

**Report of SEAFDEC Department Chiefs Meeting
10 December 2022, Iloilo City, Philippines**

I. Introduction

1. The SEAFDEC Department Chiefs Meeting (DCM2022) was organized on 10 December 2022 in Iloilo City, Philippines. The Meeting was attended by the SEAFDEC Secretary-General and Deputy Secretary-General, the Chiefs, Deputy Chiefs, and Special Departmental Coordinators (SDCs) of SEAFDEC Departments, and officers of the SEAFDEC Secretariat. The List of Participants appears as **Annex 1**.
2. The SEAFDEC Secretary-General, *Ms. Malinee Smithrithee*, in her capacity as a Chairperson of the Meeting, welcomed the participants and declared the Meeting open.

IV. Information-related Matters

4.1 Results from the Twenty-third Meeting of SEAFDEC Information Staff Program

3. The DCM2022 was informed of the results from the Twenty-third Meeting of the SEAFDEC Information Staff Program (23ISP) (**Annex 4**) which was organized on 18–20 October 2022 in Bali, Indonesia, particularly the issues that required consideration and further directives from the DCM as follows:

- **Monitoring of Information Strategies for Enhancing SEAFDEC Visibility and Communication in the Year 2022**

4. While noting that all Departments were requested to submit the updated progress in the implementation of the Information Strategies, covering the period from January to December 2022, to the Secretariat by the end of January 2023; the DCM2022 noted the suggestion made by the 23ISP that budget allocation for the production of publications/materials should be included in the future project budget so that the production of publications could be undertaken by SEAFDEC. The DCM2022 was also informed that some recent international events do not allow the dissemination of printed copies of publications, and thus the production of small-size cards with QR codes is encouraged for dissemination of publications, replacing printed copies, in the future.

- **Production of Regular Information Materials in 2023**

5. The DCM2022 took note of the materials to be prepared/produced by the SEAFDEC Secretariat in 2023, and that the Secretariat would communicate further with the focal persons of the Departments to obtain inputs, as follows:

- SEAFDEC Annual Report 2022
- Annual Compilation of Information Materials 2022
- SEAFDEC Newsletter Vol. 46 (4 issues)
- Special Publication “Fish for the People” Vol. 21 (3 issues)
- SEAFDEC e-News
- SEAFDEC Calendar 2024

- **SEAFDEC Special Publication “Fish for the People”**

6. The DCM2022 took note of the proposed mechanism of “Fish for the People” which was discussed and agreed upon by the 23ISP for further consideration by the DCM. A more detailed discussion by the DCM2022 on this matter was under **Agenda 4.3**.

- **SEAFDEC eNews**

7. The DCM2022 took note of the support from 23ISP on the proposed SEAFDEC eNews including the concept and template of e-News for further consideration by the DCM. A more detailed discussion by the DCM2022 on this matter was under **Agenda 4.2**.

- **Preparation of SEAFDEC Calendar 2024**

8. Having been provided the provisional themes for the SEAFDEC Calendar 2024 as proposed during the 23ISP, the DCM 2022 reviewed such themes and agreed that the theme for the SEAFDEC Calendar 2024 would be “*Human dimension and roles of different stakeholders in the fisheries value chain covering fisheries sub-sectors e.g. marine/inland capture fisheries and aquaculture) including post-COVID support to the fisheries and aquaculture sector.*”

- **SEAFDEC Institutional Video**

9. The DCM2022 noted the updated SEAFDEC Institutional Video in response to the request made by the Department Chiefs’ Meeting in 2021, and accommodating comments and suggestions from the 23ISP for further consideration by the DCM. A more detailed discussion by the DCM2022 on this matter was under **Agenda 4.4**.

- **50th Anniversary of AQD**

10. The DCM2022 took note of the possibility as informed during the 23ISP that AQD may prepare a coffee table book to commemorate its 50th Anniversary in 2023, and may request the SEAFDEC Secretariat and Departments to provide their respective message to be included in the publication.

- **Hosting Repositories by AQD**

11. The DCM2022 noted that the transfer of repositories of the SEAFDEC Secretariat, TD, and MFRDMD to the server at AQD has already been completed in early 2022. While expressing appreciation to AQD for extending support to other Departments on maintenance of the repositories, the Secretariat requested AQD to issue an official letter with an invoice separately to the SEAFDEC Secretariat, TD, and MFRDMD requesting for payment of an annual operation fee amounting to USD 800 from each Department.

- **Hosting Arrangements for the 24 ISP Meeting**

12. The DCM2022 was informed that the 24th Meeting of the SEAFDEC ISP in 2023 would be hosted by MFRDMD in Malaysia.

4.2 Development of SEAFDEC eNews

13. The DCM2022 was informed on the concept and mechanism of SEAFDEC eNews (**Annex 4a**) with the goal of “well-recognized SEAFDEC activities and enhanced SEAFDEC visibility to a wider audience through electronic channels in a timely manner.” The DCM2022 commended that eNews is very important in disseminating the progress of works of SEAFDEC in a timely manner.

14. With regard to the inquiry of the SEAFDEC Secretary-General on recipients of the SEAFDEC eNews, the DCM2022 was informed of the concern expressed during the 23ISP on the data privacy if the list of all Departmental contacts are to be shared with the SEAFDEC Secretariat to be included in the recipient list. Instead, the Secretariat was requested to send the URL of the eNews subscription page to the Departments for them to forward to their respective e-mail lists to encourage subscription to SEAFDEC eNews. In this connection, the DCM2022 noted that the recipients of the eNews at the initial stage would be the SEAFDEC staff (to share the eNews and subscription page further with other people) and the official e-mail addresses of peoples and partners working with SEAFDEC.

15. Recognizing that there could be duplication of recipients when the staff forwards the SEAFDEC eNews and subscription page to other people and organizations, the DCM2022 viewed that this could be sorted out later on. Nevertheless, the DCM2022 supported that the first eNews should be launched in January 2023.

4.3 Proposed Mechanism for Fish for the People (2023 onwards)

16. The DCM2022 supported the proposed mechanism of “Fish for the People” (2023 onwards) (**Annex 4b**) including the changes in the members of the Advisory Board to include all SEAFDEC Department Chiefs and the establishment of the Departmental Review Committee (together with their TORs), the timeframe for production of “Fish for the People,” and the revised “Guide to Contributing Article to Fish for the People.” Such a proposed mechanism is envisaged to assure sufficient and good quality inputs to sustain the production of the “Fish for the People.”

17. With regard to the Departmental Review Committee, all Departments were requested to send the list of members of their respective Departmental Review Committee to the SEAFDEC Secretariat by February 2023. Moreover, the DCM2022 was informed that in addition to the experts within the Department, external experts could also be included from time to time, especially when dealing with articles that are beyond the expertise of the Department.

18. The Departments were also encouraged to help acquire articles as inputs to “Fish for the People,” such as from national activities under their respective projects that come up with good results/experiences that could be tapped and shared. In this connection, the revised “Guide to Contributing Article to Fish for the People” could be disseminated to facilitate the preparation/submission of articles.

19. The Chief of AQD inquired about the possibility of AQD receiving more printed copies of “Fish for the People.” In response, AQD was requested to inform the Secretariat on the number of required copies. The Chief of AQD also informed the DCM2022 that AQD has encouraged their staff to provide contributions to “Fish for the People” by giving scientific merit points. It is also of the view that the research works of AQD after publicizing in scientific journals could be rewritten in layman’s language and published in “Fish for the People” to disseminate the information to a wider audience in addition to the scientific community.

4.4 Updated SEAFDEC Institutional Video

20. The DCM2022 was informed on the updated SEAFDEC Institutional Video in response to the request made by the Department Chief’s Meeting in 2021, including the suggestion from the 23ISP that the existing video should be used with some improvement later on, *i.e.* suggestion on using a professional voice-over, and closed caption.

21. With regard to the suggestion of using a professional voice-over, the DCM2022 agreed to change the voice using a professional narrator; however, the narrator does not necessarily be female. In this connection, MFRDMD informed the DCM2022 that MFRDMD will send examples of professional male and female narrators’ voices to Secretariat for selection.

22. The DCM2022 provide additional suggestions that copyright mark should be made visible in the video. Moreover, the video should be translated into the national languages of the Member Countries. In this connection, the Departments were encouraged to translate the video into the national language of the country where the Departments are located in. Moreover, AQD also offered to help with the closed caption of the translation.