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*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

**SUBJECT:** ***SOUNDBITES* Story Guide**

Thank you for sharing your news with the Pacific Invasives Learning Network (PILN). Examples like yours provide inspiration and information to experts around the region.

You are welcome to submit story ideas for the *Soundbites* newsletter anytime, using the template provided below, sending queries and stories to davidm@sprep.org and leannem@sprep.org

News story content:

Your story should contain all of the following information sections, although the order and the specific questions under each point might vary:

1. What: What is the news? What did you do? What was the project? What was the target species?
2. Who: Who was involved? This might include staff, donors, partners, communities, and more. Note that “who” here includes both who did the work and who was served by the work, if applicable. Please ensure if you provide the full names and not just the acronyms.
3. When: When did the event/work happen, or when will it happen? Is it done now, or is there more to come in the future?
4. Where: Where was the work done? Is this a local, national, regional, or global programme?
5. Why: This section is the main context. Why was the work/event needed? What does it mean? What does it change? What were the outcomes?
6. How I can find out more: contact name and information (e-mail, telephone, and/or website) to get further details

You can answer these questions and send it back as a list, or write your own full story. Please use the form below.

Images:

Having clear, colourful images is really helpful to engage people and help them understand. Whenever possible, please include a photo, map or image (.jpg preferable) to support your story.

Tell us who took the picture or made the diagram and who (a particular person or an organisation) has the copyright. *Make sure that if a photograph includes people, that you have their permission to use their images.*

Questions

Questions for the PILN network are welcome. Check your next *Soundbites* to see if you have the answer for a member question, too.

Job postings

If your organisation has a job listing that is relevant for PILN members, please consider sharing it in *Soundbites*. Please provide the job title, application closing date, contact information, and a source for more information (e-mail, telephone, and/or website).

We look forward to hearing your news and sharing it with the regional PILN network. If you have any questions, please contact davidm@sprep.org

Thank you,

PILN *Soundbites* team

Attached: Story submission form

# Email this form with 1–6 images attached to tiffanys.ext@sprep.org, davidm@sprep.org and leannem@sprep.org

|  |
| --- |
| *Soundbites* story template |
| **Story headline** restricted to no more than 55 characters |  |
| **Author** your name, organisation, and country |  |
| **Keywords** 4-5 search terms to go with story |  |
| **Date** |  |  |
| **Permission to publish externally on the SPREP Facebook page?** answer yes or no (Not all stories will be selected) | [ ]  YES  | [ ]  NO |
| **IMAGE DETAILS** We need at least 1 photo/image for a story. Make your images smaller before emailing them. We may also want to add the photos from your story to SPREP’s permanent image library. Please include the photographer’s name below so we can ask for permission. Images will be placed by *Soundbites* administration unless you stipulate otherwise. |
| Image # | File name e.g. s.jpg | Caption e.g. *‘The biggest shark we’d ever seen!’*Credit e.g. ‘*Photographer: Tama Tatana’* |
| *Image 1*  |  | *Caption & photographer credit for Image 1* |  |
| *Image 2*  |  | *Caption & photographer credit for Image 2* |  |
| *Image 3*  |  | *Caption & photographer credit for Image 3* |  |
| *Image 4*  |  | *Caption & photographer credit for Image 4* |  |
| *Image 5*  |  | *Caption & photographer credit for Image 5* |  |

**STORY below (250 words maximum)**

Still not sure what to do? Let’s see how these important questions were answered in previous *Soundbites* stories.

Example story 1:

“Tuvalu {WHERE; WHO} recently {WHEN} released their Fenui - Tala mai Tuvalu newsletter. Tuvalu remains one of the key countries to work with in addressing invasive species. {WHAT} Fenui reported that breadfruit and products from Tuvalu are no longer accepted into New Zealand or Australia due to the risk of fruit flies {WHY}. Samoa is the other country where breadfruit shipment has been banned from entering NZ and Australia. New certified treatment plants for breadfruit in Samoa will allow limited cooked breadfruit to be imported to New Zealand.”

[Note that this story is missing a way to get more information.]

Example story 2:

“CABI Invasive Species Compendium Training

{WHO} CABI in partnership with SPC and SPREP/PILN ran {WHAT} the second and final workshop on the Invasive Species Compendium in Suva, Fiji Islands {WHERE}. The Compendium workshop was a follow up to the 2012 training. {WHO} Now over 40 Pacific Islanders have been trained in how to use the Compendium. The recent training was held {WHEN} from 27-31 October, 2014 and was facilitated by Martin Parr, Soetikno and Posa Skelton. Two participants from the 2012 training attended the 2014 workshop and were able to be resource persons to the new participants. The workshop was funded by the European Community. {WHY} Topics covered included the history of the development of the Compendium (including other CABI compendia). Detailed pages of the Compendium were also covered including the data components and sources, searching the compendium, datasheet exploration and reporting. The range of available information and helpful tools including the bibliographic database were also discussed. Hands on training on the use of the Compendium and group exercises involving analysis of sample datasheets, quality of datasheets and constraints to accurately completing datasheets. Participants also discussed the next steps after the completion of the project and heard from CABI on their plan to focus on Invasive Species and their impacts to People and their Livelihood.”