PROVISIONAL PROSPECTUS

I. BACKGROUND AND RATIONALE

During 18th SEAFDEC Information Staff Program (ISP) Meeting in 2017, the Meeting raised issue on the need to revisit and update the “Notes for Editing SEAFDEC Documents” which was published nearly 30 years ago. In response, the Secretariat organized in early 2018 the Inter-Departmental Information Workshop to discuss and identified areas for revision of the Notes, and the Secretariat in close consultation with Departments subsequently came up with the revised “Notes for Writing and Editing SEAFDEC Documents,” which was discussed during the 19th ISP Meeting, and approved by the Department Chiefs’ Meeting (DCM) in 2018 for usage by the concerned staff of the Secretariat and Departments.

Few years after the approval by the DCM, during the 21st ISP Meeting in 2020, the Meeting raised the concerns on some sections of the Notes that need to be further discussed and updated, while there are some concerns expressed by the Departments that need to be deliberated and accommodated in the Notes. The 21 ISP Meeting therefore suggested that the SEAFDEC Secretariat should consider organizing an Inter-Departmental Information Workshop in 2021 to discuss among concerned officers of the Secretariat and Departments on the proposed revision of the “Notes for Writing and Editing SEAFDEC Documents.” The proposal for the conduct of the Inter-Departmental Information Workshop was noted and supported by the DCM in 2020.

II. OBJECTIVES

The objectives of the SEAFDEC Inter-Departmental Information Workshop are:

1) To review and provide suggestion for revision of the Notes for Writing and Editing SEAFDEC Documents;

2) To discuss the way to enhance the usage of the Notes for Writing and Editing SEAFDEC Documents to by concerned staff of SEAFDEC Secretariat and Departments

III. DATE AND VENUE

The SEAFDEC Inter-Departmental Information Workshop will be organized on 17-18 February 2021 through teleconference (Google Meet). The Meeting will be hosted by the SEAFDEC Secretariat.

IV. EXPECTED PARTICIPANTS

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

1) **Secretariat:** SG, DSG, senior officials, and information-related officers; and

2) **TD, MFRD, AQD, MFRDM and IFRDM:** five (5) representatives from each Department, which shall include the information-related officer, officer responsible for writing/editing documents and publications, representative from technical office, representative from administrative office, and the Special Departmental Coordinator.

V. PROVISIONAL AGENDA

**Agenda 1.** Opening of the Workshop

**Agenda 2.** Background and Objectives of the Workshop
**Agenda 3.** Review of the Notes for Writing and Editing SEAFDEC Documents

**Agenda 4.** Discussion on the Promotion of the Notes for Writing and Editing SEAFDEC Documents

**Agenda 5.** Others

**Agenda 6.** Conclusion and Recommendations

**Agenda 7.** Closing of the Workshop