

CENTRO LATINOAMERICANO DE DEMOGRAFIA

REPORT ON THE FIRST YEAR

OF THE

CELADE/DOCPAL SECOND PHASE:

COUNTRY POPULATION DOCUMENTATION DEVELOPMENT

March 1979 - February 1980

(IDRC Grant N°3-P-77-0161)

CELADE  
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## I. INTRODUCTION

During the Second Phase, CELADE/DOCPAL is placing mayor emphasis on the development of country population documentation infrastructure, while continuing to improve and maintain the computerized database and associated DOCPAL regional services. For practical purposes the Second Phase work began in March 1979, since the DOCPAL/CELADE Foundation Building First Phase is considered to have ended in February 1979, when the IDRC grant for it to CELADE terminated.<sup>1/</sup> Although the present phase will continue for various years until the interested countries have adequate internal services, the Second Phase grant from IDRC to CELADE (3-P-77-0161) runs from March 1979 through June 1980, after which funds from CELADE's UNFPA budget are available to cover expenses through December 1981<sup>2/</sup>.

This progress report will cover the first year of the Second Phase, March 1979 through February 1980. The activities during this period were devoted to the creation of appropriate technology for utilization by country institutions, the initiation of the transfer of this technology to the countries (including the stimulation of interest), the improvement of the internal productivity of CELADE/DOCPAL to free more staff time for new country-oriented work, and the reduction of computer processing costs. Naturally, every attempt was made to insure that the efficiency increases did not occur at the expense of the quality of the regional and other services offered. To the contrary, efforts were made to improve these services since it is they that have helped identify CELADE as the center to which countries should turn for population documentation assistance and training.

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1/ IDRC grants 3-P-75-0101 and 3-P-75-0101 (S2). See the final Report (Bibliography item (02) in Appendix A.)

2/ Funds for most of CELADE's programmes have been approved by UNFPA through 1981. For the first half of 1980, UNFPA is covering a little less than half the DOCPAL costs, and IDRC, the rest.

## II. CHANGING OPPORTUNITIES IN THE REGION

Before outlining the activities undertaken in the first year of the Second Phase, it is desirable to briefly discuss the changing conditions in the Region that are opening up opportunities not fully envisioned in the Second Phase proposal written more than two years ago (January, 1978)<sup>1/</sup>.

The Second Phase proposal stated that during this phase CELADE/DOCPAL "will attempt to act as a catalyst, stimulating institutions to improve their population documentation infrastructure,..." and will "turn its attention... to the construction of the DOCPAL system at the country level in order to make a direct contribution to improve the population documentation of individual country institutions involved in population activities and to facilitate the flow of population information among institutions of the same country" (p.10; original underlining).

When the proposal was written it was not yet clear how to identify systematically the country institutions that could become Associate or Participating DOCPAL Centers. Opportunities are being created now, however, since the UNFPA has been placing increasing emphasis on the provision of funds for large-scale country programmes encompassing various interrelated projects. Many of these programmes are associated with planning offices to help the planners to integrate population variables and policy into their development planning. As a result of the variety of activities in these UNFPA sponsored programmes, their institutional location, the relatively large sums of money involved, and the relatively long time spans (often 4 years), the need for improved population documentation infrastructure is more clearly recognized than it has been in the past for single research projects.

The large scale programmes need to know what information and research is available before the programme begins new work, and must have available and retrievable this and the new information created, whenever needed. The drawing up of a bibliography, as often done for a single research project, is inadequate and out of date almost immediately, and does not permit the location

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<sup>1/</sup> "DOCPAL Country Population Documentation Development: A request to the Information Science Division of the International Development Research Centre, Ottawa Canada", CELADE, Santiago (January 1978).

of specific information in the future. Hence, for the large scale programmes being financed by UNFPA, the institutions involved not only need, but feel that they need, population documentation units using suitable storage and retrieval technology. Furthermore, since the UNFPA programmes are attempting to build permanent population groups in planning and other agencies, permanent population documentation infrastructure is required.

CELADE/DOCPAL is attempting to build upon this situation since there is not only a strongly felt need for improved population documentation in the countries, but often there are fairly long-term resources to create infrastructure.

Naturally in this approach the country centers cannot be conceived as primarily oriented towards providing the Regional Nucleus in CELADE with worksheets and documents to increase the regional database. Rather such centers must concentrate on serving the needs of their own programmes, and by doing so, insure their continuance.

A major function of CELADE/DOCPAL is to help these documentation units meet the expectations of the programmes and institutions that created the units by providing the units with the most suitable substantive tools and modern storage and retrieval procedures. Since the desirability of employing technology <sup>1/</sup> compatible with that utilized by CELADE/DOCPAL now appears to be recognized by many country institutions to avoid duplication and permit the exchange of information, this approach in the <sup>long</sup> run will result in improved regional services.

Not fully envisioned in the Second Phase proposal was the fact that many of the institutions with which CELADE/DOCPAL might work would have collections of development materials in which population is only a part. Fortunately, the development of the CELADE/DOCPAL system to permit cooperation in an international population documentation system (i.e., using the Multilingual Population Thesaurus, which is compatible with the Macrothesaurus, and following the UNISIST Reference Manual rules) is also facilitating the integration of DOCPAL methodology into wider systems.

While the above situation is highly favorable to the development of relatively permanent population documentation infrastructure in many countries, an initial practical consequence is to make the action of CELADE/DOCPAL more

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<sup>1/</sup> "Technology" includes substantive instruments as the population vocabulary for indexing and retrieval, as well as the procedures for storage and retrieval of the information.

dependent on outside factors. Instead of conducting an ad hoc technical assistance mission because a country local librarian thinks it might be useful, lengthy groundwork must be carried out, and then the initiation of work must await governmental and funding agency approval of the work plans and budgets of these large programmes within which documentation is only a small part. The preliminary work should involve field trips by CELADE/DOCPAL staff to insure that problems are anticipated and that there is proper integration with the overall programmes.

It is particularly important to note the roles of other CELADE staff, in the development of these DOCPAL activities. CELADE demographers and other social scientists are frequently included in the initial UNFPA programme planning and basic needs missions; it is they who are the first to emphasize the need for documentation, and to introduce CELADE/DOCPAL as the potential provider of appropriate systems, technical assistance and training.

### III. ACTIVITIES UNDERTAKEN

The country population documentation development activities and other Second Phase activities, carried out between March 1979 and February 1980, are listed in this Section under the specific objective 1/ to which each was primarily directed. A bibliography of publications and documents written by CELADE/DOCPAL staff is given in Appendix A.

#### A. Activities Undertaken to Transfer Appropriate CELADE/DOCPAL Technology and Experience to Country Institutions

##### 1. Development of appropriate technology

###### a. Development of non-computerized storage and retrieval procedures.

From CELADE /DOCPAL experience with national institutions and the discussions at the 1979 Population Commission meetings, it was evident that most countries do not need, do not want, and can not use computerized techniques. Therefore, CELADE/DOCPAL developed a manual system,

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1/ The specific objectives listed follow the ideas of the Second Phase Proposal although they are reformulated to better systematize the actions.

which  
fully compatible with the computerized version, but/can be used with different manual methods (for example, UNITERM cards or Termatrex optical coincidence) and which facilitates later computerization. Hence the system is designed to provide modern storage and retrieval technology, presently suitable for most Latin American institutions, but which does not lock them indefinitely into low-level non-computerized technology. The work involved:

- (1). Design and production of the DOCPAL Bibliographic Record Card (TRB) and the UNITERM card.
- (2). Organization and maintenance of a pilot manual system in CELADE/DOCPAL. Materials received by CELADE/DOCPAL that are complementary to the computerized database, but outside its scope, are entered on TRB and UNITERM cards.
- (3). Writing and printing of Spanish language Manuals explaining the installation and operation of the non-computerized system (the manuals will be used in the Training Seminar; see item A.3);  
DOCPAL Manual N°2: <sup>1/</sup>Procedures for utilizing the Bibliographic Record Card (TRB) in a manual population documentation system.<sup>2/</sup>  
DOCPAL Manual N°3: Procedures for writing abstracts.  
DOCPAL Manual N°4: Procedures for indexing documents and the utilization of the Multilingual Population Thesaurus in a non-computerized population Documentation System.  
DOCPAL Manual N°5: Procedures for the retrieval of Population information in a manual documentation system.

- b. Improvements in the CELADE/DOCPAL Worksheets for the computerized database. Taking into account the experience of nearly three years using the CELADE/DOCPAL Worksheets (HDB1, HDB2, HRES and HAC) and the Population Index - PIDSA - DOCPAL compatibility decisions <sup>3/</sup>, and in collaboration with CLADES <sup>4/</sup>, a new worksheet was designed with only a minor number of substantive and format changes in the original DOCPAL Worksheets. There

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<sup>1/</sup> Manual N°1 treats the Worksheets for the computerized system (See Activity A.1.b).  
<sup>2/</sup> The actual titles in Spanish are given in the Bibliography in Appendix A.  
<sup>3/</sup> Report of the Technical Meeting on Population Documentation System Compatibility, CELADE, Santiago, 3-7 July 1978 (August 1978).  
<sup>4/</sup> The Latin American Economic and Social Documentation Centre located in the Economic Commission for Latin America (CEPAL).

is now a common numbering and format for all bibliographic description fields in the DOCPAL and CLADES/INFOPLAN systems; the indexing and abstract sheets are similar when possible. The use of common Worksheets will facilitate working with country agencies that are organizing both population and planning documentation units and wish to collaborate with both the DOCPAL and INFOPLAN systems. The work involved:

- (1). Design and printing of the new improved worksheets (now known as HDB1, HDB2, HAC1 and HAC2).
- (2). Writing of the Spanish language "DOCPAL Manual N°1: Procedures for Completing the Worksheets for the Computerized Database". (Draft).

c. Thesaurus Maintenance

- (1). Addition of terms and correction of the Spanish version of the Multilingual Population Thesaurus (Paris, CICRED, 1979).
- (2). Meetings with CLADES to maintain compatibility with the Macro-thesaurus.

2. Technical Assistance

a. Exploratory organizational and planning missions. Although many country institutions have requested technical assistance missions, it is usually not possible to provide technical assistance successfully until the national and institutional requirements and conditions are known, and a programme of assistance planned, through prior field visits. In many cases the plans for a documentation unit are part of a much larger project for which UNFPA funds are being requested; often CELADE experts from other Divisions participate in the UNFPA missions to the countries to develop the proposals and help introduce documentation components. The countries which DOCPAL or other CELADE experts visited for these purposes were:

- (1). Visits by DOCPAL experts : Colombia, Guatemala, Mexico, Panama, Peru and Uruguay.
- (2). Visits by other CELADE experts, who discussed possible assistance from DOCPAL: Costa Rica, Ecuador, Guatemala, Honduras, Mexico and Panama.



b. Technical assistance and training missions

- (1). Argentina - to FUDAL (June, 1979) before its demise.
- (2). Paraguay - to STP (June, 1979).
- (3). Honduras - as part of a UNFPA-funded project (December 1979).
- (4). Panama - as part of a UNFPA-funded project (December 1979).

3. Preparations for the Training Seminar.

The Seminar "DOCPAL and Latin American Population Documentation Processing Techniques", to be given in CELADE, San Jose, Costa Rica from 10-15 March, has invited approximately 20 Central American participants. The Seminar will concentrate on the utilization of the non-computerized DOCPAL procedures, with Manuals N°2 to 5 as the basic texts (See Activity A.1.a(3)).

4. Training in CELADE/DOCPAL

- a. In-service training. The Head of the Documentation Service of the CEPAL Office in the Caribbean was trained in the use of the DOCPAL procedures.
- b. Familiarization with CELADE/DOCPAL. An outline of how DOCPAL functions and how it might assist them in their own agencies was given to visitors from the following countries: Argentina, Chile, Costa Rica, Dominican Republic, Mexico, Panama and Uruguay.

B. Activities Undertaken to  
Improve, Extend and Maintain the CELADE/DOCPAL

Regional Services

1. Production of the journal "DOCPAL Resúmenes"

Two issues of volume 3 were produced:

Vol. 3, N°1 (June 1979) 730 abstracts; 261 pages

Vol. 3, N°2 (December 1979) 756 abstracts; 278 pages

2. Cumulative Index of the journal "DOCPAL Resúmenes"

The cumulative index of volumes 1 and 2 (1977 and 1978) was produced and is now being printed; it lists 2156 abstracts and has 294 pages.

Because the printed version of the Thesaurus was not available and there had been many changes in the procedures during the initial period of DOCPAL, extensive checking, correction and reprogramming efforts were required.

3. Document Delivery Service

Although the informative abstracts provided in the Journal and in the demand search listings are designed to limit the need for the original documents, 200 persons requested 650 documents during 1979.

4. Computerized on-line demand searches

The total number of searches made for users (excluding demonstrations) was around 350 during 1979, a significant increase over the 1978 total of around 100. The searches are made on the two DOCPAL video terminals which are normally used for data entry.

5. Production of country bibliographies

To answer requests of individuals and agencies, country bibliographies were produced for almost all the nations in the database. In many cases, the users required that pre-1970 documents be included in bibliographies; these were provided by Xeroxing catalogue cards from the CELADE/DOCPAL complementary files.<sup>1/</sup>

6. DOCPAL Newsletter

Although the design and art work have been done for the four page newsletter that will be both visually attractive and easily mailed, the Newsletter has not yet been published as planned. This deviation from the original work plan occurred because the DOCPAL staff were extremely busy with higher priority activities and were unable to begin production of the Newsletter until they could be sure it would appear regularly.

The first issue of the Newsletter will serve as the vehicle to present the results and discussions of the Training Seminar to be held in San Jose in March and will announce the availability of manuals for installing and using the new non-computerized version of DOCPAL.

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<sup>1/</sup> The complementary files include documents not part of the computerized CELADE/DOCPAL database, but which are required to complement the information in that database. The files include all pre-1970 Latin American population documents, important non-Latin American population documents, etc.

C. Activities Undertaken to  
Improve and Maintain the Database Systems  
(including the input processing and computer programs)

1. Maintenance of the CELADE/DOCPAL database

- a. Acquisition and data entry. On 18 December 1979, the most recent update of the database, there were 10,790 documents in the database, and around 3,440 were added in 1979 <sup>1/</sup>. The monthly average was 285; excluding the summer vacation (January and February), an average of 330 documents were entered per month.

Table 1, obtained from the ISIS-SPSS interface that is utilized after each update to obtain a statistical picture of the database, shows the number of documents entered each year by the date of publication <sup>2/</sup>. It indicates that a larger number of documents written in 1979 were collected in 1979, than were 1978 documents collected in 1978 (1023 vs. 879), which probably indicates an improvement in the ability of DOCPAL to capture documents soon after publication.

Since abstracts are only written for documents published 1975 or after, it can be calculated from Table 1, that approximately 2651 documents were abstracted and indexed (the 1970-74 documents are only indexed), a number much higher than the 2000 per year estimated in the Second Phase Proposal. This, and the fact that the proportion of abstracted documents will continue to go up, means that the budget item for abstractor/indexers is far too low, even if no piece-rate increment is given to them (see Activity C.2.b. of this Section).

- b. Updating the database. The new and corrected document records entered via the CELENTY on-line entry and correction system are added periodically to the ISIS Master File. Four updates were made during the year, excluding the updates made to correct errors found during the production of the journal (see the Activity C.4.c. on the improvements to reduce updating costs).

<sup>1/</sup> Note that the January-February 1980 information is not available but the same months for 1979 are added.

<sup>2/</sup> Table 1 in this Report is the same as Table 4 in the DOCPAL First Phase Final Report. The "date of entry" is the date when the bibliographic description was completed.

Table 1

The Entry of Records into the CELADE/DOCPAL Database  
by Date of Cataloguing and Date of Publication

| Year of<br>"Publication" <sup>c/</sup> | Year of Cataloguing |                    |      |                    | Total              | TOTAL |
|--|---------------------|--------------------|------|--------------------|--------------------|-------|
|  | 1976                | 1977               | 1978 | 1979               |                    |       |
| 1970                                   |                     |                    | 218  | 135                |                    |       |
| 1971                                   |                     |                    | 205  | 122                |                    |       |
| 1972                                   |                     | 2282 <sup>a/</sup> | 232  | 149                |                    | 4202  |
| 1973                                   |                     |                    | 232  | 162                |                    |       |
| 1974                                   |                     |                    | 244  | 221                |                    |       |
| 1975                                   | 137                 | 437                | 418  | 234                | 1226               |       |
| 1976                                   | 79                  | 568                | 446  | 224                | 1317               |       |
| 1977                                   | 0                   | 412                | 649  | 291                | 1352               | 6588  |
| 1978                                   | 0                   | 0                  | 791  | 879                | 1670               |       |
| 1979 <sup>b/</sup>                     | 0                   | 0                  | 0    | 1023 <sup>a/</sup> | 1023 <sup>a/</sup> |       |
| TOTAL                                  | 3915                | 3435               | 3440 |                    |                    | 10790 |
|  | 7350                |                    |      |                    |                    |       |

Source: CELADE/DOCPAL statistics from ISIS-SPSS interface. Date of updating database: 18 Dec. 1979; Date statistics produced: 3 Jan. 1980.

- Notes:
- a) Information on the individual years of cataloguing and publication are not available for these records (all records for which information was missing were also assumed to be in this cell).
  - b) Note that the last month of 1979 was incomplete since the update of the database was done on 18 Dec. 1979.
  - c) Documents written since 1975 all have abstracts and indexing; those written between 1970-1974 have only indexing.

## 2. Improvements and changes in the technical processing

- a. Use of the new Worksheets. Since January, 1980 the cataloguers and abstract/indexers have been employing the new CELADE/DOCPAL worksheets, designed in collaboration with CLADES (see activity A.1.b.).
- b. Training of abstract/indexers. Because there has been a large turnover of abstractors/indexers and because it is necessary to maintain quality and inter-person consistency, many group and individual training sessions were held.

Since the US dollar amount paid per abstract has not changed since January 1979, while the inflation has increased at a much higher rate than the exchange rate <sup>1/</sup>, the average real amount paid per abstract has dropped. Nevertheless the budget, fixed in dollars, does not permit a piece-rate increase since it was overdrawn to pay for the larger than estimated number of documents requiring abstracts (see Activity C.1.a).

Since it is very difficult to find good abstractors in specialized fields like demography, the turnover and the resulting quality decrease of the writing in some cases, forced the international level documentalists to spend much more of their time improving the abstracts than was desirable.

## 3. Internal Seminar

An internal seminar was held over a period of weeks to improve the organization of the work and to redefine the functions of the locally recruited staff. A total of 30 hours of sessions were held outside normal working hours.

## 4. Improvements in the computer programmes

Much programming effort was devoted to lowering costs, reducing the amount of human time that must be used in various input operations, and systematizing the existing processes. Of particular importance were the following:

- a. Improvements in CELENTY (video terminal data entry and correction system that interfaces with ISIS). A security feature was added to CELENTY so that the same document record in the ISIS Master file is

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<sup>1/</sup> The Peso-US dollar exchange rate has not been changed since mid-1979 although the official yearly inflation rate was nearly 40%.

not called to CELENTY for correction by different terminal operators; the first to call back a record keeps control until the MASTER file is next updated from the CELENTY file. In addition, new instructions were added to make the work of the data operators easier and faster. A new CELENTY Manual was written and put in machine readable form.

- b. The DOCEDIT System. To reduce the amount of human checking and to improve the quality of the records, a very extensive automatic editing system was written and connected to CELENTY. For anyone of the 41 possible combinations of literature types and bibliographic levels, the system checks that all required fields are present and all illegal fields are missing in the record. Then it checks that coded fields have legal codes and that each field is logically correct and that the relations between the fields are consistent. A DOCEDIT manual was written and put in machine readable form.

The use of DOCEDIT eliminates most of the extensive manual checking that was done previously and eliminates the errors that always remain when manual checking is used. This, in turn, will diminish the number of critical errors encountered during the journal processing, reducing processing costs and staff time.

c. Management of the Database

- (1). Updating. Changes were made in the way the CELENTY files are periodically added to the ISIS Master File. It is now possible to add all CELENTY files simultaneously to the ISIS Master File and to do so more rapidly and at much lower cost (see below).
- (2). Single ISIS Master File. Since ISIS works with the DOS operating system and CELENTY with CMS and the two operating systems normally do not intercommunicate directly it was necessary to have two Master Files, one in DOS and one in CMS, so that both ISIS and CELENTY could each read the Master File. As the Second Master File was expensive to generate and wasted scarce disc space, a way was devised, via complex programming, to read a file created in DOS from CMS, thereby eliminating the need for the CMS copy of the Master File for CELENTY.

As a result of these and other changes in the database management systems, the cost of updating the ISIS Master File was reduced to 29% of its previous cost (it costs around US\$465 for the latest updating compared to US\$1600 before the changes).

- d. Improvements in the Journal processing. In addition to many minor improvements and additions to the journal processing, a major effort was begun in February 1980, to program the journal to be produced entirely on disc rather than using tapes. This will save days each time a journal draft or final copy is processed since there are long waits at the computer service centre for tape drives and the mounting of tapes.

#### 4. Transformation of the Master File.

A special programme was written to transform the Master File of the database to the new specifications of the common DOCPAL-CLADES Worksheets. The necessary changes were also made in DOCEDIT and the Journal programmes.

### D. Activities Undertaken to Contribute to the Development of an International Population Documentation System

#### 1. Population Index - CELADE/DOCPAL Data Exchange

Two members of CELADE/DOCPAL attended a meeting at the UN Population Division in New York (16-18 July, 1979) with representatives of the Population Index and IDRC, the sponsoring agency, to discuss the terms of reference for such an exchange and to plan a joint proposal for submission to IDRC. Since there are formal restrictions on IDRC's funding the project as envisioned a plan for IDRC to merge the datatapes is being considered.

To further the cooperation between Population Index and CELADE/DOCPAL, visits were made to Princeton by DOCPAL staff in July and in December, 1979.

#### 2. POPLINE Meeting

A CELADE/DOCPAL staff member was an observer at the POPLINE Services Advisory Committee Meeting held in John Hopkins University on 29-30 November, 1979.

E. Other CELADE/DOCPAL Activities

CELADE/DOCPAL carried out or participated in a number of other activities that it considered beneficial to its long-term goals, or to those of CELADE, but which do not fall under any specific Second Phase objective. These activities were:

1. Local DOCPAL services to CELADE and CEPAL students and staff and the other users from Santiago. This is not only a necessary function within CELADE, but one that has been instrumental in convincing other CELADE experts of the importance of introducing population documentation activities in country population projects. Of course the training of CELADE students to use and depend upon modern documentation services has obvious advantages for the development of population documentation in their countries.
2. Participation in CELADE courses (First and Second year courses and the Masters Degree programmes).
3. Production of the CELADE Sales Catalogue from the CELADE/DOCPAL database <sup>1/</sup>.
4. INFOPLAN. Participation in Meetings of the Latin American and Caribbean Planning Information System (INFOPLAN) organized by CLADES.
5. Collaboration in the documentation activities of the CEPAL Woman Programme.
6. Seminar on United Nations Documentation Programmes. Participation in the organization and carrying out of the seminar for 30 Chilean documentalists.

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<sup>1/</sup> Note that this is not being done with IDRC DOCPAL funds.



APPENDIX A

CELADE/DOCPAL BIBLIOGRAPHY

March 1979 - February 1980

CELADE/DOCPAL BIBLIOGRAPHY <sup>1/</sup>: March 1979 - February 1980

A. PROPOSALS TO IDRC AND UNFPA AND RELATED DOCUMENTS

- (01) CELADE, 1979. "DOCPAL" in "Subprogramme 6: Population Documentation and Data Processing", Latin American Regional Population Programme (CELADE). Proposal to the UNFPA, 1980-83, with budgets for 1980-81. Santiago, CELADE (1979).

B. REPORTS AND GENERAL DESCRIPTIONS OF DOCPAL (See also: Technical Aspects of DOCPAL, System Outlines and Manuals)

- (02) CELADE, 1980. Final Report of the DOCPAL First Phase: CELADE/DOCPAL Foundation Building, March 1976- February 1979. Santiago, Chile (31 January 1980)
- (03) DOCPAL, 1979. "DOCPAL. Sistema de Documentación sobre Población en América Latina". Santiago, CELADE (May 1979) (Pamphlet in Spanish and English)

C. TECHNICAL ASPECTS OF DOCPAL

System Outlines and Technical Processing Manuals

- (04) DOCPAL, 1979. Descripción del Sistema de Documentación sobre Población en América Latina. CEPAL/CELADE/R.1. Santiago, CELADE. (Nov. 1979)
- (05) DOCPAL, 1980. Descripción del Sistema de Documentación sobre Población en América Latina (revised version). Santiago, CELADE. (Febrero 1980) (see bibliography item (04)).
- (06) DOCPAL, 1980. DOCPAL Manual N°1. Procedimiento para la utilización de las Hojas de Trabajo HDB y HAC para el ingreso de información en las Bases de Datos Computarizados. Santiago, CELADE. (January, 1980; draft)
- (07) DOCPAL, 1980. DOCPAL Manual N°2: Procedimiento para la utilización de la Tarjeta de Registro Bibliográfico (TRB) en un sistema manual de documentación sobre población. Santiago, CELADE (February 1980)
- (08) DOCPAL, 1980. DOCPAL. Manual N°3. Procedimiento para la elaboración de Resúmenes. Santiago, CELADE. (February, 1980)
- (09) DOCPAL, 1980. DOCPAL Manual N°4. Procedimiento para la indización de documentos y utilización del "Tesauro Multilingue Sobre Población" en un sistema manual de documentación. Santiago, CELADE (February 1980)

<sup>1/</sup> The documents are organized under the same categories used in the bibliography presented in the Final Report of the DOCPAL First Phase (see (02) here).

- (10) DOCPAL, 1980. DOCPAL. Manual N°5. Procedimiento para la recuperación de información en un sistema manual de documentación sobre población. Santiago, CELADE. (February, 1980).
- (11) DOCPAL, 1980. DOCPAL. Manual N°6: Procedimiento para la Recuperación de Información sobre Población en el Sistema DELADE/DOCPAL Computarizado. (draft)

Journal DOCPAL Resumes

- (12) DOCPAL, 1979. Users guide to the Cumulative Index of "DOCPAL Resumes" (Indice Acumulativa de DOCPAL Resúmenes sobre Población en América Latina Vol. 1 y 2. Santiago, CELADE, 1979. (Spanish and English)

Computer Systems (ISIS, CELENTY, etc.)

- (13) DOCPAL, 1980. Manual de CELENTY, Versión 3.0. (Written by the staff of the CELADE Population Information Processing Sector). Santiago, CELADE. (Machine-readable)
- (14) DOCPAL, 1980. Manual de DOCEDIT, Version 2.0. (Written by the staff of the CELADE Population Information Processing Sector in coordination with DOCPAL). Santiago, CELADE. (Machine-readable)