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**CARIBBEAN MINISTERIAL MEETING ON THE IMPLEMENTATION OF THE
PROGRAMME OF ACTION FOR THE SUSTAINABLE DEVELOPMENT
OF SMALL ISLAND DEVELOPING STATES**

Barbados, 10-14 November 1997

THE WAY FORWARD

SMALL ISLAND DEVELOPING STATES (SIDS) DATABASE: USER GUIDE

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CARIBBEAN SIDS RELATED PROJECTS AND PROGRAMMES DATABASE: *USER GUIDE*

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Introduction

Welcome to the SIDSDATA Projects Database , a compilation of projects within the framework of the Small Island Developing States Programme of Action (SIDSPOA). Access Version 2 is the package selected for the maintenance and dissemination of this database, which can also be found at the Caribbean Sustainable Development Pages at http://community.wow.net/eclac/home.htm; then look for SIDSDATA.

This database apprises personnel, governments, agencies/institutions/organizations, etc. on projects or programmes - pipeline, on-going or completed - within the Caribbean and relevant Latin American countries. It affords the opportunity to compare projects/programmes, allows the sharing of informational experiences, and reduction of duplication of efforts. It is by no means an exhaustive listing, but rather an input of data as and when acquired.

Sources

Data is collected from miscellaneous sources i.e. agency communiques, magazines, publications from various international agencies, private institutions, governmental and non-governmental organizations (NGOs), media releases and visits to websites.

Reliability

Information contained in the database is an accurate and current up to the date of publication/document/source from which data is acquired. Data sources are listed, where known, and users can do their own follow up for more comprehensive information in their areas/projects of interest.

Updates to the data

Projects in the database are identified in three stages: pipeline, ongoing and completed. From the pipeline/proposal stage through completion, project titles, budget, project description and time frame are subject to change; additional financing may be obtained from other funding agencies. Once obtained, all changes are reflected in project updates. Project information is updated on an on-going basis, and ceases when the project has been completed.

DATABASE FIELDS

ID	Project number/counter field automatically assigned by ACCESS for each new record; it is not updatable.
PROJECT NAME/TITLE	Name of project/programme.
COUNTRY(IES)	Country(ies) in which project/programme is being undertaken. All Caribbean countries are included in the database.
FUNDING SOURCE(S)	Agencies, institutions, organizations, countries that are responsible for project funding.
BUDGET	Cost of project/programme, listed in thousands/millions of US dollars, unless otherwise stated.
EXECUTING AGENCY	Agency or institution responsible for overseeing project/programme and financial disbursement of budget.
SIDS FOCUS	The fourteen chapters/sectors contained in the SIDS-POA are reflected, and the respective element(s) contained within the project, categorized according to these SIDS-POA chapters, with the exception of chapters 10 (National Institutions and Administrative Capacity; 11 (Regional Institutions and Technical Cooperation) and; 14 (Human Resource Development), which are amalgamated under one heading - CAPACITY BUILDING.
DESCRIPTION	A summary encompassing the project's elements and/or objectives.
TIME FRAME	Duration of project.

STATUS   State of project, whether - *pipeline* - *ongoing* or *completed.*
                                May contain additonal information i.e. pipeline (proposal,
                                identification stage); projected board date, approval date.

ADDITIONAL INFO   Further relevant information that is available, or any links with
                                other projects, are recorded here.

SOURCES   Sources from where data on projects is obtained.

N.B. - All fields are subject to availability of data.

Using the SIDSDATA Project Database

1.   Click on the ACCESS Version 2 icon (the yellow key).

2.   Opening Microsoft Access, FILE and HELP are displayed on the Menu Bar. Click on FILE
      and on the drop down menu that appears, select "Open Database". In the Dialog box that
      appears, select the SIDSDATA.MDB file.

3.   Once selected - "Database: SIDSDATA" appears, and Table 1 is highlighted. Click
      "Open" and the table, with all the afore-mentioned fields, is displayed. The "ID" field is
      bound to the counter field, generated by ACCESS and is not updatable. In the table format,
      the projects are listed in ascending numerical order, unless sorted otherwise.

4.   A numerical SORT in descending order may be done by moving the cursor over the field (at
      the current first record in the database), until it becomes a black arrow pointing downward,
      and the button on the toolbar indicating *[Z to A]*, selected.

5.   This methodology may also be applied to a SORT according to *country* or *funding source*
      in alphabetical order, or vice versa. However be mindful that the selected field will be sorted

on the first line only; therefore if the country or funding source field contains two or more entries, the results generated are based on the first country or funding source entered in that field.

5.   A search in one or all fields may be executed by clicking the "Binoculars" button on the toolbar. In the Find dialog box, type the string or word sought in the "Find What" area and select "Find First" or press the "Enter" key; the cursor would then position itself at the string or word sought, if found. Unless sure that the word or string sought is the absolute value contained within the field, (i.e. a project ID number), from the "WHERE" drop-down list "Any Part of Field" should always be selected so that the search is more thorough. Before selecting the "Binoculars" button on the toolbar, the cursor must be currently located in that field where the search is to be executed, and then "Current Field" selected, which searches through all records in the current field only. Selecting "All fields" searches the entire database.

Selecting "HELP" on the toolbar provides a more comprehensive guide to further ACCESS Version 2 features.

QUERIES

To run select queries in the SIDSDATA database, close the table then click on the "Queries" button. Queries are displayed on project listings available by Country, SIDS Chapter/Sector and Funding Sources. Clicking on whichever is desired opens up a table with the relevant data, laid out in the identical manner as Table 1. The queries are so structured that any and all records that fulfill specific and more of the criteria are selected. For example, a query for Jamaica would bring up any and all records with "Jamaica", in the country field - that is projects in Jamaica, and those in Jamaica *and other countries simultaneously*.

To perform a SORT in any of the queries, click the "Design View" button on the toolbar; the cursor is positioned at the first field (ID). In the "Sort" row of any of the fields, select from the drop-down list ascending or descending; then click the exclaimation mark (!) on the toolbar to run and view the results of the sorted query. Selecting "HELP" on the toolbar provides a more comprehensive guide to further ACCESS Version 2 features.

REPORTS

Return to the original display of Table 1, and select the "Reports" button. Three options are offered:

a) Projects by ID Number (ascending).

b) Projects by "Country/Funding Sources". These are sorted in ascending order, first by country; then sub-sorted within the country by Funding Source(s).

c) The third is a Generic Report, that is one generated based on the query selected by the user. Queries can be done by and reports generated/printed by - a) country; b) funding agency and; c) sector. For example, to generate a report based on the sector BIODIVERSITY RESOURCES;

   (i) click on Generic Report and select the Design View. Check lower right hand corner that the correct view (Design) has been obtained.

   (ii) right click the grey area below the Report Footer in the Design View, and select Properties. A Dialog box appears.

   (iii) The first field in the box is "Record Source". From the drop down list available, select the desired Sector/Country/Funding Agency etc., in this case the sector - Biodiversity Resources.

   (iv) Close the Dialog box and Design View. Select "yes" and save changes to the Generic Report. Print document.

   (v) Follow steps (i) through (iv) for other desired reports.

In addition to printing the document, the report can be ouput and transformed to an ASCII or .TXT (text) file, or .RTF file, etc. and retrieved in Word Perfect. However data may be lost during conversion.