

FAO Fisheries Department

ASFA Advisory Board Meeting (FAO, Rome, 9-12 June 1998)

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ANNEXES

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1. OPENING OF THE MEETING

Dr. R. Grainger (Chief FIDI) opened the Meeting and welcomed the participants to FAO. He expressed his pleasure at meeting the ASFA members and praised their efforts in making ASFA the success it is. He congratulated the Board on its past decision to facilitate participation of developing countries in Board Meetings through the use of the ASFA Trust Fund and hoped that this would continue in the future. Regarding the topics to be discussed during the Meeting, he made particular mention of the future development of ASFISIS under the Windows environment and the numerous Trust Fund proposals.

The Meeting was attended by 27 participants from 13 National ASFA Partners, 1 International Partner, 3 UN Co-sponsors, the Publisher, and 2 observers. The names and addresses of the participants are listed in Annex-A. The abbreviations used in the Report are listed in Annex-B.

2. ADMINISTRATIVE ARRANGEMENTS

Mr. R. Pepe (FAO) presented this Agenda Item.

3. ELECTION OF CHAIRPERSON AND RAPPORTEUR

Ms. J. Beattie (NOAA) was elected to Chair the meeting. Mr. Pepe (FAO) was

appointed Rapporteur and Ms. H. Cameron (DFO) as assistant Rapporteur.

4. ADOPTION OF THE AGENDA

The Agenda was adopted and is attached as Annex-C, with the following additions:

6.4 ASFA Partnership Agreement

6.5 ASFA Publishing Agreement

8.5 Increasing Distribution of ASFA Information Products and Services

5. ADOPTION OF THE SUMMARY REPORT OF THE 1997 ASFA ADVISORY BOARD MEETING

The Report of the 1997 ASFA Advisory Board Meeting (Gdynia, 22-25 April 1997) was adopted by the Board.

5.1 Matters Arising from last (1997) ASFA Advisory Board Meeting

The Chair reviewed the "Decisions and Actions" agreed by the Participants at the last ASFA Advisory Board Meeting. Below is the list of "Decisions and Actions", Annex-33 of the 1997 Report. The page numbers following each item refer to the 1997 Meeting Report.

The status or action taken for each item (1-39) is reported in ***bold italics*** directly below the item, itself, and/or reference is made to the appropriate Agenda item in this Report for further information:

1. CSA reported ... that the list [of Doc. Suppliers to assist ASFA users] would appear on the next CD-ROM.(p.2)

- Ms. A. Hitti (CSA) reported that this was not done, and that such a list would be in need of constant updating. CSA agreed to follow up on the matter if the Board wished. The Board agreed that the list was not necessary.

2. NOAA also agreed to continue sending updates of the NODC Taxonomic List to all Partners.(p.6)

- Ms. J. Beattie (NOAA) reported that this was done.

3. NISC reported ... that now it was prepared to offer to Partners, for a three month free trial period, any one of its three ASFA related CD-ROMs for information and testing. (p.6)

- FAO called attention to the NISC Report which reiterated last years offer to supply Partners with the NISC CD-ROM for a free trial period.

4. Information on the survey of aquatic science related CD-ROMs - **Ms. Crampton [NISC]** ... **agreed** to distribute copies of the Report to all Partners when it was available. (p.9)

- No mention of this was made in NISC Report.

5. The **Board granted** its approval for the admission of the new ASFA Partner from Argentina (Instituto Nacional de Investigacion y Desarrollo Pesquero (INIDEP). (p.9) - *No action necessary.*

6. **FAO agreed** to prepare a paper for discussion at the next Meeting on the criteria for the recruitment and approval of new Partners and the criteria for the removal of existing Partners not fulfilling their responsibilities. (p.9)

- FAO reported that this was done and referred to ASFA Info. Doc. -1 (Annex-1). See Agenda item-6.2.2.

7. The **Board agreed** that no new ASFA Partners would be admitted until the next Board Meeting when criteria for admission and the removal of inactive members have been reviewed. (p.9) - *See item -6 above.*

8. The **Board agreed** in principle that when and if PIMRIS signs the Partnership Agreement, its membership will be accepted by the Board. (p.9)

- FAO reported that PIMRIS signed the Partnership Agreement during the inter-sessional period.

9. Regarding the lack of ASFA Partners in Arab regions, **Mr. Moulder agreed** to maintain contacts with the 6 Gulf States that he visited with the idea of identifying a potential institute for development as an ASFA Partner. (p.9)

- Ms. L. Noble (PML) reported no follow up to her knowledge. See Agenda item 6.2.2.

10. **FAO agreed** to speak with AGRIS regarding the subject of increasing compatibility of Thesaurus terms.(p.10)

- FAO reported that "no action", as AGRIS is in the progress of discussing the future of its system. See Agenda item 6.3 and the FAO Report item 5.1 (Annex-14).

11. The **Board welcomes** unique and current (i.e. 1997 - onwards) records from the

Centre on Harmful Algae, for which IOC/UNESCO would presumably accrue the entitlement credits. A monitoring list will be developed by the **Centre** and **FAO**. It is the responsibility of the **Centre** to ensure it does not send duplicate records into the system. (p.10)

- FAO reported that during the inter-sessional period it trained one person (Dr. Hansen) from the Centre in the ASFA input methodology. The exact monitoring responsibility of the Centre still needs to be decided.

12. FAO agreed to investigate, with BF, the means of creating a Master ASFA database (1975-77 records)... . The "Master file", once created, would be made available to the Partners. (p.10) - *See Agenda item-13.2.6*

13. The importance of [including] older material [in the ASFA database] was stressed by various Partners, but the **Board agreed** that priority must continue to be given to the processing of current material. (p.10) - *See next item.*

14. The **Board agreed** that FAO should examine the possibility of entering the records from the period 1971-1974, which exist only in the printed ASFA journal, to the database. Possibilities to be investigated include scanning and OCR or keyboarding. ASFA Trust Funds might eventually be employed for the conversion of this file. (p.10)

- See Agenda item-13.2.5 and ASFA Info. Doc.-11 (Annex-11).

15. CSA agreed to follow up on the matter of missing IC (Input Centre Codes) on the CD-ROM. (p.11)

- CSA reported this done.

16. The **Board agreed** that a small working group (FAO, C. Thiery, A. Hitti, C. Emerson, R. Gruszka, M. Crampton, Ms. Watts, Chair) would draw up a list of approaches that could be used to increase the distribution of the ASFA information products in developing countries. (p.11)

- FAO and CSA reported that they had taken action on this matter based on a suggestion made by FAO at last year's Meeting, CSA did not receive any other suggestions during the intersessional period from Partners. See Agenda item-8.5

17. FAO announced its PowerPoint presentation ASFA (available in English, French and Spanish) on ASFA and **offered** to supply copies to Partners who requested it. (p.11) - *FAO renewed its offer.*

18. The **Board agreed** that the formula contained in the Publishing Agreement to calculate the Partner's entitlement "or "purchasing power" should be negotiated

between FAO and CSA at the next renewal of this agreement which was in two years time. (p.12) - *See Agenda item 6.5.*

19. The Board agreed to set up a working group (NOAA, DFO, PML) to assist FAO in negotiating the Publishing Agreement. (p.12) - *See Agenda item 6.5.*

20. Machine Readable Input (ASFISIS) - The ASFISIS Technical Committee agreed:

(ITEMS 20.1 TO 20.6, BELOW, WILL BE DISCUSSED BY THE ASFISIS COMMITTEE AND THEN UNDER AGENDA ITEM 9. AND 13.2.1)

20.1 the letter from the UK network regarding difficulties in using ASFISIS - The ASFISIS Committee agreed that the software did not constitute any real problems and that some of the problems noted by the UK users were due to lack of knowledge regarding some aspects of the software, computers or network set-up. (p.12) - *No action required*

20.2 switch over to ASFISIS under Windows - the ASFISIS Committee decided that it would be advisable to start considering this possibility and agreed that the Trust Fund could be used for such a development. **Dr. DeSmet was requested** to do a feasibility study regarding the cost of such a switch over so that it could be eventually proposed as a Trust Fund project (Agenda Item 13.2, point 5). (p.12) - *See Agenda item 13.2.1.*

20.3 Help Desk and FAQ list - the ASFISIS Committee agreed that the solution to many problems found using ASFISIS could be easily solved through the services of a Help Desk and a frequently asked question listing. The **Board agreed** that Dr. DeSmet could be responsible for such a Help Desk and that **Dr DeSmet should provide** an estimate for the cost of such a service so that it could be considered as a Trust Fund project (Agenda Item 13.2, point 6). (p.12)

20.4 Spell checker - **BF agreed** to test the spell checker. (p.13)

20.5 No-level fields - the **Committee agreed** that the introduction of "no-level fields" could have an impact on the database producer CSA and spinners (e.g. BF). (p.13)

20.6 Dr. DeSmet agreed to send the ASFISIS field definition tables to CSA for study regarding the consequences of such a change. Should there be a need to revert back to "levelled fields" **Dr. DeSmet will have to send** FAO another version of ASFISIS Release-3) for testing. (p.13)

(FOR ITEMS 21 TO 31, BELOW, SEE DISCUSSIONS UNDER AGENDA ITEM-11 "STATUS OF ASFIS REFERENCE SERIES PUBLICATIONS")

21. *ASFIS-1 Serials Monitored for the ASFIS Bibliographic Database* - the **Board agreed** that there was still no need to produce the printed version and that an up-to-date file should be included on the ASFA Homepage. **FAO agreed** and reported that this would be done in the future as tools were updated. (p.13)

22. *ASFIS-2, Subject Categories and Scope Descriptions* - **FAO reported** that ... this publication should be finalized and published by the end of the year. (p.14)

23. PML reported that the ASFA subject categories which are used to describe research workers in the IOC Online Global Directory may not be sufficient to classify all scientists specialities. This is based on comments that IOC has been receiving directly from the scientists signing up to this list. The **Board agreed** not to introduce any new subject categories, but would keep the matter under consideration. (p.14)

24. *ASFIS-3, Guidelines for Bibliographic Description* - Finalization is pending issue of ASFISIS (release-3).

25. *ASFIS-4, Abstracting Guidelines* - Finalization is pending issue of ASFISIS (release-3).

26. *ASFIS-5, Guidelines for Subject Categorization and Indexing* - Finalization is pending issue of ASFISIS (release-3).

27. ASFIS-6, ASFIS Aquatic Sciences and Fisheries Thesaurus - The Thesaurus Working Group decided:

27.1 translation: the question was deferred to the next Meeting [since the Board had previously agreed to test the English version and finalize it before undertaking any translations]. (p.14)

27.2 formatting for printing: deferred to next Meeting. (p.14)

27.3 maintenance of the Thesaurus - the Working Group agreed to follow a procedure similar to the previous maintenance routine, that is:

a) users should fill in a specially designed term recommendation worksheet, which will be made available on paper or Internet (note: the paper worksheet is already designed with instructions for use), (p.14)

b) user should send the recommended terms to the Thesaurus manager, who will collate them and send them to the Thesaurus Working Group for approval. Ms Cameron (DFO) volunteered to be the Thesaurus manager for the first year. Once approved, the terms then need to be input into the Thesaurus master file. (p.14)

c) Ms. Cameron reported that Ms. Hudson had agreed to maintain the Thesaurus master file which is estimated to involve one weeks work per year and her fee would be approx. \$1500. FAO agreed to formulate a trust Fund proposal for the ongoing maintenance of the Thesaurus for consideration by the Board for the next Board Meeting. (p.14)

28. ASFIS-7, Geographic Authority List - The Working Group decided:

a) that a list of geographic terms should be produced to be included in ASFISIS as a pick-list. (p.15)

b) **CSA agreed** to provide the list of geographic terms which would consist of terms contained in three years of annual ASFA geographic indexes. (p.15)

c) the **Committee agreed** to divide the list among the members Geographic Authority List Committee and to control it for accuracy against a set of guidelines which still needs to be established. (p.15)

d) the **Committee agreed** that there was still an interest and need for the printed version with its displays and hierarchy, but that its updating would have to take second precedence to the pick-list. (p.15)

e) the **Committee agreed** to request Dr. DeSmet to make the geographic terms scroll (or appear) in the pick-list by choosing any of the terms making up the geographic descriptor. (p.15)

29. ASFIS-8, Taxonomic Authority List - FAO announced that the *FAO Standard Common Names and Scientific Names of Commercial Species* would be included in ASFISIS (release-3). (p.15)

30. ASFIS-9, Database User Guide - No Action. (p.15)

31. ASFIS-10, Authority List for Corporate Authors - FAO reported that the latest edition will be included in ASFISIS (release-3). (p.15)

32. Expanded Language Capability in ASFA (p.15)

(FOR ITEMS 32.1 TO 31.3, BELOW, SEE DISCUSSIONS UNDER AGENDA ITEM-12)

32.1 The **Board agreed** that it would be preferable to have non-English abstracts without diacritical marks included in the ASFA database rather than no abstract at all. (p.15)

32.2 CSA agreed to accept the Partners' input with diacritical marks even though they would not appear on the CD-ROM or Online databases as these records could one day be reloaded when the vendors acquired the capability to handle diacritical marks However, **CSA requested Partners** not to begin sending non-English abstracts to CSA until the ASFISIS release-3 software was issued. (p.15) - ***No Action required.***

32.3 It was suggested that input centres use ASCII Code Table 850, failing which, they should inform CSA of the Code Table used. (p.16) - ***No Action required.***

33. FAO reported that the [ASFA Trust Fund] account [which is held in FAO] incurred no administrative charges. **FAO agreed** to investigate the situation as regards the accrual of interest. (p.16)

- FAO reported that no interest is accrued, and that no administrative charges are levied.

34. ASFA Trust Fund Proposals (PAST PROPOSALS)

(FOR ITEMS 34.1 TO 34.4 BELOW, SEE AGENDA ITEM-13)

34.1 Chinese proposal Identification of ASFA information users and suppliers in China sub-project 1 The Chinese have completed sub-project 2 and have submitted to both FAO and IOC a Report of the two training courses held under this proposal. This Report was made available by FAO at the Meeting for information. Therefore, **China could now proceed** with carrying out sub-project-1. (p.16)

34.2 Manual on ASFISIS software data entry - The **Board agreed** that the manuals were still needed and that the \$6000 (already committed) should be kept for this purpose. (p.16).

34.3 Logo for ASFA Competition - The **Board agreed** to proceed with the development of a logo which did not incorporate the term ASFA. The **Board agreed** to forgo the idea of a competition and to recruit an artist who would create at least three proposals for judging by the Board. The **Board agreed** to entrust IOC with the task of finding a suitable artist for the task. FAO agreed to consult the Legal Counsel on copyright implications arising from the use of a logo commissioned from an artist. (p.16)

34.4 Statistical Analysis of ASFA database - **CSA agreed** to carry out the analysis using their database and, if possible, the DIMDI database (for records from 1975-1977).

Dr. Emerson will co-ordinate this analysis and will communicate with the partners

via e-mail for suggestions on the type of information Partners would like to see in the final Report. If necessary, the **Board agreed** to allocate up to \$7000 to assist CSA in this analysis (See 6.2.2). (p.16)

- CSA reported that a brief report on this work was included as Annex-1 to the CSA Report (Annex-38).

35. ASFA User Survey - NOAA agreed to provide an estimate on the cost of designing the questionnaire and carrying out the survey and to submit it by E-mail to partners for approval by 1 July 1997. (p.17) - *NOAA reported no action*

35.1 CSA and NISC agreed to investigate the possibility of providing their mailing list for the purposes of the survey. (p.17)

- CSA reported no action

35.2 FAO agree to provide NOAA with two sample questionnaires designed by INIS (for end users and intermediate users) as information. (p.17) - *NOAA reported no recollection of receiving them, and requested them again.*

36. ASFA Trust Fund Proposals (NEW PROPOSALS)

(FOR ITEMS 36.1 TO 36.7, SEE AGENDA ITEM-13.1 OR OTHER APPROPRIATE AGENDA ITEM)

36.1 Analysis of Database for Scope and Coverage with eventual recommendations for improvement. The **Board agreed** to this proposal. (p.17).

- Implementation of this project is pending the release of ASFISIS Release-3. See Agenda item-7.

36.2 Extension of ASFA potential in Ukraine. The **Board agreed** to this proposal in view of YugNIRO's past performance regarding the preparation of ASFA input. The Board agreed to increase the total sum for the project to \$3000. (p.17)

- The project is pending the release of ASFISIS release-3. See Agenda item-13.1 and YugNIRO Report (Annex-22).

36.3 Provision of ASFA Centres in the former USSR with reference materials for input. The **Board agreed** to this proposal of YugNIRO (\$2500), but the implementation would have to wait until FAO completed the English versions of the Guidelines so as to incorporate any changes made necessary by ASFISIS release-3. It was noted that the translation of the guidelines into Russian could also be of benefit to other Russian speaking countries in the area. (p.17)

- *This project was completed. See Agenda item-13.1 and YugNIRO Report (Annex-22).*

36.4 Pacific Islands Marine Resource Information System (PIMRIS) funding proposal to ASFA Board [note PIMRIS must still sign the ASFA Partnership Agreement to join ASFA]. The **Board agreed** in principle to this proposal and to allocate an initial sum of \$3500 for a first batch of 500 records. The first 50 records should be sent to FAO for checking and approval. (p.17). The **Board agreed** that it would approve a second proposal from PIMRIS for a further 500 records on the successful completion of the first batch. See Agenda Item 6.2. (p.17)

- *See Agenda item- 13.1 and PIMRIS Report.*

36.5 Feasibility Study for implementation of Windows version of ASFISIS. The **Board agreed** that **Dr. DeSmet** should prepare a study on the eventual costs of preparing a Windows version of ASFISIS. The estimate should be submitted to the Board for eventual approval. (p.17) - *See Agenda item-13.2.1.*

36.6 Help desk services for ASFISIS. The **Board approved** this proposal in principle and requested from **Dr. DeSmet** an estimate of the costs for such a service for a one year period. On receipt of the estimate the Board will vote its approval. (p.17) - *FAO reported that it was performing this service.*

36.7 Financial support to attend ASFA Board Meeting. The **Board agreed** in principle to this proposal. (p.17)

The **Board agreed** that it may allocate up to \$6000 to support participation at the Board Meeting by participant(s) from economically developing countries or from countries in transition to a market economy. The **Board agreed** to review each year the sum allocated to this proposal. (p.17). The **Board agreed** that FAO should decide on the candidates to benefit from this fund. (p.17) - *See ASFA Info. Doc.-7 (Annex-7) and Agenda item-13.2.2*

37. The paper by Dr. Emerson and Mr. Moulder, *ASFA-Challenges and Opportunities after the First 25 Years*, was mentioned regarding the possibility of it being included either on the FAO or IOC Homepages. **Mr. Moulder agreed** to check with IAMSLIC regarding any eventual copyright restrictions regarding its use. (p.18)

- *PML agreed to contact Mr. Moulder for information on this matter.*

37.1 FAO agreed to follow up on the possibility of it being included on the FAO ASFA Homepage. (p.18)

- *FAO reported that it was possible to add papers relevant to ASFA prepared by the*

ASFA Partners to the ASFA Homepage.

38. The Board accepted with gratitude the offer of FAO to host the next ASFA Advisory Board Meeting in Rome some time in June 1998. (p.18). - ***No Action required***

39. FAO agreed to confirm the exact dates of the Meeting. (p.18). - ***Done.***

6. STATUS OF THE ASFA PARTNERSHIP

6.1 Report on Inter-Sessional Activities of the ASFA Partners

Each ASFA Partner presented a summary of its inter-sessional activities.

The full Reports of the ASFA Partners are included as Annexes to the Report, therefore only comments and/or discussions regarding the Reports are recorded below.

6.1.1 UNITED NATIONS CO-SPONSORS

6.1.1.1 FAO - Dr. R. Grainger presented the FAO Report (Annex-14).

6.1.1.2 UN/DOALOS - Mr. R. Gruszka presented the UN/DOALOS Report (Annex-39).

6.1.1.3 IOC - Mr. P.Pissierssens presented the IOC Report (Annex-31).

6.1.2 ASFA PARTNERS

6.1.2.1 Canada (NRC) - Ms. H. Cameron presented the DFO Report (Annex-20).

6.1.2.2 Chile (IFOP) - Ms. P.Muñoz presented the IFOP Report (Annex-41).

6.1.2.3 China (NMDIS) - Mr. Yang Ying presented the NMDIS Report (Annex-27).

6.1.2.4 France (IFREMER) - Ms. J. Prod'homme presented the IFREMER Report (Annex-32).

Discussions followed on the topic of delays in records appearing on the database. See Agenda item-8.1.

6.1.2.5 Germany (BF) - Dr. W. Kirchner presented the BF Report (Annex-34) and a table of database statistics regarding all Partners input (Annex-34a).

Discussions followed regarding discrepancies in the figures and Input Centre Codes. **BF agreed** to submit a revised table for inclusion in the final report.

6.1.2.6 Greece (NCMR) - Ms. S. Goulala, presented the NCMR Report (Annex-37).

6.1.2.7 India (NIO) - Mr. M. Tapaswi presented the NIO Report (Annex-17).

6.1.2.8 Kenya (KMFRI) - Mr. K. Onyancha presented the KMFRI Report (Annex-40).

6.1.2.9 Mexico (DGB) – Mr. M. Montes presented the Report for Mexico (Annex-21).

6.1.2.10 PIMRIS - Mr. G. Rao presented the Report for PIMRIS (Annex-29).

He also gave a short talk on the history, structure, and functioning of the Pacific Islands Marine Resources Information System (PIMRIS).

6.1.2.11 Russia (VNIRO) - Dr. Sinelnikov (Alternate Observer of Russian Federation to FAO) presented the VNIRO Report (Annex-28).

6.1.2.12 Sweden (IMR) - Dr. A. Lindquist presented the IMR Report (no written Report).

He mentioned the input activities of the Centre and that Dr. Oresland would be participating in the training on ASFA Input methodology to be held directly after this Meeting. Dr. Oresland will take over the responsibilities from Dr. Lindquist regarding ASFA.

6.1.2.13 Ukraine (YugNIRO) - Dr. E. Romanov presented the YugNIRO Report (Annex-22).

6.1.2.14 United Kingdom (PML) - Ms. L. Noble presented the PML Report (Annex-18A).

She reported that David Moulder left his position as Head of the National Marine Biological Library in January 1998 to take up the post of Librarian for the World Maritime University in Sweden.

The Board expressed its gratitude to David Moulder for his many years (almost a quarter of a century) of hard work and enthusiasm dedicated to the ASFA program. Mention was made of the many special committees on which he served (e.g. committee for negotiating the last Partnership Agreement, Geographic Authority List Committee, ASFISIS Committee and Thesaurus Committee). It was also noted that

he chaired a number of Board Meetings and also served as Reporteur.

6.1.2.15 USA (NOAA) - Ms. J. Beattie presented the NOAA Report (Annex-38).

6.1.2.16 ASFA PUBLISHER (CSA) - Ms. A. Hitti and Dr. C. Emerson presented the CSA Report (Annex-33).

6.1.3 Others

The Chair reminded the Participants that the Reports of the ASFA Partners not present at the Meeting were available as part of the Meeting Documents.

6.2 New and Potential ASFA Partners

6.2.1 Admission of new Partners

Two new ASFA Partners, UNEP and PIMRIS, joined the partnership during the interim period.

SPAIN - Dr. J. Cort (FAO) mentioned his upcoming travel to Spain where he intended to investigate potential ASFA Partners.

He requested guidance from the Board on the possibility of recruiting two separate Spanish National ASFA Partners in the same country, The Instituto Español de Oceanografía (IEO) and The Instituto Tecnológico y Pesquero del País Vasco (AZTI).

Considerable discussion followed on this subject. The **Board agreed** that the principle of one National ASFA Partner per country should be maintained.

FAO agreed to pursue the recruitment of ASFA Partners in Spain in accordance with the Board's advice.

ARAB COUNTRIES - **PML (UK) and IOC agreed** to follow up on identifying potential contacts in Arab countries visited by David Moulder.

BRAZIL - **DGB (Mexico) and NOAA (USA) agreed** to follow up on identifying a potential ASFA Partner in Brazil.

IRELAND - **FAO agreed** to follow up on a contact provided by BF regarding a potential Partner.

PHILIPPINES - **FAO agreed** to follow up on a request that it received from the Philippines Council for Aquatic and Marine Research and Development.

AUSTRALIA (existing National Partner is CSIRO, Div. Fish., Library) - The Board requested information on Australia's participation in ASFA since 1996. FAO reported that Australia has declared its intention to participate. See the next Agenda item 6.2.2

NEW ZEALAND - PIMRIS agreed to investigate the possible participation of New Zealand in ASFA.

PORTUGAL (existing National Partner **IOC agreed** to follow up regarding the status of Portugal's participation in ASFA.

6.2.2 Consideration of potential Partners

As agreed at the last Meeting, FAO drafted "Criteria for the recruitment and approval of new Partners and for the removal of existing Partners not fulfilling their responsibilities" (**Annex-1**).

Criteria for recruitment of new Partners

Considerable discussion followed on this Agenda item. A number of Partners did not consider the present criteria for admitting Partners as adequate and suggested more stringent requirements such as a required minimum input. More numerous, however, were the Partners who felt that the current Criteria were functioning successfully.

The **Board agreed** not to amend the Criteria contained in the current ASFA Partnership Agreement (Article-V) as regards the admission criteria for new Partners.

In brief, the current admission criteria (i.e. **Article V**) states that membership in ASFA is based on the **agreement** by the potential new Partner to fulfil the following three responsibilities:

- 1) to monitor** serials, monographs, etc. (Article-V, paragraph 5.2),
- 2) to ensure the highest quality in monitoring** of literature and the **preparation** of input (Article-V, paragraph 5.3), and
- 3) to allocate** the necessary **resources** to fulfil the above 2 items (Article-V, paragraph 5.5).

Criteria (or procedures) for removal of Existing Partners not fulfilling ASFA responsibilities

Currently the only sanction for Partners not meeting the agreed responsibilities contained in the Partnership Agreement is suspension of complimentary ASFA

products after two years of no input (Article-V, paragraph 5.6). The Partnership agreement does not contain a procedure for removing Partners who do not fulfil the agreed ASFA responsibilities.

The **Board agreed** that a procedure for removing existing ASFA Partners not fulfilling ASFA responsibilities was required. However, the Board did not consider it necessary to amend the current ASFA Partnership Agreement to include such a procedure.

The **Board agreed** to the following procedure for the removal of existing Partners:

1. In the case of an ASFA Partner who is not able to fulfil the responsibilities under Article-V of the ASFA Partnership Agreement,

1.1 After **one year** in which a Partner does not submit input, the FAO ASFA Secretariat will contact the Partner and will endeavour to identify the reasons why the ASFA Partner is not able to fulfil its agreed responsibilities. The ASFA Secretariat will attempt to assist the Partner to resume carrying out its agreed responsibilities. This may be achieved by strengthening the Partners information infrastructure, through provision of training, equipment etc. and will depend on available resources in the ASFA Secretariat.

1.2 As stated in Article-V paragraph 5.6 of the Partnership, if a Partner fails to fulfil its responsibilities for **two consecutive years**, the Board may suspend that Partner's entitlements.

1.3 If, at the end of the **third year**, it is not possible for the Partner to resume its ASFA input activities, or if the Partner does not have Publications to input into ASFA, or if the Partner does not demonstrate sufficient interest in continuing its participation in ASFA, then the ASFA Board may decide (through consensus) to remove the Partner from the ASFA Partnership. Removal from the Partnership would not exclude the possibility of future participation in ASFA by the same institute or organization.

(Note: Partners may also apply the above procedure to remove collaborating centres)

Australia - With reference to Article V, paragraph 5.6 of the ASFA Partnership Agreement regarding a Partner's failure to fulfil its responsibilities for two consecutive years, the **Board agreed** to suspend the Australian (CSIRO) ASFA National Partner's entitlements until such time as it resumes input preparation.

The **Board requested FAO** to notify CSIRO of this decision.

6.3 Co-operation with AGRIS

The FAO ASFA Secretariat did not pursue further co-operative arrangements with the FAO AGRIS/CARIS Co-ordinating Centre, as they are involved in a major redesign of their system. FAO referred the Board to section 5.1 of its intersessional Report (**Annex-14**) which contains a summary of the Expert Consultation on Redesign of AGRIS/CARIS which was held in January 1998.

FAO (ASFA) agreed to keep the Board informed of the changes decided for AGRIS.

Regarding the aquaculture records provided to CSA by AGRIS, CSA reported that they still have not incorporated them into their system, but that NISC has included this file (47,976 records) on their Aquatic Biology, Aquaculture and Fisheries Resources (ABAFR) CD-ROM. Regarding future updates to this file, **FAO agreed** to provide CSA with the name of the new contact in AGRIS.

6.4 ASFA Partnership Agreement - No discussion.

6.5 ASFA Publishing Agreement

FAO tabled the Amended Exhibits to the ASFA Partnership Agreement (B and D) as ASFA Inf. Doc.-13 (see **Annex-13**).

FAO reminded the Board that the Publishing Agreement between FAO and CSA expires at the end of 1999.

The **Board agreed** that the working group set up at the last Meeting, to assist FAO in its negotiations with CSA, should be maintained. The group consists of the following ASFA Partners: NOAA, DFO, and PML.

7. ASFA SCOPE, COVERAGE, MONITORING AND TIMELINESS

The Chair introduced this Agenda item by presenting ASFA Information Document-2: *ASFA Scope, Monitoring, and Coverage* (**Annex-2**).

SCOPE

A few of the subject areas marked as "excluded from the scope of ASFA " [in the above mentioned document] were considered by some Partners as relevant to the scope of ASFA (e.g. weather modification and hydrology).

IOC reported that the ASFA Subject Categories were being used to index the Scientists included in the *Global Directory of Marine (and Freshwater) Scientists* and that the present number of categories has proven insufficient for the purpose of indexing scientist's specialities.

It was pointed out that the ASFA Subject Categories were not established to describe the innumerable subject specialities of scientists, but rather to serve as a means for grouping similar references in the ASFA journals and as an aid to the retrieval of documents during computerised searches.

The utility of subject categories in database searching was questioned as it applies to intermediate and end users. One Partner reported that its end users (mostly students) preferred to use key words in searching. A number of other Partners thought that the subject categories were very useful in carrying out searches.

FAO suggested the need for a user survey which would provide needed guidance on matters such as this.

Dr. Oresland (IMR) reported on his successful experience using the End-note software. This software allows one to retrieve a large number of records using keywords, and then once the records are downloaded into ones own computer environment, the records can be narrowed down and modify as required.

IOC noted that some categories were broken down into finer detail than others and questioned the logic behind this. It was also noted that the subject categories were established in the 1970's and have had little revision since.

CSA reported that some of the ASFA subject categories had hardly or rarely ever been used.

The **Board agreed** to establish a Working Group to review the ASFA Subject Categories (i.e. to determine the need to create new categories and to eliminate never-used categories). The Group is composed of the following ASFA Partners: IOC (Chair), NOAA, CSA, BF, and FAO.

COVERAGE

Regarding "indexing the Internet", CSA reported that it was already indexing electronic journals on the Internet and web sites.

IOC remarked that electronic journals would be fairly easy to capture, but that the other types of Internet based material would be rather difficult to capture in a systematic manner, and this would be misleading to users if such coverage was claimed by ASFA.

Regarding electronic journals, FAO stated that references to electronic journals could be presently accommodated in the ASFISIS worksheets.

The **Board agreed** that the importance of Internet as a source of information is growing and that a guideline for including material would be useful.

CSA and NOAA agreed to investigate ways of locating electronic journals and other information sources on the Internet and means for including the records in ASFA. A draft of their recommendations will be circulated to Partners via ASFA-Board-L.

NIO raised the question of why some references to core journals were appearing in ASFA without abstracts. CSA reported that one publisher (AGU) does not permit use of its abstracts. **CSA agreed** to consider the preparation of abstracts for the papers contained in these journals to conform to the ASFA policy which requires abstracts for most records (particularly for core aquatic science publications).

On the subject of every ASFA record requiring an abstract, IMR suggested that for Theses this requirement might discourage their being included (input) in ASFA .

The **Board agreed** that abstracts are an important part of the bibliographic description of a record, and that it would be preferable to include an abstract for every Thesis when possible. However if this is not possible, the **Board agreed** that a short descriptive abstract or just simply the indexing terms would be sufficient.

The **Board reiterated** the requirement that references to journal articles should always have abstracts.

BF suggested that the ASFA Partners invite producers of special databases (especially measurement data) to provide them with a description of their databases so that a reference record to the information source could be entered in ASFA.

IOC expressed its reservation on the inclusion of metadata on numerical databases in ASFA.

The Board was reminded that the ASFA record allows the inclusion of metadata (i.e. references to databases or data collections).

Languages

FAO agreed to modify the wording (of item 4.2.2.2.2 Abstract in the *Guidelines for Selection of Material for Input to ASFA*) so as to recommend more strongly the inclusion of an English abstract with every ASFA record, and to state more clearly that non-English abstracts appear in electronic ASFA products only, and not in the printed journals.

Time Span

PML suggested that the records included on the ASFA CD-ROM be grouped by publication year rather than by date of input.

Regarding the old ASFA material (1971-1978) the **Board recommended** that this material could be published on a separate CD-ROM

Document Types

FAO agreed to modify the wording of item 2.4.5 Patents in the *Guideline for Selection of Materials for Input to ASFA* as it does not clearly reflect the current policy regarding the coverage of this type of document (i.e. currently only patents on marine biotechnology are being systematically covered).

Regarding the overall usefulness of the proposed *Guideline for Selection of Materials for Input to ASFA*, the **Board agreed** that it was a useful document which should be maintained.

Under this item, the topic of cover-to-cover input of large conference proceedings was raised. The **Board agreed** that it was up to the individual ASFA Partner to decide if a Conference Proceedings was important enough to warrant the preparation of separate bibliographic records for each of the papers.

Analysis of the Database for Scope and Coverage with Eventual Recommendations for Improvement by M. Garruccio

FAO introduced this document, *ASFA Information Document-4*, for discussion (because of its size only a short summary is attached to this Report (**Annex-4**). A copy was sent to all Partners during the intersessional period).

NIO mentioned the bias toward Fisheries in this analysis. FAO suggested that Partners propose similar studies for different subject areas and, as an example, referred to the CEMARE Trust Fund proposal on fishery economics.

Mr. Gruszka (UN-DOALOS) commented on the part of the study referring to the Law of the Sea related literature that was not currently covered in ASFA. Although a number of publications listed had been deleted from the DOALOS subscription list some time ago for budgetary reasons, an effort would be made to restore coverage of certain journals and, if warranted, to include them in the monitoring list.

The **Board agreed** that the analysis of the database was useful.

Report on the Monitoring of Serials Abstracted in ASFA by H. Wibley

FAO introduced this document (**Annex-3**) for discussion and Ms. Wibley, the author of the Report, provided a brief description of the study. She stated that, unlike the previous study done in 1994, this study covered all current Serial titles appearing in

the ASFA Monitoring List. She mentioned that the "individual" Reports had been sent to each Partner and that FAO was now waiting for feedback.

In mentioning the possible reasons for gaps, there was general agreement that the reason for most gaps was that the journals were either not arriving in the Centres or that a particular issue of a journal did not contain articles relevant to the scope of ASFA.

The **Board agreed** on the utility of this study.

8. ASFA PRODUCTS AND SERVICES

8.1 Quality of Outputs

8.1.1 ASFA Journals, CD-ROM, and Database

The discussions were organized around the following items: Timeliness, Completeness, Correction of Records, Disappearing Records, Duplicates and Diacritical Marks.

Timeliness

In response to the observations made by Ms Prod'homme in her National Report regarding the lag in time between when a record is sent to CSA and when it appears on the magnetic tapes, CSA described its production cycle which links the printed journal and electronic versions of ASFA products.

Since there no longer any reason to maintain this link, the **Board agreed** that CSA should allow records to go into the magnetic tape and IDS versions of ASFA as soon as they are processed.

CSA reported that records arriving at CSA with no errors might be processed within one week.

CSA mentioned that processing time was slowed down when records arrived containing errors - which is often the case.

Completeness

BF suggested that a file be established to record issues of journals on Partners monitoring lists that do not contain material relevant to ASFA so that questions on gaps in coverage can be responded to quickly.

Opinion was divided on the utility of such a file and some Partners thought it

represented a lot of extra work depending on the size of monitoring list. The proposal was rejected.

The **Board agreed** that Partners would identify core and non core titles on their monitoring lists in their responses to Ms. Wibley's study. FAO stated that it would add a field to the master monitoring list file to indicate core and non-core titles.

The **Board agreed** to Mr. Monte's (DGB) suggestion, that once every three years each Partner should carry out a study of its own monitoring list for gaps (regarding core journals) and submit the results to FAO.

Correction of records

IOC reviewed the points that it raised in its Report regarding the difficulty in replacing on the database the corrected IOC records sent to CSA. However, now that Ms Wibley has supplied the accession numbers for these records, **CSA has agreed** to replace the records.

Regarding errors discovered on the database, CSA explained that the ability to correct a record depends on the media in which it is published. The IDS version could be corrected easily, the CD-ROM would require a re-mastering session, the on-line database would require a re-load, and the printed journal could not be corrected.

The **Board agreed** on the following procedure for correcting errors discovered by Partners:

1. Alert CSA to the existence of the error, and supply the accession number of the record (CSA is keeping a file).
2. If the record containing the error is more than two years old, Partners should send CSA a completely new record to replace the record containing the error. Provide the accession number of the record being replaced.
3. If the record containing the error is less than two years old, Partners may send a completely new record, as above, or just the information in the record that needs to be corrected. The accession number of the record to be replaced or corrected must also be provided to CSA.

CSA agreed to inform partners when corrections on the CD-ROM are going to be made and when they have been made.

Disappearing Records

BF reported that it appears to lose 20 records per year after sending its input to CSA, and other Partners also referred to similar losses.

CSA provided a number of possible explanations: 1) records outside the scope of ASFA are deleted by CSA (Partners are notified by CSA when this occurs); 2) records not sequentially numbered by Partners - so missing records are apparent but not real; 3) ASFA records sent via FTP without separate notification of the transmission to CSA.

Partners were reminded, that when they send a batch of ASFA records to CSA using FTP, they should also send an E-mail message notifying CSA that they have sent records by FTP. The E-mail message should specify the number of records sent and the TRN range.

The **Board agreed** that it was the responsibility of the ASFA Partners to follow up with CSA if they discover missing records.

Duplicates

PML reported a case of duplicates regarding two of the journals that it was monitoring. CSA recognised these particular cases as their error.

Ms Wibley stated that duplication can occur when one Partner takes over the monitoring of a journal from another Partner and the information on the last journal monitored was not communicated correctly.

In an attempt to avoid the duplication of input by Partners: the **Board agreed** that Partners should first check with FAO before preparing input for a nonserial publication published in a country not participating in ASFA. FAO will check if someone else has already prepared input for the publication, if not, FAO will give the go ahead to prepare input.

The **Board agreed** that Partners should check amongst themselves before preparing input for a non-serial publication which is published in a country that does participate in ASFA and for items published jointly by ASFA countries.

Diacritical marks

BF explained some of the problem regarding alphabetisation of words containing diacritical marks.

CSA re-iterated what it had said last year regarding diacritical marks, i.e. the ASFA database vendors (e.g., CD-ROM producers) are not in a position to handle them. **CSA agreed** to give an update on the situation at the next Board Meeting.

8.2 New Outputs and Services

Dr. W. Kirchner (BF) reviewed the history of the Baltic (Helcom) Database and described the current Baltic Sea Web project which aims to promote, facilitate and improve co-operation, resource sharing and networking between libraries. He demonstrated a GIS-solution for access to bibliographic information and full text documents on the Baltic Sea Marine Environment. Dr. Kirchner hoped that the ASFA Board might see some future application of this development as regards ASFA.

The Board greeted the demonstration by Dr Kirchner with enthusiasm.

The address of the above demonstration is :

<http://scipc3.scicon.gkss.de/baltic/Demonstrator3/BswDemonstrator.html> (case sensitive)

Dr. C. Emerson (CSA) provided a short demonstration of the CSA Internet Database Service.

8.3 Public Relations Activities and Marketing

BF reported that SilverPlatter no longer sells "stand alone" versions of the ASFA CD-ROM to libraries and that, in his opinion, the price for the LAN version (approx. \$7,000) was too high for small libraries. In addition, he pointed out that the same ASFA product was being marketed at different prices by different vendors thereby causing confusion among users and damage to the image of ASFA. **CSA agreed** to review the situation of pricing with SilverPlatter and NISC.

The **Board agreed** to YugNIRO's suggestion that all Partners notify the Publishers of journals that they are monitoring, and request that the Publishers include a statement on the title page declaring that the journal is indexed by ASFA..

CSA agreed to investigate the idea suggested by YugNIRO that CSA produce a yearly poster describing ASFA for distribution to Partners and other users of the ASFA products and services..

It was noted that it would be useful to include "Tips for searching ASFA" on the ASFA Homepage.

NOAA suggested that Partners bring all the papers, search guides, etc., that they have prepared on how to search/use ASFA to the next Board Meeting for exchange.

8.4 Partner Entitlements

Attention was called to page 23 of the FAO Report (**Annex-14**) which contains a the

list of the ASFA Partners and the entitlements that they are currently receiving from CSA. **Partners** were reminded to contact CSA should they have any questions regarding their entitlements.

8.5 Increasing Distribution of ASFA Information Products and Services

FAO reported on its efforts to supply CD-ROMs to institutes in all the Low Income Food Deficit Countries (LIFDCs) as mentioned at last year's Board Meeting.

The small working group set up at last year's Meeting to deal with this matter remained inactive during the intersessional period, so FAO contacted CSA with the following proposal:

FAO proposed to distribute the ASFA CD-ROM "free of charge" for a period of at least 5 years to the LIFDCs (beginning with the 41 LIFDCs located in Africa), which have the need and the ability to use it. During the 5 year period, it is expected that the Institute would develop a need for the product by using it to provide information services. Gains from the use of the CD-ROM could be used by the Institute to offset the costs of future subscriptions.

CSA agreed to this proposal for an initial two year period and extended the offer to include the Internet Database Service to any LIFDC country that had access to the Internet.

FAO agreed to send the list of LIFDC countries to the Partners.

The **UN ASFA Partners** (present at the meeting) **agreed** to co-ordinate their efforts regarding the identification of recipient institutions.

It was suggested that donor funding be sought to assist in the dissemination of the ASFA products and in the training to use such products in LIFDC. **FAO agreed** to seek funds from field projects, regional offices and the newly formed SIFR Secretariat which was just set up in FAO.

9. PROGRESS WITH MACHINE READABLE INPUT

The ASFISIS Technical Committee met and discussed Dr DeSmet's paper on the *Comparison of software environments and features needed for the ASFA data entry software* (**Annex-15**).

The **ASFISIS Working Group agreed** to maintain the ISIS software environment and to begin the development of a Windows based follow up to the ASFISIS/DOS software. ASFISIS Release-3 would be the last DOS based version of ASFISIS.

The Group decided (with the assistance of Mr. T. Jarret, FIDI systems analyst) that

the development of the Windows version of the ASFISIS Software should be preceded by a "**systems specification phase**" before launching a real development phase.

Dr. E. DeSmet and Mr. T. Jarret agreed to draw up a Trust Fund proposal in order to carry out the "systems specification phase" (**Annex-42**).

This proposal was discussed by the Board under Agenda item **13.2.1** New Trust fund Proposals.

10. REPORT ON ASFA TRAINING ACTIVITIES

The four training sessions held by FAO during the Intersessional period are briefly described in section 11 of the FAO Report (**Annex-14**).

Following this Board Meeting, FAO will instruct Dr. Oresland (IMR, Sweden) in the ASFA Input methodology.

11. STATUS OF ASFIS REFERENCE SERIES PUBLICATIONS

The correct meaning and usage of the term "Authority List" was discussed. The **Board agreed** that ASFISIS pick lists would be referred to as "Lists" rather than as "Authority Lists".

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

FAO reported that it continued to maintain this file and that it relied on the input of Partners to do so.

FAO agreed to put the full updated ASFA Monitoring List on the ASFA Homepage on a periodic basis, so that Partners could download it and update the serial titles picklist contained in their ASFISIS software.

11.2 ASFIS-2, Subject Categories and Scope Descriptions

FAO agreed to include the current version of this publication on the ASFA Homepage.

An intersessional Working Group was established to study the need to add new ASFA Subject Categories and to eliminate rarely used categories. See discussions under Agenda item-7 (Scope).

A printed version of the subject categories was envisaged for 1999.

11.3 ASFIS-3, Guidelines for Bibliographic Description

Ms. L. Lombardi (FAO) explained that these Guidelines were now finalised, and that they contained a section on using the ASFISIS utilities.

11.4 ASFIS-4, Abstracting Guidelines and

11.5 ASFIS-5, Guidelines for Subject Categorisation and Indexing

Mr. R. Pepe reported that both these Guidelines require slight modification to conform to the ASFISIS

(release-3) software. Hopefully they can be released together with the ASFISIS software or shortly afterwards.

In any case, the provisional versions of these Guidelines, can still be used with the new ASFISIS (release-3) software, as the changes are minimum.

11.6 ASFIS-6, ASFIS Aquatic Sciences and Fisheries Thesaurus

The Thesaurus Working Group did not meet because the Thesaurus which is contained in the ASFISIS (release-3) software has still not been issued/tested,. Likewise the Trust fund proposal for thesaurus maintenance was postponed to next years Meeting (**Annex-10**).

11.7 ASFIS-7, Geographic Authority List

At last year's Meeting, it was decided to produce a list of geographic terms for inclusion in ASFISIS as a pick-list. CSA agreed to provide the list of geographic terms contained in three years of annual ASFA geographic indexes. Before the inclusion in ASFISIS, the list would require editing.

CSA reported that it has produced the list of Geographic terms and has divided it by country of ASFA Partner (available on diskette or paper).

The **Board agreed** that these lists should be distributed to Partners for updating/corrections based on the structure of the Geographic terms found in the *ASFIS Geographic Authority List* (ASFIS-7, rev.-2) and the suggestions on Geographic indexing contained in the provisional Guidelines for Indexing (ASFIS-5, Rev-1).

CSA agreed to distribute the list of terms to each Partner by the end of June. Partners should carry out the corrections and return to CSA by 1 September 1998.

The **Board agreed** that if a paper being prepared as input for ASFA mentioned a

statistical area (e.g. FAO Fishing Area 01 or NAFO Fishing Area) this information should be included as per the examples in the "Identifier" field.

FAO agreed to reflect this decision in the Indexing Guidelines.

11.8 ASFIS-8, Taxonomic Authority List

FAO reported that the contents of the FAO Publication entitled: *FAO Standard Common Names and Scientific Names of Commercial Species* would be included as a pick-list in the ASFISIS (release-3) software.

11.9 ASFIS-9, Database User Guide

No action reported.

11.10 ASFIS-10, Authority List for Corporate Names

FAO reported that the latest edition will be included in ASFISIS (release-3).

Regarding the maintenance of this List, **CSA agreed** to send Partners, by the end of June, a list of the Corporate Authors from their country for editing according to the format described in the *Guidelines for Bibliographic Description* (ASFIS- 3, Rev-2). **Partners should carry out** the corrections and return to CSA by 1 September 1998

11.11 ASFIS-11, Magnetic Tape Specifications and Record Format

No action reported.

12. EXPANDED LANGUAGE CAPABILITY IN ASFA

CSA agreed to follow up on investigating vendors' capability to handle diacritical marks and will report on this at the next Meeting.

As agreed at the last Board Meeting, CSA will accept the Partners' input with diacritical marks even though the diacritics will not appear on the CD-ROM or on-line databases. It is hoped that one day these records could be reloaded when the vendors acquire the capability to handle diacritical marks. (Note, at the last Board Meeting it was recommended that Partners use ASCII Code Table 850 as their Code Page, if not, they should inform CSA of the Code Page they are using).

Again, CSA requested Partners not to send non-English abstracts to CSA until the ASFISIS (release-3) software has been issued.

BF questioned the possibility of replacing the CSA coding for special characters with

HTML coding. CSA did not agreed to such a change.

13. ASFA TRUST FUND

13.1 Status of the ASFA Trust Fund

FAO reported that the balance in the Trust Fund account is \$ 118,770 (**Annex-6**).

13.2 New Proposals

The Board agreed to discuss the following ASFA Trust Fund proposals:

13.2.1 A systems analysis specification for a Windows-based data entry software (ASFISIS/WIN)

The **Board agreed** to this proposal.

See **Annex-42** for the text of this Trust Fund Proposal. Also see Agenda item 9.1, and **Annex-15** for background discussions on this Proposal.

The results of this Trust Fund proposal will constitute the Terms of Reference for the Consultant/s who will develop ASFISIS/WIN.

13.2.2 Supporting attendance to Board Meeting

See Annex-32 of the 1997 ASFA Board Meeting Report for the text of the original proposal.

The **Board agreed** to increase the total allocated funds for this proposal from \$6,000 to \$10,000.

Regarding the Criteria adopted by FAO for using these funds to support attendance at the Board Meeting (see *ASFA Inf. Doc.-7* or **Annex-7**), the **Board agreed** to delete the mandatory requirement "number 2" which states that: "*The same ASFA Partner may not request funding more than once every four years*".

The **Board agreed** that a letter should be sent, with the invitation to the next ASFA Board Meeting, reminding Partners that funds are available to support attendance at the Meeting (according to the "Criteria"). Requests for funding should be sent to FAO who will relay information to other Partners who are encouraged to assist in the funding of Participants to attend Meeting. **Decisions to determine the requests to be funded will be taken by the FAO ASFA Secretariat.**

13.2.3 Support to ASFA Secretariat

See **Annex-9** for the text of this proposal.

The **Board agreed** to this proposal for 1999, and it will be reviewed at the next Meeting for the year 2000.

13.2.4 Maintenance of ASFIS-6 Thesaurus

This proposal (**Annex-10**) was postponed until next year. See Agenda item 11.6.

13.2.5 Conversion of ASFA Printed journals into machine readable format ...

See **Annex-11** for the text of this proposal.

NIO reported that it had studied the matter and that it would be willing to carry out the proposal but without including the descriptors. NIO did not think that the descriptors were, in this case, of any real retrieval value (e.g., half the terms were non thesaurus terms). In addition, the indexes would be difficult to scan. The opinion of the Board was divided on the necessity of including the descriptors.

FAO agreed to send sample pages of the 1974 ASFA journal to Partners. After examining the pages, the interested Partners may make proposals of what they could produce within the ceiling of \$15,000. The proposals would be circulated to the Board for a final decision.

13.2.6 Creating a master ASFA Database (No written proposal)

BF and FAO agreed to finalise the details of this proposal which has been approved in principle by the Board. The proposal would result in a master file (1975 to present) being created by BF on the computer facility in Bonn. Parts of the master file will be downloaded, edited and uploaded by BF staff over time to create a clean master file of the entire ASFA database. This file would be made available to the ASFA Partners through access to the computer facility in Bonn and on the ASFA information products (e.g. CD-ROM).

The ASFA Trust Fund would provide BF with \$15,000 to buy computer equipment which would assist in the creation of the Master File.

13.2.7 Extension of ASFA Potential in Lithuania

See **Annex-16A** for the text of this proposal.

The **Board agreed** to this proposal and raised the final sum to \$2,500.

13.2.8 The Coverage of Fishery Economics and Related Subjects in ASFA

See **Annex-18** for the text of this proposal.

The **Board agreed** to this proposal.

General Note on how the ASFA Trust Fund is administered by FAO: all Trust Fund proposals, approved by the Board, will be processed by FAO as a contractual arrangement between FAO (the contractor) and the Trust Fund recipient (the contractee). On the successful completion of the contract terms, the payment will be made to the contractee by FAO.

13.3 Review of Outstanding Trust Fund Commitments

Referring to *ASFA Information Document-6* (see **Annex-6** of this Report), FAO provided information regarding the status of the Trust Fund proposals with outstanding funds.

| | | Committed | Disbursed | Outstanding |
|---|---|------------------|------------------|--------------------|
| 1 | Provision of ASFA Centres in former USSR with reference materials for input | \$2,500 | \$0 | \$2,500 |
| - Pending the issue of ASFIS release-3 software and manuals. | | | | |
| 2. | ASFISIS Maintenance (Dr. DeSmet) | \$2,000 | \$1,400 | \$600 |
| Dr. DeSmet came to FAO to work on ASFISIS Release-3. Details on the completion of this proposal were sent to Partners via ASFA-Board-L on 21 July 1997 (US\$2,000 requested-\$1,400 spent). | | | | |
| - \$600 Returned to balance | | | | |
| 3 | Convert 500 Records from PIMRIS database into ASFISIS format | \$3,500 | \$0 | \$3,500 |
| - Pending | | | | |
| 4. | Staff support to ASFA Secretariat (Ms Wibley) (for the period January 1998 - December 1998) | \$25,200 | \$9,163 | \$16,037 |

| | | | | |
|--|---|----------|----------|----------|
| - In progress | | | | |
| 5. | Manual on ASFISIS software and Data Entry | \$6,000 | \$ 0 | \$6,000 |
| - to be credited to FAO budget as work was carried out by FAO | | | | |
| 6. | Logo for ASFA competition | \$2,500 | \$ 0 | \$2,500 |
| The initiative was stalled by some important questions raised by BF regarding the eventual copyright ownership of the new logo, IOC reported that it located an artist for the logo, but the ASFA Board agreed to suspend this proposal. | | | | |
| - \$2,500 Returned to balance | | | | |
| 7. | Statistical Analysis of ASFA Database | \$7,000 | \$ 0 | \$7,000 |
| CSA carried out this survey without any cost to the Trust Fund. See CSA Report (ASFA Inf. Doc.-33). | | | | |
| - \$7000 Returned to balance | | | | |
| 8. | Workshops for familiarisation with the ASFA input methodology (ASFA Training Session, 3-7 June 1996, FAO) | \$34,000 | \$11,645 | \$22,355 |
| - \$22,355 Returned to balance | | | | |
| 9. | Chinese proposal sub-project 1, Identification of ASFA information users and suppliers in China | \$4,000 | \$0 | \$4,000 |
| - In progress | | | | |

14. OTHER BUSINESS

No other business was brought up for discussion

15. PLACE AND DATE OF NEXT MEETING

Ms. J. Beattie (NOAA) offered to host the next ASFA Advisory Board Meeting in Silver Spring, Maryland (a short distance from Washington DC, USA) in May 1999.

NOAA agreed to confirm the dates within the next two months.

Mr. M. Tapaswi (NIO/NICMAS) offered to host the Meeting in Goa, India the following year (2000) in February.

Ms. J. Prod'homme (IFREMER) offered to host the Meeting at Brest (France) in 2001.

Dr. V. Oresland (IMR) offered to host the Meeting in Sweden in 2002.

On behalf of the Partners, Dr. W. Kirchner thanked FAO for the preparation of the Meeting.

In closing the Meeting, Dr. R. Grainger thanked the Chair, Ms. J. Beattie, for conducting the Meeting so successfully and he acknowledged the work of Mr. R. Pepe in the organization of the Meeting and in the preparation of the Meeting Documents.

Annex A

List of Participants

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Annex B

ABBREVIATIONS USED IN BODY OF REPORT

| | |
|----------------|--|
| AGRIS | International Information System for Agricultural Sciences and Technology |
| 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 fur Fischerei (Germany) |
| CICH | Centro de Informacion Cientifica y Humanistica (Mexico) |
| CIP | Centro di Investigaciones Pesqueras (Cuba) |
| CSA | Cambridge Scientific Abstracts (ASFA Publisher) |
| CSIRO | Commonwealth Scientific and Industrial Research Organization (Australia) |
| DFO | Department of Fisheries and Oceans (Canada) |
| FAO | Food and Agriculture Organization |
| FDT | Field Definition Table (part of Micro CDS/ISIS software) |
| FISHLIT | Database of fisheries literature produced by JLB Smith Inst. of Ichthyology (South Africa) |
| FTP | File Tranfer Protocol |
| GAL | Geographic Authority List |

| | |
|------------------|--|
| HTML | Hypertext Markup Language |
| ICES | International Council for the Exploration of the Sea |
| ICLARM | International Center for Living Aquatic Resources Management |
| IFOP | Instituto de Fomento Pesquero (Chile) |
| IFREMER | Institut Francais de Recherche pour l'Exploitation de la Mer, Service de la Documentation Bibliotheque Centre de Brest (France) |
| IMR | Institute of Marine Research (Norway) |
| IMR | Institute of Marine Research (Sweden) |
| INIDEP | Instituto Nacional de Investigacion y Desarrollo Pesquero (Argentina) |
| IOC | Intergovernmental Oceanographic Commission (Unesco) |
| IPIMAR | Instituto Portugues de Investigaco Maritima (Portugal) |
| IUCN | The World Conservation Union |
| JFRCA | Japan Fisheries Resource Conservation Association |
| KMFRI | Kenya Marine and Fisheries Research Institute |
| LIFDC | Low Income Food Deficit Countries |
| MEI | Estonian Marine Institute |
| NCMR | National Centre for Marine Research (Greece) |
| NICMAS | National Information Centre for Marine Sciences (India) |
| NIO | National Institute of Oceanography (India) |
| NISC | National Information Services Corporation (South Africa) |
| NMDIS | National Marine Data and Information Service, State Oceanic Administration (People's Republic of China) |
| NOAA | National Oceanic and Atmospheric Administration |
| PIMRIS | Pacific Islands Marine Resources Information System (Fiji) |
| PML | Plymouth Marine Laboratory (UK) |
| SFI | Sea Fisheries Institute (Poland) |
| UNAM | Universidad Nacional Autonoma de Mexico |
| UN/DOALOS | United Nations Division for Ocean Affairs and the Law of the Sea (UN-Secretariat, NY, USA) |

| | |
|----------------|--|
| UNEP | United Nations Environment Programme |
| VNIRO | All-Russia Research Institute of Marine Fisheries and Oceanography |
| YugNIRO | Southern Science Research Institute of Marine Fisheries and Oceanography (Ukraine) |

Annex C

AGENDA

- 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 1997 Meeting
 - 5.1 Matters Arising
- 6. Status of ASFA Partnership
 - 6.1 Report on the Inter-sessional Activities of ASFA Partners
 - 6.1.1 United Nations Co-sponsors
 - 6.1.2 ASFA Partners
 - 6.1.3 ASFA Publisher
 - 6.2 New and Potential ASFA Partners
 - 6.2.1 Admission of New Partners
 - 6.2.2 Consideration of Potential Partners
 - 6.3 Co-operation with AGRIS
 - 6.4 ASFA Partnership Agreement
 - 6.5 ASFA Publishing Agreement
- 7. ASFA Scope, Coverage and Monitoring and Timeliness
- 8. ASFA Products and Services
 - 8.1 Quality of Outputs
 - 8.1.1 ASFA Journals, CD-ROM and Database
 - 8.2 New Outputs and Services
 - 8.3 Public Relations Activities, Marketing
 - 8.4 Entitlements
 - 8.5 Increasing Distribution of ASFA Information Products and Services
- 9. Progress with Machine Readable Input
 - 9.1 ASFISIS
- 10. Report on ASFA Training Activities
- 11. Status of ASFIS Reference Series Publications
- 12. Expanded Language Capability in ASFA
- 13. ASFA Trust Fund
 - 13.1 Status of the Trust Fund

- 13.2 New Proposals
- 14. Other Business
- 15. Place and Date of Next Meeting