Twentieth Meeting of SEAFDEC Information Staff Program
Puerto Princesa, the Philippines
15-17 October 2019

ANNOTATED AGENDA

Registration

Registration of the Meeting is arranged in front of the Meeting room. In order to follow the Rules for Paperless SEAFDEC Meetings adopted by the Council in 2019, the Meeting Documents will be made available in the URL: http://www.seafdec.org/20isp/.

1. Opening of the Meeting

1.1 Welcome Remarks by the Chief of SEAFDEC/AQD
1.2 Opening Remarks by the Secretary-General

The Chief of the SEAFDEC Aquaculture Department (AQD) welcomes participants to the 20th Meeting of the SEAFDEC Information Staff Program (ISP) Meeting, and SEAFDEC Secretary-General subsequently declares the Meeting open.

2. Background and Objectives of the Meeting

The Secretariat provides background and introduction to the 20th 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 Notes 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 19th Information Staff Program Meeting
REF03 Report of the 51st 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 2019 (covering January-September 2019). 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 2019
4. Preparation and Enhancement of SEAFDEC Information Tools/Activities in 2020

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 2020. The Meeting is requested to take note, express the overall difficulties faced in preparation of inputs, and suggest way and means to improve future production of materials. Departments are also requested to provide inputs accordingly, and confirm on the contact persons for production of different materials.

4.2 SEAFDEC Annual Report 2019

The Secretariat informs the structure of the SEAFDEC Annual Report 2019, 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 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 2020. The Meeting is requested to provide further suggestion on the proposed themes. Departments are also requested to provide their respective inputs accordingly.

4.4 SEAFDEC Calendar 2021

Departments are requested to provide views on the themes and contents to facilitate the preparation of SEAFDEC Calendar 2021 (to be prepared in 2020).

4.5 New Year Card 2020

TD proposes the design of New Year Card 2020 for consideration by the Meeting.

4.6 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. 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.

    o Secretariat
    o TD
    o MFRD
    o AQD
    o MFRDM
    o IFRDM

4.7 SEAFDEC Repositories

The Secretariat and Departments presented the overview of the progress in the development of SEAFDEC Repositories, including the respective structure and content, the difficulties in development of the Institutional Repositories, as well as the usages that help improving users’ access to the articles and publications and enhance the visibility of SEAFDEC activities. The Meeting is requested to take note of the progress and provide suggestions for future improvement of the Repositories. The Secretariat also presents the proposed template of monitoring the SEAFDEC Repositories, and seeks views from the meeting in order that the institutional repositories could be monitored by all Departments in harmonized manner.
4.8 Others

Departments may wish to inform the Meeting on preparation of other Information Tools/Activities in 2020.

Documents
WP03a  SEAFDEC Regular Information Materials in 2020
WP03b  SEAFDEC Annual Report 2019
WP03c  Sustaining the Special Publication “Fish for the People”
WP03d  SEAFDEC Calendar 2021
WP03e  SEAFDEC Integrated Homepage
WP03f  SEAFDEC Institutional Repository (SIR)
WP03g  Draft Template of Monitoring the Implementation of SEAFDEC Repositories

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 Integrating Gender in Monitoring of SEAFDEC Information Strategy

With the approval of SEAFDEC Gender Strategy by the 51st Meeting of SEAFDEC Council in March 2019, the Secretariat presented the revised template for reviewing the progress and achievement in the implementation of the Information Strategies accommodating the gender aspect of SEAFDEC activities. The Meeting is requested to share views and provide comment in order to accommodate monitoring of gender aspect in the future.

5.2 Moving Towards E-Publications

The Secretariat consults with the Departments on the possibility of changing the production of certain information materials to be electronic copy in the future in order to disseminate information to target audience efficiently while reducing the production and dissemination costs. The Meeting is requested to share views on the pros/cons of moving towards e-publications and provide suggestions for future implementation.

5.3 Enhancing the Use of Social Media for SEAFDEC Visibility

Based on the suggestion from the 51st Meeting of the Council for SEAFDEC to enhance the use of social media in the dissemination of results and lessons learnt from SEAFDEC projects, the Secretariat presented options of social media that are available and could be used for such information dissemination. The Meeting is requested to share views and provide suggestions on the use of social media by the Departments in the future.

5.4 Others

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

6.1 Promoting the Use of Note for Editing SEAFDEC Documents

The Secretariat and all Department are requested to encourage their staff to make use of the Note for Editing SEAFDEC Documents in the future.

Documents
REF05 Notes for Editing SEAFDEC Documents

7. Hosting Arrangements for the 21st ISP Meeting

The Department that wish to host the 21st Meeting of the SEAFDEC Information Staff Program Meeting is invited to inform the Meeting on its intention and hosting arrangements.

8. Conclusion and Recommendations

The Meeting is requested to consider the conclusion and recommendations as summarized in the report of the 20th ISP Meeting.

9. 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.