

ASFA ADVISORY BOARD MEETING

**Institut national de recherche halieutique (INRH), Casablanca, Morocco
5-9 July 2010**

SUMMARY REPORT

(including ASFA Partners' Reports)



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PREFACE

The **ASFA Advisory Board** is described under **Article VIII** of the **ASFA Partnership Agreement** which all ASFA Partners have signed. The full Partnership Agreement can be seen on the ASFA homepage (<ftp://ftp.fao.org/docrep/fao/006/ad644e/ad644e00.pdf>).

The three paragraphs, from Article VIII, containing the **key functions** of the Board are:

paragraph 8.1 – *The functions of the ASFA Advisory Board (the "Board") shall be to decide upon, and oversee the implementation of policy matters with respect to the ASFA service.*

paragraph 8.2 – *Each ASFA Partner shall be entitled to nominate one member of the Board, who should be a person invested with authority to commit the expenditure of the resources of the ASFA Partner concerned.*

paragraph 8.4 – *Members of the Board shall be adequately prepared to discuss and evaluate the issues raised at each meeting of the Board.*

The Aquatic Sciences and Fisheries Abstracts (ASFA) Advisory Board has been meeting annually since the beginning of the ASFA service/system in 1970.

Besides providing an opportunity to establish contacts and to provide a forum for discussing the ongoing maintenance and the future development of the ASFA system, the Meeting also serves as a moment of “accountability” for all the ASFA Partners. This is because all the Partners must, both during the Meeting and in their Reports to the Meeting, render public what they have (or have not) accomplished during the intersessional period.

There is little doubt that the annual ASFA Board Meetings are an important factor in keeping the “momentum” going in a system which may be easily subject to stasis because of its highly decentralized nature and the lack of direct monetary subsidies as an incentive for input production.

Note regarding this document: In the printed version of the Meeting Report, you will find the minutes of the Meeting and only a few selected Annexes (e.g. the Agenda, the List of Participants, Trust Fund Status and Action Items). However, the CD-ROM included with this document contains all of the documents (Annexes) and PowerPoint presentations that were submitted to or presented at the Meeting (note: these documents have been reproduced as submitted and have not undergone editorial control by the FAO ASFA Secretariat).

ACKNOWLEDGEMENTS

The body of this Report represents the minutes of the Meeting as recorded by the Rapporteur Ms Helen Wibley (FAO).

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ANNEXES

Note: The printed version of this Report contains only a few of the many Annexes (i.e. Agenda, List of Documents, List of Participants, List of Abbreviations, ASFA Trust Fund Status, and Action Items Agreed) so as to limit its size. However, on the CD-ROM that accompanies the Report, you will find **all** of the Annexes (Meeting documents) listed below.

Document numbering: Documents numbers (e.g. ASFA/2010/... etc.) were reserved for each ASFA Partner prior to the Meeting. However, some Partners did not (or were not required to) submit a Report, therefore you will find “gaps” in the sequential numbering of the Reports.

Annex-1	ASFA/2010/1	Agenda
Annex-1a	ASFA/2010/1a	List of documents
Annex-1b	ASFA/2010/1b	List of participants
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Annex-2	ASFA/2010/2	Actions agreed by participants at 2009 meeting
Annex-3	ASFA/2010/3	FAO report
Annex-3a	ASFA/2010/3a	ASFA Trust Fund proposal (FAO) ‘Staff support to FAO ASFA Secretariat 2011’
Annex-4	ASFA/2010/5	UN/DOALOS report
Annex-5	ASFA/2010/7	ADRIAMED report
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Annex-9	ASFA/2010/16	SPC report
Annex-10	ASFA/2010/17	WCPFC report
Annex-11	ASFA/2010/18	Argentina (INIDEP) report
Annex-12	ASFA/2010/25	Chile (IFOP) report
Annex-12a	ASFA/2010/25a	Trust Fund Proposal ‘Creation of an institutional digital archive of IFOP’
Annex-13	ASFA/2010/26	China, People’s Republic of (NMDIS) report
Annex-14	ASFA/2010/29	Ecuador (INP) report
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Annex-21	ASFA/2010/38	India (NIO/NICMAS) report
Annex-22	ASFA/2010/39	Indonesia (LIPI/PDII) report
Annex-23	ASFA/2010/40	Ireland (MI) report
Annex-24	ASFA/2010/42	Iran (Islamic Republic of) (IFRO) report
Annex-25	ASFA/2010/43	Japan (FRA) report
Annex-26	ASFA/2010/44	Kenya (KMFRI) report
Annex-27	ASFA/2010/45	Korea (Republic of) (KORDI) report
Annex-28	ASFA/2010/46	Lao People’s Democratic Republic (LARRec) report

Annex-29	ASFA/2010/48	Mexico (DGB) report
Annex-30	ASFA/2010/49	Morocco (INRH) report
Annex-31	ASFA/2010/51	Nigeria (NIFFR) report
Annex-32	ASFA/2010/52	Norway (IMR) report
Annex-33	ASFA/2010/54	Poland (SFI) report
Annex-34	ASFA/2010/56	Russia (VNIRO) report
Annex-35	ASFA/2010/59	Tanzania (IMS) report
Annex-36	ASFA/2010/61	Tunisia (INSTM) report
Annex-37	ASFA/2010/62	Uganda (NaFIRRI) report
Annex-38	ASFA/2010/63	Ukraine (YugNIRO) report
Annex-39	ASFA/2010/64	United Kingdom (NMBL) report
Annex-39a	ASFA/2010/64a	FBA Interim report on Trust Fund project "Further updating of the ASFA GAL and Pick List"
Annex-39b	ASFA/2010/64b	ASFA Trust Fund Proposal: Digitization, Open Access deposition and ASFA record preparation - Freshwater grey literature (1940-2007)
Annex-39c	ASFA/2010/64c	NMBL notes on Automated Indexing
Annex-40	ASFA/2010/65	Uruguay (IIP) report
Annex-41	ASFA/2010/66	USA (NOAA) report
Annex-42	ASFA/2010/68	ProQuest report
Annex-43	ASFA/2010/69	ProQuest calculation of Royalty Payment to ASFA Trust Fund
Annex-44	ASFA/2010/70	List of ASFA Partners
Annex-44a	ASFA/2010/70a	Admission of 2 new members to the ASFA Partnership
Annex-44b	ASFA/2010/70b	Growth of ASFA Partnership over the years
Annex-44c	ASFA/2010/70c	List of ASFA Collaborating Centres
Annex-45	ASFA/2010/71	ASFA Trust Fund Status
Annex-45a	ASFA/2010/71a	The ASFA Trust Fund at a glance (approximations)
Annex-46	ASFA/2010/72	12 th Rep. Project to Distribute ASFA to LIFDCs
Annex-47	ASFA/2010/73	ASFA Trust Fund proposal – Financial support to attend 2011 ASFA Advisory Board Meeting
Annex-48	ASFA/2010/74	Contributions (input) to ASFA Database by Partners
Annex-49	ASFA/2010/75	Updated list of Partners Entitlements
Annex-50	ASFA/2010/76	List of ASFA Information Products and Services
Annex-51	ASFA/2010/77	www-ISIS-ASFA 1.2 Review of features
Annex-52	ASFA/2010/78	List of all ASFA Advisory Board Meetings / Editorial Staff Meetings to date
Annex-53	ASFA/2010/79	Status report 'Solutions taken to improve/increase timeliness of ASFA input'
Annex-54	ASFA/2010/80	Interim report of ICS, Warsaw University "Re-engineering www-ISIS software"
Annex-55	ASFA/2010/81	ASFA Trust Fund project proposal - Adapting WWW-ISIS-ASFA to re-engineered www-ISIS core program (including modifications to www-ISIS-ASFA - making it Release-2)
Annex-56	ASFA/2010/82	IOC-IODE/ODIN (PowerPoint) by L. Pikula
Annex-57	ASFA/2010/83	Valuation of IMS library and its information resources (PowerPoint) by E. Nyika
Annex-58	ASFA/2010/84	Comments on ASFA input (PowerPoint) by V. Soto and H. Wibley

Annex-59	ASFA/2010/85	ASFA Database on CSA Illumina (PowerPoint) by V. Soto
Annex-60	ASFA/2010/86	Report of the Geographic Working Group Meeting (Casablanca, Morocco, 7 July 2010)
Annex-61	ASFA/2010/87	Action items and decisions agreed by participants
Annex-62	ASFA/2010/Info-1	FBA Trust Fund proposal (approved during intersessional period) "Updating Geographic Pick-List for www-ISIS-ASFA software and related work"
Annex-63	ASFA/2010/Info-2	Report on digitization work done by FAO ASFA Secretariat (executing the Trust Fund project put forth to the ASFA Board by IAMSLIC a few years ago "Initiative to support digitization of grey literature and advice as to what should be digitized" \$28 000)
Annex-64	ASFA/2010/Info-3	Grey literature (Information tip / Reminder)
Annex-65	ASFA/2010/Info-4	2010 - The International Year of Biodiversity and ASFA (Information tip / Reminder)
Annex-66	ASFA/2010/Info-5	Comparative advantages of ASFA

1. OPENING OF THE MEETING

The Annual Meeting of the Aquatic Sciences and Fisheries Abstracts (ASFA) Advisory Board was hosted by the **Institut national de recherche halieutique (INRH)**, located in Casablanca, Morocco from 5 to 9 July 2010.

The Meeting was attended by 35 participants from: 21 National ASFA Partners, 1 UN Partner, 2 International ASFA Partners, the ASFA Publishing Partner, and 1 observer. The Agenda is in **Annex-1**. The names and addresses of the participants are listed in **Annex-1b**. The documents presented at the Meeting and the abbreviations used in the Report are listed in **Annex-1a** and **1c**, respectively.

Mr El Ahdal, INRH, welcomed the participants to the ASFA Advisory Board Meeting and introduced Mr Faik, Director General of INRH, who delivered the opening speech. Mr Faik said that it was a great honour and pleasure for him that the 39th Annual Meeting of the ASFA Advisory Board was being held for the first time in Casablanca, Morocco. He expressed his gratitude to the ASFA Board for having chosen INRH to host this important meeting. He referred to the major objective of ASFA, which was to disseminate information on aquatic sciences and fisheries worldwide, taking into account the particular interests of developing countries. He said that the Documentation Centre of INRH was specialized in the field of marine sciences and one of the major objectives of the centre was to address research needs regarding technical and scientific information. Mr Faik added that INRH cooperated with various other technical and scientific information institutes in Morocco and commented that ASFA was a very important decision-making tool in the development of fisheries management plans. He expressed his confidence that the meeting would be successful in ensuring that ASFA would continue to provide the fishery and aquaculture sector with specialized information, essential in decision-making regarding the management of fishery resources.

Mr Grainger, Chief of FIPS, the FAO service which is responsible for ASFA, thanked INRH for agreeing to host the Meeting and expressed his appreciation for all of the time and effort that INRH staff dedicated to organizing the meeting. He commented that from the handful of ASFA Partners that were present at the first meeting held in 1970, the ASFA Partnership now included some 50 National Partners in 30 developing countries, indicating not only a large increase in the number of ASFA Partners, but also a significant participation by economically developing countries. He mentioned that INRH joined the ASFA Partnership in 1999 and noted the important role played by fisheries in Morocco. He commented on how appropriate it was that the ASFA Partners were gathered in Casablanca as guests of INRH to discuss the challenges facing ASFA and to work towards the survival and future expansion of the ASFA Partnership.

2. ADMINISTRATIVE ARRANGEMENTS

Ms Bazi (INRH) presented this Agenda Item.

3. ELECTION OF CHAIRPERSONS AND RAPPORTEURS

Ms Noble (NMBL) was elected Chairperson of the Board Meeting. Ms Wibley (FAO) was appointed Rapporteur and Mr Pepe (FAO) as assistant Rapporteur.

4. ADOPTION OF THE AGENDA

Mr Pepe (FAO ASFA Secretariat) reported that a copy of the draft Agenda was sent to all ASFA Partners via ASFA Board-L in February 2010 asking Partners if they thought any changes should be made to the Agenda, but not replies had been received.

The Agenda, as it appears in **Annex-1**, was adopted by the Board.

After the adoption of the Agenda, Mr Pepe (FAO ASFA Secretariat) raised the issue of the structure of the Agenda, as regards future meetings. He asked the ASFA Partners to examine the current Agenda (which is more or less standard for each meeting) regarding the possible addition or modification of anything with respect to the structure for future meetings. Mr Pepe suggested that an Agenda Committee be established, which would work together with the FAO ASFA to deal with this issue.

The FAO ASFA Secretariat agreed to send an e-mail via ASFA Board-L to ask for volunteers and/or recruit people to form an Agenda Committee which would assist the FAO ASFA Secretariat in drawing up/modifying the Agenda for future ASFA Board Meetings.

Mr Pepe (FAO ASFA Secretariat) reminded the ASFA Partners that any important issues they had mentioned in their intersessional reports should be brought up during the appropriate agenda item.

5. ADOPTION OF THE SUMMARY REPORT OF THE 2009 MEETING

The ASFA Board agreed to adopt the Summary Report of the 2009 ASFA Advisory Board Meeting (Goa, India).

5.1 Matters Arising (from 2009 Meeting)

The follow-up taken by Partners on last year's "action items" is reported under the appropriate Agenda items.

6. STATUS OF ASFA PARTNERSHIP

6.1 General status of the ASFA Partnership

Mr Pepe (FAO ASFA Secretariat), referring to document ASFA/2010/70c - List of Collaborating ASFA Centres (**Annex-44c**), asked ASFA Partners to check the information and confirm with the FAO ASFA Secretariat so that the files could be updated.

6.2 Report on the Intersessional Activities of ASFA Partners

Each ASFA Partner presented a summary Report of its own intersessional activities. The FAO ASFA Secretariat summarized the major points contained in the Reports of Partners not in attendance. The full text of all the Reports is in **Annexes 3-42**.

6.2.1 United Nations Co-sponsors

- **FAO** - Mr Grainger presented the FAO report (**Annex-3**)
- **IOC** - (Not present, no report)
- **UN/DOALOS** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-4**)
- **UNEP** - (Not present, no report)

6.2.2 ASFA Partners

- **ADRIAMED** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-5**)
- **ICCAT** - (Not present - No report)
- **ICES** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-6**)
- **WorldFish Center** (Not present - No report)
- **IOTC** - (Not present - No report)
- **IUCN** - (Not present - No report)
- **NACA** - (Not present - No report)
- **NAFO** - Mr Thompson presented the NAFO report (**Annex-7**)
- **PIMRIS** - Ms Kleiber presented the PIMRIS report (**Annex-8**)
- **SPC** - Ms Kleiber presented the SPC report (**Annex-9**)
- **WCPFC** - (Not present - Report highlighted by the FAO ASFA Secretariat (**Annex-10**)
- **Argentina (INIDEP)** - Ms Cosulich presented the INIDEP report (**Annex-11**)
- **Australia (CSIRO)** - (Not present - No report)
- **Belgium (VLIZ)** - (Not present - No report)
- **Brazil (USP)** - (Not present - No report)
- **Canada (NRC)** - (Not present - No report)
- **Chile (IFOP)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-12**)
- **China (NMDIS)** - Mr Dongxu Li presented the NMDIS report (**Annex-13**)
- **Cote d'Ivoire (CRO)** - (Not present - No report)
- **Cuba (CIP)** - (Not present - No report)
- **Ecuador (INP)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-14**)
- **Egypt (NIOF)** - Mr El Nemr presented the NIOF report (**Annex-15**)
- **Estonia (EMI)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-16**)
- **France (IFREMER)** - Ms Prod'homme presented the IFREMER report (**Annex-17**)

- **Germany (BF)** - Mr Ruetze presented the BF report (**Annex-18**)
- **Ghana (CSIR)** - (Not present - No report)
- **Greece (HCMR)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-19**)
- **Guinea (CNSHB)** - Mr Kaba presented the CNSHB report (**Annex-20**)
- **Iceland (MRI)** - (Not present - No report)
- **India (NIO/NICMAS)** - Mr Sainekar presented the NIO/NICMAS report (**Annex-21**)
- **Indonesia (LIPI/PDII)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-22**)
- **Ireland (MI)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-23**)
- **Iran (IFRO)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-24**)
- **Italy (SIBM)** – (Not present - No report)
- **Japan (JFRCA)** - Mr Hanamura presented the JFRCA report (**Annex-25**)
- **Kenya (KMFRI)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-26**)
- **Korea (KORDI)** - Mr Han presented the KORDI report (**Annex-27**)
- **LAO (LARRec)** - Mr Phouthavongs presented the LARRec report (**Annex-28**)
- **Mauritania (IMROP)** - Mr Sow presented the IMROP report (No written report)
- **Mexico (DGB)** – Mr Montes presented the DGB report (**Annex-29**)
- **Morocco (INRH)** - Ms Bazi presented the INRH report (**Annex-30**)
- **Mozambique (INAHINA)** - (Not present - No report)
- **Nigeria (NIFFR)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-31**)
- **Norway (IMR)** - Mr Seteras presented the IMR report (**Annex-32**)
- **Peru (IMARPE)** - (Not present - No report)
- **Poland (SFI)** - Ms Fey presented the SFI report (**Annex-33**)
- **Portugal (IPIMAR)** - (Not present - No report)
- **Russia (VNIRO)** - Ms Levashova presented the VNIRO report (**Annex-34**)
- **Senegal (DPM)** - (Not present - No report)
- **Spain (IEO)** - (Not present - No report)
- **Tanzania (IMS)** - Ms Nyike presented the IMS report (**Annex-35**)
- **Thailand (PMBC)** - (Not present - No report)
- **Tunisia (INSTM)** - Ms Messaoudi presented the INSTM report (**Annex-36**)
- **Uganda (NaFFIRI)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-37**)
- **Ukraine (YugNIRO)** - Ms Akimova presented the YugNIRO report (**Annex-38**)
- **United Kingdom (NBML)** - Ms Noble presented the NBML report (**Annex-39**)
- **Uruguay (IIP)** - Ms Cristiani presented the IIP report (**Annex-40**)
- **USA (NOAA)** - (Not present) - Report highlighted by the FAO ASFA Secretariat (**Annex-41**)
- **Vietnam (CIS)** - (Not present - No report)

During the presentation of the Summary Reports, a number of the ASFA Partners raised issues regarding various different Agenda Items. The related discussions are reported under the appropriate Agenda Item in this report.

Mr Pepe (FAO ASFA Secretariat) commented that one of the common threads mentioned in the intersessional reports of the ASFA Partners was the usefulness of ASFA and that it was their main information resource. He said that this was a very important issue and this testimony could be utilized by ASFA Partners in convincing their directors of the utility of ASFA and of the need for their institute to participate in the ASFA Partnership.

6.2.3 ASFA Publisher (ProQuest) - Mr Emerson presented the ProQuest report (Annex-42)

6.3 New ASFA Partners

Mr Pepe (FAO ASFA Secretariat) reported that two Institutes had signed the ASFA Partnership Agreement during the intersessional period 2009-2010 to become an ASFA National Partner: Institute of Oceanology (IO), Bulgaria; and, Harry Oppenheimer Okavango Research Centre (HOORC), University of Botswana. He mentioned that Ms Milone (AdriaMED) had carried out a training session, on behalf of FAO, at IO in April 2010 (see Agenda Item 10 for further information). Mr Pepe (FAO ASFA Secretariat) also expressed his gratitude to Mr Macharia (KMFRI) for signalling HOORC to the FAO ASFA Secretariat.

See the FAO Report Section 4.2.1 (**Annex-3**) for information regarding the new Partners, and see document ASFA/2010/70a (**Annex-44a**) for further information and full addresses of the institutes.

As is the custom, the Chairperson, Ms Noble (NMBL) requested the Board to give a ceremonial welcome to the new Partners with a round of applause.

6.4 Partners dropping out of ASFA

The FAO ASFA Secretariat reported that no ASFA Partner, or Collaborating Centre, had dropped out during the intersessional period.

6.5 Partners removed or in danger of being removed from ASFA

The FAO ASFA Secretariat reminded ASFA Partners that the primary responsibility of an ASFA Partner is the preparation and submission of ASFA input to the ASFA Publisher for inclusion in the ASFA bibliographic database.

Mr Pepe (FAO ASFA Secretariat) referred to the Warning List included under Item 4.3 of the FAO Report (**Annex-3**) which listed those ASFA Partners who were in danger of being removed from the ASFA Partnership for not submitting ASFA input for a number of years.

Included in this list were:

Mozambique (INAHINA) - No input has been submitted since 2007. INAHINA had reported problems in their 2009 Report, concerning lack of serials to be monitored for ASFA, following their discontinuation. The FAO ASFA Secretariat suggested that those documents currently being scanned by the FAO Fisheries Branch Library under the ASFA Trust Fund Digitization Project for inclusion in the Aquatic Commons Repository that were not cited on the ASFA database, could become a source of ASFA input for Mozambique. The FAO ASFA Secretariat could provide INAHINA with a list of the documents and their full-text links on the Aquatic Commons repository, so that they could prepare ASFA records and submit them to ProQuest as part of their regular input.

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Mozambique (INAHINA) and suggest that they prepare ASFA records for those documents being processed by the FAO Fisheries Branch Library and deposited in the Aquatic Commons repository under the ASFA Trust Fund Digitization Project.

Peru (IMARPE) - IMARPE had received a second training for new staff by Mr Montes (UNAM) in August 2007, but as yet no input has been submitted to ProQuest. Mr Montes mentioned that Peru was reporting having difficulties in sending/submitted records to ProQuest, although it was not clear why.

The FAO ASFA Secretariat agreed to take over the editing of the Peruvian ASFA input and follow-up with IMARPE in order to determine exactly what the problem was and provide them with assistance regarding the submission of records to ProQuest.

Spain (IEO) - The FAO ASFA Secretariat reported that a large batch of input, sent to the Secretariat in 2008, had been checked and returned to the company responsible for IEO's input. However, the majority of these records had not as yet been submitted to ProQuest. The FAO ASFA Secretariat said that there were now problems in communication with the company; several e-mails had been sent to the company about the status of the ASFA input, but no replies had been received.

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Spain (IEO) in order to clarify their position, or else they would risk being removed from the ASFA Partnership.

Viet Nam (CIS) - The FAO ASFA Secretariat reported that there were some difficulties in communication with CIS regarding the status of submission of ASFA records by Viet Nam (CIS).

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Viet Nam (CIS) in order to clarify the working arrangement between CIS input production and control/feedback by the FAO ASFA Secretariat.

[Rapporteur's note: At this writing, the FAO ASFA Secretariat had received a batch of ASFA records from CIS].

Uganda (NaFFIRI) - The FAO ASFA Secretariat reported that, following training in 2008 at KMFRI, some ASFA input was sent to FAO for checking in May 2009, but had not as yet been submitted to ProQuest. In their Intersessional Report, NaFFIRI reported delays in feedback from the FAO ASFA Secretariat.

The FAO ASFA Secretariat agreed to follow-up with NaFFIRI regarding the submission of ASFA records to the FAO ASFA Secretariat for checking.

Thailand (PMBC) - No input has been submitted since 2008. The FAO ASFA Secretariat had received some communication from PMBC explaining that the person responsible for ASFA input (Ms Thitima Pinmanee) had been on military service and then had been away from the office for a long period of time.

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Thailand (PMBC) in order to request that PMBC resume ASFA input as soon as possible.

[Rapporteur's note: at this writing, the FAO ASFA Secretariat is in communication with the ASFA inputter at PMBC regarding the resuming of ASFA input preparation]

UNEP - No input has been submitted to ProQuest since 2008. Mr Pepe (FAO ASFA Secretariat) explained that UNEP ASFA input had been carried out under contract by KMFRI.

The FAO ASFA Secretariat agreed to contact the ASFA Partner at UNEP in order to request that arrangements should be renewed as soon as possible so that KMFRI could resume ASFA input production on behalf of UNEP as soon as possible.

Australia (CSIRO) - No input has been submitted to ProQuest since 2007. At the end of 2009, the FAO ASFA Secretariat was in communication with the inputter regarding some software problems, but there has been no further communication regarding the status of ASFA input.

The FAO ASFA Secretariat agreed to contact the person responsible for input preparation for CSIRO in order to clarify the situation and request that ASFA input be resumed as soon as possible.

Senegal (DPM) - No input has been submitted to ProQuest since 2008.

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Senegal (DPM) in order to clarify the situation and request that ASFA input be resumed as soon as possible.

6.6 Strategy for future expansion of ASFA Partnership

Mr Pepe (FAO ASFA Secretariat) referred to the paper ASFA/2010/70b, which describes the growth of the ASFA Partnership over the years. He noted the geographic distribution of the ASFA Participating organizations, mentioning that the ASFA Partners (66 in number at the time of writing,) were located in 57 different countries. The paper also lists the main documents which have provided the rationale for the joining and/or recruitment of most Partners into ASFA.

6.6.1 Potential Partners

The FAO ASFA Secretariat reported that Partnership Agreements had been sent to the Inland Fisheries Research and Development Institute (IFRedi) Cambodia and the National Marine Information and Research Centre (NatMIRC) Namibia and that it was waiting for replies from both institutes.

[Rapporteur's note: At this writing, NatMIRC (Namibia) has signed the Partnership Agreement and is now an ASFA Partner]

6.7 ASFA Partnership Agreement

As of 1 July 2010, the ASFA Partnership Agreement (official title: Partnership Agreement Providing for Co-Operation in the Preparation and Publication of the Aquatic Sciences and Fisheries Abstracts (ASFA) and the Reconstitution of the Advisory Board) has been signed by 66 Partners.

4 UN, Co-sponsoring ASFA Partners	50* National ASFA Partners
11 International ASFA Partners	1 Publishing ASFA Partner.

* **[Rapporteur's note:** since the Board Meeting, the signing of the ASFA Partnership by NatMIRC (Namibia) has brought the total number of National ASFA Partners to 51; the total number of ASFA Partners is now 67].

Mr Pepe (FAO ASFA Secretariat) said that the ASFA Partnership Agreement defines the 'responsibilities' of the ASFA Partners and also the functions of the ASFA Advisory Board. He explained that all institutes, when joining the ASFA Partnership, are asked to sign a copy of the Partnership Agreement (usually it is the Director of the Institute who signs). The Partnership Agreement is the same for all Partners. The text of the current ASFA Partnership Agreement was drawn up in 1995 (it represented a major revision). At that time (in 1995) all existing ASFA Partners were requested to sign (to adhere) to this Partnership Agreement. Since

1995, the text of the Partnership Agreement has remained the same (except for one amendment passed during the 2008-2009 intersessional period regarding the establishment of criteria for the removal from the Partnership Agreement of Partners not fulfilling their responsibilities).

A copy of the text of the ASFA Partnership Agreement is available on the FAO ASFA Homepage at: <ftp://ftp.fao.org/docrep/fao/010/ai522e/ai522e00.pdf>.

6.8 ASFA Publishing Agreement between FAO and ProQuest

The ASFA Publishing Agreement between FAO and ProQuest defines the 'responsibilities' and 'entitlements' of the ASFA Publisher, ProQuest, regarding the processing, production and publishing of the ASFA Database, including the 'royalties' that ProQuest pays into the ASFA Trust Fund. It is reviewed and renewed every 4 years. Some parts of the text of the ASFA Publishing Agreement were available on the FAO ASFA Homepage at: <ftp://ftp.fao.org/docrep/fao/010/ai522e/ai522e00.pdf>. Mr Pepe (FAO ASFA Secretariat) reported that the validity of the current ASFA Publishing Agreement was 1 January 2008 to 31 December 2011. He said that discussions regarding renewal and modifications were to start at the end of 2010 and added that comments, or suggested modifications, regarding the Publishing Agreement from ASFA Partners were welcome. Mr Pepe explained that ASFA Partners' comments were taken into consideration when negotiating the Publishing Agreement.

Mr Emerson commented that while ProQuest would always try to accommodate the ASFA Partners' requests, it should not be taken for granted that ProQuest would always be the ASFA Publisher. Therefore if ASFA Partners' requests were to be included in the ASFA Publishing Agreement, it would be easier for the ASFA Publisher to prioritise actions, i.e. they would be bound to fulfil them. As an example, Mr Pepe (FAO ASFA Secretariat) pointed to the LIFDC project which was included in the last renewal of the ASFA Publishing Agreement and therefore it was now a binding action to be fulfilled by ProQuest.

Mr Emerson (ProQuest) said that it would be opportune for the ASFA Partners to look at the product requirements and also how they saw ASFA as being portrayed.

6.9 Entitlements

Ms Noble (NMBL) asked the ASFA Partners to examine document ASFA/2010/75 (**Annex-49**), which listed all their entitlements (Internet Access, CD/DVD-ROM) and check that the entitlements were listed correctly. She reminded ASFA Partners that the FAO ASFA Secretariat had sent an e-mail via ASFA Board-L on 15 October 2010 surveying ASFA Partners regarding their entitlements. She also referred to Section 8.6 in the FAO Report (**Annex-3**), which explained what the basic entitlements of ASFA Partners were, and recommended that the ASFA Partners consult this section before checking their entitlements. If they noted any discrepancy regarding their entitlements, the ASFA Partner should inform Ms Soto (ProQuest).

[**Rapporteur's note:** As of 29 October 2010, all correspondence to Ms Soto should be addressed instead to Ms Paula McCoy (paula.mccoy@proquest.com), who has taken over Ms Soto's responsibilities].

6.10 ASFA Co-operation with other Groups/Initiatives/System/Meetings outside or related to ASFA

Ms Noble (NMBL) introduced this agenda item and mentioned that the IAMSLIC membership initiative was an example of such ASFA cooperation. Mr Pepe (FAO ASFA Secretariat) said that ASFA and IAMSLIC shared some common issues relating to the management of aquatic science information and that it was logical they should try to share some resources and find ways to collaborate on issues of common interest. He mentioned that in December 2010 some of the IAMSLIC membership fees, currently being paid by the ASFA Trust Fund, were to be renewed. Mr Pepe (FAO ASFA Secretariat) reminded ASFA Partners of the benefits of being a member of IAMSLIC, saying that it was a very good return on investment, especially with respect to document delivery. A table of those ASFA Partners whose IAMSLIC membership fees are currently being paid through the ASFA Trust Fund is included in the FAO Report on p.25 (see **Annex-3**).

Mr Sainekar (NIO) mentioned that the Indian Collaborating Centre (CIFT) was interested in joining IAMSLIC. Mr Pepe (FAO ASFA Secretariat) reported that he had received the request, but was waiting until other requests were received so as to make the payments all together.

The FAO ASFA Secretariat agreed to arrange for those IAMSLIC memberships expiring in December 2010 and requesting renewal to be renewed together with any new requests (including that of the Indian Collaborating Centre).

Ms Cosulich (INIDEP) mentioned the Latin American mini-ASFA Meeting that was going to be held in Mar del Plata, Argentina in October 2010. She explained that ASFA Trust Fund money was contributing towards enabling 8 Latin American ASFA Partners to attend the 36th Annual IAMSLIC Conference and the 2nd Latin American Regional Meeting, which were being held immediately prior to the mini-ASFA Meeting. She said that it was thanks to the ASFA-IAMSLIC collaboration that this meeting was possible.

Mr Pepe (FAO ASFA Secretariat) mentioned the cooperation between the ASFA Group at FAO and the OEKM Group whereby their Information Systems Analyst provided assistance in matters regarding computer expertise related to the www-ISIS-ASFA software. He also reported that the ASFA Thesaurus had been donated for testing in various projects. For further information and discussion regarding this issue, see Agenda Item 11.6.

Ms Noble (NMBL) asked the ASFA Partners whether they had any other 'collaborative' activities to report.

Ms Pikula (IODE) mentioned the cooperation between the IOC/IODE OceanDocs repository and the Virtual Open Access Agriculture & Aquaculture Repository (VOA3R), an EU-funded project.

7. ASFA - QUALITY OF ASFA DATABASE (SCOPE, COVERAGE AND MONITORING, TIMELINESS, ACCURACY)

Mr Emerson (ProQuest) said that it was important to examine what was meant by the word quality when referring to the ASFA database. It was necessary to decide upon some parameters so that 'quality' could be defined, thereby facilitating the prioritizing of efforts regarding this issue.

Quality

Ms Noble (NMBL) asked ASFA Partners to think about what they understood as quality and referred to the document ASFA/2010/Info5 – Comparative advantages of ASFA (See **Annex-66**). This paper listed some aspects of ASFA which distinguished it from other information sources and therefore could contain some useful factors when considering the quality of ASFA. She said that various issues could be considered to define quality: the number of records on the ASFA database; the ability to retrieve relevant ASFA records effectively; the inclusion of grey literature etc, etc.

Mr Emerson (ProQuest) commented that it was important to put into perspective the commercial sustainability of the ASFA database, i.e. does it make enough money to sustain itself. He said that quality is relative to competitiveness. An examination should be made of what users are looking for and it should be ensured that other competitors (e.g. Google) do not have the same information. It was important to know what made people buy ASFA, instead of using other information databases, some of which are free. ProQuest was losing customers because of how the product was positioned with respect to others, not necessarily because of the quality of indexing. Mr Emerson said that, currently, Libraries had restricted budgets, i.e. they could only afford so much. This meant that they would have to make decisions and choose which products they could continue to buy or subscribe to. In this aspect, full-text access was highly important. Some small databases (such as ASFA), even though being very good, were being cancelled due to current economic problems. Many institutes could no longer afford ASFA and believed that using Google was 'good enough' though not necessarily better.

Mr Emerson noted that on the World Wide Web, there was a great deal of information available for free and added that, although ASFA had a good reputation, the facts were that people were now moving towards things that were free and they considered them as being 'good enough'. He commented that, thinking towards the future, in the long-term, the possibility should be considered that ASFA could be a product dealing only with 'hard-to-cover' grey literature with no need to cover those journal publications that were covered by many others. He said that ASFA was not highly profitable; it was expensive to maintain, when considering the dollar costs versus the dollars coming in. Mr Emerson suggested that quality should also be considered from a cost point of view; depth and breadth were critical. He added that all the literature should be covered and included in ASFA, but only 60% of aquatic sciences publications were covered, indicating that there was still much more information left to be done.

Mr Emerson said that it was important to decide upon some parameters which could be used to define quality, so that efforts could be prioritized. Some of the factors to be considered with respect to quality, in his opinion, were: 1) timeliness; 2) accuracy of metadata/indexing; and, 3) value-added information to help people find what they wanted.

Mr Emerson commented that 70% of the users were undergraduates, who often did searches for the researchers. However, the majority of undergraduates did not really know how to search – they would do free-text searching, using one word only. Very few users were librarians, since many librarians no longer have the time to do the searches. Only 2-3% of the searches carried out on the ASFA database used specific tools, such as the geographic descriptors. The ASFA Thesaurus was rarely used, generally because users did not know about it. He said that users wanted to find the information quickly without having to look around to find the different tools to use. The CSA Illumina interface could be improved, for example highlighting the thesaurus to make it easier to use or using a geographic map rather than having to type in geographic descriptors. Mr Emerson believed that indexing was an artefact of the print world – since the time that indexing started in 1914, not much has changed, and perhaps it is no longer the best way to go forward. He suggested that it could be better to develop behind-the-scenes tools, using complex algorithms to automatically find the results, in order to help the users get what they wanted. There was a current trend towards an electronic environment, where indexing keywords may not be the best way to retrieve

information. He added that as the printed ASFA journals and the CD-ROMs still existed, some sort of indexing would still be required. However, he said that ASFA was not necessarily competitive just because it had indexing.

Mr Pepe (FAO ASFA Secretariat) said that in order to know what the user was looking for, it could be useful to survey the convenience of searching. For example, knowing how quickly users got what they wanted from the interface was very important. Indexing could be an important feature behind the search interface, whereby one word could expand or group the search results. The user, for example the undergraduates, need not know indexing, but the search interface could instead carry out the detailed, specific search. He commented that ASFA is an Abstracting and Indexing service, which is distinguished because of the quality of the record and also because it is not just 'another commercial product'.

Mr Pettman (FBA) said that it seemed ASFA had reached a position where it needed to make a decision on what it wanted to do regarding its system and its tools. Perhaps it would be opportune to concentrate on grey literature and the accuracy of bibliographic data, but at the same time build on the existing tools, such as the geographic indexing. Mr Pettman added that he was willing and available to work with ProQuest if required or thought necessary. In this way, the tools could be developed and built into the ProQuest interface, i.e. into the search engines. For example all the different language versions and synonyms of the geographic descriptors could be incorporated within the search engines and used automatically. He commented that if ASFA were to build good tools into the ProQuest system, this would take pressure off the indexer allowing them more time to cover grey literature. He referred to AGROVOC's current activities regarding improvement of their indexing tools.

Ms Noble (NMBL) said that it appeared that it was not simply a question of the system having indexing terms, but rather how the indexing was done and used. Mr Emerson (ProQuest) commented that indexing was not simply adding terms or phrases to the abstract record, but was also a behind the scene function used to search available text within the record. Ms Noble said that perhaps publishers had 're-discovered' the importance of indexing, since many of them were including author keywords to the articles. Mr Emerson believed that the addition of keywords was more of a competitive advantage; they were not necessarily added to assist in the searching, although they were of use.

Mr Sainekar (NIO) reported that his institute demonstrated the use of thesaurus to research fellows visiting the institute and that they were always satisfied by the results obtained by the searches, indicating that the results were of good quality.

Mr Emerson (ProQuest) said that it was important to take time to investigate and identify levels of accuracy of the ASFA records on the database, for example how many subject descriptors were incorrect or missing and what would be considered an acceptable level/percentage. Ms Wibley (FAO ASFA Secretariat) asked whether this could be done by individual ASFA Partners or whether it would be best to use the ASFA Trust Fund to pay someone to do this. Mr Emerson (ProQuest) believed that it would be more efficient to get an external person to do this. Mr Pepe (FAO ASFA Secretariat) commented that on previous occasions when the FAO ASFA Secretariat had pointed out certain areas of errors, ProQuest had always replied that since users did not complain it was not significant. He asked whether errors identified/pointed out by an external consultant would be treated in the same way. Mr Emerson replied that it was necessary to make a start and have an initial analysis. Mr Pepe (FAO ASFA Secretariat) asked if the consultant would have access to some user feedback, i.e. be able to use usage statistics/survey data. Mr Emerson said that there should be 2 separate processes: an expert consultant to survey the indexing and then a second step involving a survey to end-users, which although very important is difficult to interpret.

Ms Noble (NMBL) clarified that ASFA Partners were being asked to discuss whether an independent information expert should be hired, using the ASFA Trust Fund, to analyze the ASFA database with respect to the quality of the indexing. Mr Pepe (FAO ASFA Secretariat) questioned whether the expert consultant had to be external or not, suggesting that perhaps an ASFA Partner or someone within the ASFA Partner's institute would be more appropriate. Mr Emerson (ProQuest) replied that it was important to have an independent, objective analysis carried out by someone who knew what they were doing. Ms Noble commented that it would have to be someone who was familiar with ASFA and who knew the ASFA structure and search interface. Mr Pettman (FBA), while concurring that the consultant should be external, commented that the Terms of Reference for the consultant would have to be very clear and precise, drawn up by the ASFA Partners. Mr Emerson said that a list of requirements could be drawn up and then discussed with the professional consultant. Ms Noble suggested that perhaps setting up a Quality Working Group would be a good way to start discussing what would be necessary. Mr Thompson (NAFO) concurred with this idea and said that the working group could then decide upon some quality metrics and the terms of reference for the consultant.

The ASFA Board agreed that an ASFA Quality Working Group should be formed to discuss and define quality metrics and draw up some Terms of Reference for an external/independent evaluation of the ASFA database.

The **FAO ASFA Secretariat** agreed to recruit persons for this Working Group during the intersessional period.

7.1 ASFA input submitted by Partners and number of records on database

Ms Noble (NMBL) introduced this Agenda Item, referring to figures provided in the FAO Report (see **Annex-3**) and in document ASFA/2010/74 (**Annex-48**).

Ms Prod'homme (IFREMER) queried the figures in the table of ASFA Partners' input concerning the number of IFREMER records appearing on the database. She confirmed that all of IFREMER's input for 2009 was on the database, but the statistics given in the ASFA log summary spreadsheet, which was provided by ProQuest and available on the FAO reserved ASFA FTP site, were not correct.

Ms Soto (ProQuest) agreed to check IFREMER's figures in the ASFA Partner log summary spreadsheet and correct as appropriate.

Mr Pepe (FAO ASFA Secretariat) commented on the total figures of ASFA input submitted by ASFA Partners during the year 2009. He said that an almost record high figure had been reached and hoped that ASFA Partners would continue this trend, but also taking into consideration maintaining the quality of the records, since 'quality' was one of ASFA's comparative advantages.

7.2 Subject Scope

Ms Noble (NMBL) introduced this Agenda Item, referring to 2 papers prepared by Mr Pepe (FAO ASFA Secretariat) ASFA/2010/Info3 (**Annex-64**) and ASFA/2010/Info4 (**Annex-65**). The first of these discussed the inclusion of grey literature in the ASFA database. Mr Pepe (FAO ASFA Secretariat) mentioned how important it was that each ASFA Partner endeavoured to include grey literature when preparing ASFA input. He explained that it was the ASFA Partner's responsibility to cover the grey literature prepared in their country. Although document delivery was not mandatory, Mr Pepe (FAO ASFA Secretariat) reminded ASFA Partners that as much information as possible should be included in the ASFA record which would assist the user in locating the document. Any extra information should be added in the Notes field of the ASFA record if necessary. Mr Pepe (FAO ASFA Secretariat) said that the addition of full-text links to document repositories facilitated the retrieval of grey literature. He noted that ASFA Partners were making great efforts to scan documents and place them in repositories, and that they were also including the full text links in the ASFA record, so as to make the document available and easily retrievable. See later under Agenda Item 7.6 for further discussion regarding grey literature and its inclusion in ASFA.

Mr Pepe (FAO ASFA Secretariat) introduced document ASFA/2010/Info4 (**Annex-65**), which discussed the relationship between ASFA and Biodiversity, mentioning that 2010 was the International Year of Biodiversity. He said that information in ASFA was relevant to the management and conservation of Biological Diversity; the entire subject scope of ASFA was more or less relevant to biological diversity, as were all the references contained in the database. He referred to the results of some non-specific search strategies related to biodiversity, contained in Section 3 of the document.

Mr Pepe (FAO ASFA Secretariat) said that the ASFA database contained potentially useful information regarding many issues of current public concern (climate change, oil spills etc.) for researchers, managers, policy makers, students and the general public. Regarding the recent oil spill in the Gulf of Mexico he mentioned the e-mail that he sent to all Partners on 7 May 2010 suggesting that the ASFA Partners "push" the information found in the ASFA database (regarding oil pollution monitoring, control etc.) on their users instead of waiting for them to retrieve it from the database (i.e. ASFA Partners, with their knowledge of ASFA and search expertise, could more effectively retrieve and package information than normal users). He also said that a quick search on ASFA and Google revealed unique material in ASFA not captured by Google. He reported that a number of ASFA Partners responded positively to this idea/suggestion.

7.2.1 Review of the subject scope of ASFA

Mr Pepe (FAO ASFA Secretariat) said that subject scope was one of the quality parameters, in particular the depth and coverage of the subject area, i.e. what we are covering and how we cover it.

Mr Thompson (NAFO) questioned the coverage in ASFA of social sciences and economics aspects. Ms Noble (NMBL) referred to an ASFA Trust Fund Project, conducted by Ms Baron (CEMARE) in 1999 (see 2000 ASFA Board Report, Section 7.2) which examined gaps in ASFA coverage of socioeconomic aspects and identified some missing serial titles that were added to the Monitoring List. Ms Noble also noted that some ASFA Partners have been recruiting collaborating centres, which increases coverage of serial titles.

Mr Pepe (FAO ASFA Secretariat) reported that social sciences and economic aspects were within the subject scope of ASFA, but were not always covered by ASFA Partners' institutes, i.e. should an article on fisheries socioeconomic aspects appear in a 'social sciences' journal, it would not necessarily be covered. He added that non-aquatic sciences journals could be covered for ASFA by ProQuest, since they would be

covered by their other databases. Mr Pepe asked how much input from ProQuest came from non-aquatic sciences journals, e.g. social sciences journals.

Mr Emerson (ProQuest) agreed to provide the FAO ASFA Secretariat with figures regarding content coming from non-ASFA Monitoring List publications.

Mr Emerson (ProQuest) commented that ProQuest had many offices assigned for the different subject areas covered by their databases. However, ProQuest was now aiming to be more centralized and produce a 'single database'. This would make it easier to select records under particular subject areas. He said that ProQuest was a couple of years away from having a single repository of all their databases.

Mr Emerson raised the issue of expanding the subject scope of ASFA into other areas such as groundwater (which was currently outside the scope of ASFA). Ms Noble (NMBL) asked whether the restricted subject scope of ASFA was an advantage or a disadvantage. She commented that certain aspects of aquatic sciences had been filtered out from the scope of ASFA and that this could be considered either as a strength or a weakness.

Mr Emerson (ProQuest) said that currently people wanted a broader area that covered everything, but recommended that this issue was considered carefully. He pointed out that broadening the subject scope of ASFA was not a particular advantage to ProQuest since they had many other databases.

Mr Pepe (FAO ASFA Secretariat) commented that should the scope of ASFA be widened to cover other areas such as groundwater, then some ASFA Partners might have to consider recruiting Collaborating Centres to cover these areas.

Ms Pikula (NOAA) mentioned that NOAA had prepared a bibliography on air-sea interactions and had found many records in ASFA. She referred to recent environmental disasters (e.g. those caused by hurricanes, oil spills etc) and said that although currently there was not much information available there would be more publications on these issues produced in the near future and asked whether they would be covered by ASFA. Mr Pepe (FAO ASFA Secretariat) said that these subject areas were within the current subject scope of ASFA.

Ms Noble (NMBL) asked if it was difficult for ProQuest to filter out records for ASFA from their other databases.

Ms Noble (NMBL) commented that one of the important issues to be considered when examining the subject scope of ASFA was that ASFA needed to be unique and offer what could not be found on the Internet or what was not covered elsewhere. Mr Pepe (FAO ASFA Secretariat) said that ASFA scope was a very large issue and asked whether, instead of expanding the scope to cover broader aspects, such as groundwater, ASFA should 'narrow down' and concentrate on grey literature material. Mr Emerson (ProQuest) said that when discussing expanding or narrowing the scope of ASFA, an important issue to take into consideration was the fact that it was difficult to survive under the current economic conditions. It was necessary to get a 'happy medium' which would ensure survival.

7.3 Coverage and Monitoring

7.3.1 Review of coverage and monitoring

Ms Noble (NMBL) noted that the recruitment of new collaborating centres by ASFA Partners would result in an increase in coverage of serial titles.

Some ASFA Partners were handing over serial titles on their monitoring list to ProQuest so that they could concentrate on reports/grey literature.

7.4 Timeliness

Mr Pepe (FAO ASFA Secretariat) opened discussion on this Agenda Item by introducing the Status Report on Solutions taken to improve/increase timeliness of ASFA input (See document ASFA/2010/79, **Annex-53**).

7.4.1 Review of timeliness of ASFA records (by ProQuest)

Discussions regarding the timeliness of ASFA records are included in the next Agenda Item.

7.4.2 Review of measures taken at last Board Meeting to increase timeliness

Submission of records to ProQuest

One of the recommendations made at the 2009 ASFA Board Meeting was that all ASFA Partners would strive to send at least one file per month to the publisher. Ms Soto (ProQuest) said that most ASFA Partners were still sending their records in large batches once or twice a year. She commented that the weeks previous to the ASFA Board Meeting were always busy for ProQuest, with many of the ASFA Partners sending batches of records during that time.

Automated indexing

Mr Pepe (FAO ASFA Secretariat) reported that during the intersessional period 3 ASFA Partners had been requested to participate in an automated indexing trial (UK/NMBL, NAFO/Canada, INIDEP/Argentina). He reminded the ASFA Partners that the ideal situation was for each ASFA Partner, itself, to include the indexing elements in the ASFA record.

Mr Thompson (NAFO) explained that NAFO did not have the time that was necessary to prepare ASFA records complete with the indexing elements. Base records (i.e. bibliographic data + abstract) were sent to ProQuest so that they could be processed through an auto-indexing software in order to be completed with appropriate journal allocation and subject category codes and descriptors. Mr Thompson gave a short PowerPoint presentation, which assessed the results of his auto-indexed records, i.e. evaluating the 'correctness' of the descriptors assigned and the consequences on search results. He concluded that the auto-indexed terms did not add any value to the records, and that the major advantage was with reduction in input time and expertise required to prepare ASFA records.

Ms Noble (NMBL) said that, since the automated indexing programme relied on the information that was contained in the title and abstract, she enhanced the abstracts provided by the document with important information (e.g. geographic location, species names) contained only in the main body of the text, before sending the records to ProQuest. Ms Wibley (FAO ASFA Secretariat) commented that the time spent enhancing the abstracts could be equivalent to the time taken to index the record. Ms Noble referred to her comments on the automated indexing trial ASFA/2010/64c (see **Annex-39c**) regarding the quality of the descriptors assigned by the ProQuest auto-indexing software. She said that many of the records were missing indexing terms, even though they were present in the title and/or abstract text. She made particular reference to the lack and/or incorrectness of geographic descriptors, saying that some of the geographic locations were picked up and others were not. She asked whether ProQuest could improve the geographic indexing, if ASFA Partners were to inform ProQuest of the common errors. Ms Noble added that the problem of missing terms was presumably due to the fact that the terms were not included in the automated indexing programme.

Mr Pepe (FAO ASFA Secretariat) commented that indexing was now seen as becoming more important, considering the amount of information that was now available on the web. He asked ProQuest where the improvement was over the past 5 years. Mr Emerson (ProQuest) explained that there were different methods used to produce automated indexing engines. The one that was used for ASFA was simplistic. It looked for an ASFA term in the text of the record and then suggested it. Also, it would look for the term within 30/40 words of another ASFA term.

Mr Pepe (FAO ASFA Secretariat) acknowledged that 'rule-writing' for automated indexing was very complex, in particular for ASFA, taking into consideration the fact that there are 245 subject categories and approximately 8000 ASFA thesaurus terms. He questioned the capacity of automated indexing of ever capturing (indexing) the 'intent' expressed in a document; that is, the concepts not formally named or expressed in the document.

Mr Emerson (ProQuest) said that the automated indexing process could be improved over time by building up the terms, which would help reduce errors. He clarified that it would not be possible to run the automated indexing programme on the full text of the records, since that would produce too many errors; however, the addition of author-assigned keywords in the records so that they could be included in the automated indexing process would help. He said that some of the content going through the automated indexing process was put through a manual check so that additions were made when necessary. Mr Emerson suggested that ASFA Partners took some random samples from the ASFA database, some manually indexed and some auto-indexed, and check them regarding the quality of the indexing, so as to be able to compare auto-indexing results with manual indexing.

Ms Noble (NMBL) referred to taxonomic descriptors and asked whether ProQuest could automatically feed in the scientific names and/or common names into the auto-indexing system. Mr Emerson (ProQuest) said that ProQuest was doing this and that they were using the ITIS database (Integrated Taxonomic Information System).

Ms Noble (NMBL) opened discussion to the ASFA Board, so that ASFA Partners could comment on what they thought about using the ProQuest automated indexing process and whether they wished to use it for their records. A summary of the discussion is given below.

Ms Kleiber (SPC) commented that sending ASFA records to ProQuest to be processed through their automated indexing system could have some benefits to ASFA Partners. However, it was very important to notify ProQuest of mistakes noted, so that the automated indexing system could be improved. She asked what ASFA Partners had to do, should they wish to send their records to ProQuest for automated indexing.

Ms Noble (NMBL) said that if ASFA Partners wanted to experiment the automated indexing process they should first contact the FAO ASFA Secretariat regarding the procedure to follow. Also, the ASFA Partners

would be required to include a report on their comments on the automated indexing of their records in their intersessional report. Mr Pepe (FAO ASFA Secretariat) explained that instructions on the procedure to follow were contained in the document ASFA/2010/79 (**Annex-53**); however he re-iterated that any ASFA Partner who wished to try the automated indexing for their records should first contact the FAO ASFA Secretariat. Ms Noble added that some ASFA Partners might wish to temporarily send their ASFA records to ProQuest for automated indexing in order to get rid of a backlog.

Mr Thompson (NAFO) asked about feedback regarding this issue, i.e. what ASFA Partners should do after sending their records to ProQuest for automated indexing. Ms Noble (NMBL) said that ASFA Partners should check the records once they were on the ASFA database and make note of any discrepancies/errors etc. and then report them to ProQuest. Mr Emerson (ProQuest) commented that ProQuest's resources were limited and that perhaps it would be necessary to change the current procedure involved.

Ms Kleiber (SPC) asked whether it would be possible for ASFA Partners to edit their automated-indexed records before they actually went into the ASFA database. Mr Thompson (NAFO) suggested that records sent to ProQuest for automated indexing went into a 'dummy' database and then kept pending so that the ASFA Partners could check and correct the records as necessary. Mr Emerson (ProQuest) replied that this was not possible.

Mr Pepe (FAO ASFA Secretariat) asked whether ProQuest would continue automated indexing for ASFA records should the ASFA Partners be totally against the procedure. Mr Emerson (ProQuest) said that this issue could be mentioned in the ASFA Partnership Agreement, i.e. quality parameters could be included in Publishing Agreement, under which it could be mentioned that automated indexing should not be applied to ASFA records.

7.5 Accuracy of the ASFA Records appearing on database

Ms Noble (NMBL) raised the issue of search results containing non-ASFA records. She reported that on several occasions, when doing searches on CSA Illumina, she would find 'non-ASFA' records in the search results, for example records dealing with bumble bees, willow trees, rats etc., and asked how it was possible that such records appeared in the ASFA database. Mr Emerson (ProQuest) asked if Ms Noble could provide ProQuest with details of such records.

Ms Noble agreed to provide ProQuest with some examples of search results containing records outside the scope of ASFA, so that ProQuest could investigate the issue.

Mr Emerson (ProQuest) commented that ProQuest did receive more content than necessary and that it was important for them to filter such information and work towards a level of error that was acceptable to everyone. He said that ASFA Partners should inform ProQuest when coming across problem records.

Ms Noble (NMBL) referred to the results of some searches carried out at her library regarding the Avon Estuary, which gave very low returns, because the specific location was often mentioned in the main text only and, therefore, not indexed by the automated indexing software. Only 6 of the 20 records retrieved from one search were relevant, since the automated indexing system had processed the French word 'avons' as a geographic term, i.e. 70% of the retrieved records were irrelevant. Mr Emerson (ProQuest) said that it was important to take into consideration the overall percentage of errors observed within the entire ASFA database, which now contained about 1.5 million records. Ms Noble commented that this did not help explain the irrelevant records in the search results to her users.

The ASFA Board agreed that ASFA Partners should inform ProQuest and/or the appropriate ASFA Partner of any errors that they come across in records when carrying out searches.

Ms Prod'homme (IFREMER) reported that some of IFREMER's records on CSA Illumina were missing information in the Publisher name subfield. Ms Wibley (FAO ASFA Secretariat) commented that FAO had reported this same issue to ProQuest on a previous occasion.

Ms Soto (ProQuest) agreed that she would look at the ProQuest conversion programme to determine why the information was missing.

Mr Thompson (NAFO) expressed his gratitude to ProQuest for having resolved a problem with some of his ASFA records so that they were now on the database, since without their assistance it would not have been possible

URL links

Ms Cosulich (INIDEP) reported that backfile records had been provided to ProQuest with handles to the OceanDocs repository, but when they were eventually uploaded into the ASFA database, some URLs had been incorrectly placed in the Notes field, instead of the Resource Location Field.

Ms Soto (ProQuest) agreed that she would amend these records so that the URLs would be placed in the correct field.

Ms Soto (ProQuest) commented that this was a problem with the conversion programme for the www-ISIS-ASFA version 1.1, whereby all URL addresses were placed in the Notes field, since the URL addresses included in the ASFA records were not always full-text links. Mr Emerson (ProQuest) stressed that the URL address in the Resource Location Field must point to the full text of the document. Ms Soto said that mapping showed that many of the URLs were not full-text links. However, records on the ASFA database could be corrected so that the full-text URLs were placed in the correct Resource Location Field if ASFA Partners provided ProQuest with the appropriate information (Accession Number of the record to be corrected and the correction to be made), although this work would have to be prioritized.

Ms Wibley (FAO ASFA Secretariat) clarified that with the new version 1.2 of the www-ISIS-ASFA software this problem would be resolved since there would be 2 different fields - one for a URL which only pointed to the full-text of the document, and a second for other URL addresses.

Mr Sainekar (NIO) stressed the importance of having clickable links in the ASFA records on the database.

The FAO ASFA Secretariat referred to the comments made by Ms Cochrane (FAO consultant on the LIFDC project) concerning the URL addresses of records on the ASFA CD-ROMs/DVDs, some of which contained spaces which resulted in a breakage of the link. (See LIFDC Report, **Annex-46**). Ms Soto (ProQuest) asked whether specific details could be provided regarding this issue.

The FAO ASFA Secretariat agreed to ask Ms Cochrane to provide Ms Soto (ProQuest) with more examples of ASFA records on the CD-ROMs that had URL addresses with spaces, so that ProQuest could investigate and solve the problem.

Ms Noble (NMBL) raised the issue of sustainable URL links and referred to ProQuest's comment in their Interseasonal Report that when ASFA Partners were submitting full-text links for existing ASFA records, the URLs should be stable and sustainable. Since it was not possible to know at the time of preparing the ASFA record whether the link would be sustainable or not, Ms Noble asked if ProQuest had some sort of 'dead-link checker' that could determine whether the link was temporary or permanent.

Mr Seteras (IMR) asked whether it would be possible for ProQuest to generate some sort of report of 'dead' links and send it to ASFA Partners every 2 or 3 months. ASFA Partners would then have the possibility to check the dead links and correct if possible.

Mr Emerson (ProQuest) agreed to investigate the possibility of providing ASFA Partners with a report of dead URL links and would pass this request on to their IT Development team.

Mr Pettman (FBA) commented that care should be taken when making decisions regarding this issue due to the time that would be necessary to investigate possible 'dead' links. Mr Seteras (IMR) commented that grey literature URLs were very important to ASFA and most probably it would be worth the time taken to do this as it would be providing ASFA with a competitive advantage. Ms Noble (NMBL) concurred, saying that the time spent would be justifiable for grey literature material. Mr Emerson (ProQuest), although in agreement, commented that it was more important that the grey literature went into a proper repository, thereby having a higher likelihood of staying stable. He said that there was currently a 3-5% level of link erosion. Mr Pepe (FAO ASFA Secretariat) commented on the establishment of a baseline for ASFA record quality, saying that each parameter had a different level or margin of error.

Ms Noble (NMBL) asked whether ProQuest had the resources to edit the dead URLs. Mr Emerson (ProQuest) replied that this would depend on the request made to the ProQuest IT development team.

Mr Emerson (ProQuest) commented that if ASFA Partners had any specific requirements regarding the way ProQuest handled content of the ASFA records, perhaps they should be specified in the ASFA Publishing Agreement. In this way, ProQuest would be bound to fulfilling their commitments. He suggested that ASFA Partners inform the FAO ASFA Secretariat of any ideas regarding quality metrics, such as percentage of errors on the database, incorporation of a geographic interface to filter searches and facilitate retrieval. Some issues could be more problematical than others, but he said that it was important to have specifics and added that quantifiable metrics were very important.

Ms Noble (NMBL) recommended that ASFA Partners carefully consider the issue of quantifiable metrics and let the FAO ASFA Secretariat know of any issues they believed important or would like to be modified. Mr Pepe (FAO ASFA Secretariat) reminded the ASFA Partners that ProQuest was not just ASFA, since they had many other databases. Therefore, any suggested changes regarding the ASFA database would have to be examined with respect to feasibility for the other databases. He commented that it would be useful to know the ProQuest system, so as to understand whether some of the ASFA tools could be applied.

7.6 Status of efforts of Partners to include more grey literature in ASFA including digitization

Ms Pikula (IODE) gave a presentation on the IOC-IODE/ODIN programme activities related to capacity building in marine information management, digitization and repositories (See **Annex-56**). She raised the possibility of collaboration between ASFA and the IODE/ODIN regarding digital projects.

The FAO ASFA Secretariat agreed to investigate and eventually support when and where possible means to increase ASFA collaboration with and also ASFA participation in IOC-IODE/ODIN activities and initiatives (e.g. capacity building in digitization and repositories).

Coverage of grey literature

Mr Thompson (NAFO) referred to project reports and commented that much of the grey literature produced by projects was semi-confidential and also had a very short life expectancy. He asked whether it would be possible to work together with project managers so as to be able to include these types of documents in ASFA. Ms Noble (NMBL) commented that this type of literature was unique but very difficult to cover since much of it was not on the web. Mr Pettman (FBA) said that many contract research reports had a confidentiality code and that it was necessary to go back to the contractor to change this code in order to make it available. He concurred that it would be necessary to work with the research organizations/bodies involved so as to make their documents accessible and added that there was very good potential regarding this issue. Mr Pepe (FAO ASFA Secretariat) said that restricted FAO documents were entered in ASFA, but with a note about the restriction because the document could eventually be released in the future.

Ms Noble (NMBL) said that the growth in repositories would help in the availability of this type of document, since they would eventually go into a repository. Many funding bodies were insisting that their research outputs go into repositories. Ms Noble added that there was a large amount of earlier literature from developing countries, much of which could be sitting on library shelves, and urged ASFA Partners to investigate the possibility of digitizing the documents and processing them for ASFA by, for example, putting forward an ASFA Trust Fund proposal. Ms Pikula (NOAA) reported that NOAA were looking at historical contract work and were going back to the originator to get permission to digitize the documents. Mr Pettman (FBA) referred to literature produced by DFID and commented that they were now taking down a lot of literature from their sites due to various political issues.

Ms Noble (NMBL) recommended that ASFA Partners attempted to cover grey literature such as contract reports, government agency documents etc, by actively getting hold of them, digitizing and inputting them into ASFA. She reminded ASFA Partners that the ASFA Trust Fund could be used for this purpose and urged ASFA Partners to make efforts to put forward ASFA Trust Fund proposals regarding this issue.

Mr Emerson (ProQuest) suggested that ASFA Partners should work towards a goal of a certain percentage of the ASFA database being grey literature, considering that coverage of grey literature was important to the quality of the database. For example, he suggested 10% of the annual ASFA input should be from grey literature. Ms Noble (NMBL) reminded ASFA Partners that ProQuest had offered to take over some serial titles that were on individual ASFA Partners lists, so that the ASFA Partners could have more time for grey literature coverage. She said that NMBL had given over some serial titles to ProQuest so that they could concentrate on producing ASFA input for grey literature. Ms Wibley (FAO ASFA Secretariat) commented that it was first necessary to have some figures before working towards a goal. She suggested that ASFA Partners provide a percentage of their coverage of grey literature in the input statistics that they include in their next intersessional reports.

The ASFA Board agreed that an inventory of grey literature input should be included by ASFA Partners in their next intersessional reports.

Digitization of grey literature

Ms Wibley (FAO ASFA Secretariat) gave a brief outline of the current status of digitization work done by FAO in the framework of the ASFA Trust Fund project: "Initiative to support digitization of grey literature and advice as to what should be digitized". See document ASFA/2010/Info2 (**Annex-63**). She reported that, at the time of the meeting, the work that was being carried out by the FAO Fisheries Branch Library, involved the digitization of the literature and its uploading onto the Aquatic Commons repository. It was hoped that the preparation of ASFA records for the literature which was not already cited in the ASFA database could be carried out by ASFA Partners who were having difficulty in carrying out ASFA input from their serial titles listed on their monitoring lists, i.e. many of the titles had ceased publication or were very irregular.

The digitization of grey literature is also covered by various ASFA Trust Fund Proposals, discussed under Agenda Item 12.

Mr Pepe (FAO ASFA Secretariat) commented that the scanners that ASFA Partners had received through the ASFA Trust Fund (See Agenda Item 12.2.8) was being used to scan documents, especially theses, to be then entered in ASFA.

7.7 ASFA inputting procedures

Mr Pepe (FAO ASFA Secretariat) referred to some of the options recommended at last year's ASFA Board Meeting in order to facilitate ASFA inputting procedures and increase timeliness (See **Annex-53**). In particular, he mentioned that the use of the italics typesetting codes was no longer necessary (e.g. for Latin scientific names of organisms), some of the superscript/subscript codes could be eliminated (e.g. for

chemical formulae). Ms Noble (NMBL) reminded ASFA Partners of the Table of Special Character Codes (included as Annex-5 in the "Guidelines for bibliographic description and data entry (using www-ISIS-ASFA software version 1.1") which included special codes to be used for certain symbols/signs. Ms Soto (ProQuest) said that Greek letters could be either written out in full or be represented by their special codes as listed in the Table.

Ms Wibley (FAO ASFA Secretariat) mentioned that when scanning and/or copying and pasting text into the title and/or abstract, care should be taken when symbols, signs or accented characters were present. She recommended that the ASFA Partners checked their ISO files before sending them to ProQuest, because sometimes certain characters affected the export process carried out by the www-ISIS-ASFA software, resulting in the total omission of the abstract. For further discussion regarding this issue, see Agenda Item 15.4.

Ms Soto (ProQuest) reported that ProQuest were receiving batches of ASFA records from ASFA Partners that had incorrect FRN numbering and asked that the FAO ASFA Secretariat periodically sent instructions via ASFA Board-L on how to assign FRNs to records before sending them to ProQuest.

The FAO ASFA Secretariat agreed to send out regular reminders to ASFA Partners regarding the correct assigning of FRNs to ASFA records before submission to ProQuest. In particular, the ASFA Partners would be reminded: 1) to ensure that the FRN numbering would be sequential to previous batches of records sent to ProQuest within the same year; and 2) for each new year of input, when changing the 2-digit code to the new year, the FRN numbering should start again at 1.

Ms Soto (ProQuest) suggested that the ASFA Partners consult the monthly ASFA Partner summary log on the FAO reserved ASFA FTP site before sending new batches so as to make sure that the FRN numbers were not duplicated.

There was some discussion on the use of the Secondary Classification Codes field during the preparation of an ASFA record, i.e. secondary subject category codes/cross references. They are not often used and are not taken into consideration in the records sent by ASFA Partners to ProQuest for automated indexing. The possibility of dropping them from the ASFA record was raised, i.e. removing this field from the worksheet.

The ASFA Board agreed to discuss at the next ASFA Board Meeting whether there was a need to continue with the procedure of adding 'secondary subject category codes/cross-references' in the ASFA record.

8. ASFA PRODUCTS AND SERVICES

8.1 ASFA journals

The FAO ASFA Secretariat reported that there had been no changes regarding the printed ASFA journals during the intersessional period. Mr Emerson (ProQuest) said that ProQuest would inform that FAO ASFA Secretariat should there be any eventual changes to the printed ASFA journals.

8.2 ASFA CD/DVD ROM

Mr Pepe (FAO ASFA Secretariat) reminded ASFA Partners that the ASFA database on CD-ROM and/or DVD was one of the basic entitlements of all active ASFA Partners. He reported that the DVDs were being sent out regularly to all countries involved in the LIFDC project. See Agenda Item 8.7 for further information regarding this project.

Ms Soto (ProQuest) reported that the ASFA files were no longer being sent to NISC for inclusion in their ABBAFR CD-ROM/database, as NISC was now part of EBSCO.

Mr Pepe (FAO ASFA Secretariat) mentioned that ASFA database occupied 1 DVD, but the CD-ROM version currently occupied 17 CD-ROMs. ProQuest noted that recompiling the quarterly CD-ROM updates to occupy a lesser number of CD-ROMs was problematical and perhaps would be done in a few years. However, Ms Soto (ProQuest) reminded ASFA Partners that it was possible to put all the indexes on the hard-drive, so that it was not necessary to refer each time to the CD-ROMs.

8.3 Internet Database Service

Mr Pepe (FAO ASFA Secretariat) said that access to the ASFA Database via the ProQuest Illumina service is one of the basic entitlements that all active ASFA Partners receive for their institute. He reminded ASFA Partners that should they have any problems with access to CSA Illumina they should contact ProQuest (attention: Ms Vicki Soto: vicki.soto@proquest.com).

Mr Sainekar (NIO) said that several months previous to the Board Meeting, he had sent an e-mail to ProQuest copied to the FAO ASFA Secretariat regarding a request made by an Indian institute from Hyderabad for information regarding subscription prices for ASFA under consortia. The information arrived too late and there was no sale.

8.4 New Outputs and Services

Mr Emerson (ProQuest) reported that ProQuest was developing a new, single online platform for their IDS (CSA Illumina, ProQuest databases, Dialog etc) which had involved a major re-design. He said that there had been a big request by their users regarding this issue and there would be a test release in August 2010. The current platform would cease in early 2011 and be replaced by this new user platform, which had many enhancements.

Ms Noble (NMBL) asked whether the new platform had dealt with some of the requests that had been made by ASFA Partners. Mr Emerson (ProQuest) replied that there were search interface changes which were likely to have improvements. He said that the re-architecture enabled cross-functionality between databases and downloading into different systems.

Mr Emerson (ProQuest) said that some ASFA Partners would be receiving a test version of the new platform and that they would be informed beforehand by ProQuest.

8.5 Public Relations Activities, Marketing

Mr Emerson (ProQuest) reported that ASFA was always part of ProQuest's sales presentations and training activities. A list of some of ProQuest's ASFA marketing efforts for the year 2009 was included in their intersessional report (See **Annex-42**).

Mr Sainekar (NIO) said that his institute had carried out one training session on ASFA usage during the past year.

Ms Cosulich (INIDEP) expressed her appreciation for the "letter of gratitude" (sent by the FAO ASFA Secretariat to some partners who requested it) as regards their participation in the *Aquatic Sciences and Fisheries Abstracts (ASFA)* indexing and abstracting system/service.

8.6 Document Delivery

Mr Sainekar (NIO) reported on the system used at his institute regarding reprint requests/document delivery. This feature is available from the NIO publications website and guarantees delivery of reprints within 48 hours of the request. For further information see the NIO intersessional report (**Annex-21**)

Ms Noble (NMBL) reminded ASFA Partners of the IAMS LIC Z39.50 library and said that this was a very good way of obtaining documents.

IFRO had mentioned in their intersessional report (See **Annex-24**) that they had difficulties in requesting documents from foreign countries.

The FAO ASFA Secretariat agreed to investigate this issue with IFRO in order to clarify what the problem was.

8.7 Increasing Distribution of ASFA Information Products and Services

The FAO ASFA Secretariat reported that this was the 12th year of the "Project to Distribute ASFA on CD-ROM to LIFDCs in Africa and via Internet to LIFDCs worldwide". See **Annex-46** for a full report of the project's activities. Mr Pepe (FAO ASFA Secretariat) said that there were currently 56 institutes receiving ASFA free-of-charge under this project. He commented that the number of institutions that have become ASFA partners after participating in the LIFDC initiative remained at 12, like last year.

Follow-up action item 17 from the 2009 ASFA Board Meeting:

17. The FAO ASFA Secretariat agreed to ask Ms Cochrane to solicit the institutes regarding answers to the questionnaires and to also obtain some statistics regarding usage of the database. ProQuest would like to receive copies of the returned questionnaires.

The FAO ASFA Secretariat reported that Ms Cochrane (FAO Consultant) had provided ProQuest with details requested.

9. PROGRESS WITH MACHINE READABLE INPUT

9.1 www-ASFA-ISIS

Mr Pepe (FAO ASFA Secretariat) reported that www-ISIS-ASFA v1.1 was the most current version of the software being used by ASFA Partners for ASFA data entry. He said that a new upgrade to the software, release 1.2 was now complete. Testing had been carried out by the FAO ASFA Secretariat and ProQuest, but final clearance for issuing the upgrade to ASFA Partners had only been given by ProQuest a few weeks prior to the ASFA Board Meeting. Dr Rybinski, the software developer, had already been asked to prepare the installer version so that it could be distributed to ASFA Partners as soon as possible. The FAO ASFA Secretariat would carry out final testing on the installation procedure on return from the Board Meeting and

prepare instructions for the installation/upgrading of the software. It was hoped that the upgrade would be distributed within the next month, most probably being posted on the FAO reserved ASFA ftp site for downloading by ASFA Partners. See **Annex-51** for a list of the new features of the v1.2 upgrade.

[**Rapporteur's note:** the www-ISIS-ASFA v1.2 update was posted on the FAO reserved ASFA ftp site on 09.09.2010]

Mr Pepe (FAO ASFA Secretariat) reminded ASFA Partners that if they came across any problems during ASFA Data Entry they should consult the extensive **FAQs** (Frequently Asked Questions) dealing with the www-ISIS-ASFA software which are available on the FAO ASFA Homepage at: <ftp://ftp.fao.org/FI/asfa/fag/www-ISIS-ASFA/FAQ.pdf> and also included in Part 2 of the *Guidelines for Bibliographic Description and Data Entry (using www-ISIS-ASFA software)*, Rev-4, October 2007. Should any ASFA Partner not be able to solve their troubleshooting problems, they should contact the FAO ASFA Secretariat and/or Dr Rybinski.

Mr Pepe (FAO ASFA Secretariat) referred to the work being conducted by the Institute of Computer Science (ICS), Warsaw University of Technology, regarding the preparation of a multiplatform version of www-ISIS, which was the core programme upon which the ASFA data entry software was based. This involved re-engineering for Linux and Unicode, two issues which have been requested by ASFA Partners for a long time. See **Annex-54** for the Interim Report on work carried out so far. Mr Pepe explained that the funding for this work came from regular programme funds provided by various FAO services, including the FAO Fisheries and Aquaculture Department (under which the ASFA group worked). He said that no ASFA Trust Fund money was currently being used to fund this project, although some work would be required to develop Release-2 of the www-ISIS-ASFA software, under the new core programme. The FAO ASFA Secretariat would be putting forward an ASFA Trust Fund Proposal for this, to be discussed under Agenda Item 12.3 (See **Annex-55**).

Mr Emerson (ProQuest) commented that other data entry softwares were available and perhaps the ASFA Partners should start afresh and look elsewhere. He said that the coding of the www-ISIS core could create ProQuest some problems. Mr Pepe (FAO ASFA Secretariat) replied that the www-ISIS core was a very powerful system and was also used by FAO in some of their other services.

Mr Thompson (NAFO) said that he had never been happy with the data entry interface of the www-ISIS-ASFA software. He referred to the incompatibility of the current www-ISIS-ASFA v1.1 software with Windows 7 and 64-bit machines, and also to problems encountered running the software in a networked environment. He said that NAFO is not able to use the software on their computers.

The FAO ASFA Secretariat agreed to investigate with Dr Rybinski the incompatibility issue between www-ISIS-ASFA software and Windows 7, explaining to him the difficulties faced by NAFO. Dr Rybinski would be asked for some concrete procedures to be taken that would allow NAFO to be able to use the www-ISIS-ASFA software to produce ASFA records.

Ms Cosulich (INIDEP) referred to the www-ISIS-ASFA software and its interoperability with other information management systems being used by the ASFA Partners. She said that this was an important development issue which would assist many ASFA Partners in saving time and effort by creating one record and being able to export/import the metadata in different. She mentioned in particular the need for compatibility between www-ISIS-ASFA and Aquatic Commons.

Mr Thompson (NAFO) raised the issue of including in the ASFA record the list of bibliographic references/DOIs that could appear at the end of the document. He said that in order to find information, researchers often looked at the references that were included in a document.

The FAO ASFA Secretariat agreed to investigate the feasibility of adding a field in the worksheet of an eventual new release of the www-ISIS-ASFA software for the list of references cited at the end of the document.

10. REPORT ON ASFA TRAINING ACTIVITIES

Mr Pepe (FAO ASFA Secretariat) reported that 5 ASFA training sessions had been carried out during the intersessional period, and that the FAO ASFA Secretariat had organized and/or helped organize some of these: 1) Training session for ASFA Partner MRI, Iceland, carried out on 22–25 February 2010 at NMBL, UK by Ms Noble with some technical support from the FAO ASFA Secretariat; 2) Training session for ASFA Partner IO, Bulgaria, carried out on 12–16 April, 2010 at IO, Bulgaria by Ms Milone, with some technical support from the FAO ASFA Secretariat; 3) Training session for ASFA Partner PDII/LIPI, Indonesia, carried out on 24–28 May 2010 at FAO, Rome; 4) Training session for SOPAC and USP carried out on 3–4 March 2010 at PIMRIS, by Ms Kalentchits; and 5) Training session for ASFA Partner IMROP, Mauritania carried out on 5-9 October 2009 at IFREMER, France by Ms Prod'homme, with some technical support from the FAO ASFA Secretariat.

Mr Pepe (FAO ASFA Secretariat) mentioned the small training session by the FAO ASFA Secretariat being planned for the Mini-ASFA Latin American meeting, October 2010 at Mar-del-Plata, Argentina. He added that, pending the outcome of this Latin American meeting, the possibility of holding another such regional mini-ASFA meetings, in Asia or in Africa for Francophone countries, could be considered. Mr Pepe also said that there were plans for the training of the new Botswana ASFA Partner, IO, to be carried out by KMFRI on behalf of the FAO ASFA Secretariat*.

[Rapporteur's note: *this training session would also include the new Namibian ASFA Partner, NatMIRC, which has since joined ASFA.]

See FAO Report (**Annex-3**, Section 7.3.2) for further details of the ASFA training/refresher courses.

Mr Pepe (FAO ASFA Secretariat) reminded the ASFA Partners that it was the responsibility of the National Partners to recruit, train and follow-up any eventual Collaborating Centre.

11. STATUS OF ASFIS REFERENCE SERIES PUBLICATIONS

Mr Pepe (FAO ASFA Secretariat) commented that this Agenda Item covered all of the ASFIS Reference Series and that they were used as tools during ASFA Data Entry.

11.1 ASFIS-1, Serials Monitored for the ASFIS Bibliographic Database

Mr Pepe (FAO ASFA Secretariat) said that the Serials Monitoring List was the backbone of the ASFA system. It was a list of all the serial titles monitored by ASFA Partners and Mr Pepe (FAO ASFA Secretariat) noted that this list could be considered as one of the comparative advantages of ASFA. The fact that ASFA has a Serial Titles list means that one knows what is being covered in ASFA, whereas, for example Google does not and so their scope or rationale is not known.

Mr Pepe (FAO ASFA Secretariat) explained that the Serials Monitoring List was contained as a pick-list in the www-ISIS-ASFA software and that, from time-to-time, updated versions of this list were sent to ASFA Partners, and also made available on the ASFA Homepage, for uploading into the software. The most recent updated version of the Monitoring List had been distributed to ASFA Partners in March 2010. The Monitoring List is also available for downloading from the FTP site of the FAO ASFA Homepage at ftp://ftp.fao.org/FI/asfa/Monitoring_List/Monlis.zip. A text file of the fully updated Serials Monitoring List, for consultation only, was also periodically made available for downloading from the FTP site of the FAO ASFA Homepage at: ftp://ftp.fao.org/FI/asfa/Monitoring_List/MASTER.txt. Mr Pepe stressed that this file was not for loading into the www-ISIS-ASFA software. At this time of writing, the most recent version of the text file was dated 9.04.10.

Mr Pepe (FAO ASFA Secretariat) reported that the maintenance of the Master 'Authority File' was going to be kept at the FAO ASFA Secretariat. He stressed that all ASFA Partners should collaborate in the maintenance of the list by notifying the FAO ASFA Secretariat of any changes/additions/deletions to the serial titles contained on their individual monitoring lists. Ms Wibley (FAO ASFA Secretariat) commented that it was very important to send any such changes to the FAO ASFA Secretariat as soon as possible, so that the Master 'Authority File' was kept up-to-date. ASFA Partners should not wait until the Annual Board Meetings to communicate changes. Maintaining the Master Monitoring List as up-to-date as possible would help to ensure that the updates to the pick-list in the www-ISIS-ASFA software would also be as up-to-date as possible. In this way, ASFA Partners would benefit whilst carrying out ASFA data entry in that they would not have to manually type the serial title name, but rather they could simply select the correct serial title from the pick-list.

Mr Emerson (ProQuest) reported that the Serials Source list on the new ProQuest platform was now a dynamic list that was browsable, thereby facilitating the identification of gaps. This would, he said, assist ASFA Partners when carrying out retrospective indexing.

Mr Thompson (NAFO) said that he had noticed Serial titles with variations in their names, i.e. the same source title had been entered in the ASFA records in different ways. He asked whether the ProQuest source list could be used to go back and see those titles with mistakes and correct them. Ms Wibley (FAO ASFA Secretariat) said that some of these 'discrepancies' in the format of the serial title names could well be correct and simply due to changes in the serial title over the years. She clarified that 'old' titles should remain as they were, even though the serials may have changed their name later, because they were correct at the time that the serials were published. Mr Emerson (ProQuest) mentioned that the older serial titles were only entered in abbreviated format and would still come up that way.

11.2 ASFIS-2, Subject Categories and Scope Descriptions

The present version of ASFIS-2, *Subject Categories and Scope Descriptions (rev.2)* is the most current version and is available on the FTP site of the FAO ASFA Homepage at: <ftp://ftp.fao.org/fi/asfa/>.

The FAO ASFA Secretariat reported that there were no modifications to the subject categories and added that should there be any change to the scope of ASFA, it would not be a problem to update this publication.

11.3 ASFIS-3, Guidelines for Bibliographic Description

The latest edition ASFIS-3, *Guidelines for Bibliographic Description and Data Entry (using www-ISIS-ASFA software v1.1)*, is Revision 4, which had been distributed to ASFA Partners in October 2007. The document is available on the FAO ASFA Homepage <http://www.fao.org/docrep/010/k0446e/k0446e00.htm>.

The FAO ASFA Secretariat reminded ASFA Partners that Part 2 of these guidelines had been recompiled to include procedures for the efficient use of the software and also contained an FAQ section for troubleshooting the software.

11.4 ASFIS-4, Guidelines for Abstracting

There had been no change to this publication during the intersessional period; however there had been some changes to in-house style regarding use of italics and Greek letters. (See Agenda item 7.7 for further details). The FAO ASFA Secretariat reminded ASFA Partners of the restrictions regarding length of the abstract(s) entered in the ASFA record. The document is available on the FTP site of the FAO ASFA Homepage at: <ftp://ftp.fao.org/fi/asfa/>.

11.5 ASFIS-5, Guidelines for Indexing

The FAO ASFA Secretariat reported that there had been no change to this publication during the intersessional period. It is available on the FTP site of the FAO ASFA Homepage at: <ftp://ftp.fao.org/fi/asfa/>.

Mr Pepe (FAO ASFA Secretariat) commented that these Guidelines would require some amendments as regards the sections dealing with Geographic indexing when the new Geographic Authority List is issued. See Agenda Item 11.7 for further discussion regarding the GAL.

11.6 ASFIS-6, Aquatic Sciences and Fisheries Thesaurus

The most recent version of the ASFA Thesaurus was the updated Revision 3, sent to ASFA Partners in June 2009. The printed version of the updated ASFA Thesaurus (Rev. 3) is available at <http://www.fao.org/docrep/011/k5032e/k5032e00.htm> and the updated ASFA Thesaurus pick-list is available on the FTP site of the FAO ASFA Homepage at: <ftp://ftp.fao.org/fi/asfa/>.

Mr Pepe (FAO ASFA Secretariat) reported that the ASFA Thesaurus had been listed as one of the comparative advantages of ASFA: 'This is used by external people' (See **Annex-68**). He reminded ASFA Partners that Mr Pettman (FBA) was responsible for the maintenance of the ASFA Thesaurus. Any comments regarding the terms included in the ASFA Thesaurus (errors noted, suggested new terms) should be sent to the FAO ASFA Secretariat (attention Helen Wibley, helen.wibley@fao.org) so that they could be eventually forwarded to FBA and the Thesaurus Working Group.

Mr Pettman (FBA) reported that there had been 3 requests for the ASFA Thesaurus: 1) PIMRIS had requested a copy in electronic format for exploratory work so that it could be incorporated in their portal (FBA had sent the Subject Thesaurus to PIMRIS in two formats, as a Word document and in XML format, but continuation of this work was awaiting IT development at PIMRIS); 2) the EU NeOn Project had carried out some work using the ASFA Thesaurus to align various fisheries related Ontologies for their Fisheries Demonstrator (this exercise involved different fishing vessels catching different species of fish). Mr Pettman commented that this exercise did not give good results due to problems in the natural language processing, since the rules were not well-defined, and needed some correction/modification; 3) the Agriculture Department of FAO had requested an OWL version of the ASFA Thesaurus for their Ontology Server Site.

Mr Pepe (FAO ASFA Secretariat) said that FAO has made the revised version of the ASFA Thesaurus available online for consultation by FAO and non-FAO users at <http://www4.fao.org/asfa/asfa.htm>.

Mr Pettman (FBA) said that there had been an improved standard in the SKOS format, which was specifically designed for thesauri. He mentioned that there was now a new model of the AGROVOC Thesaurus, which was based on this new standard and which looked good. A new SKOS would be created for the ASFA Thesaurus, so that it would be in the same model in order to assist interaction with AGRIS.

Different language versions of the ASFA Thesaurus

Mr Pettman (FBA) reported that unfortunately he had not been able to do much with respect to the different language versions of the ASFA Thesaurus. He thanked Ms Prod'homme (IFREMER) and Ms Cosulich (INIDEP) for their assistance in providing French and Spanish versions of the lead terms of the thesaurus. He asked if the ProQuest French and Spanish Beta versions of the ASFA Thesaurus were the same as the ASFA Thesaurus in English. Mr Emerson (ProQuest) reported that they were not.

Mr Pettman agreed to liaise with ProQuest and also Ms Prod'homme (IFREMER), Ms Cosulich (INIDEP), Ms Akimova (YugNIRO), Ms Levashova (VNIRO) and Mr Dongxu Li (NMDIS), regarding the development of different language versions of the ASFA Thesaurus.

New update of the ASFA Thesaurus

Mr Pettman (FBA) reported that he was now ready to start work on incorporating new terms for an updated version of the ASFA Thesaurus. He said that, during the intersessional period, there had been liaison between FBA and PIMRIS on terms relating to “traditional knowledge” (this could lead to some 10 to 15 extra entries).

Ms Noble (NMBL) reminded ASFA Partners, especially those who had mentioned in their intersessional reports the need for revision of the ASFA Thesaurus terms, to use the form available on the reserved ASFA FTP site to suggest new terms and send them to the FAO ASFA Secretariat.

The FAO ASFA Secretariat agreed to remind ASFA Partners 2-3 times a year about updating the ASFA Thesaurus, explaining that there was a form available on the FAO reserved ASFA site which they could use to send proposed new terms for the Thesaurus to the FAO ASFA Secretariat.

Mr Pettman (FBA) requested that ASFA Partners suggest the terms as they came across them, not necessarily waiting to reach a certain number of terms before communicating them. Once FBA received 200 or so terms they would be ready to prepare an updated version of the ASFA Thesaurus. Ms Wibley (FAO ASFA Secretariat) clarified that proposed new terms could be any type of relationship term, not just header terms, i.e. new forbidden or synonym terms could be suggested as well.

Mr Emerson (ProQuest) commented on the procedure and time necessary for updating the ASFA Thesaurus and the subject descriptor pick-list in the www-ISIS-ASFA software. He said that there should be a system which would enable timely integration of the new additions to the ASFA Thesaurus and the subject descriptors pick-list, rather than carrying out updates every 1-2 years. Mr Pettman (FBA) mentioned the new system used by AGRIS whereby the AGROVOC Thesaurus was available on the server and that perhaps the ASFA could be made available in a similar manner.

Mr Pettman agreed to look into the way that the AGRIS system has placed the AGROVOC Thesaurus on the server and see if this could be useful for ASFA. He also agreed to report back to the next ASFA Board meeting regarding this issue.

Mr Thompson (NAFO) commented on the purpose of Thesauri and said that the ASFA Thesaurus should not be growing so quickly. Ms Wibley (FAO ASFA Secretariat) said that updating the ASFA Thesaurus did not involve just increasing the number of lead terms, but rather the number of forbidden terms. She added that some modifications/additions were necessary also due to new/important research topics. Mr Emerson (ProQuest) concurred for the need to add more synonyms and forbidden terms. Ms Noble (NMBL) said that the last update involved the addition of many synonyms.

11.7 ASFIS-7, Geographic Authority List

Mr Pettman (FBA) gave a brief outline of work conducted so far on the ASFA Trust fund project regarding the updating of the GAL and the geographic descriptor pick list in the www-ISIS-ASFA software. He explained that the work was not complete and that only 28 ASFA Partner regions had been covered and 22 were still left to do. See the FBA Interim Report (**Annex-39a**) for more details of the activities carried out.

Mr Pettman mentioned in particular progress made concerning the tasks involved in correcting the existing www-ISIS-ASFA geographic descriptor pick-list file, containing some 19,000 terms. He said that ProQuest supplied FBA a new file with 12 000 terms used for geographic indexing in the ASFA database in 2008/2009. These 2 files were merged, producing some 26 000 terms to validate. The file was split into separate ASFA Partner region files and once ready they were sent to the corresponding ASFA Partner for checking. One file, the 'remainder file' which contained terms from non-ASFA Partner regions and also sub-ocean features, would be assessed by the FAO ASFA Secretariat and/or the Geographic Working Group.

Ms Kleiber (SPC) agreed that the Pacific area file could be covered by SPC.

FBA would assess and incorporate the comments received by the ASFA Partners to the final file. Once the final Master geographic descriptor pick-list file was produced, it would be sent to Dr Rybinski (ICIE) so that it could be processed for incorporation into the www-ISIS-ASFA software.

Mr Pettman (FBA) commented that the new printed version of the Geographic Authority List would be a much bigger document, having some 120/140 pages. He also mentioned that the structure of the Thesaurus version of the GAL would be revised so as to work towards to the AGROVOC structure. This would be sent to the FAO ASFA Secretariat as a thesaurus software file, as it would need checking before production.

Mr Pettman (FBA) agreed to send this file to FAO.

Ms Noble (NMBL) requested some clarification regarding different language versions of the geographic descriptors, i.e. the criteria used to decide which terms to include as a descriptor. Mr Pettman (FBA) commented that this issue was a big challenge. He mentioned the Indonesian region file, which was quite large and contained few terms that had followed the GAL instructions; most of the terms were the Indonesian version, not the English language version. He said that all the terms could be change to English for the new

GAL, for future indexing, but this would mean that different language versions would be on the ASFA database. He asked whether it would be possible for ProQuest to carry out an automatic change of all the existing terms to the new ones. Mr Emerson (ProQuest) said that it would be possible to make a global change to content in the database if they were provided with a list. However, he added that when this had been done in the past, some problems had been encountered. He said that some formal restructuring was required, with explanations and specified dates regarding the changes. Mr Pettman commented that this would be a very large exercise, since the list was very large. He added that using a GAL Thesaurus would solve the issue of different language versions.

The ASFA Board agreed that The Geographic Working Group should meet during the meeting to discuss this issue and decide upon the best way forward. See **Annex-61** for a report of the meeting.

11.8 ASFIS-15, ASFIS List of Species for Fishery Statistical Purposes (ex ASFIS-8, Taxonomic Authority List)

Mr Pepe (FAO ASFA Secretariat) explained that ASFIS-15, the ASFIS List of Species for Fishery Statistical Purposes, was compiled and computerised by the Statistics and Information Service of the FAO Fisheries and Aquaculture Department and was updated once-a-year. This list was contained as a "taxonomic descriptor" pick-list in the www-ISIS-ASFA software to assist in data entry. Mr Pepe (FAO ASFA Secretariat) said that an updated version of the List was included in the small upgrade (Version 1.2) of the www-ISIS-ASFA software soon to be released.

Mr Thompson (NAFO) commented that it was a very slow process to make additions/changes to the ASFIS list. Mr Kaba (CNSHB) suggested using the FishBase database to update the taxonomic pick-list in the www-ISIS-ASFA software. Mr Grainger (FAO ASFA Secretariat) replied that generally a couple of years did pass before changes were accepted and incorporated into the list and added that scientists often disagreed regarding changes to taxonomic names and/or status of the species. He said that all attempts were made to be consistent with FishBase, but there was a lag in time regarding this issue.

Mr Pepe (FAO ASFA Secretariat) asked whether ProQuest could incorporate a Taxonomic List in their interface, so that the Taxonomic terms could be extended within the search interface, i.e. to enable up-posting. Mr Emerson (ProQuest) replied that there would be an enhancement in ProQuest's new platform, but he would require a specific idea of what would be required before he could provide a definite response. He said that it could take a considerable amount of time to 'explode' to the hierarchy of the taxonomic name.

The FAO ASFA Secretariat agreed to liaise with Mr Pettman (FBA) and Mr Thompson (NAFO) in order to come up with a blue print of what could be displayed at the search results stage regarding the further utilization of the taxonomic terms during the search.

Mr Thompson (NAFO) asked whether it would be possible to add a column for synonyms in the ASFIS List of Species for Statistical Purposes,

The FAO ASFA Secretariat agreed to investigate with the person responsible for the ASFIS List of Species for Statistical Purposes at FAO (Mr Luca Garibaldi) whether it would be possible to add a column in the list to include synonyms for the scientific name. In this way, the taxonomic pick-list in the www-ISIS-ASFA software could be used to progressively assign more than one taxonomic indexing term to the record.

11.9 ASFIS-10, Authority List for Corporate Names

The FAO ASFA Secretariat explained that this list was contained as a pick-list in the www-ISIS-ASFA software. An updated version of this list was included in the eventual new version (1.2) of www-ISIS-ASFA. Mr Pepe (FAO ASFA Secretariat) reminded ASFA Partners ProQuest maintained the Master File of the Corporate Author Authority List and that they should send ProQuest (attention Ms Soto: Vicki.Soto@proquest.com) the names of new corporate authors, not included in the current pick-list, so that ProQuest can keep the master Corporate Author list updated.

11.10 ASFIS-16, Help Notes contained in the www-ISIS-ASFA Software (used for bibliographic description and data entry)

Mr Pepe (FAO ASFA Secretariat) explained that this document reproduces in a printed format, the online Help Notes contained in the www-ISIS-ASFA software. He reported that the Spanish version of the online Help Notes had been updated (on a voluntary basis) by Ms Cristiani (IIP) and that they were included in the new update of the www-ISIS-ASFA software v1.2.

12. ASFA TRUST FUND

12.1 Status of the Trust Fund

Mr Pepe (FAO ASFA Secretariat) introduced this Agenda Item, referring to the two documents "ASFA Trust Fund Status" (**Annex-45**) and "The ASFA Trust Fund at a glance" (**Annex-45a**). He said that FAO held, on behalf of the ASFA Partners, the royalties deposited by ProQuest. He explained how the budget of the Trust

Fund Money was maintained at FAO and informed the ASFA Partners that all movements of the account were recorded by the FAO Programme Coordination Unit (FIDP). A print out of all the movements, as kept by FIDP, (updated as of 2 March 2010) is available for consultation by ASFA Partners on the following FAO ASFA reserved FTP site, (<ftp://ASFA:FI2ftp@ext-ftp.fao.org/FI/Reserved/ASFA>) in the folder entitled: ASFA_Trust_Fund_FAO_Programme_Coordination_Unit_FIDP_records.

Mr Pepe (FAO ASFA Secretariat) explained that the document "ASFA Trust Fund Status" recorded how the Trust Fund money was/is being spent by the ASFA Trust Fund proposals put forward by ASFA Partners.

The **Balance** of the Trust Fund is **US\$ 1 101 328**. ProQuest deposited US\$ 201 666.04 in royalties for the year 2009. See **Annex-43** for the ProQuest calculation of the 2009 royalty payment. A detailed account of the financial status of the ASFA Trust Fund may be seen in **Annex-45**. Mr Pepe (FAO ASFA Secretariat) said that it would be included in negotiations with ProQuest regarding the renewal of the Publishing Agreement that the royalties would not be influenced by the amount of unspent money in the Trust Fund.

Mr Pepe (FAO ASFA Secretariat) reported that the total amount of funds spent though Trust Fund Projects since 1994 was \$1 473 982. He urged ASFA Partners to come forward with ideas and/or proposals to use the ASFA Trust Fund for the benefit of the ASFA system with respect to increasing its utility to users and its long-term viability. Mr Emerson (ProQuest) said that if an ASFA Partner had thought about putting forward an ASFA Trust Fund Proposal then they should go ahead and do it. Mr Pepe (FAO ASFA Secretariat) clarified that the ASFA Trust Fund Money should not be used to pay for regular ASFA input by the ASFA Partners. However, it could be used to pay for 'special types' of input, such as retrospective input, or digitization of old literature. He said that of all the Trust Fund Projects that had been carried out during the past years, the majority (70%) dealt directly with input production or the means to produce input (e.g. training, software, manuals etc.). Others provided funding for the attendance of ASFA Board Meetings and also provided some financial assistance to the FAO ASFA Secretariat.

Ms Noble (NMBL) asked if a template existed for an ASFA Trust Fund Proposal which ASFA Partners could consult in order to assist them in preparing an ASFA Trust Fund Proposal. Mr Pepe (FAO ASFA Secretariat) replied that ASFA Partners should refer to the document "ASFA Trust Fund Status" (**Annex-45**) where there was a section which explained "What is an ASFA Trust Fund Proposal". He also said that guidelines on how to prepare an ASFA Trust Fund Proposal could be found on the FAO ASFA Homepage at ftp://ftp.fao.org/FI/asfa/faq/faq6_e.pdf.

The FAO ASFA Secretariat agreed to remind ASFA Partners on how to put forward an ASFA Trust Fund Proposal, also including some examples which ASFA Partners could use as a template. The reminder would be sent via e-mail and also put on the ASFA FTP site.

Mr Pepe (FAO ASFA Secretariat) commented that fewer ASFA Trust Fund Proposals had been put forward this year, although there were some proposals that were pending or needed reconsidering. He reminded ASFA Partners that they had to be autosufficient in their regular ASFA input before they could put forward an ASFA Trust Fund Proposal. It was very important not only that they learnt how to do their own ASFA input but also that they brought it to a level that did not need any quality control by the FAO ASFA Secretariat. He asked ASFA Partners to consider/examine what extra tasks they could do and how they could do them, for example carrying out historical input.

Ms Noble (NMBL) encouraged the ASFA Partners to put forward proposals if they had ideas and recommended that they referred to the information provided by the FAO ASFA Secretariat on how to put forward an ASFA Trust Fund Proposal.

Mr Sainekar (NIO) said that when ASFA Partners carried out ASFA Trust Fund Projects, they should provide a brief status of the project in their intersessional reports. Mr Pepe (FAO ASFA Secretariat) commented that most ASFA Partners did.

12.2 Proposals completed, in progress, or pending further discussion and status of some proposals

Completed

12.2.1 Financial support to attend last year's 2009 ASFA Board Meeting (NIO, India, 2009) (US\$40 000)

This refers to last year's Meeting (2009). The allocated sum (US\$40 000) plus \$10 330 unspent from the previous year's allocation brought the total available sum to US\$50 330.

The total amount disbursed was US\$31 838. The under spending (\$18 492) was added to the 2010 allocation.

The following 11 ASFA Partners received full or partial assistance to attend the 2009 ASFA Board Meeting: CIS (Viet Nam), IMS (Tanzania), INIDEP (Argentina), KMFRI (Kenya), KORDI (Korea), NIFFR (Nigeria), NMDIS (China), PIMRIS (Fiji), NAFIRRI (Uganda), UNAM (Mexico), USP (Brazil).

12.2.2 Staff Support to the FAO ASFA Secretariat (for 2 years 2008-2009) (2xUS\$60 000/yr = US\$120 000)

This proposal covering the 2 years 2008-2009 is complete. It was to assist the FAO ASFA Secretariat by funding some of the work/initiatives that it carries out for the collective benefit of the ASFA Partnership.

Note, the allotment for the 2-year period Jan 2008 – Dec. 2009 was \$60,000 per year (total US\$120 000).

During the 2 year period the spending exceeded the allocation by US\$1 361. This overspending is subtracted from the total amount available for 2010. See **Annex-45**, Part-3, items-12 and 20.

12.2.3 (UK – FBA) African Water Bodies – Duplicate materials (\$6 000)

The output of this part of the project *Analyzing and sorting through the collection of aquatic science duplicate publications stored in the FBA library (1930 -1990)* (for references relevant to the subject scope of ASFA and for eventual scanning and inclusion in the ASFA database) was presented at last year's meeting (see 2009 Board Report, Annex 38b). During the intersession, FBA sent letters to African and Latin American ASFA Partners listing the materials that were available and that they might be eventually interested in receiving as hard copy with deadline for reply December 2009.

12.2.4 (KMFRI) ASFA Trust Fund project proposal – (provision of computer equipment) Further strengthening of the ASFA Partner in Kenya (KMFRI) in order to provide ASFA Training Support for other ASFA Partners in Africa and so as to assist FAO ASFA Secretariat (US\$4000)

This proposal was presented by Kenya Marine and Fisheries Research Institute (KMFRI) and agreed in principle by the Board at the 2008 ASFA Board Meeting (See 2008 Board Report Section 13.3.8). The Board requested more details/specifications regarding the equipment and for the proposal to be circulated via ASFA-Board-L for final approval. This was done (14 May 2009) with project approval (10 June 2009). The following equipment was purchased by the FAO Representative office in Kenya and delivered to KMFRI for a cost of \$3 971: 2 desktop computers and monitor, 1 portable computer and 1 dehumidifier.

In progress

12.2.5 Financial support to attend the 2010 ASFA Advisory Board Meeting (INRH, Morocco, 2010)

This project refers to **this** year's (2010) Meeting, so the project is considered as being "in-progress" until the meeting is finished and the last expense claim is filed (this sometime takes months).

Funds were used for the following 13 ASFA Partners to attend this year's ASFA Board Meeting: CNSHB (Guinea), NIO (India), IBSS (Ukraine), IIP (Uruguay), IMS (Tanzania), INSTM (Tunisia), INIDEP (Argentina), LARRec (LAO), NIOF (Egypt), NMDIS (China), SFI (Poland), SPC (Noumea), UNAM (Mexico).

This is an on-going proposal; renewal of this proposal for 2011 is contained in **Annex-47** and is discussed and reported under Agenda Item 12.3.1 ASFA Trust Fund New Proposals (see below).

12.2.6 Staff Support to the FAO ASFA Secretariat for 2010 (US\$60 000)

This proposal is to assist the FAO ASFA Secretariat with works/initiatives which are for the collective benefit of the ASFA Partnership. The project remains classified "in progress" until the end of 2010.

For a listing of the spending made/planned for **2010**, see **Annex-45** (Part-3, item 3).

This is an ongoing proposal which the Board usually examines and reconfirms each year. The request for re-confirmation of this proposal for 2010 is contained in **Annex-3a** and is discussed below under Agenda Item 12.3.2 ASFA Trust Fund Proposals - new and/or ongoing.

12.2.7 Updating Geographic Authority List (GAL) for www-ISIS-ASFA software (continuation) (\$24,950)

As follow-up to discussions at the 2009 Meeting, a project proposal to be carried out by UK collaborating ASFA centre FBA was circulated and approved during the 2009-2010 intersessional period via ASFA-Board-L (ASFA/2010/Info-1, **Annex-62**). A progress report was presented by FBA at this Meeting (see **Annex-39a**).

12.2.8 Supply of scanners (for ASFA related use) to those ASFA Partner Institutes which lack the funding to buy equipment (continuation of project)

The continuation of this project ("round two") was agreed by the Board at the 2008 ASFA Meeting (see the 2008 Meeting Report, Section item 13.3.9). During "round-two" of the project, the following six ASFA Partners requested scanners: IMS, Zanzibar; CSIR, Ghana; NIO/NICMAS, India; IMROP, Mauritania; UNAM/DGB, Mexico; and IMARPE, Peru. The total cost was estimated at approx. US\$3 600.

This project is still in progress because administrative problems delayed the purchase/delivery of the scanners to NIO/India and CSIR/Ghana (the purchase and delivery of the equipment is carried out by the FAO Representative's office in the country).

"Round-one" of this project (approved during the 2007-2008 intersessional period (see 2008 Report Annex-for details), cost approximately US\$6107.00 and supplied scanners and scanning software to the following 9 Partners: IIP, Uruguay; NIFFR, Nigeria; NaFIRRI, Uganda; VNIRO, Russia; YugNIRO, Ukraine; NIOF, Egypt; IFOP, Chile; FICen, Viet Nam; INSTM, Tunisia.

12.2.9 Initiative to support the digitization of grey literature and advice as to what should be digitized (proposal put forward by IAMSILIC) \$28 000

This project on digitization was originally tabled at the 2007 Meeting by the FAO ASFA Secretariat on behalf of IAMSILIC for discussion and approval. The Board approved the proposal in principle (see 2007 Report section 13.3.5). No ASFA Partners came forward with proposals for this project.

The FAO Fisheries and Aquaculture Department Library took the initiative and drew up and finalized a work in January 2010. Under this project it is utilizing the funds to digitize grey literature in its possession. The materials will be deposited in the Aquatic Commons repository and/or OceanDocs repository and ASFA records will eventually link to these full-texts. (See **Annex-63** for a progress report on activities conducted so far).

12.2.10 Regional Latin American Mini ASFA Meeting (Argentina) 25-26 October 2010 (US\$20 000)

This project was originally agreed at the 2006 ASFA Board Meeting (see 2006 Report, section 13.3.4 and Annex 57), but has been pending for several years. Preparations are now underway for the meeting to be hosted by INIDEP, Argentina, so as to run back-to-back with the 2010 International IAMSILIC Meeting and the Latin American Regional IAMSILIC Meeting to be held in Mar del Plata in October. At the Meeting, the FAO ASFA Secretariat will address some problems relating to ASFA input preparation (training) as communicated to it by the Latin American partners prior to the meeting.

12.2.11 Computer Equipment for CNSHB, Guinea (US\$3 000)

This project was approved in principle at the 2009 Meeting, but the Board requested further clarification regarding the need for the equipment (see 2009 Report, Section 13.3.3). On 26 February 2010, the FAO ASFA Secretariat received an e-mail from CNSHB providing the further clarification (When CNSHB joined ASFA, it did not have the computer and connectivity problems that it has now. The mobility provided by the laptop will facilitate record collection from the collaborating centres and also the sending of records from a cybercafé (where the internet connectivity was better).

12.2.12 Identify and listing grey literature published in Kenya not in ASFA (KMFRI) (US\$7 320)

This proposal was approved at the 2009 Meeting (See 2009 Report, Section 13.3.5 and also Annex-26b). It aimed to identify, collate and list grey literature published in Kenya, with a view to entering the references into the ASFA database, digitizing the full-text and depositing them in OceanDocs repository.

The Letter of Agreement between FAO and KMFRI to carry out this project was processed by FAO, and sent to KMFRI for signature, however it was returned to FAO unsigned because the banking instructions had changed and the LOA had to be re-processed (this project was technically pending).

12.2.13 Small financial incentive to ASFA Partner institute hosting ASFA Board Meeting (US\$2 500)

This proposal was approved at the 2009 Meeting (See 2009 Report, Section 13.3.8 and also Annex-58). It aimed to eliminate any small financial obstacles which might prevent an ASFA Partner from offering to host the ASFA Board Meeting. The FAO ASFA Secretariat sent the funds to the FAO Representative's office in Morocco on 25 January 2010 for disbursement to INRH for this year's Meeting.

12.2.14 Utilization of ASFA Trust Fund to pay IAMSILIC Membership fees (renewal request for membership fees expiring in 2009-2010) (approx. US\$1 240)

The renewal of this project was agreed at the 2009 Meeting (See 2009 Report, Section 13.3.9 and also Annex-52). It calls for the sum of approximately **US\$ 1 240** to cover the costs necessary to renew all 31 of the currently sponsored IAMSILIC membership fees which will expire in either 2009 or 2010. See the FAO ASFA Secretariat Report, Section 12 for details of who is being funded).

12.2.15 Scanning of Fisheries Catch and Scientific Results 1999-2009 (IMS-Tanzania) (US\$10 625)

This proposal was approved at the 2009 Meeting (See 2009 Report, Section 13.3.10 and also Annex-34a). It aims at making available, in full text format, fisheries catch and scientific reports (grey literature) deposited at the Division of Fisheries and the Tanzania Fisheries Research Institute of the Ministry of Livestock and Fisheries Development. The FAO ASFA Secretariat reported that the LOA had been signed and the first payment had been processed.

Ms Nyika (IMS) provided a brief status report of the project, saying that so far the documents had been photocopied and the scanning work had started. She explained that photocopying was necessary as it was not possible to carry the scanner with her during travel to TAFIRI Mwanza Centre, where the reports were deposited. Once the scanning was complete, bibliographic records (approximately 500) would be prepared both for ASFA and the IMS/Aquatic Commons/OceanDocs repositories.

12.2.16 Collect, sort out, and prepare approximately 15,000 complete bibliographic references dealing with the aquatic environment (from the North Sea, in particular the Southern Bight area) (VLIZ, Belgium)

This project was originally approved during the 2002-2003 intersessional period via ASFA-Board-L (See 2003 Meeting Report: section 13.3.1.5 and Annexes 14,14a for full details of project). However, it has been pending due to various difficulties at VLIZ in developing a program to automatically transfer the records from their institutional database to the ASFA Publisher in ASFA format. VLIZ accepted not to receive full payment for this project proposal (\$6000 less), as some of the records would be supplied without indexing.

Ms Soto (ProQuest) reported that there had been numerous difficulties in receiving the file from VLIZ in a suitable format. She said that ProQuest should receive a file with the metadata of the documents so that they could complete the records with the indexing. However, there was a question about the file from VLIZ containing duplicate records, i.e. records for documents prepared by other ASFA Partners and already on the database. ProQuest had spent much time on this issue which was too complex for them to resolve any further. Ms Soto asked that the FAO ASFA Secretariat facilitate a solution to the various problems involved.

The FAO ASFA Secretariat agreed to contact VLIZ regarding the completion of their Trust Fund Proposal.

Pending

12.2.17 www-ISIS-ASFA – towards Release-2, i.e. after release 1.2 (FAO) (US\$8 750)

The proposal was originally agreed at the 2006 ASFA Board Meeting (see 2006 Meeting Report Section 13.3.6 and Annex 58). The FAO ASFA Secretariat said that the current re-engineering of the www-ISIS core program to be Linux compatible and Unicode compliant (see discussions under Agenda Item 9.1) will also require an updated www-ISIS-ASFA application. The updating of this application could also include updates to the software, thus the updating of the www-ISIS-ASFA application *de facto* becomes the Release-2. Therefore, a trust fund proposal superior to the above already approved amount (\$8 750) would be required. The FAO ASFA Secretariat would be putting forward a new ASFA Trust Fund Proposal at this meeting regarding this issue which is discussed and reported under Agenda Item 12.3.1 (See **Annex-55**).

12.2.18 Filling the missing gaps (NIOF-Egypt) (US\$14 160)

This proposal was approved in principle at the 2009 Meeting (See 2009 Meeting Report, Section 13.3.2 and Annex-17). It aims to fill in some of the missing gaps regarding Egyptian literature in the ASFA database, resulting in the preparation of 2360 bibliographic records. However, final approval and implementation is pending until NIOF becomes autonomous, i.e. regularly submitting ASFA input which no longer requires checking.

12.2.19 Scanning of Viet Nam Fisheries technology and Scientific Results 2000-2008 (CIS-Vietnam) (US\$14 690)

This proposal was approved in principle at the 2009 Meeting (See 2009 Meeting Report, Section 13.3.6 and Annex-41a). It aims to collect and scan Vietnamese scientific reports within the scope of ASFA and link the full-text to relevant records for ASFA input. However, final approval and implementation is pending until CIS becomes autonomous, i.e. regularly submitting ASFA input which no longer requires checking.

12.2.20 ASFA Training Session (FAO) (US\$14 000)

This proposal was agreed by the Board at the 2007 Meeting (See 2007 Meeting Report, Section 13.3.7). It authorized the FAO ASFA Secretariat to organize and carry out, each year, one ASFA Training session for those Partners in need (both new ASFA partners and also existing ASFA Partners who may need re-training). The FAO ASFA Secretariat reported none of these yearly courses have been held to date, but said that some of the funds allocated to this training could be re-routed to finance training of Botswana and Namibia at KMFRI.

12.2.21 Translation of ASFA Thesaurus into Russian and development of Russian-English Thesaurus (YugNIRO- Ukraine)

(see comments below)

12.2.22 Translation of www-ISIS-ASFA “Help Notes” and front end into Russian (YugNIRO- Ukraine)

(see comments below)

12.2.23 Translation of www-ISIS-ASFA Guidelines into Russian (YugNIRO- Ukraine)

These proposals were originally agreed at the 2004 ASFA Board Meeting (see 2004 Meeting Report section 13.3.5 and Annex-29c). However, they have been pending since 2005, initially due to difficulties in the administrative phases and then due to staff changes at YugNIRO. They are pending YugNIRO's continued interest in carrying out this proposal.

Ms Akimova (IBSS) reported that some work had now been started on these translations.

The FAO ASFA Secretariat agreed to initiate LOAs with YugNIRO to carry out these Trust Fund Proposals. **It also agreed** to increase the originally allocated funds for this proposal, taking into consideration inflation rates.

12.3 New Proposals

12.3.1 Financial support to attend the ASFA Advisory Board Meeting (for year 2011) (US\$40 000)

This is an ongoing Trust Fund project proposal (See **Annex-47**). It is reviewed each year by the Board to maintain or update the amount of allocated funds. The sum has remained at \$40 000 for the last few years and this appears, for the moment, to be sufficient.

The ASFA Board approved the proposal.

12.3.2 Staff Support to the FAO ASFA Secretariat (for year Jan -Dec 2011) (US\$90 000)

This is an ongoing proposal (See **Annex-3a**) that is reviewed and renewed each year by the Board to update the amount of funds allocated to the FAO ASFA Secretariat. At the 2009 Board Meeting the proposal was approved for the one year period (Jan-Dec 2010) at US\$60 000. Mr Grainger (FAO ASFA Secretariat) announced at that meeting that this year's request would be higher due to the retirement of Mr Pepe (FAO ASFA Secretariat). He said that under the current financial situation at FAO, departments were being forced to look for extra-budgetary funds. The transitional period would mean additional work and also the need to hire additional temporary staff to support the FAO ASFA Secretariat in their ASFA related activities, so as to maintain a good service to the Partnership. He commented that any underspent money would be taken into account when putting forward the proposal at next year's meeting.

The ASFA Board approved the proposal.

12.3.3 Adapting WWW-ISIS-ASFA to the re-engineered www-ISIS-ASFA core program (including modifications to www-ISIS-ASFA, making it Release-2) €15 000

This ASFA Trust Fund proposal (see **Annex-55**) would involve the adaptation of the www-ISIS-ASFA application used for ASFA Data Entry by the ASFA Partners, so as to be able to run under the new core www-ISIS program. See Agenda Item 9.1 for some preliminary discussion regarding the re-engineering of the core www-ISIS programme.

Mr Pepe (FAO ASFA Secretariat) re-iterated that FAO's regular program budget was being used to fund the re-engineering of the core www-ISIS program that works under the www-ISIS-ASFA application (not the ASFA Trust Fund). This proposal would adapt the www-ISIS-ASFA software so that it would benefit from the new features of the core program: it would be Linux compatible and UNICODE compatible; it would use the Lucene search system; it would be compatible with 64 bit computers and Windows XP, Vista and Windows 7 operating systems.

Ms Kleiber (SPC) asked for some clarification as to who was actually carrying out the re-engineering work. Mr Pepe (FAO ASFA Secretariat) said that there was a team of people working on this project from the Warsaw University Institute of Technology, not just one person, and clarified that the contract would be with the institute, and not the persons involved. Mr Emerson (ProQuest) expressed some apprehension about continuing with an ISIS-based software. He commented that perhaps it would be opportune to evaluate or at least start thinking about some different applications to use for data entry. Ms Kleiber said that it could be useful to carry out a review of what would be available elsewhere.

The difficulty in discussing/deciding Trust Fund proposals when the person putting forward the Proposal was not present to provide explanations and justifications was noted.

Mr Emerson (ProQuest) said that a breakdown of the activities involved and the timescale necessary should be included.

Mr Pepe (FAO ASFA Secretariat) clarified that the ASFA Board was being requested to approve the project only in principle, pending the successful completion of the re-engineered www-ISIS core. He said that the eventual LOA would include a detailed table of the work package.

The ASFA Board approved in principle the proposal and agreed that the Euro value will be fixed at the US\$ exchange rate at signature of the contract and remain fixed throughout the project cycle.

12.3.4 Digitization, Open Access Deposition, and ASFA Record Preparation of Freshwater Grey Literature, 1940 – 2007 (FBA) US\$15 000

This ASFA Trust Fund proposal (See **Annex-39b**) aims to bring a range of freshwater grey literature, previously available only to a small audience, to a wider user base, by digitizing it and depositing it in a repository and also preparing ASFA records (including URI links).

Mr Pettman (FBA) explained that his institute (FBA) had identified 500 documents in the field of freshwater sciences in different continents. He had gained approval from the management of the FBA to make this material available as digital full text, open access and entered in ASFA with URI to full text.

The ASFA Board approved the proposal.

12.3.5 Creation of an institutional digital Archive of IFOP (Chile) US\$21 400

This ASFA Trust Fund proposal (See **Annex-12a**) involves the digitization of historic publications and preparation of ASFA records containing URL links to an institutional archive.

Several ASFA Partners commented that it was not clear from the project proposal as to exactly what was being proposed. Ms Cosulich (INIDEP) suggested that the proposal be re-written with clear indications regarding the documentary resources to be scanned (i.e. their titles), where they were from and where they would be deposited. She also questioned the need for writing/translating abstracts. Mr Pepe (FAO ASFA Secretariat) said that IFOP was not yet autosufficient as an ASFA Partner (their records were being checked by Ms Cristiani (IIP)), so this proposal would have to be considered as pending, until IFOP became self-sufficient.

The FAO ASFA Secretariat agreed to discuss this ASFA Trust Fund Proposal with IFOP during the intersessional period in order to clarify exactly what IFOP wished to do in this proposal so that it could be re-structured and then re-submitted at the next ASFA Board Meeting.

13. OTHER BUSINESS

Retirement of Mr Pepe (FAO ASFA Secretariat)

On behalf of the ASFA Partners, Mr Sainekar (NIO) presented Mr Pepe (FAO ASFA Secretariat) with a souvenir album containing photographs and messages from both past and present members of the ASFA Partnership.

Mr Pepe (FAO ASFA Secretariat) expressed his gratitude to Mr. Sainekar and all the ASFA Partners for the souvenir album and also INRH for their tribute. He also thanked IOC/IODE for awarding him with the UNESCO IOC/IODE Merit Award for Contribution to Marine Information Exchange.

He referred in particular to Mr Emerson and Ms Soto, commending them as representatives of ProQuest, as they had the difficult double task of representing ProQuest both as the commercial publisher of ASFA and as an ASFA Partner. He said that after many years of involvement in ASFA, they had mastered this difficult balancing act to the benefit of both ProQuest and the general ASFA Partnership.

Mr Grainger (FAO ASFA Secretariat) commended and complimented Mr Pepe regarding his diligence in carrying out his ASFA-related activities. He referred to the transparency shown by Mr Pepe when preparing reports and also when explaining what the FAO ASFA Secretariat does, why and how it carries out its duties.

ASFA Board Meeting

Mr Thompson (NAFO), referring to the structure of the Meeting, suggested that perhaps some poster sessions or small group sessions on particular themes could be included, for example on the Fourth Day of the Meeting. He also suggested that ASFA Partners did some more preparation beforehand by examining the Agenda when circulated via ASFA Board-L and also sending something in writing to the FAO ASFA Secretariat, which could be presented for discussion during the Meeting. Mr Emerson (ProQuest) said that it could be interesting to have some guest speakers attending the Meetings.

14. PLACE AND DATE OF NEXT MEETING

Mr Pepe (FAO ASFA Secretariat) reported that the FAO ASFA Secretariat had received a communication from Mr Gaibor (INP) during the Board Meeting, offering to host the 2011 ASFA Advisory Board Meeting at his institute (Instituto Nacional de Pesca, Guayaquil, Ecuador).

The ASFA Board agreed that the 2011 ASFA Board Meeting would be held at INP, Guayaquil, Ecuador. The exact dates would be confirmed by INP and then circulated to all ASFA Partners by the FAO ASFA Secretariat via ASFA Board-L.

[Rapporteur's note: The FAO ASFA Secretariat communicated the exact dates of the Meeting (5-9 September 2011) via ASFA Board-L to all ASFA Partners on 4 August 2010.]

Mr Pepe (FAO ASFA Secretariat) also mentioned that the FAO ASFA Secretariat had received an offer from the Marine Institute (Ireland) to host the 2012 ASFA Board Meeting.

15. SPECIAL TOPICS, DEMONSTRATIONS, WORKSHOP DAY (4th DAY)

15.1 Valuation

Ms Nyika (IMS) gave a presentation on 'Valuation of the library and its information resources, including ASFA resources for users', explaining how she had conducted a valuation on the library at her institute (See **Annex-57**). She demonstrated how she had prepared a survey using a questionnaire to determine what value was and what could be used to measure value. She also provided some details of the various databases used during the survey.

Ms Noble (NMBL) thanked Ms Nyika (IMS) for the presentation, saying that it was very interesting especially considering that many libraries nowadays were having to justify their existence.

Some discussion regarding electronic resources and 'virtual libraries' followed.

Mr Kaba (CNSHB) asked whether the distance between Zanzibar and the capital of Tanzania, Dar-es-Salaam, meant that IMS depended more on electronic resources to help disseminate information. Ms Nyika replied that the geographic distance was not a problem, but there was a lack of funds. The government did provide some money however it was not sufficient to subscribe to journals, although various projects did ensure some documents in the IMS library. Ms Nyika added that the main library was in Dar-es-Salaam so users could go there, although IMS did provide a document delivery service for specialized journals that were only available at IMS.

Mr Thompson (NAFO) commented that there was more and more of a trend for 'virtual libraries' and that libraries were no longer considered as being a physical location with 4 walls, books on shelves and staff to assist users. Mr Pepe (FAO ASFA Secretariat) commented that physical libraries were still very important in that they re-grouped and re-packaged the information. Mr Thompson asked Ms Nyika (IMS) whether her library would be planning another assessment regarding document delivery, after centralization. Ms Nyika replied that they were moving slowly towards electronic resources, but this was hampered by various issues, such as lack of electricity. She mentioned that IMS had suffered electricity problems for a 3-month period which had obvious consequences on their work. She commented that the developing world was not moving as fast as developed countries regarding this issue. However, developments in IT development and the use of cybercables meant that access to Internet was moving forward. Ms Nyika said that within 10 years it was expected that students would be connecting to the library via computers. She said that the survey conducted by IMS was a beginning point for moving forward towards electronic resources. Mr Thompson noted that the dissemination of information to Europe and America was a major problem in Africa. Ms Nyika re-iterated the importance of digitization projects in providing the world with access to African information.

Mr Thompson (NAFO) asked about valuating virtual libraries and how ASFA would compare to this.

The issue of finding ways to measure the impact of ASFA usage on aquatic sciences (research, education, management etc) was also discussed. Mr Pepe (FAO ASFA Secretariat) referred to user surveys, saying that some ASFA Partners did teach students on how to search the ASFA database. He said that training programmes in the library curriculum were vital in promoting the use of ASFA in searching for information. It was important that the library interface was user friendly for the students. Mr Pettman (FBA) referred to the current trend in impact analysis and said that it was important to apply this to ASFA to determine what difference it has made. How ASFA is maintaining an impact should be included in impact measurement for aquatic libraries, so that it can be measured how using ASFA has changed things for the users. For example, the question 'were students getting better grades by using ASFA as a source of information' could be examined. Mr Pettman said that it was important to find some measures to show what ASFA is doing in the field of aquatic sciences. Ms Noble (NMBL) commented that it would be difficult to distinguish between those libraries which had only ASFA or those which used also other databases.

The ASFA Board agreed that valuation is an important topic and should remain in future Agendas (including collaboration with ASFA Partners or external consultants with particular knowledge in this area, such as Mr Kaske (NOAA), other ASFA Partners or guest speakers).

The ASFA Board agreed that a new Agenda Item should be included in next years ASFA Board Meeting to cover the topic of impact assessment of ASFA.

Mr Pettman (FBA) agreed to provide some input to this Agenda Item for the next ASFA Board Meeting.

Mr Assiz (INRH), referring to the importance of ASFA and its possible role in the outcome of research, said that perhaps there was a need for a survey framework. It could be useful for ASFA Partners to distribute a questionnaire within their institutes and/or regions regarding ASFA and its use.

The FAO ASFA Secretariat agreed to seek assistance regarding the design of a survey questionnaire from persons with specific knowledge in this area, once a primary objective is identified and concurred by the ASFA Quality Working Group.

Abstracting and Indexing services/Future of ASFA/business models - some discussions

Mr Emerson (ProQuest) mentioned future business models as regards the funding of ASFA and therefore the possibility of one day making ASFA available for free, i.e. no subscription, could be considered. He referred to Open Access publishers which had the content sponsored to make the information available on Internet for free to users. Mr Pepe (FAO ASFA Secretariat) commented that there were now trends to charge for information on the Internet, adding that perhaps Google would start charging. Mr Emerson replied that Google made a large amount of money from advertising.

Mr Seteras (IMR) said that URL links were not clickable in Google Scholar and did not think it a good idea for ASFA to appear in Google Scholar. Mr Emerson replied that partial ASFA records were no longer going to appear in Google scholar because the presence of such partial records did not contribute positively to searchers experience.

Ms Noble (NMBL) said that ASFA was used by different users for different purposes and perhaps a desktop study should be carried out to obtain some information regarding this issue.

Mr Pettman (FBA) commented on the importance of examining different ways of financing ASFA in the future. There was a need to identify additional or alternative ways of funding and/or pricing the ASFA products/services.

The ASFA Board agreed that a new Agenda Item should be included in next years ASFA Board Meeting to start considering future alternative business models for ASFA.

Mr Emerson (ProQuest) agreed to provide some input to this Agenda Item for the next ASFA Board Meeting.

15.2 Comments on ASFA Input

Ms Soto (ProQuest) and Ms Wibley (FAO) gave a PowerPoint presentation on ASFA input (see **Annex-58**). Various aspects relating to submission of ASFA records to ProQuest and also to ASFA input preparation using www-ISIS-ASFA software were covered, highlighting areas where ASFA partners should pay particular attention, so as to avoid errors and inconsistencies.

15.3 ProQuest tips on searching/using the ASFA database via the CSA Illumina interface

Ms Soto (ProQuest) gave a demonstration on the ASFA database using the CSA Illumina platform (see **Annex-59**). She explained some of the Administrative functions that can be set and/or modified on the CSA Illumina interface, how to set up a personalized interface using the My Research log-in option and also how to set up Alerts. Some searching tips and tools were demonstrated and an overview given of the search display including some of the searchable tables and figures.

Ms Soto (ProQuest) agreed to send a reminder to ASFA Partners via ASFA Board-L on how to set up Alerts.

15.4 Demonstration of some new features of the still to be released www-ISIS-ASFA v1.2

Ms Wibley (FAO ASFA Secretariat) gave a hands-on demonstration of the new version 1.2 update of the www-ISIS-ASFA software, highlighting the new features that have been incorporated in the worksheets, such as the new fields: Advisor/supervisor of Thesis field, Imprint field new subfield for the Publisher's e-mail address, Other URL addresses field, and Author-assigned keywords. She showed how it was now possible not only to import data in formats other than ISO 2709, such as XML AGRIS, MODS, and XML InMagic but also export ASFA records in various formats such as XML AGRIS, MODS and RIS. She explained how the exporting of ASFA records in formats other than ISO 2709 was a step forward in increasing the interoperability of the www-ISIS-ASFA software with other data management systems. It was now possible to

exchange metadata between www-ISIS-ASFA and the OceanDocs system and she reported that the possibility of interoperability with Aquatic Commons was currently under investigation.

Ms Wibley reported that there was a small 'bug' in the software, involving accented characters, which affected the export process (See discussions under Agenda Item 7.7). She explained that certain accented/unusual characters, which often occurred in the text of abstracts that had been either scanned or copy/pasted, sometimes resulted in the omission of the abstract text during the export process. She demonstrated what the ASFA record looked like in an ISO file and showed the ASFA Partners what to look out for when checking the ISO file before sending it to ProQuest.

15.5 Thirty-sixth Annual IAMSLIC Conference with mini-ASFA meeting

Ms Cosulich (INIDEP) informed the ASFA Partners that INIDEP was hosting the 36th Annual International IAMSLIC Conference on 17-21 October, which was to be followed by the 2nd Regional Latin American IAMSLIC Meeting on 22-23 October and then the Mini-Regional ASFA Meeting for Latin America on 25-26 October. There would also be an OceanDocs Latin America workshop held prior to the conference, 16-17 October. Ms Cosulich explained that, thanks to funding from an ASFA Trust Fund Project, the Latin American ASFA Partners participating at the mini-ASFA meeting could also attend the IAMSLIC conference. She expressed her appreciation for the financial support provided by the ASFA Trust Fund. Ms Cosulich mentioned that registration was now open for the IAMSLIC conference at a cost of US\$275, and also thanked ProQuest for their support as one of the major sponsors.

16. Review/Approval of the Draft Report of the Meeting

The Board reviewed and approved the Draft of the "Action Items and Decisions Agreed" during the Meeting. See **Annex-61**.

The FAO ASFA Secretariat agreed to have the List of Action Items and Decisions agreed translated into French and Spanish and then circulated to ASFA Partners via ASFA Board-L.

[**Rapporteur's note:** The FAO ASFA Secretariat sent the French and Spanish versions of the List of Action Items and Decisions Agreed to all ASFA Partners via ASFA Board-L on 20.09.2010.]

The FAO ASFA Secretariat agreed to circulate the Draft Report of the Meeting to ASFA Partners via ASFA Board-L for comments.

As is the practice, the Final Report of the Meeting will be approved at the next ASFA Board Meeting.

AGENDA
ASFA Advisory Board Meeting
INRH, Casablanca, Morocco, 5–9 July 2010

1. OPENING OF THE MEETING

2. ADMINISTRATIVE ARRANGEMENTS

3. ELECTION OF CHAIRPERSONS AND RAPPORTEURS

4. ADOPTION OF THE AGENDA

5. ADOPTION OF THE SUMMARY REPORT OF THE 2009 MEETING

5.1 Matters Arising (from 2009 Meeting)

6. STATUS OF ASFA PARTNERSHIP

6.1 General status of the ASFA Partnership

6.2 Report on the Inter-sessional Activities of ASFA Partners

6.2.1 United Nations Co-sponsors (FAO, UN, IOC, UNEP)

6.2.2 ASFA Partners

6.2.3 ASFA Publisher (ProQuest)

6.3 New ASFA Partners (Admission/welcome new partners)

6.4 Partners dropping out of ASFA (at their own will)

6.5 Partners removed or in danger of being removed from ASFA

6.6 Strategy for future expansion of ASFA Partnership

6.6.1 Potential partners

6.7 ASFA Partnership Agreement

6.8 ASFA Publishing Agreement between FAO and ProQuest

6.9 Entitlements

6.10 ASFA Co-operation with other groups/initiatives/system/meetings outside or related to ASFA

7. ASFA - QUALITY OF THE ASFA DATABASE (SCOPE, COVERAGE AND MONITORING, TIMELINESS, ACCURACY)

7.1 ASFA input submitted by Partners and number of records on database

7.2 Subject scope (the subject areas being covered by the ASFA database)

7.1.1 Review of the subject scope of ASFA

7.3 Coverage and Monitoring (extent to which documents falling under ASFA subject scope are being entered in ASFA)

7.3.1 Review of the coverage and monitoring

7.4 Timeliness (time period between publishing of document and appearance on database and/or time period between receipt of document in partners' institute and submission to ASFA Publisher)

7.4.1 Review of timeliness of ASFA records (by ProQuest)

7.4.2 Review of measures taken at last Board Meeting to increase timeliness (including automated indexing)

7.5 Accuracy of the ASFA Records appearing on database (comments from Partners and ProQuest)

7.6 Status of efforts of Partners to include more grey literature in ASFA including digitization

7.7 ASFA inputting procedures(suggestions to improve procedures rules, etc.)

8. ASFA PRODUCTS AND SERVICES (Review of each of the ASFA information products as to general characteristic, future development, etc.)

8.1 ASFA journals (ASFA-1, ASFA, 2, ASFA,3)

8.2 ASFA CD/DVD ROM

8.3 Internet Database Service

8.4 New outputs and services

8.5 Public relations activities and marketing (by ProQuest and Partners)

8.6 Document delivery

8.7 Increasing distribution of ASFA information products and services

9. PROGRESS WITH MACHINE READABLE INPUT

9.1 www-ASFA-ISIS

10. REPORT ON ASFA TRAINING ACTIVITIES

11. STATUS OF ASFIS REFERENCE SERIES PUBLICATIONS

12. ASFA TRUST FUND

12.1 Status of the Trust Fund

12.2 Proposals completed, in progress, pending further discussion and status of some proposals

12.3 New proposals

13. OTHER BUSINESS

14. PLACE AND DATE OF NEXT MEETING

15. SPECIAL TOPICS, DEMONSTRATIONS, WORKSHOP DAY

16. REVIEW/APPROVAL OF DRAFT REPORT OF MEETING

AGENDA for 4th day of Meeting

(dealing with SPECIAL TOPICS, DEMONSTRATIONS, WORKSHOPS)

- 1. Valuation of IMS library and its information resources, including ASFA resources for users** by Edna Nyika, Institute of Marine Sciences, Tanzania. (Neal Kaske, NOAA, was to lead this round table discussion, due to circumstances beyond his control, he was not able to attend the meeting)
- 2. Comments on ASFA Input (records) (persistent problems encountered in Partners input and advice)** by FAO (Helen Wibley) and ProQuest (Vicki Soto)
- 3. ProQuest tips on searching/using the ASFA database via the Illumina Internet web** interface by ProQuest (Vicki Soto)
- 4. Demonstration of some new features of still to be released www-ISIS-ASFA 1.2** by Helen Wibley (FAO)
- 5. 36th IAMSLIC Conference/mini-ASFA meeting in Argentina** by Guillermina Cosulich, INIDEP, Argentina

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LIST OF ABBREVIATIONS

ADRIAMED - Scientific Cooperation to Support Responsible Fisheries in the Adriatic Sea (Italy)

AGRIS/OEK - International Information System for Agricultural Sciences and Technology, Knowledge Management and Library Services

ASFA - Aquatic Sciences and Fisheries Abstracts

ASFIS - Aquatic Sciences and Fisheries Information System

ASFISIS - Aquatic Sciences and Fisheries Integrated Set of Information Systems (Micro CDS/ISIS package for preparing ASFA input and for retrieval)

BF - Informations- und Dokumentstionsstelle, Bundesforschungsanstalt für Fischerei (Germany)

CIP - Centro de Investigaciones Pesqueras (Cuba)

CIS - Centre of Information and Statistics (Vietnam)

CNSHB - Centre national des sciences halieutiques de Boussoura (Guinea)

CRO - Centre des recherches océanologiques (Côte d'Ivoire)

CSA - Cambridge Scientific Abstracts

CSIR - Council for Scientific and Industrial Research (Ghana)

CSIRO - Commonwealth Scientific and Industrial Research Organization (Australia)

DGB - Dirección General de Bibliotecas (Mexico)

DOI – Digital Object Identifier

DPM - Direction des pêches maritimes (Senegal)

DFO - Department of Fisheries and Oceans (Canada)

EMI - Estonian Marine Institute

FAO - Food and Agriculture Organization of the United Nations (Italy)

FBA - Freshwater Biological Association (UK)

FIPS - Fisheries and Aquaculture Department, Statistics and Information Service, FAO

FIGIS - Fisheries Global Information System, FAO

FRA - Fisheries Resource Agency (Japan)

FTP - File Transfer Protocol

GAL - Geographic Authority List

GIS - Geographic Information System

HOORC - Harry Oppenheimer Okavango Research Centre, Botswana

HTML - Hypertext Markup Language

IAMSLIC - International Association of Aquatic and Marine Science Libraries and Information Centers

ICCAT - International Commission for the Conservation of Atlantic Tunas (Spain)

ICES - International Council for the Exploration of the Sea (Denmark)

ICIE - Institute for Computer Information and Engineering (Poland)

IDS - Internet Database Service

IEO - Instituto Español de Oceanografía (Spain)

IFOP - Instituto de Fomento Pesquero (Chile)

IFREMER - Institut français de recherche pour l'exploitation de la mer (France)

IFRO - Iranian Fisheries Research Organization

IIP - Instituto de Investigaciones Pesqueras (Uruguay)

IMARPE - Instituto del Mar del Perú

IMR - Institute of Marine Research (Norway)

IMROP - Institut Mauritanien de Recherches Océanographiques et des pêches (Mauritania)

IMS - Institute of Marine Sciences (Tanzania)

INAHINA - Instituto Nacional de Hidrografia e Navegacao (Mozambique)

INIDEP - Instituto Nacional de Investigación y Desarrollo Pesquero (Argentina)

INP - Instituto Nacional de Pesca (Ecuador)

INRH - Institut national de recherche halieutique (Morocco)

INSTM - Institut national des sciences et technologies de la mer (Tunisia)

IO-BAS - Institute of Oceanology of the Bulgarian Academy of Sciences (Bulgaria)

IOC - Intergovernmental Oceanographic Commission (UNESCO)

IOTC - Indian Ocean Tuna Commission (Seychelles)

IPIMAR - Instituto Portugues de Investigação Maritima (Portugal)

IUCN - The World Conservation Union (Switzerland)

JFRCA - Japan Fisheries Resource Conservation Association

KMFRI - Kenya Marine and Fisheries Research Institute

KORDI - Korea Ocean Research and Development Institute

LARReC - Living Aquatic Resources Research Center (Lao People's Democratic Republic)

LIFDC - Low Income Food Deficit Countries

MEI - Estonian Marine Institute

MI - Marine Institute (Ireland)

MRI - Marine Research Institute (Iceland)

NACA - Network of Aquaculture Centres in Asia-Pacific (Thailand)

NaFIRRI - National Fisheries Resources Research Institute (Uganda)

NAFO - Northwest Atlantic Fisheries Organization (Canada)

NatMIRC - National Marine Information and Research Centre (Namibia)

NCMR - National Centre for Marine Research (Greece)

NICMAS - National Information Centre for Marine Sciences (India)

NIFFR - National Institute for Freshwater Fisheries Research (Nigeria)

NIO - National Institute of Oceanography (India)

NIOF - National Institute of Oceanography and Fisheries (Egypt)

NISC - National Information Services Centre (South Africa)

NMBL - National Marine Biological Library (UK)

NMDIS - National Marine Data and Information Service, State Oceanic Administration (People's Republic of China)

NOAA - National Oceanic and Atmospheric Administration (USA)

NRC - National Research Council (Canada)

OAI - Open Archive Initiative

ODINAFRICA - Ocean Data and Information Network in Africa

ODINCARSA - Ocean Data and Information Network for the Caribbean and South America

PIMRIS - Pacific Islands Marine Resources Information System (Fiji)

PINRO - Polar Research Institute of Fisheries and Oceanography (Russia)

PMBC - Phuket Marine Biological Centre (Thailand)

SFI - Sea Fisheries Institute (Poland)

SIBM - Società Italiana di Biologia Marina (Italy)

SIPAM - Information System for the Promotion of Aquaculture in the Mediterranean (Tunisia)

SPC - South Pacific Commission (New Caledonia)

UNAM - Universidad Nacional Autónoma de México

UN/DOALOS - United Nations Division for Ocean Affairs and the Law of the Sea (UN-Secretariat, NY, USA)

UNEP - United Nations Environment Programme

URI - Uniform Resource Identifier

URL - Uniform Resource Locator

USP – Universidade de São Paulo (Brazil)

VLIZ – Vlaams instituut voor de Zee vzw (Belgium)

VNIRO - All-Russia Research Institute of Marine Fisheries and Oceanography

VTI – Johann Heinrich von Thünen Institute (Germany)

WRI - Water Research Institute (Ghana)

WCPFC - Western and Central Pacific Fisheries Commission (Federated States of Micronesia)

www-ISIS-ASFA - (Web-based Micro CDS/ISIS package for preparing ASFA input and for retrieval)

YugNIRO - Southern Science Research Institute of Marine Fisheries and Oceanography (Ukraine)

ASFA TRUST FUND STATUS (as of May 2010)

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PART-1: RECORD OF DEPOSITS AND BALANCE

1.1 YEARLY DEPOSITS MADE INTO TRUST FUND

ProQuest deposits

BF (Germany) deposits**

Year	US\$	(deposit date)		(deposit date)
2009	\$201 666.04*	5/2010	**	
2008	\$249 826.62	8/2009	**	
2007	\$254 593.54	5/2008	**	
2006	\$251 290.75	5/2007	**	
2005	\$245 411.42	5/2006	**	
2004	\$212 998.00	5/2005	**	
2003	\$199 188.66	5/2004	**	
2002	\$185 913.49	5/2003	€ 32,65 / \$30.03*	2002
2001	\$155 668.79	6/2002	DM 110.83+€ 8,30* / \$59.87	2001
2000	\$127 846.27	5/2001	DM 134 05 / \$63.00	2000
1999	\$ 85 412.46	5/2000	DM 151 23 / \$71.08	1999
1998	\$ 80 003.75	4/1999	DM 190 65 / \$89.73	1998
1997	\$ 70 315.76	4/1998	DM 204 43 / \$96.22	1998
1996	\$ 64 596.00	4/1997	DM 122 21 / \$57.52	1996
1995	\$ 61 543.51	5/1996	DM 241 72 / \$113.77	1995
1994	\$ 34 473.77	4/1995	*1Euro=.92US\$ * 1\$=2.12452 DM	

* ProQuest reports that total royalty payment for 2009 should be higher, because royalties for December 2009 sales were inadvertently omitted from the calculation – this error will be corrected either currently or added to the year's payment.

** There are no Trust Fund payments for 2003-2010 from German ASFA Partner BF, because they no longer make the ASFA database available commercially to external users.

1.2 BALANCE (as 9 Feb 2010)

1. <u>ALL Funds Deposited</u> in ASFA Trust Fund account from beginning in 1995 to date (i.e. including 2009 Royalty payment) <i>*(this figure was communicated to the ASFA Secretariat by the FAO Programme Coordination Unit, FIDP, from their official database/records in May 2010). It might be noted that this total is slightly higher (\$2 982) than the rough record kept by the ASFA Secretariat in the table above).</i>	\$2 484 310* \$2 282 644 (last year's total)
2. <u>ALL Funds that are Spent or Committed*</u> from beginning to date <i>*according to ASFA Secretariat's record. Not all committed funds are necessarily disbursed (i.e. spent)</i>	\$1 473 982
3. <u>BALANCE</u> available for future spending/committing at this/future Board Meetings <i>*(this figure is the difference between rows 1 and 2 above.</i> 3.1 <u>NOTE:</u> the Actual Cash residing in the ASFATrust Fund according to FIDP is, of course, higher than this balance. It is \$1 220 918 because a considerable amount of the "committed" funds have not yet been disbursed even if recorded as such in the tables that follow (i.e. the Trust Fund projects that are either in progress or pending or other Admin has not yet processed). 3.2 The actual amount disbursed according to FIDP records is: \$1 263 392	\$1 010 328*

In conclusion, the sum available for committing to ASFA Trust Fund projects at this and or future Meetings is currently US\$ 1 010 328.

1.3 WHAT IS THE ASFA TRUST FUND AND ASFA TRUST FUND PROJECT PROPOSALS?

This section describes briefly “What is the ASFA Trust Fund?”

The ASFA Trust Fund is the collective property of the ASFA Partners. It was created and is maintained through the accumulation of royalties made from the sale of the ASFA products. FAO holds the funds (deposited in FAO) on behalf of the ASFA Partners.

The commercial Publisher of ASFA, CSA (now called ProQuest) is the major and now only financial contributor to the ASFA Trust Fund (approx. US\$200,000+ /year).

- The deposits, balance, and projects underway etc. are reported as accurately/transparently as possible at each ASFA Advisory Board Meeting by the FAO ASFA Secretariat (i.e. this document)
- The amount of money (or Royalties) paid into the ASFA Trust Fund for commercial use of the ASFA information products and services is negotiated between FAO and ProQuest (the details are contained in the Publishing Agreement between FAO and ProQuest).

WHAT IS AN ASFA TRUST FUND PROJECT PROPOSAL?

ASFA Trust Fund proposals are small projects suggested by ASFA Partners dealing with the development and maintenance of the ASFA system.

At the 1993 ASFA Advisory Board Meeting (pg7 and annex III), the Board agreed that the Trust Fund should be used to support project/activities dealing with:

- Development of Tools*,
- Capacity Building*,
- Training, and
- Special Projects

***(with priority being given to development of tools and capacity building)**

At the 1997 ASFA Advisory Board Meeting (pg.17 and Annex 32), the Board agreed also to use the Trust Fund:

- To support the participation of ASFA Partners at the ASFA Board Meetings by participants from economically developing countries or from countries in transition to a market economy [the allocated sum was to be adjusted at each year's Meeting].

At the 2002 ASFA Advisory Board Meeting (pg. 18, item-13.3), the Board agreed:

- that requests for Trust Fund proposals from non-ASFA Partners* would not be accepted and
- that requests to attend Meetings (other than the ASFA Board Meeting) would not be supported.

****(At the 2007 ASFA Advisory Board Meeting, an exception or waiver to this rule was agreed for a 2 year trial period by the Board with regard to project proposals put forward by the IAMSLIC Executive Board for projects of mutual benefit to ASFA and IAMSLIC up to a total of \$28 000)***

All ASFA Trust Fund proposals are discussed/agreed at Board meetings or circulated to the ASFA Board for approval.

When and if approved, the ASFA Secretariat contracts the work using FAO's official financial instruments (e.g. contracts, Letters of Agreements etc.).

Note, money from the Trust Fund for projects such as “filling gaps” etc. is not paid to individual persons, but rather it is paid to their institute.

PART-2: TRUST FUND PROJECT PROPOSALS

PART-2:

- 2.1 Projects IN PROGRESS
- 2.2 Projects COMPLETED in Intersessional Period
- 2.3 Projects PENDING
- 2.4 Projects NEW and ONGOING (in need of review)

2.1 Projects IN PROGRESS

(in progress) 2.1.1 Financial support to attend this 2010 ASFA Advisory Board Meeting (Casablanca, Morocco)

This proposal remains classified as “in progress” until the participants have returned home from the Meeting and have presented any eventual Travel Expense Claims (TECs).

At this writing, the following 17 ASFA Partners will receive full or partial assistance to attend this year's ASFA Board Meeting: CIP (Cuba), CNSHB (Guinea), NIO (India), IBSS (Ukraine), IIP (Uruguay), IMS (Tanzania), INSTM (Tunisia), INIDEP (Argentina), INP (Ecuador), KMFRI (Kenya), LARRec (LAO), NIFFR (Nigeria), NIOF (Egypt), NMDIS (China), SFI (Poland), SPC (Noumea), UNAM (Mexico), USP (Brazil) also qualified for funding, but could not attend)

The Funds available for this Meeting were US\$58 538 derived as such: US\$ 40 000 allocated (agreed) by the ASFA Board at the 2009 Board Meeting, plus \$18 538 unspent from last year's (2009) Meeting.

The total amount disbursed is not available at this writing as all tickets and itineraries have not been determined or finalized and people sometimes must cancel at last minute (the estimated expenditure to date is \$39 715). As usual, any eventual overspending or under spending will be subtracted from or added to next year's allocation.

This is an ongoing proposal - so EACH year it requires "updating" with regard to the cost for the next year's (2011) allocation. The "Updating" of this proposal is presented as ASFA/2010/73 and is mentioned under the "New Proposals" section 2.4.1 below. It will be discussed under Agenda item 12.3.)

(in progress) 2.1.2 Staff Support to the FAO ASFA Secretariat (for 2010) \$60,000

This proposal is to assist the FAO ASFA Secretariat by funding some of the work/initiatives that it carries out for the collective benefit of the ASFA Partnership.

This proposal covering January – December 2010 remains classified as “in progress” until the end of 2010. \$ 60 000 was allocated by Board for 2010. There was an overspending of \$1 361 for the previous (2009) year's allocation. Therefore, the TOTAL funds available for 2010 = \$58 639

To date for 2010, (January - July 2010) \$45 382 has been spent/committed. See Part-3, item-3 to get an idea how the FAO Secretariat utilized the allotment.

Under or overspending during 2010 (including carryovers from previous years) will be carried forward or subtracted from the 2011 allotment.

This is an ongoing proposal which the Board suggested be reconfirmed each year. The "Updating" of this proposal for 2011 is presented as ASFA/2010/3a and is mentioned under the "New Proposals" section 2.4.1 below. It will be discussed under Agenda item 12.3).

(in progress) 2.1.3 Updating Geographic Authority List (GAL) for www-ISIS-ASFA software (continuation) (\$24,950)

As follow-up to discussions at the 2009 Meeting, a project proposal (see ASFA/2010/Info-1) was circulated and approved via ASFA-Board-L to be carried out by UK collaborating ASFA center FBA.

A progress report will be presented by FBA at Meeting. See also FAO Report (ASFA/2010/3, section 5.7)

(in progress) 2.1.4 (continuation of project) Supply of scanners (for ASFA related use) to those ASFA Partner Institutes which lack the funding to buy equipment

This project (continuation or “round two”) was agreed by the Board at the 2008* ASFA Meeting (see item 13.3.9 of the 2008 Meeting Report). During “round-two” of the project the following six ASFA Partners requested scanners: IMS, Zanzibar; CSIR, Ghana; NIO/NICMAS, India; IMROP, Mauritania; UNAM/DGB, Mexico; and IMARPE, Perú. The total cost was estimated at approx. US\$3 600.

At last year's meeting the paper **ASFA/2009/75** reported on the almost "completed" status of this project. Unfortunately, the project is still in progress because administrative problems seem to have prevented the purchase/delivery of the scanners to NIO/India and CSIR/Ghana (the purchase and delivery of the equipment is carried out in country by the FAO Representative's office in the country).

For your information, the first round of this project "round-one" (approved during the 2007-2008 intersessional period (see ASFA/2008/81 for details) and costing approx. US\$6107.00, supplied scanners and scanning software to the following nine Partners: IIP, Uruguay; NIFFR, Nigeria; NaFIRRI, Uganda; VNIRO, Russia; YugNIRO, Ukraine; NIOF, Egypt; IFOP, Chile; FICen, VietNam; INSTM, Tunisia.

(in progress) **2.1.5 Initiative to support the digitization of grey literature and advice as to what should be digitized**
(proposal put forward by IAMSILIC) \$28 000

The FAO Fisheries and Aquaculture Department Library has taken the initiative and is utilizing the funds to digitize grey literature in its possession. The materials will be deposited in the Aquatic Commons repository and/or OceanDocs repositories and ASFA records will eventually link to these full-texts.

History of project - At the 2007 Board Meeting, see section 13.3.4 of 2007 Report, the Board agree to modify its policy which prevented it from considering for financing from the ASFA Trust Fund project proposals coming from outside the ASFA Partnership (now project proposals coming from the IAMSILIC Executive Board will be considered for a trial period of 2 years and up to a one time total of \$28 000). Following the change of policy, the above mentioned project proposal on digitization was tabled at the 2007 Meeting by the FAO ASFA Secretariat on behalf of IAMSILIC for discussion and approval. The Board approved the proposal, in principle (see section 13.3.5 of 2007 Report). R. Pepe (FAO) met at the 2007 IAMSILIC Meeting with some key IAMSILIC members (present and incoming Presidents of IAMSILIC and the Chair of the Aquatic Commons Implementation taskforce) where it was concurred that: the digitization of material for inclusion in the Aquatic Commons repository was of primary importance to IAMSILIC, and therefore, instead of the \$10,000 mentioned in the original IAMSILIC Trust Fund digitization proposal, the entire \$28 000 allocated by the ASFA Board to IAMSILIC for the 2 year trial period should go towards the digitization. The ASFA Partners can suggest specific titles to be digitized and can do the digitization of the items as well. A newly created IAMSILIC "Digital Collection Development" taskforce within the Aquatic Commons Board will also identify collection development priorities for the repository, and these recommendations will point to many other documents. It was agreed that the FAO ASFA Secretariat would implement (disburse) this \$28 000 project through its offices by contacting the ASFA Partners and soliciting their specific nominations of materials to scan etc.. The FAO ASFA Secretariat would also identify which ASFA Partners are willing/wanting to do the scanning and work out/negotiate with the ASFA partner(s) a "contract" to do the work, and a procedure to follow.

The FAO ASFA Secretariat has contacted the ASFA Partners on numerous occasions requesting suggestions for digitization with reference to the above project. In addition, some ASFA Partners have been supplied with scanners (although not specifically to serve this project). There has not yet been an overwhelming response from Partners regarding suggestions or lists of materials to scan.

(in progress) **2.1.6 (FAO) Mini ASFA Meeting (Latin American Regional) (25-26 October 2010)**

The Meeting was postponed for a few years, but preparations are now underway for the meeting to be hosted by INIDEP, Argentina, so as to run back-to-back with the 2010 International IAMSILIC Meeting and the Latin American Regional IAMSILIC Meeting. At the Meeting, the FAO ASFA Secretariat will address some problems relating to ASFA input preparation (training) as communicated to it by the Latin American partners prior to the meeting.

History of project: Agreed at the 2006 ASFA Board Meeting (see 2006 Report, section 13.3.4 and Annex 57) - Initially, the first of such Meetings was to be held in Latin America and if successful, subsequent Meetings would be considered for Asia and for Africa. The idea is that such Meetings would provide a forum to exchange ideas before the Board Meetings and to discuss practical experiences and problems/solutions related to the ASFA input and its special problems. During 2007 the time available at FAO and INIDEP (the Meeting venue) was not sufficient to organize this Meeting during the intersessional period. Therefore, the Meeting was postponed.

(in progress) **2.1.7 (Guinea, CNSHB) Computer Equipment for CNSHB**

Approved at the last Meeting, but with a request from the Board for further clarification regarding the need for the equipment. On 26 Feb. 2010, the FAO ASFA Secretariat received an e-mail from CNSHB providing the further clarification. Basically, when CNSHB joined ASFA, it did not have the computer and connectivity problems that it has now and which warranted the request for the equipment (the mobility provided by the laptop will facilitate record collection from the collaborating centers and also the sending of records from a cyber internet café where the connectivity is better..

(in progress) **2.1.8 (KMFRI- Identify and listing grey literature published in Kenya not in ASFA (US\$7 320)**

This proposal aimed to identify, collate and list grey literature published in Kenya, with a view to entering the references into the ASFA database, digitizing the full-text and depositing them in OCEANDocs repository (See Annex-26b of 2009 Report).

The Letter of Agreement between FAO and KMFRI to carry out this project was processed by FAO, and sent to KMFRI for signature, however it has been returned to FAO unsigned because the banking instructions have changed and the LOA must be re-processed (this project is technically, pending).

(in progress) **2.1.9 (FAO ASFA Secretariat) Small Financial Incentive to ASFA Partner Institute hosting ASFA Board Meeting (US\$2500)**

The funds were sent to the FAO Representative's office in Morocco on 25 January 2010 by the FAO Accounts Payable Group for disbursement to the INRH, as per FAO Administrative procedures. The purpose of the funds was listed in the Disbursement Request as follows:

Funds needed to cover some organizational expenses for the 2010 ASFA Advisory Board meeting (such as: transportation of participants to and from airport; provision of paper copying services, computer and computer projector, coffee breaks)

The FAO sponsored Aquatic Sciences and Fisheries Abstracts (ASFA) Advisory Board Meeting will be held in collaboration with and hosted by the Institut National de Recherche Halieutique (INRH), Address: N 2, Rue de Tiznit, Casablanca 01, Morocco, 5-9 July 2010. The FAO Representative in the country, will act as Paying Agent on behalf of the project.

The ASFA Meeting contacts in Morocco at INRH are: Mr. M'hamed EL Ahdal (Chef de division de la communication et de la documentation) and Ms Bouchra Bazi (Chef de service de la diffusion de l'information et de veille technologique)

(in progress) **2.1.10 Utilization of the ASFA Trust Fund to pay the IAMSILIC Membership fees for ASFA Partners (renewal request for membership fees expiring in 2009-2010)**

The projects renewal (agreed at 2009 Meeting) called for the sum of approx. **US\$ 1 240** - necessary to renew all 31 of the currently sponsored IAMSILIC membership fees which will expire in either 2009 or 2010 (see table-1 below).

History of project: This project refers "to paying the IAMSILIC Membership fees for both ASFA Partners and ASFA Collaborating Centers who do not have the funds, or are not able for administrative reasons to pay for membership to IAMSILIC". The project was first discussed and agreed by the Board at 2004 Meeting and renewed for 2 additional 2 year periods at the 2005 and 2007 ASFA Board Meetings (see section 8.4 of the 2004 Meeting Report, section 6.7 of the 2005 Report, and section 13.3.6 of 2007 Report).

We remind ASFA Partners and Collaborating ASFA Centers again. If you are not a member of IAMSILIC please consider the benefits of joining (access to the Z39.50 distributed library).

Below in the Table are listed the ASFA Partners whose IAMSILIC membership fees are currently being paid using money from the ASFA Trust Fund – some since 2004.

Name	Institution	Country	Expiration Date	renewed for 2 yrs or 1 st time subscribed
1. Guillermina Cosulich	INIDEP	Argentina	2010 - Dec - 31	
2. Maria Kalenchits	PIMRIS	Fiji	2010 - Dec - 31	
3. Gajanan Sainekar	NIO	India	2010 - Dec - 31	
4. Ghislaine Barria	IFOP	Chile	2010 - Dec - 31	
5. Yang Ying	NMDIS	China	2010 - Dec - 31	
6. Amady Sow	IMROP	Mauritania	2010 - Dec - 31	
7. Andrea Cristiani	IIP	Uruguay	2010 - Dec - 31	
8. Nikita Gaibor	INP	Ecuador	2010 - Dec - 31	
9. Ekaterina Kulakova	YugNIRO	Ukraine	2010 - Dec - 31	
10. Ali Farzanfari	IFRO	Iran	2010 - Dec - 31	
11. Shalha	IFRO	Iran	2011- Dec - 31	Nov. 2009 1 st time
12. Pham Tuyet Nhung	FICen	Viet Nam	2011 - Dec - 31	Nov. 2009 renewed
13. Jusni Djatin	PDII-LIPI	Indonesia	2011 - Dec - 31	Nov. 2009 renewed
14. Olga Akimova	IBSS	Ukraine	2011 - Dec - 31	Nov. 2009 renewed
15. Thitima Pinamane	PMBC	Thailand	2011 - Dec - 31	Nov. 2009 renewed
16. Marco Montes	UNAM	Mexico	2011 - Dec - 30	Nov. 2009 renewed
17. Thavone Phommavong	LARReC	Lao	2011 - Dec - 30	Nov. 2009 renewed
18. Raphael Okeyo	KMFRI	Kenya	2011 - Dec - 30	Nov. 2009 renewed
19. Lea Kull	MEI	Estonia	2010 - Dec - 30	
20. James Macharia	KMFRI	Kenya	2010 - Dec - 31	
21. Moses Ibeun	NIFFR	Nigeria	2010 - Dec - 31	
22. Bouchra Bazi	INRH	Morocco	2010 - Dec - 31	
23. Ahmed El Nemr	NIOP	Egypt	2011 - Dec - 31	Nov. 2009 renewed
24. Domingo Tasso Junior	USP	Brazil	2011 - Dec - 31	Nov. 2009 renewed
25. Margarita Portal Roldan	IMARPE	Peru	2011 - Dec - 31	Nov. 2009 renewed
26. Eloisa de Sousa Maia	IO/USP	Brazil	2010 - Dec -31	
27. Alica Endra	NaFIRRI	Uganda	2010 - Dec -31	
28. Arame Ndiaye Keita	DPM	Senegal	2010 - Dec -31	
29. Ana Maria Alfredo	INAHINA	Mozambique	2010 - Dec -31	
30. Edna Nyika	IMS	Tanzania	2010 - Dec -31	
31. Kaba Fode karim	CNSHB	Guinea	2010 - Dec -31	

(in progress) **2.1.11 (IMS-Tanzania) Scanning of Fisheries Catch and Scientific Results from 1999-2009** (US\$10,625)

This proposal aims at making widely available, in full text format, fisheries catch and scientific reports (grey literature) deposited at the Division of Fisheries and the Tanzania Fisheries Research Institute of the Ministry of Livestock and Fisheries Development (See Annex-34a of 2009 Meeting Report). Ms Nyika (IMS) explained that the documents would be collected, scanned and then bibliographic records (approx. 500) would be prepared both for ASFA and the IMS/Aquatic Commons repositories

The Letter of Agreement between FAO and IMS to carry out this project was processed and sent to IMS for signature. It was returned signed to FAO and the first payment has already been made by FAO.

(in progress) **2.1.12 (VLIZ, Belgium) - Collect, sort out, and prepare approximately 15,000 complete bibliographic references dealing with the aquatic environment (from the North Sea, in particular the Southern Bight area. \$18,000.**

For a long time, the project was had difficulties in developing a program to automatically transfer VLIZ records from their institutional database to the ASFA Publisher in ASFA format. VLIZ even provided funds to Dr Rybinski (ICIE) to assist them in working out the problems. Finally, it appears the problems (or most of them) have been resolved and some of the records have been sent to the Publisher.

VLIZ agreed not to receive full payment for this project proposal (\$6000 less), as some of the records would be supplied without the indexing as originally agreed.

History of project: this proposal (\$18 000) was put forward/approved during the 2002-2003 intersessional period via ASFA-Board-L (2003 Meeting Report: section 13.3.1.5 & Annexes 14,14a for full details of project). At the 2004 Meeting (2004 Meeting Report: section 13.2.1.3) VLIZ revisited the project proposal redefining the number of records for processing to approx.10, 000 and increasing the time frame

2.2 Projects COMPLETED (during Intersessional period 2009- 2010)

(completed) **2.2.1 Financial support to attend the 2009 ASFA Advisory Board Meeting** (NIO, India, 2009)

The following ASFA Partners received full or partial assistance to attend the 2009 ASFA Board Meeting: CIS(Viet Nam), IIP (Uruguay), IMS (Tanzania), INIDEP (Argentina), INP (Ecuador), KMFRI (Kenya), KORDI (Korea), NIFFR (Nigeria), NIOF (Egypt), NMDIS (China), PIMRIS (Fiji), YugNIRO (Ukraine)*, NAFIRRI (Uganda), UNAM (Mexico), USP (Brazil). *(YugNIRO cannot attend)

The Funds available for this Meeting at NIO, India were US\$50 330 thusly derived: US\$ 40 000 allocated (agreed) by ASFA Board at 2008 Board Meeting, plus \$10 330 unspent from last year's (2007) Meeting.

The total amount disbursed was US\$31 838. The under spending was added to the 2010 allocation. Note, sometimes even at this writing (late date) the Travel Expense Claims submitted by the participants after the travel are still being discussed/processed by our admin. (and therefore not yet charged against the account, which then throws off slightly the record keeping in hand compiled record such as this).

(completed) **2.2.2 Staff Support to the FAO ASFA Secretariat** (for 2 years 2008-2009) (2x\$60,000/yr = \$120 000)

This proposal covering the 2 years (2008-2009) is complete. It was to assist the FAO ASFA Secretariat by funding some of the work/initiatives that it carries out for the collective benefit of the ASFA Partnership.

Note, the allotment for the 2 year period Jan 2008 – Dec. 2009 was \$60,000 per year (total 120 000).

During the 2 year period the spending exceeded the allocation by US\$1 361. This overspending is subtracted from the total amount available for 2010. See Part-3, items-12 and 20.

(completed) **2.2.3 Updating Geographic Authority List** (including transformation into thesaurus format) and **Analyzing and sorting through the collection of aquatic science publications stored in the FBA library (1930 -1990)** (for references relevant to the subject scope of ASFA and for eventual scanning and inclusion in the ASFA database)

Regarding the *Updating of the Geographic Authority List*, the first phase should be considered completed as per the draft submitted at the 2009 ASFA Board Meeting. **The next phase regarding the updating mentioned in item-2.1.3 above, will be reported on in person at the Meeting by FBA.**

Regarding the *Analyzing and sorting through the collection of aquatic science duplicate publications*

stored in the FBA library (1930 -1990) (for references relevant to the subject scope of ASFA and for eventual scanning and inclusion in the ASFA database). The output of this part of the project was also presented (ASFA/2009/61b) at last year's meeting. During the intersession, FBA sent letters to African and Latin American ASFA Partners listing the materials that were available and that they might be eventually interested in receiving as hard copy with deadline for reply Dec 2009.

(completed) **2.2.4 (KMFRI) ASFA Trust Fund project proposal – (provision of computer equipment) Further strengthening of the ASFA Partner in Kenya (KMFRI) in order to provide ASFA Training Support for other ASFA Partners in Africa and so as to assist FAO ASFA Secretariat**

This proposal was presented by Kenya Marine and Fisheries Research Institute (KMFRI) and agreed in principle by the Board at the 2008 ASFA Board Meeting (item 13.3.8 2008 Meeting Report). The Board requested more details/specifications regarding the equipment and for the proposal to be circulated via ASFA-Board-L for final approval. This was done (14May 2009) with project approval (10 June 2009). **The following equipment was purchased by the FAO Representative office in Kenya and delivered to KMFRI for a cost of \$3971** (2 desktop computers & monitor, 1 portable computer and 1 dehumidifier).

(completed) **2.2.5 Further development of www-ISIS-ASFA software as regards interoperability, additional URL fields, and updating picklists) (\$21 195)**

This project was actually completed during the 2008-2009 intersession (see the contractors, ICIE, work report in the 2009 Meeting Report (ASFA/2009/78). **However, this software update has not yet been released as it is still being tested by the ASFA Publisher for compatibility etc..**

This update to the software (to be called release 1.2) mainly addresses the need to increase the interoperability of the www-ISIS-ASFA version 1.1 of the software (increased export and import functionality, including a function to import INMAGIC records). This was requested by the Board at the 2007 Meeting. The actual project proposal was circulated to the ASFA Partners for voting during the 2007-2008 intersession via the ASFA-Board-L listserv (18 April 2008) - it was "approved" (see ASFA/2008/ 82, in the 2008 Meeting Report for details and a record of this proposal).

The update to the software contains, besides the export/import programs that will enable Partners to import and export their records to and from other systems/repositories, also some additional URL fields and the updating of the pick-lists contained in the software. A new field "Author supplied key words" was also added for eventual use in assisting the ProQuest software to carry out automatic indexing.

2.3 Projects PENDING (further discussion and/or action)

(pending) **2.3.1 (FAO) www-ISIS-ASFA –towards Release-2 (\$8 750)**

This project proposal was considered as a means to start thinking about the long term after version 1.2. The proposal was agreed at the 2006 ASFA Board Meeting (see section 13.3.6 and Annex 58 of 2006 Meeting Report). The Release-2 of the software was intended to eventually include all those changes that we thought were to big or radical for inclusion in Version 1.2. No work has been done or contracts assigned under this particular project proposal apart from the FAO ASFA Secretariat having compiled some notes/lists of eventual suggested changes to the software.

HOWEVER, in the meantime, and somewhat independent of ASFA, arose a project proposal, involving the core www-ISIS software which underlies the www-ISIS-ASFA software application (note other FAO services, and organizations outside FAO also use applications based on the www-ISIS core software - similar but distinct from our www-ISIS-ASFA application). The project proposal to be co-financed across a number of FAO services was to re-engineer the www-ISIS core program to become Linux and Unicode compliant. The service responsible for ASFA (FIPS) joined in the funding together with the other FAO services that also use the www-ISIS core program. ASFA Trust Fund money was NOT used for the re-engineering, but rather FAO Regular program funds were used for a total of Euro 70 000. This will be a major programming effort. After the core program is completed, the www-ISIS-ASFA application or adaptation of the core programme will also have to be rewritten (this will require a request to the ASFA Trust fund).

The www-ISIS-ASFA application or adaptation of the core programme will be proposed as an ASFA Trust Fund project proposal at this Meeting for approval, at least in principle, (see ASFA /2010/81). **As regards the \$8 750, it can be used to cover part of the costs that will be involved in the project proposal just mentioned.** The adaptation of www-ISIS-ASFA to the new core www-ISIS could be considered as Release-2.

(pending) **2.3.2 NIOF/Egypt - Filling the missing gap (US\$ 14 160)**

This proposal aims to fill in some of the missing gaps regarding Egyptian literature in the ASFA database (See Annex-17a of 2009 Meeting Report). NIOF intends to prepare about 2360 complete bibliographic records. The ASFA Board recommended approval in principle of the proposal. **The final approval for implementation is held pending until NIOF is able to submit its regular ASFA input without need for checking.**

(pending) **2.3.3 CIS-Vietnam Scanning of Viet Nam Fisheries technology and scientific results from 2000-2008**

This project proposal (US\$14 690) was approved in principle. **The final approval for implementation is held pending until CIS is able to submit its regular ASFA input without need for checking.**

(pending) **2.3.4 ASFA Training Session (yearly) (\$14 000)**

This proposal was agreed by the Board at the 2007 Meeting (see section 13.3.7 of the 2007 Report) and it authorized the ASFA Secretariat to organize and carry out, once a year, a Training session, up to 5 participants, in the ASFA Input procedures for those Partners in need (both new ASFA partners and existing ASFA Partners who may need re-training). The training was envisaged most likely to be at FAO, Rome. **None of these yearly courses have been held to date. Perhaps, one year's allotment will be partially transferred to assist another ASFA training event with funding problems.**

(pending) **2.3.5 (YugNIRO- Ukraine) Translation of ASFA Thesaurus into Russian and development of Russian-English Thesaurus**

This proposal was agreed by the Board at the 2004 ASFA Board Meeting (see section 13.3.5 and Annex-29c of the 2005 Board Meeting Report). Difficulties, on FAO's part, in the initial administrative organization of the project have rendered the proposal "pending". **The proposal is still pending.**

(pending) **2.3.6 (YugNIRO- Ukraine) Translation of www-ISIS-ASFA "Help Notes" and front end into Russian**

This proposal was agreed by the Board at the 2004 ASFA Board Meeting (see section 13.3.6 and Annex-29a of the 2005 ASFA Board Meeting Report). **Pending for reason given in 2.3.6.**

(pending) **2.3.7 (YugNIRO- Ukraine) Translation of www-ISIS-ASFA Guidelines into Russian**

This proposal was agreed by the Board at the 2004 ASFA Board Meeting (see section 13.3.7 and Annex-29b of the 2005 ASFA Board Meeting Report). **Pending for reason given in 2.3.6.**

2.4 NEW PROJECT PROPOSALS AND ONGOING UP FOR RE-APPROVAL 2010-2011

- For discussion/approval by Board - Agenda item 12.3 -

(for re-approval) **2.4.1 Financial support to attend next year's ASFA Advisory Board Meeting (year 2011)**

This proposal (ASFA/2010/ 73) is reviewed each year by the Board to eventually update the amount of allocated funds. At the last three ASFA Meetings (2007, 2008 and 2009) the sum allocated has been held at \$40 000. The sum appears to be sufficient for the time being.

THEREFORE, the renewal of this Trust Fund project proposal for the 2011 meeting is for discussion at US\$40 000. (For discussion/approval by Board - Agenda item 12.3)

(for re-approval) **2.4.2 (FAO) - Staff Support to the FAO ASFA Secretariat (for year Jan -Dec 2011) (\$75,000)**

This is an ongoing proposal (ASFA/2010/3a) that is reviewed and renewed each year by the Board to update the amount of funds allocated to the FAO ASFA Secretariat. At the 2009 Board Meeting the proposal was approved for the one year period (Jan-Dec 2010) at \$60 000. The FAO ASFA Secretariat (Richard Grainger, Chief FIPS) announced at that meeting that this year's request would be higher due to the retirement of Richard Pepe and the need to hire additional temporary staff to support the FAO ASFA Secretariat.

THEREFORE, the renewal of this Trust Fund project proposal for the 2011 is US\$90 000.

(For discussion/approval by Board - Agenda item 12.3).

(NEW) **2.4.3. ASFA Trust Fund project proposal - Adapting WWW-ISIS-ASFA to the re-engineered www-ISIS-ASFA core program (including modifications to www-ISIS-ASFA, making it Release-2)**

See ASFA/2010/81. **(For discussion/approval by Board - Agenda item 12.3)**

PART-3: SUMMARY LISTING (all project proposals in-progress and completed, 1995 –to date)

The purpose of this list is to keep a detailed/transparent record of ALL ASFA Trust Fund proposals/spending.

2009-2010 Intersessional Project Proposals (proposals put forward and approved during intersession via ASFA-Board-L)

	COMMITTED	DISBURSED	NOTES
1. Updating Geographic Authority List (GAL) FBL Trust Fund proposal (\$24,950) it is follow –up discussed at 2009 ASFA Board Meeting (circulated for vote via ASFA-Board-L in Jan 2010)	\$24 950	\$7 000	circulated and approved ASFA-Board-L 21/Jan/2010 First payment made
subtotal	\$24 950	\$7 000	

2009 Project Proposals (project proposals put forward and approved at the **2009** Board Meeting, NIO, India)

	COMMITTED	DISBURSED	NOTES
2. Financial Support to attend annual (2010) Board Meeting *[\$ 40 000 was allocated by Board at 2009 Meeting for the 2010 Meeting. However, the \$18 538 carry-over of unspent funds from the 2009 meeting makes the TOTAL funds available for the 2010 Meeting = \$58 538 (Note, the additional \$18 538 is not shown in the committed column but is summed together with the \$40 000 and consider the available funds for this Meeting.	\$40 000*		Underway. Final sum disbursed not available at writing. Eventual under/over spending will be balanced against next year's allotment, as done each year.
3. Staff Support to FAO ASFA Secretariat (for year 2010) [\$ 60 000 was allocated by Board for 2010. There was an overspending of \$1 361 for the previous (2009) year's allocation - see item labelled Staff support to FAO ASFA Secretariat for 2009 on next page] Therefore, the TOTAL funds available for 2010 = \$58 639 * (Note, the \$1 361 overspending from 2009 is shown in the "Committed" column, and is calculated as the total balance to be spent) ** The Spending or committed to June 2010 is approx. \$45 382 (not yet disbursed) (\$58 639 – \$45 382) = \$13 257 (approximation) - \$1 118*** Board Report 2009 (print and distribution) - \$ 8 250 hiring of consultant (L. Lombardi) to assist FAO ASFA Secretariat (50 days) (underway) - \$ 4 025*** – secondment (S. Kalayanova) to ASFA from FAO/AGRIS group for 10 days in 2010. (underway) - \$5500*** - assistance to FAO ASFA input preparation for 2010 - \$2016 training of Bulgaria ASFA Partner - sub-contract to AdriaMed. - \$3 615 training of PDII/Indonesia at FAO , Rome - \$3 000*** Grainger visit to ASFA Partner in Thailand while in region - \$4 200*** training of ASFA Partner Botswana at KMFRI by J. Macharia includes honorarium *(approximate cost - training not yet carried out) - \$2 686 attendance FAO Secretariat at 2009 Online conference - \$7 472*** for ASFA information products to LIFDC countries (underway) - \$3 500* 1 FAO ASFA Staff member to attend IAMSILIC and Mini Latin American Meeting Oct. 2010, Argentina (planned still to be undertaken) *** (estimated cost)	\$58 639*	\$45382**	all items in progress, underway, completed, or to be undertaken
4. (NIOF/Egypt) Trust Fund Proposal Elimination of Gaps 2360 records – approved in principle, pending NIOF becoming autonomous in input preparation and regularly submitting input	\$14 160	\$0	approved in principle
5. (KMFRI/Kenya) Identifying and listing grey literature publisher Kenya not in ASFA	\$7 320	\$0	
6. Strengthening CNSHB (Guinea) ASFA Centre computer equipment	\$3 575	\$0	approved in principle pending clarification
7. Utilization of the ASFA Trust Fund to pay the IAMSILIC Membership fees for ASFA Partners (project extended for a further two years 2010-2011).	\$455	\$455	\$455 corresponds to 10 ASFA Partners renewals expiring Dec 2009 & 1 new member
8. (CIS/Viet Nam) Scanning of Viet Nam Fisheries Tech and Sci Results from 2000-2008	\$0	\$0	approved in principle
9. (Tanzania) Scanning of Fisheries Catch and Scientific Results 1999-2009	\$10 625	\$6000	1 st payment made
10. Small Financial Incentive to ASFA Partner Institute hosting ASFA Board Meeting	\$2 500	\$2500	instructions given to FAC Rep to make payment
sub-total	\$137 274	\$54 337	

2008-2009 Intersessional Project Proposals (proposals put forward and approved during intersession via ASFA-Board-L)

none

2008 Project Proposals (project proposals put forward and approved at the 2008 Board Meeting, IMR, Norway)

	COMMITTED	DISBURSED	NOTES
11. Financial Support to attend annual (2009) Board Meeting * [\$ 40 000 was allocated by Board at 2008 Meeting for the 2009 Meeting. However, the \$10 330 carry-over of unspent funds from the 2008 meeting makes the TOTAL funds available for the 2009 Meeting = \$50 330 (Note, the additional \$10 330 is not shown in the "Committed" column, but is calculated as part of balance available to be spent.)	\$40 000*	40 000**	**Underway. Final sum disbursed not available at writing. Eventual under/over spending will be balanced against next year's allotment, as done each year.
12. Staff Support to FAO ASFA Secretariat (for year 2009) [\$ 60 000 was allocated by Board for 2009. There was an over-spending of \$3 693 for the previous (2008) year's allocation, see year below] Therefore, the TOTAL funds available for 2009 = \$56 307 * (Note, the \$3 693 overspending from 2008 is shown in the "Committed" column, and is calculated as the total balance to be spent) ** The Spending for 2009 has been \$57 668 (\$56 307 – 57 668 = minus \$1361 (i.e. the \$1 361 overspent balance will be subtracted from 2010 allotment. - \$0 - assistance to FAO ASFA input preparation 2009 - sub-contract AdriaMed. No work carried out this year - \$ 4 025 – secondment (S. Kalayanova) to ASFA from FAO WAICENT-AGRIIS group for 10 days in 2009. - \$6 800 for ASFA information products to LIFDC countries - \$4 278 (estimate) 1 FAO ASFA Staff member to attend IAMSILIC Meeting Sept. 2009, Belgium - \$ 8 250 hiring of consultant (L. Lombardi) to assist FAO ASFA Secretariat (50 days) (completed) - \$1 925 attendance FAO Secretariat at 2009 Online conference (estimate) - \$1 118 Board Report 2008 (print and distribution) *(estimated cost) - \$12 699 meeting with ProQuest in Bethesda (USA) regarding strategic planning present(R.Grainger, R.Pepe, A.Thompson, I.Pettman) - \$3 725 training of trainers course (A. Cristiani) to FAO, Rome - \$4 200* training of A. Sow (Mauritania) at IFREMER by J. Prod'homme includes honorarium *(approximate cost) - \$2 297* Training (in Chile) & follow-up of Chile/IFOP input by A. Cristiani (travel/per diem \$1 677 + contract \$1000) *(approximate cost) - \$1 897 laptop for ASFA Partner (IIP/Uruguay) for utilization in ASFA training and follow-up activities in Latin America - \$1 514 attendance FAO Secretariat (J. Garnica) at International Conference for Digital Libraries and the Semantic Web, Trento, Italy - \$1 297 J. Macharia (KMFRI) to AFRAMSILIC, Tanzania, to carry out ASFA Training *(travel/per diem) - \$3643 (approx.) Printing and mailing ASFA Thesaurus Overspending (- \$1 361) is deducted from the 2010 allotment.	\$56 307*	\$57 668 **	all items in progress underway, completed or to be undertaken.
13. FBA Geographic Authority List – update of List FBA African Water Bodies – duplicate Material organized for eventual scanning and ASFA input	\$30 000	\$30 000	
14. Continuation of project–To Supply of scanners (for ASFA related use) to those ASFA Partner Institutes which lack the funding to buy equipment *estimated cost to date of (still 2 partners pending purchase)	\$3 666	\$1130*	in progress
15. Further Strengthening KMFRI (Kenya) ASFA Training Centre – computer equipment: Kenya 2 PCs, 1 portable, 1 dehumidifier	\$3 700	\$3 971*	approved during intersession by vote. *(final price) completed
16. Utilization of the ASFA Trust Fund to pay the IAMSILIC Membership fees for ASFA Partners	\$750	\$750	
sub-total	\$134 423	\$133 519	

2007-2008 Intersessional Project Proposals (proposals put forward and approved during intersession via ASFA-Board-L)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
17. Development of Export/Conversion programs for www-ISIS-ASFA software (Euro 13 553) (USD 21 195.54) (1 Euro=USD 1.5639, European Central Bank Exchange rate 20 May 2008)	\$21 195.	\$21 195	LOA In progress of being signed by ICIE (originally Euro 11975, some additional tasks added raised figure to Euro 13 553)
18. Supply of scanners (for ASFA related use) to those ASFA Partner Institutes which lack the funding to buy equipment (9 Scanners \$4 208 + 9 Adobe Acrobat software \$1 899 = \$6 107 (still not final cost as problems acquiring delivering scanner for USSR)	\$7 270	\$6 107*	completed except for 1 institutes without FAO office in country
sub-total	\$28 465	\$27 302	

2007 Project Proposals (project proposals put forward and approved at the 2007 Board Meeting, KMFRI, Kenya)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
19. Financial Support to attend annual (2008)Board Meeting * [\$40 000 was allocated by Board at 2007 Meeting for the 2008 Meeting. However, there was a \$12 684 carry-over from the 2007 Meeting plus and there was \$2765 donated by NIFES, Norway - making the TOTAL funds available for the 2008 Meeting = \$55 449] (Note, the additional \$15 449 is not shown in the "Committed" column, but is calculated as part of balance available to be spent.) The final amount spent was \$45 119. The unspent \$10 330 is carried over to the allotment for 2009 meeting.	\$40 000*	\$45 119	Completed. The unspent funds will be added to next year's allotment as has been the case in the past
20. Staff Support to FAO ASFA Secretariat (for year 2008) [\$ 60 000 was allocated by Board for 2008 (actually \$120 000 for the 2 year period 2008-2009). There was an over- spending of \$12 156 from the previous (2007) year's allocation] Therefore, the TOTAL funds available for 2008 = \$47 844 * (Note, the \$12156 overspent funds are shown in the "Committed" column, and will be calculated as part of total balance to be spent(i.e. subtracted from \$60 000) ** The Spending during 2008 was \$ 51 537 (\$47 844 - \$51 537 = -\$3 695 (i.e. the negative \$3 695 overspent will be subtracted from the 2009 allotment of \$60 000) - \$2 007 spent (\$18 700 allocated) - assistance to FAO ASFA input preparation/follow-up/training 2008 - sub-contract to ADRIAMED. - \$6 800 for ASFA information products to LIFDC countries (completed) - \$2 440 training YugNiro in Ukraine by E. Romanov (completed) - \$5 812 training in Kenya by KMFRI staff of two new ASFA National Partners (Ghana, Uganda) and the Kenya collaborating center plus per-diem for Ghana and Uganda participants to attend AFRIAMSLIC/ASFA Africa group meeting and IOC-Odin meeting that was held back-to-back with training. (completed) - \$1 300 honorarium for KMFRI to carry out above training and feedback for Ghana and Uganda Nationals ASFA Partners (completed) - \$1 597 training of NIOF in Egypt by N. Milone (completed) - \$1 526 training of ICCAT in Spain by M. Montes and H. Wibley (Montes cost covered by ICCAT) (completed) - \$3 423 training of ASFA Partner Guinea, in France, by J. Prod'homme (sum is for Mr Kaba's travel to/perdiem in France, IFREMER) (completed) - \$11 083 FAO ASFA Staff member (R.P) to attend IAMSLIC Meeting 2008 - \$1 019 FAO ASFA Secretariat mission to National Institute of Fisheries in Egypt and recruitment as ASFA National Partner - \$3 300 hiring of consultant (L. Lombardi) to assist FAO ASFA Secretariat for 20 days (completed) - \$ 1 674 FAO ASFA Secretariat (R. Pepe) to IOC/IODE Project Office and VLIZ (Belgium) to discuss ASFA continuity - \$700 conversion Monitoring list by ICIE from master database FAO format to format of www-ISIS-ASFA - \$1004 for H.Rybinski to attend 2008 ASFA Board Meeting - \$2 905 attendance FAO Secretariat (R. Pepe) at Online conference - \$2 000 Board Report 2007 (print and distribution) - \$2 947 FAO Secretariat (R. Grainger) visit to China with side visit to ASFA Partner in Tianjin Overspending (- \$3 695) is deducted from the 2008 allotment.	\$47 844*	\$ 51 537**	all items completed

21. To strengthen ASFA Partner in Kenya (KMFRI) in order to provide ASFA Training Support for other ASFA Partners in Africa and so as to assist FAO ASFA Secretariat (provision of computer equipment) \$5 000 budgeted (but actual cost was \$1930.60)	\$5 000	\$1 931	completed
22. Digitization of Grey Literature from Economically Developing Countries for Inclusion in the IAMSILIC Aquatic Commons Digital Document Repository (including guidance and assistance from the ASFA Board in identifying and contributing the literature to be digitized). Note – This is the first Project proposal approved by the ASFA Board after the Board granted a WAIVER to the policy regarding use of ASFA Trust Fund (i.e. now the IAMSILIC Executive Board is allowed to submit project proposals for a 2 year trial period up to total of \$28 000). This project was originally put forward by IAMSILIC for \$10 000 (of the total \$28 000 allocated to them). But after a Meeting between FAO ASFA Secretariat and members of IAMSILIC Aquatic Commons Board and IAMSILIC President, it was concurred that all \$28 000 of the IAMSILIC allotment could be allocated to this project considering its importance and priority for IAMSILIC.	\$28 000*	\$0	slow to progress Therefore, the FAC ASFA Secretariat asked the FAC Fisheries Library to identify and digitize using some or all of these funds.
23. Utilization of the ASFA Trust Fund to pay the IAMSILIC Membership fees for ASFA Partners	\$790	\$790	This cycle completed for continuation 2008, 2009, see 2008 Table of Project proposals
24. ASFA Training Session (\$14 000) (ASFA/2007/76) (this proposal was approved to take place each year)	\$14 000	\$0	not yet carried-out
25. (KMFRI) Trust Fund Proposal Elimination of Gaps - Phase II *Approved in principle. To be revised with respect to the journals, number of records and costs, and circulated via ASFA Board L by KMFRI during the intersessional period CANCELLED at 2009 Meeting \$21 459 cancelled	\$0	\$0	Approved in principle* cancelled NO longer valid check
sub-total	\$135 634	\$99 377	

2006 - 2007 Intersessional Project Proposals (proposals put forward and approved* during intersession via ASFA-Board-L)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
26. Digitizing Grey Literature and helping to identify it for inclusion in IAMSILIC Repository - \$10 000. *(Eventually agreed at 2007 ASFA Board Meeting (for \$28 000) – see above year 2007 project proposals)	\$ -	\$ -	See above under year 2007 project proposals
sub-total	\$0	\$0	

2006 Project Proposals (project proposals put forward and approved at the **2006** Board Meeting, VLIZ, Belgium)

	COMMITTED	DISBURSED	NOTES
<p>27. Financial Support to attend (2007) Board Meeting</p> <p>* [\$ 40 000 allocated by the Board for 2007 Meeting, however there was a MINUS carry-over of \$ 2 252 from 2006 Meeting to subtract from 2007 allocation. Therefore, the TOTAL funds available for the 2007 Meeting = \$37 748]</p> <p>* Note, the minus \$2 252 is not shown in the "Committed" column, but is calculated as part of balance available to be spent.</p> <p>** US\$25 064 was spent (the under spending of \$12 684 will be added to next year's allotment as has been the case in the past).</p>	\$40 000*	\$25 064**	Completed
<p>28. Staff Support to FAO ASFA Secretariat (for year 2007)</p> <p>* (\$ 50 000 was allocated by Board for 2007, however there was a carry-over of \$10 266 unspent from the previous (2006) year's allocation (see last year). Therefore, the TOTAL funds available for 2007 = \$60 266</p> <p>* Note, the \$10 266 carry-over unspent funds is not shown in the "Committed" column, and calculated as part of total balance to be spent</p> <p>** Spending for 2007 (period January - August 2007) was \$72 422 as follows:</p> <ul style="list-style-type: none"> - \$6 020- assistance to FAO ASFA input prep. 2007-sub-contract to AdriaMed - \$6 800 for ASFA information products to LIFDC countries - \$7 738 www-ISIS-ASFA training at FAO for new ASFA Partners in Lao and Thailand (sum refers to their travel to Rome & per-diem in Rome) - \$9 865 Training of trainers course M. Montes and J. Macharia at FAO Rome (sum refers to their travel to Rome & per-diem in Rome) - \$350. to use FAO training room/facilities for training courses (\$70/day) - \$ no cost - one FAO staff member invited to participate in UNEP/GPA meeting in China expensed paid by UNEP \$1 594 (while in China for above GPA meeting, one day visit to ASFA Partner in Tianjin and Seoul – R. Pepe) - \$500 www-ISIS-ASFA training of 1 SPC staff member outsourced to R. Oriente (sum refers to her honorarium) - \$718 (while in Kenya for Board Meeting one day visit to ASFA Partner (UNEP) in Nairobi - R. Pepe, travel and per-diem cost) - \$7 000 ASFA Staff member attendance at 2007 IAMSLIC Meeting in US - \$700 conversion Monitoring list by ICIE from master database FAO format to format of www-ISIS-ASFA - \$4 174 funding to attend 2007 ASFA Board meeting for potential new ASFA partners Ghana, Uganda, and 1 day per diem for I. Pettman (thes.) - \$4 142 (\$6 802 = total cost of Peru & Ecuador training by M. Montes in Ecuador (\$4 142 of total was paid from funds allocated to ASFA Secretariat and \$ 2 660 from funds left over from \$6000 allocated to INP- Ecuador Trust fund project for equipment) - see item directly following this one - \$1382* travel (H. Rybinski) to Unesco/ IOC/IODE project office in Oostende, Belgium, 19 and 20 November for Meeting regarding ASFA Interoperability, follow-up to 2007 Board meeting, Meeting. *(actual cost \$1 800, but \$418 was contributed by VLIZ for work done on its behalf = \$1382) by H. Rybinski) - \$1 609 travel (R. Pepe) to Unesco/ IOC/IODE project office in Oostende, Belgium, 19 and 20 November for Meeting regarding ASFA Interoperability, follow-up to 2007 Board meeting, Meeting. - \$2 830 ASFA Secretariat attendance Online Info. Conf. 2007 (R. Pepe) - \$9 000 printing distribution 2 ASFIS Ref Series pubs (Mon list, Bib. Guide) - \$2 000 Board Report 2006 (print and distribution) - \$6 000 print/distrib. www-ISIS-ASFA installation manuals& Board Reports (2004-2006 (should have been calculated under previous year's expenses) <p>Overspending (- \$12 156) is deducted from the 2008 allotment.</p>	\$50 000 *	\$72 422**	all items are completed
<p>29. INP-Ecuador Trust Fund project proposal (Elaboration of the Ecuador database... . This was a request for 2 PC's and printers, plus training. Only \$3 340 spent on equipment. Funds remaining used for training of Ecuador & Peru staff by M. Montes. See item-12</p>	\$ 6 000	\$3 340	Completed \$ 3340 spent on equip. Remaining 2660 for Ecuador & Peru training by M. Montes
<p>30. (FAO) ASFA Trust Fund project proposal Mini-ASFA-Meeting (regional) plus eventual (maybe) \$5 000 from IOC</p>	\$ 20 000	\$0	postponed till 2010, to run with IAMSLIC Meet.
<p>31. (FAO) ASFA Trust Fund project proposal Training of Trainers. \$10 000 for training and \$10 000 for video.</p>	\$20 000	\$ 9 782.00	½ completed (video not yet produced)
<p>32. (NIFFR –Nigeria) Trust Fund proposal –Filling Gaps</p>	\$6 990	\$6 990	completed LOA operative in 2008. completed June 09
<p>33. (Russia - VNIRO) ASFA Trust Fund project proposal, Input of Barents and Norwegian Seas Literature</p>	\$ 3960	\$3960	completed LOA sent to VNIRO for signature
sub-total	\$146 950	\$121 558	

2005 Project Proposals (project proposals put forward and approved at the **2005** Board Meeting, FAO, Rome)

	COMMITTED	DISBURSED	NOTES
34. Financial Support to attend (2006) Board Meeting * (\$ 38 500 was allocated by the Board for the 2006 Meeting, however there was a carry-over of \$2 289 unspent from the previous year's allocation. Therefore, the TOTAL funds available for the 2006 Meeting = \$40 789. * Note, the \$2 289 carry-over is not shown in the "Committed" column but that is the total sum used to calculate the available funds for the Meeting. ** US\$43 041 was spent. Overspending (\$40 789 – \$43 041= - \$ 2 252) will be subtracted from 2007 allotment, as has been the case in the past).	\$38 500*	43 041**	completed
35. Staff Support to FAO ASFA Secretariat (for year 2006) * (\$ 40 000 was allocated by Board for 2006, however there is a negative carry-over of \$1 199 unspent from the previous (2005) year's allocation. Therefore, the TOTAL funds available for 2006 = \$38 801 * Note, the \$1 199 negative carry-over of overspent funds from previous year is shown in "Committed" column instead of allocated \$40 000). ** approx. spending for 2006 (period January - December. 2006) = \$28 545 is listed below. The unspent funds \$10 226 was carried forward to 2007 allotment. (\$38 801- \$28 545 = \$10 226) - \$ 2 530 (instead of budgeted 18 700) - assistance in FAO ASFA input preparation 2006 - sub-contract to AdriaMed, - \$ 2 200 Admin assistance for ASFA Board Meet. (1month when employed) - \$ 7 484 for ASFA info. products to LIFDC countries- admin, contacts, etc. - \$ 3 047 one extra FAO staff to attend ASFA Board Meeting VLIZ, Belgium) - \$ 816 www-ISIS-ASFA training for NAFO (per-diem UN-DOALOS staff) - \$ 3 478 www-ISIS-ASFA training at FAO for INAHINA (Mozambique) - \$ 350. to use FAO training room/facilities for training courses (\$70/day) - \$ 780 Coffee breaks at 2005 ASFA Board Meetings (completed) - \$ 6 582 1 FAO ASFA Staff member to attend IAMSILIC Meeting, USA, Oct. 2006 and meeting with UN-DOALOS chief - \$ 1 278 H. Rybinski to attend ASFA Meeting Oct. 2006	\$38 801 *	\$28 545**	all items are completed. \$10 226 carried over to next year
36. (China) Compilation of www-ISIS-ASFA Manuals and Guidelines in Chinese	\$ 10 000	\$10 000	completed
37. (Kenya-KMFRI) Elimination of Gaps	\$18 200	\$18 200	completed during 2007-08 intersession
38. (Russia-VNIRO) Input of Caspian Literature II	\$10 270	\$ 10 270	completed during 2007-08 intersession
sub-total	\$115 771	\$110 056	

2004 - 2005 Intersessional Project Proposals (proposals put forward and approved during intersession via ASFA-Board-L)

	COMMITTED	DISBURSED	NOTES
39. Estonia –EMI – Latvian and Lithuanian Aquatic Serials processed for ASFA Database	\$ 4 800	\$ 4 800	Completed
sub-total	\$4 800	\$4 800	

2004 Project Proposals (project proposals put forward & approved at the **2004** Board Meeting, INIDEP, Argentina)

	COMMITTED	DISBURSED	NOTES
40. Financial Support to attend annual (2005) Board Meeting *(\$ 35 000 was allocated by Board for 2005 Meeting) (with carry-over of \$ 8 716 unspent from previous year. The total funds available 2005 Meeting = \$43 716 * The Balance in the "Committed" column does not include the carry-over of \$8,716 unspent for previous 2004 Meeting)	\$35 000*	\$41 385	completed , unspent \$2 331 carried over to 2006 Meeting. (43716 - 41385 = \$2 331)
41. Staff Support to FAO ASFA Secretariat (for 2005) *(\$ 40 000 was allocated by Board for 2005) (with a minus carry-over of - \$2 165 from previous year (see below). The total funds available for 2005= \$37 835 * The Balance in the "Committed" column includes the negative carry-over of - \$2 165 from overspending in Jan-Dec 2004 allocation. ** Spending: - \$ 4 474. assistance in ASFA input preparation 2005 - sub-contract to AdriaMed (originally budgeted at \$8 800, but only \$4 474 was spent) , - \$10 710. for ASFA information products to LIFDC countries - admin, contacts, including comparative study of new CSA CD-ROM. – (underway) - \$14 115. ASFA CD-ROMS for LIFDC project: NISC subscription - 15 CD's, - \$ 3 700. for additional features added to terms of reference for www-ISIS-ASFA upgrade (not in original T.F proposal - \$1 500. www-ISIS-ASFA training for Senegal-DPM (week preceding Board Meeting) - \$ 795. www-ISIS-ASFA training for Iran-IFRO (only air ticket) - \$1 500. use FAO training room/facilities for training courses (\$70/day) - \$ 240. nominal fee paid for FAO attendance (R. Pepe) at Marine Metadata Workshop (all expenses paid by organizers - except \$240) - \$2 000 per diem for 4 IAMSILIC speakers attending ASFA Board Meeting (Resource sharing and repositories)	\$37 835 *	\$39 034**	completed , overspent \$1 199 to carry over to subtract from 2006 alloc. \$37 835 - \$39 034 = \$1199
42.(FAO) www-ISIS-ASFA Maintenance Release (upgrade 1.1)	\$7 900	\$7 900	completed
43. (FAO) Utilization of ASFA Trust Fund to pay for ASFA Partners membership fees in IAMSILIC	\$1 060	\$1 060	on-going 2 years
44. (YugNIRO- Ukraine) Translation of ASFA Thesaurus into Russian and development of Russian-English Thesaurus	\$15 000		pending release of version 1.1
45. (YugNIRO- Ukraine) Translation of www-ISIS-ASFA "Help Notes" and front end into Russian	\$2000		pending release of version 1.1
46. (YugNIRO- Ukraine) Translation of www-ISIS-ASFA Guidelines into Russian	\$5 000		pending results of exercise to simplify input rules/procedures
47. (INIDEP - Argentina) Marine Bibliogr. Information from Latin America and Caribb. Region ... (1955-1980) 1st Stage: S.A. Chile	\$0*		* withdrawn by INIDEP
sub-total	\$103 795	\$89 379	

2003- 2004 Intersessional Project Proposals

(i.e. proposals put forward and approved during intersession via ASFA-Board-L) **NONE**

2003 Project Proposals (project proposals put forward and approved at the 2003 Board Meeting, CIP,Cuba)

	COMMITTED	DISBURSED	NOTES
48. Financial Support to attend annual (2004) Board Meeting (US\$ 30 000 was allocated by Board for 2004) (carry over of \$3 642 from previous years (see below). The total funds available for 2004 = \$33 642 * Balance in Committed column does not include the following carry-over : a) extra \$1 941 unspent for 2003 Meeting) b) extra \$1 030 unspent for 2002 Meeting) c) extra \$ 671 unspent for 2001 Meeting)	\$30 000*	\$24 926	completed, unspent \$8,716 (\$33,642-\$24,926=\$8716) is moved to 2005 Meeting allocation
49. Staff Support to the FAO ASFA Secretariat (for 2004) *(US\$ 30 000 was allocated by Board for 2004) (with carry-over of \$33 685 from previous years (see below). * The total available funds for 2004 = \$63 685 * Available funds includes the following carry-over : a) unspent \$852 from unspent Jan-Dec 2003 allocation b) unspent \$22,200 from unspent Jan-Dec 2002 allocation c) unspent \$9,833 from unspent Jan-Dec 2001 allocation d) unspent \$800 from unspent Jan-Dec 2000 allocation ** Spending: - \$ 6 484 assistance in ASFA input preparation - sub-contract to AdriaMed, - \$ 2 500 Input of missed IOTC documents by NIO (completed Nov. 2005) - \$10 497 for ASFA information products to LIFDC countries (administration, contacts etc.) - \$ 4 000 ASFA CD-ROMS for LIFDC project: subscription - Ovid for 40 CD's - \$12 045 ASFA CD-ROMS for LIFDC project: subscription- NISC for 15 CDs, - \$ 3 587 www-ISIS-ASFA training for Mauritania (in September), - \$ 2 701 www-ISIS-ASFA training for Indonesia (in June), - \$ 2 787 www-ISIS-ASFA training & follow-up for Nigeria by KMFRI at KMFRI) (in June 2004) (completed) - \$ 2 746 www-ISIS-ASFA training & follow-up for Ecuador by Montes (training completed, follow-up completed 1 st 100 records), - \$ 3 388 FAO recruitment of Indonesian ASFA Partner - visit to Institute while in region by R.Grainger , - \$ 2 854 FAO attendance at IAMSILIC by R.Pepe (in September). - \$ 2 250 travel-perdiem Ms Nyika-Tanzania to www-ISIS-ASFA training at KMFRI & follow-up by KMFRI) (12/2004), (follow-up underway) - \$ 3 531 www-ISIS-ASFA training of SPC, and PIMRIS at PIMRIS (by G. Rao, ex-PIMRIS co-ordinator). Costs include his honorarium, travel and per diem and SPC participants travel and per diem (Dec. 2004), - \$ 6 480 assistance in ASFA input preparation - sub-contract to Ms Milone for 700 records (ex-AdriaMed)	\$30 000*	\$65 850**	completed, overspent \$2,165 (\$63,685-\$65,850 = -\$2165) and is moved to to be subtracted from Year 2005 allocation.
50. (VNIRO – Russia) Input of old unique literature Caspian Sea from 1770-1970	\$6 000	\$6 000	completed
51. UNAM, Mexico - Translate into Spanish the ASFIS Ref.Series (No. 2, ASFIS Subject Categories and Scope Descriptions and No. 3, Guidelines for Bibliographic Description and Data Entry	\$7 000	\$7 000	completed, available on FAO ASFA FTP site
sub-total	\$73 000	\$103 776	

2002 - 2003 Intersessional Project Proposals (proposals put forward and approved via ASFA-Board-L)

	COMMITTED	DISBURSED	NOTES
52. Collect, sort, input of "historical" bibl. Records (KMFRI)	\$15 000	\$15 000	completed
53. Collect, sort, input of "historical" bibl. Records (VLIZ) *(VLIZ agreed to reduce amount from 18 to 12 000 because it would not be submitting indexing terms with some records)	\$18 000	\$12 000*	underway 2 payments made. No further payments necessary
sub-total	\$33 000	\$27 000	

2002-2003 Intersessional Initiatives taken by the FAO ASFA Secretariat using funds “left over” from completed proposals where there was under spending (therefore these are not “proposals” in the strict sense of the word. However FAO did, at previous Meetings, declare its intentions regarding the deployment of these “left over” funds, and received no objections to such use)

54. www-ISIS-ASFA training for VNIRO Partner *(using funds (\$8 002) unspent from ASFA training workshops, see year 2000)	*	\$2 900*	completed
55. Translation www-ISIS-ASFA Help Notes into Spanish *(using funds (\$8 002) unspent from ASFA training workshops, see year 2000)	*	\$1 500*	completed
56. Translation www-ISIS-ASFA Help Notes into French *(using funds (\$8 002) unspent from ASFA training workshops, see item-54)	*	\$1 500*	completed
57. Translation of Bibliographic Guidelines into Portuguese *(using funds (\$8 002) unspent from ASFA training workshops, see year 2000) (est\$2700)			(lost contact)
sub-total		\$5 900	

2002 Project Proposals (proposals put forward and approved at **2002** Board Meeting, FAO, Rome)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
58. Funding to attend Oct.2002 IAMSLIC Meeting (1 person)	\$2 500	\$2 790	completed , overspent \$290.
59. Conversion of 1971 ASFA Journals (NIO)	\$8 500	\$8 500	completed
60. Financial Support to attend annual (2003) Board Meeting	\$30 000	\$28 059	completed (unspent \$1 941, moved to 2004 Meeting,
61. Staff Support to the FAO ASFA Secretariat (for year 2003) \$8,800 for assistance in ASFA input preparation (sub-contract to AdriaMed); \$10,497 for ASFA information products to LIFDC countries; \$2000 to identify gaps in FAO monitoring list; \$2500 to attend www-ISIS, training at ICIE; \$2674 - FAO attendance at Online Conference 2003 (R.P); \$1744 FAO attendance at Thesaurus maintenance seminar (R.P); \$933 to print 2003 Board Report.	\$30 000	\$29 148	completed (unspent \$852 moved to 2004 year allocation
sub-total	\$71 000	\$68 497	

2001 Project Proposals (proposals put forward and approved at **2001** Board Meeting, IFREMER, Brest)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
62. Financial Support to attend annual (2002) Board Meeting	\$25,000	\$23,969.	completed (unspent \$1030, moved to 2004 Meeting, allotment
63. Staff Support to the FAO ASFA Secretariat (for 2002) (\$8,800 for assistance in ASFA input preparation(sub-contract to AdriaMed)	\$30,000	\$8,800	completed (unspent \$22 200 moved 2004 allocation,
64. Support to implementation of www-ISIS-ASFA interface (start when software was issued – 10/2002) *(plus additional funds to attend 2002 Board Meeting (see next item)	\$10,000*	10,000	completed
65. Funds to attend 2002 Board Meeting for Dr Rybinski	\$1,500	\$1,688	completed
66. ASFA-FIGIS Interaction	\$20,000	\$20 000	completed but not yet operational to public
67. Correction of the ASFA Descriptors fields *(subject to negotiation - this project includes possible extension \$5000 – see next item)	\$19,800*	0	cancelled funds returned to balance
51a Extension of project to other Partners	\$5 000	0	cancelled funds returned to balance
sub-total	\$111 300	\$64 457	

2000 Project Proposals (proposals put forward and approved at **2000** Board Meeting, NIO, India)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
68. Financial Support to attend annual (2001) Board Meeting *(extra \$4,629 disbursed from unspent 2000 allocation, item-59	\$15,000	\$18,958*	completed (unspent \$671, moved to 2003 Meeting allocation
69. Staff Support to the FAO ASFA Secretariat (for year 2001) (expenditure for Rybinski to 2001 Meet.\$1688, Cort to L.America\$6039, Input support\$3900, CDs to LIFDC\$7000, Transl. Help notes\$3000)	\$31,460	\$21,627	completed (unspent \$9833 moved to 2004 allocation
70. Workshops for familiarization(training) in ASFA input preparation *(unspent \$8002 to be spent on future training. See above 2002-2003 Intersessional Initiatives)	\$28,800	\$20,798	completed (unspent \$8002) *
71. Support to the Dev. of Web based interface to ASFISIS	\$10,000	\$10,000	completed 10/2002
72. Provision of ASFA Centres in former USSR with translation (ASFIS-2, Subject Categories and Scope Descriptions)	\$1,500	\$1,500	completed
73. Conversion of ASFA Printed Journals into machine readable format (1971-1974). 1973 Conversion	\$15,000	\$15,000	completed
74. Conversion of ASFA Printed Journals into machine readable format (1971-1974). 1972 Conversion	\$15,000	\$15,000	completed
sub-total	\$116 760	\$102 883	

1999 Project Proposals (proposals put forward and approved at 1999 Board Meeting, NOAA, USA)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
75. Financial Support to attend annual (2000) Board Meeting *(unspent \$4,629 moved to support attendance at 2001 Meeting, item-52)	\$15,000	\$10,371*	completed
76. Staff support to ASFA Secretariat (Ms Wibley) (for the period January 2000 -December 2000)	\$31,460	\$30,660*	completed *(unspent \$800 transferred to 2004 year allocation)
77. Improvement of ASFA Database by Germany (BF)	\$15,000	\$15,000	completed
78. Request for training from Kenya (RECOSCIX-WIO)	\$3,000	\$2,825	completed
79. Conversion of ASFA printed journals into machine readable format (1974 volume) by India (NIO)	\$15,000	\$15,000	completed
80. Addition of 45,000 abstracts to 1975-77ASFA database-China	\$17,000	\$17,000	completed
81. Formatting ASFA Thesaurus by Julia Hudson	\$2,000	\$2,000	completed
sub-total	\$98 460	\$92 856	

1998 Project Proposals (proposals put forward and approved at 1998 Board Meeting, FAO, Rome)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
82. Financial Support to attend annual Board Meeting	\$10,000	\$12,500*	completed *(extra \$2500 from unspent 1997 allocation)
83. Staff support to ASFA Secretariat (Ms Wibley) (for the period January 1999 -December 1999)	\$25,200	\$25,200	completed
84. A systems analysis specification for a Windows-based data entry software (ASFISIS/Win) (Dr. DeSmet)	0	0	cancelled
85. Extension of ASFA Potential in Lithuania	\$2,500	\$2,500	completed
86. Coverage of Fishery Economics & Related Subjects in ASFA.	\$5,000	\$5,000	completed
sub-total	\$42 700	\$45 200	

1997 Project Proposals (proposals put forward and approved at 1997 Board Meeting, SFI, Poland)

	<u>COMMITTED</u>	<u>DISBURSED</u>	<u>NOTES</u>
87. Financial Support to attend annual Board Meeting	\$6,000	\$3,500*	completed *(\$2,500 moved to 1998 allocation,
88. Staff support to ASFA Secretariat (Ms Wibley) (for the period January 1998 -December 1998)	\$25,200	\$25,200	completed
89. Extension of ASFA potential in Ukraine (YugNIRO)	\$3,000	\$3,000	completed
90. Provision of ASFA Centres in former USSR with reference material for input (translations) (YugNIRO)	\$3,500	\$3,500	completed
91. ASFISIS Maintenance (Dr. DeSmet)	\$2,000	\$1,400*	completed *(\$600 returned to balance due to over budgeting)
92. Training for PIMRIS (travel Mr. Rao) *(disbursed exceeds committed, because for administrative reasons, FAO could not issue the most economic ticket as per original estimate)	\$3,000	\$5,200*	completed, overspent \$2200.
93. Convert 500 Records (from PIMRIS database into ASFISIS formatting) * (New contract stipulated in 2004 with Ganeshan Rao)	\$3,500	\$ 3 500	completed*
94. Analysis of ASFA for Scope and Coverage with eventual recommendations for improvement	\$6,500	\$6,500	completed
sub-total	\$52 700	\$51 800	

1996 Project Proposals (proposals put forward and approved at 1996 Board Meeting, FAO, Rome)

	COMMITTED	DISBURSED	NOTES
95. Manual on ASFISIS software and Data Entry *Board (Board approved \$6000 for this manual, but work was carried out by FAO FIDI staff without charging against Trust fund)	0*	0*	completed
96. Logo for ASFA competition	0	0	costed at \$2500, but later cancelled
97. Statistical Analysis of ASFA Database	0	0	completed costed at \$7000, no charge by CSA
98. ASFA User Survey	0	0	cancelled- but never budgeted
sub-total	\$0	\$0	

1995 Project Proposals (proposals put forward and approved at 1995 Board Meeting, BF, Germany)

	COMMITTED	DISBURSED	NOTES
99. Workshops for familiarization with the ASFA input methodology (ASFA Training Session, 3-7 June 1996, FAO)	\$34,000	\$11,645*	completed *(unspent \$22,335 returned to Balance)
100. Review of the ASFA Partners Monitoring of Serials for ASFA (follow-up to 1994 review)	\$5,000	\$5,000	completed
101. IOC Study Grant.. (\$8,000)	0	0	cancelled
102. Chinese proposal sub-project 1, Identification of ASFA information users and suppliers in China	\$4,000	\$4,000	completed
sub-total	\$43 000	\$20 645	

Committed funds and Disbursed funds (according to FAO ASFA Secretariat's <u>approximations in Tables above</u>)	1 473 982 committed	1 230 342 (according to FAO ASFA Secretariat's records, which are not synchronized with dates of actual financial transaction by FAO Prog. Coordinating Unit)
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Notes

1. The full text of most of the Trust Fund Project Proposals cited in the above tables is contained in the corresponding year's ASFA Advisory Board Meeting Report: (Hamburg, 30 May-2 June 95) (FAO, Rome, 28-31 May 96) (Gdynia, 22-25 April 97) (FAO, Rome, 9-12 June 98) (NOAA, 25-28 May 99), (NIO/NICMAS 19-22 September 2000) (IFREMER, Brest 19-22 June 2001) (FAO, Rome, 18-21 June 02) (Cuba, 15-18 July 2003) (INIDEP, Argentina 29 June-2 July 2004) (FAO, Rome, 4-8 October 05) (VLIZ, Belgium 4-8 September 2006) (KMFRI, Kenya, 3-7 September 2007) (IMR, Norway, 1-5 September 2008) (NIO/NICMAS, India, 7-11 September 2009).

2. Figures under "financial support to attend annual Board meetings" may be approximates, usually based on initial estimates of flight tickets and days per-diem. The final calculations and travel expense claims TECs are sometimes one year or more in arriving and settling and also "Staff support to FAO ASFA Secretariat" are also often based on initial estimates. Sometimes these figures do get rectified in the tables.

3. Most other lines in the above List are fairly easy to keep track of (i.e are not estimates).

In any case, the (real) cash balance in the ASFA Trust Fund as reported to ASFA Secretariat by the FAO Programme Coordination Unit, FIDP, from their official database/records is reported in section 1.2.

A print out of the records as kept by the FAO Programme Coordination Unit, FIDP, from their official database/records (updated as 2 March 2010) can be seen on the FAO ASFA reserved ftp site at:

<ftp://ASFA:FI2ftp@ext-ftp.fao.org/FI/Reserved/ASFA> in the folder :
ASFA_Trust_Fund_FAO_Programme_Coordination_Unit_FIDP_records

**Draft Minutes of Action Items and Decisions Agreed
at
ASFA Advisory Board Meeting (INRH, Casablanca, Morocco, 5–9 July 2010)**

[Note: some discussion is included for some of the Action Items/Decisions in order to put them into perspective. The full discussions will be reflected in the Minutes of the Report, which will be completed and circulated to the participants of this meeting within 4-6 weeks]

The 39th Annual Meeting of the Aquatic Sciences and Fisheries Abstracts (ASFA) Advisory Board took place from 5 to 9 July 2010 at the Institut national de recherche halieutique (INRH) located in Casablanca, Morocco. Ms Noble (NMBL) chaired the Meeting and the Agenda was completed on time. The main reporter was Ms Wibley (FAO ASFA Secretariat). The meeting was opened by Mr Faik, Director General of INRH; Mr El Ahdal, INRH, and Dr Grainger, Chief of the FAO service which is responsible for ASFA. This year the Meeting was well attended, with 34 participants, representing 25 ASFA Partners (unfortunately 4 ASFA Partners could not attend at the last minute, due to visa problems).

Agenda Item 4. (Adoption of the Agenda)

1. *Regarding the structure of the Agenda Mr Pepe (FAO ASFA Secretariat) asked the ASFA Partners if they wished to add or modify anything with respect to the structure of the AgendaHe asked whether an Agenda Committee should be formed to deal with this issue*

The FAO ASFA Secretariat agreed to send an e-mail via ASFA Board-L to ask for volunteers and/or recruit people to form an Agenda Committee which would assist the FAO ASFA Secretariat in drawing up/modifying the Agenda for future ASFA Board Meetings

Agenda Item 6.5. (Partners removed or in danger of being removed from ASFA)

2. *Regarding the status of submission of ASFA records by Peru, following training by Mr M. Montes (UNAM) Mr Montes mentioned that Peru were reporting having difficulties in sending/submitted completed records to ProQuest, although it was not clear why.*

The FAO ASFA Secretariat agreed to take over the editing of the Peruvian ASFA input and follow-up with IMARPE in order to determine exactly what the problem was and provide them with assistance regarding the submission of records to ProQuest.

3. *Regarding the problems reported by INAHINA in their 2009 Report concerning lack of serials to be monitored for ASFA, following their discontinuation ..The FAO ASFA Secretariat suggested that those documents that were currently being scanned by the FAO Fisheries Branch Library under the ASFA Trust Fund Digitization Project for inclusion in the Aquatic Commons Repository and were not cited on the ASFA database, could become a source of ASFA input for Mozambique.... The FAO ASFA Secretariat could provide INAHINA with a list of the documents and their full-text links on the Aquatic Commons repository, so that they could prepare ASFA records and submit them to ProQuest as part of the regular input.*

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Mozambique (INAHINA) and suggest that they prepare ASFA records for those documents being processed by the FAO Fisheries Branch Library and deposited in the Aquatic Commons repository under the ASFA Trust Fund Digitization Project.

4. *Regarding the status of submission of ASFA records by Spain (IEO) and problems in communication....*

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Spain (IEO) in order to clarify their position, or else they would risk being removed from the ASFA Partnership.

5. *Regarding the status of submission of ASFA records by Viet Nam (CIS) and problems in communication....*

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Viet Nam (CIS) in order to clarify the working arrangement between CIS input production and control/feedback by the FAO ASFA Secretariat.

6. *Regarding lack of submission of ASFA input by Uganda (NaFFIRI) to ProQuest since 2009 and the mention in NaFFIRI's Report of delays in feedback when sending input to FAO ASFA Secretariat for control*

The FAO ASFA Secretariat agreed to follow-up with NaFFIRI regarding the submission of ASFA records to the FAO ASFA Secretariat for checking.

7. *Regarding lack of submission of ASFA input by Thailand (PMBC) to ProQuest since 2008....*

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Thailand (PMBC) in order to request that PMBC resume ASFA input as soon as possible.

8. *Regarding lack of submission of ASFA input by UNEP to ProQuest since 2008 . Mr Pepe (FAO ASFA Secretariat) explained that UNEP ASFA input had been carried out under contract by KMFRI*

The FAO ASFA Secretariat agreed to contact the ASFA Contact at UNEP in order to request that arrangements should be renewed as soon as possible so that KMFRI could resume ASFA input production on behalf of UNEP as soon as possible.

9. *Regarding lack of submission of ASFA input by CSIRO to ProQuest since 2007*

The FAO ASFA Secretariat agreed to contact the ASFA Contact responsible for input preparation for CSIRO in order to clarify the situation and request that ASFA input be resumed as soon as possible.

10. *Regarding lack of submission of ASFA input by Senegal (DPM) since 2008*

The FAO ASFA Secretariat agreed to contact the ASFA Partner in Senegal (DPM) in order to clarify the situation and request that ASFA input be resumed as soon as possible.

Agenda Item 6.10. (ASFA Cooperation with other Groups/Initiatives/Systems/Meetings outside or related to ASFA)

11. *Regarding payment of IAMSILIC membership fees by the ASFA Trust Fund*

The FAO ASFA Secretariat agreed to arrange for those IAMSILIC memberships expiring in December 2010 and requesting renewal to be renewed together with any new requests (including that of the Indian Collaborating Centre).

Agenda Item 7. (ASFA – Quality of the ASFA Database)

12. *With respect to quality of the database as regards coverage of grey literature Mr Emerson (ProQuest) suggested that ASFA Partners could work towards a goal of a certain percentage of the ASFA database being grey literature.....Ms Wibley commented that first it would be necessary to have some figures before ASFA Partners could start working towards a goal.....She suggested that ASFA Partners could provide a percentage of their coverage of grey literature in the input statistics that they include in their next intersessional reports....*

The ASFA Board agreed that an inventory of grey literature input should be included by ASFA Partners in their next intersessional reports.

13. *Regarding 'quality of the ASFA database' and how to define 'quality'.... Mr Emerson commented that it was important to decide upon some parameters which could be used to define quality, so that efforts could be prioritized ... there was a need to put into perspective the commercial sustainability of the database. ... Ms Noble (Chairperson) asked ASFA Partners to examine their own ideas about what quality meant to them ...e.g..number of records on the database ... ability to retrieve records ... grey literature contentMr Emerson said that there were various factors that could be considered with respect to quality timeliness, accuracy of metadata, indexing as value-added dataAn analysis could be made of the quality of the database with respect to indexing how many indexing terms were incorrect, missing etc.this should be done by someone external an independent consultant, someone who knows what they are doing it would be necessary to draw up precise Terms of Reference and decide upon quality metrics..... a Working Group could be set up in order to decide upon the list of requirements*

The ASFA Board agreed that an ASFA Quality Working Group should be formed to discuss and define

quality metrics and draw up some Terms of Reference for an external/independent evaluation of the ASFA database.

The FAO ASFA Secretariat agreed to recruit persons for this Working Group during the intersessional period.

Agenda Item 7.1 (ASFA input submitted by ASFA Partners and number of records on the database)

- 14.** *Regarding Ms Prod'homme's comments in the IFREMER report concerning the number of IFREMER records appearing on the database for the year 2009 Ms Prod'homme confirmed that all of IFREMER's input for 2009 was on the database, but the statistics given in the ASFA log summary spreadsheet provided by ProQuest and available on the FAO reserved ASFA FTP site were not correct.*

Ms Soto (ProQuest) agreed to check IFREMER's figures in the ASFA Partner summary spreadsheet and correct as appropriate.

Agenda Item 7.2 (Subject Scope)

- 15.** *Regarding subject scope coverage in ASFA Mr Pepe (FAO ASFA Secretariat) asked how much input from ProQuest came from non-aquatic sciences journals.*

Mr Emerson (ProQuest) agreed to provide the FAO ASFA Secretariat with figures regarding content coming from non-ASFA Monitoring List publications

- 16.** *Ms Noble reported that on several occasions when doing searches on CSA Illumina, she would find 'non-ASFA' records in the search results (e.g. dealing with bumble bees, willow trees, rats)*

Ms Noble agreed to provide ProQuest with some examples of search results containing records outside the scope of ASFA, so that ProQuest could investigate the issue.

- 17.** *Regarding the finding of records outside the scope of ASFA when carrying out searches on CSA Illumina also when coming across records with obvious errors.....*

The ASFA Board agreed that ASFA Partners should inform ProQuest and/or the appropriate ASFA Partner of any errors that they come across in records when carrying out searches.

Agenda Item 7.5 (Accuracy of the ASFA records appearing on the database)

- 18.** *Regarding Ms Prod'homme's observation that some of IFREMER's records on CSA Illumina were missing information in the Publisher name subfield*

Ms Soto (ProQuest) agreed that she would look at the ProQuest conversion programme to determine why the information was missing.

- 19.** *Regarding Ms Cosulich's comments in the INIDEP report concerning the incorrect placing of some URL addresses from backfile records in the Notes field*

Ms Soto (ProQuest) agreed that she would amend these records so that the URLs would be placed in the correct field.

- 20.** *Regarding Ms Cochrane's comments in the LIFDC report concerning URL addresses of records on the ASFA CD-ROMs/DVDs that contained spaces, thereby breaking the link*

The FAO ASFA Secretariat agreed to ask Ms Cochrane to provide Ms Soto (ProQuest) with more examples of ASFA records on the CD-ROMs that had URL addresses with spaces, so that ProQuest could investigate and solve the problem.

- 21.** *Ms Noble raised the issue of sustainable URL links Mr Seteras asked whether it would be possible for ProQuest to generate some sort of report of 'dead' links and send it to ASFA Partners every 2 or 3 months. ASFA Partners could check the dead links and correct if possible.*

Mr Emerson (ProQuest) agreed to investigate the possibility of providing ASFA Partners with a report of dead URL links and would pass this request on to their IT Development team.

Agenda Item 7.6. (Status of efforts by ASFA Partners to include more grey literature in ASFA, including digitization)

- 22.** *Ms Pikula (IODE) gave a presentation on the IOC-IODE/ODIN programme activities related to capacity building in marine information management, digitization and repositoriesShe raised the possibility of collaboration between ASFA and the IODE/ODIN regarding digital projects*

The FAO ASFA Secretariat agreed to investigate means to increase ASFA collaboration with and also ASFA participation in IOC-IODE/ODIN activities and initiatives (e.g. capacity building in digitization and repositories).

Agenda Item 7.7 (ASFA Inputting procedures)

- 23.** *Regarding the submission of ASFA records to ProQuest by ASFA Partners ...Ms Soto (ProQuest) commented that they were receiving batches of ASFA records with incorrect FRN numbering*

The FAO ASFA Secretariat agreed to send out regular reminders to ASFA Partners regarding the correct assigning of FRNs to ASFA records before submission to ProQuest. In particular, the ASFA Partners would be reminded: 1) to ensure that the FRN numbering would be sequential to previous batches of records sent to ProQuest within the same year; and 2) for each new year of input, when changing the 2-digit code to the new year, the FRN numbering should start again at 1. Ms Soto (ProQuest) suggested that the ASFA Partners consult the monthly ASFA Partner summary log on the FAO reserved ASFA FTP site before sending new batches so as to make sure that the FRN numbers were not duplicated.

- 24.** *Regarding the inclusion of 'secondary subject category codes/x-references in the ASFA record they are not taken into consideration in records sent by ASFA Partners to ProQuest for automated indexing.... they are not often usedperhaps they could be dropped from the ASFA record*

The ASFA Board agreed to discuss at the next ASFA Board Meeting whether there was a need to continue with the procedure of adding 'secondary subject category codes/x-references in the ASFA record.

Agenda Item 8.6 (Document delivery)

- 25.** *Regarding the IFRO report and their mention of difficulties in requesting documents from foreign countries.....*

The FAO ASFA Secretariat agreed to investigate this issue with IFRO in order to clarify what the problem was.

Agenda Item 9.1. (www-ISIS-ASFA)

- 26.** *Regarding the problems mentioned by Mr Thompson in the NAFO Report concerning compatibility of the www-ISIS-ASFA software with Windows 7 and 64-bit machines, and running the software in a networked environmentNAFO is not able to use the software on their computers*

The FAO ASFA Secretariat agreed to investigate with Dr Rybinski the incompatibility issue between www-ISIS-ASFA software and Windows 7, explaining to him the difficulties faced by NAFO. Dr Rybinski would be asked for some concrete procedures to be taken that would allow NAFO to be able to use the www-ISIS-ASFA software to produce ASFA records.

Agenda Item 11.6 (ASFIS-6, ASFA Thesaurus, Rev. 2)

- 27.** *Regarding the activities being carried out by FBA concerning the ASFA Thesaurus Mr Pettman (FBA) reported that unfortunately he had not been able to do much with respect to the different language versions he thanked Ms Prod'homme (IFREMER) and Ms Cosulich (INIDEP) for their assistance in providing French and Spanish versions of the lead terms of the thesaurus..... Mr Pettman asked if the ProQuest French and Spanish Beta versions were the same Mr Emerson (ProQuest) reported that they were not*

Mr Pettman agreed to liaise with ProQuest and Ms Prod'homme, Ms Cosulich, Ms Akimova, Ms Levashova and Mr Dongxu Li, regarding the development of different language versions of the ASFA Thesaurus.

28. *Regarding the updating of the ASFA Thesaurus, i.e. the addition of new terms (including synonyms, forbidden terms, relationship terms)*

The FAO ASFA Secretariat agreed to remind ASFA Partners 2/3 times a year about updating the ASFA Thesaurus, explaining that there was a form available on the FAO reserved ASFA site which they could use to send proposed new terms for the Thesaurus to the FAO ASFA Secretariat.

29. *Regarding the procedure and time necessary for updating the ASFA Thesaurus and the subject descriptor pick-list in the www-ISIS-ASFA software Mr Emerson commented that there should be a system which would enable timely integration of the new additions to the Thesaurus and subject descriptors pick-list, rather than carrying out updates every 1-2 years Mr Pettman (FBA) mentioned the new system used by AGRIS whereby the AGROVOC Thesaurus was available on the server*

Mr Pettman agreed to look into the way that the AGRIS system has placed the AGROVOC Thesaurus on the server and see if this could be useful for ASFA. He also agreed to report back to the next ASFA Board meeting regarding this issue.

Agenda Item 11.15 (ASFIS-15, ASFIS List of Species for Statistical Purposes)

30. *Regarding use of the Taxonomic descriptors for searching purposes Mr Pepe (FAO ASFA Secretariat) asked whether ProQuest could extend the Taxonomic terms (including synonyms etc) within the search interface Mr Emerson (ProQuest) said that he would require a specific idea of what would be required before he could provide a definite response*

The FAO ASFA Secretariat agreed to liaise with Mr Pettman (FBA) and Mr Thompson (NAFO) in order to come up with a blue print of what could be displayed at the search results stage regarding the further utilization of the taxonomic terms during the search.

31. *Regarding the ASFIS List of Species for Statistical Purposes, Mr Thompson (NAFO) asked whether it would be possible to add a column for 'synonym'*

The FAO ASFA Secretariat agreed to investigate with the person responsible for the ASFIS List of Species for Statistical Purposes at FAO (Mr Luca Garibaldi) whether it would be possible to add a column in the list to include synonyms for the scientific name. In this way, the taxonomic pick-list in the www-ISIS-ASFA software could be used to progressively assign more than one taxonomic indexing term to the record.

Agenda Item 12 (ASFA Trust Fund)

32. *Regarding the putting forward of Trust Fund Proposals by ASFA Partners Mr Pepe (FAO ASFA Secretariat) referred to document ASFA/2010/71 – ASFA Trust Fund Status and the section 'What is an ASFA Trust Fund Proposal' Ms Noble (NMBL) asked whether there was a 'Template' that ASFA Partners could consult/use to prepare an ASFA Trust Fund Proposal*

The FAO ASFA Secretariat agreed to remind ASFA Partners on how to put forward an ASFA Trust Fund Proposal, also including some examples which ASFA Partners could use as a template. The reminder would be sent via e-mail and also put on the ASFA FTP site.

Agenda Item 12.2 (Proposals completed, in progress or pending further discussion)

33. *Regarding the VLIZ Trust Fund Proposal 'Collect, sort out and prepare approximately 15,000 complete bibliographic references dealing with the aquatic environment'*

This proposal has been pending for several years....Ms Soto (ProQuest) reported that there had been numerous difficulties in receiving the file from VLIZ in a suitable format ProQuest should have received a file with the metadata of the documents so that they could complete the records with the indexing there was a question about duplicate records, i.e. records for documents already prepared by other ASFA Partners and on the database ProQuest had already spend much time on this issue which was too complex for them to resolve any further Ms Soto asked that the FAO ASFA Secretariat facilitate a solution to the various problems involved.

The FAO ASFA Secretariat agreed to contact VLIZ regarding completion of their Trust Fund Proposal.

- 34.** Regarding the 3 YugNIRO Trust Fund Proposals for: the translation of ASFA Thesaurus into Russian and development of a Russian-English Thesaurus; the translation of www-ISIS-ASFA help notes and front-end into Russian; and the translation of the www-ISIS-ASFA guidelines into Russian ...

These proposals have been pending since 2005, initially due to difficulties in the administrative phases and then due to staff changes at YugNIROMs Akimova (IBSS) reported that some work had now been started on these translations

The FAO ASFA Secretariat agreed to initiate LOAs with YugNIRO to carry out these Trust Fund Proposals. **It also agreed** to increase the originally allocated funds for this proposal.

Agenda Item 12.3 (New Proposals)

- 35.** Regarding the Trust Fund Proposal Financial 'Support to attend the 2011 ASFA Advisory Board Meeting (ASFA/2010/73)' \$40,000

This proposal requests funding for the support of attendance at the 2011 ASFA Advisory Board Meeting ..

The ASFA Board approved the proposal.

- 36.** Regarding the Trust Fund Proposal 'Staff Support To ASFA Secretariat (For January - December 2011)' (ASFA/2010/3a) US\$ 90,000

This proposal is meant to assist the FAO ASFA Secretariat in carrying out work/initiatives for the collective benefit of the ASFA Partners. Mr Grainger (FAO ASFA Secretariat) explained that the FAO ASFA Secretariat was asking for an increased sum of US \$ 90,000 for this project proposal for the year 2011.....He commented that this would be taking into consideration the retirement of Mr Pepe and the need to hire additional temporary staff to support the FAO ASFA Secretariat in their ASFA related activities.

The ASFA Board approved the proposal.

- 37.** Regarding the FAO Trust Fund Proposal 'Adapting www-ISIS-ASFA to the re-engineered www-ISIS core program (including modifications to www-ISIS-ASFA, thus making it also Release-2)' (ASFA/2010/81) €15,000

This ASFA Trust Fund proposal would involve the adaptation of the www-ISIS-ASFA application used for ASFA Data Entry by the ASFA Partners, so as to be able to run under the new core program.

Mr Pepe (FAO ASFA Secretariat) explained that the core www-ISIS program that works under the www-ISIS-ASFA application was being re-engineered, with funding from FAO's regular program budget (not the ASFA Trust Fund).The application would benefit from the new features of the core program it would be Linux compatible and UNICODE compatible, it would use the Lucene search system , it would be compatible with 64 bit computers and Windows XP, Vista and Windows 7.....

Mr Emerson (ProQuest) expressed some apprehension about continuing with an ISIS-based softwarehe commented that perhaps it would be opportune to evaluate or at least start thinking about some different applications to use for data entry.

Mr Pepe (FAO ASFA Secretariat) clarified that the ASFA Board was being requested to approve the project only in principle, pending the successful completion of the re-engineered www-ISIS core.

The ASFA Board approved in principle the proposal and **agreed** that the € value will be fixed at the US\$ exchange rate at signature of the contract and remain fixed throughout the project cycle

- 38.** Regarding the FBA Trust Fund Proposal 'Digitization, Open Access Deposition and ASFA Record Preparation of Freshwater Grey Literature, 1940-2007' (ASFA/2010/64b) US\$ 15,000

This proposal aims to bring a range of freshwater grey literature, previously available only to a small audience, to a wider user base, by digitizing it and depositing it in a repository and also preparing ASFA records (including URI links) .

Mr Pettman (FBA) explained that his institute had identified 500 documents in the field of freshwater sciences in different continentsHe had gained approval from the management of the FBA to make this material available as digital full text, open access and entered in ASFA with URI to full text.....

The ASFA Board approved the proposal.

39. Regarding the IFOP Trust Fund Proposal 'Creation of an institutional digital archive of IFOP' (ASFA/2010/25a) US\$ 21,400

Several ASFA Partners commented that it was not clear from the project proposal as to exactly what was being proposedwhat were the documentary resources to be scanned where were they from was there a need to write/translate abstracts where would they be deposited

The FAO ASFA Secretariat agreed to discuss this ASFA Trust Fund Proposal with IFOP during the intersessional period in order to clarify exactly what IFOP wished to do in this proposal so that the proposal could be re-submitted at the next ASFA Board Meeting.

Agenda Item 14 (Place and date of next meeting)

40. *Mr Pepe (FAO ASFA Secretariat) reported that the FAO ASFA Secretariat had received a communication from Mr N. Gaibor (INP) during the Board Meeting, offering to host the 2011 ASFA Advisory Board Meeting at his institute (Instituto Nacional de Pesca, Guayaquil, Ecuador).*

The ASFA Board agreed that the 2011 ASFA Board Meeting would be held at INP, Guayaquil, Ecuador. The exact dates would be confirmed by INP and then circulated to all ASFA Partners by the FAO ASFA Secretariat via ASFA Board-L.

Agenda Item 15 (Special topics, demonstrations, workshop day)

41. *Regarding discussions held after the presentation by Ms E.Nyika (IMS) on 'Valuation of library and its information resources, including ASFA resources for users'*

The ASFA Board agreed that valuation is an important topic and should remain in future Agendas (including collaboration with ASFA Partners or external consultants with particular knowledge in this area, e.g. Mr N. Kaske, other ASFA Partners or guest speaker).

42. *The issue of finding ways to measure the impact of ASFA usage on aquatic sciences (research, education, management etc) was raised in addition to valuation.*

The ASFA Board agreed that a new Agenda Item should be included in next years ASFA Board Meeting to cover the topic of impact assessment of ASFA.

Mr Pettman (FBA) agreed to provide some input to this Agenda Item for the next ASFA Board Meeting.

43. *Regarding the issue of Abstracting & Indexing services that appear on Internet as being apparently free to end users the need to study the business models behind these services was raised in relation to ASFA (i.e. identifying additional/alternative ways of funding and/or pricing ASFA products/services).*

The ASFA Board agreed that a new Agenda Item should be included in next years ASFA Board Meeting to start considering future alternative business models for ASFA.

Mr Emerson (ProQuest) agreed to provide some input to this Agenda Item for the next ASFA Board Meeting

44. *Regarding a user questionnaire on ASFA....the issue was raised by INRH that perhaps there was a need for a survey framework it could be useful for ASFA Partners to distribute a questionnaire within their institutes and/or regions*

The FAO ASFA Secretariat agreed to seek assistance regarding the design of a survey questionnaire from persons with specific knowledge in this area, once a primary objective is identified and concurred by the ASFA Quality Working Group.

45. *Mr Thompson (NAFO) raised the issue of including in the ASFA record the list of bibliographic references/DOIs that could appear at the end of the document*

The FAO ASFA Secretariat agreed to investigate the feasibility of adding a field in the worksheet of an eventual new release of the www-ISIS-ASFA software for the list of references cited at the end of the document.

