



<b>FIRMS Technical Working Group Meeting</b>
<b>First Session</b>
<b>Rome, Italy, 05-08 December 2005</b>
<b>PROVISIONAL ANNOTATED AGENDA AND TIMETABLE</b>
<b>Author: FSC Secretariat</b>

**Monday, 5 December, 2005**

**Morning: 09:30 hours**

1. Opening of session and Welcome address
2. Election of chairperson and rapporteurs
3. Adoption of Agenda
4. Review of the FIRMS web site, with focus on un-resolved comments from e-mail discussions, case studies. Looking for possible solutions and recommendations
  - *Organizations summary sheets*
  - *Marine resource tree browser / search page / search results page (layout, ranking)*
  - *components and layout of a fact sheet:*
    - *citation, ownership;*
    - *identity, including map for geo-location;*
    - *body content: standard and local topics, Metadata semantic, controlled terms, dynamic embedding of statistics.*

**Afternoon: 14:00 hours**

4. Review of the FIRMS web site (continued)

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**Tuesday, 6 December, 2005****Morning: 09:30 hours**

5. FIRMS Fisheries module: seeking guidance for further development
  - *the inventory of fisheries: status and issues;*
  - *how to ensure its consistency: concept of scales and perspectives;*
  - *feedback on the template for the presentation of fishery fact sheets;*
  - *handling of resource related data;*
  - *handling of fishing techniques related data;*
  - *handling of socio-economic data;*
  - *handling of management related data.*

**Afternoon: 14:00 hours**

5. FIRMS Fisheries module (continued)
6. Publishing workflow: Presentation of/Review of/Training on the tools available/under development for the FIRMS web-based module
  - *metadata concepts and their use: cover page, collection, organization, reference Object;*
  - *user rights;*
  - *reference observation, fact sheet, other observations;*
  - *diagramme of possible workflow;*
  - *fact sheet upload: evaluation of the interface;*
  - *on line editing: evaluation of the interface;*
  - *upstream processes: tools converting word source files into XML files (tools: schema, XMLSpy, Upcast and XSL);*
  - *working protocols between Secretariat and Partners: versioning, communications.*

**Wednesday, 7 December, 2005****Morning: 09:30 hours/ Afternoon: 14:00 hours**

6. Publishing workflow (continued)

**Thursday, 8 December, 2005****Morning: 09:30 hours**

6. Publishing workflow (continued)
7. Multilingual FIRMS web site: review of minimalist solution for addressing multilingual content
8. Any other business

**Afternoon: 14:00 hours**

9. Finalization and adoption of the Report

*this report should include:*

- *solutions suggested;*
- *recommendations;*
- *issues for decision-making by FSC3.*

**Closure of the meeting at 18.00 on Thursday, 8 December, 2005**