**REPORT OF THE TWENTIETH MEETING
OF THE SEAFDEC INFORMATION STAFF PROGRAM (ISP)**

15-17 October 2019, Puerto Princesa, the Philippines

****

INTRODUCTION

1.   The Twentieth Meeting of the SEAFDEC Information Staff Program (20 ISP Meeting) was organized from 15 to 17 October 2018 in Puerto Princesa, Philippines, and hosted by the SEAFDEC Aquaculture Department (AQD). The Meeting was attended by the SEAFDEC Secretary-General, Deputy Secretary-General, Chief of the Aquaculture Department (AQD), Senior Officials of the Secretariat and AQD, and information-related officers from the SEAFDEC Secretariat, TD, AQD, MFRDMD, and IFRDMD. The List of Participants appears as **Annex 1.**

I.   OPENING OF THE MEETING

2.   The Chief of AQD, *Mr. Dan Baliao* welcomed the participants to the 20 ISP Meeting, and in particular, appreciated the presence of *Ms. Malinee Smithrithee* who has been recently appointed as the Secretary-General of SEAFDEC. He reiterated the important roles of information staff in enhancing the visibility of SEAFDEC by generating information materials based on technologies in fisheries and aquaculture developed by SEAFDEC. He also emphasized that the modern age of communication is taking shape through digital and online media, which makes information dissemination speedy and efficient. He then expressed the wish for the Meeting to be fruitful and for the participants to have enjoyable experience and pleasant stay in Puerto Princesa City. His Welcome Remarks appears as **Annex 2**.

3.   The Secretary-General of SEAFDEC, *Ms. Malinee Smithrithee* also welcomed the participants to the 20 ISP Meeting, and extended her appreciation to AQD for hosting the Meeting. She mentioned that the 20 ISP Meeting is among the first SEAFDEC events that she attended since she assumed the position of SEAFDEC Secretary-General. She also cited that several programs and projects of SEAFDEC, *e.g.* Japanese Trust Fund Projects, SEAFDEC-Sweden Project, and USAID Oceans, would be completed by the end of 2019 and the results and outputs from these projects could be extracted and packaged into information materials for dissemination to target users and the public. She then exhorted the participants to actively take part in the deliberations, and declared the Meeting open. Her Opening Remarks appears as **Annex 3**.

II.   BACKGROUND AND OBJECTIVES OF THE MEETING

4.   The Background, Objectives, and Agenda of the 20 ISP Meeting were introduced by the SEAFDEC Secretariat. The Agenda of the Meeting appears as **Annex 4**.

5.   In response to the query on the production of the "Southeast Asian State of Fisheries and Aquaculture (SEASOFIA) 2022," the Meeting was informed that the development process of this publication would start in 2020 and gathering of inputs would then follow. However, the Special Departmental Coordinators would be responsible in sourcing the inputs for this publication.

**III.   REVIEW OF THE PROGRESS AND ACHIEVEMENTS IN THE
          IMPLEMENTATION OF THE INFORMATION STRATEGIES FOR ENHANCING
          SEAFDEC VISIBILITY AND COMMUNICATIONS IN 2019**

6.   The progress of the "Implementation of the Information Strategies for Enhancing SEAFDEC Visibility and Communications" during the period January-September 2019 (**Annex 5**) was presented by the Senior Information Officer from the SEAFDEC Secretariat based on inputs from the

Departments. The 20 ISP Meeting subsequently provided views, observations and recommendations for improving the implementation and monitoring of the progress of the Information Strategies as follows:

Strategy 1: Production of relevant, timely, and useful information materials to meet the requirements of the target audience

- Considering that most publications produced by SEAFDEC in 2019 are "Reports of events organized by SEAFDEC," the technical staff of Departments should produce more "Technical/scientific materials" for utilization by the Member Countries and other target users

- Proceedings produced by SEAFDEC that come with the complete technical papers as annexes should be categorized under "Technical/scientific materials," but other Proceedings that are annexed with PowerPoint presentations only should be placed under "Reports of events organized by SEAFDEC"

- The workplan in the project document should be adhered to so that the technical/scientific materials produced based on technologies generated through the SEAFDEC projects would be produced in timely manner

- For technical papers that are on the process of publication in scientific journals, the information materials based on such papers could be prepared in popular format and should be ready for dissemination upon the final publication of the said technical papers

- Some Departments, *i.e.* AQD, MFRDMD and IFRDMD that could report the number of citations of scientific publications are requested to share the monitoring system used in determining the number of citations during the Agenda 6 (Other Matters) of this Meeting for the other Departments to be able to adopt such system

Strategy 2: Raising SEAFDEC image at international, regional and national levels

- The websites of TD projects funded by external sources, *e.g.* SEAFDEC *Refugia*, USAID-Oceans, REBYC-II projects are not administered directly by TD, but TD would consider communicating with the administrators of such websites to enable the Department to continue monitoring the website statistics starting 2020

- Project websites not administered or integrated in SEAFDEC websites, should be maintained by SEAFDEC for certain period after the completion of the projects subject to availability of funds, after which the downloadable materials contained in such websites should be moved to the repositories of the respective Departments

Strategy 3: Enhancing communication and information sharing both within SEAFDEC and with Member and non-Member Countries, other international/regional organizations, and public

- The "No. of downloads in 2019" in the table on "information sharing and dissemination" should include the number of downloads of publications from the SEAFDEC websites and repositories during the reporting year only, but should not include the downloaded working papers in SEAFDEC events

- The Departments should update the list of e-groups and categorize these into "technical e-groups" and "administrative e-groups"

Strategy 4: Strengthening SEAFDEC capability in information-related activities

- Under the table on funding support from other organizations, the term "extra funding support" should to be replaced by "external funding support" which refers to the funds that are not classified as regular contributions from host governments or Minimum Regular Contribution

Strategy 5: Regular monitoring and evaluation of information activities

- The usual monitoring system should be continued under this Strategy

General comments

- The tables presented in the working paper on Monitoring of the Progress in the Implementation of the Information Strategies should be numbered, *e.g.* under Strategy 1, the tables should be Table 1a, 1b, 1c, and so on

- To facilitate timely submission of the progress of the implementation of the Information Strategies by the Departments, the Secretariat may consider the cloud-based system for input submission

- The Secretariat and Departments should consider taking the necessary precautions to protect the data and information stored in their websites, as well as actions towards addressing the spread of fake information related to SEAFDEC posted online

7.   After the discussion, the Departments agreed to provide the updated information on the progress of implementation of the Information Strategies (to cover the period from January-December 2019) considering the abovementioned recommendations, to the Secretariat by the end of January 2020. The Meeting was also informed that a short summary of this annual progress report would be included as part of the SEAFDEC Annual Report 2019.

IV.   PREPARATION AND ENHANCEMENT OF SEAFDEC INFORMATION TOOLS/ ACTIVITIES IN 2020

4.1   Overview of SEAFDEC Regular Information Materials

8.   The 20 ISP Meeting took note of the SEAFDEC regular information materials to be produced by the Secretariat with inputs from Departments in 2020 (**Annex 6**), which include the SEAFDEC Annual Report 2019, Annual Compilation of Information Materials 2019, SEAFDEC Newsletter, Special Publication "Fish for the People", and the SEAFDEC Calendar 2021. The Meeting was also informed that the Secretariat would publish the SEASOFIA in 2022, of which the preparation process would start in 2020 and the inputs would be compiled by the Special Departmental Coordinators. The working schedule and contact persons of the Secretariat and each Department for these materials were also presented.

9.   With regards to the "Annual Compilation of Information Materials 2019" which has been prepared throughout the years in a CD-ROM format, the Meeting recommended that in the future the Secretariat should consider packaging the information in other formats, *e.g.* catalogues of information materials with corresponding QR codes, USB drives. It was also noted that although all these materials are made downloadable through the SEAFDEC Repositories, dissemination of the physical package of information generated by SEAFDEC annually for the Council is still important in terms of enhancing the awareness of the Member Countries of the materials produced by SEAFDEC.

10.   The 20 ISP Meeting suggested to also include a revision of the SEAFDEC Basic Documents in the Secretariat workplan, to accommodate policies and regulations that had been recently

developed and approved by the SEAFDEC Council and publish the revised SEAFDEC Basic Documents in 2020.

4.2   SEAFDEC Annual Report 2019

11.   The 20 ISP Meeting noted the proposed structure of the SEAFDEC Annual Report 2019, the required inputs from Secretariat and Departments, and the timeframe for compilation and production of the Annual Report (**Annex 7**). Specifically, the Departments were requested to submit their inputs (*i.e.* for Section II on Overview of SEAFDEC Activities in 2019, and Section IV on Cooperation with Donors and Other Organizations in 2019) to the Secretariat by the end of January 2020.

12.   Specifically, under the Section II, for projects that would be completed in 2019, the concerned Departments were requested to provide half-page key success stories from the project implementation in addition to the usual information requested by the Secretariat, *e.g.* background, rationale, objectives, activities, and outputs during the reporting year. This is in response to the request made by the SEAFDEC Council during its 51st Meeting for the SEAFDEC Annual Report to also include success stories from the projects. In the discussion, it was suggested that the achievements could be summarized in conjunction with the relevant provisions in the Resolutions and Plan of Action (2020) as well as those in the SDGs. Moreover, such stories could be written with different perspectives, *e.g.* accomplishing the project objectives (micro perspective), adoption of project outputs by stakeholders (macro perspective). Furthermore, success stories that could be established from ongoing projects could also be reported.

13.   The Secretariat noted the request of TD to reduce the number of printed copies of Annual Report 2019 for TD from 200 copies to 100.

4.3   SEAFDEC Special Publication "Fish for the People"

14.   The 20 ISP Meeting took note of the proposed articles in Volume 17 No. 3 of the SEAFDEC Special Publication "Fish for the People" to be published by the end of 2019 (**Annex 8**). With regards to the CDT article by the USAID Oceans, the Meeting raised the concern that the article should reflect the fact that the CDT was based on the ACDS concept developed by SEAFDEC. Nevertheless, TD would also write an article on the development of the ACDS and implementation of eACDS in the pilot sites. Although it was suggested that these two articles could be combined and co-authored by technical officers of USAID Oceans and TD, the Secretary-General informed the Meeting that she would initiate discussion on this concern with the USAID Oceans as soon as possible.

15.   The 20 ISP Meeting also noted the need for SEAFDEC projects to come up with articles in 2020 and beyond to sustain the production of the Special Publication "Fish for the People." In this regard, MFRDMD informed the Meeting that two projects on Combating IUU Fishing in the Southeast Asian Region and Comparative Studies for Management of Purse Seine Fisheries under the JTF 6 of MFRDMD would be completed in 2019. MFRDMD would submit articles from these projects for inclusion in Volume 18 of "Fish for the People." Furthermore, MFRDMD could also provide articles on the project Enhancing Coastal Community Resilience for Sustainable Livelihood and Coastal Resources Management which was completed in 2018.

16.   During the ensuing discussion, a suggestion was raised for the Departments to consider providing incentives to their respective staff who contribute articles to the Special Publication "Fish for the People," in accordance with Departments' relevant policies. This way, SEAFDEC staff would not only be encouraged to write articles but also stimulated to help in enhancing the visibility of SEAFDEC.

17.   The 20 ISP Meeting suggested that copies of communications requesting the Departmental staff to submit articles and follow up submission of articles should also be provided to the respective Departmental Focal Points to facilitate timely submission.

4.4   SEAFDEC Calendar 2021

18.   The 20 ISP Meeting suggested the following potential themes for the SEAFDEC Calendar 2021:

  a. Cross-cutting issues to include gender in fisheries, labor in fisheries, climate change, etc.
  b. Resolution and Plan of Action Towards 2030
  c. Success stories of SEAFDEC projects (inspirational stories), based on RES&POA 2020
  d. Historical milestones of SEAFDEC
  e. Traditional fishing gears in the Member Countries

19.   With regard to the format of the Calendar, the AQD Chief proposed the possibility of developing other formats, *e.g.* wall calendar (with high tide/low tide) as this is more preferable for fish farmers.

20.   The Meeting noted that the proposed themes and changes of the format of the Calendar would be further discussed during the forthcoming DCM for final decision.

21.   On the number of copies of 2020 SEAFDEC Calendar to be provided to the Departments, while TD requested for more copies (from 600 to 1,200), AQD requested for less copies (from 600 to 400) unless the format could be changed to wall calendar.

4.5   SEAFDEC New Year Card 2020

22.   After considering the designs of the New Year Card 2020 proposed by TD, the 20 ISP Meeting provided the following suggestions:

- **Outside front:** The graphics (*i.e.* dugong, turtle, clownfish, etc.) could be replaced with important aquatic species of the region (fishes, shrimps, crabs, etc., both from marine and inland waters), and the word "Greetings from SEAFDEC" should be removed
- **Outside back:** The picture, address, and e-mail of MFRD should be updated
- **Inside:** The word "Season's Greeting" should be changed to "Greetings from SEAFDEC"

23.   The 20 ISP Meeting also viewed that the modification of the card design should be up to the idea of the artist from TD, and not necessarily focusing on a particular theme but should look presentable. The Meeting also requested that the revised design should be circulated for comments by the Secretariat and other Departments before publishing, and to ensure that the card could be distributed by the Departments to target recipients, the printed cards should reach the Departments not later than 15 December 2019.

24.   The number of copies of the New Year Card 2020 required by the Secretariat and Departments was confirmed as follows: Secretariat = 500 copies, TD = 450 copies, AQD = 300 copies, MFRD = 50 copies, MFRDMD = 150 copies and IFRDMD = 250 copies. In addition to hard copies of the New Year Card 2020, TD was also requested to share with the Departments the PDF file of the card.

4.6   SEAFDEC Websites

25.   The 20 ISP Meeting took note of the analysis of the SEAFDEC Website (**Annex 9**) and those of TD, AQD, MFRDMD, and IFRDMD. The Meeting suggested that in order to harmonize future reporting of the analysis of Secretariat and Departmental websites, the Secretariat should develop a template for monitoring of the website, including definition of terminologies; and such template should be used starting 2020. However, it was noted that such template should only serve as minimum

requirement for monitoring of the websites, and the Departments could include additional indicators for analysis as relevant and necessary.

26. The Meeting suggested that in order to enhance access to the SEAFDEC websites, the contents should be improved to attract more visitors. The respective Departments should therefore encourage researchers and technical officers to generate contents that could be of interest to the audience.

27. The Meeting made observations on the recent increase in the number of visitors of the SEAFDEC websites through social media, *e.g.* Facebook, and suggested that the Secretariat and Departments should enhance the use of their respective Facebook pages in the future. The Meeting was also informed that certain inquiries have been made through the Facebook messenger, which the website administrator forwards to relevant officers to provide the response.

28. On the suggestion to develop SEAFDEC App in addition to the existing SEAFDEC websites, the Meeting noted the suggestion of AQD that it is not necessary to develop such App because most mobile users prefer to access the SEAFDEC websites than installing the App in accessing information on SEAFDEC.

4.7 SEAFDEC Repositories

29. The 20 ISP Meeting noted the progress of the implementation of the institutional repositories of the Secretariat, TD, AQD, MFRDMD, and IFRDMD (**Annex 10**). As for MFRD, since its publications had been uploaded in the SEAFDEC Institutional Repository maintained by the SEAFDEC Secretariat, the demographic data of such publications is being monitored by the Secretariat. It was however suggested that such data should be separated from that of the Secretariat in subsequent reporting of the progress.

30. While noting that all Departments have established and made their repositories operational, the Meeting was also informed that the SEAFDEC Secretariat has harvested materials only from AQD and TD repositories. It was therefore suggested that the Secretariat should also be able to harvest the materials from the repositories of MFRDMD and IFRDMD based on the agreed Community Structure, while MFRDMD and IFRDMD were also encouraged to upload their materials on their respective repositories.

31. The Meeting was briefed of the progress of the FAO grant for indexing of SEAFDEC publications by the Aquatic Sciences and Fisheries Abstract (ASFA). Through such grant, AQD has facilitated the digitization and uploading of several publications of Secretariat and other Departments, and submission of such digitized publications to ASFA for indexing.

32. The 20 ISP Meeting was also informed on the current conditions of the SEAFDEC repositories:

- location of users who access the repository is recorded instead of their nationalities
- since information materials could be directly downloaded from Google search engine and not only from the SEAFDEC repositories, the number of downloads could be higher than number of views
- MFRDMD repository is not yet well-established because the Department is still in the process of digitizing their documents

33. In order to enhance the SEAFDEC repositories taking into consideration the above conditions, the 20 ISP Meeting provided the following suggestions:

- AQD to consider assisting the Secretariat and other Departments in improving the management of the SEAFDEC repositories, specifically in improving the analysis of the demographic data of their repositories as well as in harmonizing the structure of the communities and sub-communities
- articles in Secretariat publications (*e.g.* Fish for the People, SEAFDEC Newsletter) that are listed in the communities of the Department repositories should indicate a link to the Secretariat repository to avoid double counting of the number of downloads
- Keywords used in searching materials from the SEAFDEC repositories and other search engines should be analyzed to improve the monitoring of the repositories
- Titles (in national languages) of top materials downloaded from SEAFDEC repositories should be translated into English
- Close coordination among administrators of the SEAFDEC repositories should be strengthened to enhance the repositories, *e.g.* harmonized monitoring, efficient reporting of the progress of the repositories
- Since feedback/comment forms are already incorporated in the SEAFDEC repositories, Departments should find the possible ways of obtaining feedbacks/comments from users of the repositories
- SEAFDEC should take the necessary precautions to secure the repositories from being used for scams and other malicious acts, and should establish the ways and means of addressing such concerns

34.   With regards to the Draft Template for Monitoring of the SEAFDEC Repositories (**Annex 11**), the Meeting agreed that the template should serve as a tool to improve the data collection and analysis. The comment on the Draft Template should be accommodated before circulation to the Departments. Moreover, the following suggestions were made with respect to the draft template:

- The "Top 10 items downloaded" should include both "Top 10 items downloaded during the year" and "Top 10 items downloaded at all time"
- The "Top 20 Keywords" should include both "Keywords used through search engine" and "Keywords used though Repository search box"
- The "Number of Upload and Download by Communities" should be removed as the results could create confusions or negative responses
- The year of establishment and operationalization of the respective SEAFDEC repositories should be indicated
- The trend indicating the usage of the respective SEAFDEC repositories should be included, *e.g.* time series data
- Methodologies for obtaining the data corresponding to the different indicators should be explained to all Departments to ensure the consistency of results of the monitoring, *e.g.* "Number of Users," "Number of Page Views"
- Data from Google Analytics should be verified to ensure accuracy, *e.g.* average duration

35.   The 20 ISP Meeting requested the Secretariat to revise the draft template by accommodating the suggested indicators and circulate the Draft Template to all Departments for further comments. The Meeting also agreed that the final template should be used by the Secretariat and the Departments to monitor the SEAFDEC repositories. The Secretariat would compile the accomplished templates and summarize the results into a document that would be used as an input in the SEAFDEC Annual Report and reflected in the Report of Secretary-General at the SEAFDEC Council Meeting. With regards to the reporting of the progress of the SEAFDEC repositories during the succeeding ISP Meetings, it was agreed that the reporting should be made by the respective administrators of the SEAFDEC repositories in order that concerns could be addressed accordingly. Furthermore, the Meeting also agreed that additional information could be included by the Departments as necessary for effective analysis of their respective repositories.

V.   OTHER INITIATIVES IN ENHANCING SEAFDEC ACTIVITIES AND VISIBILITY

5.1   Integrating Gender in Monitoring of SEAFDEC Information Strategy

36.   The Meeting was informed that the SEAFDEC Council adopted the SEAFDEC Gender Strategy during its Fifty-first Meeting in 2019, and subsequently SEAFDEC organized the Workshop on the Development of Action Plan for SEAFDEC Gender Strategy and came up with action plan and indicators for monitoring of the SEAFDEC Gender Strategy to be coordinated and monitored by the SEAFDEC Gender Focal Persons. Results of the monitoring would be submitted to the SEAFDEC Secretariat through the Special Departmental Coordinators for compilation. The Secretariat would then summarize and include the results in the SEAFDEC Annual Report. The Meeting was also informed that through the ISP mechanism, the Information Officers of the Secretariat and Departments have already established the system of monitoring the number of participants attending SEAFDEC-organized events (Annex 11 of the Template for Monitoring of the Information Strategy). Nevertheless, the Departmental Information Officers agreed to exert extra effort in obtaining sex-disaggregated information on the participants in such events as inputs to the Template, of which the revised Annex appears as **Annex 12**.

37.   On the concern expressed by MFRDMD regarding the equal participation of male and female in events which should be based on the capabilities/expertise of researchers/officers, it was clarified that the SEAFDEC Gender Strategy is not intended to achieve equal male and female participation but rather strive toward providing equal opportunities for their participation. In this regard, during the above Gender Workshop, it was agreed that invitation letters to be issued by SEAFDEC should indicate the sentence "*SEAFDEC is striving towards granting equal opportunities for the participation of male and female representatives from Member Countries and other organizations.*"

5.2   Moving Towards E-Publications

38.   The 20 ISP Meeting took note of the electronic formats that could be used to facilitate access to SEAFDEC publications, *e.g.* PDF, epub, and was informed that PDF is the format commonly used by SEAFDEC in uploading publications/documents in the SEAFDEC websites. However, the PDF format has limitations such as the need for installing a specific program for the document to be accessible and the difficulties in reading using a small device such as smartphone. Thus, epub could be considered as another option because of its advantages, *e.g.* the document is easily readable in small devices, although the epub may not be appropriate for documents with several columns, and tables/figures.

39.   After the deliberation, the Meeting viewed that the epub format could be an option for particular SEAFDEC publications/documents to be uploaded in SEAFDEC websites where practical.

5.3   Enhancing the Use of Social Media for SEAFDEC Visibility

40.   The 20 ISP Meeting noted the suggestion made by the Fifty-first Meeting of the SEAFDEC Council that SEAFDEC could enhance the dissemination of the results and lessons learnt from projects through the social media. In this regard, the Meeting shared the view that Facebook could be appropriate for SEAFDEC and noted that currently the Secretariat and all Departments have already established their respective Facebook pages.

41.   The Meeting subsequently provided the following comments for improving the Facebook pages of the Secretariat and all Departments:

- SEAFDEC Facebook pages should be institutional in nature with interesting contents, such as pictures with informative captions, infographics, attention-catching articles, in order to attract more viewers

- Secretariat and all Departments should establish a system of verifying the veracity of the contents before posting because once posted, the contents could be shared instantly to wide audience
- Administrators of SEAFDEC Facebook pages should also make use of the Messenger to receive and respond to queries from viewers
- Administrators of the Secretariat and Departments Facebook pages should ensure that they follow, like, and share each other's Facebook pages to enhance the popularity of the SEAFDEC Facebook pages

42.   The 20 ISP Meeting noted the suggestion made by AQD that there are several ways of using social media in promoting the visibility of SEAFDEC, and the possibility of inviting a social media expert to provide lecture on enhancing the promotion of social media for concerned officers of the Secretariat and Departments in the future.

VI.   OTHER MATTERS

6.1   Promoting the Use of Notes for Writing and Editing SEAFDEC Documents

43.   The 20 ISP Meeting was informed that the Notes for Writing and Editing SEAFDEC Documents has already been approved by the SEAFDEC Department Chiefs' Meeting in 2018. In this connection, the Meeting reiterated that the Departments should make use of such Notes to ensure the uniformity in writing SEAFDEC documents and publications.

44.   Furthermore, as the Notes could still be improved when necessary, the Meeting requested all Departments to provide comments to modify the contents of the Notes, including the font type, for discussion during the forthcoming 21st ISP Meeting to be organized in 2020. Meanwhile, the Departments are encouraged to use the existing version of the Notes as uploaded in the Secretariat website.

45.   The Meeting viewed that after the comments are provided on the Notes and subsequent approval by the SEAFDEC Department Chiefs' Meeting in 2020, the Secretariat should consider producing the hard copy of the revised Notes for dissemination to Departments and for further promotion to all their staff member.

6.2   Monitoring Citations of Publications

46.   Considering that the Secretariat and some Departments are still facing difficulties in monitoring citations of their publications and reporting the figures in the monitoring of the progress in the implementation of the Information Strategies in 2019, the Head of Library and Data-Banking Services of AQD provided the explanation on why and how AQD could monitor their citations. More particularly, AQD researchers are required to regularly publish their papers in Clarivate Analytics-indexed journals where citations could be obtained. Google Scholar accounts have been created for researchers to enable monitoring of their citations and promote the publications uploaded in the SEAFDEC repositories. He also emphasized the need to harmonize the use of SEAFDEC names in the affiliation of authors of publications in scientific journals following the Notes for Writing and Editing SEAFDEC Documents.

47.   The 20 ISP Meeting requested the Secretariat and other Departments to coordinate with AQD on the methods of monitoring citations, and conduct a trial monitoring of citations, starting with creating Google Scholar account for staff whose papers/publications have been uploaded in the SEAFDEC repositories.

6.3   Other Common Issues on Repositories

48. The 20 ISP Meeting was informed by the Senior Information Assistant of AQD on the future plans for the AQD Repository that includes upgrading of their server (hardware and software) and updating of the DSpace and structure of Communities/Collections in its Repository. In order to facilitate multi-lingual features, other Departments were requested to translate the relevant user interface from English to national languages, *e.g.* Indonesia, Malaysia, of which AQD would communicate with the respective Departments on this matter. Moreover, some problems faced in managing the repositories of other Departments were also raised, *e.g.* documents in PDF format that are not searchable, non-harmonized use of SEAFDEC as publisher and corporate author, documents that are too large to be downloaded. The Meeting therefore suggested that for documents that have huge file size, these could be partitioned into chapters or parts with small file sizes to facilitate downloading.

49. While expressing the appreciation to the Japanese Trust Fund for extending support that enabled MFRDMD to acquire a document scanning equipment and hire a staff to digitize the earlier publications of MFRDMD for its Repository in 2018, the representative from MFRDMD informed the Meeting of the difficulty faced by the Department to secure budget for hosting of the Repository server, and the limited number of staff for digitizing the publications.

50. With regards to the concern on the need to secure long-term budget to support hosting of the Repository servers in the future, the cost for maintaining the respective SEAFDEC repositories should be presented and discussed during the 21st ISP Meeting in 2020. In this connection, AQD proposed the possibility of hosting the server for all SEAFDEC repositories provided that the Departments should share the costs incurred which could be cheaper than those of external service providers. The Meeting also expressed the view that sustaining the repositories should be given high priority by all Departments considering that this could highly enhance the visibility of SEAFDEC and sharing of information generated by SEAFDEC to the public.

51. The Secretary-General suggested that in order to address the issues in managing the SEAFDEC repositories, the Secretariat should consider organizing an Inter-Departmental Workshop at the Training Department premises. Furthermore, the previous suggestion for an invited expert to provide lecture on promoting social media may also be incorporated in this Inter-Departmental Workshop.

52. After the discussion, the Meeting expressed the appreciation to AQD, particularly the information staff who are providing training and other technical support to the Secretariat and all Departments in the establishment of their respective Repositories. AQD was also requested to continue extending support toward improving the SEAFDEC repositories.

6.4 Others

53. The SEAFDEC Senior Advisor informed the Meeting that after SEAFDEC was established in 1967, the organization was registered in 1968 under the United Nations Treaty Series No. 9322, which entitles SEAFDEC to have high status under the UN hierarchy system. In this connection, he encouraged SEAFDEC staff to maintain good performance to meet the status and expectations from the organization.

54. The Meeting noted the request made by MFRDMD for the possibility of reviving the information staff exchange program, *e.g.* for a period of week or a month, under the ISP mechanism in the future.

VII. HOSTING ARRANGEMENTS FOR THE 21 ISP MEETING

55. The representative from IFRDMD conveyed the message of the IFRDMD Chief that IFRDMD is willing to host the Twenty-first Meeting of SEAFDEC ISP in 2020 in Indonesia. In

response, the Secretary-General expressed her gratitude to the offer made by IFRDMD and requested the SEAFDEC Secretariat to coordinate with IFRDMD for the detailed arrangements of the Meeting.

VIII.   CONCLUSION AND RECOMMENDATIONS

56.   The conclusion and recommendations included in this Report of the Twentieth Meeting of the SEAFDEC Information Staff Program were adopted on 17 October 2019. The Secretariat was requested to follow up with the Departments on their suggestions with respect to the conclusion and recommendations of the Meeting. This would ensure that the visibility of SEAFDEC is enhanced and amplified.

IX.   CLOSING OF THE MEETING

57.   The Deputy Secretary-General of SEAFDEC, *Mr. Akito Sato* expressed his appreciation to the Meeting participants for their inputs that enabled the 20 ISP Meeting to achieve its objectives paving the way towards improving the information-related activities and enhancing the visibility of SEAFDEC. He cited the need for information officers and technical staff of SEAFDEC to strengthen their cooperation so that the accomplishments of SEAFDEC could be delivered to target audience and which could be used to support the sustainable development of fisheries and aquaculture in the region. He then expressed the appreciation to IFRDMD for offering to host the next ISP Meeting in 2020 in Indonesia, and declared the Meeting closed. His Closing Remarks appears as **Annex 13.**