



## 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 13<sup>th</sup> ISEP Meeting, the program was renamed as the Information Staff Program (ISP).

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 38<sup>th</sup> Meeting in 2006. At the subsequent Seventh ISEP in 2006, the Information Strategies was revised to incorporate Key Performance Indicators (KPIs) and the revised Information Strategies including KPIs were endorsed during the 39<sup>th</sup> Meeting of SEAFDEC Council in 2007. Since then, the ISEP platform has also been mobilized as a venue to monitor the progress made by the SEAFDEC Secretariat and Departments in the implementation of the Information Strategies. 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, while the KPIs were also updated to accommodate more on-line platforms of information activities and materials produced in the recent years.

In addition to the annual monitoring of the Information Strategies and discussion on preparation of SEAFDEC regular materials that require contribution of inputs from SEAFDEC Departments, the ISP platform has also been used to facilitate discussions on other initiatives related to enhancing SEAFDEC visibility, *e.g.* the “Notes for Editing SEAFDEC Documents” which was finalized and approved by the SEAFDEC Department Chiefs’ Meeting in 2018. Nevertheless, during the 20<sup>th</sup> ISP Meeting in 2019, the Meeting discussed on the need to promote the use of the Notes as well as to update necessary part, and it was agreed that this matter should be discussed at the 21<sup>st</sup> ISP Meeting in 2020. Another important initiative recently promoted by SEAFDEC is the establishment of “Institutional Repositories” by the SEAFDEC Secretariat and Departments to enhance on-line public access to SEAFDEC materials. Although SEAFDEC Departments have been making significant progress including through recent discussion at the Inter-Departmental Information Workshop organized in February 2020, but some Departments still encountered difficulties for maintaining servers and thus options were therefore discussed including hosting of physical repository server at AQD. This matter was also raised at the Inter-Departmental Information Workshop and the progress on this matter should be updated at the 21<sup>st</sup> ISP Meeting in 2020.

The 21<sup>st</sup> Information Staff Program (ISP) Meeting is therefore proposed to facilitate monitoring of the progress and achievements in the implementation of information activities in 2020, as well as discuss future activities/initiatives to enhance the visibility of the Center. Furthermore, the on-going issues related to the “Institutional Repositories” by SEAFDEC Secretariat and Departments and further promotion of the “Notes for Editing SEAFDEC Documents” would also be discussed.

It should also be noted that the results from this 21<sup>st</sup> 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 2020 for consideration and further directives.

## II. OBJECTIVES

The objectives of the 21<sup>st</sup> Information Staff Program Meeting are:

1. To review the progress in the implementation of Information Strategies for Enhancing SEAFDEC Visibility and Communication in 2020;
2. To provide platform for discussion on preparation and enhancement of SEAFDEC information tools/activities in 2021; and
3. To discuss other information-related matters, including the progress on hosting of SEAFDEC Institutional, and the promotion of the Note for Editing SEAFDEC Documents.

## III. DATE AND VENUE

The 21<sup>st</sup> Meeting of the Information Staff Program will be organized from 30 November to 1 December 2020 through teleconference (Google Meet). The Meeting will be hosted by SEAFDEC Secretariat.

## 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, AQD, MFRDMD and IFRDMD:** 2 persons from each Department, which include officers responsible for preparation of information materials, website/database, and institutional repository;

## V. PROVISIONAL AGENDA

**Agenda 1.** Opening of the Meeting 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 2020

**Agenda 4.** Preparation and Enhancement of SEAFDEC Information Tools/Activities in 2021

- 4.1 SEAFDEC Regular Information Materials
- 4.2 SEAFDEC Annual Report 2020
- 4.3 Sustaining the Special Publication “Fish for the People”
- 4.4 SEAFDEC Calendar 2022
- 4.5 SEAFDEC Websites (Secretariat & Departments)
- 4.6 SEAFDEC Repositories (by Secretariat)
- 4.7 Others (*To be suggested by Departments*)

**Agenda 5.** Other Matters

- 5.1 Progress on Hosting Repositories (by AQD)
- 5.2 Revision of the Note for Editing SEAFDEC Documents
- 5.3 Others (*To be suggested by Departments*)

**Agenda 6.** Hosting Arrangements for the 22<sup>nd</sup> ISP Meeting

**Agenda 7.** Conclusion and Recommendations

**Agenda 8.** Closing Remarks by the Deputy Secretary-General