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Meeting on Modern Documentation Techniques
Santiago, Chile, 27 to 30 September 1971

REPORT ON THE PROCEEDINGS, CONCLUSIONS AND RECOMMENDATIONS
OF THE MEETING

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PART ONE

A. Attendance and organization of work

1. The Meeting on Modern Documentation Techniques, convened by the Executive Secretary of the Economic Commission for Latin America (ECLA), was held in the ECLA Conference Room in Santiago, Chile, from 27 to 30 September 1971.
2. The Meeting was organized to follow the Third Regional Congress on Documentation and the Second Meeting of the Latin American Commission of the International Documentation Federation (FID/CLA), which took place at Lima from 20 to 24 September 1971.

Objectives of the Meeting

3. The purpose of the Meeting was to provide an opportunity for a dialogue between documentation specialists, system analysts and programmers on the one hand, and officials of specialized agencies, economists, sociologists and other users of documentation on the other, regarding the most modern, rapid and efficient methods of handling and transferring economic and social information, with a view to agreeing on common standards and working instruments and to establishing principles for regional co-ordination and for the constitution of networks of centres and other services in Latin America.
4. In line with the objectives of the Meeting of Experts on Documentation, convened by ECLA in September 1970, the objective of the present Meeting was to evaluate the progress achieved in implementing the conclusions and recommendations of the earlier Meeting, especially as regards those connected with the initial operating of the Latin American Centre of Economic and Social Documentation (CLADES).
5. The general theme of the Meeting was that of its title, "Modern Documentation Techniques", and the analysis of such techniques in the papers presented and in discussions with a view to adopting common working principles and technical norms, to assist CLADES to co-ordinate the work of documentation and economic and social information centres in the region within a network of co-operative services.

Attendance

6. Representatives of the following bodies, or of their libraries or documentation centres attended the Meeting: Argentina: Universidad Nacional de La Plata; Universidad de Buenos Aires; Vocational Council for Economic
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Sciences of the Province of Buenos Aires; Universidad Nacional de Cuyo; Miguel Lillo Foundation, Tucumán. Brazil: Central Library of the Universidad de Brasilia; Latin American Social Science Research Centre; Ministry of Mining and Energy; Federal Data Processing Centre (SERPRO). Colombia: Colombian Scientific Research Fund (COLCIENCIAS); Economic Information and Documentation Centre (CIEB). Costa Rica: Central American Institute for Public Administration. Chile: Production Development Corporation (CORFO); National Scientific and Technological Research Commission (CONICYT); National Congress Library; National Information and Documentation Centre (CENID); Universidad Católica, Santiago; Universidad Católica, Valparaíso; Universidad de Chile; Universidad del Norte; Universidad de Concepción; Banco del Estado; Budget Department, Ministry of Finance; National Mining Company (SONAMI); Ministry of Housing and Urban Development; Technological Institute of Chile (INTEC); Forestry Institute; Copper Corporation (CODELCO); National Professional Training Institute (INACAP); Nuclear Energy Commission; National Computer Enterprise (ECOM). Federal Republic of Germany: Foundation for the Developing Countries. France: Scientific Information Exchange Service, Maison des Sciences de l'Homme. Paraguay: Paraguayan Social Documentation Centre. Uruguay: Universidad de Montevideo; Foreign Trade Office. Venezuela: National Council for Scientific and Technological Research; Inter American Centre for Integrated Land and Water Resource Development (CIDIAT); Universidad Central de Venezuela; Universidad Simón Bolívar; Centre for Training and Applied Research in Community Development (CIADEC); Central Office for Planning and Co-ordination (CORDIPLAN); Anatomy Institute, Faculty of Medicine. International institutions: Inter-American Centre for Agricultural Documentation and Information (IICA/CIDIA); Library of the Board of the Cartagena Agreement; Inter-American Centre for Statistical Education (CIENES); Inter-Governmental Committee for European Migration (CIME); Organization for Economic Co-operation and Development (OECD); and the Organization of American States (OAS). Also present were officials from the following United Nations organizations and bodies, United Nations Headquarters, CELADE, ECLA, ILPES, ILO, PREALC.

Opening meeting

7. The inaugural meeting was presided over by the Executive Secretary of ECLA, who welcomed the participants. Also presiding were Mr. Víctor Barberis, President of CONICYT Chile, and Mr. Boddens Hosang, representing the Netherlands Embassy.

8. The Executive Secretary of ECLA welcomed participants, and thanked the Netherlands for its grant for the creation of a regional centre for economic and social documentation. He observed that, at the outset of the Second Development Decade, documentation and information were of fundamental

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importance in evaluating the situation of countries as regards natural and human resources and their potential. Information, in his view, should be as comprehensive as possible, since insufficient information could prove even more dangerous than no information at all as had been shown, in particular, with respect to the problems of environmental pollution. It was necessary to know what kind of society was wanted in the future and, irrespective of the development strategy adopted, a common factor would be documentation and information, which were the prerequisites for action of any kind. In that connexion, it was necessary to evolve a common strategy, using the new technological means such as computers and modern communications methods. It was his view that the problem in Latin America was not so much capital investment as the lack of a specific idea of the need to invest in new areas, and to spread out the cost of acquiring and processing data over a regional network based on national information and documentation centres, such as those already being set up in various countries of the region. It was also vital for the countries members of ECLA to transmit to ECLA all the basic information they produced. He expressed the hope that the Meeting would develop ideas that would assist in the organization of such a scheme, with a view to acquiring comprehensive and genuine data on Latin America on which a strategy for integrated and social and economic development could be based.

9. Mr. Barberis, President of CONICYT, noted that the creation of CLADES not only pointed up the importance of developing scientific, economic and social information, but also provided a sound functional base for the reciprocal interchange of scientific and technical information which was consonant with the effort Latin America was making to transcend the limitations of underdevelopment. For that reason, in his view, those responsible for scientific policies in the region had come to view scientific information as a national resource of vital importance for both planning economic and social development, and the formulation of scientific policies. Speaking as the President of CONICYT, he pledged his Government's wholehearted support for the aims of CLADES, and, noting the far-reaching implications of its aim, expressed his best wishes for the success of the Meeting.

Election of officers

10. Participants elected the officers of the Meeting as listed in Annex I.

11. With a view to facilitating the analysis of the contributions made, and the formulation of conclusions and recommendations on individual items of the agenda, two co-ordinators per meeting (morning and afternoon) were appointed to make a resumé of the discussions and views expressed for inclusion in the report (see Annex I).

/B. Agenda

B. Agenda

12. After the election of officers, the Meeting considered the provisional agenda and programme of work. In accordance with the contributed and other material, the agenda was adopted as given in Annex III.

C. Account of proceedings

Item 1: Information systems and documentation centres

13. At the morning meeting on 27 September, participants discussed three papers, read by their authors, on the past history, aims and activities of the Documentation Service of the Latin American Centre for Social Science Research (CLAPCS), Rio de Janeiro, Brazil; the Centre for Legal and Economic Documentation and Research of the Universidad de Chile, Santiago; and the Documentation Centre of the Universidad del Norte, Antofagasta, Chile (see item I of Annex III).

14. The paper describing the origins, structure and activities of CLAPCS stressed that it had a regional approach and wished to contribute to the integration of economic and social documentation and information in Latin America. Of particular interest to participants were its production of specialized bibliographies, its summary and reprography services, the compilation of an inventory of specialists in social sciences (with the exception of demographers, of whom CELADE has published a directory), work on standardization as a member of the Brazilian Institute of Standards, and the facilities offered to local librarians for study and practical work at its headquarters. Of note was the fact that CLAPCS possesses the largest social sciences library in the region.

15. The paper on the Centre for Legal and Economic Documentation and Research of the Department of Economic Law, Faculty of Legal and Social Sciences, Universidad de Chile, noted that the aim of the Centre was to streamline legal and economic documentation, and that it was currently engaged in work on technical structures. It had drawn up a list of legal and economic descriptors in which it offered documentary advice, and intended to publish catalogues and a code of economic law, and also to create co-operative relationships with other institutions in Latin America and Europe, as a means of broadening its geographical and legal scope.

16. The Documentation Centre of the Universidad del Norte, established in May 1971, has set itself the task of tracking down, rescuing, organizing, preserving and disseminating valuable official and private documentary

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records, that are to be found all over the Norte Grande of Chile, particularly those concerned with customs and nitrates offices. Its work, which is carried out with a very small amount of personnel and equipment, provoked considerable interest in the Meeting, and participants posed numerous questions on working methods, the age of the records (some data from the nineteenth century), their preservation and reproduction, their classification, etc.

17. In the afternoon meeting on 27 September, the Rapporteur of the Meeting read out the recommendations of the Seminar on the Planning of National Structures of Scientific and Technical Information, of the OEI-SPAIN-UNESCO Programme, which took place in Madrid between 23 and 28 November 1970. Participants considered that, owing to their great value for structuring compatible national and regional information and documentation systems, these recommendations should receive the widest possible dissemination, particularly among national and international bodies with decision-making authority. It was proposed, and agreed, that the recommendations should be borne in mind when drafting the Meeting's recommendations.

18. The paper on the Structural bases for the Chilean national information and documentation system, SIDOC/CHILE, noted that Chile was the first Latin American country that was designing its national network to be compatible with regional and international networks. The information and documentation activities of the system were aimed at ensuring a continuous flow of data to provide the basic infrastructure for the national scientific and technological system. SIDOC/CHILE was to be made up of a network of specialized subsystems, including a subsystem on economic and social information. The representative of the German Foundation for Developing Countries said it would be useful for the Committee for Developing Countries of the International Documentation Federation to know about such projects. The representative of CLADES announced that the paper would be published and distributed shortly since it had not arrived in time to be reproduced for the Meeting.

19. The Chief of the Documentation Division of the United Nations Library in New York briefly described the PRIS project (Project Reports Information Subsystem), which was designed to provide rapid access, at a reasonable cost, to the information contained in studies and reports of permanent value produced by or for the United Nations during the implementation of technical co-operation projects. Such documents were to be kept in their original form and also on microfiches. Through a network system, such information could also be supplied to the service centres of the system, while new information emanating from the peripheral centres could be channelled to the PRIS.

20. In reply to questions, the Chief of the Documentation Division made it clear that PRIS was not intended to duplicate work done by other bodies of the United Nations system, and noted that the technical details of the project were still being worked, preparatory to implementation.

Item 2: Division of the work of documentation and exchange of information

21. The morning meeting on 28 September began with a description of the programme of the Economic Information and Documentation Centre of the Bogotá Chamber of Commerce and of the Colombian documentation network, made up of more than twenty-five libraries. Also described were an interdocumentation plan for the Andean area, and the activities of the Colombian Economic Information and Documentation Group (GIDEC). The number of questions demonstrated the participants' keen interest in the programmes of the Centre and the Colombian network; a description of links with other member countries of the Cartagena Agreement was also given. It was also stated that a considerable amount of legislative documentation on economic and social issues was being collected, and that the system was part of the Colombian national scientific and technical information network (COLCIENCIAS) and the Colombian industrial information network.

22. The Acting Chief of CLADES presented a paper on a future information and documentation network for Latin America. The paper noted that it was necessary to set up information networks, in view of the exponential increase in the volume of facts and data to be collected; the increase in the number of specializing centres in matters relating to science, technology, economics and social science; the growth in the number of information media; and the need to classify data by units or subject modules - given the growth of specialization - and by purposes which were constantly changing in tune with national and international interests.

23. In referring to the need for and the feasibility of setting up an information network for Latin America, the paper laid particular stress on the fact that regional data were not properly systematized; the scarcity of documentalists; and the gap between the producers and the processes of information. Latin America, however, had the great advantage that most of the region spoke Spanish or Portuguese, which meant that sizable economies of scale were possible.

24. The paper described the efforts made to set up a regional network, and referred to ECLA resolution 303 (XIV), which stressed the need for the countries of Latin America to have up-to-date national systems of economic, social, scientific, statistical and technological information, and recommended that Governments should help to support the regional documentation system set up within ECLA.

25. An examination of the possible components of a regional network for Latin America indicated that its creation was a practical possibility, and that it would be appropriate to begin work immediately to that end.

26. A participant from the OECD referred to the OECD's activities in international co-operation as regards providing information for co-ordinating economic policies for development and described the main features of OECD activities and services concerned with economic and social information and documentation.

27. He described the operational aspects of the Question-Answer-Development Service, the type of institutions using it, the way in which correspondent bodies communicated with the central office of the Service in Paris and under extremely simple and flexible informal agreements. A further feature of the Service's activities was special co-operation with Latin American institutions, and the very useful relationship it was in the process of establishing with CLADES.

28. A contribution was read out from the Director of the ILO Library on working implements required for setting up a Latin American economic and social documentation network. The paper discussed, inter alia, some general guidelines on linguistic problems, agreements for the sharing of work among the centres, standards of bibliographical description, systems for analysing the content of documents, and possible techniques for combining and restructuring material produced by different centres and incorporating data from outside sources into the network.

Item 3: Data processing and retrieval techniques

29. At the afternoon meeting on 28 September, another OECD participant read a paper on the OECD's automated data processing and retrieval system, which was designed to be a developing, flexible and economical tool for undertaking work programmes in different languages.

30. Participants then heard a special contribution by two research-workers related to the Computer Branch of the Universidad de Chile on the application of computer systems and programmes to documentation. This led to an exchange of views on the characteristics of the most suitable equipment and terms for documentation work. As a practical result of the work being carried out by CLADES, on an experimental basis, with a view to identifying the most appropriate instruments, two documents were presented: one a computer listing constituting a dictionary test of CLADES descriptors, with English and Spanish terms taken from the Aligned List of Descriptors of the OECD and from work done by CLADES; and another on the descriptors in documents of the Fourteenth Session of ECLA, also a computer listing, with a double entry in English and Spanish,

31. As a result of the interest aroused by this topic and the technical discussions that ensued, it was proposed, and agreed, to set up a working group composed of experts and interested persons to undertake a more extensive analysis of the topic and suggest recommendations.

32. The ECLA Public Administration Unit and Natural Resources and Energy Programme submitted a paper on operational research applied to mathematical models of water basins, which noted how important it was to have suitable information for formulating reliable mathematical models, the role of such models in transferring technology and their adaptability to socioeconomic problems, particularly in national and regional development planning. The paper also made mention of the need to set up an archive of mathematical models to be used in technical assistance with respect to social and economic problems.

33. The last paper considered under item 3 was presented by an official of the ECLA Transport Programme under the title "Structure and flexibility in classification systems for documentation: A proposal for Latin America". This included comments on the activities of a centre for co-ordinating economic and social information and documentation, means of facilitating contact with users, the materials to be compiled and disseminated, and, in particular, the classification system to be used. The paper suggested that there should be "technological gate-keepers" for each area of specialization to serve as a liaison between the respective divisions and the co-ordinating centre, and that a scheme involving the use of facets and "index terms" compiled by specialists should be used. It made some criticism of the 1969 edition of the OECD Aligned Descriptor List, in response to which a participant from OECD observed that the points raised had already been taken into account in the new edition to be published in late 1971; that the list was a terminological control system for data storage and retrieval and not a method of classification; and that the Jackson Report had recommended it as a useful tool for the bodies concerned with information and documentation in the United Nations system, several of which had been using it for some time.

Item 4: The language of information

34. The morning meeting on 29 September began with an examination of three papers connected with the CLADES work programme, namely "Use of descriptors and thesauri", "Economic and social terms in the OECD Aligned Descriptor List and their translation into Spanish", and "Catalogue of Directories in the Reference Library of CLADES". The Chairman of the Meeting observed that the documents being produced by CLADES were particularly useful since so little had been published on documentary techniques in Latin America; they might, moreover be used as texts for regional training courses on

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documentation. The documents were being prepared at the same time as other activities were being carried out, to the extent permitted by resources, such as the formation of a reference library, as part of the acquisitions programme; the establishment of archives and central registries; a documentation programme, including several sub-programmes; a translation of the new 1971 version of the OECD Descriptor List; the preparation of an expanded and specialized descriptor list for ECLA, correlated with the OECD list; the preparation of user profiles; a programme for electronic data processing and retrieval; and programmes on a microfiche system, technical meetings and conferences, information and documentation networks, publications, and the construction and equipping of the CLADES building.

35. The second CLADES paper presented at the meeting discussed the descriptor system for the regional centre, which was designed to promote efficiency, simplicity, economy, compatibility with the systems used by other international organizations, standardization, etc. It was being evolved on the basis of ECLA material and material from the specialized agencies of the United Nations, user profiles, an analysis of the different topics studied by Divisions of ECLA and terminology frequency and subject headings in the divisional libraries, Government and university materials, etc. The first stage was the selection of predescriptors and their classification into semantic field; in that connexion, international co-operation would enable other agencies to be responsible for particular sectors, so that flexible multi-purpose disciplinary modules could gradually be developed, leading eventually to the preparation of a thesaurus and modular computer programmes, which would be made available to governments and interested institutions, supplemented by country, product, currency, vehicle registration and other codes that had been or were being established by agencies of the United Nations.

36. In the course of the discussion on the first two documents, the CLADES representative suggested that CLADES should contact the Brazilian Commission on Technical Standards which was translating the OECD descriptor list into Portuguese and had already issued a provisional version, in particular its Working Group on Human Resources Terminology; a participant from Brazil reported on seminars organized by the International Documentation Federation and on experiments carried out in Brazil on the use of UDC as an indexing language for electronic data retrieval.

37. Other representatives referred to the way in which ECLA/CLADES descriptors were obtained and their relation to OECD descriptors, noting that, while they had a great deal in common, there was a problem of differences in local terminology which made it necessary to decide on a preferred or master term

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to which other terms would be referred. In that connexion, economic centres and libraries engaged in terminology research programmes could make a very useful contribution.

38. The participant from the Universidad de Buenos Aires said that the Library Institute would be prepared to co-operate and would make available the thesaurus of its current research guide. Other participants suggested that CLADES and FID/CLA should engage in co-operative ventures; and that libraries and centres should work together to develop terms and form working groups, using special methods for training such groups and channelling their contributions on such topics as the analysis of the CLADES system, working instruments, mechanized documentation systems, user studies and training, training of documentalists, etc.

39. In the second part of the morning session on 29 September, a statement was made by a world authority on descriptors, author of thesauri used by international bodies, and a consultant in the compilation of the OECD Microthesaurus. He described the origin and main features of the Microthesaurus in some detail, and also the devices used to keep it permanently accurate and up to date. He discussed the technical features of other systems of lists or thesauri produced by UNIDO, UNESCO, UNCTAD, FAO, etc., and their relation to the OECD thesaurus; and also referred to the technical reasons which had led the Jackson Report to recommend its use by international organizations. Participants expressed their appreciation for the statement with a round of hearty applause.

40. The afternoon meeting on 29 September first heard a paper describing an index of economic terms, presented by the Library of the Universidad de la República, de Montevideo, Uruguay, which comprised a vocabulary correlated with the UDC. A survey was carried out in 1969 of the needs and habits of the users and their specific fields of interest, which looked into problems of generality, specificity and synonymy. At present the index was being disseminated for use by libraries, in addition to the libraries of the Planning and Budget Office and the Information Centre of the National Office of the Civil Service. A detailed explanation was given of card presentation, the use of the alphabetical order with terms in the singular, the existence of inverted terms and reference terms, and manual means of information retrieval, which covered economics alone and not the other social sciences, and did not include terms in other languages.

41. The Director of the Library Institute of the Universidad de Buenos Aires presented a paper on the thesaurus of the current research guide. He described how the guide was produced by means of computer, with special

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reference to the creation, control and updating of the thesaurus, which was being built up on the basis of key words chosen by the researchers to describe their work, which were later standardized by means of comparison with terms already existing in the system. To ensure greater specificity in the terms controlling access to information, semantic controls had been established in the light of internal work standards, and specialist aid was to be called in to improve the coverage of descriptors. He noted that, in addition to the current research guide which would be updated annually, a bio-bibliographical guide of researchers at the University would be appearing shortly, and a guide to research units and scientific university materials and equipment was to be prepared. A paper describing experiments in analysing technical literature by the Information Centre of the Committee for Technological Research INTEC-CORFO, Chile, was presented in the second part of the afternoon meeting on 29 September. This dealt with the production of a descriptor list to be used to form a technological thesaurus, based on a descriptive analysis of the documents received by the Centre (including 400 titles of periodicals) on observation of the terminology used by researchers, and the terms used in different guides. The paper then described the method used to classify the descriptors on cards (the draft for discussion purposes comprises 1,358 terms), with a combined linear and network approach. In response to a question it was stated that the cards did not require any intermediate conversion stage before use in electronic systems.

42. The Acting Chief of CLADES then gave a brief account of the documents entitled "Economic and social terms in the OECD Aligned Descriptor List and their translation into Spanish", and "Catalogue of Directories in Reference Library of CLADES". He referred to the need for terminological standards in Spanish compatible with international standards, and the need to avoid a hybrid type of jargon in Spanish and to bear in mind the spirit of language in each geographical area, which stemmed from its own natural, cultural and linguistic roots. In answer to questions from the floor, he referred to the need for a joint approach to the problems of synonymy and of terminological pre-co-ordination and concatenation.

Item 5: Training of staff to deal with economic and social information in Latin America

43. This item was included on account of the interest in the topic shown by the Meeting. The Netherlands consultant expert on documentation presented a paper entitled, "A note on training in documentation and library science", which discussed the need for CLADES to give high priority in its early years to training programmes for the staff it would need. Such programmes

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could not be exclusively dependent on the ECLA budget, and financing would have to be sought from as broad a range as possible of technical assistance sources, including the United Nations, Governments and other donors. Two kinds of fellowships might be established: regional fellowships for study within CLADES itself, and non-regional fellowships for study abroad.

44. He observed that the Netherlands Government was offering a course on documentation and library science at the university level for foreign students, to be held in Amsterdam starting in October 1971 under the auspices of the Royal Tropical Institute. The course would last eight months, and was expected to include observation and practical visits to different European centres, with the co-operation of national and international institutions. One of the participants spoke of the need for an organic and coherent training plan covering the short, medium and long term, which could act as a channel for offers such as the one made by the Netherlands and promote similar offers from other Governments and from the relevant international organizations, given Latin America's growing demand for qualified personnel, which, according to the Chairman of the Meeting amounted to some 5,000 persons over the coming five years at all levels. Other points raised were the importance of a regional approach and of establishing a dialogue in courses between documentalists and computer specialists, and the multiplier effect of giving training in the first instance to teachers and technicians who could then go on to train others in their own countries.

Closing meeting

45. In the morning of 30 September, participants visited the installations of the Chilean National Telecommunications Enterprise (ENTEL) and the National Computer Services Enterprise Ltd. (ECOM), while the co-ordinators of the working groups and the Rapporteur prepared conclusions and recommendations based on the papers presented and the views expressed in discussions.

46. In the afternoon, the provisional text of the conclusions and recommendations was read and approved, and a Drafting Committee was appointed (Annex I) to make the necessary stylistic and other corrections, and prepare and issue the final text.

47. In his closing remarks, the Executive Secretary expressed ECLA's great appreciation of the important work done at the Meeting, as reflected in conclusions and recommendations that would help to ensure that CLADES,

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with national and international co-operation, became a valid and effective means of organizing a co-ordinated regional network for economic and social information and documentation to provide the essential basis for decision-making with respect to the aims of the Second United Nations Development Decade.

48. The Chairman thanked ECLA for its hospitality and for having organized the Meeting to discuss an issue that was vital for Latin American development. He also thanked participants for their papers and contributions and expressed his appreciation of the practical value of the conclusions and recommendations arrived at in the Meeting. Finally, one of the Brazilian representatives, speaking on behalf of foreign participants, expressed his thanks for the hospitality received and his satisfaction with the results of the Meeting.

PART TWO

Conclusions and Recommendations

Considering:

1. That the present Meeting, in accordance with its objectives, has provided an opportunity for a genuine dialogue between specialists producing, processing, and using of information and documentation, during which an examination was made of modern methods of data processing and the exchange of information and documentation within the region, on the basis of the valuable papers presented;
2. That another objective of the Meeting was to make suggestions on common principles to standardize documentation and information activities in Latin America, and also to assist in the regional co-ordination of the activities of the specialized centres with the aim of bringing them together into co-operative networks;
3. That the Meeting has taken note of the initial activities of CLADES designed to create working instruments of regional scope in these areas, in accordance with the recommendations of the Meeting of Experts on Documentation, convened by ECLA on 25-26 September 1970;
4. That these working instruments have been unanimously recognized to be of great use for carrying out the present and future functions of the regional networks of economic and social documentation and information. The Meeting has deemed it appropriate to present, to such bodies, as they may concern, the following conclusions and recommendations.

Item 1: Information systems and documentation centres

Item 2: Division of the work of documentation and exchange of information

Conclusions:

1. The Latin American countries should incorporate into their national development plans measures to set up and maintain information systems or networks as an indispensable foundation for their cultural, social, economic, scientific and technological development;

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2. In setting up such systems the following should be taken into account:

(a) The establishment of a National Centre at the highest decision-making level of government to plan, co-ordinate and promote information and documentation services in all fields;

(b) The experience of other countries, and the studies undertaken by international organizations;

(c) The adoption of suitable measures to bring national systems into the context of Latin American regional integration.

Recommendations:

1. National information and documentation systems should cover the economic and social areas and technical and scientific areas of information in proportions commensurate with conditions in each country;

2. National systems or networks should encourage the adoption of legal and administrative measures designed to preserve the national heritage contained in records that are held by a wide variety of public and private institutions;

3. In the countries of the region which do not possess a national documentation centre or similar institution, the bodies which carry on information work should organize their activities in a co-operative manner, with a view to providing an institutional framework for the national information network;

4. ECLA should consider in its studies on the socio-economic indicators of development indicators covering information and documentation structures in the countries of Latin America, in view of the fact that information is unanimously recognized to be a part of national wealth and resources.

Item 3: Data processing and retrieval techniques

Conclusion:

There is an urgent need to establish operating standards and instruments for integrated and compatible processes and techniques of processing and retrieving information and documentation, given the existing lack of co-ordination and standardization in this field.

/Recommendations:

Recommendations:

1. Through its established contacts with other regional documentation centres and organizations, CLADES should draw up and keep a record of the specifications (computer programmes, standardization of socio-economic data, etc.) of the systems already in operation or being developed in the countries of the region;
2. CLADES should, as far as possible, collect material on systems in other parts of the world for analysis and dissemination in a manner appropriate to the development of regional systems;
3. Consultation of the material collected should be facilitated, so that it can be used as a basis for setting up new systems and developing existing systems;
4. In evolving its own system, CLADES should take account of such specifications and material, with the aim of achieving flexibility and the capacity for the unhampered interchange of information, first and foremost with other systems in the region;
5. CLADES should use this information in studies to develop and put forward appropriate standards for input, processing and output of information, including a standard format for the basic archives, as a means of standardizing the functioning of the regional network and its relations with other international networks;
6. CLADES should provide technical assistance to national information and documentation centres and data-processing organizations with respect to decisions on computer, reproduction and telecommunications, equipment, taking into account the capacity of existing equipment, with the aim of improving the performance of systems.

Item 4: The Language of information

Conclusions:

1. The development and use of descriptors, whether in aligned lists or thesauri, should be regarded as of high priority for the information and documentation programme, and independent of information storage and retrieval systems since the use of descriptors does not necessarily involve a computer,

2. In preparing and integrating specialized information languages concerned with the different aspects of economic and social development, CLADES should take as its point of reference the Macrothesaurus drawn up by the international documentary network, principally the organizations of the United Nations and the OECD, and also other material, for example, the lists presented at the Meeting;
3. Specialists in the economic and social sciences from Latin American countries, and appropriate international bodies, such as UNESCO, ILO, OECD, etc., should participate in revising and updating the said lists.
4. In applying and disseminating international standards for drawing up aligned descriptor lists and thesauri, CLADES should remain in close contact with the Latin American organizations concerned with the study and standardization of technical terminology, such as FID/CLA and other bodies;
5. Such aligned descriptor lists for technology as already exist in Latin America - those to the Meeting by Argentina and Chile for instance - should be located and co-ordinated, and an aligned descriptor list based on a Latin American consensus should be produced after due comparison with lists and thesauri used for different technological specializations in North America and Europe.

Recommendations:

1. CLADES should create a dictionary of synonyms or a system of univocal terminological reference as a module for its future system;
2. CLADES should bear in mind the possibility of using the Universal Decimal Classification (UDC) as a subsidiary classification system.

Item 5: Training of staff to deal with economic and social information in Latin America

Conclusions:

1. A priority task in the establishment of national and regional information and documentation networks is the training of staff needed to ensure optimum operations;
2. There should be an integrated approach to training, and for this purpose it is indispensable to secure agreement among the interested agencies on the development of a consistent and phased plan for training reflecting the needs of all areas and levels;

3. The successful implementation of this plan requires promoting and co-ordinating all efforts to this end by the various agencies, whether national or international, public or private;

4. Instruments should be developed to ensure the most effective integration of the substance and the requirements of library science and the information sciences.

Recommendations:

1. Support should be given to the FID/CLA project to study and draw up a plan fully covering regional requirements for the training of staff for information and documentation work; the plan should be submitted to national and international agencies for their consideration, with a view to their contributing to the organization of courses and seminars at the regional level.

2. Specifically as regards economic and social documentation and information, CLADES should, with the collaboration of the relevant agencies, organize courses and seminars at the regional level, taking account of the staff needs of the services making up the network, to provide an opportunity for a dialogue between the personnel of the centres and specialists in computer sciences, and discussion of the possibilities and limitations of electronic data processing.

Item 6: The CLADES programme

Conclusions:

1. The establishment of CLADES, under the auspices of ECLA as with the generous assistance of the Netherlands Government, is a very positive development in that an international body has been set up to co-ordinate and promote the activities of the institutions responsible for handling and transferring economic and social information to the best advantage for the over-all development of the region;

2. In order to enable CLADES gradually to achieve its objectives as regards the establishment of an effective regional system for economic and social documentation and information, it is essential and of extreme priority that international agencies and the Governments benefiting directly from its services should provide it with assistance to develop its activities;

3. In line with the above, CLADES should be provided with the technical human, financial and institutional resources it requires to carry out its important mission in accordance with the aims of the Second United Nations Development Decade; this would permit broader and more efficient coverage of all the range of materials, processes and services that fall within its purview.

Recommendations:

1. The profound satisfaction and gratitude of the agencies and specialists present at the Meeting for regarding the creation of CLADES and all present and future efforts to promote its full development, should be transmitted to ECLA and the Netherlands Government;

2. ECLA, in co-operation with other international agencies and the Latin American governments, should provide CLADES with the resources and instruments it needs properly to carry out its important task.

3. In addition ECLA should assign to CLADES the task of acting as an integral documentation and information unit within ECLA to co-ordinate existing library and documentary resources and also such resources as may be incorporated as a result of modern technological progress;

4. The Executive Secretary of ECLA should convene a meeting of high-level experts as soon as possible to advise on the CLADES work programme;

5. The work programme should be submitted to ECLA at its next session for examination and approval by Governments;

6. Participants in the Meeting should request their respective Governments to indicate their needs in the field of economic and social information, and to describe the manner in which these could be satisfied by CLADES;

7. Until such time as official agreements are made for channelling national and regional collaboration with CLADES, the interested institutions should make an effort to promote and support such activities, and should enter into informal agreements with CLADES to set up specific working groups to co-operate with it;

8. CLADES should consider using existing economic and social documentation networks and systems, for example those of the Latin American Centre for Research into the Social Sciences, CEMLA, CLADEA, CLACSO, FLACSO, CELADE, etc., and drawing up agreements with such agencies on the division of documentation work, ways of improving information flows.

9. In addition to organizing specialized training in the economic and social documentation field, CLADES should take account in its programme for the dissemination of information of the practical possibilities opened up by information retrieval in connexion with the development, promotion and organization of regional meetings with the participation of librarians, documentalists, users and computer specialists.

Annex I

OFFICERS OF THE MEETING AND ORGANIZATION OF WORK

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J.F. Boddens Hosang
- Chairman: Betty Johnson de Vodanović
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- Vice-Chairman: Angela Hernández de Caldas
(COLCIENCIAS AND CIEB)
- Rapporteur: A. Héctor Sosa Padilla
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- Co-ordinators:
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Cecilia de Mendoza
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- Item 2: Division of the work of documentation and exchange of information
- Rafael Gallarza
(OECD)
Javier Alcalde
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- Item 3: Data processing and retrieval techniques
- René Peralta
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Item 4: The language of information

María Cecilia Alvarado
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Ermelinda Acerenza
(Uruguay)
Hans Gravenhorst
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Item 5: Training of staff to deal with economic and social information in Latin America

Sofía Maresky
(Paraguay)

Drafting Committee:

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A. Héctor Sosa Padilla
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Annex III

LIST OF DOCUMENTS BY AGENDA ITEM

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Regina Helena Tavares, "Perfil do Serviço de Documentação do Centro Latino Americano de Pesquisas em Ciências Sociais", Brasil. (CLADES/WG.1/L.17)

Alberto Rioseco Vásquez, Rafael Cruz Fabres and Hugo Andrés Bustos Pérez, "Organización del Centro de Documentación e Investigaciones Jurídico-Económicas, Universidad de Chile, Chile. (CLADES/WG.1/L.11)

Salvador Dides Muñoz, Hugo Ardiles Orrego and Carlos Alberto Padilla Iturra, "Informe de presentación del Centro de Documentación", Universidad del Norte, Antofagasta, Chile. (CLADES/WG.1/L.12)

Carlos Víctor Penna, "Seminario sobre Estructuras Nacionales de Información Científica y Técnica", UNESCO, France.

Betty Johnson de Vodanović and Ana María Prat, "Bases para estructurar el sistema nacional de información y documentación de Chile SIDOC/CHILE", Chile. (CLADES/WG.1/L.20)

Sofía Maresky, "Informe sobre técnicas y desarrollo del Centro Paraguayo de Documentación Social", Paraguay. (CLADES/WG.1/L.21)

Giuseppe Martini, "The United Nations PRIS system"

José Ramón Pérez Alvarez-Osorio, "Un sistema de información científica y técnica en lengua española a base de resúmenes", Spain. (CLADES/WG.1/L.7)

Isabel Forero de Moreno, "Centro Nacional de Documentación del Departamento Nacional de Planeación", Colombia. (CLADES/WG.1/L.22)

The authors sent papers but did not attend the Meeting.

Item 2: Division of the work of documentation and exchange of information

Angela Hernández de Caldas, "Red colombiana de información y documentación económica", Colombia. (CLADES/WG.1/L.15)

Rafael Rodríguez Delgado, "CLADES and a future information and documentation network for Latin America". (CLADES/WG.1/L.4)

Rafael Gallarza, "La colaboración internacional en materia de documentación en el ámbito económico y social: El Servicio "Pregunta-Respuesta-Desarrollo y su Red de Corresponsales".

G.K. Thompson, "Instrumentos de trabajos necesarios para permitir el establecimiento de una red latinoamericana de documentación económica y social".

Item 3: Data processing and retrieval techniques

Claude Burgaud, "Orientación del trabajo de la OCDE".

Rafael Rodríguez de Cora and Juan Morandé O'Reilly, "La computadora y sus sistemas y programas aplicados a la documentación", Chile. (CLADES/WG.1/L.6)

Rafael Rodríguez de Cora and Juan Morandé O'Reilly, "Descriptores del 14º período de sesiones de la CEPAL procesados en computadora", Chile. (CLADES/WG.1/L.13)

ECLA, Public Administration Unit and Natural Resources and Energy Programme, "Un sistema de Investigación operativa aplicada a modelos matemáticos de cuencas hidrográficas". (CLADES/WG.1/L.16)

Raúl Augusto Hernández, "Reservorios de conocimientos teóricos en sociología por métodos lógicos", Argentina. (CLADES/WG.1/L.9)

The author sent a paper but did not attend the Meeting.

Win Crowther, "Structure and flexibility in classification schemes for documentation; A proposal for Latin America", ECLA Transport Programme. (CLADES/WG.1/L.13)

Gregorio Perichinsky, "Archivo y procesamiento de extractos de publicaciones periódicas", Argentina.

Item 4: The language of information

4.1 Techniques for the preparation and use of descriptors and thesauri.

4.2 The OECD macrothesaurus.

4.3 Latin American lists of descriptors.

4.4 Towards a Spanish thesaurus for the economic and social sciences.

=====

4.1 ECLA/CLADES, "Use of descriptors and thesauri", (CLADES/WG.1/L.2)

4.3 Hans Gravenhorst y Lucas A. Delaflor, "Guía de investigaciones de la Universidad de Buenos Aires 1968 - Tesoro", Argentina. (CLADES/WG.1/L.8)

María Angélica Moreno de Peralta, "Análisis de literatura técnica. Experiencias en el Centro de Información del Comité de Investigaciones Tecnológicas - INTEC-CORFO", Chile. (CLADES/WG.1/L.10)

4.3 Ermelinda Acerenza, "Índice de términos económicos del catálogo sistemático". (CLADES/WG/L.23)

4.4 ECLA/CLADES, "Economic and social terms in the OECD Aligned List of Descriptors and their translation into Spanish". (CLADES/WG.1/L.3)

The authors sent papers but did not attend the Meeting.

4.4. ECLA/CLADES, "Catalogue of Directories in the Reference Library of CLADES". (CLADES/WG.1/L.5)

Item 5: Training of staff to deal with economic and social information in Latin America

Dr. F.R.J. Verhoeven, "A note on training in documentation and library science". (CLADES/WG.1/L.19)

Item 6: CLADES programme of work

Annex IV

DOCUMENTS LISTED BY ORDER OF SYMBOLS

Provisional agenda, titles of documents and historical note	CLADES/WG.1/L.1
ECLA/CLADES. "Use of descriptors and thesauri". Chile	CLADES/WG.1/L.2
ECLA/CLADES. "Economic and social terms in the OECD Aligned List of Descriptors and their translation into Spanish". Chile	CLADES/WG.1/L.3
Rafael Rodríguez Delgado. "CLADES and a future information and documentation network for Latin America". Chile	CLADES/WG.1/L.4
ECLA/CLADES. "Catalogue of Directories on the Reference Library of CLADES". Chile (Mechanization project)	CLADES/WG.1/L.5
Rafael Rodríguez de Cora and Juan Morandé O'Reilly. "La computadora y sus sistemas y programas aplicados a la documentación". Chile	CLADES/WG.1/L.5
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