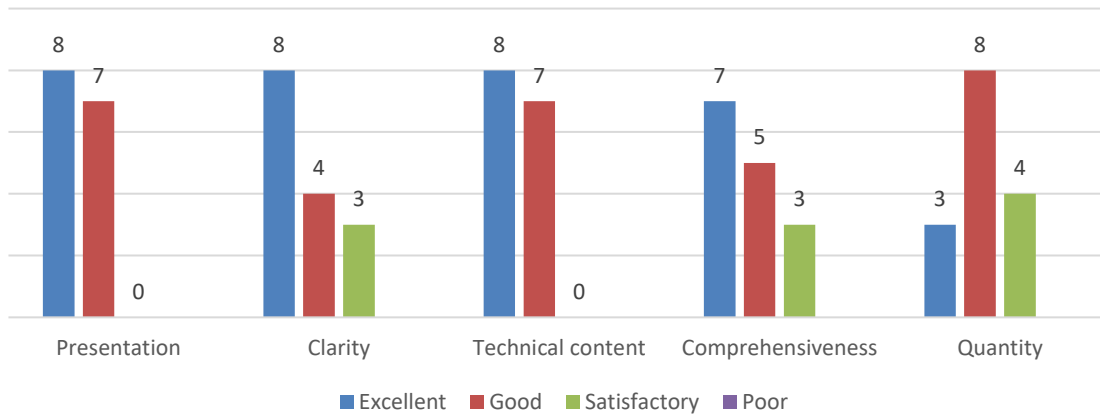
## Annex 5 – Results of the workshop evaluation

At the end of the workshop, participants were asked to complete an evaluation questionnaire (a copy of which is in Annex 6). A total of 15 forms were returned, representing 83% of the participants. Below are the results obtained from the questionnaires. Questions 1-5 covered arrangements prior to the course. Only two out of 15 participants felt that the invitation was not received in time, and only one participant did not receive information about the objective and scope of the event. 12 out of 15 participants indicated that they found the instructions on the required profile of the participant or the completion and submission of the nomination form clear and easy to understand. All participants said that they received information regarding travel arrangements and only one participant said that he/she did not receive logistical information on the venue. Six said they did not receive information regarding the information on DSA payments and did not receive information on accommodation arrangements. In response to question 6 ‘was the event too long, too short or, just right?’, 73% of delegates felt the course was just right with 27% feeling it was too short.

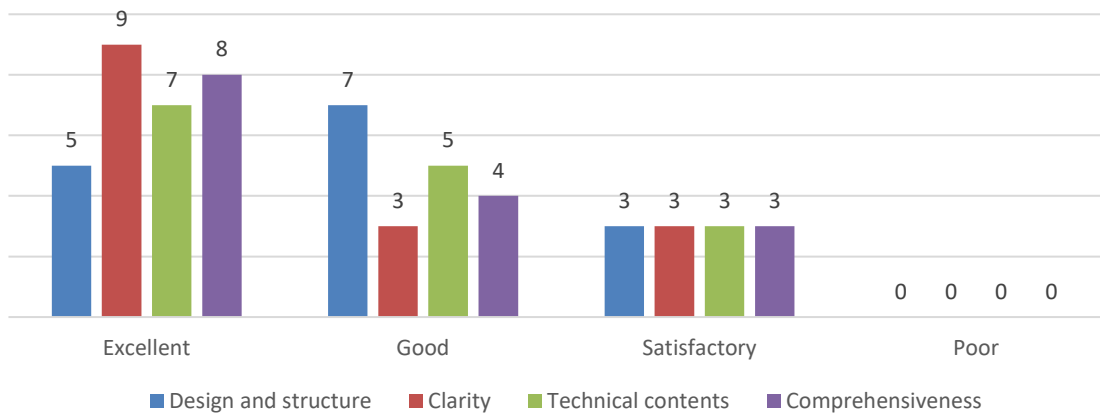
The bar charts below show the results for questions 7-11.



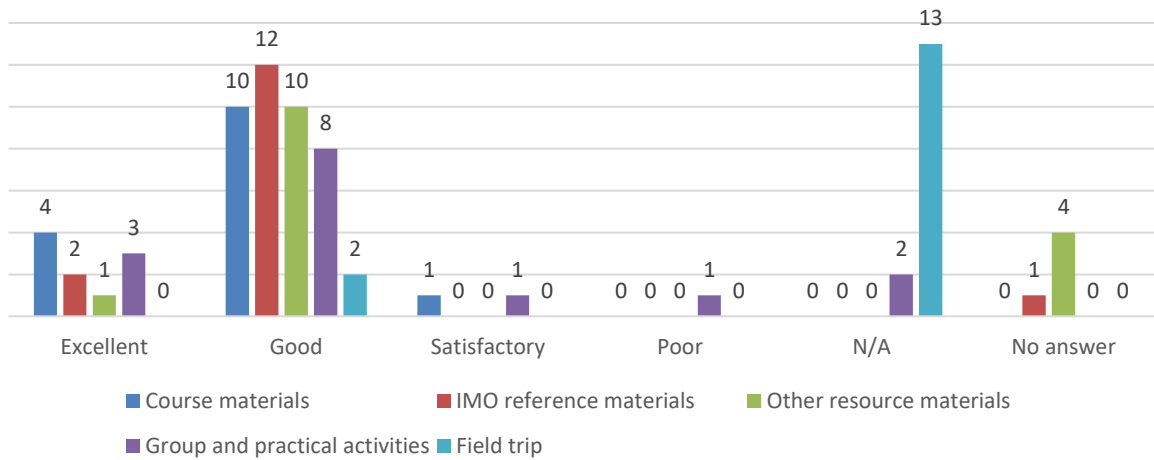
### Results for Q8: How do you rate the following aspects of the materials?



### Results for Q9: How would you rate the following aspects of the presentations?



### Results Q10: How would you rate the use of the following?

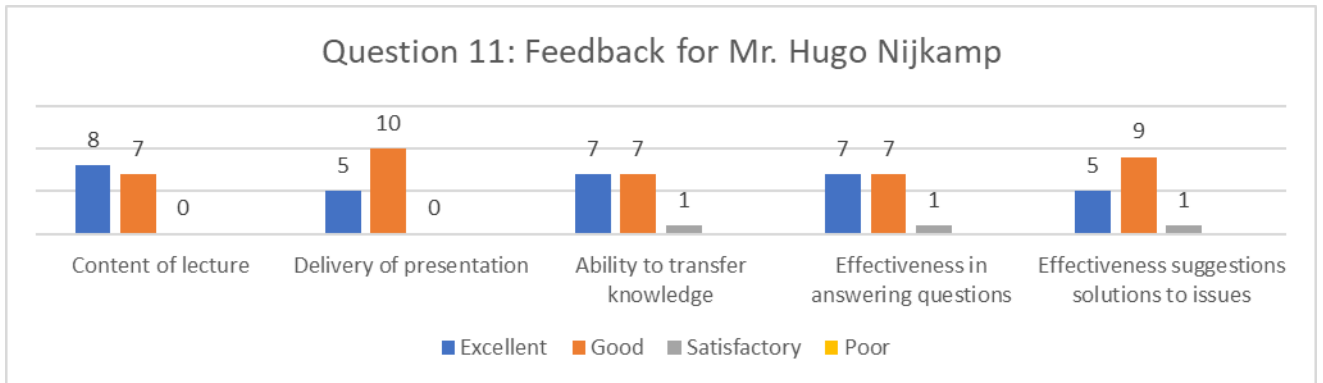


### Question 11: Feedback for Dr. Elliott Taylor







### Question 11: Feedback for Ms. Anne Reglain






When asked which topics were of most interest and relevance (question 12) the most common topics mentioned were the use of RETOS™ manual, more seminars on the use of RETOS™ and RETOS™ application. In terms of what topics should be added (question 13) only very specific points were raised such as more focus on HNS pollution and risk analysis (implementation). In reply to question 14 ‘do you consider that the objective of the event was met?’, all the participants replied “yes”. Two of the 15 participants felt that they are not likely to use the information gained on their return to work or transfer the knowledge gained to other colleagues (questions 15 and 16).

**Annex 6 – Workshop Certificate**



## CERTIFICATE

No.

This is to certify that

X

has attended

**THE MEDITERRANEAN SUB-REGIONAL WORKSHOP ON THE USE OF  
THE READINESS EVALUATION TOOL FOR OIL SPILLS - RETOS™**

**Valletta, Malta**

**24 – 26 April 2019**

*Organised within the framework of the*

**WESTERN MEDITERRANEAN REGION MARINE OIL & HNS POLLUTION  
COOPERATION - (WEST MOPOCO PROJECT)**

*Co-financed by*

**THE EUROPEAN UNION CIVIL PROTECTION MECHANISM OF  
DG ECHO-EUROPEAN COMMISSION**












*Organized by*

**REGIONAL MARINE POLLUTION EMERGENCY RESPONSE CENTRE  
FOR THE MEDITERRANEAN SEA (REMPEC)**

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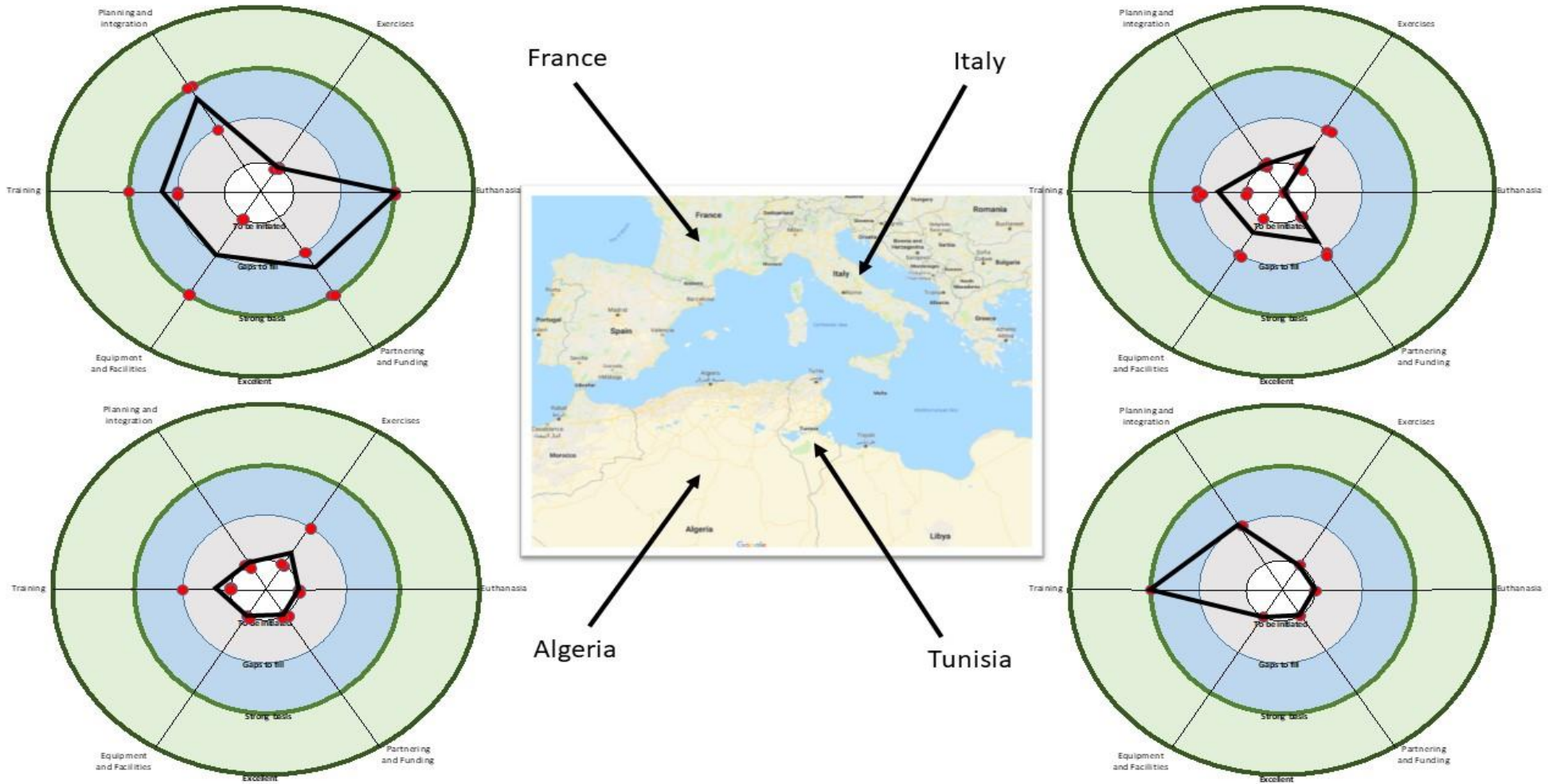
*Mr Gabino Gonzalez*

*Head of Office of REMPEC*

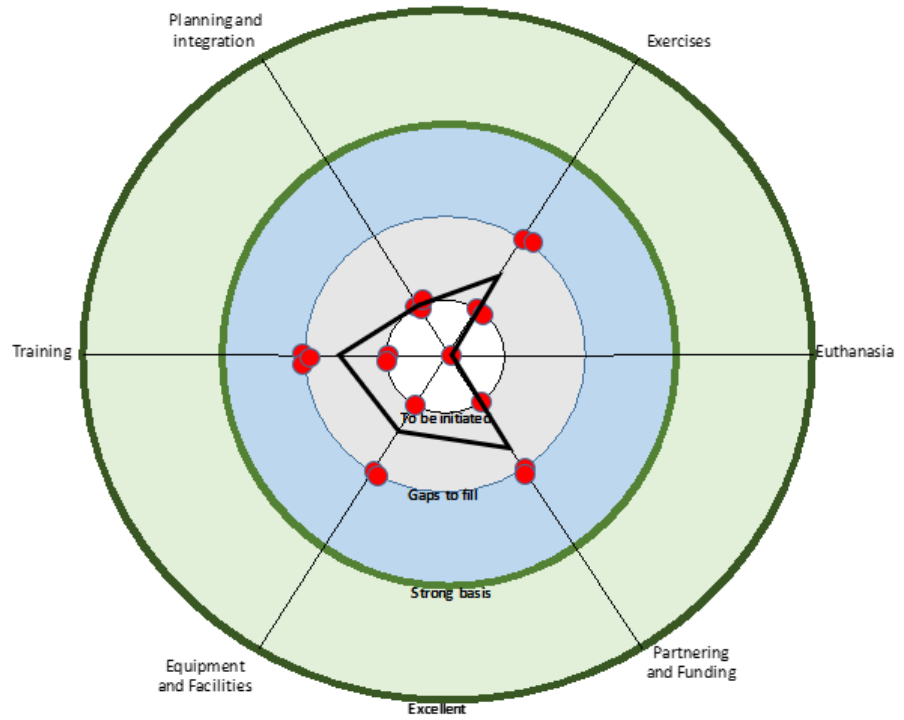














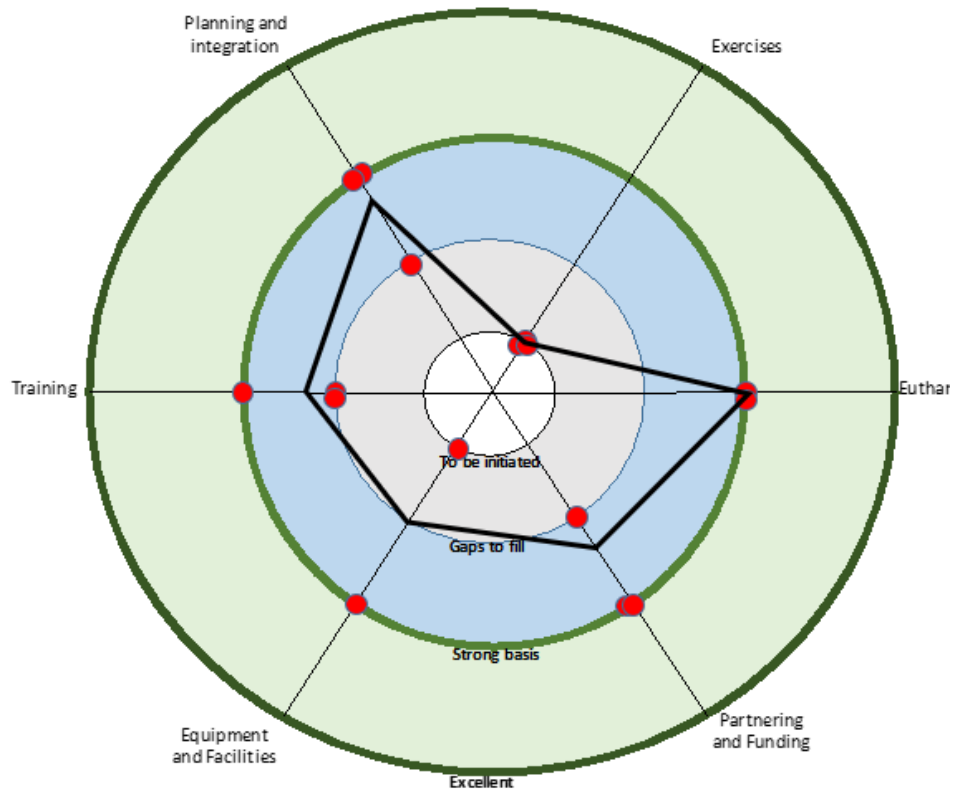
**Annex 7– Oiled wildlife response capability - Self assessment tool**



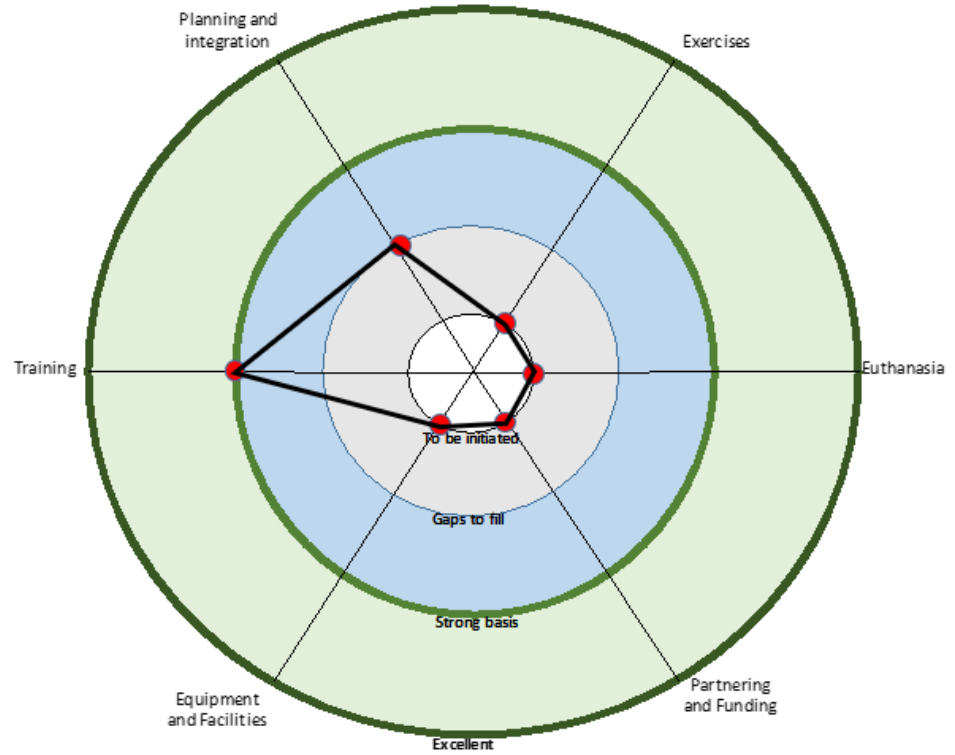
Italy



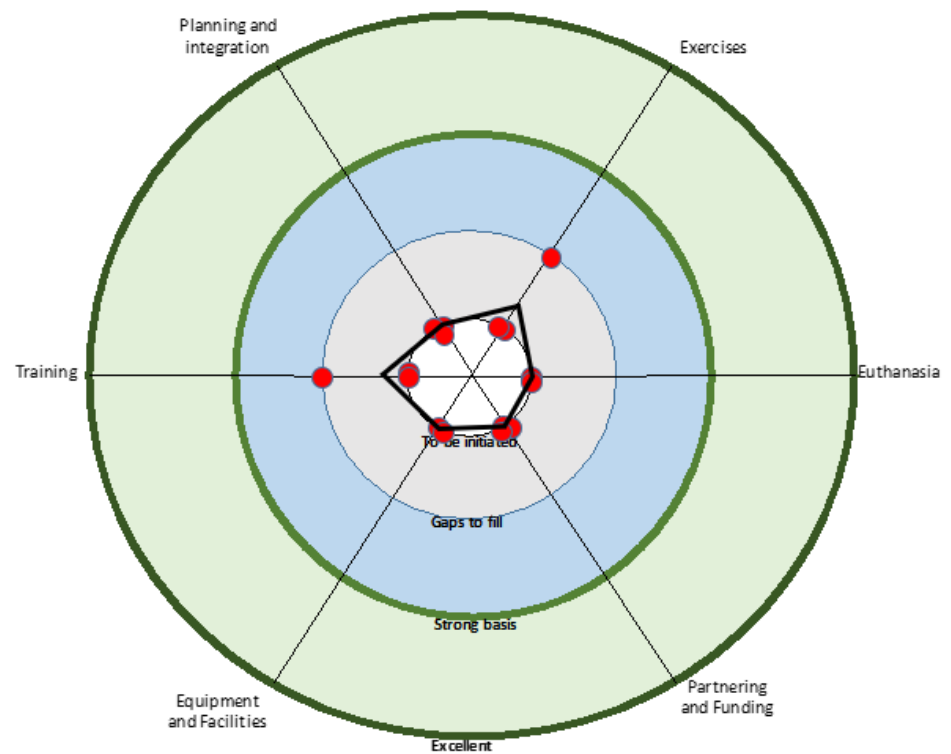
France



Tunisia



Algeria



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