



<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 (doc.TWG1/2005/1)*
  - *Organizations summary sheets*
  - *Components and layout of a fact sheet:*
    - *citation, ownership; (doc. TWG1/2005/4c1)*
    - *identity, including map for geo-location; (doc. TWG1/2005/4a and 4b)*
    - *body content: standard and local topics, Metadata semantic, controlled term (doc. TWG1/2005/4a and 4e)*

**Afternoon: 14:00 hours**

4. *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**

- 5a. *Publishing workflow: Presentation of/Review of/Training on the tools available/under development for the FIRMS web-based module (doc. TWG1/2005/5a)***
- *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); (doc. TWG1/2005/2 and 3)*
  - *Status of FIRMS applications. user testing of mock-ups*

**Afternoon: 14:00 hours**

- 6. *FIRMS Fisheries module: seeking guidance for further development***
- *The inventory of fisheries: status and issues;*
  - *How to ensure its consistency: naming conventions; (doc. TWG1/2005/4c2)*
- *Side track testing sessions with 4 volunteers: on-line editing, evaluation of the target interface.*

**Wednesday, 7 December, 2005****Morning: 09:30 hours**

- 6. *FIRMS Fisheries module (continued)***
- *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*
- *Side track testing sessions with 4 volunteer: on-line editing: evaluation of the target interface.*

**Afternoon: 14:00 hours**

- 5b. *Publishing workflow Presentation of/Review of/Training on the tools available/under development for the FIRMS web-based module (continued) (doc. TWG1/2005/5a)***
- *User login*
  - *Fact sheet upload: evaluation of the interface;*
  - *On line editing: demo of the live interface;*
  - *Workflow management: demo of the live interface;*

- 
- Working protocols between Secretariat and Partners: testing, versioning, communications;
  - Tests by users of the on-line editing and workflow management.

**Thursday, 8 December, 2005**

**Morning: 09:30 hours**

**5c. Publishing workflow (continued)**

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

**7. Adoption of the Report as Agenda: items 1,2,3,4, 5a, 5b**

**Afternoon: 14:00 hours**

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

**9. Any other business**

**10. Finalization and adoption of the Final Report (including agenda items: 6,7,8,9)**

*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**