

(provisional) **AGENDA AND TIMETABLE**
ASFA Advisory Board Meeting

ASFA/2005/ 1
(second draft)

- 4 Oct. (9:30AM) **1. OPENING OF THE MEETING**
- 2. ADMINISTRATIVE ARRANGEMENTS**
- 3. ELECTION OF CHAIRPERSONS AND RAPPORTEURS**
- 4. ADOPTION OF THE AGENDA** *for discussion/approval (ASFA/2005/ 1)*
- 5. ADOPTION OF THE SUMMARY REPORT OF THE 2004 MEETING** .. *for approval (ASFA/2005/ 2)*
- 5.1 Matters Arising (from 2004 Meeting) *for discussion (ASFA/2005/ 2)*
- 6. STATUS OF ASFA PARTNERSHIP** *(list of all Partners ASFA/2005/ 58)*
- 6.1 Report on the Inter-sessional Activities of ASFA Partners
- 6.1.1 United Nations Co-sponsors (FAO, UN, IOC, UNEP) ... *for info./discussion (ASFA/2005/ 3/4/5/6)*
- 6.1.2 ASFA Partners *for info./discussion (ASFA/2005/ 7 to 56)*
- 6.1.3 ASFA Publisher (CSA) *for info./discussion (ASFA/2005/ 57)*
- 6.2 New and Potential ASFA Partners
- 6.2.1 Admission of new partners *for info. (ASFA/2005/ 3b and FAO Rep. item-4.2.1)*
- 6.2.2 Potential partners: *for info.(ASFA/2005/ 3, i.e. FAO Rep. item-4.5.2)*
- 6.2.3 Strategy for future expansion of ASFA Partnership ... *(ASFA/2005/ 3, i.e. FAO Rep. item-4.5.1)*
- 6.2.4 Partners dropping out of ASFA
- 6.2.5 Partners removed from the system..... *for info./discussion (ASFA/2005/ 3, i.e. FAO Rep. item-4.4)*
- 6.2.6 Partners in danger of being removed..... *for info./discussion (ASFA/2005/ 3, i.e. FAO Rep. item-4.3d)*
- 6.3 ASFA Partnership Agreement
- 6.4 ASFA Publishing Agreement between FAO and CSA.....*(ASFA/2005/ 3, i.e. FAO Rep. item-3)*
- 6.5 Co-operation with WAICENT/AGRIS group.....*(ASFA/2005/ 3, i.e. FAO Rep. item-6.6.1, and 12,)*
- 6.6 FIGIS-ASFA Co-operation.....*(ASFA/2005/ 3, i.e. FAO Rep. item7.1.1(7) and ASFA/2005/64*
- 6.7 ASFA-IAMSLIC group(s) cooperation *ASFA/2005/ 3, i.e. FAO Rep. item-13 and ASFA/2005/ 66*
- 17:15 - Welcome reception** (drinks) - 8th floor FAO Aventino room
- 5 Oct. (9:00AM) **7. ASFA SCOPE, COVERAGE AND MONITORING AND TIMELINESS** *(ASFA/2005/ 3, i.e. FAO Rep. various items)*
- 7.1 Subject Scope... (includes all literature dealing with the aquatic environment)
- 7.2 Coverage.... (the extent, or completeness, to which documents falling under the ASFA subject scope are being monitored by Partners in terms of: geographic, language, time span, document type, and media coverage)
- 7.3 Monitoring... (the systematic scanning and input of the literature relevant to the subject scope of ASFA which is published in Partner's own country, e.g. serials, monographs, & other docs.)
- 7.4 Timeliness... (the time period between when a document is published and its reference appears in ASFA)
- 8. ASFA PRODUCTS AND SERVICES** *for information (ASFA/2005/ 62)*
- 8.1 ASFA journals (includes discussion on: accuracy of records, timely receipt of updates, presentation etc.)
- 8.2 CD-ROM (includes discussion on: accuracy of records, timely receipt of updates, presentation etc.)
- 8.3 Internet Service (includes discussion on: accuracy of records, timeliness, presentation, features etc.)
- 8.4 Document Delivery (include discussion of Ariel and Prospero)
- 8.5 New Outputs and Services (by CSA)
- 8.6 Public Relations Activities, Marketing (by CSA and Partners)
- 8.7 Entitlements ...(Partner entitlements to ASFA products and services).. *for info. (ASFA/2005/ 65)*
- 8.8 Increasing Distribution of ASFA Info. Products and Services .*for info/discussion. (ASFA/2005/ 61)*
- 9. PROGRESS WITH MACHINE READABLE INPUT**
- 9.1 DOS-ASFISIS *for information (ASFA/2005/ 3, i.e. FAO Rep., item-8.1)*
- 9.2 www-ASFA-ISIS *for discussion (ASFA/2005/ 3, i.e. FAO Rep., item-8.2) & (ASFA/2005/67)*
- 10. REPORT ON ASFA TRAIN. ACTIVITIES** *for info. (ASFA/2005/ 5, i.e. FAO Rep., item-8.2.2.2)*
- 11. STATUS OF ASFIS REF. SERIES PUB.** *for info. (ASFA/2005/ 3, i.e. FAO Rep., item-6)*
- 12. EXPANDED LANGUAGE CAPABILITY IN ASFA** .. *for info. (ASFA/2005/ 3, i.e. FAO Rep., item-11)*
- 6 Oct. (9:00AM) **13. ASFA TRUST FUND**
- 13.1 Status of the Trust Fund *for balance (ASFA/2005/ 60 - part1)*
- 13.2 Proposals completed in progress, or pending further discussion *(ASFA/2005/ 60 - part 2)*
- 13.3 New Proposals ... *for discussion/decision (ASFA/2005/ 60- part 2) and (ASFA/2005/ 3a / 63 / 46a)*
- 14. OTHER BUSINESS**
- 15. PLACE AND DATE OF NEXT MEETING** *for decision*
- 7 Oct. (9:00AM) **16. REVIEW/APPROVAL OF DRAFT REPORT OF MEETING** *for approval*
- 8 Oct. (9:00AM) **17. FIFTH DAY** **Special topics, Demonstrations, etc. SEE NEXT PAGE FOR DRAFT AGENDA →**

5th DAY MEETING AGENDA (draft) and OTHER MEETING INFORMATION

(the order of the items, topic headings and presenters are indicative)

8 Oct. (9:00AM) **1. Open Access, Publishing and Institutional Repositories, IAMSLIC Z39: 50 Distributed Library**
(about 2 hours) and IAMSLIC Marine Science Repository

- Barbara Butler – Benefits of IAMSLIC Membership (membership issues)
- Steve Watkins – Avenues for Participation in IAMSLIC Resource Sharing (resource sharing through Z39:50 Distributed Library and participation in the Union List of Marine and Aquatic Serials)
- Pauline Simpson – Open Access and Institutional Repositories
- StefanieHaas - The Aquatic Commons: a model for integrating marine and aquatic digital initiatives

2. Comments on ASFA Input (persistent problems encountered in Partners input and advice)

- CSA and FAO (Vicki Soto, Craig Emerson, Luciana Lombardi, Helen Wibley, AnnaMaria Rossi)
- since some of the input problems will be eliminated with the enlarged validation routine which is contained in the revised www-ISIS-ASFA 1.1 software (not yet released) . These new features may be demonstrated along side the present errors.

3. CSA tips on searching/using the ASFA database via the new Illumina Internet web interface and efforts to records from ASFA database to full text in Partners Repositories.

- (Vicki Soto, Craig Emerson)

4. Other : Training of trainers,

OTHER MEETING INFORMATION

1. How to use the Wireless service in the ASFA Meeting Room:

In order to use the Wireless service, you need a laptop or PDA which has Wireless LAN capabilities, conforming to the 802.11b or 802.11g standards.

There will be three steps to getting yourself connected:

Step 1: Turn on your laptop or PDA, while in the Meeting Room.

Step 2: Your laptop or PDA should detect the network “**guest_internet**”.

Step 3: Open a browser and try to connect to an Internet site. You will be prompted for a username and password.

Use the following:

Username: visitor

Password: (the password will be provided at the ASFA Meeting)

2. Other Internet connections in FAO (4 computers outside Green Room 1st floor of building A)

There are 4 stand-up computers which you can use.

3. Per-diem payments

For those receiving per-diem, on Tuesday at the first coffee break, Ms Maria Barbuzzi will distribute the funds.

4. Drinks at 17:15 on 8th floor of Building-A. (first day of Meeting Tuesday 4 October)

5. AIR TICKETS and Confirmation for RETURN flights etc.

There is a travel office in the FAO building on the ground floor of Building D (room D-074), open from 9.00 to 12.45 and 14.00 to 17.00 from Mon-Fri) if you need to change flights, booking other travel, confirm flights etc..
For your convenience, on Thursday 6 October (one day only), if you like, we will confirm, for you, your return flight - bring your ticket that day. This will be again be announced at the Meeting.