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CELADE

LATIN AMERICAN DEMOGRAPHIC CENTER

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DOCPAL COUNTRY POPULATION DOCUMENTATION DEVELOPMENT

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ABSTRACT

Project title: DOCPAL COUNTRY POPULATION DOCUMENTATION DEVELOPMENT

CELADE, the agency within the ECLA System with responsibility for the execution of the United Nations Latin American Population Programme, began work in March 1976 on the Latin American Population Documentation System (DOCPAL) with a two year grant from IDRC (No. 3-P-75 0101). The long term goals of the DOCPAL System are:

1. To achieve bibliographic control over the population literature produced in or about Latin America and the Caribbean Region since 1970; and
2. To make a major improvement in the flow of this information in the Region taking into account the differing characteristics and needs of country institutions.

Since operations and services must be maintained at both the regional and country levels to attain these ends, the DOCPAL System has been conceived in terms of:

1. A Regional-level Nucleus, DOCPAL/CELADE, providing regional-level services, maintaining the complete computerized database, and carrying out technical assistance and training;
2. DOCPAL Participating Centers (DPC), normally governmental or government-related agencies, serving as the liaison between a given country and the Nucleus, having the functions of achieving bibliographic control over the country's population literature, sending completed DOCPAL worksheets to DOCPAL/CELADE, providing output services within the country and facilitating the use of the regional-level services; and
3. DOCPAL Associated Centers (DAC), country centers involved in population, identifying themselves with the DOCPAL System and adopting some of its standards.

The development of the DOCPAL System is being carried out in three phases:

1. The DOCPAL/CELADE Foundation Building Phase (from March 1976 through June 1978), during which the regional-level Nucleus, DOCPAL/CELADE, created its own population documentation infrastructure and computerized database, integrated the CELADE library and staff into DOCPAL for improved effectiveness, and established three basic regional-level services: the Spanish language Abstract Journal DOCPAL Resumenes, on-line demand searches and the regional clearinghouse (see Table 1 for a complete list of activities).
2. The DOCPAL Country Population Documentation Development Phase (beginning around July 1978), during which DOCPAL/CELADE will concentrate most of its effort on providing technical assistance, training, regional-level services, etc., to improve the capabilities of country centers (DAC) and to enable some to become DOCPAL Participating Centers (DPC).
3. The DOCPAL Steady State, when the System is fully functioning and the major costs of the Nucleus are those of maintenance.

IDRC funds are requested to permit DOCPAL/CELADE to carry out the two year (July 1978 - June 1980) second phase DOCPAL Country Population Documentation Development

Abstract (continued)

Project, which has the following objectives:

- I. To assist institutions involved in population activities (DAC), in approximately 4 selected countries per year, to improve their population documentation capabilities;
- II. To enable the most appropriate of the DAC in the selected countries to become DPC;
- III. To improve, extend and maintain the delivery of the regional-level DOCPAL/CELADE services to the countries; and
- IV. To improve and maintain the computer and input processing systems.

To assist the DAC to improve their internal documentation infrastructure (Obj. I), training and other materials, like the DOCPAL Procedures Manual, Theasurus, audio-visual aids and DOCPAL computer systems manuals, will be prepared; technical assistance provided, in part through correspondence; and a training seminar held. The DPC will be enabled to improve their facilities (Obj. II) through extensive direct technical assistance and on-site and within-CELADE training on the DOCPAL procedures. The improved and extended regional-level services (Obj. III) will include two issues of the abstract journal^{per year}, each containing all new documents received; a cumulative index of the journal; and demand searches and country bibliographies using the journal format and indices. To improve the regional clearinghouse document delivery, a study will be made, with the aid of a consultant, of document delivery technologies, to stimulate the use of DOCPAL System services and to facilitate communications among DOCPAL centers, a DOCPAL newsletter will be issued three times a year. Finally to achieve Obj. IV, improvements will be made in the computer systems and the identification, collection and processing of documents will continue, with efforts made to lower costs and to have the DPC take over many of these functions. The full list of activities and the Work Plan are given in Tables 2 and 6, respectively.

To provide the person-months necessary to carry out the activities planned, it is proposed that CELADE cover the costs of 7 of the full-time DOCPAL staff and IDRC 5 (see Tables 3, 4 and 5); when DOCPAL began in 1976 with its original staff, IDRC paid the salaries of all 7 and CELADE none. Furthermore, in contrast to the Foundation Building Phase, in this Project there is a much lower percentage of documentalist time spent on input processing and a higher percentage on the preparation of training materials, technical assistance, training and improved and extended output services; this is particularly true for the international-level documentalists to be paid with the proposed IDRC funding (Tables 3 and 4).

Although it was too early to include all DOCPAL/CELADE costs when CELADE submitted its 1978-79 budget to CELADE's funding source, UNFPA, CELADE now has committed itself to finance the DOCPAL Regional-level Nucleus from mid-1980 onwards. Since it is realistic to assume that the amount to be obtained then will cover essentially steady-state costs, the proposed project is designed not only to bring the DOCPAL System closer to achieving its long-term goals, but also to make it possible for DOCPAL/CELADE to operate at far lower costs after 1980. Both of these depend upon improving the internal population documentation capabilities of the country institutions.

Consequently, as the improvement of country facilities will require that DOCPAL/CELADE prepare for and undertake intensive technical assistance and training activities while extending the regional-level output services and continuing input processing until the DPC are ready to assume this task, this period in the life history of DOCPAL/CELADE must have quite high costs that can be covered only partially by CELADE. The present request for funds from IDRC, therefore, must be evaluated in terms of its contribution to insuring the future existence of DOCPAL/CELADE as well as the extent to which it will contribute to the development of the countries, the ultimate goal of both CELADE and IDRC.

I. INTRODUCTION

The United Nations World Population Plan of Action, approved by the Governments in 1974, states that the regional economic commissions and other regional agencies of the United Nations System should play an important role in stimulating and assisting the countries to exchange information and experiences (e.g., par. 80, 100 and 102). Within the Latin American and Caribbean Region such activities are a responsibility of the Latin American Demographic Center (CELADE), since the CEPAL Committee of the Whole, at its Tenth Extraordinary Session in March 1975, entrusted CELADE with the execution of the United Nations Latin American Regional Population Programme (Resolution 346, AC.68).

The work of this Programme is oriented to the creation of capabilities, knowledge and inputs which are necessary for the formulation of population policies and development planning and, in particular, to the rendering of direct technical assistance to the countries for the above purposes. The information activities which are required for meeting these objectives have been integrated in CELADE within the Latin American Population Information Programme (INFOPAL) to permit approaching population information problems in a coordinated fashion, whether they involve the storage, retrieval or processing of documentation or of micro-data (such as census or population survey data). 1/

However, while CELADE has been operating a data bank and has been providing micro-data processing assistance for a number of years, until 1976 neither CELADE nor any other agency in Latin America was attempting to facilitate the systematic flow of population documentation from producers to users in the Region. It became possible to begin to change this situation in 1976 when IDRC

1/ For more information, see Conning, A., "The Latin American Population Information Programme of CELADE (INFOPAL)". (CELADE-Santiago), Oct. 1976.

provided a grant 1/ to create the Latin American Population Documentation System (DOCPAL) as a major component of CELADE's INFOPAL Programme.

The two major long-terms goals 2/of DOCPAL are:

1. to achieve bibliographic control over the published and unpublished literature relating to population produced in or about the Latin American and Caribbean Region since 1970 3/; and
2. to make a major improvement in the flow of this information in the Region taking into account the differing characteristics and needs of users in both "well-endowed" and "poorly-endowed" country centers.

Although DOCPAL must collaborate actively with country centers to achieve these goals, it soon became evident that a first phase of approximately two years would have to be devoted primarily to the creation of population documentation infrastructure and capabilities within CELADE and to the provision of three basic regional-level services - an abstract journal, computerized demand searches and a document delivery system (regional clearinghouse).

Having established the basic regional-level services and infrastructure within CELADE, there are now favorable conditions to begin the next phase in the development of the DOCPAL System. During this second phase, CELADE will have to increase the scope and level of its DOCPAL activities to improve population documentation facilities in the countries in order to permit the full participation of country institutions in the DOCPAL System and to expedite the setting up of direct working relationships with key country institutions involved in population activities, normally in governmental agencies.

Since the DOCPAL System depends on the regional level services, training and technical assistance activities that can only be carried out by the central DOCPAL nucleus in CELADE, it is evident that the long-term success of the System is dependent upon permanence of the DOCPAL unit within CELADE.

1/ IDRC Grant N°3-P-75-0101. This was requested in the CELADE proposal to IDRC: "An Outline for a Latin American Population Documentation Service (DOCPAL)", Santiago, July 1975.

2/ A third important goal is to make DOCPAL the Latin American component of the proposed international population information system.

3/ For convenience the Latin American and the Caribbean Region will be called the "Latin American Region" or the "Region" in this proposal.

The UNFPA, the United Nations agency funding CELADE, places major emphasis on promoting recipient countries self-reliance (par.64) 1/ and on regional activities which are "geared towards providing essential backstopping for country activities" (par.56) and are directed towards facilitating the implementation of the World Population Plan of Action (par. 61). The work of the second phase is crucial to the future of DOCPAL since it will allow CELADE to make a major direct contribution to the population documentation self-reliance of country institutions while maintaining services that can only be carried out at the regional level.

The present proposal requests funds from IDRC to cover part of the costs of the work that the DOCPAL nucleus in CELADE must undertake to initiate the next phase in constructing the DOCPAL System. The IDRC funds will permit the development and implementation of the required new DOCPAL activities in CELADE from July 1978 through June 1980 while improving and extending the regional-level services. After July 1980, the work will continue with CELADE funding.

1/ The paragraphs refer to: UNFPA, "Priorities in Future Allocation of UNFPA Resources"; Report by the Executive Director to the UNDP Governing Council, 22 Session, June 1976 (DP/186).

II. COMPONENTS AND PHASES OF THE DOCPAL SYSTEM

Institutional Components of the DOCPAL System

To achieve its long-term goals, the DOCPAL System must carry out operations and maintain services at both the regional and country levels. The services and activities which cannot be undertaken in the countries will be the permanent responsibility of the DOCPAL Regional-level Nucleus in CELADE, to be known as "DOCPAL/CELADE."

At the country-level, while any institution (or person) can utilize DOCPAL services, some organizations involved in population activities will find it desirable to have closer and more permanent relationships with the DOCPAL System. These institutions, depending on the type of relationship, will be known as either "DOCPAL Participating Centers" (DPC) or "DOCPAL Associated Centers" (DAC).

The DOCPAL Regional-level Nucleus; DOCPAL/CELADE

The functions of the Regional-level Nucleus within the DOCPAL System are to provide population documentation training and technical assistance to the countries, develop and maintain links with the country institutions which will become the country-level components of the System, and maintain permanent regional-level services such as the abstract journal, clearinghouse and computerized demand services. Since the DOCPAL Nucleus within CELADE is a component of the Latin American Population Information Program (INFOPAL), the Nucleus also will help the country institutions participating in the DOCPAL System to obtain Data Bank services and computer population information processing, training and technical assistance which are available from the other components of the INFOPAL Programme.

Should a world-wide Population Information System be developed, it is expected that DOCPAL/CELADE would be the Regional Center of that System, thereby linking the DOCPAL System to the world-level while continuing to supply Spanish language services within the Region.

The DOCPAL Participating Centers (DPC)

When the System is fully developed, the links between DOCPAL/CELADE and a given country normally will operate through one or more DOCPAL Participating Centers in the country. Since the Nucleus of the DOCPAL System is located in a United Nations agency, whenever possible, it is desirable that the DPC be located in government organizations or in government-related institutions such as are many of the Latin American universities.

It is expected that the DPC in a country usually will be involved in some aspect of population activity or research since the DPC are likely to be most successful when their collaboration with the DOCPAL System directly serves the internal purposes of the parent organization; to some extent it should be incidental that the DPC is also providing input to the regional center as one of its DPC functions.

Whether there will be one or more DPC in a given country will depend on the particular conditions in the country such as the importance attached to population, the number of documents produced per year, and the organization of population activities in the country. The latter is particularly relevant: for example, if there is a strong family planning programme located in the Health Ministry and a population unit in the planning Ministry, it would probably be desirable for both to be DPC if they are interested, with each covering part of the literature in a cooperative agreement.

The functions of the DPC will be to attain reasonably complete bibliographic control over the population literature of their country; create secondary information using the DOCPAL worksheets; send copies of all worksheets to the regional center along with hard copies of the documents of more general interest; provide services to the users of their organization and others in the country; and facilitate the use of the regional-level services within the country. The DPC will use the DOCPAL worksheets and follow the DOCPAL Procedures Manual, making modifications only when necessary to meet their own needs or conditions and only when it will not affect compatibility with work done in other DPC. While most DPC will use manual storage and retrieval methods initially, some of these may eventually computerize with DOCPAL/CELADE assistance, if desired.

Through the work of the DPC, it will be possible to improve the capture of fugitive materials, particularly those produced for or by governmental agencies, but which are "lost" because few copies are made and distribution is poor.

The DOCPAL Associated Centers (DAC)

While DOCPAL/CELADE will make its experience and knowledge available to all country institutions through specially prepared materials, institutions which adapt the basic DOCPAL System guidelines and which identify with the System will be considered DOCPAL Associated Centers (DAC). They will be kept up-to-date on improvements in the DOCPAL procedures and on activities of other centers in the System and will receive preference over non-associated centers with respect to technical assistance, training and special regional-level services. Some eventually may become DPC.

The work with the DOCPAL Associated Centers, although likely to be done largely through correspondence or short visits in connection with other missions, will be extremely important because, even if there is a DOCPAL Participating Center in a given country, most of the institutions there which are engaged in population activities will continue to require and to maintain some form of internal library or documentation unit. The benefits that such institutions can obtain from the regional-level services or from the local DPC are likely to depend very strongly on the improvements that can be made in their own information staff and facilities.

While the Participating Centers normally will be located in governmental agencies, the DAC need not be, however, it is expected all will be involved in population activities oriented to the social and economic development of their countries.

Phases in the Development of the DOCPAL System

The development of the DOCPAL System can be conceived in terms of broad phases. The nature of each phase affects the types and levels of activity that must be carried out by DOCPAL/CELADE and, hence, the costs of operating the DOCPAL Regional-level Nucleus.

As the DOCPAL System has been conceived there will be at least three general phases:

Phase One: DOCPAL/CELADE Foundation Building Phase

This phase, concerned almost entirely with the internal development of the DOCPAL/CELADE infrastructure and the provision of basic regional-level services, coincides with the period of work under the present IDRC grant (3-P-75-0101) and the proposed extension through 30 June, 1978. (Section III describes the work that has been done during this phase).

Phase Two: DOCPAL Country Population Documentation Development Phase

During this phase, which is the subject of this proposal, DOCPAL/CELADE will devote major effort to improving country population documentation facilities, while stimulating country institutions involved in population activities to become DPC or DAC. Although it is expected that the length of time to bring most of the countries into the DOCPAL System will be longer, the major effort will be expended during the first two years, mid-1978 to mid-1980.

Phase Three: DOCPAL Steady State

At some point the DOCPAL System will have the literature reasonable well under control - i.e., the new documents entering the System each year will be only those produced during the year. Then, assuming the objectives of the second phase have been met (see Section IV), DOCPAL/CELADE will be able to lower its costs since it will be primarily concerned with maintaining the existing regional-level services. While it is difficult to know when this "steady-state" condition will be reached, efforts will be made to approach it in some areas of activity during 1980 in order to have costs as low as possible without losing effectiveness when CELADE must cover all costs.

III. BACKGROUND:

THE WORK ACCOMPLISHED DURING THE FOUNDATION BUILDING PHASE

Objectives and Activities of the Phase

The major objectives of the Foundation Building Phase, and the more important activities accomplished during this phase with the assistance of the IDRC Grant N° 3-P-75-0101 are listed in Table 1. The activities were all begun between late March 1976, when the DOCPAL/CELADE staff was assembled to initiate actual work, and the end of December, 1977, although the two year and 3 month-long first phase will not be over until 30 June 1978.

In addition to the work carried out to further each of the first phase objectives, some preliminary activities relevant to the second phase were also pursued. After earlier visits to Guatemala, Paraguay and Argentina and requests from these for assistance, a DOCPAL consultant, with the IDRC Programme Officer responsible for DOCPAL, visited Guatemala City, Asuncion and Buenos Aires to discuss possible IDRC projects that might link institutions in these cities with DOCPAL.

DOCPAL within CELADE

Special attention must be drawn to the integration of the specialized CELADE Library into DOCPAL/CELADE in July 1977, since it has effects on the overall staffing and effectiveness during the first and second phases.^{1/} This integration, which was not possible until the DOCPAL staff could be located in the same area as the library when CELADE moved to its new quarters in early 1977, has resulted in a number of major benefits favoring the work of DOCPAL/CELADE.

The fusion has eliminated a vast duplication of effort on input processing and storage, permitting the former library staff to be assigned to DOCPAL input processing to assist the overburdened and generally more qualified DOCPAL staff

^{1/} Assistance in planning the integration was obtained through a consultancy paid for by IDRC-administered DOCPAL funds.

Table 1

PHASE ONE: DOCPAL/CELADE FOUNDATION BUILDING, April 1976 - June 1978^{1/}

Objectives^{2/} and a Summary of Activities Undertaken

1. To develop population documentation processing capabilities in DOCPAL/CELADE
 - A. Organization and implementation of the processing system:
 - a. Design of input worksheets in accordance with the UNISIST Reference Manual.
 - b. Writing and up-dating of the Worksheet Manual.
 - c. Training of part-time abstractor/indexers.
 - d. Integration of the CELADE library into DOCPAL to work more effectively and efficiently (planning aided by a consultant).
 - B. Adaptation of the ISIS information retrieval system to meet DOCPAL requirements and development of associated computer programs:
 - a. Implementation of ISIS on-line (with assistance from an IDRC consultant).
 - b. Modification of ISIS-DOS and the DOS operating system to permit on-line searching via an IBM video terminal.
 - c. Design and development of the CELENTRY on-line video terminal data input and correction system which interfaces with ISIS.
 - d. Development of the computer system to generate the abstract journal indices in camera-ready form starting with the ISIS DOCPAL database.
 - e. Papers written for ISIS NEWSLETTER.
2. To create and maintain the computerized DOCPAL/CELADE database
 - A. Entry of CELADE library documents and continuous acquisition of approximately 60 new documents per week.
 - B. Creation of secondary information (bibliographic description, informative abstracts and the assignment of descriptors from a thesaurus) for documents entering system with computer storage for retrieval via ISIS. As of December 1977, the database had around 4,000 documents.
 - C. Utilization and adaptation of the POPINS Multilingual Thesaurus list of descriptors for DOCPAL needs; participation in the working meetings on the thesaurus.
 - D. Organization and maintenance of the hard copy document file.
3. To establish and provide basic regional level DOCPAL/CELADE services
 - A. Design and production of the bi-annual Journal "DOCPAL Resúmenes sobre Población en América Latina" ("DOCPAL Latin American Population Abstracts"). Spanish language with English translation of explanatory text and document titles.
 - a. The first issue, containing 326 documents written 1975-77, sent to press in June 1977, around 15 months after beginning work on DOCPAL. Around 1,100 of the 1,500 copies have been distributed.
 - b. The second issue with 500 documents from 1975-1977 was sent to press in December 1977; incorporated suggestions for improvements made by IDRC and others.
 - B. Provision of on-line demand searches of the entire DOCPAL database; available on a video terminal in the CELADE library for staff and students and by mail for users from the Region and elsewhere.
 - C. Establishment of the document delivery service providing copies of the original documents on request, when permitted.
 - D. Promotional Activities:
 - a. Design of the DOCPAL logo and its incorporation into the design of the cover for the abstract journal.
 - b. Visits to discuss DOCPAL with institutions in Argentina, Bolivia, Brazil, Colombia, Costa Rica, Guatemala, Mexico, Paraguay, Peru and Venezuela.
 - c. Exhibition of the first issue of the abstract journal at the General Conference of the International Union for the Scientific Study of Population (IUSSP) and presentation of a paper on DOCPAL.
 - d. Visits to discuss DOCPAL with specialists and potential users in London, Stockholm, The Hague, Geneva and Bangkok.
 - e. Various papers for conferences, etc.
4. To participate in the preliminary planning of the International Population Information System (POPINS)
 - A. Participation on the POPINS Interim Steering Committee.
 - B. Participation on the POPINS Technical Task Force;
 - C. Work with the person designing the African equivalent of DOCPAL (with financial assistance from IDRC to cover travel costs).

^{1/} Actual work on DOCPAL began 23 March 1976.

All the activities listed were begun during 1976 and 1977.

^{2/} The objectives are underlined.

who were finding it difficult to maintain the input processing on a regular basis while also working on system design and output activities. During the next phase devoted to the development of country facilities, when the most qualified staff will be almost completely occupied with other activities, the former library staff will be essential to maintaining the input processing and the provision of services to local users of the DOCPAL System.

Since all CELADE staff on missions are expected to promote the DOCPAL System, they should receive, from a single source, all documentation services that enable them to carry out their research, training and technical assistance activities necessary for the formulation of population policies and development planning in Latin American. In this way the CELADE staff and students ^{1/} and other local users will identify DOCPAL/CELADE as the source of documentation for their activities.

Results of the Foundation Building Activities

As a result of the activities carried out during the first phase of the DOCPAL work, Latin America now has the possibility to use three basic regional-level population documentation services -- an abstract journal, computerized searches on demand, and a regional clearinghouse for document delivery-- that did not previously exist in the Region.

Furthermore, CELADE, which generally is considered the regional leader in many areas of population research, training and technical assistance, but which had no previous experience in population documentation, is now recognized as a leader in Latin American population documentation.

^{1/} Around 45 professionals in a total staff of about 110, and approximately 35 students during 1978.

IV. THE STRATEGY AND OBJECTIVES OF THE DOCPAL COUNTRY POPULATION DOCUMENTATION DEVELOPMENT PHASE AND THE PROPOSED PROJECT

Funds are requested in this proposal to permit DOCPAL/CELADE to turn its attention next to the construction of the DOCPAL System at the country-level in order to make a direct contribution to improve the population documentation infrastructure of individual country institutions involved in population activities and to facilitate the flow of population information among institutions of the same country. This is necessary not only as a means of achieving the long-term DOCPAL goals but also because the countries have the desire to process and control their own information.

The Strategy of the Phase

During the DOCPAL Country Population Documentation Development Phase, DOCPAL/CELADE will attempt to act as a catalyst, stimulating institutions to improve their population documentation infrastructure, providing regional-level services, and making its procedures and experience available with adaption to individual local situations. This will help country institutions to avoid wasting their limited resources designing their own documentations systems or trying to improve their libraries without reference to the work of others. As explained earlier, country institutions utilizing basic DOCPAL guidelines for their own work and which wish to identify with the DOCPAL System can become DOCPAL Associated Centers (DAC).

After working with the DAC of a country for a period, one or more of these (depending on the circumstances in the country) which are interested, suitably located within their area of population activities in the country, and which have developed their population documentation facilities sufficiently, will be established as the DOCPAL Participating Center(s) (DPC) linking the country with DOCPAL/CELADE.

Preference will be given to governmental agencies, particularly when establishing the DPC, since such agencies are most closely involved in development activities. However, since most of these are "poorly-endowed" institutions, they will require significant training and technical assistance inputs from DOCPAL/CELADE during this second phase. Hence, given the limited staff of

DOCPAL/CELADE, as well as the differing importance presently attached to population in different countries of the Region, the work of the Country Population Documentation Development Phase will take place over a period that may be around 4 years,

Objectives of the Proposed Project

The specific objectives of the proposed Project are:

- I. To assist institutions concerned with population, in selected countries, to improve their population documentation capabilities (DOCPAL Associated Centres, DAC):
- II. To enable the most appropriate of the population documentation units in the selected countries to become DOCPAL Participating Centres (DPC);
- III. To improve, extend and maintain the delivery of the regional-level DOCPAL/CELADE services to the countries;
- IV. To improve and maintain the computer and input processing systems.

In accordance with the strategy outlined in the previous section, these objectives are highly interrelated; each must be met to achieve the others. They also reflect the need to advance the work of the phase sufficiently to permit DOCPAL/CELADE to continue to operate effectively with the funds that will be available to it after mid-1980. For that reason, the countries that can be assisted during the two year Project period, estimated at around 4 per year, will be selected to represent different situations so that work done later in other countries with similar situations will involve less DOCPAL/CELADE input; it may also be possible for DPC to assist other institutions in equivalent situations, after the DPC have had sufficient experience.

V. ACTIVITIES TO ACCOMPLISH THE OBJECTIVES OF THE
PROPOSED PROJECT

Since the objectives of the proposed Project are interdependent, many of the activities apply to more than one objective. However, for convenience, each activity has been listed under the objective to which it is most relevant. A summary of the activities is given in Table 2.

1. Activities for achieving Project Objective one (To assist institutions concerned with population, in selected countries, to improve their population documentation capabilities)

Objective One focuses on assisting country agencies involved in population activities to meet their own internal requirements. To attain the objective, DOCPAL/CELADE will make its experience available through specially prepared manuals, and by training and technical assistance. These activities should help to standardize the population documentation norms and procedures (whether manual or computerized) and the population vocabulary throughout Latin America. In turn, this will facilitate the exchange of information and lower the costs of improving individual population information units and of possible future computerization, if some institutions later are interested and capable of doing so.

Although the training and descriptive materials will be widely distributed, the relatively small DOCPAL staff will be able to work closely with only the institutions of around 4 new countries per year. The countries will be selected partly in terms of the interest and capacity of their population-related institutions to improve their information infrastructure and their willingness to collaborate with DOCPAL, and in terms of the estimated amount of literature produced in a year. ^{1/} Of all such countries, during the proposed Project, an attempt will be made to select those with differing situations (e.g., a governmental Consejo de Población, which determines population policy in the country; a country without such a Council, but with population emphasized in its economic planning office).

^{1/} DOCPAL staff and consultants have held discussions in Guatemala, Paraguay and Argentina with institutions that might become DAC and possibly DPC. In the latter two countries, institutions are submitting proposals to IDRC to improve their documentation infrastructure with DOCPAL/CELADE technical assistance and training.

Table 2

PROPOSED PROJECT TO INITIATE THE DECENTRALIZATION PHASE: JULY 1978-JUNE 1980
Objectives^{1/} and a Summary of Activities Proposed

1. To assist institutions concerned with population, in selected countries, to improve their population documentation capabilities (DOCPAL Associated Centers, DAC)
 - A. Preparation and distribution of training and working materials
 - a. DOCPAL Procedures Manual
 - b. Thesaurus
 - c. Audio-visual training and informative material
 - d. Other materials
 - B. Technical Assistance
 - C. Training Seminar
2. To enable the most appropriate of the population documentation units in the selected countries to become DOCPAL Participating Centers (DPC)
 - A. Technical Assistance
 - B. In-country training
 - C. In-service training in DOCPAL/CELADE
3. To improve, extend and maintain the delivery of regional-level DOCPAL/CELADE services to the countries
 - A. Regional-level services provided by DOCPAL/CELADE
 - a. The abstract journal "DOCPAL Resúmenes"
 - b. Cumulative index to "DOCPAL Resúmenes"
 - c. Document delivery (DOCPAL Regional Clearinghouse)
 - d. Computerized demand searches
 - e. Production of country bibliographies
 - B. A DOCPAL Newsletter
4. To improve and maintain the computer and input processing systems
 - A. ISIS and other computer systems
 - B. Identification, collection and processing of documents

^{1/} The objectives are underlined.

a country with a strong family planning program separate from other population activities, etc.). An inventory of institutions with documentation units compiled by CLADES will be an invaluable resource in locating institutions.

1.A. Preparation and distribution of training and working materials

1.A.a. DOCPAL Procedures Manual

During the Foundation Building Phase, a worksheet Manual was written to explain how to fill in each of the fields. This continually updated manual, which is based on the UNISIST Reference Manual for Machine Readable Bibliographic Descriptions, serves internal DOCPAL/CELADE needs but is not suitable for systematically explaining to the staff of other institutions how to process documents following the DOCPAL procedures. Consequently, a major task will be to reorganize and rewrite the present manual to transfer the entire DOCPAL/CELADE experience covering all aspects of the system including document selection, organization of the work, etc., as well as filling in each worksheet field. Since DOCPAL/CELADE will periodically send out update sheets, the manual will be a looseleaf edition designed to facilitate updating.

Although the DOCPAL/CELADE technical processing system is entirely oriented toward computer storage and retrieval, the Procedures Manual will be written to permit institutions with manual systems to utilize it.

1.A.b. Thesaurus

DOCPAL is presently indexing with the "pre-thesaurus" list of descriptors of the POPINS Multilingual Thesaurus, which is being developed by CICRED; various additions and modifications have been made in the list used by DOCPAL/CELADE. The completed thesaurus will be stored by DOCPAL/CELADE in machine-readable form and a computer program used to manipulate it; the stored version will also be used in the data-entry system to check for illegal or misspelled descriptors during data entry.

In coordination with the organization in charge of the thesaurus, continuous consultations and correspondence will be carried out with Latin American institutions using the thesaurus to maintain it as an instrument serving the needs of institutions within the Region. Printouts of the resulting DOCPAL version will be made available regularly to Latin American users.

A special section will be included in the DOCPAL Procedures Manual to explain in detail the use of the thesaurus for indexing and retrieval in manual and computerized systems. For training purposes this will also be produced as a separate publication.

1.A.c. Audio-visual training and information materials

It is desirable to have audio-visual materials for short training courses, for the promotion of DOCPAL and for providing to institutions so that they can explain to their users how to obtain and use DOCPAL services. These audio-visual materials, such as inexpensive filmstrips, slides and transparencies will be designed so that part can be used in discussions with high-level administrators, part for user-oriented demonstrations, and part for instructing technical staff on processing documents or acting as intermediaries between producers and users.

Since CELADE has no previous experience in the preparation of audiovisual materials, funds have been included for a consultancy to assist the staff in designing and preparing the materials.

1.A.d. Other materials

The manuals for DOCPAL on-line searches and operation of ISIS will be rewritten to facilitate their use by institutions wishing to computerize their operations using the same ISIS version and other software as DOCPAL/CELADE.

Various other pamphlets will be written for users of the regional-level DOCPAL services.

1.B. Technical Assistance to the DAC

DOCPAL/CELADE will provide technical assistance to DOCPAL Associated Centers, but it will be relatively limited because of the small regional DOCPAL staff and the need to concentrate most technical assistance activities on the DOCPAL Participating Centers (see the Activities for meeting Objective Two). Many of these centers will be visited during the initial mission to the country; then on the basis of the information collected and occasional short visits made in connection with technical assistance and training missions to the DPC, much of the technical assistance provided to the DAC will be done through systematic correspondence, in which the DOCPAL/CELADE staff actively question each DAC on their work rather than waiting for DAC to write to CELADE.

While it also will be difficult to organize extended on-site training courses for the DAC, it will be possible to invite key DAC staff members to attend the courses conducted in a DPC located in the same city (see Activity 2.B.).

1.C. Training Seminar

A one week seminar for around 15 persons will be held in CELADE during the first half of 1979. Documentalists and other persons concerned with population documentation will be invited primarily from the DAC and the DPC located in the selected countries. Discussions have been held with AICIP (Asociación Interamericana de Centros de Información en Población) concerning joint collaboration on the seminar.

The seminar will be devoted to training the participants sufficiently in one or two topics, such as the use of the thesaurus and the DOCPAL worksheets, to enable them to be able to use their new knowledge on return to their home institutions. Since the seminar will be held in CELADE, one day will be devoted to acquainting them with the computerized DOCPAL/CELADE system and instructing them how to obtain and make the best use of the regional-level services. Arrangements will be made for them also to become familiar with CLADES activities.

2. Activities for achieving Project Objective Two (To enable the most appropriate of the population documentation units in the selected countries to become DOCPAL Participating Centres, DPC)

During the two years of the proposed Project, DPC will be established in the 4 countries selected per year. Eventually there should be a "multiplication" of DOCPAL System resources, since staff members from a DPC may be able to serve as consultants to other countries with a similar situation.

2.A. Technical Assistance to the DPC

After identifying an institution interested and capable of becoming a DPC, it will be necessary to send a DOCPAL/CELADE staff member to discuss how the DOCPAL procedures can be integrated with the institution's existing system, if any, and to draw up a plan for doing so. Extremely important will be the determination of the level and nature of the training required (see the next activity in this section). It is very difficult to state here, a priori, the specific work that will be done in each case since that will depend on the particular present and future needs of the institution, the knowledge and experience of its staff, the difficulties of integrating the DOCPAL procedures with the existing system, etc. It often will be necessary to assist the DPC in obtaining funds to begin work.

If the DPC is interested and able to utilize computer processing, the DOCPAL/CELADE programmer will be available to provide the technical assistance for implementing the systems in local conditions.

Whenever possible, the population information technical assistance will be incorporated as part of a more general programme of technical assistance provided to the country by CELADE.

It should also be noted that DOCPAL/CELADE will provide assistance (and training) only within areas of its competence in the area of population documentation. Hence, it will not carry out missions that are primary concerned with the general development of

libraries or documentation systems since this is more suitably done, for example, by CLADES, with which DOCPAL has close working relations. In such cases, DOCPAL/CELADE it will develop a joint programme of action with CLADES or another appropriate agency.

2.B. In-Country-training of the DPC

Whether or not a given DPC requires a large input of technical assistance, all will require training on the utilization of DOCPAL procedures to insure that the work done in the DPC meets DOCPAL System standards. The major instruments for this training will be the DOCPAL Procedures Manual, the Thesaurus and the audio-visual materials. (See the Activities for attaining Objective One). Training will cover bibliographic descriptions; abstracting and indexing; organization and control of the processing; regional-level DOCPAL services; meeting internal and national needs through the DOCPAL System; etc. In each case the staff member carrying out the training will prepare special materials before arrival in the country to tailor the course to the needs and conditions of the individual DPC.

2.C. In-service training in DOCPAL/CELADE

Because the DPC should be well integrated with the Regional-level DOCPAL System located in CELADE and identify with DOCPAL, it will be desirable in many cases for the Head of the documentation unit of a DPC to spend 1 to 2 weeks in CELADE learning how the computerized system functions and possibly concentrating on increasing his or her knowledge of particular aspects of the work in which there are weakness.

Sometime after the DPC staff member has returned home, there normally will be a followup mission by a DOCPAL/CELADE staff member to see whether the learning experience is being applied and to help solve any difficulties that may have arisen in the application.

3. Activities for achieving Project Objective Three (To improve, extend and maintain the delivery of regional-level DOCPAL services to the countries)

Because of the importance of the regional-level services in promoting the inter-country flow of population information and in stimulating the development of national facilities, the regional-level services in DOCPAL/CELADE must not only be continued but must improved and extended. However, during the proposed project, efforts also will be made to develop ways of reducing recurrent costs to a minimum to insure that CELADE can maintain them after mid-1980. In addition, DOCPAL System services to CELADE staff and other local users must be provided on a regular basis.

3.A. Regional-level Services provided by DOCPAL/CELADE

3.A.a. The abstract Journal "DOCPAL Resumenes"

As "DOCPAL Resumenes" is the most convenient way of making recent Latin American population literature known throughout the Region, the bi-annual Journal should include all recent materials received since the previous issue. If there are around 1,800 to 2,000 documents written per year, then, assuming 80% are located and entered in the data base when the steady-state condition is reached, there will be around 700 to 800 documents per issue. This would require around 260 pages using present printing procedures, but with more legible computer output, greater reduction would be possible giving less pages.

It should be noted, however, that up to now it has been impossible to include all documents in the Journal, because it must be published in the CELADE print shop which must also print two other CELADE journals and various books and other documents per year with a very small staff working with inadequate offset presses and manual methods in such operations as the making of the offset masters, paging and binding. Since it has recently been possible for CELADE to obtain funds to order a modern press and electric guillotine, it remains to be seen whether these alone will permit increasing the size of "DOCPAL Resumenes", given the remaining production bottlenecks, particularly in paging and binding.^{1/}

^{1/} If these bottlenecks have a serious effort on the size and timeliness of the Journal, an attempt will be made to obtain funds (estimated at around US\$ 10,000) to purchase the equipment to automate these operations.

To improve readability of the journal without increasing the recurrent costs, it may be possible to obtain a more suitable type face than that now available for making the camera-ready computer printout. Since no other computer type-face is available for testing in Santiago, a number of pages of the Journal have been sent on tape to the University of Waterloo for printing with their print-chain and other means that they use for texts. If their output is judged to be significantly more readable than that printed in Santiago, then it is proposed that the print-chain or other reasonable cost hardware be purchased for producing the final text for offset printing.

If the Waterloo tests do not provide an adequate solution, the use of photocomposition, which is not presently available in Santiago, and other technologies, will be examined for feasibility. Funds have been included for a possible consultancy to advise DOCPAL/CELADE on this matter.

3.A.b. Cumulative Index to "DOCPAL Resúmenes"

A "DOCPAL Resúmenes" cumulative index will be printed every two years. The first such index will be produced during the proposed Project period after completing the December 1978 issue of "DOCPAL Resúmenes". The cumulative index, which will have subject, geographical and author indices, will be sent to press after the regular issue of the journal is printed to avoid further overloading the CELADE print shop.

3.A.c. Document delivery (DOCPAL Regional Clearinghouse)

While the abstract journal is the principal means through which DOCPAL/CELADE makes recent Latin American population work known throughout the Region, the DOCPAL Regional Clearinghouse is the major way of making these documents available. To facilitate and promote the utilization of the Clearinghouse, during the proposed project period, a reasonable number of copies will be provided free, on request, to users living within the Latin American and Caribbean Region. Persons living outside the region will pay the full costs of copying and mailing the documents. The request form included with the first issue of the journal "DOCPAL Resúmenes" will be included in all future issues.

When an institution is designated a DOCPAL Participating Center, it will receive copies from DOCPAL/CELADE of all documents from their country (that they do not yet have). This, and the desirability of providing them with the entire set of documents in the DOCPAL/CELADE database, leads one to question whether it would be desirable to microfiche all documents in the regional collection. Depending on the level of usage of the clearinghouse such a measure could lower the mailing and copying costs of DOCPAL/CELADE and of the DPC.

However, there are counter-arguments, the most important of which is that most country institutions do not have microfiche readers and the DPC would require microfiche-to-hard-copy printers. In addition, the problems of reliably producing microfiche master copies in Santiago must be considered along with the quality of the hard-copy original received by DOCPAL.

Because of the importance of arriving at the solution that best serves the Region and keeps the recurring costs low, it would be desirable to have a consultant make recommendations concerning alternative document delivery technologies taking into account all relevant factors, including the likely future use of the clearinghouse. Funds for such a consultancy are included in this proposal.

3.A.d. Computerized Demand Searches

Since only a few DPC are likely to computerize in the near or intermediate future, DOCPAL/CELADE will remain the major institution to which users can turn for highly specialized population bibliographies. Hence, this demand search service, in connection with the Regional Clearinghouse, must be improved and made more widely known.

The demand searches will be free of charge during the Project period, although this policy will have to be evaluated periodically with respect to users from outside the Region. To facilitate making a request, each issue of "DOCPAL Resúmenes" will have an explanatory note in Spanish and English and a convenient request form.

One of the best means of promoting the use of demand searches, and DOCPAL in general, is through CELADE students. During 1977, each Master's Degree student (10 in total) in the joint CELADE-University of Chile Master's Degree Program had to produce a literature review paper on topics of their own choosing making interactive demand searches to obtain the information.

Since the first and second year CELADE courses are being moved from CELADE-San Jose to CELADE-Santiago, the same approach will be taken with an additional 20-25 more students per year from almost all the non-English speaking countries of the Region. In this way, the students, who will occupy important positions in the population field on returning to their countries, will come to see this and other DOCPAL services as regular research tools and take for granted their use.

Because the volume of searches made for CELADE (and CEPAL) staff and for persons living elsewhere will go up significantly, improvements will be made in the ISIS search language to make it more efficient and more convenient to use.

3.A.e. Production of Country bibliographies

Using the abstract journal computer programs, DOCPAL/CELADE will produce, on request, country bibliographies (or subsets of these as required) from its entire database including materials since 1970. Because of the work involved, no more than 3 such bibliographies will be produced per year. They will be printed in the countries, but camera-ready output with a complete set of indices would be provided by DOCPAL/CELADE. In this way, the DPC could provide a major sophisticated service to their national users, receive full credit for it and minimize costs. A DPC or DAC could also request such bibliographies on special topics in preparation for important conferences in their countries.

3.B. A DOCPAL newsletter

As the DOCPAL System develops through the establishment of DPC and DAC, a means will be required for communicating among these centers and from DOCPAL/CELADE to the population community in the Region and beyond. It is proposed that this be done through a regular DOCPAL newsletter, which, as stated concerning the DEVSIIS Newsletter, "... should become the primary medium for reporting the experiences of participating centers, their failures as well as successes; for commentaries on the effectiveness of the system; for suggestions to improve the system to overcome deficiencies; and for establishing a sense of 'community' among the individuals active in the network". 1/

The newsletter (a suitable name has not yet been chosen) will consist of 4 pages, printed in offset in double columns in both Spanish and English. It will be distributed to around 800 persons and institutions three times a year.

4. Activities for achieving Project Objective Three (To improve and maintain the computer and input processing systems)

4.A. ISIS and other computer systems

Although much work has been carried out during the Foundation Phase on facilitating the entry of data and the utilization of ISIS in a variety of DOCPAL applications, much programming work remains to be done to improve the systems, extend them to other applications, and make them more efficient. For example, a complete editing system will be built into the CELENTY data entry system to minimize the amount of time spent in manual checking; this will be of particular importance when the DPC begin to send DOCPAL/CELADE their worksheets. The search language of the DOCPAL/CELADE ISIS version 2/ also will be extended and more convenient to use.

1/ DEVSIIS: the preliminary design of an International Information System for the Development Sciences. IDRC-065e, 1976. p. 115.

2/ CELADE uses the Ottawa, ISIS-DOS version. Since CELADE has a special minimum DOS operating system, use of ISIS-DOS permits CELADE to make searches at almost any time of the day. Using the ISIS-OS would permit searches only during the limited, mostly out-of-office-hour, periods during the day, when the university computer to which CELADE is connected, has OS functioning. If conditions should change and it becomes desirable to use ISIS-OS, it will be necessary to undertake major reprogramming of some of the applications.

An examination will be made of ways of entering the data off-line to reduce costs, make entry more rapid and less dependent on the external computer which is increasingly saturated, and in the event that there is an adequate solution, the new system will be programmed using the CELENTY system as a basis. A request will be made for an IDRC system analyst to aid in the study. Should new hardware be required, a separate proposal will be made.

If the African system, PIDSA, decides to computerize using computer systems compatible with DOCPAL, the programmer could assist in the installation and in the training of the PIDSA staff.

4.B. Identification, collection and processing of documents

Two major changes are envisioned that will result in lower DOCPAL/CELADE costs. The first involves the eventual reduction of work when any given DPC sends completed worksheets (initially it is unlikely that any will send magnetic tapes) to DOCPAL/CELADE eliminating the cataloging, abstracting and indexing presently done in CELADE. While the DPC will send all worksheets to CELADE, hard copies will be sent only when the document is judged by the DPC to be of national-level interest within the country (i.e., the document may treat a village, but be of national-level or wider significance in that it makes an important contribution to methodology, the understanding of population phenomena or policy making).

The second change involves a reduction in the average amount of secondary information produced and stored per document. While all documents produced since 1970 will have bibliographic information and descriptors, only those which will appear in "DOCPAL Resúmenes" (1975 and after) and which have at least national-level interest will be abstracted.

This will save costs, while still permitting researchers and others access to population literature that, unlike physical and biological science materials, remains of value over an extended period. 1/

1/ The Population Index which began to computerize its data entry in 1977, is entering all items that appeared in the journal since 1969.

It is difficult to estimate how many abstracts will be written in DOCPAL/CELADE each year since the quantity (and quality) of the work that the DPC will produce is not known (it is partly dependent on the countries selected for establishing DPC during the proposed Project). For purposes of budgeting in this proposal, it has been assumed that no more than 2,000 abstracts will be written per year in DOCPAL/CELADE and a total of no more than 4,000 documents will be indexed per year. Naturally, the steady state numbers will be lower (perhaps a little more than 1,500 per year, most of which will have abstracts written), but this steady state condition will be approached, but not achieved, during the two years of the proposed Project.

Like DOCPAL, most information systems in the developing countries emphasize the collection of fugitive materials, but it must be remembered that many valuable materials on Latin American population topics which are published outside the Region are never made known or available to potential users in the countries to which they refer. DOCPAL must play a major role in changing this. Since the English language abstract journal Population Index examines a large number of journals and has developed relationships with most publishers of population books in the developed countries, an agreement will be sought with Population Index to receive advance notice of Latin American materials which they have located.

Relations also will be strengthened, or where need be, established with Latin American journals and publishers.

VI. STAFFING

The estimated full-time manpower requirements for the two-year period from July 1978 through June 1980 are shown in Table 3. The figures refer to the real-time expected to be required and exclude the statutory vacation time of 1.5 month per year provided under UN rules. Hence, a full-time person works 21 months over two years. The calculations have been made in this way to avoid having to carry-over accumulated vacation time beyond mid-1980 when the proposed project terminates; this will alleviate the costs that CELADE must finance after mid-1980. The number of person-months are shown for broad staff categories but no total is given because it is meaningless to add the times of staff carrying out very different functions.

Table 3 shows that around 45 person months of documentalist time are required for preparing training materials, maintaining the thesaurus and preparing for and carrying out technical assistance and training in the countries (Objectives One and Two). This estimation takes into account the fact that some of the documentalists available, while well trained, will have to learn how to carryout new activities involving didactic manual writing and technical assistance. In all, the documentalists will spend around 35% of their time on the new activities directed toward improving the population documentation facilities in country institutions, and another 38% on DOCPAL/CELADE output services (Objective 3). Less than a quarter of their time is concerned with input processing (Objective 4). The work of the documentalists during the Country Development Phase therefore differs markedly from the Foundation Building Phase when more than half of the documentalist time was devoted to system design and input processing and the rest to output services.

Since the specific documentation activities require different levels of experience and knowledge, Table 4 breaks down the person-months of documentalist time into "international" and "local" levels; the former requires an advanced degree and will provide a Laissez Passer to facilitate training and technical assistance work in the countries. Examining this table, it is seen that the international-level documentalists will have to spend around half their time on writing manuals, the thesaurus and on preparing for and carrying out training and technical assistance; 25% on

Table 3

ESTIMATED PERSON-MONTHS^{1/} REQUIRED TO CARRY OUT THE ACTIVITIES TO ACHIEVE
EACH PROJECT OBJECTIVE^{2/}, JULY 1978-JUNE 1980

	DOCPAL FULL-TIME STAFF							
	Documentalist		Programmer		Support staff		Data Entry	
	p-m	%	p-m	%	p-m	%	p-m	%
<u>Objective One</u>	<u>24.5</u>	19.4	<u>5.0</u>	23.8	<u>12.0</u>	19.0	<u>0.5</u>	1.2
Prep. train. materials, thesaurus ^{3/}	16.0		4.5		5.0		0.5	
DAC Technical assist; ^{4/} seminar	8.5		0.5		7.0		-	
<u>Objective Two</u>	<u>20.0</u>	15.8	<u>1.5</u>	7.1	<u>4.5</u>	7.1	<u>0.5</u>	1.2
DPC Technical assist; training ^{4/}	20.0		1.5		4.5		0.5	
<u>Objective Three</u>	<u>48.0</u>	38.1	<u>8.0</u>	38.1	<u>28.0</u>	44.4	<u>2.5</u>	5.9
Regional-level output services,	28.5		8.0		20.0		2.5	
Local DOCPAL services	19.5		-		8.0		-	
<u>Objective Four</u>	<u>26.5</u>	21.0	<u>6.5</u>	30.9	<u>15.0</u>	23.8	<u>38.5</u>	<u>91.6</u>
Computer syst; input proc.	26.5		6.5		15.0		38.5	
<u>Other</u>	<u>7.0</u>	5.5	-	-	<u>3.5</u>	5.6	-	-
Admin; planning; etc.	7.0		-		3.5		-	-
TOTAL	<u>126.0</u>	<u>100%</u>	<u>21.0</u>	<u>100%</u>	<u>63.0</u>	<u>100%</u>	<u>42.0</u>	<u>100%</u>

p-m = person-months

- 1/ Real time, excluding statutory UN vacation time, over the two year (24 month) Project interval. Since the vacation time is 1.5 months per year, a staff member will work 21 months of real time over the 24 month period. Not shown are other CELADE staff who will contribute various numbers of person-months (see the text).
- 2/ The objectives and specific activities are shown in Table 2.
- 3/ Includes review and maintenance of the thesaurus, including intensive correspondence with other user centers, as well as the preparation of training materials referring to the thesaurus. Computer manipulation is also considered.
- 4/ Includes preparation for specific technical assistance and/or training missions and continuous assistance through correspondence.

Table 4

DOCPAL/CELADE STAFFING: DOCUMENTALISTS ESTIMATED PERSON-MONTHS ^{1/}
OF INTERNATIONAL AND LOCAL STAFF

Activities ^{2/} to achieve:	DOCPAL Full-time Documentalist Staff					
	International		Local		Total	
	p-m	%	p-m	%	p-m	%
<u>Objective One</u> ^{3/}						
Prep. materials; DAC tech. assistance; Seminar	19.0	30.2	5.5	8.7	24.5	19.4
<u>Objective Two</u> ^{3/}						
DPC tech. assist; Training	15.0	23.8	5.0	7.9	20.0	15.8
<u>Objective Three</u>						
Reg- level output services	15.5	24.6	32.5	51.6	48.0	38.1
<u>Objective Four</u>						
Computer syst; Input processing	7.5	11.9	19.0	30.2	26.5	21.0
<u>Other</u>						
Admin; Planning	6.0	9.5	1.0	1.6	7.0	5.5
TOTAL	63.0	100.0	63.0	100.0	126.0	100.0

1/ Real time, excluding statutory vacation time. See note 1 of Table 3.

2/ The objectives and specific activities are shown in Table 2.

3/ See notes 3 and 4 of Table 3.

Table 5

NUMBER OF FULL-TIME DOCPAL/CELADE STAFF REQUIRED TO CARRY OUT
THE PROJECT OBJECTIVES, JULY 1978 - JUNE 1980

	International Level		Local Level	
	IDRC	CELADE	IDRC	CELADE
Documentalists	2	1	1	2
Programmer	-	-	1	-
Support Staff	-	-	1	2
Data Entry	-	-	-	2
TOTAL	2	1	3	6

output services and only 12% on input processing, primarily involving the supervision of the local staff. Note, on the other hand, that the local documentalists will devote around a third of their time to input processing and over 50% to output services including those to local DOCPAL users. Naturally, the local documentalists will spend relatively little time on technical assistance, although they will help maintain an intense level of correspondence with the country centers, particularly the DAC since these institutions will receive relatively little direct assistance or training. Based on the figures in this Table, 3 international documentalists and 3 local documentalists are required for carrying out the activities of the DOCPAL Country Population Documentation Development Project. One of the three international documentalists is the Head of DOCPAL/CELADE and the other two are staff members who must be reclassified from local to international according to UN rules (each has a Master's Degree).

Figure 3 shows that a full-time programmer is needed since the output services and processing still require improvements and maintenance to insure maximum efficiency during the very busy second phase. However, because of the work done during the first phase and the assistance and supervision that will be provided by the international analyst/programmer who organized and designed the systems used by DOCPAL/CELADE, only a full-time local DOCPAL staff programmer will be necessary. The analyst/programmer will serve as his backup during vacations and missions abroad. Much of the programming work will be devoted to eliminating the need to have a full-time programmer after mid-1980.

Based on the estimated number of person-months for each staff function required to achieve each objective, the number of full-time staff required in DOCPAL/CELADE is shown in Table 5. It also shows the proposed source of funding.

In addition to the full-time DOCPAL staff, CELADE will make available, over the proposed Project period, 6 months of the INFOPAL Coordinator's time, 6 months of the analyst/programmer's time mentioned above, and around 30 months of local support staff including the copy machine operator, secretaries, print-shop, editorial and distribution staff, etc. The INFOPAL Programme Coordinator, who during the first two years of DOCPAL was also its Head, will work with the full-time DOCPAL/CELADE Head on policy making and will provide substantive population and demography inputs.

VII. WORK PLAN

Table 6 shows the semester in which each activity of the proposed Project will be carried out. The activities have the same number-letter codes as used in Section IV and Table 2. It should be remembered that four different types of activity are involved: a). activities, like technical assistance, which cannot be fully programmed at this time because they depend on the interest that can be stimulated, the requests that are received and the problems of coordination with the work programs of the country institutions; b). consultancies, which can be planned ahead of time, but which may result in new activities; c). periodical publications, like the abstract journal, which have fixed dates for completing the work; and d). activities, like input processing, which are continuous but which vary in the intensity of the load depending on random factors as well as the success in getting the DPC to undertake successfully the input processing.

Because of the importance attached to the development of country population documentation infrastructure during this Project, the entire work plan must be kept flexible, so that the response to country requests for assistance is rapid and can be coordinated easily with country institutions' time schedules. As materials must be prepared before embarking on intensive technical assistance and training activities, particularly with potential DPC, there will be less work done of this type in the first semester, although the number of countries involved will average around 4 per year.

The fixed points in the two-year period are the dates of the periodical publications.

"DOCPAL Resúmenes"	June and December of each year
Cumulative Index	March (probable), 1978
DOCPAL newsletter	April, August and December, each year

Every effort will be made to dispatch these around their formal dates of publication, although as noted earlier, there are difficulties that must be resolved in the CELADE print shop.

As the financing of DOCPAL/CELADE after mid-1980, at least at the "steady-state" level, is a major preoccupation underlying this entire proposal, the last line of Table 6 shows the semester when the CELADE global proposal to the UNFPA must be prepared to request funds for 1980-1981.

Table 6

WORK PLAN

DOCPAL COUNTRY POPULATION DOCUMENTATION DEVELOPMENT PROJECT1 JULY 1978 - 30 JUNE 1980Semester in which each Activity^{1/} is carried out.

Activ ¹	1st SEMESTER 1 July 1978 - 31 Dec. 1978	2nd SEMESTER 1 Jan. 1979 - 30 June 1979	3rd SEMESTER 1 July 1979 - 31 Dec. 1979	4th SEMESTER 1 Jan. 1980 - 30 June 1980
1.A.a.	Write sections DOCPAL Proc.Manual	Write sections of Manual	Print manual; maintain	Maintain Manual
1.A.b.	Maintain Thesaurus Thesaurus in machine readable form	Maintain Thesaurus	Maintain Thesaurus	Maintain Thesaurus
1.A.c.		Prepare Audio-Visual materials		
1.A.d.	Prepare pamphlets, etc. Prepare DOCPAL Computer Manual	Prepare pamphlets, etc. Maintain Computer Manual	Maintain Computer Manual	Maintain Computer Manual
1.B.	Missions to identify/assist DAC	Missions to identify/assist DAC Tech.assist.correspondence with DAC	Missions to identify/assist DAC Tech.assist.correspondence with DAC	Missions to identify/assist DAC Tech.assist.correspondence with DAC
1.C.	Preparation for Training Seminar	Training Seminar		
2.A.	Missions to identify DPC	Tech.assist.missions to DPC	Tech.assist.missions to DPC	Tech.assist.missions to DPC
2.B.		DPC in-country training	DPC in-country training	DPC in-country training
2.C.		DPC training in CELADE	DPC training in CELADE	DPC training in CELADE
3.A.a.	DOCPAL Resumenes Vol 2, N°2 Photocomposition consultancy	DOCPAL Resumenes Vol 3, N°1 Evaluation DOCPAL Resumenes	DOCPAL Resumenes Vol 3, N°2	DOCPAL Resumenes Vol 4, N°1
3.A.b.		Cumulative Index DOCPAL Resumenes		
3.A.c.	Maintain Regional Clearinghouse	Maintain Regional Clearinghouse	Maintain Regional Clearinghouse Clearinghouse technology consultancy	Maintain Regional Clearinghouse
3.A.d.	Searches on demand	Searches on demand	Searches on demand	Searches on demand
3.A.e.		Country bibl.-Journal format	Country bibl.-Journal format	Country bibl.-Journal format
3.B.	Newsletter: N°1 and 2	Newsletter: N°3	Newsletter: N°4 and 5	Newsletter: N°6
4.A.	Computer system improvement/maint. Input data edit programs Data entry cost reduction consultancy	Computer system improvement/maint. User-oriented search programs Data entry cost reduction programs	Computer system improvement/maint. Data entry cost reduction programs	Computer system improvement/maint.
4.B.	Identif;collection;input processing	Identif;collection;input processing	Identif;collection;input processing	Identif;collection;input processing
		Prepare 1980-81 UN proposal		

1. The activities and the objectives to which they refer are explained in Section V and outlined in Table 2.

VIII. THE BUDGET

The itemized budget and a summary are presented in Appendix A; they show both the IDRC and CELADE components for each year of the Project. The funds to be administered by IDRC are indicated separately.

It will be seen that CELADE is now able to cover the costs of 7 full-time DOCPAL/CELADE staff members, including the full-time Head, if IDRC can cover the salaries of 5 persons, including the two documentalists who the UN rules require to become international. This contrasts with the situation at the beginning of the first phase when the entire full-time DOCPAL/CELADE staff, then 7 persons, were financed by IDRC. CELADE has also managed to reallocate funds within its 1978-79 budget to cover part of the costs of recurrent items like computer time and photocopying.^{1/}

IX. JUSTIFICATION OF THE REQUEST TO IDRC

When CELADE submitted its 1978-79 biennial budget to the UNFPA, that budget did not request funds for DOCPAL, per se, because it was still an unknown and unproven system on the date when the budget had to be submitted. Now that DOCPAL/CELADE has its basic services well established, CELADE has committed itself to obtain the funds in its next two year budget, 1980-81, for continuing the Nucleus of the DOCPAL System and its necessary regional-level services. However, it is realistic to assume that it will be possible to obtain funds to continue DOCPAL/CELADE around its steady-state operating level; otherwise, it would consume a very large percentage of the total funds available to CELADE from the UNFPA.

If the funds requested from IDRC in this proposal are granted, it will be possible not only to approach steady-state costs in 1980, but even more important, also to come closer to achieving the long term goals of

^{1/} Unlike these items, and to some extent local staff, CELADE cannot reallocate funds for the two documentalists since the international posts must be specified explicitly and could not be when the 1978-79 budget was presented to the UNFPA.

the DOCPAL System, namely, bringing the Latin American population literature under bibliographic control and improving the flow of this information in the Region. Fortunately, during the second phase, the activities proposed will have a major impact on meeting the System goals while also serving country and DOCPAL/CELADE interests.

For DOCPAL/CELADE to reach the steady-state condition with low operating costs much of the document identification, collection, input processing and country-level output services must be done by country institutions, themselves, leaving primarily the regional-level activities to the Nucleus. Since very many country institutions in the Region have poor population documentation infrastructure, they are more likely to be able to fulfil their roles in the DOCPAL System if their population documentation facilities are strengthened through technical assistance and training. In turn, this will bring the System closer to attending bibliographic control over the literature produced in the countries concerned.

But even if the System did not depend on the assistance of country institutions, the achievement of the long-term goal of improving the flow of information would dictate the strengthening of country population documentation capabilities since the aim of the DOCPAL System is not simply to enter the maximum number of documents in the database at low cost, but to insure that country institutions are able to make use of the information for their own purposes. Hence, from either the point of view of the countries or of DOCPAL/CELADE, major effort must be devoted to strengthening country institutions.

Consequently, there will be an interval in the life history of DOCPAL/CELADE when there must be high costs to assist the countries to maximize the value of the DOCPAL System to them and to enable DOCPAL/CELADE rapidly to reach the much lower cost steady-state level.^{1/} The relatively large request made in this proposal to IDRC must be evaluated in terms of its contribution to insuring the future existence of DOCPAL/CELADE and the extent to which it will contribute to the development of the countries, the ultimate goal of both IDRC and CELADE.

^{1/} The implication is that the country institutions are, in effect, taking on some of the DOCPAL System costs. Although they will be engaged in activities of direct interest to them, they may require outside funds to modernize their population documentation capabilities.

Appendix A-1

BUDGET SUMMARY ^{1/}

Project Title: DOCPAL Country Population Documentation Development

Period: 1 July 1978 - 30 June 1980

RECIPIENT-ADMINISTERED FUNDS

	<u>FIRST YEAR</u>		<u>SECOND YEAR</u>				<u>TOTAL</u>			
	<u>IDRC</u>		<u>CELADE</u>		<u>IDRC</u>		<u>CELADE</u>			
	<u>p-m</u>	<u>US\$</u>	<u>p-m</u>	<u>US\$</u>	<u>p-m</u>	<u>US\$</u>	<u>p-m</u>	<u>US\$</u>		
<u>SALARIES</u>										
International Staff	24	49,700	18	61,550	24	51,800	18	64,600	101,500	126,150
Local Staff	36	41,400	80	62,800	36	43,120	36	65,950	84,520	128,750
Abstracts/Indexers		15,000		--		15,000		--	30,000	--
Travel		2,000		--		2,000		--	4,000	--
		108,100		124,350		111,920		130,550	220,020	254,900
<u>EQUIPMENT AND SERVICES</u>		18,500		18,200		15,000		18,200	33,500	36,400
<u>COMMUNICATIONS</u>		9,500		7,000		8,100		7,000	17,600	14,000
<u>DOCUMENT ACQUISITION AND DELIVERY</u>		5,400		5,000		5,400		5,000	10,800	10,000
<u>PRINTING</u>		7,700		3,500		6,600		3,200	14,300	6,700
<u>TECHNICAL ASSISTANCE AND TRAINING</u>		28,000		3,900		13,700		3,800	41,700	7,700
Sub-total		177,200		161,950		160,720		167,750	337,920	329,700
ADMINISTRATION (14%)		24,800		--		22,500		--	47,300	--
Grand total		202,000		161,950		183,220		167,750	385,220	329,700

IDRC ADMINISTERED FUNDS

	<u>US\$</u>
<u>Consultancies</u>	<u>17,000</u>
Total	17,000

^{1/} For explanations of categories, see the notes of the Itemized Budget.

p-m = person-months

Appendix A-2

ITEMIZED BUDGET

PROJECT TITLE: DOCPAL COUNTRY POPULATION DOCUMENTATION DEVELOPMENT

1 JULY 1978 - 30 JUNE 1980

RECIPIENT-ADMINISTERED FUNDS

	First Year				Second Year				Total	
	IDRC		CELADE		IDRC		CELADE		IDRC	CELADE
	p-m	US\$	p-m	US\$	p-m	US\$	p-m	US\$	US\$	US\$
<u>SALARIES</u>										
<u>International</u>										
Coord. INFOPAL ^{1/}	-	-	3	12,600	-	-	3	13,200	-	25,800
Head DOCPAL	-	-	12	41,450	-	-	12	43,500	-	84,950
Documentalists ^{2/}	24	49,700	-	-	24	51,800	-	-	101,500	-
Analyst/Programmer ^{3/}	-	-	3	7,500	-	-	3	7,900	-	15,400
<u>Local</u>										
Programmer ^{3/}	12	15,600	-	-	12	16,000	-	-	31,600	-
Documentalists	12	14,400	12	12,000	12	15,120	12	12,600	29,520	24,600
Jr. Documentalist	-	-	12	9,600	-	-	12	10,100	-	19,700
Data Entry Opert	-	-	24	19,200	-	-	24	20,150	-	39,350
Support staff	12	11,400	24	15,600	12	12,000	24	16,400	23,400	32,000
Other CELADE support staff ^{4/}	-	-	8	6,400	-	-	8	6,700	-	13,100
Abstractors/Indexers ^{5/}	-	15,000	-	-	-	15,000	-	-	30,000	-
Travel ^{6/}	-	-	-	-	-	-	-	-	-	-
DOCPAL staff	-	2,000	-	-	-	2,000	-	-	4,000	-
		108,100		124,350		111,920		130,550	220,020	254,900
<u>EQUIPMENT AND SERVICES</u>										
Print chain for high speed printer ^{7/}	-	3,500	-	-	-	-	-	-	3,500	-
Office supplies (incl. routine photocopying) ^{8/}	-	3,000	-	2,000	-	3,000	-	2,000	6,000	4,000
Computer rental supplies ^{9/}	-	12,000	-	6,000	-	12,000	-	6,000	24,000	12,000
Office space	-	-	-	7,200	-	-	-	7,200	-	14,400
Utilities	-	-	-	3,000	-	-	-	3,000	-	6,000
		18,500		18,200		15,000		18,200	33,500	36,400
<u>COMMUNICATIONS</u>										
Teleprocessing communication ^{10/}	-	3,500	-	4,000	-	3,500	-	4,000	7,000	8,000
International comm. ^{11/} (cables, telephone)	-	2,000	-	500	-	2,000	-	500	4,000	1,000
Postage: Journal and cumul. index ^{12/}	-	2,200	-	2,000	-	800	-	2,000	3,000	4,000
Postage: Newsletter ^{13/}	-	600	-	-	-	600	-	-	1,200	-
Postage: Doc. delivery; training materials, etc.	-	1,200	-	500	-	1,200	-	500	2,400	1,000
		9,500		7,000		8,100		7,000	17,600	14,000
<u>DOCUMENT ACQUISITION AND DELIVERY</u>										
Document Acquisition	-	-	-	2,000	-	-	-	2,000	-	4,000
Document photocopying: collection/delivery ^{14/}	-	5,400	-	3,000	-	5,400	-	3,000	10,800	6,000
		5,400		5,000		5,400		5,000	10,800	6,000

p-m = person-months

	FIRST YEAR				SECOND YEAR				TOTAL	
	IDRC		CELADE		IDRC		CELADE		IDRC	CELADE
	p-m	US\$	p-m	US\$	p-m	US\$	p-m	US\$	US\$	US\$
<u>PRINTING</u>										
Journal and Cumulative Index 15/		7,000		3,000		5,000		2,000	12,000	5,000
Training material and Procedure Manual 16/		200		250		1,100		950	1,300	1,200
Newsletter 17/		250		150		250		150	500	300
Miscellaneous (forms, etc.)		250		100		250		100	500	200
		<u>7,700</u>		<u>3,500</u>		<u>6,600</u>		<u>3,200</u>	<u>14,300</u>	<u>6,700</u>
<u>TECHNICAL ASSISTANCE AND TRAINING</u>										
Travel: DOCPAL staff 18/		7,000		1,800		9,000		1,800	16,000	3,600
Travel: other CELADE staff 19/		-		2,000		-		2,000	-	4,000
Seminar 20/: travel		16,000		-		-		-	16,000	-
miscel.		300		100		-		-	300	100
Training in CELADE: 21/		4,500		-		4,500		-	9,000	-
travel		200		-		200		-	400	-
miscel.		<u>28,000</u>		<u>3,900</u>		<u>13,700</u>		<u>3,800</u>	<u>41,700</u>	<u>7,700</u>
Sub-total		<u>177,200</u>		<u>161,950</u>		<u>160,720</u>		<u>167,750</u>	<u>337,920</u>	<u>329,700</u>
Administration ^{27/} (14%)		<u>24,800</u>		-		<u>22,500</u>		-	<u>47,300</u>	-
Grand total		<u>202,000</u>		<u>161,950</u>		<u>183,220</u>		<u>167,750</u>	<u>385,220</u>	<u>329,700</u>

IDRC ADMINISTERED FUNDS

CONSULTANCIES

Audio-visual training materials ^{23/}	10,000
Doc. delivery technology ^{24/}	5,000
Journal photocomposition feasibility ^{25/}	2,000
<u>TOTAL^{26/}</u>	<u>17,000</u>

Notes for Appendix A-2 (Itemized Budget)

1. DOCPAL is a major component of the Latin American Population Information Programme (INFOPAL) of CELADE. The coordinator of this programme, a social demographer, has acted as Head of DOCPAL/CELADE since November 1975. To provide substantive population inputs to DOCPAL, he will continue to devote 3 months per year.
2. The two documentalists with Masters degrees who have worked in DOCPAL since it began, will be reclassified from local to international because they shall be involved in technical assistance during the two year period of this project and because the UN rules require this reclassification.
3. The analyst programmer who worked full-time on DOCPAL since it began will continue to supervise the local programmer and will be involved in the design and implementation of improvements and applications of the DOCPAL/CELADE Computer software. The full-time local programmer participated in the work on ISIS and the interface programs during the first two years of DOCPAL/CELADE and, therefore, is completely familiar with their operation.
4. The other CELADE support staff includes contributions of time for photocopier operation; editing and distribution; the secretary of the INFOPAL coordinator; and other INFOPAL staff.
5. It is estimated that a maximum of 2,000 abstracts will be written and all documents processed (no more than 4,000) will have descriptors assigned. The numbers will depend on the effectiveness of the DOCPAL Participating Centers in locating and processing documents from their countries. The abstractor/indexers work part-time and receive payment for the amount of work done.
6. For regional and international travel. Note that the CELADE travel contribution is given under the Technical Assistance and Training item.
7. To make the camera-ready output of the journal more legible, a print-chain (upper and lower case) with an appropriate type-face or an equivalent device for improving printouts will be purchased if a test shows the journal text will be more legible. See the consultancy under Centre Administered Funds.
8. See also the photocopying item under Document Acquisition and Delivery
9. University of Chile computer.
10. Includes the dedicated telephone lines and equipment for connecting these lines to the terminals and computer. The CELADE component also covers the use of these facilities for other work.
11. This includes communications with country institutions.
12. Around 1100 copies of the journal will be sent twice a year. Around 1100 copies of the cumulative index will be sent after the fourth issue of the journal.
13. The DOCPAL newsletter, with around 4 pages (two sheets), will be sent to approximately 800 persons three times a year.
14. Routine photocopying other than for acquisition and document delivery is included under Equipment and Services.
An investigation is underway to determine whether the purchase of a new model of photocopier that is to be introduced into Chile in the near future will meet all DOCPAL/CELADE needs at lower cost for this recurrent item. If it is judged to be suitable, a request will be made to IDRC to change this item to the purchase of the photocopier.

15. 1500 copies of the journal will be printed via offset twice a year. A similar number of copies of the cumulative index will be produced after the December 1978 journal. Work will be done in the CELADE print-shop.
16. The DOCPAL Procedures Manual will be mimeographed in loose-leaf form during the second year of the Project.
17. 800 copies of around fourpages each will be printed three times a year.
18. The CELADE contribution to travel includes the travel funds assigned for each international staff member.
19. Staff members from other CELADE Units, on technical assistance or training missions or attending conferences, will be given DOCPAL materials to distribute and, when appropriate, will assist their country counterparts to utilize DOCPAL System services. This travel is valued at \$2000/yr.
20. A one-week seminar will be held in CELADE for around 15 persons from country DOCPAL Associated and Participating Centers.
21. Around three persons per-year from DOCPAL Participating Centers will be trained in CELADE for approximately two weeks each.
22. Administration of 14% is required by UN rules.
23. Consultant services will be obtained for the preparation of DOCPAL audiovisual training materials.
24. Consultant services will be obtained to determine the most appropriate technology to use for improving and facilitating population document delivery to countries and within countries at reasonable cost.
25. If the purchase of the print-chain or the equivalent (see Equipment and Services) does not solve the problem of journal legibility a consultancy on photocomposition and other suitable technologies will be requested to prepare alternative solutions.
26. This does not include a consultancy that will be requested from IDRC to have one of its computer information systems experts assist in devising ways of reducing data input costs.