

**ODIN-PIMRIS PILOT PROJECT REPORT
FOR 2008-2009**

Maria Kalenchits, PIMRIS Coordinator

*Suva
November 2009*

CONTENTS

1. ODIN-PIMRIS Pilot Project Report	pp 3-9
ANNEX 1.	Summary Report of the ODIN-PIMRIS Pilot Project Meeting held on Friday, 19 September 2008 in the University of the South Pacific, Suva, Fiji.
ANNEX 2.	IOC/PIMRIS Letter to Heads of Fisheries on development of regional marine portal – invitation to participate. D
ANNEX 3.	Pacific Islands Marine Resources Information System – Information Session for the 6th SPC Heads of Fisheries Meeting, February 2009.
ANNEX 4.	Report on the Workshop on the Creation of the ODIN-PIMRIS WEB Portal. 16-20 March 2009, Oostende, Belgium.
ANNEX 5.	ODIN-PIMRIS Project Report for 2008-2009 and Work Plan and Budget for 2010-2011 presented at the IODE XX Session, 4-8 May 2009, Beijing, China.
Annex 6.	ODIN-PIMRIS E-Repository Training Workshop Report. 17-21 August, USP, Suva, Fiji.
Annex 7.	Report on the expert visit to Kiribati Fisheries Library. By <i>Ela Qica</i> .
<i>Annex 8.</i>	Report on the expert visit to Samoa Fisheries Library. By <i>Maria Kalenchits</i> .
<i>Annex 9.</i>	SPC/PIMRIS Letter to Heads of Fisheries regarding national input to PIMRIS Regional Repository. October 2009.

INTRODUCTION:

ODIN-PIMRIS project was jointly initiated by the participants of the Pacific Islands Marine Resources Information System (PIMRIS) and IODE IOC/UNESCO in 2008 in response for the regional need to improve access to marine information in the Pacific. Project Implementation Partnership Agreement between UNESCO the University of the South Pacific was signed in April 2009.

PROJECT OBJECTIVES:

- To establish a regional marine information portal
- To create capacity at national and institutional level to use & contribute to the portal
- To promote the portal as a valuable information source for managers and decision makers.

PROJECT PARTICIPANTS:

- **PIMRIS Coordination Unit (PIMRIS CU)**
*Contact person: **Maria Kalenchits**, PIMRIS Coordinator (acting as the Project Coordinator)*
- **University of the South Pacific (USP)**
*Contact person: **Sin Joan Yee**, University Librarian*
- **Pacific Islands Forum Fisheries Agency (FFA)**
*Contact person: **Eddie Marahare**, Librarian*
- **Secretariat of the Pacific Community (SPC)**
*Contact persons: **Eleanor Kleiber**, Librarian;
Jean-Paul Gaudechoux, Fisheries Information Advisor (until May 2009);
Aymeric Desurmont, Fisheries Information Officer (since May 2009);*
- **South Pacific Applied Geoscience Commission (SOPAC)**
*Contact person: **Dorene Naidu**, Library Services Officer;*
- **Pacific Regional Environment Program (SPREP)**
*Contact person: **Peter Murgatroyd**, Information Resource Centre Manager;*
- **Governmental participants – Ministries/Fisheries Departments in the region**
*Contact persons: **Tapeka Daniela**, Librarian (Ministry of Marine Resources, Cook Islands)
Shalendra Singh, Fisheries Information Officer (Fisheries Division, Fiji)
Mwabwa Raurenti, Person in charge of the Library (Fisheries Division, Kiribati)
Aifiti Viane, Person in charge of the library (Fisheries Division, Samoa)
Ataban Kapule, Librarian (Ministry of Agriculture and Fisheries)*

ODIN PIMRIS PILOT PROJECT REPORT FOR 2008-2009

Project Funding: USD 25,000 (provided by the Government of Flanders and IODE)

No.	Project Activity	Responsible person	Report(s) submitted	IODE Payment received
1.	Procedures for collecting and uploading of institutional data to the PIMRIS Regional Repository; Development of training and promotional materials	Maria Kalenchits	28/05/09	5,000 USD Jun 2009
2.	One-week E-repository Training Workshop	Maria Kalenchits	16/10/09	10,000 USD Jun 2009
3.	Country visits	Maria Kalenchits, Ela Qica	Annex 7 & 8	5,000 USD Aug 2009
4.	ODIN-PIMRIS website hosted by IOC Project Office for IODE – <i>in progress (significant work has been done so far)</i>	Maria Kalenchits & IODE Software Developer		

Record of Project Activities

Following activities were completed in achievement of the project objectives:

1. ODIN-PIMRIS Pilot Project Meeting was held on 19 September 2008 at the University of the South Pacific, Suva (Fiji). See **Annex 1** for the Summary Report of the Meeting.
2. Joint IODE/PIMRIS CU letter addressed to the Heads of Fisheries Departments in Pacific Islands Countries asking them to support ODIN-PIMRIS project initiatives in their countries was distributed in January 2009 (**Annex 2**).
3. PIMRIS Coordinator conducted project information session at the 6th SPC Heads of Fisheries meeting in February 2009. In a result of the presentation given (**Annex 3**) several Heads of Fisheries confirmed their interest to participate in the project and to nominate a contact person responsible for the project activities in their organization.
4. PIMRIS Coordination Unit with assistance provided by USP Library IT Section has structured and customized (using Greenstone as a platform software): (1) PIMRIS Regional Repository (<http://pimrisregional.library.usp.ac.fj>) as well as five digital collections for the national fisheries departments (pilot project governmental participants) in Cook Islands, Fiji, Kiribati, Samoa and Solomon Islands. Departmental digital collections were temporarily placed on PIMRIS server and maintained by PIMRIS Coordination Unit until August 2009 when all newly created collections were saved on CDs together with the Greenstone software and given to the participants of E-repository training for installation/downloading on their library PC/server.
5. Project agency participants from PIMRIS CU (Ms. Maria Kalenchits), SPREP (Mr. Peter Murgatroyd), SPC (Mr. Jean Paul-Gaudechoux) and SOPAC (Ms. Dorene Naidu) attended one-week Workshop on the Creation of the ODIN-PIMRIS Web Portal (16-20 March 2009, Oostende, Belgium). Participants

ODIN PIMRIS PILOT PROJECT REPORT FOR 2008-2009

discussed content, design and technical solutions for the portal. See **Annex 4** for the workshop report. Peter Murgatroyd worked with the IODE Project Office staff for three more days on establishing of the portal website. The Pacific Islands Marine Portal has been launched on <http://www.pimrisportal.org> in June 2009. There are still some technical problems to be solved with the assistance of the IODE Software Developer. IODE assistance would also be needed to develop such portal features as federated search across the on-line catalogues and harvesting of the repositories.

6. PIMRIS Coordinator presented the Project Progress Report for 2008-2009 as well as Work Plan and Budget for 2010-2011 at the IODE XX Session in May 2009 (Beijing, China, 4-8 May 2009). (**Annex 5**)
7. PIMRIS Coordination Unit organized five-day E-repository Training Workshop for five governmental participants (from Cook Islands, Fiji, Kiribati, Samoa and Solomon Islands) from 17-21 August 2009 at USP, Suva (Fiji). Aim of the Training Workshop was to provide participants with necessary knowledge and basic practical skills of maintaining institutional repository as well as of using and contributing to the Pacific Islands Marine Portal. Report is available in **Annex 6**.

After completing the training all the participants are expected to establish and maintain digital collections of published and unpublished departmental documents in their respective organizations.

8. PIMRIS Coordination Unit has scheduled expert visits to Fisheries Departments of all five participating countries to assist with the initial input to departmental digital collections.
 - 8.1. Expert visit to Kiribati Fisheries Division was done by Ms. Ela Qica (Digitization Librarian, USP Library) from 22-29 October 2009. See **Annex 7** for the Report.
 - 8.2. Expert visit to Samoa Fisheries Division was done by Maria Kalenchits from 27-31 October 2009. See **Annex 8** for the Report.
 - 8.3. Expert visit to Fiji Fisheries Division is scheduled for late November and depends on availability of Shalendra Singh who has many other responsibilities in the Division and involved in the fieldwork activities.
 - 8.4. Expert visit to Cook Islands has been postponed by request of Tapeka Daniela who was assigned other duties by the Ministry of Marine Resources for the period of the Pacific Mini Games 2009 (September-November). The visit is scheduled for December 2009-January 2010.
 - 8.5. Expert visit to Solomon Islands is pending until the final decision is made by the Ministry of Agriculture and Fisheries in terms of establishment of their organizational e-repository. At the moment the Ministry tends to prioritize development of library KOHA on-line catalogue over the e-repository and up-to-now PIMRIS Coordinator's attempts to encourage the Ministry to install and maintain their digital repository didn't lead to the positive result. In this situation PIMRIS Coordination Unit sees the priority in establishing a mechanism for regular submitting of departmental publications (soft or hard copies) for the Regional Repository maintained by PIMRIS.

9. PIMRIS CU jointly with SPC has drafted a letter addressed to the Heads of Fisheries Departments in the region seeking their assistance and cooperation in establishing a mechanism of regular submitting departmental publications to PIMRIS CU for inclusion into the Regional Repository. The letter was distributed by SPC to 17 countries in the region. (**Annex 9**)
10. PIMRIS Coordination Unit is involved in drafting of promotional materials for ODIN-PIMRIS Project. ODIN-PIMRIS project poster was designed and printed by SOPAC and displayed at the IODE XX Session in Beijing in May 2009. Promotional materials for the Pacific Islands Marine Portal will include a leaflet and a poster. As soon as the portal technical problems are solved the drafts of the promotional materials can be finalized and they can go to the printery.
11. Due to the technical problems that the Portal still experiences the launch of the Pacific Islands Marine Portal as well as two newly established PIMRIS digital collections (PIMRIS Regional Repository and USP Aquatic Repository) at the University of the South Pacific have been postponed until the beginning of the next semester (end of February 2010) when all the students and staff are back to the University after the semester break.

Conclusion and Recommendations

ODIN-PIMRIS pilot project can be considered as successful in general as positive results, such as establishment of Pacific Islands Marine Portal, development of PIMRIS Regional Repository as well as a number of institutional repositories, were achieved. This project serves as a first step towards the establishment of a network of aquatic repositories in the Pacific region.

At the same time, the project has identified critical areas in the regional marine and fisheries information sector that require special attention and support.

1. Staffing. Assignment of library and information duties to unprofessional staff leads to insufficient and low quality information services in the departments (the work is often limited to maintaining physical library at a very basic level with no information services provided to the staff). Some persons in charge of libraries are able to fulfill their library duties just 1-2 hours per week. Normally, they are not able and never asked by their supervisors to provide assistance with searching on-line marine information resources. Persons in charge of fisheries libraries are generally low paid and thus not interested much in their work results. Library staff turnover in the region is high.

The situation can be improved in a result of elaboration and implementation of information policy in the organizations. Following points should be taken into consideration:

- establishing a full-time or part/time position of Librarian/Information Officer in all marine and fisheries departments in the region and implementing Librarian's Job Description that should include specific duties covering maintaining of physical library as well as duties related to staff information support based on the available on-line marine information resources.

- Professional background (at least a Certificate or a Diploma in Librarianship) should become a necessary requirement for a person responsible for the library. Alternatively, Department should encourage and support professional studies of their person in charge of library.

- Salary level should correspond to professional qualification and professional duties performed.

2. Internal and external flow of marine and fisheries information. Librarians and information officers should be able to assist staff of the department with navigation through regional and international on-line marine information resources. On the other side, librarians and information officers in fisheries departments should be authorized by Heads of Fisheries to provide access to non-confidential information produced by their respective departments via maintaining their own institutional repositories as well as providing documents for inclusion into the Regional Repository. In order to ensure that this activity is not stopped with staff resignation, it might be found necessary to sign MoU between PIMRIS Coordination Unit and Fisheries Departments in the region.

3. Involvement of librarians and information officers from the Pacific in the regional and international training activities. Marine information sector definitely benefits from regional and international Training Workshops, especially those organized by the Project Office for IODE. Evaluation of post-training performance in implementing new knowledge and skills (based on the participants' progress reports) could also be a part of the training program.

Based on the experience of organizing E-repository Training Workshop, it could be recommended that for the countries involved in the second phase of the ODIN-PIMRIS project a different training strategy is implemented. If funding is available, several one-week attachments to PIMRIS Coordination Unit could be organized in 2010-2011 for those librarians/information officers whose organizations have a strong interest towards the establishment of an institutional repository. The organizations should be asked to approach PIMRIS CU with official requests for the attachment upon the Call for expression of interest.

4. Equipment. As a precondition of effective work, the fisheries library should be equipped with a PC, a printer and a scanner, to have an Internet access and to receive a continuous IT support. Library staff should have basic knowledge about antivirus protection and backing up digital data to avoid any loss of information. A library PC and other equipment should be a national responsibility in the future. It happens often that the equipment donated to the libraries in the region doesn't reach the libraries and is used in other departments. Sometimes equipment is not used properly or placed in unsuitable environment (e.g. with no air-condition) which causes technical problems and frequent breakdowns.

Budget Balance

1. Regional Repository (RR) & Institutional Collections (IC). Training and Promotional materials (by 05/11/2009)

Income: USD 5, 000 = FJD 9,727.33 (First Payment)

Outcome (updated):

Structuring of PIMRIS RR	-	FJD 700
Structuring of IC	-	FJD 1,300
Customization of PIMRIS RR	-	FJD 600
Customization of IC	-	FJD 800
Repository Manual and Training Materials	-	FJD 2,000
Printing and Binding	-	FJD 1,200
Design and printing of ODIN-PIMRIS poster	-	FJD 90

Total: FJD 6,690

Balance: FJD +3037.33 *

** Funds will be spent to cover the costs of the design and printing of Pacific Islands Marine Portal promotional materials (leaflets and poster)*

2. Training Workshop Budget Balance (by 05/11/2009):

Income: USD 10,000 = FJD 20,509 (Second Payment)

Outcome:

Tickets for the participants	-	FJD 11,365
Per diems (including hotel)	-	FJD 7,625
Meals and Bottled Water	-	FJD 700
Internet Access and Contingencies	-	FJD 819

Total: FJD 20,509

Balance: FJD 0

3. Country Visits Budget Balance (by 05/11/2009):

Income: USD 5,000 = FJD 10,022.17 (Third Payment)

Outcome:

Tickets	-	FJD 2119
Per diems (including hotel)	-	FJD 3020.16

Total: FJD 5139.16

Balance: FJD +4883.03*

** Funds to be spent on covering of the costs of expert visits Cook Islands and Solomon Islands (in case the later visit will take place), also local transport costs associated with the visit to Fiji Fisheries Department.*

4.

Forth Payment (USD 5,000) will be claimed upon establishment of the project website and upon approval of the project report by the IOC Project Office for IODE.

Maria Kalenchits
ODIN-PIMRIS Project Coordinator

9 November 2009

**Summary Report of the ODIN-PIMRIS Pilot Project Meeting
held on Friday, 19 September 2008 in the University of the South Pacific, Suva, Fiji**

1. Introduction and purpose of the Meeting

ODIN-PIMRIS Pilot Project meeting was held in conjunction with 34th IAMSLIC annual conference. Meeting was called to further discuss the implementation of the project workplan included in the Proposal for Pilot Project for a Regional Network of Pacific Island Marine Libraries (ODIN-PIMRIS).

2. Participants of the Meeting

2.1. Major Collaborating Partners represented by:

Ms. Maria Kalenchits – PIMRIS CU/ODIN-PIMRIS Project CU
Mr. Eddie Marahare – FFA Library
Mr. Jean-Paul Gaudechoux – SPC
Ms. Anne Gibert – SPC Library
Ms. Dorene Naidu- SOPAC Library
Mr. Peter Murgatroyd – SPREP Library
Ms. Joan Yee – USP Library (joined meeting for one hour)

2.2. National Partners represented by:

Mr. Ataban T. Kapule – MFMR, SIG, Solomon Islands
Ms. Emeline L. Tupou – Fisheries Division, Tonga
Ms. Rebekah Daniel – MMR, Cook Islands
Ms. Akosita Seru – Fisheries Dept., Fiji
Mr. Raikaon Tumoa – Fisheries Division, Kiribati
Ms. Florence Edwards – Marshall Is. Marine Resources Authority
Ms. Vaasa Taamu – Dept. Marine & Wildlife Res., Am. Samoa
Ms. Lusila Patu - Dept. Marine & Wildlife Res., American Samoa
Ms. Ulusapeti Tiitii – Fisheries Division, Samoa

2.3. Potential partners represented by

Ms. Pip Cohen – WorldFish Center, ReefBase Pacific

2.4. Experts

Ms. Suzie Davies, IOC/IODE, Great Barrier Reef Marine Park, AU
Mr. Ganeshan Rao – Griffith University, Australia

2.5. Absences

Ms. Eleanor Kleiber – SPC library (could not attend due to illness)

3. Agenda of the Meeting:

0900-0930	Welcome and introductions
0930-1030	<i>M. Kalenchits</i> . Review of the project Work Plan and Activities. Budget and Financial Information. Dates and Deadlines.
1030-1100	Tea/Coffee break
1100-1300	Group Discussion and Comments on development and implementation of the project. Closure of the meeting
1300-1400	Lunch break

4. Summary of Discussion

Participants of the meeting discussed and commented on the implementation of the activities included in the project workplan. A number of supplemental actions were suggested. Following suggestions were made and approved by the participants:

1. To approach the Marine Sector Working Group (MSWG) which is a part of the CROP (Council of Regional Organisations in the Pacific) to ensure that information aspects (access to and exchange of marine information, copyright issues, etc.) are covered by MoU between CROP partners.
2. To clarify specifically the benefits as well as responsibilities & obligations by national partners.
3. To write formal letters of invitation/agreement specifying benefits, responsibilities & obligations by project national partners. Letters to be done by PIMRIS and approved by IODE (letter to include the statement of support by IOC IODE). Letters to be sent to ALL national participants. Approved as an ACTION ITEM.
4. To include French Territories and New Caledonia in the project and to explore the Institute of Research for Development (IRD Noumea Centre, New Caledonia) as a possible funding source. Approved as an ACTION ITEM.
5. To include Cook Islands in a first set of countries identified as pilot project countries for establishing of institutional e-repositories of grey literature. Training costs (attendance of Rebekah Daniel in regional training course for e-repository skills in April 2009) will be covered by SPC.
6. To pay special attention to Northern Pacific Territories (Federated States of Micronesia) taking into account the large amount of marine documents available in that area, particularly in the Fisheries Ministry of the Northern Mariana Islands. To approach the Japan International Cooperation Agency (JICA) for initial assessment and translation of the Japanese materials into English by JICA volunteers. Activity can be included into a second stage of the project (provided that Pilot project is successful).
7. To include ReefBase as a contributing partner of ODIN-PIMRIS project. DECISION: To invite ReefBase Pacific to become major collaborating partner.
8. In terms of development of the capacity building opportunities it was noted that ODIN-PIMRIS Coordinator should meet with high level authorities in ministries and fisheries departments during country visits whenever possible to promote the

project and to emphasize the role of librarian/information specialist within the organization.

9. To encourage the use of OceanTeacher portal in regional training activities as well as to contribute to development of multisectoral training modules (basic level).
10. Planned country visits to be conducted by PIMRIS Coordinator. *Note:* SPC has agreed to fund the visit to Cook Islands by PIMRIS Coordinator.
11. For sustainability of the project (especially if it develops into a large-scale project in the future) it was suggested that Project Coordinator full-time staff position is secured.
12. Concerns were raised regarding project budget. It was discussed and agreed by the participants that other major donors should be identified and approached as soon as possible for additional funding that will ensure meeting of the medium and long term project goals.
13. To tie the EU funded project "Pacific Islands Regional Coastal Fisheries Management Policy and Strategic Actions (Apia Policy) (2008-2013) coordinated by SPC with ODIN-PIMRIS Pilot Project to avoid duplication of efforts in the area of aquatic information. [Principle 6 of the abovementioned project states: Enhancing regional exchange and sharing of information on areas of common interest relating to the management of ecosystems and fisheries].
14. Greenstone to be selected as e-repository software for project pilot countries.
15. ODIN-PIMRIS Project Coordinator to attend the 2009 Head of Fisheries Meeting in Noumea to present the project if it is still possible to incorporate an information session into the agenda of the meeting. *Note:* SPC has agreed to fund the attendance.

Brief reports from Marshall Islands and American Samoa were presented. Major concern was expressed in terms of inappropriate work documentation and lack of sharing of experience within the organization. This leads to loss of corporate knowledge when there is staff turnover.

In addition to proposed Agenda the following items were discussed:

1. Inclusion of NGO materials into Moana e-repository.
2. Facilitating of access to ASFA database for PIMRIS partners. It was suggested that PIMRIS should contact FAO with a formal letter explaining the need and asking for free access to ASFA for Pacific Island countries. Approved as an ACTION ITEM.

Meeting ended at 13.00pm



UNESCO

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ
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Oostende, 12 December 2008

Dear Mr. Atonio P. Mulipola,

Subject: DEVELOPMENT OF REGIONAL MARINE INFORMATION PORTAL – INVITATION TO PARTICIPATE

The UNESCO IOC's International Oceanographic Data and Information Exchange Program (IODE) and the Coordination Unit of the Pacific Islands Marine Information Network (PIMRIS) seek your assistance and co-operation with regards to the improvement of marine and fisheries information services in the region.

The Pacific Islands Regional Ocean Policy, approved by Pacific Island leaders in 2002, prioritizes strategic actions aimed at Improving Our Understanding of the Ocean (Principle 1) in the following way:

- To identify and prioritize information need and the co-operative mechanisms for acquiring, accessing and disseminating information;
- To strengthen national and regional capacity, encourage partnerships between regional and international organizations, and the public and private sectors, to improve our understanding of the ocean;
- To facilitate access to this information, encourage its wide application in the implementation of this Policy and any compatible national ocean policies that may be developed in association with it.

PIMRIS, jointly with the IODE, is developing a project aimed at establishing a regional marine portal and creating capacity at national and institutional level to make use of, and contribute to this portal. This will promote access to marine and fisheries data and information resources in the Pacific Islands region.

One of the core activities planned for 2009 is the establishment of electronic repositories in the fisheries departments/ministries of five pilot project countries – Cook Islands, Fiji, Kiribati, Samoa, Solomon Islands. Upon successful completion of the first stage similar repositories may be established in other Pacific Countries (2nd stage of the project, 2010-2011).

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We would like to invite your Organization to participate in this Project in general, and in the following activities in particular:

- **activities aimed to improve access to published and unpublished documents produced by your organization:** this will include the establishment of an institutional e-repository. The repository should include annual reports, research reports as well as other non-confidential materials. The institutional repository will contribute to a web-based regional repository maintained at PIMRIS CU;
- **capacity building activities:** participation in a regional training course in the development of an institutional e-repository and in input procedures for regional partners (librarians/persons in charge of libraries in five above-mentioned pilot countries). The course will be held in April 2009 at USP, Suva, Fiji;
- **professional development of librarian/person in charge of library:** via participation in a twinning programme and USP degree programmes.

We will appreciate if you can inform us if your Organization is interested in participating in the Project. If this is the case then please also provide us with the contact person in your Organization with whom we should discuss the further practical details related to participation.

We are looking forward to your support and successful co-operation and remain, yours sincerely,



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**PACIFIC ISLANDS MARINE RESOURCES INFORMATION SYSTEM –
INFORMATION SESSION FOR THE 6th SPC HEADS OF FISHERIES MEETING,
FEBRUARY 2009**

by Maria Kalenchits, PIMRIS Coordinator

Abstract: The Information Session focuses on the regional marine information sources developed by PIMRIS participants. Special attention is paid to the ODIN-PIMRIS project.

Introduction

Pacific Islands Marine Resources Information System (PIMRIS) is a joint project of FFA, SOPAC, SPREP, SPC, and USP. It was established in 1989 with the financial assistance provided by Canadian International Development Agency as a formal cooperative network of library and information centres concerned with the development of fisheries and other marine resources in the tropical Pacific. PIMRIS regional government participants are marine and fisheries departments in the Pacific Island countries. A Coordination Unit (PIMRIS CU) is based within the School of Marine Studies of USP. The aim of PIMRIS is to improve access to marine information in the Pacific Islands. Participants do this by: (i) acquiring, cataloging and disseminating information in print and electronic formats; (ii) creating new information products (such as reports, journals and newsletters, posters, bibliographies, websites & databases) and services (question and answer & current awareness services); (iii) supporting the development of regional libraries and information centres through training and technical assistance. PIMRIS Steering Committee meetings are held biannually to review progress and establish priorities for the next period.

1. Regional Marine Information Resources

1.1. MOANA database and digital collections

Moana database is developed and maintained by PIMRIS CU for almost 20 years by now. It covers living and non-living marine resources specific to Pacific Island countries and includes library holdings from USP, FFA, SOPAC, SPC and national centres (national marine/fisheries departments). Database contains around 14,000 records and has been expanded recently into a virtual library by the addition of links to full-text. Participants of the 13th PIMRIS Steering Committee Meeting (November 2007) discussed the purpose, scope and coverage of Moana, taking into account the number of similar digital projects in the region (SOPAC, SPREP, SPC Digital library). In order to avoid further duplication the recommendation was made by the participants of the Meeting that Moana shall be re-focused to fulfill the functions of the regional e-repository for published and unpublished documents produced and kept in national marine and fisheries departments and that national partners will follow up relevant publications for inclusion into Moana.

Starting from 2009 onwards PIMRIS CU will maintain two full-text digital collections:

- **USP Aquatic Repository** is a collection of published and unpublished documents on marine and aquatic studies produced by the University of the South Pacific (incl. annual and technical reports, thesis, articles and preprint articles, conference proceedings & other relevant materials).
- **Regional Repository** of published and unpublished documents produced by marine and fisheries departments in the region.

1.2. Digital collections by PIMRIS agency participants

Apart from library on-line electron catalogs agency participants also maintain their digital collections (SOPAC Virtual Library, SPC Fisheries Digital Library, PEIN (Pacific Environment Information Network) Virtual Library). Those collections are available on-line from the agencies' websites. SPC Fisheries Information Section in frameworks of collaborated project with the SPC Library produces updated versions of fully-searchable CD/DVD with all publications produced by Marine Resources Division.

1.3. Collections of documents based in national marine/fisheries departments.

All marine/fisheries departments in the region have valuable documents (annual & project reports, articles and other documents produced by the department) that should be preserved in electronic format in order to (i) avoid their degradation; (ii) to avoid loss of library resources due to departure of staff; (iii) to improve access to this information. This can be done through establishing institutional e-repositories of full-text documents in national marine and fisheries departments.

1.4. Other relevant sources

Other sources of information include projects' and organizations' websites, on-line databases (e.g. ReefBase Pacific, PacLii, etc) and repositories (USP Thesis Collection).

In order to simplify access to various marine information sources some other regions (e.g. Africa) developed their Regional Marine Information Portals. Same approach was suggested for the Pacific region by the Intergovernmental Oceanographic Commission of UNESCO in 2007.

2. ODIN-PIMRIS project

In May 2007 UNESCO IOC IODE (International Oceanographic Data and Information Exchange Programme) Project Office jointly with PIMRIS Coordination Unit has organized a Training Workshop on Marine Information Management Towards the Ocean Data and Information Network of the Pacific Island Region. During the workshop PIMRIS agency participants discussed the idea of development a regional marine information portal that could bring together existing information sources and came out with the working document for the ODIN*-PIMRIS project. The project, which main objective is to create regional marine information portal will also support development of institutional e-repositories in national marine and fisheries departments. PIMRIS CU is acting as a Project Coordinator. Behalf of PIMRIS, IODE has submitted a small scale project funding proposal (US\$22,000) to the Government of Flanders. This proposal was approved. IODE also will support the project financially.

Summarizing of what is said above, **ODIN-PIMRIS** is a project supported by UNESCO IOC/IODE that contributes to the objectives of PIMRIS by focusing on:

- Establishing a regional marine information portal
- Creating capacity at national and institutional level to use and contribute to the portal
- Promoting of the portal as a valuable information source for managers and decision makers.

ODIN-PIMRIS hopes to achieve the following outcomes:

- Better management of the institution's published and unpublished information;
- Long-term storage and protection of this information;
- Enhanced sharing of published and unpublished information;
- Development of skills and capacity to identify important resources available outside the institution.

* Oceanographic Data & Information Network

While agency participants concentrate their efforts on maintaining their digital libraries and e-repositories, PIMRIS CU develops a standard e-collection structure based on Greenstone software platform for marine and fisheries departments in the region. To secure a stable on-line access to the publications digitized by PIMRIS national participants for their institutional e-repositories as well as for preservation reasons PIMRIS CU will add those documents to Moana regional e-repository as well. In 2009-2010 PIMRIS CU jointly with SPREP partner plans a number of regional training workshops in e-repository input and search techniques, and marine information management.

Developing of capacity building opportunities via library twinning and integrated regional training programs, scholarships and equipment support is also an important part of the project.

Support and understanding of ODIN-PIMRIS goals by regional and national authorities are seen as one of the key factors corresponding to the success of the project. In January 2009, PIMRIS CU jointly with the Project Office for IODE prepared and distributed a letter addressed to Heads of Fisheries (HoF) in Pacific Island countries asking them to support ODIN-PIMRIS project initiatives in their countries and to nominate project contact persons. Heads of Fisheries in Federated States of Micronesia, Samoa, Palau and Vanuatu have already confirmed their interest and support to the project activities (02/02/09).

There will be two main phases of the project:

- Pilot Project Phase (Phase I) - 2009-2010 - five Pacific Island countries involved (Cook Islands, Fiji, Kiribati, Samoa and Solomon Islands);
- Phase II - 2010-2011 – other interested Pacific Island countries involved.

Selection of the countries is based on the results of the Survey of Library State and Needs that PIMRIS CU conducted in 2007; it was further discussed at the project meeting in September 2008. However, a formal letter from fisheries authorities in pilot countries confirming their interest to participate in the project is much appreciated by PIMRIS CU.

National commitment will include following activities:

- 1) Participating in one-week E-repository Training Workshop to be held at USP, Suva, Fiji in April 2009 (Pilot countries) and in 2010 (II phase countries), sponsored by UNESCO/IOC IODE;
- 2) Installing Greenstone and Adobe Professional software on a library PC and downloading the institutional collection created for each pilot country by PIMRIS CU (will already contain some full-text documents);
- 3) Identifying relevant documents in the Department for inclusion into the institutional e-repository; Checking copyright and confidentiality issues;
- 4) Preparing document for scanning (remove staples, etc) if original electronic version of the document is not available;
- 5) Scanning and OCRing (Optical Character Recognition – done automatically by Adobe Pro); Saving document as a PDF file;
- 6) Adding document to the institutional e-repository (incl. adding metadata) and submitting PDF file to PIMRIS for inclusion into Moana regional e-repository;

ODIN-PIMRIS project activities planned for 2009 include:

- Structuring of country collections for e-repositories of marine/fisheries departments by PIMRIS CU (be Feb 2009);

- Launching of Regional Marine Repository and Pacific Marine Information Portal (March 2009);
- One-week E-repository Training Workshop for 5 pilot countries (USP, Suva, Fiji);
- Repositories of five pilot countries are up and running (May-Dec 2009);
- Follow up (expert) country visits by PIMRIS Coordinator or USP Digitization Librarian (May-June 2009).

When launched, **Pacific Marine Information Portal** will have links to the following information sources: 1) digital libraries and e-repositories maintained by PIMRIS Agency participants (e.g. SPC Digital Library); 2) regional e-repository of published and unpublished documents produced by marine and fisheries departments in the region; 3) library e-catalogues; 4) relevant websites (organizations, projects, etc.); 5) training and employment information; 6) events (conferences, workshops, etc.); 7) news (e.g. PEIN Digest).

REPORT

Workshop on the creation of the ODIN-PIMRIS web portal

16 - 20 March 2009, Oostende, Belgium

1. Opening of the workshop

The workshop was opened on Monday 16 March 2009 by Dr Wouter Rommens from the UNESCO/IOC Project Office (Oostende, Belgium). He welcomed the participants to Oostende and reported on practical arrangements for the workshop. He reported that the agenda for the meeting is available on the IODE website

(http://www.iode.org/index.php?option=com_oe&task=viewEventAgenda&eventID=431).

2. Participants

The workshop was attended by Ms Maria Kalenchits (ODIN-PIMRIS coordinator, Fiji), Mr Peter Murgatroyd (Samoa), Mr Jean-Paul Gaudechoux (New Caledonia) and Ms Dorene Naidu (Fiji). The participants list (including contact details) are included in Annex 1.

3. Report on ODIN-PIMRIS Project Progress

Ms Maria Kalenchits, coordinator of ODIN-PIMRIS, welcomed the participants to the workshop. She presented an overview of the activities and achievements of the ODIN-PIMRIS project. The report IOC/IODE-XX/22 contains a full overview of the ODIN-PIMRIS results (http://www.iode.org/index.php?option=com_oe&task=viewDocumentRecord&docID=3164).

The most important achievements of ODIN-PIMRIS are:

- UNESCO IOC IODE Training Workshop on Marine Information Management Towards the Ocean Data and Information Network of the Pacific Island Region was organized in Oostende, Belgium, 13-17 May 2008
- Small Scale Project Proposal for Pilot Project for a Regional Network of Pacific Island Marine Libraries (ODIN-PIMRIS) submitted and approved by the Government of Flanders
- ODIN-PIMRIS Pilot Project meeting, Suva, Fiji, 19th September 2008
- One-day Regional Training session in Marine Information Management was Suva, Fiji, 20th

September 2008.

The Pacific Marine Portal will be a useful tool for the marine community in the Pacific Islands region. The portal targets librarians, marine scientists and policy makers. The portal will be build using technical infrastructure of IODE and will be hosted on the IODE's servers in Belgium. The system should be flexible in order to tailor the portal to regional needs and priorities and to reflect and promote existing resources (online library catalogues, digital repositories and databases created by FFA, SPC, SPREP, SOPAC and USP, and other relevant information resources). The Pacific Marine Portal is a collaborative venture of PIMRIS stakeholders.

4. Review and lessons learned from other IODE (Portal) sites

Mr Mika Odido presented an overview of the ODINAFRICA-III Project. A number of relevant websites were developed by ODINAFRICA in order to distribute marine data and information to the marine science community:

- **The African Ocean Portal** (<http://www.africanoceans.net>) is a gateway on all African ocean information covering a total of 27 countries from North, to west, to south, east Africa and Island state. The Portal strives to provide a communication forum for all layers of society with an intellectual, economic or political interest in the ocean and coastal areas. The aim is to ensure that the information about African oceans and coastal areas reach the multitude of stakeholders in a timely manner.
- **ODINAFRICA Sea Level Data Facility.** The ODINAFRICA Data Facility (<http://www.sealevelstation.net>) is operational at the IODE Project Office in Ostend, Belgium. The roles of the facility are: (i) Data capture via GTS and archive in relational database as an OdinAfrica backup to national and GLOSS data centres, (ii) Web-display (including plots and raw data provision) and provision of tide-gauge operator alert (by email or SMS) in case of equipment mal-function, (iii) semi-automatic data quality control, and (iii) communication with technical consultant and perhaps provide line management.
- **OceanDocs Africa** (<http://www.oceandocs.org>) OceanDocs Africa was created to develop an Open Access Initiatives (OAI) compliant repository, providing access to full text publications (articles, conference papers, working papers, theses, preprints...) created by scientists affiliated to OdinAfrica institutes working in the field of oceanography and marine science. This will later on be extended to include non-affiliated OdinAfrica institutions. The ultimate objective of the project is to make available material that cannot be obtained through the traditional printing process.

Besides the ODINAFRICA websites described above there are also a number of IODE websites

using technologies which may be relevant for the development of the Pacific Marine Portal.

- The **IODE website** (<http://www.iode.org>) makes use of a Content Management System called JOOMLA. The system uses the OceanExpert database (<http://www.oceanexpert.org>) for registry of people and events (this is done via the Paperclip extension). The system is also able to handle documents via the DocMan extension.
- The IODE website also contains an **IODE Alumni Webpage** (<http://www.iode.org/alumni>) which enables the searching of IODE alumni and IODE training events in the OceanExpert database.
- **OceanExpert** (<http://www.oceanexpert.org>) is a global directory of marine and freshwater professionals. It was developed in 1997 under the auspices of the IODE Group of Experts on Marine Information Management (GE-MIM). OceanExpert is a free product but can be used *only* for non-profit purposes. The system allows entering information on upcoming events, job postings and the sending out of messages to selected experts. This service is only available to registered users.

5. Discussion on the design and content of the portal

Mr Peter Murgatroyd prepared a draft outline of the portal as a preparation for discussions during the workshop (http://www.sprep.org/ocean_portal.htm). The portal should allow remote updating and editing of the site for ODIN-PIMRIS partners. A Members-Only area should be available containing e.g. member forums, discussions.

Priorities of the portal should include a federated search tool for library online catalogues and an option for harvesting of existing e-repositories. Across all sources more than 10,000 documents are available in pdf format and this number will continue to grow. It is critical to the value of the portal as a regional gateway that this functionality is integrated. The portal should also enable automatic update and display of news items and developments from other websites of the regional agencies (RSS feeds). The site should also contain links to other relevant information sites in the region.

The site should also contain a ‘Did you know’ and ‘News’ sections.

The draft outline of the portal was used during e-mail discussions in the period before the meeting.

The Workshop Participants agreed that the title of the site should be ‘Pacific Islands Marine Portal’ with a sub-title ‘The Portal of the Pacific Islands Marine Resources Information System (PIMRIS)’.

The PIMRIS and IODE logo will be displayed on top. The names of the involved institutions will be displayed at the bottom.

The target group will be the 22 Pacific Islands countries and territories.

The URL and domain name will be <http://www.pimrisportal.org> (and .net). IODE will register the domain names. To be decided if PIMRIS.org as a domain-name is saved.

The Portal site home page should contain a disclaimer displayed in the footer of the page stating “IOC/IODE is not responsible for information provided by external content providers”

Mission Statement for the Pacific Islands Marine Portal

The Group agreed that the Mission Statement of the Portal should be included on the website in

The Mission Statement is as follows:

The mission of the Pacific Islands Marine Portal is to improve access to Pacific marine information for the Pacific Islands community.

ODIN-PIMRIS is a project that contributes to the objectives of PIMRIS by focusing on:

- Establishing a regional marine information portal
- Creating capacity at national and institutional level to use and contribute to the portal
- Promoting of the portal as a valuable information source for managers and decision makers.

6. Discussion on the portal technical solutions

Technical requirements

The Group drafted a wish list of requirements for the site and discussed which items to include in a first and second phase.

1st phase : March – June 2009

Requirement	Description	Priority
1 CMS	The portal will be build upon JOOMLA 1.5 technology (instead of a static website)	1 st phase
2 Federated search tool	Searching across identified Z39.5 compliant library databases	1 st phase
Harvester	Harvesting identified OAI compliant e-repositories	1 st phase
2 Members only area	The Portal should provide open access for	1 st phase

	visitors. The site should contain a members only area. Members have to register in the system. Registered members can post messages, use a forum, ask questions. Different levels of access: Guest, Editors, (Publisher), Administrator	
3 Registering members	The members should provide at least: First name, Last name, Institution, email. The group agreed that the registering of members should be done by the site administrator (non critical). Members should be a restricted group validated by the administrator. Administrator will validate new subscribers.	1 st phase
4 Embedded media	The system should be able to embed Youtube movies and audio. At least one media item should be displayed on the webpage. The movie should not start automatically (no auto start). high/low bandwidth option.	1 st phase
5 Language	The language of the portal will be English. The group agreed not to duplicate the English language articles into French. The group agreed to make a template for submission of articles in French and English in order to encourage both language groups to submit materials to the portal.	1 st phase
6 News feeds	The system should allow the display of content obtained through RSS feeds. There should be at least one updated news item 'live' on the front page.	1 st phase
7 Mailing list	The system should enable to mail the user group.	1 st phase
8 URL Checker	A link checker should be included.	1 st phase
9 Blog	The system should allow the inclusion of blogs of e.g. marine researchers reporting on the outcomes of their research (as a means of science dissemination)	2 nd phase
10 Photo gallery	The system should allow to create a photo gallery containing categorized pictures on sea and coast related subjects in the region. A list with high-definition photos is available. The system should make use of the Creative Commons License system. Categorisation is 2 nd phase.	1 st phase
12 Questions & Answers	The system should include an email functionality	1 st phase

	in the Members-Only area enabling the posting of questions to the site administrator. Statistics on number of posted questions should be included in the monthly statistics. The question will be forwarded by the administrators to the relevant scientists in the region.	
13 Documents	The system should allow to host documents related to ODIN-PIMRIS activities (word, pdf, xls).	1 st phase
14 Calendar	The system should link to the SPCC calendar	1 st phase

Mr Mzukisi Mbekwa reported on technical solutions for the PIMRIS Portal. The proposed PIMRIS Portal will be developed using JOOMLA software with the Paperclip and DocMan as extensions. Technical solutions for second phase requirements will be examined until later time.

A first preliminary version of the website was presented by Mr Mzukisi Mbekwa on Friday 20 March.

7. Discussion and drafting of Agreement on roles and responsibilities of stakeholders

It was agreed that:

- All agency representatives would have full access to administrator rights,
- Structure changes should be approved by PIMRIS participating agencies

Responsibilities of stakeholders

SPREP Representative

- Assist with Identifying content
- Training & Educational resources
- Promotion of the Portal thru leaflets, posters, partners information Products, in country visits

SPC Representative

- Calendar
- “Did you know” section
- Training & Educational Resources

- Promotion of the Portal thru leaflets, posters, partners information products, in country visits

PIMRIS Coordinator

- Discussion Group/ Forum moderated by PIMRIS Coordinator
- Members area
- Training & educational resources
- Promotion of the Portal thru leaflets, posters, partners information products, in country visits
- Training, scholarships & Funding Opportunities (Members Only section)

SOPAC Representative

- Training & educational Resources
- Promotion of the Portal thru leaflets, posters, partners infor. Products, in country visits
- Training, scholarships & Funding Opportunities (Members Only section)

FFA Representative

- Training & Educational Resources
- Promotion of the Portal thru leaflets, posters, partners information Products, in country visits

IODE will provide technical assistance/support and training.

8. Promotion of the PIMRIS Portal

The group agreed to promote the site by: poster, leaflets, partner information products, and information sessions during country visits.

9. Training on updating the portal

Mr Mzukisi Mbewka provided half day training on JOOMLA. The workshop participants learned on how to update the portal.

10. Agenda

The agenda for the workshop is available on the IODE website (http://www.iode.org/index.php?option=com_oe&task=viewEventAgenda&eventID=431) and in Annex 2.

Annex 1

List of Participants

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Annex 2 Workshop Agenda

Workshop on the creation of the ODIN-PIMRIS web portal

16 - 20 March 2009

Oostende, Belgium

Agenda

- 1.1 Welcome and introduction
- 1.2 Report on ODIN-PIMRIS project Progress
- 1.3 Review and lessons learned from the development of the African Oceans Portal
- 1.4 Discussion on the design and content of the portal
- 1.5 Discussion on the portal technical solutions
- 1.6 Discussion and drafting of Agreement on roles and responsibilities of stakeholders
- 1.7 Technical work on site/Group work on agreement
- 1.8 Training in updating portal
- 1.9 Discussion on promotion of the portal
- 1.10 Wrap-up session
- 1.11 JOOMLA Training Course

Limited distribution

IOC/IODE-XX/22

15/01/09

Original: English

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)**

**Twentieth Session of the IOC Committee on International Oceanographic Data
and Information Exchange (IODE-XIX)
Beijing, China, 4-8 May 2009**

**REGIONAL NETWORK OF PACIFIC ISLAND MARINE
LIBRARIES (ODIN-PIMRIS)
PROGRESS REPORT FOR 2008-2009;
WORK PLAN AND BUDGET FOR 2010- 2011**

Maria Kalenchits

PIMRIS Coordination Unit / University of the South Pacific, Suva, Fiji

Summary

PIMRIS (Pacific Islands Marine Resources Information Network) is a formal cooperative network of libraries and information centres within regional organisations and government agencies concerned with the development of fisheries and marine resources in the Pacific. Its aim is to improve access to information on marine resources in the region by: (i) collecting, cataloguing and preserving relevant documents in print and electronic formats, especially "grey literature"; (ii) disseminating information via new products and services; (iii) supporting the development of regional libraries and information centres through training and technical assistance; and (iv) cooperating with similar networks and institutions throughout the world, including IAMS LIC, FAO and IOC.

ODIN-PIMRIS is a pilot project that contributes to the objectives of PIMRIS, by focusing on:

- establishing a regional marine information portal
- creating capacity at national and institutional level to use & contribute to the portal,
- promoting of the portal as a valuable information source for managers and decision makers

During the first phase of the project (2008-2009) capacity building activities are focused on five pilot countries (Cook Islands, Fiji, Kiribati, Samoa and Solomon Islands). During the second phase (2010-2011) other Pacific Island countries will get actively involved in the project along with pilot countries.

1. PROJECT INFORMATION

ODIN-PIMRIS Project was established in 2008. The project, which main objective is to create a regional marine information portal, brings together existing information sources developed by Pacific international agencies as well as supports development of institutional e-repositories in national marine and fisheries departments. PIMRIS Coordination Unit acts as the Project coordinator.

While agency participants (Pacific Islands Forum Fisheries Agency – FFA, South Pacific Applied Geoscience Commission – SOPAC, Secretariat of the Pacific Community – SPC, Pacific Regional Environmental Programme – SPREP, and University of the South Pacific – USP) concentrate their efforts on maintaining their digital libraries and e-repositories, PIMRIS Coordination Unit (CU) develops a standard e-collection structure based on Greenstone software platform for marine and fisheries departments in the region. Marine and fisheries departments in the Pacific also have valuable materials that should be preserved in electronic format in order to (i) avoid their degradation; (2) avoid loss of library resources due to departure of staff; (3) improve access to this information. Institutional repositories will include published and unpublished documents produced by those organizations. To secure a stable on-line access to this information PIMRIS will also maintain a regional e-repository; project partners are asked to submit e-copies of the relevant documents to PIMRIS for inclusion into regional e-repository. In 2009-2010 PIMRIS CU jointly with SPREP partner plans a number of regional Training Workshops in e-repository input and search techniques, and MIM.

Developing of capacity building opportunities via library twinning and integrated regional training programs, scholarships and equipment support is also an important part of the project.

Support to and understanding of ODIN-PIMRIS goals by regional and national authorities are seen as one of the key factors corresponding to the success of the project. In January 2009 PIMRIS CU jointly with the Project Office for IODE prepared and distributed a letter addressed to Heads of Fisheries (HoF) in Pacific countries asking them to support ODIN-PIMRIS project initiatives in their countries and to nominate project contact persons. Based on letters of interest received from HoFs the formal relations between national organizations and ODIN-PIMRIS will be established in early 2009.

ODIN-PIMRIS project hopes to achieve the following outcomes:

- Better management of the institution's published or unpublished information
- Secure long term storage and protection of this information
- Enhanced sharing of published and unpublished information
- Development of the skills and capacity to identify important resources available outside the institution.

2. ACTIVITIES COMPLETED IN 2008

- UNESCO IOC IODE Training Workshop on Marine Information Management Towards the Ocean Data and Information Network of the Pacific Island Region was organized in Oostende, Belgium, 13-17 May 2008 and

attended by 5 project participants from regional agencies (FFA, SOPAC, SPC, SPREP, USP/PIMRIS CU). Aim of workshop was to identify how IODE can help participants develop a marine library network for the Pacific region. By the end of the workshop participants produced a draft proposal document, which included a list of needs, a list of required products and services, and a suggested model and structure for regional collaboration.

- Small Scale Project Proposal for Pilot Project for a Regional Network of Pacific Island Marine Libraries (ODIN-PIMRIS) prepared by project participants and submitted by IODE to the Government of Flanders in September 2008. Project budget is approved by the Government of Flanders in amount of US\$ 22,000.

- ODIN-PIMRIS Pilot Project meeting was organized in conjunction with 34th IAMSLIC conference in Suva, Fiji on 19th September 2008 and attended by 19 participants (incl. major collaborating partners, national partners, potential partner and experts). Meeting was called to further discuss the implementation of the project work plan included in the Proposal for Pilot Project for a Regional Network of Pacific Island Marine Libraries (ODIN-PIMRIS). *Summary of discussions attached.*

- One-day Regional Training session in Marine Information Management was organized in conjunction with 34th IAMSLIC conference in Suva, Fiji on 20th September 2008. Session was attended by 5 trainers and 10 trainees (from American Samoa, Cook Islands, Fiji, Kiribati, Marshall Islands, Solomon Islands, Tonga, and Western Samoa). Topics covered during the training included: 1) introduction to computers and networks (*by R. Raj*); 2) the role of an information officer in a special library and the role of information in the organization (*by E. Kleiber*); 3) Introduction to basic cataloguing principles (*by A. Gibert*); 4) how to organize special library (*by P. Murgatroyd*); 5) Information literacy (*by P. Murgatroyd and M. Kalenchits*); 6) e-repositories and digitization – general introduction and ODIN-PIMRIS project (*by P. Murgatroyd and M. Kalenchits*).

- E-repository software for regional and institutional marine and fisheries e-repositories is selected (Greenstone). First set of Pacific countries to participate in pilot project is identified (Cook Islands, Fiji, Kiribati, Samoa, Solomon Islands).

3. PROJECT OBJECTIVES AND ACTIONS PLANNED FOR 2009-2011

OBJECTIVE 1. Formalize relations between an IODE/IOC and PIMRIS.

ACTIONS:

(i) Provide statement of support for establishment of ODIN-PIMRIS Pilot project

- To prepare Joint IODE/PIMRIS CU letter addressed to the Heads of Fisheries (HoF) Departments in Pacific Island Countries asking them to support ODIN-PIMRIS project initiatives in their countries. PIMRIS coordinator to conduct a project information session at the SPC Heads of Fisheries Meeting in February 2009.

Deadline: February 2009

(ii) Establish roadmap for formalizing relations between all partners (based on needs e.g. MOUs, invitation letters)

- Formal relations between Fisheries Departments and ODIN-PIMRIS to be established based on letters of interest received from HoFs.

Deadline: March 2009

(iii) Establish independent web site describing project (using IODE infrastructure)

- ODIN-PIMRIS project website to be established and to be hosted by IODE.

Deadline: February 2009

OBJECTIVE 2. Establish institutional e-repositories of 'grey literature' for countries (marine & fisheries departments).

ACTIONS:

(i) Undertake regional training course for e-repository skills and MIM

- One-week Training Workshop on e-repository skills to be organized in Suva (Fiji) for the participants from 5 pilot countries (Cook Islands, Fiji, Kiribati, Samoa, Solomon Islands);

Budget: 10,000 USD

Deadline: April 2009

- One-week Training Workshop on e-repository skills for participants joining project at its second phase

Budget: 10,000 USD

Deadline: April 2010

(ii) Establish institutional e-repositories

- Structuring of Greenstone institutional e-repository to be finalized by February 2009. Five pilot institutional repositories to be established and maintained in national fisheries departments (Cook Is., Fiji, Kiribati, Samoa, Solomon Is). Regular input to the repositories to be provided by responsible persons. E-copies of the relevant documents to be regularly submitted to PIMRIS Coordination Unit for inclusion into regional e-repository.

Timeline: April-Dec 2009

- Institutional e-repositories in other Pacific countries participating in the second phase of the project to be established and maintained.

Timeline: April-Dec 2010

(iii) Undertake country visits (expert mission)

- Country visits to be undertaken by PIMRIS Coordinator and USP Digitization Librarian in order to follow up the progress with newly established institutional repositories in five pilot countries and to provide technical assistance and advice.

Budget: 5,000 USD

Timeline: May-July 2009

- Country visits to the Pacific countries participating in the second phase of the project to be undertaken.

Budget: 10,000 USD

Timeline: May-Aug 2010

(iv) Identify funding source for digitization of key resources

- For countries with extensive collections of the documents produced by marine/fisheries department the source of funding for digitization project to be identified.

Deadline: February 2009

OBJECTIVE 3. Support establishment of OAI compliant e-repositories for regional agencies - FFA, SPC, SOPAC, SPREP, and PIMRIS.

ACTIONS:

(i) Provide recommendations & guidelines for minimum standards of OAI compliance & for harvesting of metadata

Deadline: February 2009

(ii) Identify source of funding for digitization projects

Deadline: February 2009

OBJECTIVE 4. Establish regional web portal.

ACTIONS:

(i) Establish procedures for collecting/uploading institutional data to MOANA, development of training and promotional materials

- Structuring of Greenstone regional e-repository to be finalized. Procedures for collecting/uploading institutional data to Moana regional repository to be established. Training materials and e-repository manual to be developed and published. Project leaflets and posters to be designed and published.

Budget: 5,000 USD

Deadline: Jan-June 2009

(ii) Identify and establish links to regional resources (e.g. e-repositories, MOANA), implement harvesting options

Deadline: March 2009

(iii) Collaboratively design & publish IODE/IOC based ODIN-PIMRIS web portal at IOC-IODE Office

- One-week visit by Peter Murgatroyd (SPREP) to IOC/IODE Project Office to design and publish ODIN/PIMRIS web portal.

Deadline: March 2009

- Regular updating of information and materials placed on the portal

Timeline: Ongoing

OBJECTIVE 5. Develop capacity building opportunities.

ACTIONS:

(i) Investigate support for marine library twinning programme (with 5 countries & some regional agencies)

- To submit a proposal to Pacific Governance Support Program (Australia) for Marine library twinning programme via FISHNET (Australian/NZ marine library network) – action coordinator - Suzie Davies

Deadline: June 2009

- To investigate support for similar program with IAMSLIC Cyamus regional group.

Deadline: June 2009

(ii) Develop interim framework for integrated regional training programme

- Framework for integrated regional training programme to be developed in collaboration with the libraries of CROP agencies (Council of the Regional Organizations of the Pacific).

Deadline: Mid 2009

(iii) Identify sources of funding; establish a process for selecting applicants for scholarship programmes in information management

- Sources of funding for regional training programmes to be identified. Process for selecting applicants for scholarship programmes to be established by major project partners taking into account regional marine information needs.

Deadline: Mar-July 2009

- Establish ODIN-PIMRIS scholarship programme to support studies in librarianship via DFL (USP Certificate Program).

Budget: 4,000 USD

Timeline: 2010-2011*

**(2 scholarships in 2010, 2 scholarships in 2011)*

(iv) Provide links to existing scholarships and training programmes on portal

- Existing scholarships and relevant training programmes to be identified. Information on scholarships and training programmes to be made available via marine information portal. Information to be updated regularly.

Deadline: March 2009

(v) Equipment support to second phase countries

Budget: 5,000 USD

Deadline April-June 2010

OBJECTIVE 6. Manage ODIN-PIMRIS Network Pilot Project.

ACTIONS:

(i) Project meetings

- To organize a project meeting (for Project major partners and IODE/GEMIM representatives) at the IODE Project Office to review pilot project achievements and to plan the next phase of the project.

Budget: 20,000 USD

Deadline: February 2010

- To organize a project meeting to review project second phase (preferably in the region) – meeting to be attended by project major and regional participants.

Budget: 30,000 USD

Deadline: March 2011

- To attend IODE XXI session (Project Coordinator)

Budget: 4,000 USD

Deadline: mid 2011

- To investigate opportunities of establishment and funding full-time Project Coordinator position to ensure sustainability of the project.

Deadline: January 2010

4. ITEMS FOR 2010-2011 WORK PLAN AND PROPOSED BUDGET (in US\$)

Action item description	To be implemented by [name]	Deadline / date	Requested from UNESCO RP	Requested from other sources (FUST...)
Review meeting of Pilot Project at IOC project Office for IODE (major participants)	Maria Kalenchits & IODE	February 2010	5,000	15,000
E-repository training workshop for other ODIN-PIMRIS partners (II phase)	Maria Kalenchits	April 2010	5,000*	
Equipment support to II phase countries	Maria Kalenchits	April-June 2010		5,000
Country visits to II phase countries (expert mission) to provide assistance and advice with institutional e-repositories	Maria Kalenchits & USP Digitization Librarian	April-June 2010		10,000
Establish ODIN-PIMRIS scholarship program to support studies in librarianship via DFL (USP Certificate Program) – two scholarships per year	ODIN-PIMRIS Coordinator	2010		2,000
		2011		2,000
Regional Review meeting of the project II phase	ODIN-PIMRIS Coordinator	February 2011	10,000	10,000
IODE XXI Session	ODIN-PIMRIS Coordinator	2011		4,000

* - Total budget is 10,000; 5,000 approved by FUST in 2008

5. BREAKDOWN OF FUNDS REQUESTED FOR 2010-2011 (in US\$)

	2010			2011		
	Requested from RP	Requested from other sources (FUST...)	Total	Requested from RP	Requested from other sources (FUST...)	Total
Training activities	5,000		5,000			
Expert visits		10,000	10,000			
Scholarships		2,000	2,000		2,000	2,000
Equipment		5,000	5,000			
Project management	5,000	15,000	20,000	10,000	24,000	34,000
TOTAL:	10,000	32,000	42,000	10,000	26,000	36,000

RP - UNESCO Regular Program Funds

FUST – The Flanders UNESCO Trust Fund

ANNEXES:

- A. Proposal for Pilot Project for a Regional Network of Pacific Island Marine Libraries (ODIN-PIMRIS)
- B. Summary Report of the ODIN-PIMRIS Pilot Project Meeting held on Friday, 19 September 2008 in the University of the South Pacific, Suva, Fiji
- C. Detailed project budget for 2009

ODIN-PIMRIS Project**E-REPOSITORY TRAINING WORKSHOP REPORT**

DATES AND PLACE: 17-21 August 2009, University of the South Pacific, SUVA, FIJI

Starting time: Monday, August 17 at 09.00 AM

End of the Workshop: Friday, August 21 at 3.30 PM

TRAINERS: **Maria Kalenchits**, PIMRIS Coordinator (USP)
Peter Murgatroyd, PEIN Coordinator (SPREP)
Ela Qica, Librarian-Digitization (USP Library)
Vikash Gounder, Analyst Programmer (USP Library)
Eleanor Kleiber, Librarian (SPC)

TRAINEES: **Ataban Kapule**, Min. of Agriculture and Fisheries, *Solomon Is.*
Shalendra Singh, Fisheries Div., Min. of Fisheries & Forests, *Fiji*
Rebekah Daniel, Ministry of Marine Resources, *Cook Islands*
Mwabwa Raurenti, Min. Fish. & Marine Res. Develop., *Kiribati*
Aifiti Viane, Fisheries Division, Ministry of Agriculture, *Samoa*
Jainul Ali, PIMRIS Coordinating Unit, *Fiji*

OBSERVERS: **Judith Titoko**, Head of Serials Section, USP Library
Lusiana Ravuvu, Head of Cataloguing Section, USP Library
Anasa Waqa, Library Assistant, Digitization Section, USP Library

AIM, OBJECTIVES: **Aim** of the Training Workshop was to provide participants with necessary knowledge and basic practical skills of maintaining institutional repository as well as of using and contributing to the Pacific Islands Marine Portal.

Objectives of the training were:

(1) To familiarize participants with the structure of the Marine Portal and with the ways of promotion the portal at institutional and national level.

(2) To provide participants with basic knowledge on technical requirements (library equipment and system requirements) for running institutional E-repository on Greenstone platform.

(3) To familiarize participants with the necessary techniques & procedures (identification of the documents, scanning, OCR, input to e-repository, searching the collection).

(4) To provide participants with practical skills in digital collection development.

(5) To promote greater understanding of the role of PIMRIS Regional Repository and to provide participants with the instructions for submitting their input to the repository.

Agenda of the Workshop

Mon, 17 Aug 09	0900-0930	Elizabeth Fong Maria Kalenchits	Welcome, introductions
	0930-1030	Maria Kalenchits	ODIN-PIMRIS project report & discussion
	1030-1100	<i>Coffee break</i>	
	1100-1230	Peter Murgatroyd	Pacific Islands Marine Portal
	1230-1330	<i>Lunch</i>	
	1330-1500	Peter Murgatroyd	Pacific Islands Marine Portal
	1500-1530	<i>Coffee break</i>	
	1530-1630	Peter Murgatroyd, Maria Kalenchits	Pacific Islands Marine Portal (promotion of the portal at national level).
Tue, 18 Aug 09	0900-1030	Vikash Gounder	Library equipment and system requirements
	1030-1100	<i>Coffee break</i>	
	1100-1230	Ela Qica	Greenstone software as a platform for institutional digital collection; GLI interface
	1230-1330	<i>Lunch</i>	
	1330-1500	Ela Qica	Greenstone User Interface – Digital Library; Examples of Greenstone digital collections
	1500-1530	<i>Coffee break</i>	
	1530-1630	Maria Kalenchits	Maintaining institutional e-repository
Wed, 19 Aug 09	0900-1030	Maria Kalenchits	Identifying documents for E-repository (copyright, confidentiality issues); Scanning techniques and procedures
	1030-1100	<i>Coffee break</i>	
	1100-1230	Maria Kalenchits Eleanor Kleiber	Practical Session in scanning, OCR'ing, creating pdf files and saving docs)
	1230-1330	<i>Lunch</i>	
	1330-1500	Maria Kalenchits, Eleanor Kleiber	Practical Session in scanning - <i>continued</i>
	1500-1530	<i>Coffee break</i>	
	1530-1630	Maria Kalenchits, Eleanor Kleiber	Practical Session in scanning - <i>continued</i>
Thu, 20 Aug 09	0900-1030	Maria Kalenchits	Greenstone national e-collection for marine grey literature; Input to repository; Greenstone Metadata set and metadata standards
	1030-1100	<i>Coffee break</i>	
	1100-1230	Maria Kalenchits, Ela Qica	Practical session in adding documents to the collection and enriching them with metadata.
	1230-1330	<i>Lunch</i>	
	1330-1500	Maria Kalenchits, Ela Qica	Practical session in adding documents to the collection and enriching them with metadata - <i>continued</i>
	1500-1530	<i>Coffee break</i>	
	1530-1630	Vikash Gounder	Customizing e-collection
Fri, 21 Aug 09	0900-1030	Maria Kalenchits, Ela Qica	Practical session in adding documents to the collection and enriching them with metadata - <i>continued</i>
	1030-1100	<i>Coffee break</i>	
	1100-1230	Maria Kalenchits	PIMRIS Regional Repository and USP Aquatic Repository (incl. search techniques)
	1230-1330	<i>Lunch</i>	
	1330-1500	Maria Kalenchits	National input to PIMRIS Regional Repository
	1500-1530	<i>Coffee break</i>	
	1530-1630	Maria Kalenchits, Peter Murgatroyd	Discussion, Conclusions

INTRODUCTION: ODIN-PIMRIS project is focused on establishing Pacific Islands Marine Portal, creating capacity at national level to use and contribute to the portal, as well as promoting the portal as a valuable information source for managers and decision makers. In the frameworks of the project, five pilot countries (Cook Islands, Fiji, Kiribati, Samoa, and Solomon Islands) are involved in establishing national e-repositories of the documents produced by their respective fisheries departments.

Since 2009 PIMRIS Coordination Unit maintains a regional repository (PIMRIS Regional Repository) of published and unpublished documents produced by marine/fisheries departments in the region in order to preserve those documents in digital format and ensure stable online access to marine information produced by PIMRIS governmental participants. PIMRIS Coordination Unit with assistance provided by USPL Systems Section has also structured and customized institutional digital collections for the national participants of the pilot project. All digital collections are developed on Greenstone software platform.

PIMRIS governmental participants are seen as major contributors to the PIMRIS Regional Repository and to the Pacific Islands Marine portal.

**SUMMARY
OF
PRESENTATIONS:**

Monday, 17 Aug 09

Elizabeth Fong, Deputy University Librarian, welcomed the participants of the Training Workshop.

Maria Kalenchits advised participants on the administrative arrangements.

Maria Kalenchits presented ODIN-PIMRIS project report. She highlighted objectives of the project and recounted major developments contributed to the establishment of ODIN-PIMRIS. Project work plans for the first (2009-2010) and second (2010-2011) phases were presented and discussed.

Peter Murgatroyd demonstrated recently established Pacific Islands Marine Portal. He explained the structure of the portal and provided overview of the major information sources available through the portal. Participants had a practical session in using the portal; they were provided with individual usernames and passwords (member accounts were created by PIMRIS Coordinator) to explore Member's Section of the portal.

Peter Murgatroyd and **Maria Kalenchits** moderated a discussion on promotion of the portal at organizational and national level. Such forms of promotion as library information sessions, presentations at the internal organizational meetings, distribution of promotional materials, individual consultancy, etc. were discussed.

Tuesday, 18 Aug 09

Vikash Gounder, USPL Analyst Programmer, made presentation on computer hardware and software requirements. Topics covered were: computer hardware, software, anti-virus, firewall, browsers, and editors). A procedure of installation of Greenstone software on library PC was explained in detail.

In her two presentations, **Ela Qica**, USPL Librarian, Digitization, presented Greenstone software. Basic steps of working with Greenstone digital collections were illustrated by PowerPoint slides. Topics covered in the presentations: Greenstone Librarian Interface (GLI) and its' major modules (Gather, Enrich, Design, Create, and Format), Greenstone User Interface, Examples of Greenstone Digital collections).

Last presentation for Tuesday's afternoon session was focused on maintaining institutional repository. **Maria Kalenchits** explained arias and

activities of digital collection management. Topics covered in the presentation were: collection policy development, selection and copyright, collection analysis, staff training, etc. A typical structure of the institutional collections established by PIMRIS Coordination Unit for five pilot countries was presented and discussed (presentation was illustrated by slides).

Wednesday, 19 Aug 09

All participants were provided with a copy of *Guidelines for establishing and maintaining Institutional E-repository of published and unpublished documents produced by marine or fisheries department in Pacific Island country: installation, scanning and OCR techniques, data entry and searching procedures*. [A number of amendments/changes to the Guidelines was suggested during the training. Maria Kalenchits agreed to prepare a revised version. Judith Titoko has agreed to edit it.]

Maria Kalenchits explained the process of identification and selection of documents for institutional e-repository taking into account copyright and confidentiality issues. Scanning techniques and procedures were presented step-by-step and illustrated by PowerPoint slides.

The rest of the day was occupied by practical session in scanning. All participants were asked to bring for digitization some recent documents produced by their department. PIMRIS Coordination Unit also provided relevant documents for practical work. All participants were provided with PC and scanner for the practical sessions. **Maria Kalenchits**, **Eleanor Kleiber**, SPC Librarian and **Jainul Ali**, PIMRIS LA, assisted participants with scanning.

Thursday, 20 Aug 09

Maria Kalenchits focused on input to e-repository, metadata set and metadata standards. Metadata input rules were explained in detail followed by practical session in adding documents to the collection and enriching them with metadata. **Ela Qica** assisted with a practical session.

Vikash Gounder made a presentation on customizing e-collection. Topics covered were: 1) Greenstone User Interface overview, 2) Files you will need to work on, 3) Changing text header, 4) Modifying graphic header.

Friday, 21 Aug 09

Practical session in adding documents to the collections and enriching them with metadata continued.

Maria Kalenchits demonstrated PIMRIS Regional Repository and USP Aquatic repository. A national input to PIMRIS Regional Repository was discussed. An importance of regular submitting of digital documents for the repository was emphasized.

All participants were invited to share their ideas, thoughts and training experiences.

All participants were presented Certificates of Participation and everyone has been given a licensed copy of Adobe Acrobat Professional software.

PIMRIS Coordinator declared the Training Workshop **closed** at 3.30pm

Maria Kalenchits
07/10/2009

MINISTRY OF FISHERIES AND MARINE RESOURCES DEVELOPMENT, KIRIBATI : e-REPOSITORY REPORT

INTRODUCTION

This is a report on a visit to the Ministry of Fisheries and Marine Resources Development, Kiribati. This visit was necessary as part of the scheduled activities leading from the Greenstone E-Repository Workshop held at USP, Suva from 17th – 21st August 2009 for the 5 piloted Pacific Island countries Fiji, Cook Islands, Kiribati, Samoa and Solomon Islands ; coordinated and funded by the PIMRIS/IOD Project.

PURPOSE

The purpose of this 1 week (October 22nd – 29th 2009) follow-up visit was to ensure that the e-repository on the digital platform *Greenstone* is operational at the Ministry of Fisheries and Marine Resources Development, Kiribati. At the end of the follow-up visit, the Fisheries Information Officer should progressively populate the digital collection or e-repository with reports published by the Ministry of Fisheries and also encourage staff to gain access to this information.

LOCATION

The follow-up visit took place at the Ministry of Fisheries and Marine Resources Development Information Unit at Tanaea, Tarawa and I worked with Ms. Mwaba Raurenti, Fisheries Information Officer of the Ministry.

PHYSICAL COLLECTION

The Ministry of Fisheries and Marine Resources Development, Kiribati houses all its publications in a well regulated environment. Along the walls are 3 shelves and 1 cupboard on which an estimated 2000 reports, newsletters, reference manuals, UN/FAO publications are shelved. An internally devised classification system is used to classify the publications.

SCHEDULE OF TASKS

Upon my arrival, I was informed that the Ministry of Fisheries and Marine Resources Development was hosting its Open Day, commencing Wednesday to Friday on that week at the Head Office situated in Bairiki, Tarawa. All staff members were at the main office and the office at Tanaea was closed.

My task when work resumed at the office was to :

- check that software installations for both *Greenstone 2.82* and *Adobe Acrobat 9* are correct and completed.
- check that all scanned documents are correct following the established standards documented in the Manual provided.
- check that *Adobe Acrobat* is compatible to the *Greenstone* version.
- check that the *Greenstone GLI Interface* works in all its functions (Gather/Enrich/Design/Create/Format).
- check that the correct *Greenstone* privileges is set-up for usage.
- check that all work flows from scanning, downloading, searching and viewing the collection works

ACTUAL TASKS

1. *Greenstone* and *Adobe Acrobat*

Initial technical problems were encountered with both soft-wares. *Greenstone* version 2.82 was launched, but the digital collection did not display. *Adobe Acrobat* on the other hand was scanning documents but pdf's created were not opening up when uploaded to *Greenstone*.

**MINISTRY OF FISHERIES AND MARINE RESOURCES DEVELOPMENT,
KIRIBATI : e-REPOSITORY REPORT**

To correct these problems, I located the missing file from the installation cd and copied this to the Collect Folder of the collection. Scanned documents in pdf were re-saved to a lower version in *Adobe Acrobat*. When GLI was opened and *Greenstone* launched, the collection was re-built and the e-repository displayed documents.

2. Scanned Documents

A document of 25 pages was scanned, saved and then cropped according to the standards in the Manual. Other functions to insert, delete and replace pages were tested and it was found to work well. It was noted that *Adobe Acrobat Professional* automatically OCR's scanned documents to facilitate the searching of a document or record.

3. Compatibility

A standard to save documents to a lower version, now makes it possible for scanned documents to be uploaded successfully to the digital platform.

4. Functions

All function modes (Gather/Enrich/Design/Create/Format) are working well. By adding more documents to the collection, all these modes had to be made functional. To effectively ensure that the functions worked, I logged in as an Expert User and successfully performed these functions. The ASFA subject headings were also used to standardize subjects entered for each document.

5. User Level

The default user level set for the e-repository is 'Library Assistant'. This privilege level allows its user to use the following modes (Gather/Enrich/Create) only. This is a safe mode level and one to prevent accidental changes to pre-set formats that currently run the collection.

6. Work Flows

To ensure that all the work flows were in good working order, the Fisheries Information Officer was requested to perform the task of scanning and editing a document using *Adobe Acrobat* ; upload this to *Greenstone* using all the functions and to preview the collection. The tasks were successfully completed.

CONCLUSION

A total of 30 documents; reports and newsletters were scanned, edited, uploaded and added to the e-repository. More reports were identified and these will be gradually added to the collection.

Documents will be added regularly to the collection and scanned copies will be sent to PIMRIS for their inclusion into the portal.

ACKNOWLEDGEMENT

I wish to sincerely thank the Kiribati Ministry of Fisheries and Marine Resources Development staff and PIMRIS for facilitating my trip and work; and USP Library Management for releasing me to complete this follow-up visit.

Ela Volatabu Qica
Librarian Digitisation
USP Library

**MINISTRY OF FISHERIES AND MARINE RESOURCES DEVELOPMENT,
KIRIBATI : e-REPOSITORY REPORT**

ATTACHMENTS



Photo 1 : Reports in the collection
Ministry of Fisheries and Marine Resources Development, Kiribati – 26/10/09



Photo 2 : Newsletters, Books and Annual Reports
Ministry of Fisheries and Marine Resources Development, Kiribati – 26/10/09

**MINISTRY OF FISHERIES AND MARINE RESOURCES DEVELOPMENT,
KIRIBATI : e-REPOSITORY REPORT**



Photo 3 : Digitisation Equipment
Ministry of Fisheries and Marine Resources Development, Kiribati – 26/10/09



Photo 4 : Ms. Mwaba Raurenti at work.
Ministry of Fisheries and Marine Resources Development, Kiribati – 26/10/09

**Expert Visit Report
to the Library of Fisheries Division
of the Ministry of Agriculture and Fisheries in Samoa**

Dates of Visit:	October 27-30, 2009 (visit was scheduled for 6-10 October 2009 initially however had to be postponed because of the earthquake and tsunami that hit Samoa on 30 th of September 2009).
Visited by:	Maria Kalenchits, PIMRIS Coordinator
Location:	Fisheries Library of the Ministry of Agriculture and Fisheries, Apia, Samoa.
Purpose of Visit:	To assist Ms. Aifiti Viane, a person in charge of Fisheries Library, (ODIN-PIMRIS project contact in Samoa Fisheries Division) with establishment and initial input into the institutional e-repository.
Funding	IODE IOC UNESCO/Government of Flanders
Background Information:	<p>Expert visits are undertaken in the framework of ODIN-PIMRIS project and included in the project work plan for 2009-2010. Visits to fisheries departments are scheduled to the countries involved in e-repository training activities in order to assist pilot project partners to apply knowledge and skills gained by them at the E-repository training organized by PIMRIS Coordination Unit and held at USP, Suva (Fiji) in August 2009. Project governmental participants are supposed to establish and maintain digital collections containing published and unpublished documents produced by their organization.</p> <p>By the time of the visit, Samoa Fisheries Library has scanned more than 500 documents (mostly annual and project reports from Samoa Collection); documents are saved in PRF format on a server. Most of those documents can be added to institutional repository.</p> <p>Library requested another Greenstone CD including a copy of the collection file instead of the one that went missing during the tsunami evacuation.</p>
Record of Activities:	<p>1) Installation of Greenstone software and downloading of digital collection (structured and customized in PIMRIS CU/USPL) – software installed on library PC, Samoa digital collection downloaded into the directory: c:\program files\greenstone\collect</p> <p>2) Assistance with the input to the collection provided (creating new folders, copying PDF files into the collection, renaming/deleting files, enriching PDF files with metadata,</p>

indexing of documents) - during the visit more than 120 documents (annual and project reports) were added to the collection, enriched with metadata and indexed using ASFA Thesaurus.

3) Downloading of Adobe Acrobat Pro software and a practice in converting Word files into PDF files – software downloaded, several files converted from Word to PDF format using Adobe Acrobat Pro software. Procedure of inserting/deleting/replacing pages in PDF file using Adobe Acrobat Pro software refreshed for Aifiti.

Recommendations in regards to fisheries information management in the Samoa Fisheries Division and strengthening a role of the fisheries library in this area:

- 1) To move institutional e-repository on the server and to make it available to the staff through local Intranet.
- 2) To consider KOHA software as a possible Integrated Library Management System solution for the Samoa Fisheries Division (software to be used to run online catalogue and circulation). Aifiti is recommended to establish a contact with Nelson Memorial Library in terms of sharing their KOHA experience. PIMRIS Coordination Unit will approach SPC library behalf of the Division to find out whether SPC can provide assistance with KOHA.
- 3) To encourage fisheries officers to deposit their reports and other publications with the library and to provide the library with electronic copies of the publications whenever possible.
- 4) To authorize person in charge of library regularly submit digital copies of divisional publications (upon approval by authors or authorized staff) to PIMRIS Coordination Unit for inclusion into PIMRIS Regional Repository.
(<http://pimrisregional.library.usp.ac.fj/>)
- 5) Person in charge of fisheries library to regularly update divisional staff on new regional and international marine information sources, to promote and encourage usage of Pacific Islands Marine Portal (www.pimrisportal.org) by the staff of the Division.
- 6) To encourage and support studies in librarianship (USP Certificate Program) via Distance Flexible Learning (DFL) for person in charge of Fisheries Library (Ms. Aifiti Viane), as well as her further professional development in the area of marine information (PIMRIS and IODE Training Workshops, etc).

Maria Kalenchits
PIMRIS Coordinator
12/10/2009



Photo 1. Samoa Fisheries Library



Photo 2. Ms. Aifiti Viane at work.

**SECRETARIAT
OF THE PACIFIC COMMUNITY**

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**SECRETARIAT GENERAL
DE LA COMMUNAUTE DU PACIFIQUE**

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In reply, please quote INF 3/12/1

28 October 2009

Mike Batty
Director
SPC Marine Resources Division
Email: MikeB@spc.int

and

Maria Kalenchits
PIMRIS Coordinator
University of the South Pacific
Private Mail Bag
Suva
Fiji Islands
Email: maria.kalenchits@usp.ac.fj

To:

Atonio Mulipola
Assistant Chief Executive Officer
Tokelau Government
PO Box 3298
Apia - Samoa

Dear Atonio

The Secretariat of the Pacific Community (SPC) jointly with the Pacific Islands Marine Resources Information System (PIMRIS) Coordination Unit seek your assistance and cooperation in improving marine and fisheries information services in the Pacific region.

Documents produced by fisheries departments in the Pacific region are extremely valuable to the long-term development of the region. However, they are often published in very limited quantities and can be very difficult to access. These documents are also at the highest risk to get lost due to such factors as natural disasters, departure of staff, computer crashes, etc.

Therefore, the PIMRIS Coordination Unit has recently established the PIMRIS Regional Repository in order to digitally preserve and make accessible published and unpublished documents produced by fisheries departments in the region.

The repository is hosted by the University of the South Pacific (Suva, Fiji) and is available online at <http://pimrisregional.library.usp.ac.fj/>

It includes documents such as:

- annual reports,
- project, scientific and field reports,
- conference and workshop presentations,
- booklets, leaflets and posters,
- periodicals and newsletters,
- etc.

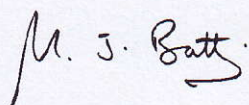
The safe storage, in digital format and as printed copies, of your documents at PIMRIS will ensure that at least one copy all documents produced by your government will be available in 20 years time, whatever happens to the collection of documents kept in your offices. The availability of your documents on Internet and at USP will also increase regional awareness on the work done by your department.

We sincerely hope that you will find this initiative interesting. As a first step in the process, we would appreciate if you could let the PIMRIS Coordinator, Maria Kalenchits, know the name and contact details of the person, within your government, who will take the responsibility for this project. The main tasks in regard to this project will be to regularly (and systematically) collect documents, ensure they can be made available to the general public, and send them to PIMRIS.

Sincerely yours

Mike Batty

Maria Kalenchits

Handwritten signature of Mike Batty in black ink.Handwritten signature of Maria Kalenchits in black ink.