

E/CEPAL/CDCC/69

29 January 1981

ECONOMIC COMMISSION FOR LATIN AMERICA  
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

REPORT ON THE WORKSHOP ON  
TECHNIQUES FOR EFFECTIVE PARTICIPATION IN THE  
CARIBBEAN INFORMATION SYSTEM - PLANNING (CARISPLAN)

(24 November - 5 December 1980,

Port-of-Spain, Trinidad)

Convened by the Caribbean Development and Co-operation  
Committee Secretariat (CDCC), United Nations Economic Commission  
for Latin America, Office for the Caribbean, with the sponsorship  
of the International Development Research Centre (IDRC).



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean

1992

1993

1994

1995

1996

1997

Report on the Workshop on Techniques for  
Effective Participation in the Caribbean  
Information System - Planning (CARISPLAN)

(24 November - 5 December 1980,  
Port of Spain, Trinidad)

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The Workshop completed the first phase of the development of the Caribbean Information System - Economic and Social Planning.

The project, which has as its objective the establishment of a bibliographic information system to strengthen Caribbean development and co-operation activities and the development of information services to planners, policy-makers and other technical personnel in the service of the governments of the region, is envisaged as developing into a decentralized system with self-sufficient national focal points able to contribute to and receive benefits from the System.

This has, therefore, required training of the information personnel and technical assistance to governments for the establishment or development of information centres in the national agencies responsible for planning.

The first training workshop was held in May-June 1979 and all member countries of the CDCC were invited to send representatives. Between August 1979 and November 1980 the Library and Information Training Officer has been on missions to all member countries of the CDCC, assisting in the development of the information centres in the Planning Ministries, and providing training at the national level.

A second workshop was held from 24 November to 5 December with the objectives of providing participants with enough information and guidance to enable effective participation in the Caribbean Information System and the beginnings of improved service to its users. It was envisaged that emphasis would be on the development of national information centres: acquisition of locally produced studies and reports, indexing and abstracting of material for CARISPLAN Abstracts, and

### The Programme

The programme was structured to show a practical relationship between the theoretical aspects of information science, the global and regional developments and the present and proposed developments of the Caribbean Information System.

The focus of the Caribbean Information System is the provision of information services to members of the government services of the region.

A high priority is therefore identification and awareness of users and their needs; the government organization and structure and the activities of their users. The planning process in the Caribbean was therefore examined and the relationship between planning information and development was also related to the development of information services.

Acquisition, organization and dissemination of information were specially related to the locally produced socio-economic information which falls within the scope of the Caribbean Information System.

As the plans for National Information Systems of the region are at an embryonic stage, it was considered important that activities of the Caribbean Information System should in no way conflict with activities at the national level and consequently developments in the national information systems were taken into consideration.

In the development of the information facilities, in the Caribbean, an important consideration is the sources of funding for information services, and there was therefore a session on sources of aid.

The Director of the ECLA Office for the Caribbean described ECLA's role in the region and areas in which technical assistance is available. Representatives of IDRC and UNDP (Trinidad Office) also described areas of technical assistance which could be made available for library and information development.

In the final session of the workshop participants presented and discussed their work programmes for 1981 and in some cases for 1981-1985. These included participation in the Caribbean Information System and the follow-up activities which would be required from the national governments and from ECLA.

There were formal lectures with question and answer periods, discussion groups, games and practical sessions on indexing and abstracting.

..... A copy of the programme is appended as Annex I.

EVALUATION

In the last session of the workshop participants were asked to complete a questionnaire on:

1. Their backgrounds.
2. Expectations from the workshop.
3. Their understanding of the topics treated.
4. Their opinions on the organization and content of the workshop.

Answers were received from fourteen participants. Their expectations have been summarized above, and the other answers are given below:

1. Participants' understanding of the Topics:

- The structure of the national focal points in the Caribbean Information System:

50%	Very good
43%	Good
7%	Fair

- The planning process in the Caribbean:

21%	Very good
43%	Good
29%	Fair
7%	Poor

- CARISPLAN Abstracts:

57%	Very good
29%	Good
14%	Fair

- Identification of user needs and construction of user profiles:

43%	Very good
36%	Good
14%	Fair
7%	Poor

- Types and sources of planning information in the Caribbean:

7%	Very good
79%	Good
7%	Fair
7%	Poor

- CARBIB data base: structure and functions:

7%	Very good
50%	Good
29%	Fair
14%	Poor

- Classification schemes used in information processing in the Caribbean:

14%	Very good
64%	Good
21%	Fair

- Budgeting for library/information services in the Caribbean:

21%	Very good
43%	Good
14%	Fair
21%	Poor

- Cataloguing of documents using the CDC Bibliographic Record Card (BRC):

29%	Very good
71%	Good

- Indexing of documents using the CDC Indexing Manual:

21%	Very good
79%	Good

- Abstracting of documents using the CDC Abstracting Manual:

14%	Very good
79%	Good
7%	Fair

- The value of indexing and abstracting tools:

64%	Very good
29%	Good
7%	Fair

- Potential of Computerized Information Systems  
in the Caribbean:

21%	Very good
43%	Good
7%	Fair
29%	Poor

- Education of users of Caribbean planning  
information:

36%	Very good
36%	Good
21%	Fair
7%	Poor

- My country's responsibilities for participating  
in the Caribbean Information System:

79%	Very good
14%	Good
7%	Fair

2. 100% of the participants responded that:

1. The organization of the lectures was satisfactory.
2. The coverage of the topics was satisfactory.
3. The working tools were adequate.
4. The working tools were relevant to their needs.
5. The content of the group discussions facilitated learning from other participants.

3. The number of the practical (indexing and abstracting)  
sessions was considered to be:

Adequate by	29%
Too large by	29%
Too small by	35%

There was no response from 7% of the participants.

4. The structure of the practical (indexing and abstracting) sessions was considered effective to satisfy the particular library situation of 57% of the participants while 29% considered it not sufficiently effective and 14% were uncertain.
5. 71% of the participants considered that the number of group discussions was adequate and 29% that it was not enough.

6. 21% of the participants would have wished to have other topics covered in the workshop.

The following were proposed:

1. Communication.
2. Other aspects of information work apart from the library.
3. Marketing techniques for library services.
4. Special libraries and the general public.
5. Methods of overcoming the information gap and encouraging public participation.

#### ARRANGEMENTS FOR THE WELFARE OF PARTICIPANTS

65% reported these as adequate  
21% as inadequate  
14% gave no response

There was a recommendation that other hotels be investigated for future workshops.

#### The Future of the System

As a result of the workshop, participants displayed a greater awareness of the value of increased services to planners, policy-makers and other technical personnel in the service of the governments of the region. In the plans for future action which were outlined in the last session, there were specific proposals for:

1. Developing collections of locally produced material.
2. Providing a more effective service to users.
3. Contributing to CARISPLAN Abstracts.
4. Utilizing the information produced by the system.
5. Training at the national level of personnel involved in operating various aspects of the system.

Measures to improve the present situation:

1. Collections of locally produced information

Each participant had examined the sources of locally-produced information in his or her country and the means of establishing or developing such a collection. This had been presented at an earlier session of the workshop and is to be used as the basis for identifying suitable material for the collection.

The problem of access to locally produced material was raised in several of the sessions and this seemed to be a common problem in terms of:

Knowledge of the existence of the material in view of the fact that many of these documents are unpublished and had not been formally issued.

Various guidelines were proposed for:

Documents already issued

1. Papers which had been submitted to Parliament and had been approved by the House are usually considered to be available for public distribution.
2. Reports emanating from Ministries or Departments can usually be vetted by the relevant Minister or Permanent Secretary, for a decision on release or declassification.

Future documents

3. As a method of streamlining future release of documents it was also proposed that there should be a system of classification - a modified version of that used by the World Bank, which could be assigned to each document and which would allow for a system of declassification to be operated.

The importance of declassification of these documents as a means of providing access to information on the development activities in the region was stressed, and there were several examples provided by participants and resource personnel of the duplication which might arise from the lack of awareness by planners, etc., of studies or reports which might have been undertaken previously.

All documents which relate to socio-economic aspects of development in the region, which have been produced in 1970 or later and which have been released for distribution will be entered into the system by the national focal points and the contributing libraries.

Providing more effective service to users

There was in the workshop an emphasis on the relationship between the users of information, the type of information which they

require on a long and short-term basis, and methods of satisfying these needs.

Participants had, in preparation for the workshop, identified the users of their information services and their characteristics. Detailed User Profiles, however, are still to be made, to ensure that the appropriate current awareness services and where possible a service of selective dissemination of information can be provided.

The Caribbean Documentation Centre will continue to provide the sub-region with Current Awareness Services of information generated locally and world-wide; the User Profiles prepared by each participating information centre will ensure that this service can be further expanded, while being more relevant to the current needs of the users.

#### Contribution to CARISPLAN Abstracts

Some of the national focal points and special libraries had been contributing to CARISPLAN Abstracts before the workshop.

The practical sessions, aimed at improving the participants' techniques in indexing and abstracting and standardizing the input to CARISPLAN, were also expected to increase the speed of input to the decentralized system.

Participants have agreed to submit entries regularly to the Caribbean Documentation Centre for entry into the data base, and finally inclusion in CARISPLAN Abstracts.

#### Utilizing the information produced by the Caribbean Information System

As a great deal of the material produced in the region will be relevant to the information needs of the users of the system, it is expected that CARISPLAN Abstracts and future products will be used by librarians in providing reference services.

In the group discussions on the cost-effectiveness of indexing and abstracting and the use of CARISPLAN Abstracts as a reference tool, there were some suggestions for ensuring that this first output of the system is more easily understandable to the users. The introduction of the next issue has therefore been expanded to provide more details on the use of the abstracting journal, its orientation and scope.

An important aspect of access to the information held is the delivery of the documents to the end users. The Caribbean Documentation Centre has been providing a service of document delivery to users. At the workshop, it was agreed that this service should be expanded to serve those countries not presently taking advantage of it. The documents will be acquired by the Caribbean Documentation Centre on a selective basis, and will be copied where required for distribution to participating countries. The service will be free of charge to all government and regional organizations in CDCC member countries.

Training of library and  
information personnel

It was generally agreed by the participants that specialized training in certain areas would benefit the information services in the region and facilitate the operation of the system. The specific areas were:

- Abstracting and indexing
- User education
- Preliminary training of library assistants

Arrangements have been made to continue the training programmes and workshops will be held in:

Jamaica	February 1981
Barbados	March 1981
St. Vincent	April 1981

The workshop in Jamaica and Barbados will be on abstracting and indexing and on preparation of entries for CARISPLAN and the one in St. Vincent will be for training library assistants working in government libraries. Similar workshops are planned for Guyana and other countries.

The Library and Information Training Officer will also help to organize the documentation centre which will serve as the national focal point in Montserrat.

Newsletter on development in the  
Caribbean Information System

It was generally agreed that there should be a newsletter to provide participating centres with news of the system. As a result the CDCC Focus - a bi-monthly newsletter produced by the ECLA Office for the Caribbean will be used to circulate information to members of the System.

Evaluation meeting

A meeting of representatives of focal points will be convened in late 1981 to examine the problems experienced by participating centres and to evaluate the system.

Annex I

CDCC/CIS/80/1/Rev.1  
18 November 1980

FINAL

ECONOMIC COMMISSION FOR LATIN AMERICA (CEPAL)  
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE (CDCC)

Workshop on Techniques for Effective  
Participation in the CARIBBEAN  
INFORMATION SYSTEM  
24 November - 5 December 1980  
Port-of-Spain, Trinidad

P R O G R A M M E

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Convened by the United Nations Economic Commission for Latin  
America. Office for the Caribbean (as mandated by the Caribbean  
Development and Co-operation Committee with the sponsorship of the  
International Development Research Centre of Canada).

Monday 24 November

8.00 - 9.00 Registration of Participants  
9.00 -10.00 OPENING SESSION

Opening Remarks

Ms. Wilma Primus  
Project Co-ordinator  
Caribbean Information  
System

Welcome Address

Mr. Wilfred Whittingham  
for Director  
CEPAL Office for the  
Caribbean

Introduction of Participants

Participants will be invited to briefly introduce themselves to the other members of the Workshop, to describe their functions at the national level, and their expectations from the Workshop.

General Outline of Workshop

Background information on the aims and objectives of course.

Ms. Fay Durrant  
Library and Information  
Training Officer  
Caribbean Information System

10.00 - 10.15 COFFEE BREAK

10.15 - 12.00 SESSION I

Chairman

Ms. Wilma Primus

CO-OPERATION FOR THE DEVELOPMENT  
OF INFORMATION SERVICES

- Objectives of Information Systems
- Planning and Development of Information Systems
- International, Regional and Sub-regional Information Systems: their value to the information services in the region
- INFOPLAN - Information System for Planning in Latin America

Ms. Martha Stone  
Associate Director  
Information Sciences Division  
IDRC, Canada

Ms. Luisa Johnson  
Project Co-ordinator  
INFOPLAN  
CEPAL, Santiago, Chile

1.30 - 4.30 SESSION II

THE CARIBBEAN INFORMATION SYSTEM

- Its objectives, structure and development
- Relationship with other information activities in the Caribbean
- Participation at the national level

Ms. Wilma Primus

COFFEE BREAK

- Services provided by the Caribbean Information System: Present and projected
- Products of the Caribbean Information System: CARISPLAN Abstracts - examination, use orientation
- Data bases of the Caribbean Information System: CARIB CARCAT

CARIBBEAN CONGRESS OF INFORMATION PROFESSIONALS

- Brief presentation by Secretariat
- Discussion and reports by participants of their governments' reactions to the Statutes

Ms. Wilma Primus

Tuesday 25 November

8.30 - 12.00 SESSION III

Chairman

Ms. Fay Durrant

NATIONAL INFORMATION SYSTEMS

- Presentation by each participant on the national information system of his/her country

DISCUSSION

10.00 - 11.00

COFFEE BREAK

and payment of subsistence allowance

- Planning and development of a National Information System - Trinidad and Tobago

Ms. Yvonne Bobb  
Library Planning Unit  
Trinidad and Tobago

- Examination of plans for National Information Systems: Barbados, Jamaica and Cuba

Barbados

Ms. Nancy St. John  
Chairman  
National Council on  
Libraries, Archives and  
Documentation Centres  
Barbados

Jamaica

Ms. Hannah Francis  
Technical Information  
Officer  
National Planning Agency  
Jamaica

1.30 - 4.30

SESSION IV

Chairman

Mr. Wilfred Whittingham

1.30 - 2.45

THE PLANNING PROCESS IN THE CARIBBEAN

- National development plans - design, preparation and implementation.  
Development projects - identification, project preparation and implementation.  
The type of information required for the planning process

Ms. Joyce Alcantara  
Director of Economics  
and Research  
Ministry of Finance  
Trinidad and Tobago

COFFEE BREAK

3.00 - 3.45

- The relationship between Planning, Information and Development

Ms. Carol Collins  
Chief, Information and  
Documentation Section  
CARICOM Secretariat

3.45 - 4.30

- The relationship between Planning, Information and Development

Mr. Jean Casimir  
Social Affairs Officer  
CEPAL Office for the  
Caribbean

Wednesday 26 November

8.30 - 12.00

SESSION V

THE USERS OF INFORMATION

- The users of information at the national level
- The use of information within government organizations
- Current and potential users of information

Ms. Fay Durrant

Presentation by participants of data related to their country:

1. National profiles
2. Government organization and structure
3. The users and potential users of information

COFFEE BREAK

IDENTIFICATION OF USERS NEEDS

- User studies
  - User profiles
  - Composition
  - User profiles for planners and other technical personnel at the national level
  - Strategies for satisfying users needs - Group discussions
- Ms. Fay Durrant

1.30 - 4.30 SESSION VI

Chairman

Ms. Fay Durrant

1.30 - 2.30

DEVELOPMENT OF INFORMATION RESOURCES

- Relationship to users needs
  - Sources of relevant material
  - Producers of information
  - Undocumented information
  - Classified information
  - Type of material available for libraries and information centres in the government departments
  - Co-operative acquisition policies
- Ms. P. Raymond  
Librarian  
Ministry of Finance  
Trinidad and Tobago

2.30 - 3.30

- Leading issues in the determination of data sources and data banks - the case of the CDCC Statistical Data Bank
- Mr. Lancelot A. Busby  
Statistician  
CEPAL Office for the  
Caribbean

3.30 - 4.30

SOURCES OF FINANCE FOR DEVELOPING INFORMATION RESOURCES

- Budgeting for acquisition
  - Sources of aid for library materials
- Ms. Carol Collins

Thursday 27 November

8.30 - 12.00

SESSION VII

Chairman

Ms. Martha Stone

THE TREATMENT AND PROCESSING OF INFORMATION

- Classification schemes
- Comparison of the conventional schemes
- Their applicability to specialized technical libraries and information centres in the Caribbean

Ms. Audrey Chambers  
Acquisitions Librarian  
U.W.I. Library  
Mona, Jamaica

Participants' presentations on the classification schemes used at the national level, their usefulness and effectiveness

- Thesauri as classification schemes
- The Uniterm System

1.30 - 4.30

SESSION VIII

Chairman

Ms. Fay Durrant

THE CATALOGUING PRINCIPLES

- The Anglo-American Cataloguing Rules II: Principles
- The UNISIST reference manual for machine-readable bibliographic description - Principles
- The CDC manual for the processing of data for the bibliographic record card of the Caribbean Information System

Ms. Maureen Henry  
Head  
Technical Sciences  
U.W.I. Library  
St. Augustine  
Trinidad

Ms. Luisa Johnson

Ms. Fay Durrant

Exercises in cataloguing documents by the principles of AACR II, and the UNISIST reference manual, using the bibliographic record card

Friday 28 November

8.30 - 12.00

SESSION IX

Chairman

Ms. Wilma Primus

COMPUTERIZED INFORMATION SYSTEMS

- Existing services
- Potential for the Caribbean
- Planning for computerization
- Organization and structure of computer files
- Relation of file organization to other operations of an Information Retrieval System - processing, services

Ms. Audrey Chambers

COFFEE BREAK

- CARBIB data base: structure and functions
- Exercises in cataloguing documents using the bibliographic record card
- Review of exercises

Ms. Wilma Primus

1.30 - 4.30

SESSION X

INDEXING

- Objectives and value
- Vocabulary control
- Thesauri
- OECD Macrothesaurus
  
- Exercises using the Bibliographic Record Card

Ms. Fay Durrant

8.30 - 12.00

SESSION XI

ABSTRACTING

- Objectives Ms. Fay Durrant
- Types of abstracts: informative abstracts; indicative abstracts; informative/indicative abstracts
- Models of abstracts
  
- SESSIONS XII - XVI are practical sessions in which participants will prepare bibliographic records for input into the Caribbean Information System. These sessions will be conducted by Ms. Wilma Primus and Ms. Fay Durrant

Tuesday 2 December

SESSION XII

- Group discussion of the value of indexing and abstracting to Government and Technical libraries: its cost effectiveness
- GROUP LEADERS  
Ms. Martha Stone  
Ms. Wilma Primus  
Dr. Wilson Aiyepuku

Wednesday 3 December

SESSION XIII

- CARISPLAN Abstracts: use as a reference tool
- Dr. Wilson Aiyepuku  
Program Adviser  
IDRC, Ottawa, Canada

Thursday 4 December

8.30 - 10.00

SESSION XVII

USER EDUCATION

- The relationship between librarians and the user community Ms. Fay Durrant
- Public relations - Media
- Promotion of Caribbean Information System
- Orientation tours
- Current awareness services
- SDI services

10.00 - 10.15

COFFEE BREAK

10.15 - 12.00

- Group exercises in User Education

Prepared by  
Ms. Hannah Francis

SESSION XVIII

1.30 - 4.30

Chairman

Mr. S. St. A. Clarke

SOURCES OF AID FOR INFORMATION  
AND PROJECT FORMULATION

Mr. S. St. A. Clarke

- Aid from the International Development Research Centre of Canada, Project preparation, IDRC Projects
- The United Nations Development Programme

Ms. Martha Stone

Ms. Paulette Austin  
Assistant Resident  
Representative  
UNDP (Trinidad Office)

Friday 5 December

8.30 - 12.00

SESSION XIX

NATIONAL PROPOSALS FOR DEVELOPING  
INFORMATION SERVICES TO GOVERNMENT  
OFFICIALS

- Work Programme of individual institutions. The work programme will detail the plans for implementing a programme of information services to governments. This is a paper which participants will have begun preparing before the Workshop and which they will continue to develop in the light of their experiences and information gained during the Workshop.

Ms. Fay Durrant

1.30 - 4.30

SESSION XX

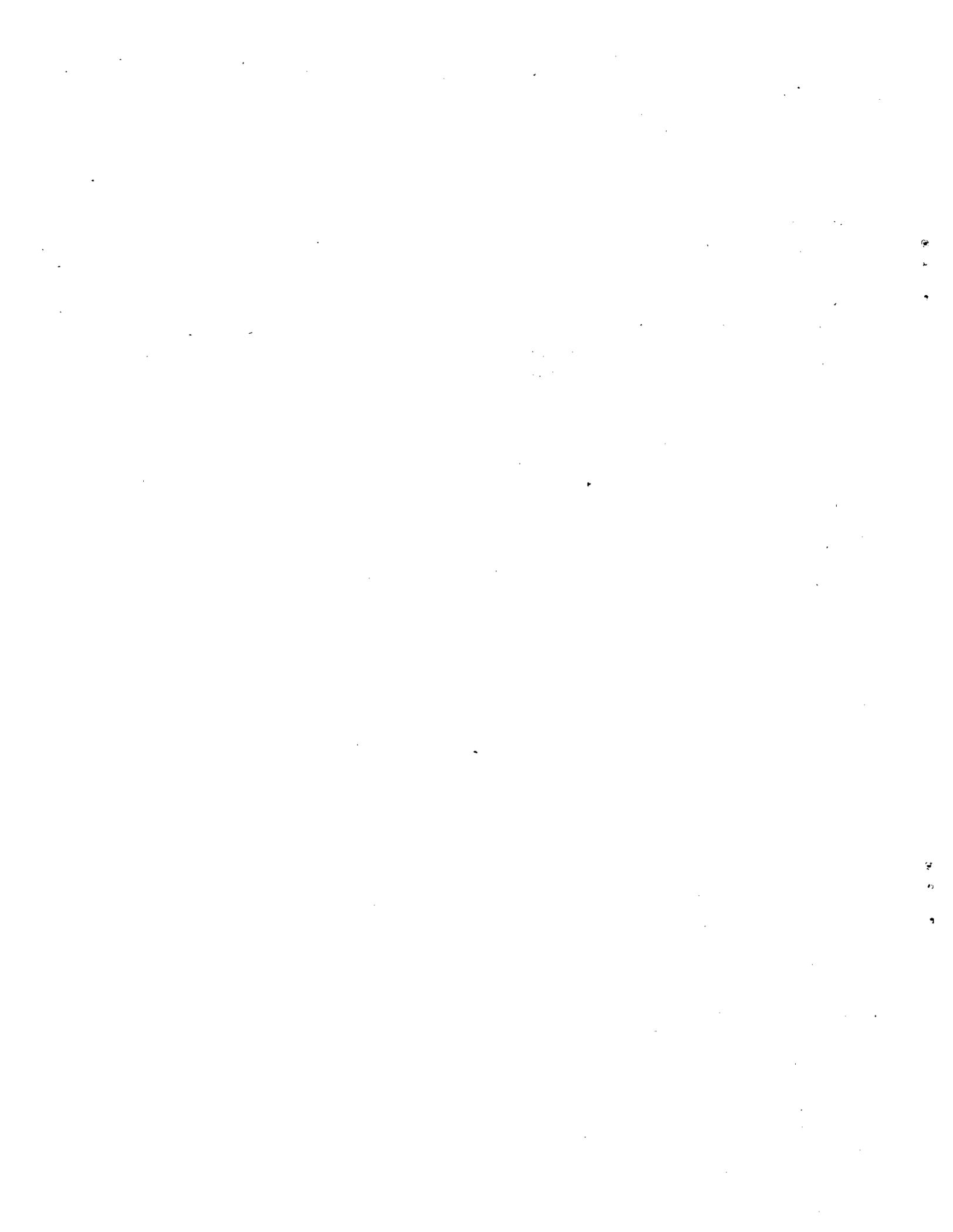
- Participation in the Caribbean Information System  
Responsibilities  
Benefits Ms. Wilma Primus

Within the scope of the national proposals the activities of each focal point and of participating centres will be examined in detail with discussion on responsibilities and benefits of participants in the System

CLOSING SESSION

- Summary session and evaluation Ms. Wilma Primus

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WORKSHOP ON TECHNIQUES FOR EFFECTIVE PARTICIPATION IN THE  
CARIBBEAN INFORMATION SYSTEM  
24 November - 5 December 1980

LIST OF PARTICIPANTS

BAHAMAS

Ms. Bonnie Nguyen  
Librarian/Training Officer  
Public Service Training Centre  
P.O. Box N-3915  
Nassau

BARBADOS

Ms. Nancy St. John  
Chairman  
National Council on Libraries,  
Archives, Documentation Centres  
Bridgetown

BELIZE

Mr. Charles Gibson  
Librarian  
National Archives  
26-28 Unity Boulevard  
Belmopan

JAMAICA

Ms. Hannah Francis  
Technical Information Officer  
National Planning Agency  
39-41 Barbados Avenue  
Kingston

MONTSERRAT

Ms. Jane Grell  
Librarian  
Public Library  
Plymouth

NETHERLANDS ANTILLES

Mr. Ervi Rafael Mambi  
Deputy Head  
Central Bureau for Records, Documents  
Filing and Archives  
Belvederestraat No. 52  
Willemstad, Curacao

ST. KITTS

Ms. Jessica Byron  
Acting Assistant-Secretary  
Ministry of External Affairs  
Government Headquarters  
P.O. Box 186  
Basseterre

ST. VINCENT

Ms. Lorna Small  
Librarian  
Public Library  
Granby Street  
Kingstown

SURINAME

Ms. Carla Lont  
Documentation Centre of the Ministry  
of Education and Community Development  
P.O. Box 277  
Paramaribo

Ms. Joan Miranda  
Chief of Documentation and Information  
on Planning and Development  
Suriname Planning Office  
P.O. Box 172  
Dr. Sophie Redmondstraat 118  
Paramaribo

TRINIDAD AND TOBAGO

Ms. Ann Beckles  
Librarian I  
Library, Parliament Department  
Red House  
Port of Spain

Ms. Pamela Benson  
Librarian III  
Ministry of Energy and Energy-based  
Industries  
P.O. Box 96  
Port of Spain

Ms. Dianne Gittens  
Library  
Ministry of Legal Affairs  
St. Vincent Street  
Port of Spain

TRINIDAD AND TOBAGO (CONT'D)

Ms. Joyce Williams  
Librarian  
Trinidad and Tobago Management  
Development Centre  
2nd Floor, Salvatori Building  
Port of Spain

Ms. Jeanne Cadogan  
Foreign Service Officer III  
Ministry of External Affairs  
'Knowsley'  
Queen's Park West  
Port of Spain

Mr. Mervyn Solomon  
Librarian II  
Central Bank of Trinidad and  
Tobago  
St. Vincent Street  
Port of Spain

Mr. Lidj Yasu Omowale  
Library Assistant II  
Library  
Ministry of Finance  
Town and Country Planning Division  
Convention Centre  
Chaguaramas

Mr. Balgobin Persaud  
Assistant Librarian  
West Indian Collection  
University of the West Indies  
St. Augustine

CARICOM

P.O. Box 607  
Georgetown, Guyana

Ms. Carol Collins  
Chief  
Information and Documentation Section

UNDP

Ms. Paulette Austin  
Deputy Resident Representative

CEPAL

Mr. Silbourne St. A. Clarke  
Director

Mr. Wilfred Whittingham  
Economic Affairs Officer

CEPAL (CONT'D)

Mr. Jean Casimir  
Social Affairs Officer

Mr. Lancelot Busby  
Statistician

Ms. Elizabeth de Gannes  
Conference Assistant

CARIBBEAN DOCUMENTATION  
CENTRE

Ms. Wilma Primus  
Documentalist/Librarian

Ms. Fay Durrant  
Documentalist/Trainer

Ms. Susan Appleby  
Assistant Documentalist/Librarian

Ms. Rhonda Wilson  
Documentalist/Indexer

Ms. Glenda Joseph  
Indexer

Ms. Cathy Shepherd  
Indexer

Ms. Lystra Seetaram  
Secretary/Library Assistant

CENTRO LATINOAMERICANO  
DE DOCUMENTACION  
ECONOMICA Y SOCIAL

Ms. Luisa Johnson  
Project Co-ordinator for CEPAL/CLADES

Casilla 179D  
Santiago, Chile

INTERNATIONAL DEVELOPMENT  
RESEARCH CENTRE

60 Queen Street  
Ottawa  
Ontario, Canada

Ms. Martha Stone  
Associate Director  
Information Science

Dr. Wilson Aiyepaku  
Program Advisor

Mr. Fernando Monge  
Representative of the Information  
Division of the IDRC for Latin America  
Latin American Regional Office  
P.O. Box 53016  
Bogota, Colombia

WORKSHOP ON TECHNIQUES FOR EFFECTIVE PARTICIPATION IN THE  
CARIBBEAN INFORMATION SYSTEM

24 November - 5 December 1980

RESOURCE PERSONNEL

Ms. Wilma Primus  
Project Co-ordinator  
Caribbean Information System (CARISPLAN)  
Caribbean Documentation Centre  
P.O. Box 1113  
Port-of-Spain

Ms. Fay Durrant  
Library and Information Training Officer  
Caribbean Information System (CARISPLAN)  
Caribbean Documentation Centre  
P.O. Box 1113  
Port-of-Spain

Ms. Martha Stone  
Associate Director  
Information Sciences Division  
International Development Research  
Centre (IDRC)  
P.O. Box 8500  
Ottawa  
Canada K1G 3H9

Ms. Luisa Johnson  
Project Co-ordinator  
Latin American Information System  
for Planning (INFOPLAN)  
CEPAL/CLADES  
Santiago.  
Chile

Ms. Yvonne Bobb  
Library Task Force  
2A Nelson Street  
Port-of-Spain

Ms. Joyce Alcantara  
Director of Economics and Research  
Ministry of Finance  
Trinidad House  
St. Vincent Street  
Port-of-Spain

RESOURCE PERSONNEL (CONT'D)

Ms. Carol Collins  
Chief  
Information and Documentation Section  
Caribbean Community Secretariat  
P.O. Box 607  
Georgetown  
Guyana

Mr. Jean Casimir  
Social Affairs Officer  
Economic Commission for Latin America  
P.O. Box 1113  
Port-of-Spain

Ms. Patricia Raymond  
Librarian  
Ministry of Finance  
Trinidad House  
St. Vincent Street  
Port-of-Spain

Mr. Lancelot A. Busby  
Statistician  
Economic Commission for Latin America  
P.O. Box 1113  
Port-of-Spain

Ms. Audrey Chambers  
Acquisition Librarian  
University of the West Indies Library  
Mona  
Kingston  
Jamaica

Ms. Maureen Henry  
Head  
Technical Services  
University of the West Indies  
St. Augustine

Mr. S. St. A. Clarke  
Director  
Economic Commission for Latin America  
P.O. Box 1113  
Port-of-Spain

Ms. Paulette Austin  
Deputy Resident Representative  
United Nations Development Programme  
19 Keate Street  
Port-of-Spain

