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## **VOS Quick Reference Guide - Port Meteorological Officers**

The purpose of this "Quick Reference Guide" is to:

- 1. Help newly appointed personnel become familiar with the functions of a PMO;
- 2. Reacquaint experienced personnel with these functions; and
- 3. Promote the resources available to fulfil these functions.



**Note:** This guide is presented in point form and should be used in conjunction with the Quick Reference Guide for VOS Program Managers, as the separation of responsibilities and tasks expressed here might not be representative of all countries. The two guides when combined should cover the basic requirements of operating and maintaining a national **VOS** Program. Many of the functions of the **PMO** described in this guide are summarised in the VOS Work Flow Diagram.

## » Monitor Ship Movements

- Monitor Ship Movements
- Recruitment Preliminaries
- Recruitment Visit
- Post Recruitment Monitoring
- Routine VOF Monitoring
- Routine Inspection Visits
- Encouragement & Rewards
- De-recruitment
- Communication & Liaison
- International Support
- Supplementary Programs