ANOTATED AGENDA

Registration

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

1. Opening of the Meeting

1.1 Opening Remarks by the Secretary-General

The Chief of the SEAFDEC/Training Department (TD) and SEAFDEC Secretary-General welcomes participants to the 19th Meeting of the SEAFDEC Information Staff Program (ISP) Meeting and declares the Meeting open.

2. Background and Objectives of the Meeting

The Secretariat provides background and introduction to the 19th ISP Meeting focusing on the overall policy framework of SEAFDEC information activities, as well as the objectives, agenda and arrangements, and expected outputs from the Meeting.

Documents

INF01 Information Note for Participants
INF02 Provisional 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
REF03 Report of the 50th Meeting of SEAFDEC Council


The Secretariat, based on inputs from all Departments, presents the overall review of progress and achievements in the implementation of the Information Strategies for Enhancing SEAFDEC Visibility and Communication during the year 2018 (covering January-September 2018). The Meeting is requested to take note of the progress, and provide additional inputs (if any) and recommendations for improving the future activities in enhancing SEAFDEC visibility and communication.

Document

WP02 Implementation of SEAFDEC Information Activities and the Information Strategies for Enhancing SEAFDEC Visibility and Communication in the Year 2018

4. Preparation and Enhancement of SEAFDEC Information Tools/Activities in 2019

4.1 Overview of SEAFDEC Regular Information Materials

The Secretariat informs the Meeting on the regular information materials produced by the Secretariat, particularly the required supports and inputs from Department in 2019. The Meeting is requested to
take note, express the difficulties faced in preparation of inputs, and suggest way and means to improve future production of materials to enhance dissemination of information from SEAFDEC activities to wide audience. Departments are also requested to provide inputs accordingly, and confirm on the contact persons for production of different materials.

4.2 SEAFDEC Annual Report 2018

The Secretariat informs the new structure of the SEAFDEC Annual Report 2018, which would follow the structure of the Resolution on the Future of SEAFDEC Toward 2030 as directed by the SEAFDEC Council at its 50th Meeting. The Secretariat also informs the required inputs from all Departments, and the indicative workplan for preparation of the Annual Report. The Meeting is requested to provide comments and confirmation on provision of inputs.

4.3 SEAFDEC Calendar 2020

Departments are requested to provide views on the themes and contents to facilitate the preparation of SEAFDEC Calendar 2020 (to be prepared in 2019).

4.4 New Year Card 2019

TD proposes the design of New Year Card 2019 for consideration by the Meeting.

4.5 SEAFDEC Newsletter

Secretariat presents the overview information on SEAFDEC Newsletter and issues faced in preparation of the publication. The Meeting is requested to share views in order that the newsletter could be improved to better reflect SEAFDEC activities in the future.

4.6 SEAFDEC Special Publication “Fish for the People”

The Secretariat presents the overview information on the SEAFDEC Special Publication “Fish for the People” including the proposed themes of the publication in 2019. The Meeting is requested to provide further suggestion on the proposed themes. Departments are also requested to provide their respective inputs accordingly.

4.7 SEAFDEC Websites

The Secretariat and Departments present the current structure and content of their respective websites, including detailed analysis of the website, as well as other web-based tools, as well as the harmonization of SEAFDEC website as agreed at the Inter-Departmental Information Workshop in 2018 aiming to promote the visibility of the Center. The Meeting is requested to provide comments in order that the website could be improved to disseminate better information and attract more visitors in the future.

- SEAFDEC
- TD
- MFRD
- AQD
- MFRDMD
- IFRDMD

4.8 Others

Departments may wish to inform the Meeting on the plan for preparation of other Information Tools/Activities in 2019.
5. Other Initiatives in Enhancing SEAFDEC Activities and Visibility

The Meeting is informed of the other initiatives that aim to enhance SEAFDEC information activities and visibility and require collaborative efforts among Departments as follows:

5.1 Development of Institutional Repositories

The Secretariat and Departments update on the progress made in preparation of the Institutional Repositories Database, including structure and content, as well as the difficulties in the development of their respective Institutional Repositories aiming to improve access to SEAFDEC technical/scientific articles and publication. The Meeting is requested to provide comments in order that the institutional repositories could be improved to better information in the future.

- SEAFDEC
- TD
- AQD
- MFRDMD
- IFRDMD

5.2 Monitoring Citation of Publications

The Secretariat in collaboration with AQD presents on how to monitor citation of publications, the Meeting is requested to provide comments and suggestions in order that to improve the way to monitoring citation of SEAFDEC publication in the future.

5.3 Notes for Editing SEAFDEC Documents

The Secretariat presents the final draft of Notes for Editing SEAFDEC Documents as agreed at the Inter-Departmental Information Workshop in 2018. The Meeting is requested to take note of, provide further comments (if any), and confirm the final draft of the Notes for Editing SEAFDEC Documents for submission to the forth coming DCM.

5.4 SEAFDEC Brand Book

As suggested during the Inter-Departmental Information Workshop in 2018 on development of the “SEAFDEC Brand Book” to serve as written reference that would describe the manner on how SEAFDEC should be publicized in order to preserve its identity, the Secretariat presents the draft of SEAFDEC Brand Book. The Meeting is requested to consider and provide comments for improvement of the document. This initiative would be reported to the forthcoming DCM for further discussion and guidance.

5.5 Others

Departments may wish to inform the Meeting on initiative in enhancing SEAFDEC activities and visibility.

- QR Code for SEAFDEC Publications
6. **Hosting Arrangements for the 20\textsuperscript{th} ISP Meeting**

The Department that wish to host the 20\textsuperscript{th} Meeting of the SEAFDEC Information Staff Program Meeting is invited to inform the Meeting on its intention and hosting arrangements.

7. **Conclusion and Recommendations**

The Meeting is requested to consider the conclusion and recommendations as summarized in the report of the 19\textsuperscript{th} ISP Meeting.

8. **Closing of the Meeting**

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