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On-the-job Training for Development of IFRDMD Website
18 – 22 December 2017, IFRDMD, Palembang, Indonesia

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BACKGROUND

1. Referring to the 18th Information Staff Program (ISP), IFRDMD has expressed their view to the meeting that IFRDMD is now developing their departmental website. As the newest department in SEAFDEC, the harmonization and improvement of the website are particularly essential. The experiences of other departments can mobilize to support IFRDMD developing the website. In this connection, IFRDMD requests for the arrangement of on-the-job training for development of IFRDMD website.

TRAINING AND ACTIVITIES

DAY 1 (18 December 2017)

2. The workshop starts with the introduction of participants from IFRDMD, AQD (Mr. Julius and Mr. Ronilo), MFRDMD (Ms. Norharm), TD (Ms. Namfon) and Secretariat (Mr. Satana and Ms. Mizuki). The first agenda of the workshop is the presentation of current status of IT facilities of each department (Secretariat, TD, IFRDMD and MFRDMD respectively). To summarize the IT facilities of the department, the facilities can be grouped into 2 groups which are department with hosted their own servers (AQD and IFRDMD) and department with rental servers (Secretariat, TD and MFRDMD).

3. The discussions have been made during the presentations about the advantages and disadvantages between hosting own servers and rental servers. Moreover, internet security has also been discussed. Since Secretariat’s internet firewall is managed by the ISP (Internet Service Provider), AQD staff suggests that the configuration for firewall might be not flexible. For example, AQD firewall can manage to block or unblock specific ip address to access to specific website while secretariat may not able to manage the firewall configuration by themselves.

4. The last agenda of the first day of workshop is the presentation of the using of CMS (content management system) developing the website on the collaborative way by AQD staff. The presentation gives the knowledge of CMS, the pros and cons and also the way to increasing the visibility of SEAFDEC website by using SEO.
DAY 2 (19 December 2017)

5. The second day of the workshop continues with agenda on the presentation of the domain register, the web hosting, the IP and subnet mask and the understanding of virtualization by AQD staff (Mr. Julius). The presentation gives the knowledge of virtual private server. The advantage of virtual server is the number of servers which you can have as many as you want on one physical device. Meaning that it’s possible to have virtual server as many as you need on your one physical server. Moreover, this virtual program will help to manage all the servers on your workstation.

6. Another agenda is the practice of the installation of virtual server software, the installation of window server and other web platform such as php and MySQL Database including their configurations for SEAFDEC website.

7. Continue with the last agenda for the second day, the workshop practices to install wordpress software which will be used as cms for develop IFRDMD website.

DAY 3 (20 December 2017)

8. The third day continues with the development of IFRDMD website by using wordpress. Instructions by AQD staff, all participants learn and practice by using wordpress as a cms program to develop their websites. There is also the customization of web theme, creating a new post or a new page, new menu items, insert of photos and make specific page as home page.

DAY 4 (21 December 2017)

9. The workshop continues with the refinement of IFRDMD website. There is also another agenda discussed during the workshop about the harmonization of SEAFDEC websites.

10. For the harmonization during the workshop, the conclusions are made as follow:

- SEAFDEC Logo will be use only 2 colors (white color for dark color background and blue color for light background)
- The name of department will follow the logo, using formal fonts (no hand writing font). The first line will display the short name of each department. For example, SEAFDEC/AQD. Full name of department will be displayed in the second line. For example, Aquaculture Department and Training Department
• Main slider should have the introduction of SEAFDEC departments (similar to TD website)
• For the main menu, departments agree to use top menu position for website main menu
• For the main menu items, the order of the menu will arrange from Home, About SEAFDEC/XXX, Staff Directory (if has enough space, if not this menu can be placed as sub-menu under about menu). Follow Staff Directory will be Departments’ programs or activities related to department’s mandate menu. For contact us menu the workshop agree to put on the website as the last menu
• For link to department websites the meeting agree to place at side bar of the website with full department name
• Events menu change the name from Event to Calendar
• In the future publication menu will link to department repository website
• For the favicon, the meeting agree to use favicon of TD website

DAY 5 (22 December 2017)

11. The last day of the workshop continues with the discussion on the draft of harmonize website. This draft gives the workshop some ideas on the appearance of the harmonized website. Moreover, in order to facilitate further discussion among IT staff, a group e-mail will be created by Secretariat.

12. AQD also will set up a demo server for SEAFDEC departments IT staff which can customize a share harmonized wordpress website.

13. IFRDMD website is still on the process of its customization and inserts the information. IFRDMD inform that they will upload their new website as soon as possible when the website is ready. For the last agenda of workshop is the closing remark by Chief of IFRDMD.

SUGGESTIONS AND RECOMMENDATIONS

14. Since the improvement and harmonization of SEAFDEC department websites are essential in order to increasing the visibility of SEAFDEC. Department IT staff will create a group e-mail to facilitate further collaboration on IT matters.