ANNOTATED AGENDA

Registration

Registration of the Workshop is arranged in front of the Meeting room. Documents are provided upon registration.

1. Opening of the Workshop

1.1 Opening Remarks by the Secretary-General

The Secretary-General of SEAFDEC welcomes participants to the Inter-Departmental Information Workshop and then delivers his remarks and declares the Workshop open.

2. Background and Objectives of the Workshop

The Secretariat provides background and introduction to the Workshop focusing on the objectives, agenda and arrangements, and expected outputs from the Meeting.

Documents
INF01 Information Note for Participants
INF02 Prospectus
INF03 List of Documents
WP01 Agenda
WP01a Annotated Agenda
WP01b Agenda and Timetable
REF01 Information Strategies for Enhancing SEAFDEC Visibility and Communication
REF02 Report of the 18th Information Staff Program Meeting

3. Indicators for Monitoring the Implementation of the Information Strategies for Enhancing SEAFDEC Visibility and Communication

The Secretariat, based on the recommendations of the 18th Information Staff Program Meeting, presents the updated template for monitoring of the implementation of Information Strategies for Enhancing SEAFDEC Visibility and Communication. The Meeting is requested to provide comments on appropriate indicator and available corresponding data in order to improve future monitoring of the implementation of the Information Strategies.

Document
WP02 Template for Monitoring of the Implementation of Information Strategies

4. Notes for Editing SEAFDEC Documents

The Secretariat introduces the initial revision of the Notes for Editing SEAFDEC Documents, which was undertaken in line with recommendations of the 18th ISP Meeting. The Workshop is requested to take note, and provide comments for updating the document in order to serve as reference guide in the future. The Workshop is also requested to suggest on how to enhance the use of this document in the future.

Documents
WP03 Notes of Editing SEAFDEC Documents
5. **Harmonizing of SEAFDEC Websites**

The Secretariat presents the results of the On-the-job Training on Website Improvement conducted by SEAFDEC Secretariat in December 2017, particularly on harmonization of SEAFDEC Departmental websites, and the progress that have been undertaken so far. The Workshop is requested to provide further comments in order to harmonize SEAFDEC websites, and suggest on how to improve the respective Departmental websites to attract more visitors and enhance SEAFDEC visibility in the future.

Documents
WP04 Harmonization of SEAFDEC Websites
REF03 Report of On-the-job Training on Website Improvement

6. **Other Matters**

The Departments wish to inform the Workshop on other matters in enhancing SEAFDEC activities and visibility.

7. **Conclusion and Recommendations**

The Workshop is requested to consider the conclusion and recommendations as summarized in the report of the SEAFDEC Inter-Departmental Information Workshop.

8. **Closing of the Workshop**

The SEAFDEC Secretary-General expresses his view on the conduct and results of the Workshop and declares the Workshop closed.