

## The International Ocean Institute's Permanent Pacem in Maribus Secretariat

### **Background**

The annual Pacem in Maribus Conference is the IOI's flagship activity. Some 28 conferences have been held in almost as many nations bringing together the world's ocean affairs intelligencia in order to exchange ideas.

Until now, the IOI has organized each individual conference in *an hoc* manner with little 'corporate knowledge' being captured and transmitted thus leaving much of the promotion and fundraising, speaker selection, conference planning, conference outputs, etc. to be reorganized each year.

Furthermore, the conference outputs, in the form of declarations and proceedings, are often only distributed one year after the event and to a limited audience.

Nevertheless, Pacem in Maribus has become the premier international ocean affairs conference. The name alone commands respect from academics and governments world wide.

In order to capitalize on this success and to rationalize the IOI's resource expenditure for this undertaking, a permanent Pacem in Maribus Secretariat should be established.

### **Secretariat**

#### Location

It is proposed that IOI-Japan serve as the host for the permanent secretariat. The director of this Operational Center, who has ample in-house expertise gained through both past Pacem in Maribus organization and non-IOI professional activities, will serve as the Secretary of the Conference.(*cf* Annex 1).

#### Mandate

The mandate of the secretariat could be divided into two main categories of activities:

##### 1. Ongoing activities

- Fundraising,
- Promotion of PIM,
- Marketing of PIM,
- Dissemination of PIM outputs,
- Maintenance of PIM web-portal,
- Planning for location and themes of future PIMs (in conjunction with the IOI Governing Board),

## 2. PIM Conference Planning and Execution

- Conference Planning,
- Conference Promotion,
- Speaker Coordination,
- Invitations,
- Site Planning,
- Etc.

The dissemination of PIM information and products as well as conference registration will be accomplished through the use of PIM web portal (either as a sub-domain of www.ioinst.org or as a new domain such as www.pim.org).

The conference secretariat will also ensure that the PIM portal serves as a net-broadcast for real time or near real time conference events.

### Budget

Budget entries should include, *inter alia*:

1. Development of PIM web-portal;
2. Hosting of website;
3. Development of PIM watermark and promotional materials;
4. Salary for project coordinator;

Plus all entries normally included in the planning, coordinating and execution of PIM conferences.