7. ASFA Scope, Coverage, Monitoring and Timeliness

Re: Agenda Item 7.2 Coverage:

1. Ms Beattie introduced the topic of including digital videos as ASFA input. Discussion followed on how to catalogue and index them.

**NOAA agreed** to share their standards for digital videos and photos and also their digital video management system with the ASFA Partners via ASFA Board-L.

2. Ms Soto referred to the request made by Norway for the inclusion of references to Posters (so common at Conferences) in ASFA and how to catalogue them. In the discussion that followed, some Partners referred also to the cataloguing of PowerPoint Presentations and Databases.

**FAO agreed** to request a change to the www-ISIS-ASFA software, so as to add more codes in the Type of Document field, including one to indicate “Posters”.


Some comments were made concerning the wording of the document:

Mr Jorgens remarked on the wording of the title, suggesting the word “Statement” would be more appropriate.

Mr P. Pissierssens suggested including all the current ASFA Partners names.

Mr Emerson warned against giving disproportionate emphasis on one subject area.

Mr Amady Sow suggested that the statement should include in the title that it was adopted by the ASFA Board during the 2006 Annual Meeting.

The **ASFA Board agreed** to adopt the “Statement of Coverage”, following modification of the statement to incorporate the above mentioned changes suggested by Partners (the statement will appear in the final Board Report as an annex).

4. Regarding document **ASFA/2006/72 Amendment to Subject Scope of ASFA**.

Following modification to the above mentioned document to incorporate some suggestions made by the ASFA Partners...

The **ASFA Board agreed** that “offensive warfare” was outside the subject scope of ASFA (i.e. not for inclusion in ASFA), and that “surface water” was within the subject scope of ASFA.
The FAO ASFA Secretariat agreed to circulate to Partners, via ASFA-Board-L, an amended list of subject areas/topics that Partners should consider outside the subject scope of ASFA. This List will replace the current list that appears in the Indexing Guidelines when it is next revised.

Re: Agenda Item 7.4 Timeliness

5. Regarding when and how ASFA Partners should send their records/files to CSA ........

CSA agreed to remind ASFA Partners, via ASFA Board L, of the dates by which ASFA Partners should send their ASFA records to CSA, so as to ensure their inclusion in the current month’s uploading of records into the ASFA database on ILLUMINA. CSA also agreed to inform ASFA Partners when they change the uploading frequency from monthly to once every two weeks.

Re: Agenda Item 7.5 ASFA Input Procedures

The ASFA Board agreed to establish a “Simplification” Working Group (SWG) to discuss the “simplification” of some of the ASFA input procedures. Those who agreed to take part in the Group were FAO, CSA, India, UK (Chair), France, Sweden.

6. Regarding document ASFA/2006/69 (List of some ASFA rules contained in the Guidelines for Bibliographic Description and Data Entry which could be simplified or eliminated).....

The ASFA Board agreed to endorse the decisions made by the “Simplification” Working Group members.

[The following were the decisions recommended by the “Simplification” Working Group:

1.1 Capitalization in English Title field – The SWG agreed that the English title could be left as it is in the original document, whether it is all in capitals, title case or not. This would not be mandatory. An ASFA Partner could ignore this and follow the original rule should they wish. There should not be a full stop at the end of the title

1.2 Separating titles in the non-English title field - The SWG agreed to leave the original rule as it is, i.e. separate 2 or more non-English titles by a full stop, dash and a space and do not end the last title with a full stop. However, should only a full stop, or only a dash be used, this would be accepted by CSA (it would not create any problems). There should not be a full stop at the end of the last title.

1.3 No action

1.4 Roman numerals - The SWG agreed to abolish the current rule. It was not necessary to change Roman numerals into Arabic. However, ASFA Partners could do so if they wish.

1.5 Italics - The SWG agreed to abolish the current rule regarding the use of italics coding for Latin expressions. BUT, the italics coding should still be used for Latin Genus + species names, although this was not necessary for DBO records or non-English abstracts.

1.6 Transliteration of non-Roman alphabets - The SWG agreed to use the revised table (Annex 1) for transliterating Ukraine Cyrillic characters.

2 Author name subfield - The SWG agreed that ASFA Partners could, should they wish, enter the first names in full as provided in the document, or just as initials.

2.1 Suffixes as part of the author’s name - The SWG agreed that the suffix should go at the end of the name, but there was no need for a comma or space.

3 Author’s address field - The SWG agreed to abolish the current rule and that ASFA Partners could type the address as indicated in the document, should they wish.

4.1 Corporate Author in a language other than English- The SWG agreed to change the current rule and allow the city to be entered as in the document i.e. in original language.
4.2 Abbreviations in the Corporate Author name - The SWG agreed to abolish the current rule and not abbreviate generic words i.e. type in full as in the document.

5.1 Conference name field - The SWG agreed: 1) to apply the same rules regarding capitalization in the English title field and that it should not end in a full stop; 2) to abolish the current rule and enter the conference number as it appears in the document; and, 3) to abolish the current rule regarding abbreviation of generic words.

6 Conference date field - The SWG agreed in principle to abolish the rule to abbreviate months (FAO will check with www-isis-asfa software regarding field length).

7 Language field - The SWG agreed to abolish current rule regarding alphabetical order. ASFA Partners can enter the codes in any order.

8 Document/Report/Patent number field - The SWG agreed to abolish the current rules. ASFA Partners can enter Document/Report/Patent number with the punctuation as it appears in the document.

9 Publisher field - The SWG agreed to keep the current rule, i.e. not put a full stop at the end of the publisher name, unless the last word is an abbreviation.

10 Date of publication field – pending.

11 Notes field - The SWG agreed to maintain the current rule, i.e. each note should end with a full stop.]

The FAO ASFA Secretariat agreed to compile a complete and detailed list of the rules that were simplified and/or changed (together with explanations, where necessary) and circulate the list via ASFA-Board-L to all ASFA Partners.

7. Regarding the Environmental Regime field in the ASFA record, Ms Noble (NMBL) pointed out that many records did not contain data in this field, and that most of the records in question were prepared by CSA.

CSA agreed that they would check these records and add, where relevant, the missing Environmental Regime code (M, B, F).

Re: Agenda Item 7.6 ASFA Input Production

8. Regarding discussion on problems related to the amount of time it takes to index records,........ CSA mentioned that they had numerous partially completed ASFA citations in their production cycle (awaiting the indexing) and that they could supply these records to Partners who had the time and capability to carry out the indexing.

IOC suggested an ASFA Trust Fund Proposal (a pilot project of approx. 1000 records) be prepared whereby Partners could apply to complete these records with the required indexing behind a small payment per record.

CSA/FAO/IOC agreed to prepare a Trust Fund Proposal, defining what would be required and what would be provided, for a pilot project whereby Input Centres could volunteer to participate. This proposal would be circulated via ASFA Board L.

9. Regarding the possibility of preparing ASFA records without the inclusion of Subject Category Codes for certain types of publications (e.g. Conference Proceedings).

The FAO ASFA Secretariat agreed to consult with Dr Rybinski regarding any necessary modification to the software (i.e. changing the error message to a warning message in the verification format), and then ASFA Partners would discuss how to modify indexing procedures via ASFA Board L so that at the next ASFA Board Meeting the simplification of indexing procedures could be discussed.
8. ASFA Products and Services

Re: Agenda Item 8.6 Public Relations Activities and Marketing

10. Regarding the promotion of ASFA in Latin America through the Regional FAO Representatives web site ...

Ms Cosulich agreed to provide FAO with a list of contact names of the Latin American ASFA Partners who wished to be included in a letter to be sent by the FAO ASFA Secretariat to the FAO Regional Office for Latin America and the Caribbean. The letter would be a request to FAO Representative’s office to include, on their Web site, information regarding the Latin American ASFA Partners.

FAO agreed to assist in drafting a letter and in sending it to the FAO Representative at the Regional Office.

11. Regarding Document ASFA/2006/68 (Contributions to the ASFA Database by Partners and ASFA Partners Entitlements) FAO pointed out that the figures were those of last year, since they only received updated figures the week before the Board Meeting.

FAO agreed to circulate an updated version of this table to ASFA Partners via ASFA Board L.

9. Progress with machine-readable input

Re: Agenda Item 9.2 www-ISIS-ASFA

12. Regarding the preparation of ASFA input on a centrally-based server ....

The FAO ASFA Secretariat agreed to further investigate the possibility of using the www-ISIS-ASFA software on a centralized server for ASFA input and the potentiality of the ASFA Partners to take advantage of this (i.e. their broad-band capacity) and also to investigate the possibility of utilizing the FAO FIRMS technology in the longer term.


Re: Agenda Item 11.2 ASFIS-2, Subject Scope Description

13. Regarding the subject scope of ASFA ......

FAO agreed to update this publication and to incorporate the changes in the topics to be excluded from the scope of ASFA as mentioned above in item-4.

Re: Agenda Item 11.7 ASFIS-7, Geographic Authority List

14. Regarding geographic descriptors....

Much discussion followed regarding geographic terms ....... how to clean up the terms in the current pick-list that is incorporated in the www-ISIS-ASFA software ........ how to provide ASFA Partners with a list of geographic names in a standardized hierarchical structure to assist them during ASFA input......which Authority should be used to develop the list ..... 

The ASFA Board agreed that the most constructive way to proceed would be to form a Geographic Working Group (GWG). The following ASFA Partners agreed to be part of the GWG: FAO, CSA, Belgium, IOC, UN/DOALOS, India, Germany, Morocco, Mexico, Tanzania, France, UK, China, with Walther Kuhnhold being Chairperson. The GWG’s discussions would be carried out via E-mail.
Jan Haspeslagh suggested that the GWG should work towards describing a Project Proposal covering the following: 1) cleaning up the current Geographic term pick-list in the www-ISIS-ASFA software; 2) defining a structure for and the management of that list, and how to work with it; 3) having a workable list that is simple and pragmatic; 4) propose a Tender for either an ASFA Partner and/or an external body/institute to implement technical solutions to enable the addition of a Geographic Interface in the future which could be used both to assist in data entry and in searching the database.

The **ASFA Board agreed** that the items suggested by Jan Haspeslagh could be used as a ‘terms of reference’ for the GWG.

**Re: Agenda Item 11. 6 ASFA Thesaurus**

15. The **ASFA Board agreed** to form a Thesaurus Working Group, composed of FAO, CSA, France, and UK (including FBA).

16. Regarding Document **ASFA/2006/55a (ASFA Thesaurus Maintenance Report)** FBA reports that it is willing to assist the ASFA Board and ASFA Secretariat to move forward on the maintenance and further development of the ASFA Thesaurus and related tools. Some assessment work has been done and FBA is now ready to tackle the actual maintenance subject to the ASFA Board’s approval.

The **ASFA Board agreed** that FBA could proceed on work regarding maintenance of the ASFA Thesaurus.

**13. ASFA Trust Fund**

**Re: Agenda Item 13.3 New Project Proposals**

17. Regarding the Trust Fund Proposal **Financial support to attend ASFA Advisory Board Meetings (ASFA/2006/66):**

 *The FAO ASFA Secretariat proposes an increase to $40 000, and that the Board might consider this as a ceiling for at least the next 2 years, with the hope that should additional funds be required in the future, the other UN Co-sponsoring ASFA Partners could contribute.*

The **ASFA Board approved** the proposal.

18. Regarding the Trust Fund Proposal **Staff Support To ASFA Secretariat (For January - December 2007) (ASFA/2006/3a)**

 *The FAO ASFA Secretariat proposes an increase in this Trust Fund allocation from $40 000 to $50 000, because of overall decreased budget allocations within FAO together with an expanding ASFA Partnership (59 Partners).*

The **ASFA Board approved** the proposal.

19. Regarding the Trust Fund Proposal **Setting aside a small part of the ASFA Trust Fund to finance micro-projects in ASFA partner countries related to aquatic information (ASFA/2006/71)**

 *The FAO ASFA Secretariat proposes (on a limited/experimental basis) that a small portion of the ASFA Trust Fund (e.g. $10 000 per year) be set aside from the ASFA Trust Fund to fund eventual micro-projects (between $2000 - $5000 each). The projects would preferably be related to aquatic information, and would be identified by ASFA Partners. In other words, these micro-projects would be to the benefit of persons, projects, communities, co-operatives outside the ASFA Partner institute, but within the Partner’s country.*
The ASFA Board did not approve the proposal, but agreed to re-consider it at next year’s Meeting, in the context of a more general review of the use of the ASFA Trust Fund.

20. Regarding the Trust Fund Proposal Mini ASFA Meeting (Regional) (ASFA/2006/73)

The FAO ASFA Secretariat proposes that $20 000 be set aside from the ASFA Trust Fund for the FAO ASFA Secretariat to organize and carry out a mini (regional) ASFA Meeting.

Initially, the first such Meeting would be in Latin America (as mentioned at the 2004 and 2005 ASFA Meetings). Subsequent Meetings (and relevant Trust Fund proposals) would be considered for Asia and for Africa if successful.

The ASFA Board approved the proposal.

Ms Cosulich (INIDEP) agreed to provide a more detailed cost estimate and agenda for the Meeting, according to the suggestions agreed by the Latin America ASFA Partners, which would also include the tentative list of participants (including the trainees for OdinCarsa Repositories) and the suggested resource persons (M. Montes and L. Lombardi).

Mr Pissierssens (IOC) agreed to consider the provision of some IOC funding, taking into consideration synergies within the OdinCarsa Project.

21. Regarding the Trust Fund Proposal Training Of Trainers (to assist FAO ASFA Secretariat in training and backstopping ASFA Partners) $ 10 000 (ASFA/2006/75)

The FAO ASFA Secretariat proposes that $10 000 be set aside from the ASFA Trust Fund for the “training of trainers” in the ASFA input procedures. The trainers would assist the FAO ASFA Secretariat in the training of ASFA Partners.

Mr Peter Pissierssens suggested increasing the amount to $20,000 to enable the development of a training package, which would include a video and other training materials/tools that could be given to the trainees to take back with them.

The ASFA Board agreed to increase the amount to $20,000 (so that a video training package could be prepared) and approved the proposal.


The FAO ASFA Secretariat proposes to set aside $8 750 from the ASFA Trust Fund to continue with the development of the www-ISIS-ASFA software. The “Release-2 would include some changes that were too big to incorporate into the 1.1 upgrade and new elements that will be identified by the Board, CSA, FAO, and ICIE.

The ASFA Board approved the proposal in principle and FAO agreed to circulate the final cost of the proposal via ASFA Board-L.

23. Regarding the Trust Fund Proposal Nigeria – NIFFR ASFA trust fund proposal Filling the missing gap (US $8 060) (ASFA/2006/43a)

The proposal is to fill some of the missing gaps in the ASFA Database for Nigerian literature. It intends to prepare about 600 records.

The FAO ASFA Secretariat reminded ASFA Partners of the criteria that were required before a new ASFA Partner could put forward a Trust Fund Proposal: 1) they should be up-to-date
with their current input; and, 2) they should be autonomous/self-sufficient in their input preparation (i.e. sending their ASFA input directly to CSA)

Currently the Nigerian input is still being checked by the FAO ASFA Secretariat and/or KMFRI.

The **ASFA Board approved** the proposal in principle, which would become operative as soon as NIFFR is autonomous. The FAO ASFA Secretariat **agreed** to contact NIFFR to clarify some points regarding the costs and the number of records. The Trust Fund Proposal would then be circulated to ASFA Partners via ASFA Board-L.

### 24. Regarding the Trust Fund Proposal *Input of Barents and Norwegian Seas Literature (US$3 960)* (ASFA/2006/48a)

*This proposal aims at filling in gap in the ASFA database, concerning the Russian language literature on Barents and Norwegian Seas for the period since 1938 till 1971. A total of 310 records could be added to ASFA database during one year.*

The **ASFA Board approved** the proposal.

### 25. Regarding the Trust Fund Proposal *Elaboration of the Ecuador database at INP and INOCAR (US$6 000)* (ASFA/2006/26a)

*This proposal requests funds for 2 PCs plus 2 printers to carry out training of staff and also to assist the 2 Ecuador ASFA input centres (INP and INOCAR) in preparing their ASFA records.*

The **ASFA Board approved** the proposal.

### 26. Regarding the Indonesia ASFA Trust Fund Proposal (ASFA/2006/33a)

*This proposal, for $11 000, deals with the production of ASFA input and training.*

The FAO ASFA Secretariat informed the ASFA Board that they were having some difficulty in communicating with the Indonesian ASFA Partner via E-mail. The ASFA secretariat stated that it would like to have the Indonesian ASFA Partner come back to FAO for a second training, so that he could eventually go back to Indonesia and carry out a training for the other Indonesian ASFA input centres.

The **FAO ASFA Secretariat agreed** to discuss the situation further with the Indonesian ASFA Partner.

The **ASFA Board did not approve** the proposal, but was sympathetic towards the idea and **agreed** that it could be re-considered following further training of the Indonesian Partner.

### 14. Other Business

27. Mr Montes (UNAM) requested the FAO ASFA Secretariat to send a letter, once or twice a year (if requested by a Partner) to the Directors of the ASFA Partner institutes thanking them for their Institute’s support for ASFA and at the same time reminding the Directors of the ASFA entitlements and of the responsibilities linked to ASFA participation. The idea behind this initiative is to keep interest high in the institute, as regards ASFA Participation, especially when changes in high level staff are foreseen or have occurred.

The **FAO ASFA Secretariat agreed** to do this when requested.
28. The **Board** gave a standing ovation to show their appreciation to Ms Luciana Lombardi (FAO) for her longstanding service in ASFA, her enthusiasm, professionalism and friendship, upon learning from Mr R Grainger (FAO) of her retirement next summer.

15. **Place and Date of Next Meeting**

29. Mr James Macharia offered to host the upcoming 2007 ASFA Advisory Board Meeting at KMFRI, Mombassa, Kenya, pending confirmation from his Director and with the dates to be established (probably September).

The **ASFA Board agreed** to hold the next Meeting at KMFRI and thanked Mr Macharia for KMFRI's offer.

The Board thanked Mr Gaibor (INP) and Ms Ovens (ICES) for their offers to hold the Meeting.

### Decisions Agreed during the Fifth Day

**Re: Agenda Item 1**

During the discussion on institutional archives and topical repositories, reference was made to the fact that the same information was being entered in 3 different systems (Library Catalogues, ASFA and e-repositories) using 3 different methodologies. There was general consensus that the more logical, and less time consuming way to carry out this work, would be to use just one system, whereby the data would be entered just once, but with the possibility of harvesting and/or exporting in different formats. However, it was noted that such ‘simplification’ of work did not necessarily mean preparing a ‘simpler’ record.

Many aspects were covered, including the possible integration of Library modules/management systems within the www-ISIS-ASFA software........ this software has the technical possibilities - the data entry interface could be kept and other interfaces could be changed or added........ It was possible to keep the ASFA record format, which is the most complex, and use it as a starting point to export in other simpler formats. ..... The current software is almost ready to export records to institutional archives..... Some additional XML layout needs to be defined.

There was a clear wish amongst the ASFA Partners to enhance the ASFA input work to enable it to be used to give access to the full text document of the record.

The ASFA Board **agreed** to set up a Working Group to define what is needed to be done and put forward a Trust Fund Proposal for an integrated solution to library cataloguing, ASFA input and e-repositories. The proposal will be presented intersessionally for voting. The Repository Working Group is composed of FAO, AGRIS, CSA, IOC, Belgium, UN/DOALOS, France, Tanzania, Chile, Mauritania, Dr Rybinski and Mr Goovaerts.

**Re: Agenda Item 5 Others**

The ASFA Board **agreed** to set up a Working Group regarding the development of version 2 of the www-ISIS-ASFA software, taking the items mentioned in document ASFA/2006/70 as a preliminary basis. The members of the working group would by identified via ASFA Board-L, but provisionally include FAO, CSA, UN/DOALOS, India, Kenya, France, and Dr Rybinski.