

Distr.
RESTRICTED

LC/DEM/R.100
Series A, N° 202
8 June 1990

ORIGINAL: ENGLISH

CELADE
Latin American Demographic Centre

**THE LATIN AMERICAN AND CARIBBEAN POPULATION
INFORMATION NETWORK "RED IPALCA"**

(18-Month Progress Report 1989 - June 1990)

Document to be submitted to the POPIN Coordinating Committee Meeting
New York, 11-14 June 1990

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BACKGROUND

1. The major recommendation of the CELADE-PROLAP seminar celebrated in Santiago, Chile, 28 to 31 July 1987 was the **organization of a regional decentralized network on population information**. For the better programming of activities of this new network, known as the Latin American and Caribbean Population Information Network (IPALCA), an informal meeting between the coordinating units: CELADE and PROLAP, Programa Latinoamericano de Actividades en Población, took place in May 1988.
2. During that meeting both institutions agreed on the need for new funding to develop specific activities. As the result of the meeting a proposal was prepared to serve both institutions to search those funds (Annex 1).
3. Meanwhile it was agreed that CELADE and PROLAP would continue working internally transforming their own bibliographical information activities into cooperative or regional ones if extra budget were not secured.
4. The internal organization of PROLAP, which every two years has to elect a new board of directors according the rules approved and recognized by the Latin American Council of Social Sciences, CLACSO, introduces some difficulties in the work of PROLAP's Communication and Documentation Area during the 18 months covered by this report. (See paragraphs 7, 14, 16, 21 and 23 for work accomplished in the framework of the IPALCA network).
5. In the case of CELADE it was decided to utilize planned DOCPAL activities for moving toward the larger IPALCA goals, since the additional funds required for the network were not available.

ACTIVITIES IN THE LAST TWO YEARS (July 1988-June 1990)

6. During 1988 the work of the two coordinating institutions, CELADE and PROLAP, was devoted to the edition of the report of the Seminar already mentioned (B.1), internal adjustments to meet the likely needs of the network, transformation of the PROLAP Bulletin into a more extensive one to cover news from participating centers, preparing some documents containing ideas on the work of the network, etc. Some of these activities were already covered in the document prepared by CELADE for the POPIN Consultative Workshop, Bangkok, October 1988 (B.2). That document outlined the principal ideas and activities to be performed and the present takes up from where that left off.
7. The **PROLAP BULLETIN** is now being published by the Grupo de Estudios Agro-Regionales (GEA) which is recognized as part of the Universidad Academia de Humanismo Cristiano, Santiago, Chile, and is the coordination unit in charge of the Communication and Documentation Area of PROLAP. GEA on behalf of PROLAP and with a limited economic aid from PROLAP has done its best producing with its own funds three issues of this publication:

Year 4 (1989) nos. 1-2 and 3-4

Year 5 (1990) nos. 1-2, the last issue corresponds to January-June 1990 and it is being distributed this month.

8. Even though the publication has been planned as quarterly, it has been difficult to follow that scheme and actually it is published every 6 months.

9. **The CD-ROM.** CELADE approached the Regional Library of Medicine (BIREME) to include CELADE/DOCPAL and IOM/CIMAL (International Organization for Migration. Latin American Center for International Migration) data base once a year in LILACS. The experiment started with the December 1989 issue of LILACS with 32,555 DOCPAL records and has been distributed to the institutions included in Annex 2.

10. The project on experimental bases has been also followed by the ECLAC's Library who sent 8,525 records on ECLAC documents published since 1948, and the Latin American Center for Economic and Social Documentation (CLADES) from ECLAC which is responsible for maintaining the regional bibliographical data base on planning activities (INFOPLAN) with 12,521 records. All this work implies that the principal data bases on development in Latin America are included on the LILACS CD-ROM.

11. CELADE financed its own part on this project with funds from Canadian International Development Agency (CIDA) and ECLAC with other funds. Efforts will be made to maintain the collaboration among BIREME, CELADE, and ECLAC, but the long-term continuation of the project will depend on the availability of funds, especially if more databases are included. For **example**, information on Brazil from Fundacao Sistema Estadual de Estatistica (SEADE) in Portuguese and the Caribbean data base maintained by the ECLAC Regional Office in English.

12. **STANDARDIZATION.** Three main activities have been developed with the participation of DOCPAL:

a) **AUTORI** data base. In collaboration with the ECLAC Library and CLADES, using ISIS on the ECLAC IBM mainframe, a data base was developed containing the standardized authority lists for common elements used in the ECLAC Bibliographical System: official name of conferences, projects, institucional authors and name of series. All elements are in Spanish and English has been added. Depending on use in participating institutions, this data base could be incorporated in the CD-ROM. For the present it is being distributed on paper or diskettes to be used with the MICROISIS.

b) **MICRO CDS/ISIS.** An enhanced version was prepared with the ECLAC Library and CLADES to meet the needs of different institutions, since the institutions with which DOCPAL and other ECLAC units work initially require simplified version of MICROISIS so that they can begin work with little previous preparation and training. A user manual was published as the result of this joint work (B. 3).

c) **MICRO CDS/ISIS FOR IPALCA NETWORK.** Taking the system and Manual mentioned in paragraph b) one step further, technical staff of CELADE made a more directed and user-friendly version that was tested in a regional course (see paragraph 13 b) and has been distributed since May 1990. Eight diskettes, the corresponding manual and installation instructions comprise the package sent to the institutions listed in Annex 3.

13. **TRAINING ACTIVITIES.** DOCPAL and CIMAL have taking a dynamic role in this activity at three different levels:

a) **In service training.** In 1988 two persons financed by a CELADE-Canada project took advantage of this program, one from Peru and other one from Dominican Republic. Each of them stayed one month learning how to work with MICROISIS, how to prepare a national focal point for coordinating a national or regional network. Two other specialists from a non-governmental Chilean institutions also attended a similar program but designed only for two weeks.

b) **Regional courses.** One regional course financed by CELADE took place in February this year. Six countries (Bolivia, Chile, Costa Rica, Ecuador, Panama and Paraguay) were represented by 9 persons. Annex 4 gives the program designed in conjunction with IOM, the list of participants and the report submitted to the directors of IOM and CELADE.

c) **Orientation seminars.** Chilean institutions working in social sciences, nutrition and other disciplines have approached CELADE to have their students learn about and use DOCPAL. Three such "awareness" courses have been carried out, a number limited in part of the small size (3 persons in total) of the DOCPAL staff, which must also attend to the regular CELADE teaching program and more generalized regional activities.

14. **Referencial data base.** The Teaching and Research Coordinating Areas of PROLAP published two directories, one on research projects and the other on researchers working on population. While this work was not intended as an IPALCA activity, conversations are being initiated to transform both into data bases that could eventually be incorporated in the CD-ROM.

15. **Dissemination of information.** The clearinghouse type services organized and provided by DOCPAL and CIMAL have been continued and similar ones are being supplied by the participating centers. CELADE has made microfiche of documents entered in the data base, in part to reduce the space taken by the hard copies. Until this year there are few requests for them. The experience of one other regional network (REDUC, on education) is good and the exchange of microfiches among participating institutions has been shown in their case to be a valid instrument. The users of the IPALCA network apparently have no consensus on the subject and in general in the region the use of microfiche is not widespread.

16. **Communications.** No new exploration on the possibility of maintaining more sophisticated media of communications have been examined. Institutions obtaining specific funds have included FAX as a practical tool. CD-ROM would seem to be a low-cost alternative to trying to offer on-line services.

17. **Population Thesaurus.** DOCPAL and CIMAL prepared a Spanish language list of new descriptors and modifications submitted to the POPIN Working Group. As the work was done in MICROISIS, it is now possible to maintain a data base with the same structure as used in the "MICROISIS version for IPALCA" (paragraph 12 c).

18. **Overview of participating center activities.** Many centers could have developed good services and better collections during this period. For CELADE and PROLAP is difficult to give a clear picture because only four participating centers have been able to be visited since 1988. The next paragraph is based on news sent to CELADE. See Annex 5 for addresses and locations of the principal centres.

ARGENTINA. The National Statistical Institute has been sending working sheets containing information on its own publications. They do not have a CD-ROM reader and lately the general economic conditions of the country has been reflected in a curtailing of activities of the INEC. Within the Centro de Estudios de Poblacion (CENEP) the documentation center organized a few years ago following DOCPAL methodologies have been able to provide services to its staff and other technical personnel. They have a CD-ROM reader and they have approached IDRC for financing a research project which includes information as a component. From CELADE they have received the CD-ROM disk containing the DOCPAL/CIMAL data base and one staff member will receive in-service training in CELADE/DOCPAL this year.

Bolivia. The documentation center established in the National Council on Population (CONAPO) financed by IDRC has continued its activities after the end of the project, with CONAPO picking up one of the salaries. Relations with national institutions working on population were established, a regular bulletin and special bibliographies were published together with a good increase in the input of information in their own data base. This has been transferred to diskettes to be incorporated in the DOCPAL/CIMAL data base and also in the CD-ROM December edition.

Brazil. SEADE/DOCPOP, which was organized in 1983 with a grant from IDRC, has continue on it own and has been involved in enlarging services, organizing a national network to gather information on population, participating at the international level in POPIN preparing the Portuguese edition of the POPIN. As this institution also works on an ISIS mainframe, DOCPAL suggested to them they join CD-ROM experience if they can find their own funds.

Chile. A small but very active documentation center was established in PAESMI. Programa de Apoyo y Extension en Salud Materno Infantil, an NGO financed by European churches. With a donation from the Italian Technical Assistance they have purchased a CD-ROM reader and they are including "grey" literature and other media publications and sources (non-bibliographical material) related to health and child and maternal care.

CELADE/DOCPAL has working relations with other institutions to locate publications and information not available in the collection and also has given technical advice on the use of DOCPAL/CIMAL methodology. Among others should be mentioned the regional offices of UN: UNESCO, ILO, UNICEF, FAO, WHO; networks: INFOTERRA, REDUC; universities; Chilean NGOs grouped together to work on information; other international organizations such as OAS, ISIS, etc.

Costa Rica. In the past a few organizations have organized population documentation or information activities, but during more recent years these activities had declined and even CELADE had difficulty finding funds to maintain a professional librarian in its offices in Costa Rica. The situation within CELADE changed around 1987 and the librarian hired has done her best to give services to the community. A CD-ROM reader has been purchased for CELADE-Costa Rica and this year within the framework of the project "National Information Systems on Displaced Populations in Central America", and with the collaboration of UNFPA, CIDA, IOM and CELADE, a seminar is being planned to train at least 10 persons from 4 countries in "Red IPALCA".

Cuba. A very good library was established within the Central University in the Centro de Estudios Demográficos (CEDEM) with the strong support of UNFPA. The library acting

as a documentation center provides services to the university and the community, being also part of the National Information System organized under the National Academy of Sciences.

Dominican Republic. The Documentation Center: DOCPALITO, was organized within PROFAMILIA in 1984 with IDRC support and technical assistance from DOCPAL. When the project finished PROFAMILIA absorbed all the cost to continue activities. Since 1988 they are using MICROISIS and their input records received recently on diskettes in DOCPAL will be incorporated into the CD-ROM.

Ecuador. A small documentation center has been started in the Consejo Nacional de Desarrollo (CONADE). División de Población. A person was trained in 1987 by the chief of the documentation center of Panama through horizontal technical cooperation supported by UNFPA funds. Due to the political changes in Ecuador, the salary of the person was not included in the official payroll and the center could not continue activities until very recently. CELADE invited the person to attend the course given last February (paragraph 13 b) of this report) to secure the continuation of activities. A CD-ROM reader is expected during the last quarter of this year.

El Salvador. The center established by CELADE in 1980 has had a precarious life. There have been some intentions of reviving activities, but they will depend on UNFPA national projects. The country is considered within the project "National Information Systems on Displaced Populations in Central America" and in that framework information activities should be organized in the National Development Council this year. See also paragraph 19.

Honduras. The situation in this country are the same that in El Salvador.

Mexico. Here another center started with IDRC support. Devoted mainly to gathering information on population published in Mexico they also added woman as a need and a governmental mandate. CONAPO has given strong support to this activity and within UNFPA projects there have been funds to continue activities. Most of the CONAPO equipment was bought with a grant from Japan including an IBM PC and a CD-ROM reader. This centre has achieved particular recognition within Mexico.

Nicaragua. The situation is similar to that of Ecuador: the Modulo de Documentación in Población, Sistema Integrado de Documentación en Población (SIDOP), organized under the Ministry of Planning, received technical horizontal cooperation from Panama and was included within the package of UNFPA projects. The center could be benefit this year with from the already mentioned Displaced Population project, if it is invited to attend the course that will be given in Costa Rica.

Panama. The Documentation Center on Population and Social Development (CENDOP), organized in 1980 within the Ministry of Planning and under the Division of Social Planning, is a very good example of what can be done if the following three elements are strongly and permanent maintained: support and recognition from authorities, small but sufficient funds and a staff (in this case three persons) where a professional has leadership abilities. The actual political situation of the country may change this optimistic picture. The center has not have a CD-ROM reader and no IBM-PC has been assigned. They maintain information in Uniterm cards, providing services to the Ministry and the community and have received the public recognition of all the work performed.

Paraguay. Two NGOs have received technical assistance and training from DOCPAL and are the ones which maintain documentation activities on subjects related to population: BASE/IS: Investigaciones Sociales and BASE/ECTA: Educación, Comunicaciones, Tecnología Alternativa. Both are members of PROLAP and good working relations have been established between them and with DOCPAL.

Peru. The Documentation Center (CENDOC) established in 1985 under the National Population Council (CNP) with a grant from IDRC is well organized and directed by a professional. It has proved to be able of giving services and also of maintaining active working relations with DOCPAL. The Peruvian records received in diskettes in DOCPAL are waiting to be entered in the next CD-ROM of DOCPAL/CIMAL data base. They have a CD-ROM reader. The national network on population information, which was organized in 1988, will need further financial support. Unfortunately, in new UNFPA projects, no funds were included for this activity and the regular budget of the institution does not allow to regularize them.

Uruguay. Within the NGO, Centro de Informaciones y Estudios del Uruguay (CIESU), a documentation center was established with funds provided by IDRC in 1980. This Center has managed to give good services and the general situation could be compared to that in Panama where the three main components are to be found: support from authorities, a permanent small budget and a professional with leadership capabilities. The Center has MICROISIS since 1988 and they have received another small grant from IDRC to work on a national bibliography on urban problems. CELADE/DOCPAL expects to receive these records to be included in the CD-ROM. CIESU is affiliated to PROLAP.

PROGRAMMED ACTIVITIES FOR IPALCA NETWORK (July 1990-1991)

19. **Training activities.** Within the framework of the project "National Information Systems on Displaced Populations in Central America" a two week seminar has been planned to take place in Costa Rica in the last quarter of this year. CELADE and IOM with funds from UNFPA and CIDA will be inviting at least one person of the foreseen four new documentation centers in Honduras, Guatemala, El Salvador and Nicaragua, respectively, which will be in charge of migration information activities in the Central American region. Efforts have been started to make it possible to invite people from other centers but the total number is limited because of the importance of working on individual microcomputers with MICROISIS.

20. **In-service training in DOCPAL.** Four requests have been received from different institutions for training this year. If money is available, they will be trained in a group during the last quarter of this year.

21. **Referencial data base.** Following the mandate of the Latin American Commission of the FID, a regional scheme was produced in Mexico. A new data base could be organized according the ECLAC common bibliographic methodology. If the manual is produced, CIMAL and DOCPAL will include the data base in the MICROISIS version for IPALCA Network.

22. **Technical assistance to new centers.** August-September have been marked by CIMAL and DOCPAL to visit the four countries involved in the project mentioned in paragraph 19.

23. **IPALCA Network activities.** CELADE and PROLAP are jointly planning to organize a meeting for municipalities in Chile, and possibly nearby countries on the "Use of REDATAM 1/ by local authorities".

CONCLUSIONS

Most of the bibliographical information activities in the region performed in the period covered by this report have been realized with the impulse given by support provided either by IDRC, CIDA or by the UNFPA. It will be difficult to organize new activities in other countries and even maintain the ones reported, unless some external funding is provided directly to the countries. If this occurs, the challenge will be to link the separate country activities through the IPALCA network, with technical support and coordination by PROLAP, CELADE and IOM.

1/ REDATAM = REtrieval of DATA for small Areas by Microcomputer.

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Annex 1

ACCESS TO POPULATION FACTS AND FIGURES FOR NATIONAL DEVELOPMENT:
ESTABLISHMENT OF THE
LATIN AMERICAN AND CARIBBEAN POPULATION INFORMATION NETWORK (IPALCA)

Pre-Proposal for a 3-year project
1989 - 1991

Work to be undertaken jointly by the
Latin American Demographic Centre (CELADE)
and the
Latin American Population Activities Programme (PROLAP)

1. EXPANDING NATIONAL REQUIREMENTS FOR POPULATION INFORMATION

The block by block characteristics of the population in a provincial city, the number of school children who will be living in a poverty neighborhood in the next five years, the effect of rapid city growth on pollution and drinking water supplies, the problems caused by teen-age pregnancies.... These are among the population questions that are now increasingly asked in the Latin American and Caribbean countries not only by researchers, but also by persons as varied as news reporters, government officials, university professors, parliamentarians, public health officials, local authorities, grass-roots leaders, investors and market analysts. The tendencies in many of the Latin American and Caribbean countries toward greater economic integration within the societies often occurring in association with decentralization policies, and efforts in many instances to create more participatory societies, are enlarging the diversity and size of the audiences for population information. Yet there are major problems in making the existing as well as new research studies and other knowledge readily available and in providing potential users with the specific numerical data required (see CELADE-PROLAP, 1987a).

It is convenient to differentiate two classes of population information, bibliographic information and numerical data. The research reports, articles and other bibliographic information on a country's population tend to be dispersed among governmental offices, universities, family planning agencies, private research organizations and related institutions working in the field of population. On the other hand, the census and other major sources of numerical population data usually are collected by the national statistical offices and specific governmental and research organizations. The institutions working directly in the population field in a country need assistance to take advantage of new technology and standardized procedures to better organize their bibliographic and numerical information for their own use and to share the information with each other. In addition, they should be able to provide the information to secondary or ancillary users who require population data occasionally but work in other fields. The latter, often potential rather than actual users, may not know that the information exists, where to obtain it, or how to acquire it.

In 1987, the United Nations Latin American Demographic Centre (CELADE) and the Latin American Programme for Population Activities (PROLAP) held a seminar with participants from 42 institutions in 17 countries of the region to discuss a strategy for the coming years to deal with these problems of making both bibliographic and numerical population information more readily available for development in the countries of the region. Central to the strategy proposed, which took into account changing information technology, was the recommendation that a decentralized interdisciplinary regional network be established with common norms to bring together governmental, university, and private centres working in the field of population. It was further recommended that PROLAP and CELADE assume the leadership in establishing this network (CELADE-PROLAP, 1987b).

There exists a firm basis upon which to build the proposed network in the region. First, the formation in 1986 of PROLAP has brought together around 40 university and private research institutions of the region involved in teach-

ing, research or technical assistance in the field of population. This is particularly important since it brings together not only the larger centres in the region working in population, but also many small centres with limited resources and that can be made stronger through their association with each other in PROLAP. It was recommended by the above-mentioned seminar that the well-established PROLAP Bulletin be the organ for making known the activities of the Network.

Second, since the Latin American Population Documentation System (DOCPAL) created in 1976 by CELADE provides regional services, including an abstract journal, computerized searches and the provision of documents from its database of over 30,000 documents treating population in the region, the seminar recommended that this database be the regional receptor/disseminator of information collected nationally. In addition, as various national DOCPAL participating centres and CELADE/DOCPAL, itself, utilize the POPIN multilingual population thesaurus and the ECLAC Bibliographic Methodology, these along with the associated microcomputer software (UNESCO's MicroISIS) application of the ECLAC Methodology were recommended by the seminar to be the network standards.

2. OBJECTIVES OF THE PROPOSAL

CELADE and PROLAP have together developed the present outline for a proposal whose overall goal is to set up the "Latin American and Caribbean Population Information Network" (IPALCA Network) as a major mechanism to foster and facilitate the exchange of information, both bibliographic and numerical, among centres working in population, and to assist other actual and potential users in the governmental, university and private sectors to learn about, and obtain, the population information that they need for their own work.

The specific objectives to be accomplished in the 3 year period are to:

1. Set up national networks in up to ten Central American, South American and Caribbean countries;
2. Carry out experiments utilizing new information technology becoming available in the region to increase the information flow among participating centres and from the regional database to country users;
3. Produce state-of-the-art papers on topics of wide interest;
4. Provide regional IPALCA Network coordination through an Executive Secretariat based on CELADE-PROLAP collaboration; and
5. Carry out a Latin American and Caribbean Population Information Seminar at the end of the three-year period to examine progress, plan for the future and bring participants up to date on new technology.

The specific objectives do not mention the regional database in CELADE. However, it will play a fundamental role in the proper functioning of the regional-level information flows in the Network. To this end, important changes must be introduced in the organization of CELADE/DOCPAL to allow the database to serve as an effective receptor/disseminator of information from/to

the national networks without a significant increase in CELADE's steady-state operating costs. Separate funds are being sought for this purpose.

3. THE DESIGN OF THE IPALCA NETWORK

An understanding of the design of the IPALCA Network is necessary to comprehend the activities that are proposed to achieve the specific objectives. The following describes the underlying principles and the expected state of the Network by the termination of the third year (the end of 1991, if the proposed project begins in early 1989).

Principles of the Network

Unlike most information networks, IPALCA will place emphasis on both bibliographic and numerical data, and in the case of the latter, will particularly focus on disaggregated data for sub-national, as well as national areas, with "tailoring" of the data to meet individual user requirements.

Furthermore, as noted above, an important aim of IPALCA will be to increase the number of national users of population information by assisting the decentralization of the information, where applicable; participating institutions will be urged to "generate users" in a wide variety of governmental, commercial, media, grass-roots and other institutions for which up-to-date population information is or should be an input.

In line with the recommendations of the 1987 seminar, the network will try to reduce the duplication of effort and to facilitate the exchange of bibliographic information on diskettes by providing IPALCA participant institutions with a "turn-key" application of the ECLAC (and DOCPAL) Bibliographic Methodology using the MicroISIS software with the POPIN Multilingual Thesaurus for entering and retrieving textual information. The turn-key software will allow even very small national centres to computerize and to receive information from DOCPAL or national centres in the Network.

For numerical data, the Network will examine appropriate microcomputer software for the dissemination of different data types. For instance, national statistical offices will be urged to use the free REDATAM software to provide tailored low-cost tables from the 1990 census (as well as 1980) micro-data for any small areas within a country, and for decentralizing the data to sub-national regions, cities and municipal authorities (Silva et al, 1988).

The national networks

National networks composed of participant institutions will be the key building block in IPALCA. By the end of the three year formative period, it is expected that there will be at least 7 and ideally 10 national networks among countries in Central America, South America and the Caribbean 1/. Na-

1/ The PROLAP and the DOCPAL-related centres are presently in Latin America with Spanish, and to a lesser extent Portuguese, as the working language. Consequently, the first national networks will probably be in these countries. However, since CELADE has a unit in the ECLAC Port-of-Spain office which in

tional participating institutions, whether governmental, university, private research, family planning or other agencies, will normally be involved in some population activities and many, of course, will already be members of PROLAP. Network participants will benefit from the exchange of bibliographical and numerical population information, although in the long run, following the principles outlined above, the number of national users outside participating institutions should be far larger than the more intense users of population information within these institutions.

The creation of a national network will normally begin with the identification of a "focal point" (which might in some countries be more than one institution). Probably most focal points will be PROLAP or governmental institutions already linked informally to DOCPAL. On this basis, possible countries that may have national networks by the end of the 3 year period are: Argentina, Bolivia, Brazil, Mexico, Panama, Paraguay, Peru, Dominican Republic and Uruguay. Some of these countries have already begun to develop their own national population information networks around focal point institutions.

The national networks will have functions such as disseminating bibliographic information (including the reception of information in the focal points and forwarding to the regional focal point, CELADE/DOCPAL), sharing of numerical data, generation of users, providing technical assistance and training for participants and facilitating the communication among network members in different cities by electronic mail.

The regional network and the IPALCA Executive Secretariat

The regional IPALCA Network will be made up of the national networks, each with its own focal point(s) and participating institutions. The regional network will have a joint "distributed" CELADE-PROLAP Executive Secretariat^{2/} that will collaborate on all matters through periodic meetings, although some functions (see below) may be more concentrated in one than the other to keep costs to a minimum. As most Network activities will be carried out at the national level, general meetings will be kept to a minimum. Around every four years a Latin American Population Information Seminar will be held to evaluate what has been done, set the general policy for the next period, and examine new ideas that may be useful to the participants.

The Executive Secretariat will be charged with such functions as assisting in the formation of national networks (including providing training through regional workshops), visiting countries to provide technical assistance and general guidance in the creation and operation of the national networks, dissemination of bibliographic information at the regional level, promotion of

turn has a strong development-oriented documentation system and associated database serving the English-speaking Caribbean countries, arrangements will be sought to collaborate on population information in this sub-region.

^{2/} The PROLAP centre participating in the development of this proposal, CERES of Bolivia, will probably continue as the PROLAP counterpart of CELADE in the IPALCA Network Executive Secretariat. The Secretariat will be "distributed" in that it will involve close collaboration between CELADE and PROLAP/CERES, which are located in different countries.

experiments in information dissemination and communication among participant institutions, encouragement of the writing of state-of-the-art reviews, interchange with other regions through the United Nations Population Information Network (POPIN), connection to networks in other fields, fund raising to carry out activities and Network publicity.

As noted above, there will be some specialization in the tasks assigned to PROLAP and CELADE within the Executive Secretariat. Thus, following the recommendation of the 1987 seminar, the PROLAP Bulletin will be the vehicle for keeping all participating national institutions and many others informed of IPALCA activities and progress. CELADE will utilize the DOCPAL database for receiving bibliographic information from the national networks and for providing, in return, regional-level information services to users requiring information on other countries, probably using its offices in Costa Rica, Trinidad and Argentina as sub-regional intermediaries.

4. ACTIVITIES AND PROJECT STRATEGY TO CREATE THE IPALCA NETWORK

The following activities, organized in terms of the relevant specific objective (see Section 2) to which they apply, are planned to help attain the development of the IPALCA Network as envisioned in the previous section.

Objective 1. Set up national networks in up to ten countries.

To foster interest in the development of the IPALCA Network and provide assistance in the creation of national networks, PROLAP and CELADE staff members will travel to countries which are already organizing population information networks or in which one or more institutions, usually PROLAP members and/or DOCPAL-related centres, are likely focal points around which a national network can be built. After having identified the focal point(s) in each of up to 10 countries (and at least 7), two regional-level seminars will be held, one in the Central American/Caribbean sub-region and one in South America to train focal point representatives in setting up the national networks and in relevant population information technology.

The IPALCA Executive Secretariat (i.e., the CELADE and PROLAP counterparts) will help the national focal point(s) to organize a national workshop in each country to bring interested institutions together to constitute the national network and to provide training in using the IPALCA Network services. Resources will be made available to permit horizontal cooperation among national networks so that the number of technical assistance and followup visits to each country by PROLAP and CELADE can be kept to a minimum (around 3 per country over three years). Some resources also will be provided to the national networks to aid information dissemination within the countries and to help the national networks to publish their own materials.

A regional-level training seminar on the organization and dissemination of numerical population data of different types will be held after conducting an assessment of actual country needs in this field including extended uses of the 1990 census data and of geographically integrated data bases for small-area planning.

Objective 2. Carry out experiments utilizing new information technology.

At least two experiments are planned. The first will be aimed at improving communication among centres through the use of low-cost electronic mail ("E-mail") by selected national networks, between the CELADE and PROLAP counterparts in the Executive Secretariat, and with selected focal points.

The second experiment will utilize CD-ROM with MicroISIS to distribute the regional DOCPAL database to country focal points so that they may provide regional-level searches to users in their own countries. CD-ROM readers will be provided to the national institutions participating in the experiment and updates of the database will be sent around once a year. Part of the DOCPAL database is presently included on an experimental CD-ROM being produced by the Pan American Health Organization.

Objective 3. Produce state-of-the-art papers on topics of wide interest.

The IPALCA Executive Secretariat will arrange to have state-of-the-art papers written by consultants, normally from IPALCA participating institutions. The papers will be directed toward making known existing research from different countries on development-related issues, which will also be useful for university teaching and applied training courses.

Objective 4. Provide regional IPALCA Network coordination through an Executive Secretariat based on CELADE-PROLAP collaboration.

The starter-motor of the IPALCA Network is the Executive Secretariat made up of the CELADE-PROLAP counterparts which will carry out the regional-level activities outlined here to initiate the network as mandated by the 1987 seminar. As the counterparts are located in different countries (Chile and Bolivia), resources are required for around two face-to-face meetings per year, communications and some staff costs and secretarial services. To give the IPALCA Network a physical identity, a logo will be created by a professional graphics artist and paper and envelopes will be printed.

Following the 1987 seminar recommendations, information on IPALCA activities and services will be included in the PROLAP Bulletin to keep all IPALCA and other institutions informed. This work, with inputs from the Executive Secretariat, will be done by the PROLAP centre producing the Bulletin.

Another activity of the Secretariat will be the reception/dissemination of bibliographic information through the DOCPAL database in CELADE. As noted previously, resources will be sought separately for the reorganization of CELADE/DOCPAL for this purpose.

Objective 5. Conduct a Latin American and Caribbean Population Information Seminar at the end of the three year period.

A Latin American and Caribbean Population Information Seminar will be held toward the end of the three year period to evaluate progress made, plan activities for the future and bring participants up to date on selected new

technology that will be of immediate importance to their work. This will be the second such Seminar, since the first is considered to be that conducted in 1987. All focal points and many other national institutions along with pertinent international agencies will be invited.

5. CONCLUSION

The participants in the 1987 information seminar were predominately users (social scientists) from institutions working in the field of population. The recommendation to create the IPALCA Network was the keystone of the long-term strategy proposed to meet their perceived needs and those identified in a pre-seminar survey of over 100 organizations working in population (CELADE-PROLAP, 1987a), with the technical input from information specialists at the seminar. The activities outlined above will help make the IPALCA Network a reality that will not only make population information more accessible to the national centres participating in the Network, but also to the many other national institutions that use population information as inputs to their own work. The Network will thus become an instrument to help integrate population into development plans and programmes.

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SOLICITACIONES DE PAQUETES AL CELADE
(CLASIFICADO POR PRODUCTO Y PAIS)

PAIS / CIUDAD	MATRICULA	INSTITUTO/PERSONA	FECHA PEDIDO	FECHA ENVIO	DOC/PAQ	\$\$\$
	0		/ /	/ /		0
	0		/ /	/ /		0
	0		/ /	/ /		0
** TOTAL DE PEDIDOS PARA CD-ROM 1989						
ARGENTINA 1000 BUENOS AIRES	490	CENTRO DE ESTUDIOS DE POBLACION (CENEP) Zulma R. de Lattes	12/15/89	04/17/90	P	0
ARGENTINA 1032 BUENOS AIRES	479	CENTRO ESTUDIOS DE ESTADO Y SOCIEDAD - BIBLIOTECA Leonor Plate	12/15/89	04/17/90	P	0
ARGENTINA 1091 BUENOS AIRES	497	CENTRO ARGENTINO DE INFO.CIENTIF. Y TECNOLOGIA Silvia Antonietti	12/15/89	04/17/90	P	0
ARGENTINA 1310 BUENOS AIRES	488	SECRETARIA DE PLANIFICACION Araceli Garcia Acosta	12/15/89	04/17/90	P	0
ARGENTINA 1310 BUENOS AIRES	494	INSTITUTO NACIONAL DE ESTADISTICA Y CENSOS Mabel S. de Roca	12/15/89	04/17/90	P	0
ARGENTINA BUENOS AIRES	539	BOLSA DE COMERCIO DE BUENOS AIRES Daniel Filipini	05/31/90	06/08/90	P	0
BOLIVIA LA PAZ	482	CONSEJO NACIONAL DE POBLACION (CONAPO) Jeannette Rivero	12/15/89	04/17/90	P	0
BOLIVIA LA PAZ	500	CENTRO BOLIVIANO DE ESTUDIOS MULTIDISCIPLINARIOS Jose Blanes	12/15/89	04/17/90	P	0
BRASIL CEP 64000 TERESINA	536	CEPRO Olavo I. de Brito Bacellar	05/31/90	06/08/90	P	0
BRASIL CEP-01033 SAO PAULO	489	FUNDACAO SISTEMA ESTADUAL DE ANALISE DE DADOS Magali Valente	12/15/89	04/17/90	P	0
CHILE SANTIAGO	496	ESCUELA SALUD PUBLICA-UNIVERSIDAD DE CHILE Liliana Caro A.	12/15/89	04/17/90	P	0
COLOMBIA BOGOTA D.E.	501	PROFAMILIA Clemencia Leyva	12/15/89	04/17/90	P	0
COLOMBIA MEDELLIN	483	BIBLIOTECA, FACULTAD NACIONAL DE SALUD PUBLICA Ligia Bermudez de Renao	12/15/89	04/17/90	P	0
COLOMBIA MEDELLIN	487	UNIVERSIDAD PONTIFICIA BOLIVARIANA Luz Marina Franco	12/15/89	04/17/90	P	0

SOLICITACIONES DE PAQUETES AL CELADE
(CLASIFICADO POR PRODUCTO Y PAIS)

PAIS / CIUDAD	MATRICULA	INSTITUTO/PERSONA	FECHA PEDIDO	FECHA ENVIO	DOC/PAQ	\$\$\$
COSTA RICA SAN JOSE	514	CELADE-San Jose Leda Arguedas	12/17/89	04/17/90	P	0
CUBA LA HABANA	537	CENTRO DE ESTUDIOS DEMOGRAFICOS - U. DE LA HABANA Eramis Bueno	06/08/90	06/08/90	P	0
ECUADOR QUITO	515	CONADE- Direccion de Poblacion Clara E. Leon	12/15/89	04/17/90	P	0
GUATEMALA C.A. GUATEMALA	492	CENTRO DOCUMENTACION - APROFAM Lic. Ricardo Rossal	12/15/89	04/17/90	P	0
MEXICO 04510-MEXICO D.F.	481	INSTITUTO INVESTIGACIONES SOCIALES - U.N.A.M. Lamberto Villanueva	12/15/89	04/17/90	P	0
MEXICO 11560 MEXICO D.F.	480	THE POPULATION COUNCIL Claudio Stern Feitler	12/15/89	04/17/90	P	0
MEXICO GUADALAJARA-JAL44450	484	EL COLEGIO DE JALISCO, A.C. Faustino Moreno Ceja	12/15/89	04/17/90	P	0
PARAGUAY ASUNCION	485	BASE INVESTIGACIONES SOCIALES Rosa Palau	12/15/89	04/17/90	P	0
PERU HUANCAYO	478	HOSPITAL "DANIEL CARRION". UNIDAD PLANIF. PPTO Rodolfo Osoreo Ocampo	01/22/90	03/16/90	D	0
PERU LIMA 100	495	CONSEJO NACIONAL DE CIENCIA Y TECNOLOGIA -CONCYTEC Dr. Domingo Aliaga	12/15/89	04/17/90	P	0
PERU LIMA 11	493	CONSEJO NACIONAL DE POBLACION Lino Rodriguez	12/15/89	04/17/90	P	0
REPUBLICA DOMINICANA SANTO DOMINGO	486	ASOC. DOMINICANA PRO BIENESTAR DE LA FAMILIA Lic. Ramona Peralta	12/15/89	04/17/90	P	0
U.S.A. WASHINGTON 20005 DC	491	CLEARINGHOUSE ON INFANT FEEDING & MATERNAL NUTRIT. Liz Nugent	12/15/89	04/17/90	P	0
URUGUAY MONTEVIDEO 11100	499	PEITHO SOCIEDAD DE ANALISIS POLITICO Susana Rubino	12/15/89	04/17/90	P	0
VENEZUELA CARACAS 1010 A	538	BIBLIOTECA MARCEL ROCHE-INST.VENEZ.INVEST.CIENTIF. Yarisma M. Gonzalez	05/31/90	06/08/90	P	0

Annex 3

** TOTAL DE PEDIDOS PARA SIB-C		1990				
ARGENTINA	490	CENTRO DE ESTUDIOS DE POBLACION (CENEP)	03/16/90	04/30/90	P	0
1000 BUENOS AIRES		Zulma R. de Lattes				
BOLIVIA	482	CONSEJO NACIONAL DE POBLACION (CONAPO)	03/16/90	04/30/90	P	0
LA PAZ		Jeannette Rivero				
CHILE	517	PAESMI	03/16/90	04/30/90	P	0
SANTIAGO		Lilian Cisternas				
CHILE	518	UNICEF	03/16/90	04/30/90	P	0
SANTIAGO		Lisel W. Rosenberg				
CHILE	519	GRUPO DE ESTUDIOS AGROREGIONALES (GEA)	03/16/90	04/30/90	P	0
SANTIAGO		Edith Donoso Flores				
CHILE	529	APROFA-ASOC. CHILENA DE PROTECCION A LA FAMILIA	05/28/90	05/28/90	P	0
SANTIAGO		Iris Munoz				
CHILE	530	ATENCION PRIMARIA EN SALUD	05/25/90	05/28/90	P	0
SANTIAGO		Carlos Beltran				
COSTA RICA	514	CELADE-San Jose	03/16/90	04/30/90	P	0
SAN JOSE		Leda Arguedas				
ECUADOR	515	CONADE- Direccion de Poblacion	04/19/90	04/30/90	P	0
QUITO		Clara E. Leon				
ECUADOR	522	CENTRO INTERNAC. ESTUDIOS SUPERIORES COMUNIC. A.L.	05/14/90	05/22/90	P	0
QUITO		Lucia Lemos				
GUATEMALA C.A.	516	PROGRAMA DE LAS NACIONES UNIDAS PARA EL DESARROLLO	03/29/90	04/30/90	P	0
01909 GUATEMALA		Ruth de Amaya				
PANAMA	449	MINISTERIO DE PLANIFICACION Y POLITICA ECONOMICA	03/28/90	04/30/90	P	0
PANAMA 3		Rosa Elena de la Cruz				
PARAGUAY	485	BASE INVESTIGACIONES SOCIALES	03/16/90	04/30/90	P	0
ASUNCION		Rosa Palau				
PARAGUAY	523	BASE-DIAGONAL ECTA	05/14/90	05/22/90	P	0
ASUNCION		Hebe G. de Rolon				
PERU	451	CONSEJO NACIONAL DE POBLACION (CONAPO)	03/16/90	04/30/90	P	0
LIMA		Lino Rodriguez Villacorta				

Report on the Course
"Use of bibliographic information on population in Latin America"
Santiago 29 January - 2 March 1990

Jointly prepared by CELADE/DOCPAL and IOM/CIMAL

Background information

The funds CIDA-CANADA assigned to CELADE included an item for training personnel working in information units in Latin America. Moreover, with resources belonging to the CELADE San José Office, since 1988 it was planned to train the librarian of that duty station so that the Library may act as a regional focal point of projects being carried out in Central America and the Caribbean, such as the CELADE/IOM Project.

Furthermore, among the activities to be performed within the framework of the Latin American and Caribbean Information Network (IPALCA Network), on-going training activities are envisaged for information units personnel working in institutions which are part of the Latin American Programme for Population Activities (PROLAP).

As CELADE/DOCPAL and IOM/CIMAL coordinate their activities and work together in the maintenance of a bibliographic data base with information related to population and international migration, CELADE addressed an invitation to IOM for CIMAL to participate in teaching a course on the use of bibliographic information on population in Latin America, to be held in Santiago from 29 January to 2 March 1990.

IOM Regional Coordinator for Latin America and the Caribbean accepted this invitation, taking into consideration CIMAL's participation in the IPALCA network and its collaboration in the installation, organization and follow-up of bibliographic information services for the Displaced Persons Project, which are within the activities to be carried out by the Center.

Participants

Institutions from Bolivia, Ecuador, Panama and Paraguay as well as representatives from two international organizations located in Chile (i.e. UNICEF and OAS's Regional Programme for Women) were invited. With the participation of the Librarian of CELADE's San Jose Office, PROLAP and DOCPAL's Assistant Librarian, the group was made up of nine professionals. Annex 1 includes the list of participants.

Programme

The programme was organized according to the following sequence: selection; acquisition; selection for the input of information to the bibliographic data bases; technical processing and input of information using UNESCO's MicroIisis, 2.3 version; and, services (information retrieval, utilization of CD/ROM, etc.). It also covered matters related to organizational aspects to be taken into consideration when establishing information units and national networks to be part of the IPALCA Network. The programme provided for ample opportunity to exercise the different subjects covered during the lectures.

Based on the two procedure manuals prepared by the ECLAC Bibliographic System: "Sistema de Información Bibliográfica: Uso de Hojas de Trabajo (HDB y HAC) y Tarjeta de Registro Bibliográfico (TRB)", and "Sistema de Información Bibliográfica: Manual de Uso de Micro CDS/ISIS", the course was divided into four areas, as follows:

Selection and acquisition	-	First week
Technical processing	-	Second week
Services	-	Third week
Participation in the IPALCA Network	-	Fourth week

Annex 2 includes the Programme of the course.

Some of the participants had to stay for a fifth week in order to prepare a work plan. Annex 3 includes a summary of the terms of collaboration agreed upon.

Training material

An important part of CIMAL and DOCPAL activities for the period 1990-91 will be devoted to strengthen the regional focal points to set up the IPALCA Network. Significant facts to accomplish this purpose are the elaboration of training material as well as the development of aids to facilitate, as much as possible, the use of computer software. In order to accomplish the latter, a CELADE system analyst was assigned to be part of the work team to develop a MicroIisis version for the IPALCA network, based primarily on menus. This software will be distributed to the IPALCA network participating units starting next April.

The material prepared is aimed to help organizing information units on population in Latin America and the Caribbean and its main purpose is to allow for auto-sufficiency in the use of bibliographic and referral data bases. Annex 4 includes a list of documents that CIMAL and DOCPAL distribute in courses, workshops, seminars, etc.

Analysis

Given the purpose of the course, the equipment used (a microcomputer for every two participants, a data show equipment for demonstrations, CD-ROM, etc.) is considered to be the minimum to work with a group this size (nine persons).

The staff assigned by CELADE and IOM to participate in this activity (a total of seven persons) was adequate, taking into consideration the demands of this first course. The collaboration between the two organizations also allowed for an active participation of CIMAL and DOCPAL support staff who in the future, through the experience obtained, will be able to play a substantive role in the information training activities of the Centers.

The time available for the preparation of teaching material did not allow to study the use of audiovisual media, which undoubtedly would have facilitated the teaching and learning process.

Conclusions

Among the participants, different levels of knowledge in the use of software were observed (use of DOS commands, editors such as EDLIN, MicroIris, etc). Due to the interest of the participants and the intensive practice, this difference was overcome by the end of the course, becoming all fully familiar with the software used.

Nevertheless, it is not possible to determine exactly the extent of what they will be able to implement in their units, as it depends on the support they get from their institutions, and the resources available in terms of equipment, budget, etc.

The amount and type of material prepared will allow for future courses to be taught by a smaller group of staff.

It would be highly desirable that, in a near future, training activities have the support of self-training material. This could be prepared using existing software for microcomputers.

Summary of the collaboration established between
national centers and CIMAL and DOCPAL

Bolivia - CONAPO

1. The representative from CONAPO gave its data base to DOCPAL. This data base was created using MicroIisis 1.0 and contains 3000 records.
2. As part of the work done during the course, this data base was transferred to MicroIisis, 2.3 version.
3. A copy of the data base in MicroIisis 2.3 was given to the representative of Bolivia. CONAPO will install it once they receive the MicroIisis version for the IPALCA network from CELADE/DOCPAL.
4. Starting in 1990, it will be the responsibility of CONAPO to collect bibliographic material on Bolivia published in the country. It will be the responsibility of CIMAL and DOCPAL to collect the material on Bolivia published by international sources.
5. Beginning this year, DOCPAL no longer will send diskettes containing records on Bolivia to CONAPO neither will they send special bibliographies. This institution will produce them based on the information stored in the CD/ROM.
6. CONAPO will send DOCPAL the new information on Bolivia twice a year: the last week of February and the last week of August. It will be DOCPAL's responsibility to make the necessary arrangements so that these records are included in the CD/ROM.
7. The representative of Bolivia stated the need to have, as soon as possible, standardized formats for data bases containing information on persons, institutions and information units.

Ecuador - Consejo Nacional de Planificación. Dirección de Población

1. The Documentation Center was established with the technical assistance of the Planning Office of Panama. So far, it has worked manually using TRBs. In 1989, when the Director of the Dirección de Población visited CELADE, it was agreed that Ecuador would look for the necessary resources to acquire a microcomputer for the Center, so that they could start working in a computerized way using MicroIisis and the methodologies adopted by the IPALCA network.

2. The equipment has already being acquired. On her return, Mrs. León will install MicroIsis, version 2.3, and start building the data base on Ecuador.
3. Better use of resources will be done made once the Dirección de Población obtains a CD-ROM reader. Mrs. León was advised to request it from POPLINE, who distributes them free of charge to population information centers. On March 6, DOCPAL sent a letter to the John Hopkins University backing this request.
4. For the time being, it was not considered advisable to organize a national population information network. It will be necessary that CIMAL and/or DOCPAL staff make the necessary follow-up (by mail, and ideally by short-term missions) in order to support the activities to be carried out for the computerization of the Center.

Paraguay - BASE-IS (Investigaciones Sociales)

1. This Center is a result of the division of BASE. In 1987, in-service training was provided to BASE information staff.
2. It is planned that BASE and BASE-IS Documentation Centers work together in the organization of the Paraguayan Population Information Network.
3. BASE-IS will request the support of organizations such as PROLAP, CELADE, IOM, etc. in order to acquire the necessary equipment: microcomputer, microfilm reader, CD-ROM reader, etc.
4. CIMAL and DOCPAL will provide the materials they deem necessary to reach the objective stated under 2) (CD-ROM, manuals, software, etc.).

OEA/CRIM (Centro Regional de Informaciones sobre la Mujer)

1. This Center has the support of the governments of the region in order to provide with the information they require on women. Taking into consideration the Centers's present situation (few staff and scarce financial resources), it was advised they start using IPALCA methodology to process the information in their data base.
2. This data base would initially contain information produced by OAS on the subject, as this data is not included in other information units in the region.
3. CIMAL and DOCPAL will collaborate in the organization and installation of the data base.

4. The person in charge of the Information Center has been invited to be part of the group of international organizations that use MicroISIS. This group is coordinated by ECLAC/CLADES.

UNICEF - Biblioteca de su Oficina en Santiago de Chile

This unit works as a traditional library with a part time librarian. It provides information on subjects related to the organization. Depending on the institutional support, it will join the IPALCA network.

CELADE - San Jose

1. After a professional librarian was hired, the library has become a subcenter for DOCPAL regional activities.
2. Considering that in the short term this library will have to collaborate with the activities of the IOM/CELADE Project, the following work plan was structured:
 - a) To install, as soon as possible, the CD-ROM reader;
 - b) To organize the data base, using the IPALCA methodology, imputing the information on books and methodological material acquired using the funds provided by Holland. Periodically, diskettes with this information will be mailed to CIMAL/DOCPAL;
 - c) To organize, using the IPALCA methodology, the collection for Latin America and the Caribbean. To accomplish this task it will be necessary to hire part-time personnel;
 - d) There are cases in which CELADE San José has copies of documents included in the CIMAL/DOCPAL data base. In order for this information to be added to this data base in Santiago, CELADE San Jose will periodically send it to CIMAL/DOCPAL. It will then be included in the regional CD-ROM;
 - e) To keep CELADE San José informed on records included in the data base and not yet appearing in the CD-ROM, CIMAL/DOCPAL will periodically send diskettes with this information (HCID data base); and,
 - f) CELADE San Jose will organize, as soon as possible, services similar to those provided in Santiago by CIMAL and DOCPAL.

CENTRO LATINOAMERICANO DE DEMOGRAFIA

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CENTRO LATINOAMERICANO DE DEMOGRAFIA

CURSO SOBRE USO DE INFORMACION BIBLIOGRAFICA EN POBLACION PARA AMERICA LATINA IMPARTIDO POR EL CELADE/DOCPAL Y LA OIM/CIMAL 29 enero al 2 de marzo de 1990

Lunes 29

Mañana

10:00 a 11:00 hrs.: Inscripción. Bienvenida. Organización del Curso. Entrega del material. (Betty Johnson)

11:00 a 12:00 hrs.: Recorrido por la CEPAL. (Adelaida Rahmer y María Eugenia Espínola)

12:00 a 13:00 hrs.: **CELADE: Resumen de actividades.** (Betty Johnson)
OIM: Resumen de actividades. (Sandra Acuña)

13:00 a 15:00 hrs.: Almuerzo de los participantes con el personal del curso. Presentación de cada uno ante el Jefe del Area INFOPAL, señor Arthur Conning; la Jefa de la Biblioteca de la CEPAL, señora Carmen Vera y el señor Julio Cubillos en representación del Director del CLADES

Tarde

15:00 a 15:30 hrs.: **PROLAP: Resumen de actividades.** (Edith Donoso)

15:30 a 18:00 hrs.: **Selección de materiales bibliográficos.** Introducción. (María Cristina Sateler)

Martes 30

Mañana

9:30 a 13:00 hrs.: **Selección para la adquisición.** Práctica en revisión bibliográfica donde se encuentran las citas a revisar. Anotación de las citas. (María Cristina Sateler)

Tarde

15:00 a 18:00 hrs.: **Selección para ingreso, primera parte.** Revisión de material bibliográfico indicando tipo de literatura. Ejercicio práctico. (María Cristina Sateler y Sarita Ward)

Miércoles 31

Mañana

9:30 a 13:00 hrs.: **Selección para el ingreso, segunda parte: asignación de niveles de registro.** Ejercicio. (María Cristina Sateler y Sara Ward)

Tarde

15:00 a 18:00 hrs.: Continuación. Traspaso de datos a HDB. Ejercicio. (María Cristina Sateler y Sara Ward)

Jueves 1°

Mañana

9:30 a 13:00 hrs.: Presentación de la base de datos para la adquisición: **ADQUIS**. (Sara Ward)

Tarde

15:00 a 18:00 hrs.: Ejercicio práctico de ingreso de información a la base de datos **ADQUIS**. (Sara Ward)

Viernes 2

Mañana

9:30 a 13:00 hrs.: Consultas en relación con la **selección de material bibliográfico**. Niveles de ingreso. Publicaciones seriadas. (Sara Ward, María Cristina Sateler y Betty Johnson).

Tarde

15:00 a 18:00 hrs.: **HCID**. Ejercicio práctico. (Betty Johnson y Jorge Olivares).

Lunes 5:

Mañana

9:30 - 11:00 hrs.: **El Programa CDS/ISIS: bases de datos bibliográficos de la CEPAL y de la Red IPALCA** (Betty Johnson y Sandra Acuña).

11:30 - 13:00 hrs.: **Uso de la microcomputadora**. Organización de directorios, archivos, comandos del sistema operativo, etc. (Jorge Balzo).

Tarde

15:00 - 18:00 hrs.: **Instalación de los Sistemas CDS/ISIS, SIB/CEPAL y SIB/CEPAL para la Red IPALCA**. Ejercicio práctico (Miriam Echeverría, Sandra Acuña y Betty Johnson).

Martes 6:

Mañana

9:30 - 11:00 hrs.: **El programa DOS y su relación con MINI MICRO/CDS/ISIS. Los programas y funciones del MINI MICRO CDS/ISIS**.

11:30 - 13:00 hrs.: **Revisión del proceso de instalación del SIB/CEPAL para la Red IPALCA y uso de las bases de datos de la Red IPALCA.** Ejercicios. (Sandra Acuña).

Tarde

15:00 - 18:00 hrs.: **Importación - Exportación de bases de datos y conversión de CDS/MICROISIS (versión 1 a versión 2.3).** Ejercicio práctico. (Miriam Echeverría y Sandra Acuña).

Miércoles 7:

Mañana

9:30 - 13:00 hrs.: Continuación de la sesión del día anterior. Ejercicio práctico.

Tarde

15:00 - 18:00 hrs.: **Creación de bases de datos con estructura SIB/CEPAL.** Ejercicio práctico. (Miriam Echeverría y Sandra Acuña).

Jueves 8:

Continuación del día anterior. Ejercicio práctico

Viernes 9:

Creación de base de datos con estructura propia. Ejercicio: base de datos referencial de instituciones INS (Betty Johnson y Sandra Acuña).

Lunes 12

Mañana

9:30 - 11:00 hrs.: **Creación de la FDT, FST, Hoja de Trabajo y formato de visualización en pantalla de la base de datos INS.** El ejercicio práctico fuera de hora comprende completar estos elementos.

11:30 - 13:00 hrs.: **Estrategias de búsqueda.** Conceptos básicos. (Sandra Acuña).

Tarde Ejercicio teórico-práctico. (Sandra Acuña y Betty Johnson)

Martes 13

Mañana y Tarde **Ejercicios de recuperación de información utilizando CD-ROM, bases de la CEPAL, CLAPLAN y DOCPAL.**

Miércoles 14

Mañana y Tarde Continuación de los ejercicios prácticos de recuperación de información

Jueves 15

Mañana **Revisión y corrección de una base de datos creada con estructura CEPAL: COLDI; revisión y corrección de una base de datos creada con una estructura diferente a la CEPAL: INS**

Tarde Ejercicios prácticos con estas bases.

Viernes 16

Mañana

9:30 - 11:00 hrs. **Formatos de impresión.** (Sandra Acuña)

11:00 - 13:00 hrs. Asistencia a charla dada por el señor Abel Henríquez sobre últimos adelantos del Mini-Micro CDS/ISIS.

Tarde **Revisión del Manual preparado en CELADE para la Red IPALCA.** (Sandra Acuña)

Lunes 19

Mañana **Programa de trabajo de un centro nacional. Programa de trabajo de un centro que asume el rol de punto focal nacional.** (Betty Johnson, Sandra Acuña)

Tarde Trabajo en grupos. Preparación de pre informes.

Martes 20

Mañana **Programa de trabajo del punto focal regional de la Red IPALCA. Definiciones de trabajo con los puntos focales nacionales y los centros del país.** (Betty Johnson)

Tarde Trabajo en grupos. Preparación de pre informes.

Miércoles 21

Mañana Trabajo en grupos. Consolidación de un posible informe final.

Tarde Trabajo práctico de **relaciones entre centros de la Red IPALCA.** Utilización del Mini-Micro CDS/ISIS y las bases de datos que allí se generen. Consolidación de una base de datos en el punto focal nacional. Nuevos servicios desde el punto focal regional. (Sandra Acuña)

Jueves 22

Mañana y Tarde Consultas sobre el uso del Mini-Micro CDS/ISIS y su instalación en la modalidad Red IPALCA. Conversión de bases de datos: versión 1.0 a versión 2.3. Exportar-importar bases de datos o sus porciones (a través de búsquedas). Importar y exportar bases de datos utilizando los programas ISO. Incorporación de diskettes a la base de datos nacional.

Viernes 23

Mañana Instalación de base de datos llegada de República Dominicana en computador de CELADE/DOCPAL.

Ceremonia de clausura. Entrega de certificados.

**Lunes 26 -
Viernes 2**

Conversaciones de los representantes de los centros con personal de CELADE/DOCPAL y OIM/CIMAL.

LISTA DE DOCUMENTOS QUE ENTREGAN CELADE/DOCPAL Y OIM/CIMAL EN
CURSILLOS, SEMINARIOS, ORIENTACIONES, ETC. DESTINADOS A
ORGANIZAR UNIDADES DE INFORMACION SOBRE POBLACION
EN AMERICA LATINA Y EL CARIBE

A. Material informativo sobre CELADE y su programa DOCPAL

1. Organigrama institucional del CELADE
2. El CELADE ¿Qué es? ¿Qué hace? ¿Cómo actúa?
3. Catálogo de Publicaciones de CELADE
4. El Sistema de Documentación sobre Población en América Latina, DOCPAL (hojas informativas) (formato de cita bibliográfica), nuevos servicios del CELADE/DOCPAL 1990 en adelante
5. El Sistema de Documentación sobre Población en América Latina: CELADE/DOCPAL y la Red de Información sobre Población para América Latina y el Caribe: Red IPALCA (véase último número de la Revista DOCPAL Resúmenes)
6. Información del REDATAM

B. Material informativo sobre la OIM y su programa CIMAL

1. Organigrama de la OIM (Ginebra)
2. Organigrama institucional de la Oficina de Santiago de Chile
3. Servicios de la OIM/CIMAL
4. Listado de direcciones de Misiones de la OIM en América Latina y el Caribe

C. Material Informativo sobre el PROLAP (Programa Latinoamericano de Actividades en Población) y la Red IPALCA

1. ¿Qué es el PROLAP? Véase informe cuya cita aparece en el punto G de esta lista
2. ¿Cuáles son las áreas programáticas y quienes desempeñan el secretariado? Información en Portada del Boletín
3. Último número del Boletín del PROLAP
4. Lista de sus miembros

D. Manuales e Informativos del Sistema de Información Bibliográfica de la CEPAL, SIB/CEPAL

1. Sistema de Información Bibliográfica: Uso de Hojas de Trabajo (HDB y HAC) y Tarjeta de Registro Bibliográfico. Santiago. CEPAL, 1984. 169 p. (Manual de Procedimiento - Sistema de Información Bibliográfica de la CEPAL N° 1). E/CEPAL/G.1224
2. Sistema de Información Bibliográfica: Manual para uso de MINI-MICRO CDS/ISIS. Santiago. CEPAL, 1989. 159 p. (Manual de Procedimiento - Sistema de Información Bibliográfica de la CEPAL N° 2). LC/L.524

3. Bases de Datos del Sistema de Información Bibliográfica de la CEPAL (SIB/CEPAL). Enero, 1990 (LC/DEM/R.80. Serie B, N° 71)

E. Manuales, Tesauro y pautas para el procesamiento de materiales bibliográficos en unidades de información sobre población pertenecientes a la red Ipalca

1. Guía para la selección de material bibliográfico a ser adquirido, mediante compra, canje y donación en unidades de información sobre población. Enero, 1990 (LC/DEM/R.67. Serie B, N° 57)
2. Guía para la selección de material bibliográfico a ser ingresado a la base de datos en unidades de información sobre población. Enero, 1990 (LC/DEM/R.68. Serie B, N° 58)
3. Guía para el uso y manejo de la base de datos de adquisiciones (ADQUIS) en unidades de información sobre población. Enero, 1990 (LC/DEM/R.84. Serie B, N° 74)
4. Guía para la adquisición de material bibliográfico en unidades de información sobre población: procedimientos administrativos. Enero, 1990 (LC/DEM/R.69. Serie B, N° 59)
5. Guía para la preparación de la Hoja de Control de Ingreso de Documentos (HCID): procedimiento de ingreso directo en el Sistema MINI-MICRO CDS/ISIS. Enero, 1990 (LC/DEM/R.86. Serie B, N° 75)
6. Guía para la preparación de resúmenes en unidades de información sobre Población. Enero, 1990 (LC/DEM/R.70. Serie B, N° 60)
7. Guía para completar la Hoja de Análisis de Contenido (HAC) en unidades de información sobre población. Enero, 1990 (LC/DEM/R.81. Serie B, N° 62)
8. Guía para la recuperación de información en unidades de información sobre población: conceptos básicos. Enero, 1990 (LC/DEM/R.79. Serie B, N° 70)
9. Guía para la indización de documentos y utilización del Tesauro de POPIN en unidades de información sobre población. Enero, 1990 (LC/DEM/R.87. Serie B, N° 76)
10. Guía para ingresar nuevos descriptores y modificaciones al Tesauro de POPIN; Tesauro Multilingüe sobre Población. Nombre de la base de datos: TESAUI (en preparación)
11. Guía para la preparación de documentos que se microfilman en CELADE/DOCPAL (en preparación)
12. Guía para trabajar con el MINI-MICRO CDS/ISIS (versión del SIB/CEPAL para la Red IPALCA. Enero, 1990 (LC/DEM/R.90. Serie B, N° 79)
13. Ayuda memoria (1): Mapa del teclado. Enero, 1990 (LC/DEM/R.71. Serie B, N°61)
14. Ayuda memoria (2): Tabla de Definición de Campos (FDT) del Sistema Bibliográfico de la CEPAL (SIB/CEPAL). Enero, 1990 (LC/DEM/R.72. Serie B, N° 63)
15. Ayuda memoria (3): Tabla de Selección de Campos (FST) del Sistema Bibliográfico de la CEPAL (SIB/CEPAL). Enero, 1990 (LC/DEM/R.73. Serie B, N° 64)
16. Ayuda memoria (4): Símbolos (operadores) utilizados en búsqueda de información. Enero, 1990 (LC/DEM/R.74. Serie B, N° 65)
17. Ayuda memoria (5): Sintaxis de las expresiones de búsqueda (orden en que el MINI-MICRO CDS/ISIS realiza las operaciones). Enero, 1990 (LC/DEM/R.75. Serie B, N° 66)
18. Ayuda memoria (6): Nombres de las hojas de trabajo, formatos de visualización en pantalla e impresión del Sistema Bibliográfico de la CEPAL (SIB/CEPAL) y submenús preparados para la Red IPALCA. Enero, 1990 (LC/DEM/R.82. Serie B, N° 72)
19. Ayuda memoria (7): Instrucciones para conectarse al computador IBM del Centro de Cómputos de la CEPAL para utilizar las bases de datos: CELADE/DOCPAL, OIM/CIMAL, AUTORI, BIBLOS (Biblioteca de la CEPAL), CLAPLAN (Programa INFOPLAN de CLADES). Enero, 1990 (LC/DEM/R.76. Serie B, N° 67)
20. Ayuda memoria (8): Instalación de el MINI-MICRO CDS/ISIS, el SIB/CEPAL e instrucciones para la Red IPALCA. Enero, 1990 (LC/DEM/R. 88. Serie B, N° 77)

21. Ayuda memoria (9): Explicación (en Inglés) de formatos de despliegue del Mini-Micro CDS/ISIS. Enero, 1990 (LC/DEM/R. 89. Serie B, N° 78)
22. Ayuda memoria (10): Traspaso de una base de datos en Mini-Micro CDS/ISIS Versión 1.0 a Versión 2.3. Enero, 1990 (LC/DEM/R.92. Serie N° 81)
23. Tesaurus de POPIN. Tesaurus Multilingue sobre Población. Segunda edición. POPIN, CICRED, FNUAP, 1985
24. Manual CDS - ISIS: Procesador de búsquedas en línea. (Pautas preparadas por el Centro de Cómputos de la CEPAL). 1983
25. Instrucciones para utilizar la base de datos DOCPAL en el CD-ROM del BIREME: LILACS
26. Pautas administrativas mínimas para unidades de información sobre población (servicios, recepción de material bibliográfico, etc.). Enero, 1990 (LC/DEM/R.77. Serie B, N° 68)
27. El lenguaje de búsqueda del MINI-MICRO CDS/ISIS: traducción de la Sección 7 del Manual (versión 2.3) Marzo 1989. pp. 95-107. Enero, 1990 (LC/DEM/R.78. Serie B, N° 69)
28. Sistema de información bibliográfica: Manual para uso de CDS/MICROISIS. Notas al Manual de Procedimiento N°1. Uso de Hojas de Trabajo y Tarjeta de Registro Bibliográfico (conservar junto al Manual N°1 del Sistema Bibliográfico de la CEPAL)
29. Ejercicio práctico para recuperar información en la base de datos de CELADE/DOCPAL y OIM/CIMAL (estrategias de búsqueda y su comportamiento)
30. Instrucciones para el poblamiento de una base de datos bibliográfica con estructura CEPAL. Enero, 1990 (LC/DEM/R.91. Serie B, N° 80)
31. Instrucciones para el poblamiento de una base de datos bibliográfica con estructura CEPAL y a partir de una búsqueda. Enero, 1990 (LC/DEM/R.93. Serie B, N° 82)
32. Apuntes para la docencia: El sistema operativo DOS (preparado por Jorge Balzo P.)

F. Formularios utilizados por CELADE/DOCPAL y OIM/CIMAL

1. Tarjeta de identificación de documentos ingresados al Sistema. Se utiliza para indicar NACCESO, nivel bibliográfico y otras indicaciones al compendiador
2. Hoja de Procesamiento Técnico (CPT). Permite identificar documentos incluidos en paquetes de procesamiento, conocer estado del procesamiento, notas, etc.
3. Hoja de control de paquetes. Anotación de los documentos de los paquetes que se envían a la Unidad Centralizada de Catalogación e Indización (Biblioteca de la CEPAL)
4. Hojas de Procesamiento Bibliográfico: HDB, Hoja de Descripción Bibliográfica y HAC, Hoja de Análisis de Contenido
5. Hoja de pago para resúmenes. Diseñada para llevar los controles que requiere contabilidad para efectuar los pagos correspondientes
6. Formulario múltiple para solicitar, acusar recibo, cobrar, etc. publicaciones (CELADE/DOCPAL y OIM/CIMAL)
7. Tarjeta de registro de series y revistas
8. Formularios de préstamos (a lectores e interbibliotecario)
9. Formulario de adquisición de la British Lending Library

G. Organización de CELADE/DOCPAL, OIM/CIMAL, Centros Participantes y Red IPALCA

1. Pautas mínimas para organizar un centro de documentación sobre población participante en la Red IPALCA
2. Planta de ubicación física del material bibliográfico en la Biblioteca Giorgio Mortara
3. Información sobre población para el desarrollo en América Latina y el Caribe. NU.

CEPAL. CELADE y PROLAP. Informe del Seminario Conjunto CELADE-PROLAP. 28 al 31 de julio, 1987. Santiago. CELADE, 1988. 133 p. (Serie E, N° 33, LC/DEM/G.71).

4. Acceso a estadísticas de población para el desarrollo nacional: Establecimiento de la Red de información en población para América Latina y El Caribe (IPALCA). Enero, 1990 (LC/DEM/R.83. Serie B, N° 73)
5. Lista de Centros Participantes en CELADE/DOCPAL y OIM/CIMAL (primeros centros de la Red IPALCA)

H. Bases de datos bibliográficas sobre población en CD-ROM

1. Boletín LILACS, vol. 1, N° 1, septiembre 1989

I. Información del POPIN

1. Folleto de la Red Informativa sobre Población (POPIN)

Otros

1. Normas de CELADE/DOCPAL para la atención de alumnos. Cursos CELADE
2. Instituciones a cargo de la distribución del sistema Mini-Micro CDS/ISIS en América Latina
3. Revista DOCPAL Resúmenes (último número)
4. Revista de la OIM para las migraciones en América Latina
5. Informe Técnico sobre la III Reunión Regional de MICROISIS (realizada en Caracas entre el 5 y el 9 de febrero en las oficinas de CONICIT), preparado por Abel Henríquez
6. Direcciones:
 - Oficinas OIM
 - Oficinas CELADE
 - Oficinas CEPAL
 - Oficinas de la IPPF
 - Oficinas PNUD
 - Oficinas de Institutos Nacionales de Estadísticas
 - Oficinas Nacionales de Planificación
 - POPLINE
7. Lista del personal del CELADE/DOCPAL y de la OIM/CIMAL

NACIONES UNIDAS UNITED NATIONS

CELADE - Centro Latinoamericano de Demografía - CELADE

Centros Participantes en CELADE/DOCPAL
(Primeros centros de la Red IPALCA)

- CENEP: Centro de Estudios de Población
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Casilla 4397 - Correo Central
1000 Buenos Aires
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Telex: 23854 GECOP AR/CEP
Fax: (54 1) 961-8195

Sra. Silvia Texidor: Directora de la Biblioteca

- INDEC: Instituto Nacional de Estadística y Censos
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1310 Buenos Aires
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(Min. Economía)
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Centro de Documentación: CENDOP
Ministerio de Planeamiento y Coordinación
Av. Arce 2147
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Teléfono: 372-062

Sra. Janeth Rivero: Jefa del Centro de Documentación en
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- SEADE: Fundacao Sistema Estadual de Analise de Dados
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(Colección Mexicana sobre Población y Mujer)
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Módulo de Documentación en Población
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Managua, NICARAGUA Fax: 671571

Lic. Omar Shible: Director Gral. Planif. Global, Secretaría de
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- Ministerio de Planificación y Política Económica (MIPPE)
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Sra. Martha Sabelli: Documentalista

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**** ACQUISICION DE DOCUMENTOS (CARMEN VERA) ****
RUC: 101014LD
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