



CDCC/CIS/80/1  
15 September 1980

ECONOMIC COMMISSION FOR LATIN AMERICA  
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

Workshop on Techniques for Effective  
Participation in the CARIBBEAN  
INFORMATION SYSTEM

24 November - 5 December 1980  
Port of Spain, Trinidad

P R O G R A M M E

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



**UNITED NATIONS**

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean

Monday 24 November

8.00 - 9.00 Registration of Participants

9.00 - 10.00 OPENING SESSION

Opening Remarks

Ms. Wilma Primus  
Project Co-ordinator  
Caribbean Information System

Welcome Address

Mr. S. St. A. Clarke  
Director  
ECLA Office for the Caribbean

Introduction of Participants

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

General Outline of Workshop

Background information on the aims and objectives of the course.

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

10.00 - 10.15

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COFFEE BREAK

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10.15 - 12.00

SESSION I

CO-OPERATION FOR THE DEVELOPMENT  
OF INFORMATION SERVICES

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

1.30 - 4.30

SESSION II

THE CARIBBEAN INFORMATION SYSTEM

Ms. Wilma Primus

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

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COFFEE BREAK

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

CARIBBEAN CONGRESS OF INFORMATION PROFESSIONALS

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

Tuesday 25 November

8.30 - 12.00

SESSION III

NATIONAL INFORMATION SYSTEMS

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

DISCUSSION

10.00 - 11.00

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COFFEE BREAK

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and payment of subsistence allowance

- Planning and development of a National Information System - Trinidad and Tobago
- Examination of plans for National Information Systems - Jamaica, Cuba, Barbados

1.30 - 4.30

SESSION IV

THE PLANNING PROCESS IN THE CARIBBEAN

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

COFFEE BREAK

The relationship between Planning, Information and Development.

Wednesday 26 November

8.30 - 12.00

SESSION V

THE USERS OF INFORMATION

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

Presentation by participants of data related to their country:

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

COFFEE BREAK

IDENTIFICATION OF USERS' NEEDS

Ms. Fay Durrant

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

1.30 - 4.30

SESSION VI

DEVELOPMENT OF INFORMATION RESOURCES

- Relationship to users needs
- Sources of relevant material
- Producers of information
- Undocumented information
- Classified information
- Type of material available for libraries and information centres in the government departments
- Co-operative acquisition policies

SOURCES OF FINANCE FOR DEVELOPING INFORMATION RESOURCES

- Budgeting for acquisition
- Sources of aid for library materials

Thursday 27 November

8.30 - 12.00

SESSION VII

THE TREATMENT AND PROCESSING OF INFORMATION

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

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

- Thesauri as classification schemes
- The Uniterm System

1.30 - 4.30

SESSION VIII

THE CATALOGUING PRINCIPLES

- The Anglo-American Cataloguing Rules II: Principles
- The UNISIST reference manual for machine<sup>3</sup> readable bibliographic description - Principles

The CDC manual for the processing of data for the bibliographic worksheet of the Caribbean Information System. Ms. Fay Durrant

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

Friday 28 November

8.30 - 12.00

SESSION IX

COMPUTERIZED INFORMATION SYSTEMS

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

COFFEE BREAK

CARBIB data base: structure and functions Ms. Wilma Primus

Exercises in cataloguing documents using the bibliographic worksheets.  
Review of exercises

1.30 - 4.30

SESSION X

INDEXING

Ms. Fay Durrant

- Objectives and value
- Vocabulary control
- Thesauri
- OECD Macrothesaurus

Exercises using the bibliographic worksheet

Monday 1 December

8.30 - 12.00

SESSION XI

ABSTRACTING

Ms. Fay Durrant

- Objectives
- Types of abstracts: informative abstracts;  
Indicative abstracts; Informative/Indicative  
abstracts
- Models of abstracts

1.30 - 4.30

SESSION XII

Indexing and abstracting exercises

Tuesday 2 December

8.30 - 12.00

SESSION XIII

Indexing and abstracting exercises

1.30 - 4.30

SESSION XIV

INDEXING AND ABSTRACTING EXERCISES Resource Personnel

Group discussion of the value of indexing and abstracting to Government and Technical libraries: its cost effectiveness.

Wednesday 3 December

8.30 - 12.00

SESSION XV

ABSTRACTING AND INDEXING EXERCISES

11.30 - 12.00 Discussion of participant satisfaction with workshop

1.30 - 4.30

SESSION XVI

ABSTRACTING AND INDEXING EXERCISES

CARISPLAN ABSTRACTS - Use as a reference tool

Thursday 4 December

8.30 - 12.00

SESSION XVII

USER EDUCATION

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

1.30 - 4.30

SESSION XVIII

SOURCES OF AID FOR INFORMATION  
AND PROJECT FORMULATION

Mr. S. St. A. Clarke

Aid from the International Development Research Centre of Canada, Project preparation. IDRC Projects.

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

Aid available from UNESCO  
UNESCO action plan for the Caribbean -  
Information Development

A UNESCO Representative

Aid available from UNDP

A UNDP Representative

Friday 5 December

8.30 - 12.00

SESSION XIX

NATIONAL PROPOSALS FOR DEVELOPING INFORMATION  
SERVICES TO GOVERNMENT OFFICIALS

Work programme of individual institutions. The work programme will detail the plans for implementing a programme of information services to governments.

This is a paper which participants will have begun preparing before the workshop and which they will continue to develop in the light of their experiences and information gained during the workshop.

1.30 - 4.30

SESSION XX

Participation in the Caribbean Information System  
Responsibilities  
Benefits

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

CLOSING SESSION

Summary Session and Evaluation.