

**Reference No**

054/423

**Duration**

5 Days

**Location**Maritime  
Warfare  
School, HMS  
COLLINGWOOD**IELTS**

6.5

**Frequency**Two courses  
per year

# MARITIME TRADE ORGANISATION (MTO) DESK OFFICER

**AIM OF COURSE**

For students to obtain the necessary knowledge, skills and attitude to act as a member of a MTO Element, carrying out duties and tasks required of a Desk Officer (DO) (including OiC Deployed Element, DO (and afloat), Shipping Coordinator, Liaison Officer(LO), Allied Worldwide Navigational Information System (AWNIS) DO, AWNIS LO, NSC DO).

**OUTLINE SYLLABUS**

By the end of the training package students will be able to:

- ◆ Describe the MTO, NCAGS and AWNIS effects
- ◆ Describe the duties and tasks required of a Desk Officer
- ◆ Identify the key MTO publications
- ◆ Manage the information cycle
- ◆ Manage the incident management cycle
- ◆ Manage media Standard Operation Procedures (SOPs)
- ◆ Describe law of the sea basics
- ◆ Conduct threat evaluation
- ◆ Conduct MTO planning for operations
- ◆ Participate in a practical scenario

**ENTRY STANDARDS**

- ◆ Suitable for junior officers new to MTO