PROVISIONAL PROSPECTUS

I. BACKGROUND AND RATIONALE

Since its establishment in 1967, SEAFDEC has been implementing fisheries-related programs/projects covering the aspects of research, training and information. To harmonize the information-related activities undertaken by the SEAFDEC Secretariat and Departments in dissemination of the results from their respective activities and enhancing the visibility of SEAFDEC, the Information Staff Exchange Program (ISEP) Meeting was regularly organized with the participation of information-related officers from the Secretariat and all Departments. It should be noted that during the 13th ISEP Meeting, the program was renamed as the Information Staff Program.

In order to harmonize the information-related initiatives of SEAFDEC toward its organizational goal, the “Information Strategies for Enhancing SEAFDEC Visibility and Communication” was developed during the Sixth ISEP Meeting in 2005, and was endorsed by the SEAFDEC Council during its 38th Meeting in 2006. At the subsequent Seventh ISEP in 2006, the Information Strategies was revised to incorporate Key Performance Indicators (KPI) and the revised Information Strategies were endorsed during the 39th Meeting of SEAFDEC Council in 2007. The Information Strategies were subsequently re-categorized to facilitate better monitoring and reporting of the progress of implementation of the information-related activities and of the visibility of SEAFDEC.

Since 2007, the SEAFDEC Secretariat and Departments have been using the Information Strategies as a guide in formulating and implementing SEAFDEC information-related activities. The KPIs were also used for monitoring the progress in the implementation of the Information Strategies, although some modifications have occasionally been made based on the suggestions during subsequent ISP meetings. Nevertheless, the 18th Information Staff Program Meeting (18th ISP) held on 10-12 October 2017 expressed the view that although the existing Information Strategies are still valid, the checklist (KPIs) should be reviewed for better monitoring of the progress in the implementation of the Information Strategies. In addition, the 18th ISP also expressed the need to review and update the Notes for Editing SEAFDEC Documents developed since 1989, considering that some of the standards suggested in the Notes may no longer be practical.

An Inter-Departmental Information Workshop was therefore organized on 24-26 April 2018, Bangkok, Thailand to follow-up on these recommendations. The Workshop specifically came up with the revised Template for Monitoring the Implementation Strategies for Enhancing SEAFDEC Visibility and Communication for gathering inputs on the progress of activities in 2018, which would be reported during the 19th ISP Meeting in 2018; and well as the draft revision of the “Notes for Editing SEAFDEC Documents.” In addition, the Workshop also made further suggestion on the need to develop a “SEAFDEC Brand Book” to describe on the manner how SEAFDEC should be publicized in order to preserve the identity of SEAFDEC.

The 19th Information Staff Program (ISP) Meeting is therefore proposed to facilitate monitoring of the progress and achievements in the implementation of information activities in 2018, and provide feedback the difficulties in providing the corresponding inputs based on the revised template, as well as discuss future activities/initiatives to enhance the visibility of the Center. Furthermore, the on-going development of “Institutional Repositories” by SEAFDEC Secretariat...
and Departments, the draft revision of the “Notes for Editing SEAFDEC Documents,” as well as draft “SEAFDEC Brand Book” would also be discussed.

It should also be noted that the results from this 19th ISP Meeting, particularly those that needs policy support from SEAFDEC organization as a whole would be further submitted to the SEAFDEC Department Chiefs’ Meeting, in 2018 for consideration and further directives.

II. OBJECTIVES

The objectives of the 19th Information Staff Program Meeting are:
1. To review the progress in the implementation of Information Strategies for Enhancing SEAFDEC Visibility and Communication in 2018;
2. To provide platform for discussion on future activities/initiatives to enhance the SEAFDEC information activities and visibility; and
3. To report the progress and discuss further on the recent information-related initiatives, e.g. the Institutional Repository, the Revised Notes for Editing SEAFDEC Documents, and the SEAFDEC Brand book.

III. DATE AND VENUE

The 19th Meeting of the Information Staff Program will be organized on 9-11 October 2018 in Chonburi Province, Thailand. The Meeting will be hosted by SEAFDEC/TD.

IV. EXPECTED PARTICIPANTS

It is expected that the participants of the Meeting will comprise representatives from:

- **Secretariat:** SG, DSG, senior officials, and information-related officers;
- **MFRD, AQD, MFRDM and IFRDMD:** 2 persons from each Department, which include officers responsible for preparation of information materials, website/database, and institutional repository;
- **TD:** 4 persons, which include Chief (or representative), officer responsible for preparation of information materials, plus supporting staff.

V. PROVISIONAL AGENDA

**Agenda 1.** Opening of the Meeting
1.1 Opening Remarks by the Secretary-General

**Agenda 2.** Background and Objectives of the Meeting

**Agenda 3.** Review of Progress and Achievements in the Implementation of the Information Strategies for Enhancing SEAFDEC Visibility and Communication in 2018

**Agenda 4.** Preparation and Enhancement of SEAFDEC Information Tools/Activities in 2019
4.1 SEAFDEC Regular Information Materials
4.2 SEAFDEC Annual Report 2018
4.3 SEAFDEC Calendar 2020
4.4 New Year Card 2019
4.5 SEAFDEC Newsletter
4.6 SEAFDEC Special Publication
4.7 SEAFDEC Websites (Secretariat & Departments)
4.8 Others

**Agenda 5.** Other Initiatives in Enhancing SEAFDEC Activities and Visibility

5.1 Development of Institutional Repositories (Secretariat, TD, MFRDMD & IFRDMD)
5.2 Monitoring Citation of Publications
5.3 Notes for Editing SEAFDEC Documents
5.4 SEAFDEC Brandbook
5.5 Others
   - QR Code for SEAFDEC Publication

**Agenda 6.** Hosting Arrangements for the 20th ISP Meeting

**Agenda 7.** Conclusion and Recommendations

**Agenda 8.** Closing of the Meeting by the Deputy Secretary-General