

**FIRMS Technical Working Group Meeting****First Session****Rome, Italy, 05-08 December 2005****PROVISIONAL ANNOTATED AGENDA AND TIMETABLE****Author: FSC Secretariat****Monday, 5 December, 2005****Morning: 09:30 hours***Opening of session and Welcome address**Election of chairperson and rapporteurs**Adoption of Agenda**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*
- *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*Review of the FIRMS web site (continued)*

- *Marine resource tree browser / search page / search results page (layout, ranking)*
- *Dynamic embedding of statistics*

Tuesday, 6 December, 2005**Morning: 09:30 hours*****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;*
- *Upstream processes: tools converting word source files into XML files (tools: schema, XMLSpy, Upcast and XSL);*
- *Status of FIRMS applications. user testing of mock-ups*

Afternoon: 14:00 hours***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;*
- *On-line editing: evaluation of the target interface; side track testing sessions with 4 volunteers.*

Wednesday, 7 December, 2005**Morning: 09:30 hours*****FIRMS Fisheries module (continued)***

- *On-line editing: evaluation of the target interface; side track testing sessions with 4 volunteers.*
- *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***Publishing workflow Presentation of/Review of/Training on the tools available/under development for the FIRMS web-based module (continued)***

- *User login*
- *Fact sheet upload: evaluation of the interface;*
- *On line editing: demo of the live interface;*
- *Workflow management: demo of the live interface;*
- *Tests by users of the on-line editing and workflow management*

Thursday, 8 December, 2005

Morning: 09:30 hours

Publishing workflow (continued)

-Tests by users of the on-line editing and workflow management

Afternoon: 14:00 hours

Multilingual FIRMS web site: review of minimalist solution for addressing multilingual content

Any other business

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