

## ROLE: Stage responsible - Home based

A home-based Stage Responsible (SR-H) is needed when a voyage is in progress abroad. The SR-H will coordinate actions relevant to do in Norway from a home office - all in close dialogue with the Stage Responsible based on the ship (SR-S)

### Responsibilities

SR-H is responsible for having frequent contact with the SR-S to coordinate actions required to succeed the planned stages on the voyage. Actions to be handled by SR-H could be:

- Inform future crew members of where/when to meet up for the exchange of crew
- Make sure that all papers are in order for all new crew members, like passport, health information formula, travel insurance etc.
- Initiate more complex voyage re-planning actions, by calling the voyage planning group to action
- Information to relatives in case of crew member sickness or alike
- Contact with insurance companies in case of damage, injuries etc on ship or crew members
- Find replacement crew members if needed
- etc.

### Requirements and skills to fulfil the role

The following requirements define the role:

- Be accessible for the SR-S 24/7 in case of immediate need for help
- Be able to make decisions on actions to take, relevant to the matter at hand
- Keep calm when chaos emerge
- Skilled PC user within search for information, finding contact info, writing mail, writing short and precise reports of situation/actions made

It is recommended SR-H on the current stage will be SR-S on the following stage of the voyage. In this case the SR-S will be well prepared and informed about the status of the ship, crew and voyage.

### Expected deliverables

As a minimum the SR-H should create and update a log of activities/actions done. This includes records of contact between the SR-H and SR-S.

If actions have been made a short report has to be produced and sent to relevant parties.

## Organizational setups

See illustration below.

SR-H is in direct relation to the Stage Responsible on the ship (SR-S) and if needed SR-H can contact both a dedicated board member of the Oseberg Viking Heritage Foundation, the Planning group or a dedicated member of the Safety Council, all dependent on the matter at hand.

## Organization when on the voyage

