



2023 ASFA Advisory Board Meeting

Bangkok, Thailand

3–6 October 2023

ASFA/2023/3

Status of Action Items – 2022 Advisory Board Meeting

Status of Action Items

No of AI	Description of Action Item	Status	Note
1	ASFA Secretariat to finalize Partnership Agreement (proof-read) and send through to ASFA Advisory Board by end of September. Partners to vote on accepting the new agreement. Only new partners will need to sign the agreement, existing partners may choose to do so if they wish	Completed	PA has been amended to comply with FAO requirements. Approval by FAO FI expected in September 2023. Partners to vote on accepting the new PA at the ABM; Approval by FAO Legal expected by Dec 2023.
2	ASFA Secretariat to contact all inactive (no input for 2 years) partners to investigate the reasons and warn they are at risk from being removed from the partnership or transitioned to Associate membership. Offer to provide mentoring or other support to use OpenASFA if needed.	In progress	All inactive partners will be asked to confirm their interest to continue their participation in ASFA by signing a new PA in 2024
3	ASFA to finalize budget by end of September and send to partners to vote on. Consensus was that support to attend meetings was not a priority and that the Trust Fund special project cycle should not run until such time as ASFA has sufficient funds. Priority is to be support to the Secretariat and development of OpenASFA.	Completed	The budget for 2023 finalized. The budget for 2024-2025 will be presented and voted by partners at ABM. Three new TF projects will be proposed by the Secretariat;
4	Check ProQuest's list of Associates against ASFA Secretariats and ensure access to database for all institutions able to share IP address. Partners reminded to contact Paula McCoy if they are unable to access the database.	Completed	
5	Send dataset records from OpenASFA to Paula McCoy in XML format to investigate including on ASFA database.	Completed	Following discussion with ProQuest, dataset records will not be included on the full ASFA database as the

			metadata scheme is significantly different to other worksheets. OpenASFA and FAO developers are working to ensure dataset records appear on the OpenASFA search interface.
6	Investigate how to create statistics on number of records sent to ProQuest each month and whether possible to indicate on OpenASFA whether a record is or will be sent to ProQuest.	In progress	The ProQuest list of serial titles maintained on OpenASFA.
7	Create option for Experts and Team Supervisors to export in .CSV titles and basic metadata of records.	Pending	Export features to be reviewed at the later stage
8	Follow up with regional network focal points and Ekaterina Kulakova on various ways in which the ASFA Secretariat can support their work. To include toolkit for managing a team on OpenASFA, brochures for recruitment tailored to Latin America and Africa networks; discuss with Alexis what options are needed to assist recruitment in North America.	Completed	Regional network meetings were held early in 2023 where these matters were discussed. As a result, an ASFA Partner engagement toolkit was produced and Regional Compendiums for each network,
9	Contact regional network focal points and working group chairs regarding ASFA business model. Summarize discussions and update paper that was prepared for the Advisory Board. Hold a further session open to all partners, if necessary, by early October, before presenting at the IAMSLIC conference in October.	Completed	An updated paper on the new ASFA Business model will be presented for discussion at 2023 ABM
10	Contact Alice Endra as Africa regional focal point to discuss materials related to datasets and how ASFA can assist partners not yet registered on OpenASFA and also those networks mentioned in her ppt. Also how to encourage recording of datasets from the region.	Pending	Action Item pending the updates to OpenASFA Search interface. Ways to increase volume of records from Africa region to be discussed at ABM 2023.
11	Discuss lack of chairperson with Europe regional network.		The group continues functioning without a chairperson
12	At IAMSLIC conference in October 2022, state the need to recruit a partner from USA.	Completed	ASFA partner in US (NOAA) will be approached to confirm interest to participate in

			ASFA by signing a new PA
13	Follow up with DFO on need for API of OpenASFA records.	Completed	DFO confirmed they do not need a feed for their records as of yet.
14	Send excel file for ASFA input to any institution struggling with internet connectivity.	Completed	Excel file sent to partners via ASFA Board-L in early 2023. So far, no metadata submitted by in Excel format
15	ASFA Secretariat to follow up with IOTC.	Pending	Will be asked to sign a new Partnership Agreement in 2024
16	Collect usage statistics on views of OpenASFA records on the search interface. This could include looking at specific publications and comparing the views on OpenASFA with the views on the publisher's website, and how grey literature is valued compared to published literature.	Pending	Pending of finalization of export to search interface
17	Prepare a paper highlighting ASFA's work on the Sustainable Development Goals in preparation of a meeting with Clarivate to discuss the next publishing agreement. Promote this work through regional seminars with appropriate audiences.	In progress	ASFA paper is published in Ocean & Coastal Management; FAO-SEAFDEC project report is in print;
18	Identify potential ASFA partners who could perform some of the training activities currently undertaken by the Secretariat. A session could be held by the Secretariat to train the trainers in early 2023.	In progress	Training for trainers in scheduled for 2024. Training sessions in Russian/Spanish/French delivered by ASFA partners
19	Discuss with AquaDocs, IAMSLIC and IOC-IODE how to build on the recent successes achieved through the joint activities undertaken by letter of agreement between ASFA and VLIZ.	In progress	Merging AquaDocs with ASFA is being discussed;
20	Revisit entitlements, particularly of ASFA associates, to ensure they are being used and valued. Discuss with ProQuest whether changes are needed	Completed	The scheme will be changed