

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)**

**Nineteenth Session of the IOC Committee on International Oceanographic Data
and Information Exchange (IODE-XIX)
Trieste, Italy, 12-16 March 2007**

Aquatic Sciences and Fisheries Abstracts (ASFA)

(by Richard Pepe, FAO)

1. ACTIVITIES IN 2005-2006

The main accomplishments and activities for the 2005-2006 intersessional periods were:

- **Recruitment of 8 New ASFA Partners and training in ASFA inputting procedures**

- 1) Islamic Republic of Iran Iranian Fisheries Research Organization (IFRO)
- 2) Senegal Direction des Pêches Maritimes (DPM)
- 3) United Republic of Tanzania Institute of Marine Sciences (IMS)
- 4) Mozambique INAHINA - Instituto Nacional de Hidrografia e Navegacao
- 5) Lao People's Democratic Republic ... Living Aquatic Resources Research Center (LARReC)*
- 6) Thailand Phuket Marine Biological Center (PMBC)*
- 7) The Secretariat of the Pacific Community (SPC), Secretariat of the Pacific Community Library/Bibliothèque, New Caledonia
- 8) Northwest Atlantic Fisheries Organization (NAFO), Canada.

*(not yet trained)

(Note: some Institutes have become aware of ASFA and/or applied to join ASFA after attending IOC/IODE training courses where they are introduced to ASFA)

- **Development, testing and release of the upgrade to the www-ISIS-ASFA software**
- **Continuation of the project to increase availability of the ASFA information products (CD-ROM Internet access) to Low Income Food Deficit Countries (LIFDC)**

(Note: some Institutes receiving the ASFA information products free of charge have been identified by IOC)

- **Initiatives to promote cooperation with IAMSILIC group(s) as regards Reposities**
- **One millionth ASFA record appears on database (by Ifremer)**

- ASFA Secretariat was invited to participate in a workshop at the UNEP, GPA Meeting in China

2. THE 2005 ASFA BOARD MEETING (held at FAO, Rome 4-8 October 2005)

Items possibly relevant to or related to IOC are in yellow

Re: Agenda Item 6.3 ASFA Partnership Agreement

Mr Ibeun (NIFFR-Nigeria) suggested that the ASFA Partnership Agreement should be amended to state who should be responsible for the local finances incurred in participating in ASFA related meetings. Should it be the FAO ASFA Secretariat or the participating ASFA Partner institution?

The FAO ASFA Secretariat reported that in the existing ASFA Partnership Agreement (signed by all ASFA Partners) there is mention of attendance at ASFA Board Meetings. However, this mention does not specify mandatory attendance at Meetings or who is responsible for funding.

5.4 Each National ASFA Partner agrees to be represented, to the extent practicable, at all meetings of the Board and at all editorial staff meetings at which technical aspects are to be discussed with a view to making recommendations to the Board. quoted (from ASFA Partnership Agreement)

The ASFA Secretariat explained that it would be impractical to amend the actual ASFA Partnership Agreement, as that would involve the very difficult task of getting new signatures from all ASFA Partners. The ASFA Secretariat noted that this does not mean that the Agreement can never be amended. Eventual amendments to the Agreement can be reflected in ASFA Board Meeting Reports as “Agreed decisions” taken by the Board. However, any changes referring to the ASFA Partnership Agreement would, in all cases, require a majority vote by ALL ASFA Partners – not only by those in attendance at a given Meeting.

As regards attendance at ASFA Board Meetings and eventual funding responsibility, the FAO ASFA Secretariat reminded the Board that there is provision for funding Partner’s attendance at ASFA Board Meetings through an ongoing ASFA Trust Fund Proposal/project (this year 15 participants were funded from developing countries). The funding provided for under this Trust Fund proposal/project, in most circumstances, includes all travel expenses (both local and abroad) incurred during the journey to attend ASFA Board Meetings or Training Courses. The unexpected or un-provided for expenses can usually be claimed by the participant, after the Meeting/Course, using a Travel Expense Claim. When an ASFA Partner is not receiving funds from the ASFA Trust fund to attend the Board Meeting or Training course, the expenses are outside the responsibility of FAO.

The FAO ASFA Secretariat suggested that the other UN co-sponsoring ASFA Partners should consider budgeting some funds for sponsoring attendance at ASFA Board Meetings.

Mr Ibeun (NIFFR-Nigeria) stressed that it was important for the ASFA Partner to get the Government to recognize the fact that the Institute was actually a representative of the country in ASFA, and that this could assist them in obtaining extra funding.

Although the FAO ASFA Secretariat cannot request a Government to recognize a given institute as officially representing ASFA in that country, presumably, the Institute, itself, can make such a request to its own Government. In this case, **the FAO ASFA Secretariat agreed** to supply to a Partner (upon request of a Partner) some kind of written support as to what is ASFA, why participation is important, and as to the good job that the Institute is doing as an ASFA Partner.

Re: Agenda Item 6.7 ASFA-IAMSLIC Cooperation

....*With respect to the initiative to increase the membership of ASFA Partners in IAMSLIC...*

The FAO ASFA Secretariat requested, and the ASFA Board agreed, that the ASFA Trust Fund continue to be used to pay the IAMSLIC membership fees for ASFA Partners for a further two years with the eligibility in the initiative being as follows: 1) Developing country ASFA Partners: all *developing country* ASFA Partners and their collaborating ASFA Centres may request the FAO ASFA Secretariat to pay their IAMSLIC membership fees using ASFA Trust fund monies”, 2) Developed country ASFA Partners: the ASFA Partners from *developed countries*, and their Collaborating ASFA Centres may request the ASFA Secretariat to pay their IAMSLIC membership fees, using ASFA Trust fund monies, **only** if they have administrative problems which prevent them from paying the fee themselves.

The FAO ASFA Secretariat noted that if all developing country ASFA Partners and Collaborating ASFA Centres took advantage of this initiative, the total cost to the ASFA Trust Fund would be approximately \$900/year - not an exorbitant fee considering the benefits.

Re: Agenda Item 6.7 FIGIS-ASFA Cooperation

(Regarding the discussions on FIGIS-ASFA cooperation whereby FIGIS under an ASFA Trust Fund proposal/project is working together with CSA to develop a Geographical Interface (query tool) to search ASFA database:)

The remaining unspent funds under this Trust Fund proposal will be used to finalize the *Geographical Interface (query tool)* taking into account the ASFA Board Meeting comments and CSA systems' requirements, and to support the preparation and integration of additional GIS layers of interest to ASFA in FIGIS...

Mr Taconet asked the ASFA Board what types of concepts they would like to be added and, whether other facilities should be investigated...

Mr Taconet (FAO, FIGIS co-ordinator) and CSA agreed to prepare a list of priority layers for discussion by the ASFA Board via ASFA-Board-L.

Re: Agenda Item 7 ASFA Scope, Coverage and Monitoring and Timeliness

(note: it was decided to group under this Agenda item, **all** the discussions regarding ASFA Input procedures)

(Regarding the discussions on *Monitoring*)

Mr Gajanan Sainekar (NIO/NICMAS - India) mentioned NIO's taking on the responsibility to monitor some publications involved in the Bay of Bengal Programme, but were having problems in receiving the publications and requested assistance from the ASFA Secretariat.

The FAO ASFA Secretariat agreed to contact the *Bay of Bengal Programme* and arrange that the documents are sent directly to NIO for processing for ASFA.

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(Regarding the discussions on timeliness and the CSA suggestion that ASFA Partners' records could be sent incomplete (without indexing) to CSA for immediate inclusion in database and then later completed by the ASFA Partner. In this way, the records would be available immediately to users ... the “incomplete” records would be tagged to distinguish them from completed records CSA will be submitting its own records thus prepared to the database)

The Board discussed the numerous positive and negative aspects of this proposal by CSA for speeding up the appearance of ASFA records in the database.

The Board agreed to study/observe the records of this type that CSA was going to include on the database, before deciding to implement the same procedure themselves.

(IMPORTANT note from FAO ASFA Secretariat: please understand that ASFA Partners are NOT, at the moment, to participate in this procedure of submitting incomplete records (without indexing) to CSA – only CSA will be experimenting with this initiative. Submit all your records as you have been doing – complete with indexing)

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(Regarding the discussions on the simplification of ASFA inputting procedures)

The Board agreed that no formal decision was made during the discussion of the items concerning the simplification of inputting procedures (contained in Annex-1).

The FAO ASFA Secretariat agreed to circulate the list of tentative decisions made regarding the simplification of inputting procedures to all ASFA Partners for discussion by ASFA Board-L and then they would be put to a vote. If necessary, the advice on this matter would also be sought from outside the ASFA Partnership (e.g. IAMSLIC, etc.)

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(Regarding the discussions on Modification of abstracts)

The Board tentatively agreed that there was no problem in adding extra information (such as taxonomic names or geographic locations) to abstracts provided by publications. It was not necessary to make changes to the Author supplied abstracts unless grammatical errors/spelling mistakes were detrimental to the retrieval of the information. If abstracts had to be cut (due to problems of field/record length), then a phrase such as 'Abstract shortened by ASFA' could be added at the end of the abstract.

(Regarding the discussions on Diacritical marks)

The Board tentatively agreed that diacritical marks will be stripped and that ASFA Partners should cease transliterating Latin root characters. (What this actually means will be communicated to all Partners, in detail, via ASFA Board-L.)

Mr Kuhnhold (BF - Germany) agreed to send out a revised Transliteration table of the exceptions which still need to be transliterated, making reference to the original table contained as Annex 1 of the Guidelines for Bibliographic Description and Data Entry (using the www-ISIS-ASFA software).

CSA agreed to provide information on the CSA Illumina Help Pages on how to do searches for words (authors' names) which could include diacritical characters.

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(Regarding the discussions on English title field)

The ASFA Board tentatively agreed to keep the current rule contained in the Bibliographic Guidelines regarding "capitalization" and ignore the decision taken at the previous ASFA Board Meeting to 'Enter the English title as cited in the document regardless of capitalization'.

The ASFA Board tentatively agreed to abolish the rule regarding the changing of Roman numbers to Arabic numbers.

The ASFA Board tentatively agreed to abolish the rule regarding the use of italics for Latin expressions (such as *ad hoc*, *in vivo*) and the names of fishing/research vessels. However, italics will still be maintained for Latin Genus and species names.

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(Regarding the discussions on Author affiliation field)

The ASFA Board tentatively agreed to type the author's address as indicated in the document and also to consider the possibility of changing the structure of the Author Affiliation field in the *www-isis-asfa* software so as to contain 3 subfields (not 4)- postal address (name of institute, street, city), country (could be a pick-list) and e-mail address.

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(Regarding the discussions on Corporate Authors names)

The Board agreed that ASFA Partners would send to CSA (vsoto@csa.com) the names of NEW Corporate Authors, preferably as a short list (rather than one-by-one) by April 2006. CSA would incorporate the new names into the Master Corporate Author List and then send an updated list of Corporate Author names to Dr. Rybinski.

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(Regarding the discussions on Conference name field)

The ASFA Board tentatively agreed to abolish the rule regarding numerical figures (e.g. the words "Third Conference" do not have to be changed to "3. Conference") so that you just enter the number as it appears in the document.

(Regarding the discussions on Document/Report/Patent number field)

The ASFA Board tentatively agreed to abolish the rules regarding entry of the document/report/patent number and enter it as it appears in the document, so as to ensure consistency with the original and therefore assist in full-text searching, and linking to repositories.

RE: Agenda Item 8.2 CD-ROM

CSA and NISC agreed to discuss the possibility of collaborating together to produce an ASFA-only CD-ROM for distribution to the ASFA Partners (and Collaborating ASFA Centres) and inform the ASFA Board via ASFA Board-L.

CSA agreed to investigate the possibility of participating towards some of the costs involved to produce an ASFA-only CD-ROM with the NISC platform.

NISC and CSA agreed to investigate the lowering of the cost of the NISC ASFA Products (CD-ROMs and Internet Access) for ASFA Partners and Collaborating ASFA Centres.

RE: Agenda Item 8.7 Entitlements

Besides the basic entitlement to ASFA Partners, **CSA agreed to provide additional entitlements (CSA Illumina access) to active Collaborating ASFA Centres in developing countries – no longer strictly limited to input numbers.**

The FAO ASFA Secretariat agreed to send out a reminder to ASFA Partners via ASFA Board-L to remind them of their entitlements and also to remind them to contact Craig Emerson, CSA (cemerson@csa.com) should they have any questions or problems regarding this matter.

RE: Agenda Item 11 ASFIS Reference Series Publications

The FAO ASFA Secretariat agreed to make amendments to ASFIS-3, Guidelines for Bibliographic Descriptors and Data Entry using [www-isis-ASFA](http://www-isis-asfa.org) (Rev.3) once the simplified procedures have been agreed upon by the ASFA Board and also to incorporate the changes to the Software Utilities in Part 2 related to release 1.1.

The FAO ASFA Secretariat agreed to make amendments to ASFIS-4, Abstracting Guidelines using [www-isis-ASFA](http://www-isis-asfa.org) to incorporate the simplification procedures agreed upon by the ASFA Board.

The FAO ASFA Secretariat agreed to make amendments to ASFIS-5, Indexing Guidelines using [www-isis-ASFA](http://www-isis-asfa.org) to incorporate any simplification procedures agreed upon by the ASFA Board.

Re: ASFA Thesaurus and FAO Ontology project

The FAO ASFA Secretariat and CSA agreed to discuss the arrangements with ASFA Partners, specifically the UK ASFA Partner, regarding both the maintenance of the ASFA Thesaurus by one of the UK Collaborating ASFA Centres and also their entitlements.

Re: Geographic Authority List

The FAO ASFA Secretariat and CSA agreed to prepare Terms of Reference for a consultancy (to be financed from the ASFA Trust Fund) to clean up and maintain the current Geographic Authority List, and circulate it to the ASFA Board via ASFA Board-L.

Regarding the MarBEF project, which uses the terms in the ASFIS Geographic Authority List for the North Atlantic and Mediterranean Region, **Jan Haspeslagh (VLIZ)** agreed to liaise between the FAO and the MarBEF Project Coordinator to obtain further information as to how the terms were used/cleaned up and how to incorporate the changes and additions into the ASFIS Geographic Authority List.

RE: Agenda Item 13.3 Trust Fund Proposals

The ASFA Board approved the ASFA Trust Fund Proposal by FAO "Staff Support to ASFA Secretariat (for January-December 2006) " (ASFA/2005/3a)

The ASFA Board approved the ASFA Trust Fund Proposal "Financial Support to Attend ASFA Advisory Board Meetings" (ASFA/2005/63) and agreed upon a 10% increase making the sum of US \$38,500, with the understanding that the money will be carried forward to the next Trust Fund Proposal to attend ASFA Board Meetings, if unspent.

The ASFA Board approved the ASFA Trust Fund Proposal by NMDIS (China) "Compilation of [www-ISIS-ASFA](http://www-isis-asfa.org) Manuals and Guidelines in Chinese (ASFA/2005/22a), with the understanding that some translations will be made after release of the new version 1.1 of the [www-ISIS-ASFA](http://www-isis-asfa.org) software and the relevant manuals and guidelines.

The ASFA Board did not approve the ASFA Trust Fund Proposal by INP (Ecuador), and suggested that it be resubmitted to next year's Meeting after INP has more experience with ASFA input production and to submit the proposal with further clarification. The inclusion of

the line "hiring of personnel" was not considered appropriate if the proposal was referring to INP's regular ASFA input preparation as having the required staff should be part of an institute's regular responsibility when it joins ASFA. If INP's regular participation in ASFA is hindered by lack of a computer and printer, it should submit a proposal just for this purpose intersessionally via ASFA-Board-L for a vote.

The ASFA Board approved the ASFA Trust Fund Proposal by KMFRI (Kenya) "Elimination of Gaps" (ASFA/2005/36a), with a revision to line 3 so that the figure for overheads read US\$4,200, making a total of US\$18,200.

The ASFA Board approved the ASFA Trust Fund Proposal by VNIRO (Russia) "Input of Caspian Sea Old Literature" (ASFA/2005/46a).

RE: Agenda Item 14 Other Business.

Ms Cosulich (INIDEP- Argentina) and the Latin American Group of ASFA Partners agreed to assist the ASFA Secretariat in investigating the feasibility and costs involved in organizing a Mini-Regional Meeting for ASFA Partners. Their findings and suggestions would be circulated to the ASFA Board ASFA-Board-L. FiCEN suggested another such Meeting be considered for Asia. **The FAO ASFA Secretariat agreed** that this could be considered at some future date.

Re: Agenda Item 15 Place and Date of Next Meeting

Mr Jan Haspeslagh (VLIZ- Belgium) offered to host the 2006 ASFA Board Meeting during the first full week of September. He said that VLIZ will use the facilities of the nearby IODE Project Office for the Meeting.

The ASFA Board agreed that the 2006 ASFA Board Meeting would be held in Belgium, and that the exact dates would be confirmed by VLIZ via ASFA Board-L. The desirability of extending the meeting to 5 days, like this Meeting, will be decided during the Intersessional period.

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3. THE 2006 ASFA BOARD MEETING

(organized by VLIZ at the IOC Project Office for IODE, Ostend, Belgium, 4-8 September 2006)

ASFA Scope, Coverage, Monitoring and Timeliness

Re: Agenda Item 7.2 Coverage:

1. Ms Beattie introduced the topic of including digital videos as ASFA input. Discussion followed on how to catalogue and index them.

NOAA agreed to share their standards for digital videos and photos and also their digital video management system with the ASFA Partners via ASFA Board-L.

2. Ms Soto referred to the request made by Norway for the inclusion of references to Posters (so common at Conferences) in ASFA and how to catalogue them. In the discussion that followed, some Partners referred also to the cataloguing of PowerPoint Presentations and Databases.

FAO **agreed** to request a change to the www-ISIS-ASFA software, so as to add more codes in the Type of Document field, including one to indicate “Posters”.

3. Regarding document **ASFA/2006/77 Statement of Coverage** (*to be presented at the Ocean Library Workshop of the Second Intergovernmental Review Meeting of the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities (GPA) 16-20 October 2006, Beijing, China*).....

Some comments were made concerning the wording of the document:

Mr Jorgens remarked on the wording of the title, suggesting the word “Statement” would be more appropriate.

Mr P. Pissierssens suggested including all the current ASFA Partners names.

Mr Emerson warned against giving disproportionate emphasis on one subject area.

Mr Amady Sow suggested that the statement should include in the title that it was adopted by the ASFA Board during the 2006 Annual Meeting.

The **ASFA Board agreed** to adopt the “Statement of Coverage”, following modification of the statement to incorporate the above mentioned changes suggested by Partners (the statement will appear in the final Board Report as an annex)

4. Regarding document **ASFA/2006/72 Amendment to Subject Scope of ASFA**.....

Following modification to the above mentioned document to incorporate some suggestions made by the ASFA Partners...

The ASFA Board **agreed** that "offensive warfare" was outside the subject scope of ASFA (i.e. not for inclusion in ASFA), and that “surface water” was within the subject scope of ASFA.

The FAO ASFA Secretariat **agreed** to circulate to Partners, via ASFA-Board-L, an amended list of subject areas/topics that Partners should consider outside the subject scope of ASFA. This List will replace the current list that appears in the Indexing Guidelines when it is next revised.

Re: Agenda Item 7.4 Timeliness

5. Regarding when and how ASFA Partners should send their records/files to CSA

CSA agreed to remind ASFA Partners, via ASFA Board L, of the dates by which ASFA Partners should send their ASFA records to CSA, so as to ensure their inclusion in the current month's uploading of records into the ASFA database on ILLUMINA. **CSA also agreed** to inform ASFA Partners when they change the uploading frequency from monthly to once every two weeks.

Re: Agenda Item 7.5 ASFA Input Procedures

The ASFA Board **agreed** to establish a “Simplification” Working Group (SWG) to discuss the “simplification” of some of the ASFA input procedures. Those who agreed to take part in the Group were FAO, CSA, India, UK (Chair), France, Sweden.

6. Regarding document **ASFA/2006/69** (*List of some ASFA rules contained in the Guidelines for Bibliographic Description and Data Entry which could be simplified or eliminated*).....

The ASFA Board **agreed** to endorse the decisions made by the “Simplification” Working Group members.

[The following were the decisions recommended by the “Simplification” Working Group:

- Capitalization in English Title field – The SWG **agreed** that the English title could be left as it is in the original document, whether it is all in capitals, title case or not. This would not be mandatory. An ASFA Partner could ignore this and follow the original rule should they wish. There should not be a full stop at the end of the title
- Separating titles in the non-English title field - The SWG **agreed** to leave the original rule as it is, i.e. separate 2 or more non-English titles by a full stop, dash and a space and do not end the last title with a full stop. However, should only a full stop, or only a dash be used, this would be accepted by CSA (it would not create any problems). There should not be a full stop at the end of the last title.
- No action
- Roman numerals - The SWG **agreed** to abolish the current rule. It was not necessary to change Roman numerals into Arabic. However, ASFA Partners could do so if they wish.
- Italics - The SWG **agreed** to abolish the current rule regarding the use of italics coding for Latin expressions. BUT, the italics coding should still be used for Latin Genus + species names, although this was not necessary for DBO records or non-English abstracts.
- Transliteration of non-Roman alphabets - The SWG **agreed** to use the revised table (Annex 1) for transliterating Ukraine Cyrillic characters.
- Author name subfield - The SWG **agreed** that ASFA Partners could, should they wish, enter the first names in full as provided in the document, or just as initials.
- Suffixes as part of the author’s name - The SWG **agreed** that the suffix should go at the end of the name, but there was no need for a comma or space.
- Author’s address field - The SWG **agreed** to abolish the current rule and that ASFA Partners could type the address as indicated in the document, should they wish.
- Corporate Author in a language other than English- The SWG **agreed** to change the current rule and allow the city to be entered as in the document i.e. in original language.
- Abbreviations in the Corporate Author name - The SWG **agreed** to abolish the current rule and not abbreviate generic words i.e. type in full as in the document.
- Conference name field - The SWG **agreed**: 1) to apply the same rules regarding capitalization in the English title field and that it should not end in a full stop; 2) to abolish the current rule and enter the conference number as it appears in the document; and, 3) to abolish the current rule regarding abbreviation of generic words.
- Conference date field - The SWG **agreed** in principle to abolish the rule to abbreviate months (FAO will check with www-isis-asfa software regarding field length).
- Language field - The SWG **agreed** to abolish current rule regarding alphabetical order. ASFA Partners can enter the codes in any order.
- Document/Report/Patent number field - The SWG **agreed** to abolish the current rules. ASFA Partners can enter Document/Report/Patent number with the punctuation as it appears in the document.
- Publisher field - The SWG **agreed** to keep the current rule, i.e. not put a full stop at the end of the publisher name, unless the last word is an abbreviation.
- Date of publication field – pending.
- Notes field - The SWG **agreed** to maintain the current rule, i.e. each note should end with a full stop.]

The **FAO ASFA Secretariat agreed** to compile a complete and detailed list of the rules that were simplified and/or changed (together with explanations, where necessary) and circulate the list via ASFA-Board-L to all ASFA Partners.

7. Regarding the Environmental Regime field in the ASFA record, Ms Noble (NMBL) pointed out that many records did not contain data in this field, and that most of the records in question were prepared by CSA.

CSA agreed that they would check these records and add, where relevant, the missing Environmental Regime code (M, B, F).

Re: Agenda Item 7.6 ASFA Input Production

8. Regarding discussion on problems related to the amount of time it takes to index records,..... **CSA mentioned that that they had numerous partially completed ASFA citations in their production cycle (awaiting the indexing) and that they could supply these records to Partners who had the time and capability to carry out the indexing**

IOC suggested an ASFA Trust Fund Proposal (a pilot project of approx. 1000 records) be prepared whereby Partners could apply to complete these records with the required indexing behind a small payment per record

CSA/FAO/IOC agreed to prepare a Trust Fund Proposal, defining what would be required and what would be provided, for a pilot project whereby Input Centres could volunteer to participate. This proposal would be circulated via ASFA Board L.

9. Regarding the possibility of preparing ASFA records without the inclusion of Subject Category Codes for certain types of publications (e.g. Conference Proceedings).

The **FAO ASFA Secretariat agreed** to consult with Dr Rybinski regarding any necessary modification to the software (i.e. changing the error message to a warning message in the verification format), and then ASFA Partners would discuss how to modify indexing procedures via ASFA Board L so that at the next ASFA Board Meeting the simplification of indexing procedures could be discussed.

ASFA Products and Services

Re: Agenda Item 8.6 Public Relations Activities and Marketing

10. Regarding the promotion of ASFA in Latin America through the Regional FAO Representatives web site ...

Ms Cosulich agreed to provide FAO with a list of contact names of the Latin American ASFA Partners who wished to be included in a letter to be sent by the FAO ASFA Secretariat to the FAO Regional Office for Latin America and the Caribbean. The letter would be a request to FAO Representative's office to include, on their Web site, information regarding the Latin American ASFA Partners.

FAO agreed to assist in drafting a letter and in sending it to the FAO Representative at the Regional Office.

11. Regarding Document **ASFA/2006/68** (*Contributions to the ASFA Database by Partners and ASFA Partners Entitlements*) FAO pointed out that the figures were those of last year, since they only received updated figures the week before the Board Meeting.

FAO agreed to circulate an updated version of this table to ASFA Partners via ASFA Board L.

Progress with machine-readable input

Re: Agenda Item 9.2 www-ISIS-ASFA

12. Regarding the preparation of ASFA input on a centrally-based server

The **FAO ASFA Secretariat agreed** to further investigate the possibility of using the www-ISIS-ASFA software on a centralized server for ASFA input and the potentiality of the ASFA Partners to take advantage of this (i.e. their broad-band capacity) and also to investigate the possibility of utilizing the FAO FIRMS technology in the longer term.

Status of ASFIS Reference Series Publications

Re: Agenda Item 11.2 ASFIS-2, Subject Scope Description

13. Regarding the subject scope of ASFA

FAO agreed to update this publication and to incorporate the changes in the topics to be excluded from the scope of ASFA as mentioned above in item-4.

Re: Agenda Item 11.7 ASFIS-7, Geographic Authority List

14. Regarding geographic descriptors....

Much discussion followed regarding geographic terms how to clean up the terms in the current pick-list that is incorporated in the www-ISIS-ASFA software how to provide ASFA Partners with a list of geographic names in a standardized hierarchical structure to assist them during ASFA input,.....which Authority should be used to develop the list

The ASFA Board agreed that the most constructive way to proceed would be to form a Geographic Working Group (GWG). The following **ASFA Partners agreed** to be part of the GWG: FAO, CSA, Belgium, IOC, UN/DOALOS, India, Germany, Morocco, Mexico, Tanzania, France, UK, China, with Walther Kuhnhold being Chairperson. The GWG's discussions would be carried out via E-mail.

Jan Haspeslagh suggested that the GWG should work towards describing a Project Proposal covering the following: 1) cleaning up the current Geographic term pick-list in the www-ISIS-ASFA software; 2) defining a structure for and the management of that list, and how to work with it; 3) having a workable list that is simple and pragmatic; 4) propose a Tender for either an ASFA Partner and/or an external body/institute to implement technical solutions to enable the addition of a Geographic Interface in the future which could be used both to assist in data entry and in searching the database.

The **ASFA Board agreed** that the items suggested by Jan Haspeslagh could be used as a 'terms of reference' for the GWG.

Re: Agenda Item 11. 6 ASFA Thesaurus

15. The **ASFA Board agreed** to form a Thesaurus Working Group, composed of FAO, CSA, France, and UK (including FBA).

16. Regarding Document **ASFA/2006/55a** (*ASFA Thesaurus Maintenance Report*) FBA reports that it is willing to assist the ASFA Board and ASFA Secretariat to move forward on the maintenance and further development of the ASFA Thesaurus and related tools. Some assessment work has been done and FBA is now ready to tackle the actual maintenance subject to the ASFA Board's approval.

The **ASFA Board** agreed that FBA could proceed on work regarding maintenance of the ASFA Thesaurus.

ASFA Trust Fund

Re: Agenda Item 13.3 New Project Proposals

17. Regarding the Trust Fund Proposal *Financial support to attend ASFA Advisory Board Meetings (ASFA/2006/66)*:

The FAO ASFA Secretariat proposes an increase to \$40 000, and that the Board might consider this as a ceiling for at least the next 2 years, with the hope that should additional funds be required in the future, the other UN Co-sponsoring ASFA Partners could contribute.

The **ASFA Board** approved the proposal.

18. Regarding the Trust Fund Proposal *Staff Support To ASFA Secretariat (For January - December 2007) (ASFA/2006/3a)*

The FAO ASFA Secretariat proposes an increase in this Trust Fund allocation from \$40 000 to \$50 000, because of overall decreased budget allocations within FAO together with an expanding ASFA Partnership (59 Partners).

The **ASFA Board** approved the proposal.

19. Regarding the Trust Fund Proposal *Setting aside a small part of the ASFA Trust Fund to finance micro- projects in ASFA partner countries related to aquatic information (ASFA/2006/71)*

*The FAO ASFA Secretariat proposes (on a limited/experimental basis) that a small portion of the ASFA Trust Fund (e.g. \$10 000 per year) be set aside from the ASFA Trust Fund to fund eventual **micro-projects (between \$2000 - \$5000 each)**. The projects would preferably be related to aquatic information, and would be identified by ASFA Partners. In other words, these micro-projects would be to the benefit of persons, projects, communities, co-operatives **outside** the ASFA Partner institute, but within the Partner's country.*

The **ASFA Board** did not approve the proposal, but agreed to re-consider it at next year's Meeting, in the context of a more general review of the use of the ASFA Trust Fund.

20. Regarding the Trust Fund Proposal *Mini ASFA Meeting (Regional) (ASFA/2006/73)*
The FAO ASFA Secretariat proposes that \$20 000 be set aside from the ASFA Trust Fund for the FAO ASFA Secretariat to organize and carry out a mini (regional) ASFA Meeting.

Initially, the first such Meeting would be in Latin America (as mentioned at the 2004 and 2005 ASFA Meetings). Subsequent Meetings (and relevant Trust Fund proposals) would be considered for Asia and for Africa if successful.

The **ASFA Board** approved the proposal.

Ms Cosulich (INIDEP) agreed to provide a more detailed cost estimate and agenda for the Meeting, according to the suggestions agreed by the Latin America ASFA Partners, which would also include the tentative list of participants (including the trainees for OdinCarsa Repositories) and the suggested resource persons (M. Montes and L. Lombardi).

Mr Pissierssens (IOC) agreed to consider the provision of some IOC funding, taking into consideration synergies within the OdinCarsa Project. **[THIS ACTION NEEDS TO BE TAKEN INTO CONSIDERATION UNDER AGENDA ITEM 6.3.1.2 – ODINCARSA]**

21. Regarding the Trust Fund Proposal *Training Of Trainers (to assist FAO ASFA Secretariat in training and backstopping ASFA Partners) \$ 10 000 (ASFA/2006/75)*

The FAO ASFA Secretariat proposes that \$10 000 be set aside from the ASFA Trust Fund for the “training of trainers” in the ASFA input procedures. The trainers would assist the FAO ASFA Secretariat in the training of ASFA Partners.

Mr Peter Pissierssens suggested increasing the amount to \$20,000 to enable the development of a training package, which would include a video and other training materials/tools that could be given to the trainees to take back with them.

The **ASFA Board agreed** to increase the amount to \$20,000 (so that a video training package could be prepared) and **approved** the proposal.

22. Regarding the Trust Fund Proposal *www-ISIS-ASFA - Towards Release -2 (initial study/work/development)(ASFA/2006/74)*

The FAO ASFA Secretariat proposes to set aside \$8 750 from the ASFA Trust Fund to continue with the development of the www-ISIS-ASFA software. The “Release-2 would include some changes that were too big to incorporate into the 1.1 upgrade and new elements that will be identified by the Board, CSA, FAO, and ICIE.

The **ASFA Board approved** the proposal in principle and **FAO agreed** to circulate the final cost of the proposal via ASFA Board-L.

23. Regarding the Trust Fund Proposal *Nigeria – NIFFR ASFA trust fund proposal Filling the missing gap (US \$8 060) (ASFA/2006/43a)*

The proposal is to fill some of the missing gaps in the ASFA Database for Nigerian literature. It intends to prepare about 600 records.

The FAO ASFA Secretariat reminded ASFA Partners of the criteria that were required before a new ASFA Partner could put forward a Trust Fund Proposal: 1) they should be up-to-date with their current input; and, 2) they should be autonomous/self-sufficient in their input preparation (i.e. sending their ASFA input directly to CSA)

Currently the Nigerian input is still being checked by the FAO ASFA Secretariat and/or KMFRI.

The **ASFA Board approved** the proposal in principle, which would become operative as soon as NIFFR is autonomous. The FAO ASFA Secretariat **agreed** to contact NIFFR to clarify some points regarding the costs and the number of records. The Trust Fund Proposal would then be circulated to ASFA Partners via ASFA Board-L.

24. Regarding the Trust Fund Proposal *Input of Barents and Norwegian Seas Literature (US\$3 960) (ASFA/2006/48a)*

This proposal aims at filling in gap in the ASFA database, concerning the Russian language literature on Barents and Norwegian Seas for the period since 1938 till 1971. A total of 310 records could be added to ASFA database during one year.

The **ASFA Board approved** the proposal.

25. Regarding the Trust Fund Proposal ***Elaboration of the Ecuador database at INP and INOCAR (US\$6 000)*** (ASFA/2006/26a)

This proposal requests funds for 2 PCs plus 2 printers to carry out training of staff and also to assist the 2 Ecuador ASFA input centres (INP and INOCAR) in preparing their ASFA records.

The **ASFA Board approved** the proposal.

26. Regarding the Indonesia ASFA Trust Fund Proposal (ASFA/2006/33a)

This proposal, for \$11 000, deals with the production of ASFA input and training.

The FAO ASFA Secretariat informed the ASFA Board that they were having some difficulty in communicating with the Indonesian ASFA Partner via E-mail. The ASFA secretariat stated that it would like to have the Indonesian ASFA Partner come back to FAO for a second training, so that he could eventually go back to Indonesia and carry out a training for the other Indonesian ASFA input centres.

The **FAO ASFA Secretariat agreed** to discuss the situation further with the Indonesian ASFA Partner.

The **ASFA Board did not approve** the proposal, but was sympathetic towards the idea and **agreed** that it could be re-considered following further training of the Indonesian Partner.

14. Other Business

27. Mr Montes (UNAM) requested the FAO ASFA Secretariat to send a letter, once or twice a year (if requested by a Partner) to the Directors of the ASFA Partner institutes thanking them for their Institute's support for ASFA and at the same time reminding the Directors of the ASFA entitlements and of the responsibilities linked to ASFA participation. The idea behind this initiative is to keep interest high in the institute, as regards ASFA Participation, especially when changes in high level staff are foreseen or have occurred.

The **FAO ASFA Secretariat agreed** to do this when requested.

28. The **Board** gave a standing ovation to show their appreciation to Ms Luciana Lombardi (FAO) for her longstanding service in ASFA, her enthusiasm, professionalism and friendship, upon learning from Mr R Grainger (FAO) of her retirement next summer.

15. Place and Date of Next Meeting

29. Mr James Macharia offered to host the upcoming 2007 ASFA Advisory Board Meeting at KMFRI, Mombassa, Kenya, pending confirmation from his Director and with the dates to be established (probably September).

The **ASFA Board agreed** to hold the next Meeting at KMFRI and thanked Mr Macharia for KMFRI's offer.

The Board thanked Mr Gaibor (INP) and Ms Ovens (ICES) for their offers to hold the Meeting.

Decisions Agreed during the Fifth Day

Re: Agenda Item 1

During the discussion on institutional archives and topical repositories, reference was made to the fact that the same information was being entered in 3 different systems (Library Catalogues, ASFA and e-repositories) using 3 different methodologies. There was general consensus that the more logical, and less time consuming way to carry out this work, would be to use just one system, whereby the data would be entered just once, but with the possibility of harvesting and/or exporting in different formats. However, it was noted that such 'simplification' of work did not necessarily mean preparing a 'simpler' record.

Many aspects were covered, including the possible integration of Library modules/management systems within the www-ISIS-ASFA software..... this software has the technical possibilities - the data entry interface could be kept and other interfaces could be changed or added..... It was possible to keep the ASFA record format, which is the most complex, and use it as a starting point to export in other simpler formats. The current software is almost ready to export records to institutional archives..... Some additional XML layout needs to be defined.

There was a clear wish amongst the ASFA Partners to enhance the ASFA input work to enable it to be used to give access to the full text document of the record.

The ASFA Board **agreed** to set up a Working Group to define what is needed to be done and put forward a Trust Fund Proposal for an integrated solution to library cataloguing, ASFA input and e-repositories. The proposal will be presented intersessionally for voting. The Repository Working Group is composed of FAO, AGRIS, CSA, IOC, Belgium, UN/DOALOS, France, Tanzania, Chile, Mauritania, Dr Rybinski and Mr Goovaerts.

Re: Agenda Item 5 Others

The ASFA Board **agreed** to set up a Working Group regarding the development of version 2 of the www-ISIS-ASFA software, taking the items mentioned in document ASFA/2006/70 as a preliminary basis. The members of the working group would be identified via ASFA Board-L, but provisionally include FAO, CSA, UN/DOALOS, India, Kenya, France, and Dr Rybinski.

FINANCIAL IMPLICATIONS FOR IOC COOPERATION IN ASFA:

Approx. US\$ 2000/year for ASFA Board Participation (by Secretariat)
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