ECONOMIC COMMISSION FOR LATIN AMERICA

Office for the Caribbean

CARIBBEAN INFORMATION SYSTEM
ECONOMIC AND SOCIAL PLANNING
(CARISPLAN)
FINAL REPORT: PHASE I

PERIOD 1 May 1979 - 31 December 1980

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The first meeting of the Caribbean Development and Co-operation
Committee (CDCC)[1]/ , held in Havana in 1975, identified areas essential for
advancing the development and co-operation process in the Caribbean and,
inter alia, instructed its Secretariat, the ECLA Office for the Caribbean,
to provide the mechanism to collect, preserve, and disseminate to member
states information relating to the Caribbean in these priority areas, in
order that member states may share their experiences. The Committee
further instructed the Secretariat to make maximum use of national
institutions in pursuing sub-regional goals.

A proposal advanced by the Secretariat for a decentralized Caribbean
Information System which would link libraries and information units
specializing in priority sectors was endorsed by the third session of the
Committee in Belize in 1978.

Economic and social planning has been identified by the CDCC as an
area for priority action, and in January 1979, the first meeting of
Caribbean Planning Officials (a subsidiary body of the CDCC) sanctioned a
proposal by the Secretariat to establish a decentralized information
network in the area of economic and social planning with self-sufficient

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1/ The CDCC is a subsidiary body at the Ministerial level of the
Economic Commission for Latin America. It acts as a co-ordinating body
for activities relating to development and co-operation in the Caribbean
sub-region and serves as an advisory and consultative body to the
Executive-Secretary of ECLA in respect of Caribbean issues. The
Committee, through its Secretariat, the ECLA Office for the Caribbean,
establishes the basic infrastructural links for co-operation among the
countries and serves as a channel for technical and financial assistance
to make this co-operation a reality. Members include: The Commonwealth
of the Bahamas, Barbados, Republic of Cuba, Dominica, Dominican Republic,
Grenada, Guyana, Haiti, Jamaica, St. Lucia, St. Vincent, Suriname, and
Trinidad and Tobago. Representatives of Belize and the West Indies
Associated States (Antigua, Montserrat, St. Kitts-Nevis) and observers from
the Netherlands Antilles also attend Committee sessions.

national focal points able to contribute to and receive benefits from the system. The Planning Officials further recommended that member governments strengthen and collaborate with ECLA's Caribbean Documentation Centre (CDC) in its efforts to overcome the problem of inadequate information and that the System be linked with INFOPLAN, the information network being developed by CEPAL/CLADES/ILPES. The CDCC, at its Fourth Session held in Suriname in early 1979, endorsed the recommendation and instructed the Secretariat to hasten implementation of the system.

Against the background of these Ministerial decisions, a grant in the amount of CAN$86,525, for a period of one year beginning 1 May 1979, was made available by the International Development Research Centre (IDRC) to the ECLA Office for the Caribbean to initiate the decentralized bibliographic information system on economic and social planning in the Caribbean (CARISPLAN). The methodologies of the System were to be closely co-ordinated with the design work undertaken by CEPAL/CLADES in the context of INFOPLAN, so as to facilitate the processing of the Caribbean information by the ISIS software installed in Santiago.

This grant was subsequently supplemented by CAN$51,288 to extend the life of Phase I to 31 December 1980. It was recognized in March 1980 that a proposal by ECLA for Phase II was unlikely to be negotiated and approved by 30 April 1980. An extension was therefore requested to enable other CDCC member states to participate in the System: to publish CARISPLAN Abstracts, and to maintain existing staff contracts, thereby preserving the momentum of the project until Phase II was approved.

2. OBJECTIVES

The overall objective of the project is to promote and facilitate optimum utilization of Caribbean information resources by decision-makers and decision-preparing agents in the economic and social planning field.

In order to accomplish this goal, ECLA agreed to undertake the following activities during the period under review:

a)   strengthen national information centres in the field of
     of economic and social planning;

b)   secure compatibility among the various national centres:

c)   establish mechanisms for the flow of information among
      national centres and between national centres and the
      Caribbean Documentation Centre:

d)   promote the use of information by the economic and
      social planning community:

e)   prepare one bibliography of documents produced by
      the Caribbean Development and Co-operation Committee
      (CDCC): and

f)   prepare a second bibliography of documents produced
      both by CDCC and by national institutions in
      Caribbean countries.

3.   ACTIVITIES

3.i.   Co-ordination with INFOPLAN

ECLA's Caribbean Office participated in two meetings organized
by CLADES/ILPES to consider the basic elements in the design of
INFOPLAN, and in a workshop to train participating centres in the methodology
for indexing and analysis of documents.

In addition, a CLADES staff member spent eight weeks at the
Caribbean Documentation Centre, during which time the Centre staff were
trained in CLADES' methodologies for preparing bibliographic records.

3.ii.   Strengthening National Information Centres in the
Field of Economic and Social Planning

During the period under review, the Caribbean Documentation
Centre staff concentrated on promoting the establishment and strengthening
of information centres in the national planning agencies as focal points
for the System. These focal points, when professionally staffed to
provide direct information services to the specific user group and other
national participating centres, are considered as the basic sub-structure
needed by CARISPLAN to achieve momentum for self-continuity

In many instances, the national focal points in the System are less
resourceful than other national socio-economic information units but the
intention is to increase their capability to provide a service at the
point where it can have the greatest national effect. The programme of

activities therefore accorded special significance to training facilities and the provision of advisory services.

TRAINING AND ADVISORY SERVICES

During Phase I, two workshops were conducted to train librarians of the national focal points and other contributing libraries to participate in the System. A total of seventeen countries was represented at the two workshops.

The first workshop held in May-June 1979 was attended by participants from eleven countries: Antigua, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Trinidad and Tobago. The report is appended as Annex I.

Supplementary funds were requested by ECLA to conduct an additional workshop in 1980. It was considered more important to extend participation to a greater number of countries during Phase I than to examine the problems encountered at this stage.

The second workshop held in November-December 1980 for representatives from those countries which were not represented at the 1979 workshop, was extended to include participants from countries which had appointed librarians to their planning ministries since the previous workshop, and librarians of contributing libraries in Trinidad and Tobago. Annex 2 is the report.

Both workshops therefore were concerned with procedures for establishing information units; relationships between users of information; the types of information they require and methods of satisfying these needs; and techniques in indexing and abstracting for standardizing the input to CARISPLAN.

Methodology

The report on the first workshop was distributed to participants and heads of all the national planning agencies urging them to establish/strengthen their

documentation centres to facilitate the collection and analysis of
all documents produced by or held in planning institutions and
supporting bodies and to ensure access to this information by the planning
and decision-making community. With the appointment of the Library and
Information Training Officer in August, 1979, governments were further
advised of the follow-up activities to be undertaken by ECLA.

Subsequent to the workshop, it was decided that emphasis would be
placed on follow-up action in those countries which had participated in
the workshop. Initial visits of 3 - 4 days were planned for each country
to be followed by longer missions of approximately two weeks' duration.
The initial visits were to:

a) evaluate the existing information resources for
disseminating information to planners and policy-makers;

b) assist in preparation of the work programme of the
national focal point;

c) discuss problems encountered in the collection and
organization of the documents and in the dissemination
of information to the planners and policy-making
community and make recommendations for improvement; and

d) begin promotion of the use of information by the
economic and social planning community.

During the extension period of Phase I a different procedure was
adopted for those countries which did not participate in the initial
workshop, obviously for infrastructural reasons. It was decided that
an initial visit would be made to evaluate existing information
resources and identify information needs but that during the mission
an appropriate candidate would be identified for the government and be
briefed on what was expected at the Workshop. Maximum participation by
the candidate was required and it was felt that an awareness and knowledge
of the national situation and its problems would ensure participation.

It was also recognized that there was considerable disparity in the
information infrastructure of the member states and that different
strategies would have to be adopted for those countries (Cuba, Trinidad
and Tobago, Haiti) which had professionally-staffed information centres,

those which had fairly-organized collections serviced by non-professionals
(Jamaica, Guyana, and the Dominican Republic) and those countries which had to
establish such centres.

A document entitled: <u>Guidelines for the Organization and Management of an
Information Centre</u>,(Annex 3),was prepared and used as part of the training
programme.

In the case of the first two groups which had some basic infrastructure,
assistance varied, but notable achievements relate to:

- technical assistance in the organization and development of
  the information centres and in-service training of staff;

- discussion of the work programme already prepared and methods
  for implementation;

- the definition of an acquisition policy according to users
  needs and mechanisms for acquiring locally produced material
  from various sources e.g. government printeries, relevant
  correspondence files, officials' offices, or project documents
  and feasibility studies prepared for national institutions by
  consultants or international organizations;

- recommendations for policy formulation on the transfer to the
  archives of little-used material published prior to 1970;

- consolidation of abstracting and indexing principles and the
  preparation of bibliographic records for the Caribbean
  Information System;

- relationship with CDC and responsibilities of the national
  focal points as co-ordinating centres;

- organization of staff and improvement of the work flow;

- strategies for promoting the use of information by
  government officials to ensure that they sought and had
  access to the most up-to-date information in their areas
  of interest;

- co-ordination of the national socio-economic information
  network.

In the case of those countries which had no library in the planning
agency, efforts were concentrated on evaluating the collections not
only in the planning agencies but in various other relevant ministries
(and at times in the archives) $\underline{2/}$, determining the information needs of
government officials, and seeking out physical space for the new
information unit in already overcrowded quarters. Meetings were necessary
with the heads of various Ministries, government corporations and
statutory bodies.

In this group of countries, there were various collections of
reports, feasibility studies, conference papers, books and other
documents in varying levels of organization but potentially valuable
for the decision-making process and which could form the nucleus of
an information unit to serve the planners and other ministries. However,
they all suffered from a lack of trained staff, physical facilities,
equipment and budgetary resources to enable the establishment of
information units. Motivating the planners and policy-makers to improve
the situation was crucial. The progress made by many states in this
group of countries is encouraging.

A summary of individual country situations and activities is
given below. Comprehensive reports were written after each mission
and discussed with relevant officials and librarians. Where possible,
follow-up missions examined the results of the in-service training and
the implementation of the reports.

2/ The CLADES inventory of socio-economic information units
only covered Trinidad and Tobago, Barbados, Jamaica and the
Dominican Republic.

ANTIGUA: 12 - 14 September 1979; 17 - 18 March 1980

Antigua had been represented at the 1979 Workshop and two missions were made by the Centre Staff during the period under review.

In the first mission to examine and assess the present facilities, discussions concerning the project were held with the Minister of Economic Development and Tourism, the Permanent Secretary and the Project Officer in the Development Planning Office and the information needs of the members of the Development Planning Office were studied. As a result of this, specific proposals were made to establish a documentation centre principally to serve the Ministry of Economic Development, and eventually to be expanded to serve the other Ministries. These proposals included suggestions for staff, physical facilities and the type of material which should be collected.

In the discussion of the proposals with the Permanent Secretary, the lack of physical space was seen as a problem which could delay the establishment of the documentation centre. It was agreed however, that efforts would be made to modify the existing building of the Ministry and that one of the librarians in the Government Service would be seconded to the Ministry of Economic Development to assist in its establishment. Entries to the System have been prepared by the Development Planning Office.

BAHAMAS: 31 October - 5 November 1980

There was one mission to the Bahamas. This focussed initially on the Ministry of Economic Affairs with meetings with the other relevant Ministries and Departments.

The Ministry of Economic Affairs has no library but has a large collection of documents related to the socio-economic aspects of planning. It was agreed that proposals for the establishment of a documentation centre in the Ministry would be submitted to Cabinet.

Some other Ministries and Departments have collections which vary in size and value. The Public Service Training Centre, and the Learning Resource Training Centre have the most developed collections and are managed by trained librarians. Of the two, the collection and clientele of the Public Service Training Centre seemed more related to the scope of the System and consequently

as an interim measure, the Librarian/Training Officer who is in charge of
the Public Service Training Centre was nominated to attend the 1980
workshop.

The decision of the Bahamas Government will determine participation
in the system and the national focal point. It is expected, however,
that the special libraries in the Bahamas will become participating
libraries in the System.

BARBADOS: September 1979: 2 - 13 December 1979: April 1980

Barbados has been represented at the 1979 Workshop by a Project
Analyst in the Ministry of Planning.

A CDC Official visited Barbados on an initial exploratory and
advisory mission in September 1979 to evaluate the resources available for
establishing a national focal point for the System.

A second mission in December 1979 began co-ordination of the socio-
economic information network, and provided further technical assistance
on the establishment of the library and information centre in the Ministry
of Planning. To date, arrangements are being made for the training of the
Project Analyst to take over as Librarian. Entries for CARISPLAN Abstracts
have been prepared by the Ministry of Planning, the Central Bank of Barbados,
the Barbados Archives and the University of the West Indies Main Library
(Cave Hill).

Arrangements were made for a training workshop on abstracting and
indexing to be held in Barbados early in 1981. This would be sponsored by
the Barbados Ministry of Information, the Barbados Library Association and
the UNECLA Caribbean Documentation Centre.

BELIZE: 26 - 28 October 1980

The participation of Belize in the Caribbean Information System has
been in the form of participation in the 1980 Workshop. A brief mission
was made to evaluate the existing facilities for a national focal point in
Belize and to make arrangements for the appropriate candidate to attend
the Workshop on Techniques for Effective Participation in the Caribbean
Information System, 24 November - 5 December 1980.

The progress made here has been significant. The Librarian of the National Archives has been supervising the development of a library in the Planning Unit. This comprises the Planning Unit's collection and that of the Ministry of Finance.

Arrangements have been made for another mission to take place in August of 1981 to assist in the development of the Library and Information Centre in the Ministry of Planning, and other aspects of participation in the Caribbean Information System.

CUBA: September/October 1979: 11 - 16 January 1980

As the Junta Central de Planificación (JUCEPLAN) has been determined as the National Focal Point of the Caribbean Information System, the Librarian of JUCEPLAN attended the first Workshop held in May 1979. A follow-up mission to Cuba was made to examine possibilities for participation of the organizations producing socio-economic information, and during a training seminar for the librarians of these organizations, the structure and objectives of the System were examined, and practical sessions on indexing and abstracting for CARISPLAN Abstracts were held.

All the librarians who attended the seminar have submitted entries to CARISPLAN Abstracts.

DOMINICA

Dominica is a member of the Caribbean Development and Co-operation Committee, and had been represented at the First Training Workshop held in May 1979. Missions to Dominica were scheduled for August 1979 and March-April 1980, but had to be postponed as the damage done by the hurricane which had seriously affected the country in August 1979, had not been fully dealt with, and efforts of government planners were being concentrated on projects for disaster relief. The Permanent Secretary in the National Planning Office therefore asked that Dominica be allowed to delay its participation in the Caribbean Information System until a date which was more convenient to the Office.

DOMINICAN REPUBLIC: 12 - 22 February 1980

The librarian of the Secretariado Técnica de la Presidencia had attended the 1979 Workshop in preparation for the establishment of the library in that organization as the national focal point of the Caribbean Information System.

During a two-week mission, technical assistance in the organization and development of the library and information centre was given and in-service training provided for the staff.

Entries were prepared for CARISPLAN Abstracts.

GRENADA: 2 - 9 September 1979; 11 - 13 November 1979;
December 1980

During two missions in 1979, the existing information resources were examined in liaison with the Ministry of Planning with a view to determining an appropriate national focal point for the system. In discussion with the Minister of Finance and Planning it was agreed that the Ministry of Planning would be the most suitable Ministry for a central library and information centre to serve all the Ministries and Departments.

Arrangements were since made for physical re-arrangements of the Ministry of Planning to accommodate a library and information centre, and the librarian from the Public Library who had attended the 1979 Workshop has since been transferred to the Ministry of Planning, and is responsible for developing the centre.

At the request of the Grenada Government, another mission was made in December 1980 to examine the plan for a National Information System which was being prepared by a UNESCO Consultant, and to ensure that the plans for the socio-economic sector were included in the national plan.

Arrangements have been made for the Centre staff to provide technical assistance in the development of the library and information centre in April 1981.

GUYANA: 4 - 26 August; 13 - 28 December 1979: September 1980

Guyana is one of the member countries which has made significant progress in terms of developing an information centre to serve as the national focal point and provide information services to policy-makers and planners.

As the State Planning Secretariat had nominated a University graduate to attend the 1979 workshop and subsequently appointed her to establish the organization's library and information centre, an early evaluation mission was made by ECLA to advise on technical aspects of developing the information centre. A second mission continued training and technical assistance and made preparation for co-ordination of the socio-economic information network.

The librarian of the State Planning Secretariat is presently enrolled in the Diploma in Library Studies course at the University of the West Indies and is due to return to work in October 1981. In the meanwhile, a temporary appointment has been made for the period of her absence.

The State Planning Secretariat has been preparing entries for input to CARISPLAN Abstracts, and a workshop on indexing and abstracting is scheduled for May 1981 to increase participation by other centres.

HAITI: 30 January - 12 February 1980

During the two-week mission the Library and Information Training Officer concentrated on technical assistance and in-service training of the librarians in the Documentation Centre of the Secretairerie d'Etat du Plan which had been designated as the national focal point of the Caribbean Information System.

As the Documentation Centre was established several years ago, there is a large collection of project documents, government reports and background material on Haiti, which needed to be processed.

Plans for the development of the Secretairerie d'Etat du Plan are expected to include expansion of the physical facilities for the Documentation Centre.

The Haitian national focal point has contributed entries to CARISPLAN Abstracts.

JAMAICA: 18 - 24 October 1979; 7 - 30 January 1980;
October 1980

An initial advisory mission to Jamaica evaluated the stage of development
of the existing library and information centre, and during a second mission
further assistance was given. The co-ordination of the socio-economic
information network was begun on a subsequent mission.

The staff of the library and information centre was upgraded in
August 1980, therefore accelerating the improvements in the Centre. In
October 1980 a staff member of the National Planning Agency enrolled in the
Diploma in Library Studies course at Mona, Jamaica.

The recently appointed Technical Information Officer of the National
Planning Agency attended the Workshop on Techniques for Effective
Participation in the Caribbean Information System, Port of Spain, 24
November - 5 December 1980.

Arrangements have been made for the Library and Information Training
Officer to conduct a workshop on indexing and abstracting for CARISPLAN
Abstracts in February 1981.

MONTSERRAT: 20 - 23 October 1980

As Montserrat was not represented at the first workshop, the advisory
and evaluation mission took place in the extended period of Phase I. This
mission was undertaken with a view to identifying resources available for
providing information services to policy-makers, planners and other
technical personnel in the service of the Government.

Working with the Public Librarian and the Permanent Secretary in
the Development Unit, it was agreed that a documentation centre would be
established within the Development Unit, but under the general supervision
of the Public Librarian. The centre would concentrate principally on the
material which had been produced by the organizations in Montserrat, and
which was not held by the Development Unit, or by other Ministries or
Departments.

Arrangements have been completed for the physical facility, and the Library and Information Training Officer is expected to go on a two-week mission in 1981 to provide in-service training to the staff.

The Public Librarian participated in the 1980 training workshop held at ECLA.

NETHERLANDS ANTILLES: 6 - 9 October 1980

In an effort to secure the participation of the Netherlands Antilles in the Caribbean Information System, a mission was made by ECLA staff in October 1980. Principal contact was with the Department of Economic Affairs, while the information resources of several Ministries and Departments were examined.

While there exist several collections of socio-economic information, no collection can adequately serve the purpose of a national focal point and as the Netherlands Antilles was represented at the 1980 workshop by the National Archivist, it is expected that a Committee will be established to decide on the most appropriate organization to house the centre and to begin arrangements for its establishment.

ST. KITTS-NEVIS: September 1979

St. Kitts-Nevis had been represented at the 1979 Workshop, and as a follow-up to this, the Library and Information Training Officer went on a mission there in September 1979.

On a subsequent mission in March of 1980, discussions were held with the Premier, the Permanent Secretary in External Affairs and the Permanent Secretary in the Ministry of Trade, Industry and Development.

Technical aspects of the System were discussed with the Planning Officer in the Development Planning Unit, and the Assistant Secretary in the Ministry of External Affairs.

As there is as yet no information centre in the Ministry of Planning or in any related Ministry, it was proposed that a central unit be established to serve all the government organizations.

The St. Kitts-Nevis representative who participated in the 1980 Workshop is expected to continue work on the development of such a centre, and in the interim has contributed to CARISPLAN Abstracts.

ST. LUCIA

There was one mission to St. Lucia during Phase I of CARISPLAN.

There are the beginnings of a library and information centre in the Ministry of Foreign Affairs, and this is being developed under the supervision of a librarian. The mission consisted therefore of in-service training of the librarian in Foreign Affairs with the expectation that there be an expansion of the centre to serve as the National Focal Point of the System.

Entries to CARISPLAN Abstracts were prepared.

ST. VINCENT: 13 - 16 October 1980

During the initial mission to St. Vincent, a brief survey was done of the resources available for providing information services to government officials. This was carried out in conjunction with the Public Library and the Planning Unit.

It was concluded that there should be a library and information centre established in the Ministry of Planning, under the general supervision of the Public Library. Physical facilities have been arranged and the centre is expected to absorb material from other organizations.

The Library and Information Training Officer was invited to conduct a workshop for library assistants in St. Vincent. These are persons presently working in the Ministries and Departments and responsible for small collections. The workshop is scheduled for June 1981. The Public Librarian represented St. Vincent at the 1980 workshop.

SURINAME: August 1979: December 1979

The Planbureau had in 1979 been designated the National Focal Point for the Caribbean Information System, and although Suriname had not been represented at the 1979 Workshop, there had been a subsequent request from the Suriname Government for an advisory mission and an indication of interest in participating in the System.

An initial mission was undertaken by the Caribbean Documentation Centre staff to examine the stage of development of the information resources and advise on development of an information centre.

Since the change of government in Suriname, there has been an amalgamation of the Planbureau and the Ministry of Economic Development and it is proposed that the resulting library and information centre will be the focal point of the National Information System.

Two representatives of the Ministry of Economic Development and the National Information System attended the 1980 Workshop and there outlined plans for developing the Library and Information Centre in the Ministry of Economic Development.

TRINIDAD: November 1979: January 1981

The Ministry of Finance is the National Focal Point for the Caribbean Information System. As there are several special libraries which fall within the scope of the System, the Library and Information Training Officer has been working directly with each one.

Several missions have been undertaken to each library and eight special librarians attended the 1980 Workshop.

Entries have been submitted to CARISPLAN by all the librarians who participated in the Workshops and, in addition, follow-up missions were undertaken.

3.iii. Compatibility Among Various National Centres

ECLA has endeavoured to motivate national centres to introduce standardized methods and techniques which would ensure compatibility among participating centres in the processing and retrieval of Caribbean material. Three types of programme activities can be distinguished:

- The use of a common vocabulary and worksheet;

- The preparation and distribution of manuals of practice; and

- Workshops in modern documentation techniques for participation in the Caribbean Information System.

The use by all centres of the OECD Macrothesaurus and the CLADES/ DOCPAL Bibliographic Record Card assures compatibility.

Three manuals:

a) CARISPLAN: Manual of Indexing Procedures. CDCC/CIS/80/2, November 1980. (ANNEX 4).

b) CARISPLAN: Abstracting Manual. CDCC/CIS/80/5, November 1980. (ANNEX 5).

c) CARISPLAN: Manual for Use of the Bibliographic Record Card (BRC). CDCC/CIS/80/3, November 1980. (A modified translation of the DOCPAL Manual No. 2, Procedimiento para la utilización de la tarjeta de registro bibliográfico CEPAL/CELADE 1980). (ANNEX 6).

have been published as basic tools to be used by indexers working in the decentralized system. The manuals, which will be updated periodically, are a useful contribution to the standardization of information handling practices in the Caribbean.

A high percentage of the content of both sub-regional workshops was devoted to the use of standardized methods and techniques for descriptive cataloguing and subject analysis as a means of access to original documents. An introduction to the OECD Macrothesaurus and practical sessions in its application were always included.

Planned publication and distribution of CARISPLAN'S Author and Subject Authority files and a list of proposed descriptors will lead to greater compatibility.

3.iv. Mechanism for the Flow of Information among National Centres and the CDC

ECLA's efforts to overcome the weakness of existing national information infrastructures and to reduce incompatibilities in the methods and techniques of information processing have already been mentioned.

Methods of identifying the producers and potential users of relevant information were elucidated at the workshops and again during on-the-spot training. The organizational chart of each country was the main tool used to identify the government institutions which generate information and use.

Acquisition policies were developed based on user needs, and mechanisms were instituted whereby each participating centre would collect and analyse its institution's documents for input to CARISPLAN Abstracts. In certain countries, a plan was developed which would ensure total coverage of the national literature; relevant libraries undertook to collect and analyse the documents emanating from those institutions which had no librarian. When maximum national participation is effected, the Caribbean Documentation Centre's responsibility will be for the input of documents on the Caribbean in general, especially those documents produced outside of the region. Regional institutions, e.g. CARICOM and CDB are responsible for input of their institution's documents. CDC will request copies of documents, on a selective basis, on receipt of the bibliographic record cards.

The use of a standardized bibliographic record card and a common vocabulary for subject analysis; guidance in organization of the collections for easy access and the publication and dissemination of CARISPLAN Abstracts are mechanisms established by ECLA for enhancing the flow of information.

Mechanisms for the flow of information among national centres, prior to dissemination of CARISPLAN Abstracts, are still embryonic. Computer facilities at the ECLA Office for the Caribbean would ameliorate this situation by rapid printout and return of the country's input. Many countries have raised this matter with CDC officials and have begun to request such a service.

While the CDC attempts to provide a limited document delivery service, access to documents by the user group is hindered by the fact that neither CDC nor the focal points have the facilities to provide a document delivery service to 18 countries in a region that has a history of poor communication facilities.

3.v. <u>Promotion of the Use of Information by the Economic</u>
<u>and Social Planning Community</u>

The provision of technical assistance in designing and
establishing information services based specifically on the identification
and awareness of the needs of planners and policy-makers is a practical
demonstration of the value of information and information systems in
the day-to-day activities of the planning community. There has been an
increased awareness of the value of information services as a result of
on-the-spot improved facilities.

Further, ECLA's efforts in developing country profiles of
priority information needs and in providing a current awareness service
to government officials and librarians have resulted in an increased
demand for information.

While efforts have been made during Phase I to promote the
use of information, it is envisaged that the second phase of the project
will emphasize user education.

3.vi. <u>Bibliography of documents produced by CDCC and ECLA</u>
<u>Office for the Caribbean (Activity (e))</u>

Documents produced by CDC and ECLA's Office for the Caribbean
were analyzed and worksheets sent to CLADES for input to the computer in
Santiago. CARISPLAN Abstracts No. 1 was published in April 1980 and
copies disseminated to participating centres, planners and policy-makers
in May 1980. This first issue (Annex 7) contained 136 entries.

3.vii. <u>Second Bibliography of documents produced both by CDCC and by</u>
<u>national institutions in Caribbean countries (Activity (f))</u>

The second issue of CARISPLAN Abstracts (ANNEX 8) includes
301 entries and was reproduced in Port of Spain by offset printing from
the computer printout prepared in Santiago. Copies were distributed in
December 1980. The ISIS output for a third issue was given to the
printer in November 1980 and will be ready for distribution early in the
new year.

Toward the end of 1979, ECLA realized that it could not maintain its undertaking to accomplish activities (e) and (f) within the time frame stipulated in the original memorandum of grant conditions. CLADES had indicated that they could not undertake to print the required 400 copies of the bibliography for the following reasons: a) the overload of the Publications Division; (b) the shortage of publishing paper in Santiago; and (c) the transportation costs involved in sending the required number of copies.

ECLA's Caribbean Office attempted to reproduce the first issue of CARISPLAN Abstracts on A B Dick masters but experienced considerable difficulty and delay, since the Office does not have the resources to undertake this kind of support service. Supplementary funds were therefore requested for publication of two issues of CARISPLAN Abstracts.

4. BENEFITS DERIVED FROM THE SYSTEM

The response to CDC's efforts to promote the System at various levels, through the provision of training and advisory services, lectures, participation in discussions, symposia, CDCC meetings, has been very gratifying. The decentralized system is now a reality and ECLA's Caribbean Office has undoubtedly gained recognition for its efforts.

The training and advisory activities have partially produced the expected benefits of effective participation in the System, improved service to planners and policy-makers, and increased co-operation among member states. The groundwork for improvement has been prepared and continuation of activities in Phase II, with emphasis on user education, should ensure achievement of these goals.

Other benefits vary from the creation of an awareness among librarians of the activities of their institutions and the contents of their institutions' publications to the catalytic effect of the System on the development of national information systems.

CDC officials are also being called upon to advise on the development of national information systems and to act as consultants and sit in on plans for development, e.g. Grenada, Barbados, Dominican Republic.

A higher quality of indexing and abstracting has begun to appear.

5.   CURRENT PROBLEMS AND RECOMMENDATIONS

National Level

  Training Needs

      One of the factors which has delayed the development of the
information centres has been the lack of librarians and information
specialists. This problem is magnified within the smaller states.

      Some countries have no immediate prospects of being able to appoint
a trained person to the library and information centre, because the small
number of trained librarians is already working in another equally
important area of the government service.

      In several cases the public librarian is responsible for the
establishment of the information centre in the Planning Agency and expects
to be able to identify a suitable person to be in charge.

      Long-term training facility (one-year post-graduate or three-year
undergraduate) would ensure that the centres are able to expand to the
appropriate level of service.

      The countries likely to need training assistance of the type outlined
above are:

                         Antigua
                         Barbados
                         Belize
                         Dominica
                         Grenada
                         St. Kitts-Nevis
                         St. Lucia
                         St. Vincent

The table below shows the staffing situation in each Planning Ministry
and identifies training requirements.

Financial Assistance

      External financial assistance is needed to develop physical facilities,
reference collections and background material, and to acquire
furniture and equipment to exploit the collections. Where necessary,

PERSONNEL AND TRAINING NEEDS IN THE
INFORMATION CENTRES OF THE

MINISTRIES OF PLANNING AND
PLANNING AGENCIES

STAFF-SITUATION		EXISTING PROFESSIONAL POSITIONS	TRAINING NEEDS	
			BASIC TRAINING	ADVANCED SHORT-TERM SEMINARS 1981-1982
ANTIGUA	Project Officer (part-time)	NONE	One professional	
BAHAMAS	NONE	NONE	One professional	
BARBADOS	Project analyst (part-time)	NONE	One professional	
BELIZE	*/ Archives Librarian (part-time)	NONE	One professional	X
	1 clerical assistant		-	X
CUBA	2 Documentalists Support staff	2		
DOMINICA	-	-	-	-
DOMINICAN REPUBLIC	1 Graduate 4 Support staff	1	One professional	
GRENADA	*/1 Librarian (on loan from Public Library)	NONE	One professional	X
GUYANA	*/1 Graduate Officer (temporary)	*/ One (Graduate Officer in training to resume Oct. 81)	-	X

STAFF-SITUATION		EXISTING PROFESSIONAL POSITIONS	TRAINING NEEDS	
			BASIC TRAINING	ADVANCED SHORT-TERM SEMINARS 1981-1982
HAITI	2 Librarians Support staff	2	⁻	X
JAMAICA	*/1 Librarian Support staff	*/Two (one Planner in Training to resume Oct. 81)	⁻	X
MONTSERRAT	*/Public Librarian (Supervisor) 1 library assistant	NONE	One professional	X
NETHERLANDS ANTILLES	NONE	NONE	One professional	⁻
ST.KITTS-NEVIS	*/Foreign Service Officer (part-time)	NONE	One professional	⁻
ST. LUCIA	NONE	NONE	One professional	⁻
ST. VINCENT	*/Public Librarian (part-time)	NONE	One professional	⁻
SURINAME	*/1 Archivist (part-time) 1 library assistant	ONE	One professional	X
TRINIDAD + TOBAGO	1 Librarian Support staff	TWO	⁻	X

*/ Improvements since the beginning of CARISPLAN

member states have been advised to seek such assistance in the form of project proposals to funding agencies.

Caribbean Documentation Centre

The problems which continue to frustrate the Caribbean Documentation Centre in its attempt to meet the demands of the project all relate to insufficient resources at ECLA's Caribbean Office.

Staff

During the first six months of the project about 1,000 documents were analysed (approximately 700 with abstracts for inclusion in CARISPLAN Abstracts) by one indexer, the Centre Librarian (Assistant Documentalist) and for a brief period, by a member of CLADES' staff.

Promotion of the project has resulted in an increasing demand for service from national,regional and global institutions. The Centre Librarian resigned in November 1979 and a replacement was not on board until May 1980. Further, the total absence of support staff to perform the innumerable routine tasks which form the base for the provision of service meant that the Centre Librarian and the Indexer had to perform these functions. The result was a considerably reduced indexing output.

Supplementary funds were requested to cope with a backlog of important Caribbean documents, many of which were in the Registry files and had to be photocopied or extracted. This exercise is still incomplete.

In addition, the increasing involvement by CDCC Secretariat in programmes of other organizations with Caribbean interests has caused an upward trend in current acquisitions. While it is expected that the documents produced at the national level will be analysed by the participating centres as soon as they are fully operational, the Centre staff will increasingly be unable to cope with the proliferous growth of documents on the Caribbean sub-region until adequate support staff is provided.

The responsibilities and work-load of the Centre Manager and Project Co-ordinator have extended to the point where the Centre Manager cannot continue to screen the worksheets prepared by participating centres and CDC staff. This activity is essential if the integrity of the data-bases is to be maintained.

The result is a backlog of worksheets awaiting checking before despatch to Santiago.

In proposing a Phase II of the project, ECLA has requested funding for the post of CDC Manager until an established international staff post could be included in the United Nations Regular Budget. The existing General Service post now occupied by the Centre Manager would then be released for a Documentalist to undertake the assignments referred to in the previous paragraphs.

Service

Mention has been made of the increasing demands on the Centre for service in the form of question and answer queries, bibliographic searches and document delivery back-up service. This trend is expected to accelerate and the Centre will require reprographic equipment and development of its reference collection to meet the demand.

Computer Facilities

Phase I has demonstrated the need for an in-house computer at the ECLA Office for the Caribbean to transfer the processes of creating and maintaining the Caribbean data-bases from CEPAL, Santiago to ECLA's Office for the Caribbean.

At present, worksheets are despatched to Santiago for creation of two files: CARBIB which contains bibliographic references (with abstracts) to Caribbean documents, entries for which have been prepared by CDC or participating centres; and CARCAT, a catalogue of documents indexed and held by the Centre, is intended to replace CDC's card catalogue. Copies of the worksheets which are retained in the Centre after despatch to Santiago are arranged to enable an author search and are the only means of retrieval. The considerable time-lag between indexing of documents and receipt of the ISIS output for correction and subsequent publication has meant that CDC is less able to exploit its indexed collection for subject searches and retrieval successes are based on staff's memory. It will become increasingly more difficult to provide timely and relevant information services if this arrangement continues. The input to the

System by CDC and participating centres during Phase 11 should, conservatively
be 5,000 per annum.

The national focal points also require early printout of the bibliographic
references supplied and one country has requested the machine- readable CARBIB
data-base.

The role of CDC in meeting the information needs of CDCC member states for
access to foreign and international sources of information cannot be underplayed.
The CDC has a strong collection of UN documents which are not normally indexed
but filed by symbol numbers and retrieved through the indexing tools of these
UN agencies. The CDC would wish to acquire and search the data-bases of these
institutions simultaneously with the files created by the Centre.

Computer facilities at the Port of Spain Office will also be required to
generate and maintain the Caribbean Statistical Data Bank at the ECLA Office
as mandated by the CDCC.

Further, ECLA needs to be in a position to respond to CDCC member states
and institutions for advice on the establishment and management of computerized
data-bases.

Practical experience with the computer will build the staff's confidence
to perform this function.

6.   NEW DIRECTIONS

The first phase of the project laid the groundwork for establishing the
Caribbean Information System and mechanisms for access to information by the
planning community. It also created a greater awareness of the problems involved.
During Phase II, CDC proposes to cement the foundation which now exists in
participating countries and to ensure that the remaining CDCC member states
develop their information services to the degree whereby they can fully
participate in the System.

The Centre forsees the provision of a more dynamic service to the Caribbean
planning community and the accomplishment of a capability in mechanized data
processing with the installation of computerized facilities in the Port of Spain
Office.