

**4th Annual Meeting of the CGIAR Information Management Professionals
(IMs) Consortium
6-9 September 2004**

Summary of Discussions and Agreed Action Plan

Introduction

Nineteen information management professionals (IMs) from 13 CGIAR Centers and 3 consultants participated in the 4th Annual IMs' meeting at WorldFish Center, Penang, Malaysia. The workshop was held from September 6-9, 2004.

Participants included the IMs and Information Technology (IT) specialists from CIAT, CIFOR, CIMMYT, CIP, ICARDA, ICRISAT, IFPRI, ILRI, IPGRI, IRRI, IWMI, World Agroforestry and WorldFish Center, as well as the CGIAR Chief Information Officer, the Head of WorldFish Center Information and Communications Program, and the Project Coordinator of the ICT/KM E-Publishing System. (See *attachment 1* for a complete list of participants)

Most members of the group and the 3 consultants made presentations during the meeting. (See *attachment 2* for the meeting agenda)

Meeting Objectives

The meeting was designed to;

- Review the consortium 2003/2004 activities and identify areas that need to be addressed
- Discuss and provide input for the development of the Virtual Library
- Discuss and provide input for Information Managers metadata activities
- Discuss strategic and practical issues pertaining to collection development and copyright issues
- Discuss journal subscription issues with the consortium aggregator.

Meeting Session Descriptions

The meeting included 2 days of interactive presentations on consortium activities, collection development and copyright issues followed by 2 days of presentations on metadata, vocabularies and a session on the proposed virtual library.

Following are brief descriptions of the sessions from days 1-4.

Monday, September 6, 2004

1. Report on CGIARLis Consortium Accomplishments by Cecilia Ferreyra

Cecilia presented a summary of the group consultations and accomplishments. She provided statistics on number of databases paid by Centers and the most used databases, subject categories and thesauri used in CGIAR libraries, and mapping of

CGIAR Center terms. IMs' representation in CGIAR ICT-KM initiatives was also reported.

2. Update on the ICT-KM Strategy by Enrica Porcari

Enrica provided a short overview of the ICT-KM Program vision and goals, its achievements, the 2004 investment plan, activities and the future directions of the program. She stressed on the needs to nurture champions and CoPs, and of maximizing efficiencies across the system.

Discussion points/ Agreement: -

- The issue of why the VL had to be reformulated was discussed. Enrica explained that the decision was made based on comments received from the external review panel, the ICT-KM sub committee and the AG. The ICT-KM is a US\$5.3 million project and all proposals have to be validated before approved.
- Michael Hailu of CIFOR represents the Information and Communications program leaders group.
- The IMs requested that the community representation in the ICT-KM advisory group be retained at 2 and not 1 as IMs are involved in many of the projects. Enrica informed the IMs that this would not be possible, as the advisory group needs to maintain a healthy balance of representatives from multiple communities. The group concurred with the decision
- The IT community will still have 2 representatives as the ICT-KM Investment Plan includes a number of infrastructure projects. However, the second representative will be removed in the near future.
- IMs need to be called to the table more often, particularly also in discussing information issues in their own institutions.

3. Summary Report of the ICT-KM C4D Projects Coordination Workshop, May 20-21, Rome by Nancy Walczak

Nancy reported that the 7 projects under the ICT-KM C4D Thrust 2 activities are all linked and overlapping. The effectiveness of these projects depends on the coordination. One of the main focus of the workshop was to provide input for the development and launch of the Virtual Library and the Tech-based Info Products Evaluation projects.

4. Summary Report of the E-Publishing Business Meeting, 27-30 June, Cali by Edith Hesse

Edith reported that the focus areas of e-publishing activities are on workflow, document standards and types, and metadata. The descriptive metadata project team will work in collaboration with the IMs and FAO. She also briefly reported on the outcomes of the Online Learning Resources meeting held at ICRISAT, June 2004.

5. Library Systems/ InMagic by Nihad Maliha

Nick discussed the implications of the current system against the E-Publishing System workflow.

Discussion points: -

- Are there limitations in InMagic?
- Should other applications be selected?

- What is being questioned - the library catalogue or the software? What is the scope of materials in e-publishing?
- Library catalogue, metadata not going to be embedded; need some kind of gateway.
- InMagic has 2 different kind of structure; would in magic fit into VL concept?
- Does Inmagic allow creation of metadata for e-publishing project? – Yes!
- (Michael/LuzMa: Anthony Collins should be informed of the structure, he should ask the libraries).
- E-publishing project foresee positive development; metadata also used to manage e-pub process.
- The problem is not the software, rather it is what we want.
- E-pub has advanced; awareness that other part needs to be integrated (1-2 months)
- There is a need to produce workflow. Jai showed a sample of workflow on the flipchart.

6. Digitization Projects by Kamsiah Mohd Ali

The presentation was based on the CG libraries questionnaire analysis. Kamsiah reported on the reasons for such initiatives, on-going practices, financial implications, hardware and software, copyright issues and suggestions for future directions. Some Centers, like the CG Secretariat, CIP, ICARDA, ICRISAT, IFPRI, IRRI, IWMI, World Agroforestry, and the WorldFish Center already have digitization projects under way. There is a need to compare and adopt the best practices for system-wide adoption. It was suggested that digitization initiatives should be further enhanced, as this is one way of strengthening the institutional repository. (See *attachment 3* for the questionnaire sample)

7. Image Database by Yuni Soeripto

This presentation was based on the CG libraries questionnaire analysis. Yuni provided an overall view of Centers managing image databases, software's used, IPR issues, total collection, and the libraries role in managing such databases. She also briefly reported on the CG Image Bank (CGIB) project that is currently being developed by IRRI. It was reported that 9 Centers have centralized image databases whereas 7 others do not have it. The IMs expertise in metadata structure and information retrieval techniques are crucial in ensuring that such databases are well managed and data easily shared.

8. FAO and CGIAR Libraries Collaboration by Yuni Soeripto

Based on the survey analysis, Yuni reported that the IMs acknowledged that the InfoFinder project was a good exercise in getting the CG libraries to work together. A number of CG libraries started to digitize their collections because of the InfoFinder project. The question of whether there will be a need for the InfoFinder when the Virtual Library project is launched was raised. Many lessons were learnt that could be used in the implementation of the Virtual Library project. The need for common vocabularies, the need to develop subject tree/ category for CGIAR and adherence to standards and database structure are some of the lessons learnt. Some of the suggestions made for future collaborations with FAO are: –

- Collaboration in agricultural ontologies
- Collaboration in agricultural applications profiles/ tools
- IMs participation in AGORA
- Training activities.

9. World Bank Performances Indicators by Ramya De Silva

Ramya reported on IWMI year 2003 experiences in preparing the indicators. In trying to find a solution, Ramya compiled the output categories of other CG Centers and redefined or change them to reflect the IWMI output for 2004. A temporary InMagic database has now been created to enable authors to add information. Ramya also provided an overview of the One IWMI initiative.

The different interpretations of peer-reviewed journals were discussed. World Bank need to allow flexibility to Centers in providing performances indicators as some Centers face difficulties in compiling information requested. The group suggested that the CIO bring up this issue during the DGs meeting.

10. Copyright Issues by Garcia Fernando

Fernando presented an overview of IPR and copyright issues. The group agreed that Centers need to address this issue. Management should insist that Centers retain at least certain components of the copyright, such as the posting of full-texts on institutional web sites, rather than indiscriminately handing over all rights to the publishers.

11. Group Discussions

Following the survey results presentation, the group divided into 3 smaller discussion groups to discuss the 6 topics. Each group prepared flipcharts that summarized the discussion outcomes. The results of the session can be found in *Attachment 4*.

12. Web Seminar – IWMI Content Management system by David Van-Eyck

David provided an overview of the following: -

- What were the needs at IWMI?
 - Decentralize web maintenance
 - Regional offices wanted to update pages
- Why this solution?
 - avoid high licensing costs
 - reduce time spent on training
- What does IWMI need?
 - An interface close to MS Office-word
 - Work directly through IE
 - Security
 - Work from anywhere
- IWMI CMS
 - Staff member in different regions have responsibility
- 3 steps to a CMS based site
 - make your request
 - discuss and co-design a template

- add your data
- Advantages...
 - More effective websites through distributed management
 - Simple to use; can be learned in 1-2 hours
 - Page updates from anywhere in the world
- The CMS is not for sale. It is knowledge exchange and not a software marketing exercise. If Centers are interested in acquiring it, think of it as a contribution towards further development of the CMS
- Consultancy fees -US\$800. Free upgrades

Tuesday, September 7, 2004

1. Open Access: New opportunities by Luz Marina Alvare

LuzMa provided an overview of origins of the open archive initiative, citing the Budapest Open Archive Initiative, which is an outcome of the Open Society Institute meeting on December 2001. Since then, many similar initiatives have evolved. UK, Germany and the USA are advocates of the open archive initiative. Examples are the National Institutes of Health and the Max Planck Institute. All publications funded by these institutions are made available to the public. The IMs should encourage open access by assisting researchers to self archive their research articles, hosting and maintaining institutional archive and also talking to the researchers, IT and publication people on the need to plan an open access publishing system.

Discussion points: -

- Self archiving – authors give away their rights to publishers when papers are accepted for publication; need to self-archive preprints. Rules vary among publishers; three months ago Elsevier agreed to having post print (corrected proofs) of articles published in their journals web posted on institutional web sites and/or institutional repositories).
- Have the mandate to publish. Since we cannot provide access, we need to explore how we can influence the situation, what we can do.
- Preprints – does not reveal table/graphics – can we have listings?
- Do you anticipate any problems, citations?
- Rights stay with institute or author?
- Open access journals on the web – have to be selective, scientist prefer publishing in high rating journals.
- Open access journal is another economic model; institution archive – preservation; huge pressure on this, something good, interesting information e.g. Europe (Wellcome foundation) will give you money for publishing in open access journal; our research results should be public goods.
- If the initiative succeeds, the CG repositories and the FAO document repository together will become an important part of the backbone of an agricultural knowledge network.
- GIL in FAO would like to collaborate with CG Centers in an Open Archives pilot project.

2. AGRIS/ Informationfinder by Johannes Keizer

Johannes provided an update of developments.

Discussion points/ Agreement: -

- The Finder was planned only as a mirror of existing metadata in the CG Center to make them better available. No specific primary data input for the Finder should be done. In the same way, AGRIS metadata from the Center databases should be aggregated for easier access only and to show more efficiently the collaboration within the network.
- Agreed that in future all Centers will export XML files from their Center databases using the AGRIS DTD. These exports will be used to feed the Infofinder and the AGRIS database.
- Agreed that the CGIAR Infofinder should be continued so long as no other common access to the CG resources is created through the new VLS.
- For Linking to the full text, openURL standards must be implemented in the metadata records and repositories, as static links are not stable.
- Train the trainer for metadata –
 - IMs to be trained as trainers, workshop or one-on-one basis, can be formal and informal) – budget not discussed at the Cali meeting.
 - If funding available.
- Need to explore further how the FAO and CG Centers can collaborate in common training and capacity building projects and in the further development of the IMARK modules, within and beyond the C4D projects.

AGRIS

- The scientific output of the CG Centers should completely be presented through AGRIS. This refers not only to publications of CG Centers, but also to publications of CG scientists. CG contributions to the AGRIS database can be produced through outputs from the local center databases using the AGRIS Application Profile DTD. FAO and the Centers will collaborate to achieve regular outputs from the Center databases for AGRIS and the Informationfinder.
- AGRIS is still being actively developed and promoted and will be an important part of the Open Archive Initiative. AGRIS anticipated many of the principles of the OAI. In this context the CG Centers should become both, Data Providers (regarding their own production of scientific publications) and Service Providers (regarding harvesting of metadata in their subject areas).

3. IMs contribution to the metadata work by Edith Hesse

Edith provided an overview of the IMs descriptive metadata activities. It was reported that 12 Centers have submitted their lists of local terms. Four other Centers have yet to respond. These terms will be compiled into a CGIAR list of local terms. ICRISAT will check which of the local terms are already in AGROVOC. New terms will be used to enrich AGROVOC. There are plans to analyze existing subject trees (main categories) in order to identify gaps, fill them in and harmonize needs between the CG Centers.

Discussion points: -

- Collaboration issues and timing in producing a pre-determined subset of CGIAR main subject categories.
- Collaboration issues and timing in producing a pre-determined listing of CGIAR keywords as a “view” of AGROVOC and ASFIS.
- How to update and maintain subject categories and keywords.
- Work plan in line with “new vision for information services in the CGIAR”.
- Need to provide training to the IMs for the additional roles expected.

4. Evaluation of the metadata DCMES/AgMES by Jai Haravu

Jai presented his evaluation of the Dublin Core Metadata Element Set and the FAO Agricultural Metadata Element Set project.

5. Coherence in Agricultural Information Systems by Johannes Keizer

Johannes provided an overview of DFID and FAO initiatives to improve coherence between Agricultural Information Systems.

He presented a model that facilitates coherence between decentralized and distributed data sources through a layer of exchange standards. On the basis of such agreed exchange standards, various coherent services could be developed. The CG VL-publishing Application Profile and the improvement of the subject vocabularies are an important part of these exchange standards.

Discussion points: -

- Willingness to give up what they own; resistance human factor; how to convince people using the website – management issue and support.
- Show better performance.
- Have to convince DG that NARS are data harvester; decision have to flow from top to bottom.

6. Journal Subscription By Mila Ramos

Mila presented an overview of CGIAR subscriptions for 2004 based on the survey analysis. The total number of paid subscriptions is 1,394, of which 913 are in print and 627 in electronic format. The CGIARLISC provides 2,058 access points to online journals. All joint subscriptions are handled by SWETS. One Center reported savings of as high as US\$93,500. Based on survey results, all members are satisfied with the joint subscriptions and the services provided by SWETS.

Discussion points/ Agreement: -

- CGIARLISC – The group has to decide whether it wishes to continue with this joint agreement.
- How many Centers will join the consortium in 2005?
- SWETS need to present the final quotes before November.
- Need to decide as to whether the group will continue subscriptions to CABDirect, CABI, CUP, Dekker, NRC Canada, OUP and Springer.
- Need to get ICRISAT to join so that subscription costs will be less.
- Document delivery – Some Centers give more than what they get. Others get more than what they give.
- Centers need to compile usage statistics.

For electronic document delivery, 1,367 articles were delivered, free of charge, to various centers in 2004. Assuming that the average charge for electronic document delivery or pay per view from commercial sources translate to US\$30 per article, the savings from this free sharing of resources is equivalent to US \$41,010 for the period covering January to August 2004 alone. The biggest receiver is ICRISAT with more than 142 documents received, while the biggest provider is IRRI, with 279 articles sent.

7. CGIAR Journal Subscriptions –Future Plans by Wim van der Putten

Wim reported on the 2003 achievements, 2004 priorities, 2004 publishers' negotiations and 2004 evaluation. The group was informed that on average each Center is paying

US\$51.00 for each new title. He asked the group for feedback on services rendered and also as to when they may expect any decision from the group on future publisher deals.

8. Discussions

Discussion points/ Agreement: -

- Agreed to have one overall percentage for all centers.
- Price of subscription increase 30%, very high - 12% expected from publishers, Wim will check.
- Percentage of journals offered not available online? 20-25%
- Can't afford Elsevier – very expensive.
- Don't have a coordinator to do the dealing.
- Do we really need paper copy if electronic is available?
- What mechanisms do we have to get the deal?
 - ask other research units to share the costs e.g. IRR1
 - pay a full-time administrator
 - priority of the journals.
- How many people are using specific journals?
- Not fully convinced – feel trapped in this model, what is really useful for us. Need to develop a new business model. The subscription budget should be driven by demand. Those who are demanding to buy information through the libraries should also pay the costs.
- Are we ready to decide now? Nick willing to develop questionnaire as survey.
- Coordinator issue – not a good enough case to sell to senior management, done before by William; not convinced.
- Assessment within the Center?
- Option – stop now rather than wait for 1 more year; do cost-benefit analysis.
- Can we approach other aggregator?
- Sectors come out with proposal, don't have alternative model.
- Think about direct subscription not through Swets; push ICRISAT to join the group.
- Need detailed report from Swets on current performance and progress
 - where are the remaining 300 online titles
 - Need to know the contact person from Swets
 - Nick to give a list, Enrica to send to get response (EBSCO cheaper).
- Enrica suggested continuing 1 more year; as it is now too late to change, and to come out with a realistic analysis on the next steps; to develop questionnaire and collate information by CIO- to be ready by June 2005; will pay for senior consultant. The group concurred with the decision.
- Suggest forming a group to work on policies and rules to follow; Mila to coordinate with Kamsiah, Ramya, and Ed. The group concurred with the decision.

10. IAALD Global Congress by Mila Ramos

Mila provided a summary of the tentative topics that will be discussed at the IAALD 11th World Congress/ USAIN Biennial Conference, May 15-19, 2005, University of Kentucky, USA. The group agreed to present papers on CGIARLISC and the Virtual Library project. Members are urged to renew their membership.

Wednesday, 8 September, 2004

1. Metadata Schemes and Application Profiles (AP) for the E-Publishing Project of the ICT-KM program of the CGIAR by Jai Haravu

Jai presented an overview of the e-publishing project. One of the key outputs is to define a set of standards for document description to be used by CGIAR authors, editors and the IMs to describe its information objects in a common way. He also discussed the functions that metadata is expected to serve in the E-publishing initiative and the various components of the metadata schemes. An evaluation of the DCMES is provided. Finally, he proposed that AgMES be used for the E-publishing initiatives of the CGIAR.

The following issues were raised: -

- E-publishing – who's doing the preservation and what is the best preservation format.
- The 2005 IMs meeting will need to discuss preservation issues.
- Deployment of metadata standards – problems faced by the e-publishing community.
- Not everybody involved are informed of new developments.
- Steps to create other CGIAR vocabularies; have common understanding.
- How is Srinivas progressing with the local terms listing? Jai to convey group concerns to him.
- Have young IT students to do some categorization; we should analyze queries last 8 months.
- How do ASFA fits in, plan to merge the thesaurus? – have started to merge them, made available when completed; WorldFish can dedicate resources and time on this.

2. CGIAR Application Profile by Jai Haravu

Jai recommended the use of the AgMES specifications and the AGRIS application profile as a basis for Application Profiles for the CGIAR publishing process, as the content rules are already well designed and developed. He provided some examples. He also suggested that the CGIAR AP uses the AgMES and DCMES namespaces. Among other necessities, the proposed tool will need to help CGIAR authors, editors and the IMs to fill-in templates that would contain all the elements of the CGIAR AP schema, allow the storage of the metadata and digital content in a searchable repository exposed to search/ harvesting engines and allow the uploading of digital content to the E-publishing server.

Discussion points/ Agreement: -

- Size of catalog and e-publishing project? Collection policy issue.
- Have to be a streamlined flow of metadata; production flow system.
- Concern about journal articles – we should have institutional repository.
- Metadata schema – are there element where we can improve e.g. reporting?
- Jai will send application profile for comments; profile has to have input from all Centers.
- An important issue was to integrate institutional repository.

3. Work plan Vocabulary Development by Jai Haravu

Jai presented the following work plan.

Work plan Vocabulary Development

30-10-2004	Report on existing specific vocabularies to Centers, with listing by Center, the concepts that are not in AGROVOC Responsible: Jai To be guided by Jai
15-11-2004	Draft of the CGIAR Application Profile available
11-2004 to 01-2005	E-mail discussion on the Application Profile Document Coordinator: Nick
28-02-2005	Finalization of Application Profile Document including Type list definitions Responsible: Jai/ Nick
10-03-2005	Application Profile DTD available Responsible: Jai
01-11-2004 to 31-01-2005	Work at the Centers on the subject vocabulary lists, discussing concepts and defining gaps Coordinator: Edith
30-10-2004	Setting up a Topic Tree for a CG Portal (One Category/ Topic per Center and a second level per Center: 3-8) Responsible: all IMs Coordinator: Edith/ FAO
May 2005 to October 2005	Integration of subject vocabulary lists into the AGROVOC System 2 or 3 Master theses students in collaboration with CG Centers and FAO Coordinator: Edith
December 2005	Specific thesauri for every CG Center available

Discussion points/ Agreement: -

- Point 1: Report on existing specific vocabularies to Centers listing (30-10-2004) (Coordinator: Edith, guided by Jai).
- Work of 5-6 people, not more.
- Cali meeting decided this should be done.
- ICRISAT confirmed its willingness to undertake the task, have to get realistic deadline; ICRISAT reported problems and asked for extension of deadline.
- Is it a funded activity? – suggestion for outside help e.g. students.
- Jai to talk to Srinivas of who's doing and who pays.
- Jai to send questionnaire for first draft of AP.
- IITA and WARDA not represented, someone has to inform them.
- Point 7: Integration of subject vocabulary lists...(Coordinator: Edith)
- Mila's concern as to whether students have enough subject specialty to deal with rice terms – already has a person who can work after office hours. Need funds.
- Have to define by January 2005.
- To think of publishing highly specialized thesaurus.

4. Improving the Image of the IMs

The group discussed how the IMs could project themselves better.

Discussion points: -

- Willingness to give up what they own; resistance human factor; how to convince people.
- Show better performance.
- Have to convince DG that NARS are data harvesters; decisions have to flow from top to bottom.
- Able to do proposal without getting permission from supervisor.
- Outcome of this meeting – to have guidelines.
- See it as a positive thing, but have to be clear.
- Issue - people don't know what you do; give explanations, be entrepreneurial, what value is brought to the system; have 2-4 pilot projects to move forward with vital output.
- There's a big variation from centers – limited resources, different levels of empowerment, different levels of expertise.
- A suggestion was made to commission a consultant to write strategy; as it was felt to be stronger when coming from outside.
- How to get management support – do something very visible and good or vice-versa.

Thursday, September 9, 2004

1. Virtual Library – Introduction by Luz Marina Alvarez

LuzMa presented an overall view of the VL content, costs and composition, its integration with other C4D activities. The VL will be a one-stop shop for our researchers and partners to seek information instead of searching web sites of 15 + Centers. It will provide access to a wide range of information resources available as a component of the Virtual Resources Center. It will be a desktop research library with CG information resources, free and as well as licensed resources.

Discussion points/ Agreement: -

- Commitment from the Centers to update/maintain content.
- Need a coordinator (LuzMa), by when (2 weeks) and to whom?
- Nick to email to WARDA, IITA, CG secretariat, and the Science Council to get their commitment by 17 September.
- Make most of library catalogs and information resources, full-text available and harvested.
- Project Leader (LuzMa) & 3 project members (project leader to choose team).

2. Virtual Library by Ron Davis

Ron presented an overview of the opportunities and challenges in today's information world. Information seekers are seeking better information delivery and search engines are not able to provide information required. The CG or NARS researchers spend a lot of time searching a number of CG library catalogs, multiple commercial sources, a variety of free resources or other institutional library catalogs to find the full text. A possible solution is to guide the researcher to the best available resources, enable searching of multiple resources at the same time using the same user interface, and provide links to electronic text and ability to receive alerts. He also explained the functions of a VLS and the mechanisms of metasearch, metadata harvesting, authentication and personalization. The fundamental technologies underlying a VLS need to be understood

i.e. resource discovery, search/ retrieval, openURL, customization, character sets and authentication. The IMs will need to reorganize user education programs and also information to cater to changing user patterns.

3. Meeting Evaluation

Each participant was required to share with the group what they had learnt during the meeting. All the IMs agreed that they now had a better understanding of the VLS, CGIAR Application Profile, metadata schemes, vocabularies and their expected roles in the ICT-KM Thrust 2 activities. They felt that they are in a better position to achieve results. ICRISAT representative acknowledged that total commitment to consortia activities is the essence of collaboration. He will convey the need to join the journal subscriptions consortium to his supervisor. World Agroforestry representative, a new member of the group, has now a better understanding of consortia activities. However, she felt that the VLS presentation should be on the first day instead of last day as she would have been able to understand things faster.

Plan for 2004/05

- **Journal Subscription Consortium**
The consortium will continue for another year pending the to be appointed consultant report. Mila, as the consortium coordinator will resume negotiations with SWETS.
- **Consortium Policies**
A group, composed of Mila, Kamsiah, Ramya and Ed, will draft policies and guidelines to govern future consortia activities, e.g. document delivery, keeping of archival copies, etc.
- **Metadata**
A complete list of CGIAR special vocabularies will be compiled and integrated with the Agrovoc Thesaurus terms.
- **The Virtual Library**
LuzMa was designated as project leader. She will select her team members. The vision and the draft proposal will be improved by the advisory group composed of IM representatives from various geographical regions, scientists, and IT experts. IMs requested to do presentations on VLS to their scientists. IMs are required to update their catalogs.
- **Next Annual Meeting**
The next IMs meeting will be in ICARDA. Nick will start planning for it. Text digitization/Preservation issues will be included in the agenda.

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WorldFish Center Headquarters, Penang, Malaysia
6-9 September 2004**

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Attachment 2

4th Annual Meeting of the CGIAR Information Managers Consortium, 6 to 9 September 2004 – Agenda

Monday 6	Tuesday 7	Wednesday 8	Thursday 9
<p>8.30 – Participants introductions and expectations</p> <p>9.00 - Welcome to WorldFish Paul Teng/ Program Leader</p> <p>Overview of the Meeting (Simon French)</p> <p>Reports</p> <ul style="list-style-type: none"> Report on CGIARLis Consortium Accomplishments (Cecilia Ferreyra) (15 mins.) Q & A/ Discussion (10 mins.) 	<p>8.30 Reflections/ Overview (Simon French)</p> <p>Open Access (Luz Marina/ Johannes Keizer) Q & A/Discussion</p> <p>AGRIS/Informationfinder (Johannes Keizer)</p>	<p>8.30 Reflections/ Overview (Simon French)</p> <p>AOS/AGMES/AGRIS application profile – the overall strategy for semantic standards (Johannes Keizer)</p>	<p>8.30 Reflections/ Overview (Simon French)</p> <p>Virtual Library (VL) – Introduction (Luz Marina)</p> <p>VL (Ron Davis) What is a VL; Functions of a VL; Resource discovery; Common search interface; Access to native search; Metasearch; Access to content; Authentication; Personalization; Fundamental technologies</p>
Break 10.00	Break 10.00	Break 10.00	Break 10.00
<p>10.20</p> <ul style="list-style-type: none"> Update on the ICT/KM Strategy (Enrica Porcari) (15mins.) Q & A (10 mins.) Summary Report of the ICT-KM C4D Projects Coordination Workshop, May 20-21, Rome (Nancy) 	<p>Cont.</p> <p>IMs contribution to the metadata work (Edith Hesse/ Jai Haravu) Q & A/ Discussion</p> <p>Evaluation of the metadata DCMES/AgMES (Jai Haravu)</p> <p>Cont.</p>	<p>Cont.</p> <p>Application profile for the CGIAR e-publishing (Jai Haravu)</p>	<p>Cont. Challenges in a VL</p> <p>VLS Presentation to WorldFish scientists</p> <p>Conclusion Q & A/ Discussion</p>

<p>Walczak) (15 mins.) Q & A (10 mins.)</p> <ul style="list-style-type: none"> • Summary Report of the E-Publishing Business Meeting, 27-30 June, Cali (Edith Hesse) (15 mins.) Q & A (10 mins.) <p><u>Presentations</u></p> <ul style="list-style-type: none"> • Library System/ InMagic (Nihad Maliha) <p>Lunch 12.30</p>	<p>Coherence in Agricultural Information Systems (Johannes Keizer)</p> <p>Lunch 12.30</p>	<p>Lunch 12.30</p>	<p>Lunch 12.30</p>
<p>1.30</p> <ul style="list-style-type: none"> • Digitization Projects (Kamsiah) (15 mins.) • Image Database (Yuni Soeripto) (15 mins.) • FAO Collaboration (Yuni Soeripto) (10 mins.) • World Bank Performances Indicators (Ramya De Silva) (15 mins.) • Copyright Issues (Garcia Fernando) (15 mins.) <p>Group discussions/ Report</p>	<p>1.30</p> <p>Journal Subscription 2004/05 (Mila Ramos) (15 mins.) Q & A/Discussions (15 mins.)</p> <p>Presentation CGIAR Journals Subscription –Future Plans (Wim van der Putten) (20 mins.)</p> <p>Discussion on new offers for 2005 Q & A/ Discussion</p>	<p>Defining CGIAR subject vocabularies</p>	<p>Cont. Visioning exercise (Luz Marina) Q & A/ Discussion Group discussion/report (Is this VL related or not?)</p>

Break 15	Break 15	Break 15	Break
Cont. 4.00 Web Seminar on Content Management Tool (1 hr)	IAALD Global Congress Venue for next meeting? Discussion/ Agreement (Mila Ramos) (20 mins.)	Cont. Workplan discussion	Reports/Discussion/Agreements: (Is this VL related or not?) Yes Plan for 2004-2005
Wrap-up	Wrap-up Evening program offered by Swets	Wrap-up	Summary/Closure of the meeting Evening program offered by WorldFish

**4th CGIAR Information Managers Meeting, 6-9th September 2004, Penang, Malaysia
Questionnaire**

Dear Colleagues

Please take time to fill out the CG libraries survey. Some of the questions need research but information provided will be useful in planning our future activities and direction. The resulting information will be presented and discussed at our coming meeting.

Return completed questionnaire to Kamsiah at k.ali@cgiar.org before September 20 2004

1. Journal Subscriptions

- 1.1 How many subscriptions to journal titles did you pay for in 2004? _____
- 1.2 How many are in print format? _____
- 1.3 How many are accessible online? _____ through Paid subscriptions
_____ Access Through the CGIARLISC
- 1.4 How many journal titles are not purchase through Swets? _____
- 1.5 Please give an estimate of cost savings _____
- 1.6 Are you happy with the current consortia agreements with the various publishers?
_____ Yes _____ No
- 1.7 Please give comments.
- 1.8 Are you happy with the way Swets is handling our account? _____ Yes _____ No
- 1.9 Comments/suggestions to improve current arrangements.
- 1.10 Do you want to add more to the number of publishers that we have current deals with? _____ Yes _____ No

Document Delivery Service

- 1.11 Number of documents (pages) supplied to each CG center free of charge

2. Digitization

- 2.1 Are there on-going text digitization initiatives in your center? Please enumerate and give brief description.
- 2.2 How is digitization done? _____ In-house _____ Outsourced
- 2.3 If outsourced, what firm is handling the job and at what rate? _____
- 2.4 If done in-house what equipment are you using (make, model, brand)?
- 2.5 What medium are the digitized materials stored? (e.g. tapes, CD-ROM, etc.)
- 2.6 What search and retrieval software do you use for digitized publications?
- 2.7 What metadata format for digitized collections is used in your center

2.8 If there is no ongoing digitization project, are there plans to digitize for preservation of center documents and other records?

2.9 How do you address the legal issues?

3. FAO Collaboration

3.1 Infofinder

3.1.1 Do you agree that the Infofinder was a good exercise to get the CGIAR libraries working together? _____ Yes _____ No

3.1.2 Comments

3.1.3 Is the InfoFinder being used at your center? _____ Yes _____ No

3.1.4 Comments

3.1.5 Lessons learned from the InfoFinder that could be used in developing the Virtual Library.

3.2 AGRIS/ASFA

3.2.1 Is your center an AGRIS or ASFA input center? _____ Yes _____ No

3.2.2 Have you used the new way to export records from the database in XML format without redoing the work?

3.2.3 Suggestions for other activities with FAO

4. Image Database

4.1 Does your center has a centralized database facility for images? _____ Yes _____ No

4.2 If yes, how many images are there?

4.3 What are the features available?

4.4 Please give us an idea of your software and hardware specifications.

4.5 How do you deal with copyright, intellectual property and other legal issues?

4.6 Who is responsible for managing the database?

4.7 What is the library's role in the database management/ development?

4.8 Any other information?

5. World Bank Performance Indicators

5.1 How do you get the scientists to inform the library of work published?

- 5.2 Please give us an idea of the system used.
- 5.3 Please list the categories used (peer-reviewed publications, conference papers presented etc.).

6. Repositories

- 6.1 Does your institution has or is planning to start building institutional repositories?
Yes___ No ___
- 6.2 If yes, please indicate:
Publications _____
Images _____
Bibliographic Metadata _____
Others

7. Open Access

- 7.1 Is there an initiative or policy in place at your institution to promote Open Access?
Yes_____ No _____
- 7.2 If yes, please briefly describe.

Thank you for taking time to complete this questionnaire

Day 1 - Group Discussion

Group A

IMAGE DB

1. Metadata
 - describe content
 - technical descriptors
 - descriptors used developed by IM pros
 - descriptors assigned verified by IM pros

2. One central DB for CGIAR?
 - What's the advantage of one DB?
 - Does it work?
 - Who uses it?

3. Standards for the images
 - Quality/resolution

WB INDICATORS

- Get the information and verify (keep up to date)
- Standardize the definition (peer review)
- Policy for implementation
- Harvesting – actors?

Group B

DIGITIZATION

- Copyright
- Institute publications (new ones) must be archived in digital format
 - make recommendations on best format
- grey literature
- document, recommend and share best practices and lessons learned
- host server for digitized publications/images for the whole CGIAR
- any digitization project should be done in consultation with IMs

COPYRIGHT

- Develop a CGIAR-wide copyright policy and procedures; recommendations; retain the right to publish on the www (for externally published papers)
- Establish a policy to require scientists to deposit a corrected final proof * of papers for publication in the library

ICT-KM

Why only one IM in the group? IT group continues to have 2.

Re-evaluate IM position in the CGIAR (role change; participation in committees, etc.)

- Postprint or pre-press

Group C

INMAGIC AND METADATA CONCLUSIONS

- Is InMagic flexible enough to handle textual metadata flow?
e.g. IPGRI wants to use EIMS for workflow.
- What will be the role of InMagic in the e-publishing workflow? Is there a need for library cataloguing system?

LIBRARY SYSTEMS AND INMAGIC

- Good reasons for common system
 - save money
- Good reasons not to have
 - requirements can differ
e.g. NARS
knowledge tech different per center
 - doesn't allow sharing with NARS