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 developed in 2006 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. In particular during the Inter-Departmental Information Workshop held in early 2018, the KPIs were modified to accommodate the recent changes of information platform, particularly the increase in distribution of electronic information, and these has been used for monitoring of the Information Strategies in 2018 and onwards. In addition to the monitoring of the Information Strategies, other initiatives related to enhancing SEAFDEC visibility have also been raised for discussion during the ISP meeting, e.g. the “Notes for Editing SEAFDEC Documents” and the “SEAFDEC Standards for Official Documents and Stationeries,” which were developed through ISP forum and subsequently approved by the SEAFDEC Department Chiefs’ Meeting in 2018.

The 20th Information Staff Program (ISP) Meeting is therefore proposed to facilitate monitoring of the progress and achievements in the implementation of information activities in 2019, 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 monitoring of SEAFDEC Gender Strategy would also be discussed.

It should also be noted that the results from this 20th 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 2019 for consideration and further directives.
II. OBJECTIVES

The objectives of the 20th Information Staff Program Meeting are:

1. To review the progress in the implementation of Information Strategies for Enhancing SEAFDEC Visibility and Communication in 2019;
2. To provide platform for discussion on future activities/initiatives to enhance the SEAFDEC information activities and visibility; and
3. To discuss on other initiatives relevant to enhancing SEAFDEC visibility, e.g. incorporating monitoring of SEAFDEC Gender Strategy under the ISP platform, moving towards e-publications, etc.

III. DATE AND VENUE

The 20th Meeting of the Information Staff Program will be organized on 15-17 October 2019 in Puerto Princesa, the Philippines. The Meeting will be hosted by SEAFDEC/AQD.

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;
- **TD, MFRD, MFRMD and IFRMD:** 2 persons from each Department, which include officers responsible for preparation of information materials, website/database, and institutional repository;
- **AQD:** 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 Welcome Remarks by Chief of AQD
1.2 Opening Remarks by the Secretary-General

Agenda 2. Background and Objectives of the Meeting


Agenda 4. Preparation and Enhancement of SEAFDEC Information Tools/Activities in 2020

4.1 SEAFDEC Regular Information Materials
4.2 SEAFDEC Annual Report 2019
4.3 SEAFDEC Special Publication (Fish for the People)
4.4 SEAFDEC Calendar 2021
4.5 New Year Card 2020
4.6 SEAFDEC Websites (Secretariat & Departments)
4.7 SEAFDEC Repositories (Secretariat & Departments)
4.8 Others (*To be suggested by Departments*)

Agenda 5. Other Initiatives in Enhancing SEAFDEC Activities and Visibility

5.1 Integrating Gender in Monitoring of SEAFDEC Information Strategy
5.2 Moving Towards E-Publication
5.3 Enhancing the Use of Social Media for SEAFDEC Visibility
5.5 Others (*To be suggested by Departments*)
Agenda 6.  Other Matters
   6.1 Promoting the Use of Note for Editing SEAFDEC Documents

Agenda 7.  Hosting Arrangements for the 21st ISP Meeting

Agenda 8.  Conclusion and Recommendations

Agenda 9.  Closing Remarks by the Deputy Secretary-General