CEPAL

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CENTRO LATINOAMERICANO DE DOCUMENTACION ECONOMICA Y SOCIAL

CLADES

E/CEPAL/CLADES/G.2

INFORMATION SYSTEM FOR PLANNING IN LATIN AMERICA AND THE CARIBBEAN

- A basic instrument for co-ordination and co-operation among developing countries -

Santiago, Chile 1979

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CEPAL/CLADES/ILPES, October 1979

I. INTRODUCTION

The CEPAL system and the Information for Planning project

For several years now the region's specialists have shown concern and preocupation for the impact of information on development problems.

The international and regional organizations of Latin America and the Caribbean 1/ have also shared this concern, and although they have not succeeded in giving it the material form of action in keeping with the magnitude of information problems, they have at least contributed to developing awareness of the fact that the information element is not only a question of support, as it has traditionally been considered, but an integral component of development.

The CEPAL system, comprising the Economic Commission for Latin America (CEPAL), the Latin American Institute for Economic and Social Planning (ILPES) and the Latin American Demographic Centre (CELADE), with very extensive experience in the region, noted this concern and in different forms has been able to respond to it. One has been to shape the project on information for planning, by channelling it through its divisions and services specializing in the subject.

1. Historical and institutional background

The project on Information for Planning appeared as an instrument of the system for co-operation and exchange among planning bodies, repeatedly requested from ILPES 2/ by the planning bodies of Latin America and the Caribbean, which had shown interest in having better and more complete information on the results of the planning process, and expressed it on several occasions.

1/ IDRC/CEPAL/IDB: Meeting on Information for Development in Latin America and the Caribbean, Cali, Colombia, 23-28 October, 1977.
2/ See annex 1.

/In April 1977

In April 1977 in Caracas, Venezuela, during the First Conference of Ministers and Heads of Planning of Latin America and the Caribbean a fundamental agreement was reached which consisted in setting up a System of Co-ordination and Co-operation among Planning Bodies of Latin America, the aim of which was to promote and implement the exchange of national experiences in economic and social planning and establish forms of developing common actions to promote appropriate machinery for strengthening co-operation. In order for this agreement to materialize the Latin American Institute for Economic and Social Planning (ILPES) was nominated Technical Secretariat, and was to offer the necessary support to the governments in fulfilling the objectives and ensuring the implementation of the proposed system for co-ordination and co-operation.

CEPAL resolution 371 (XVII) adopted at the seventeenth session, endorses the creation of the System of Co-ordination and Co-operation for planning. The Technical Subcommittee of ILPES, meeting in Panama in April 1978, reinforced the Institute's activities in this sense in a recommendation, making it responsible for proposing the necessary measures which would make it possible to achieve: the greatest possible dissemination of studies and research on planning and the maintenance of a register of information on the results of studies by the planning bodies.

Lastly, the Report on the First Meeting of Planning Experts of the Caribbean, held in Havana in January 1979, added that Caribbean co-operation in planning must eventually become the basic subregional instrument for the better functioning of the System of Co-ordination and Co-operation among Planning Bodies of Latin American and the Caribbean.

/2. ILPES, CLADES

2. ILPES, CLADES and the CEPAL Office in Port of Spain as specialized bodies and executing agents of the project

The CEPAL system, being a sensitive instrument, was duly able to channel the concerns of the countries and their planning bodies by steering them towards the specialized bodies which could implement the project. This led to conversations being initiated between ILPES and the Latin American Centre for Economic and Social Documentation (CLADES) 3/ of the CEPAL system in mid-1978, with the aim of seeking the most expeditious means of arriving at an exchange of experiences and co-operation among countries in planning matters, through information.

From them emerged the idea of creating the Information System for Planning, taking into consideration that:

- if the system was capable of collecting and inventorying the information produced in the region on planning;

- if the information collected was organized by means of an appropriate classification and a system of processing which would permit its use at a later date, the system would be in a position within a reasonable time, to provide the experts with up-to-date material which would help them to tackle common or particular problems of development planning in the countries of the region, by providing them with information on existing experiences, using these to anticipate errors and above all avoid duplication of effort.

The implementation of an information system, however, is a complex task which requires a large number of different data which will make it possible to design an information system which will efficiently meet the needs of planners, and the subsequent definition of a series of successive actions which will carry the system towards the achievement of the goals proposed.

3/ See annex 2

/To illustrate this,

To illustrate this, some basic data are given below which are needed before the information system can be put into practice:

- knowledge of the planning situation in the region;
- knowledge of planning information needs;
- identification of planning institutions in the region;
- knowledge of institutions in the region which generate information on planning;
- description of the planning documentation produced in Latin America and the Caribbean (typology);
- appraisal of the information infrastructure existing in the countries;
- knowledge of information systems on the subject or relating to it, existing at the regional and/or national levels.

The executing institutions of the project possess - each in its own field - sufficient know-how on the planning and information situation in the region to design a realistic programme of planning which it is feasible to implement.

ILPES, for example, has a long history and experience accumulated over fifteen years of work in the field of planning in the region, during which its activities have included very substantial training work (approximately 6,000 professionals have taken part in more than 100 planning courses); in the field of research, while its activities have centred on: development problems and policies in the region; studies aimed at improving the methodologies and instruments of planning; and lastly, research for the preparation of documents for the training of professionals in the field of planning and development.

/CLADES for its

CLADES for its part has carried out studies for the formulation of hypotheses on the problems of information in Latin America and the Caribbean, identifying some problems which constitute serious obstacles in the transfer of socio-economic information and consequently obstruct the development process, suc as, for example, the lack of a complete in-depth diagnosis of the situation of information at the national and regional levels.

In this connexion CLADES implemented a project financed by the International Development Research Centre (IDRC) of Canada, consisting of an Inventory of Socio-Economic Information Units in Latin America and the Caribbean.

This inventory, covering 22 countries of Latin America and the Caribbean, contains basic information on the following aspects:

- diagnosis of the possibilities and deficiencies of the general situation in the region as regards its information infrastructure in the socio-economic field; appraisal of the possible integration of regional information units or co-operative information systems or networks for expandings its services capacity;

- diagnosis in each country of the possibilities and limitations of its national information infrastructure in the socio-economic field;

-- definition of national and regional information policies according to the diagnoses effected with the data collected.

The Caribbean Documentation Centre (CDC), 4/ which depends on the CEPAL Office in Port of Spain, was set up in 1977 as an instrument for support and co-ordination of the regional activities

4/ See annex 3.

/of the Caribbean

of the Caribbean Development and Co-operation Committee (CDCC)5/ and with the purpose of supplying available information to the countries outside and inside the subregion.

At its Third Meeting the CDCC recommended the holding of a technical level meeting on the development of information services in the Caribbean and gave the Secretariat the task of activating the establishment of an information centre based on effective relations and co-operation among the information units covering the subjects which the committee had indicated as being of top priority in each country and in the region. One of the top priority sectors is constituted by socio-economic planning as promoter of the development and integration process. So as to provide the professionals taking part in the planning process with the adequate information for decision-making, the Secretariat proposed to set up a decentralized system of information and liaison among the national planning offices. National co-ordination was effected through a National Co-ordination Office and regional co-ordination through the Caribbean Documentation Centre. In order to implement the system, CEPAL requested financial support from the International Development Research Centre (IDRC) of Canada, which granted it for a period of a year, as from May 1977. As regards geographical coverage the Information System for Planning project was based on two regional components, the Caribbean and Latin America, but on the basis of a common conception and methodology which took account of the needs and characteristics of each subregion. Co-ordination between CLADES, ILPES and CDC has already given its first fruits in terms of training the staff assigned to information work in the national planning offices of the member countries of the CDCC, and of processing the data collected by CDC in the ISIS system operated by CLADES in the Computing Unit of CEPAL/Santiago.

5/ The CDCC is a subsidiary and permanent agency of CEPAL, set up pursuant to resolution 358 adopted at the sixteenth session of CEPAL in May 1975. The headquarters of its secretariat is the CEPAL Office in Port of Spain and the member countries are: the Bahamas, Cuba, Dominican Republic, Barbados, Grenada, Guyana, Haiti, Jamaica, Suriname, Trinidad and Tobago, Belize and the West Indian Associated States. The Netherlands Antilles has observer status.

/This co-ordinated

This co-ordinated action corresponds to the philosophy of the CEPAL system which promotes horizontal operation among countries and whose fundamental concept is constituted by the recognition that there are developing countries differently endowed with human, natural and financial resources, countries going through different stages of their economic development and countries which have progressed to a different extent in sectors of production and technological development. At the same time, these countries have common denominators steeming from their state of underdevelopment, their colonial origins, their economic structure and their degree of dependence on the developed world, while the greatest diversity persists in forms of economic thinking. The aim is therefore to pool efforts so as to make the most of the relative unbalances between them so as to generate mutual supplies of and demands for services and resources through a collective effort of solidarity.6/

The position of ILPES in relation to the above proposals may be summed up in the fact that co-operation among ministries and planning bodies has as its objective the achievement of greater knowledge and rapprochement among them, the promotion of the exchange of national experiences in economic and social planning and the establishment of forms for the development of common actions the purpose of which is to give impetus, through planning, to suitable machinery for strengthening co-operation among the countries of the region.7/

As regards CLADES and CDC, the concepts incorporated as the bases of the action programme being implemented by the CEPAL system are to be found interpreted in their philosophy which tends towards the application of a decentralized model in which the institution co-ordinates and supports in a technical sense action leading to the strengthening or creation of national information infrastructures

6/ E/CEPAL/L.135, 7 May, 1976.

7/ Annex 1, p.32

/in each country

in each country of the region, which will control, process and disseminate the socio-economic data produced in their respective countries, "seeking gradually to diminish the exclusively north-south interdependence and to open up a horizontal interdependence, that is, among developing countries and regions,"8/ and exchanging data on an equal footing with the developed countries, either directly or through regional and international information networks and systems.

II. INFORMATION FOR PLANNING

1. The problems of information in the planning process

The incorporation of the information component as one of the basic elements in the system of co-operation and exchange of experience in planning represents an important step; however, the mere fact of identifying it does not imply more than the recognition of the need for information for decision-making in the field of development and therefore the consequent visualizing of the problem and the possible search for solutions. These solutions have fairly complex characteristics which in turn require complex responses. On the one hand it should be considered that the growing need for information demands the work of organizing it appropriately, and this promotes in the countries the creation of systems capable of monitoring and handling a volume of knowledge and data which becomes daily greater and more varied. On the other hand, with reference to the specific field of planning, it is essential to have adequate knowledge of the data produced on the topic so as to make it possible to carry out the activities of formulating, following-up, organizing and monitoring the planning process. These activities are obstructed by the constant increase in the volume and complexity of the basic documentation produced considering the large number of bodies which feed in qualitative and

8/ E/CEPAL/1029, 14 March 1977.

/quantitative

quantitative data to the planning offices and ministries, for example: central banks, national statistical offices, ministries and private institutions, departmental planning offices, decentralized institutes, research centres, university centres, regional integration bodies, international organizations, etc.

The types of documents produced by these institutions are numerous and varied and cover a wide range of topics, such as for example: theoretical and methodological documents, documents on national and sectoral policies, appraisals of specific projects, studies produced for and during international meetings, information on external financing, subregional agreements and resolutions, results of specific research, etc.

The above list shows the need of knowing of and duly recording the existence of this basic documentation for planning and for processing it with some system which allows its timely delivery and utilization when the experts need it in the different stages of the planning process.

The next few pages will endeavour to present some of the problems of information in the planning process.

1.1 Aspects of the problem

(i) In the first place the problem will be dealt with in terms of the process itself, i.e., a group of actions which absorb very specific and processed data, and in turn generate fairly typical data such as: national plans, sectoral plans, development programmes, etc.

As regards data input, the planning process requires a very wide universe of a very diverse nature such as: base studies and basic statistics, all the existing economic and social data, etc. Since this is a vital aspect, it is the most complex to cover exhaustively in the initial stages of an information system.

/(ii) In addition

(ii) In addition to the data required and generated by the planning process, a further two aspects are clearly identified as also constituting possible points of approach: (a) the planning process in a context of development and specific planning theories, which mark out a field or area of information of a different nature from that indicated in (i), and (b) the planning process with data requirements of a methodological nature (planning techniques and instruments), which goes to make up another area of typical data to be dealt with by the system.

(iii) Lastly, the planning process seen from a juridical-institutional approach; the process has been given expression and channelled through juridical-institutional bodies and instrumens which have regulated it to a greater or lesser degree. It would seem important to be aware of this aspect since it constitutes an important factor in the development of the process and in particular its appraisal and subsequent orientation.

As has already been said, in each of the aspects listed different information requirements are created both in quantitative and qualitative terms and in each there is a need for data of differing intensity. For example, for preparing the diagnosis of the situation of external trade in a country, the statistical figures are primordial; however for the preparation of a global strategy for the development plan, in addition to statistics, the handling of theories, official declarations, declarations by private industry, the position of professional groups, trade union positions, etc., are required, this being data contained in documents of different types and degrees of accessibility.

This document, in referring to the concept of "information", includes two of its main components indiscriminately: qualitative information and quantitative or statistical information. However, this is considered a good moment to point out that the system of information for planning can hardly process qualitative and quantitative data together, since they require different processing techniques.

/The proposed

The proposed system will therefore cover only bibliographical information, indirectly supporting the statistical system by establishing the control and registration of the sources of such data, i.e., it will only give the bibliographical references of the existing statistical data, their degree of breakdown, form of presentation and the physical location of the document containing them.

It is also worth mentioning that the search for solutions for compiling, standardizing and handling the quantitative data has been undertaken by numerous institutions both national and international; among the latter mention may be made of the work of different United Nations agencies.

2. The Information System for Planning

In order to define an ideal information system for planning, fundamental aspects should be considered: the data to be entered in the system and the products and services that it will offer to the users. As an example of what may be fed into the system, mention may be made of the total amount of the documentation produced during the planning process, the total amount of data required to carry out this process, all the theoretical and methodological instruments it requires and all the juridical-institutional background relating to its evolution in the region. This means that the ideal system should be capable of registering or monitoring the entire mass of documents consumed in the planning process and also the mass generated; i.e., it should aim at total bibliographical control.

The compiling of all the information necessary for the process no doubt constitutes an important task as is also possession of the channels of communication which will make it possible to report on the data collected so as to produce a continuous flow between the system and the user-planner, which requires a complex and expensive communications infrastructure (telex, access to computer terminals, etc.).

/If the problem

If the problem is to be tackled from a realistic point of view, gradual solutions should be adopted and objectives fixed which in the short term will provide answers to some of the problems already indicated. For example: (a) control of the documentation produced during the planning process (national plans, sectoral plans, programmes and projects inserted into the context of these plans, etc.); (b) control over the methodological documentation produced by institutes or bodies which have carried out significant activities in the study, research, training, etc., of planning in the region.

The short-term objetctives coincide with the proposals of the Technical Committee on Co-ordination in Planning, which mentioned as a predominant activity the exchange of experiences and as a concrete expression of horizontal co-operation, the joint planning of the countries of the region in the long term.

III. OBJECTIVES OF THE PROJECT

General objective:

To design and implement an information system which will permit the exchange of experience and co-operation in planning in Latin America and the Caribbean.

Specific objectives:

1. To define the characteristics of an information system for planning.

2. To design the information system for planning.

3. To carry out a pilot project which will make it possible to ensure the regular progress of the project in a second phase of activities.

4. To create a bibliographical data base for planning.

/IV. DESCRIPTION

IV. DESCRIPTION OF THE INFORMATION SYSTEM FOR PLANNING

The system arose as a joint project of the Institute for Economic and Social Planning (ILPES) and the Latin American Centre for Economic and Social Documentation (CLADES), with the support of DOCPAL,9/ as a form of responding to the concerns shown by the countries in connexion with the need to set up machinery to allow an expeditious and enriching exchange of experiences among national planning bodies.

In view of the magnitude of the undertaking, the project was approached with two components, each with its respective co-ordinating nucleus: the system for Latin America, for which CEPAL's Latin American Centre for Economic and Social Documentation (CLADES), with its headquarters in Santiago, Chile, will be responsible, and the system for the Caribbean which will come under the responsibility of the Documentation Centre of the CEPAL Office in Port of Spain, Trinidad and Tobago.

Both components of the system, financed in the first phase by IDRC of Canada, are closely interrelated since they will use the same methodology to standardize the procedures and techniques required to fulfil one of their objectives, which is to set up a data base which will contain data on the documentation on planning produced in the region or outside it, and provide a rapid service through this data base to the users. In order to achieve this objective a national infrastructures of information for planning must exist on which to base the system; it is for this reason that the project design considers strengthening or creating an adequate infrastructure - as the case may be - in each of the countries participating in the form of advisory and training activities.

9/ See annex 4.

/During 1979

During 1979 the project design was drawn up, conceived of as an exercise in continuing learning containing various levels of consultation with planning experts and authorities in the region, so as to make its subsequent materialization more feasible, and ensure that the system would really become a vehicle of exchange responding to the real information needs of the experts. This last aspect was particularly considered during the technical meetings in CEPAL,10/ which were convened to discuss the characteristics of the system and out of which its preliminary design emerged.

Latterly, in order to give the project the realistic dimension desired, the direct participation of the region's specialists was sought in the final formulation of the design.

The Economic Commission for Latin America (CEPAL) convened in Santiago - at the request of the Latin American Centre for Economic and Social Documentation (CLADES) and the Latin American Institute for Economic and Social Planning (ILPES) - two successive meetings of experts on planning and information sciences in which a proposal was studied containing the design of the information system for planning in Latin America and the Caribbean.11/ On those occasions the experts gave opinions in respect of:

(a) the characteristics which will govern or limit the activities of the project in its immediate phases, and in the medium and long term;

(b) the order of activities of the project in terms of regional situations and needs.

The decisions taken on the different aspects considered in the project (users, technical aspects, etc.) which were submitted for discussion, are given below.

10/ See annex 5.

11/ See annexes 6 and 7.

/1. Definition of

1. Definition of the system according to users' needs 12/

The Information System for Planning is considered as a network oriented towards the user, and therefore implies defining the universe of anticipated users and their possible information needs.

This universe is defined as the group of authorities, professionals, researchers and technicians who take part in the different stages of the planning process and who in carrying out their activities require different types and qualities of information. As a group they have been termed "typical users". 13/

When, at the beginning of this study, the aspects of the problem of information in planning were considered, reference was made to the different demands for documentation which arise out of the process which is generally speaking going on in the planning offices. The typical users are therefore identified with the different activities taking place in these offices, which in the long run finally constitute the main users.

This is why the recommendation which emerged by consensus in the working meetings suggests that, in view of the fact that the Information System for Planning originated as an instrument of the system of co-operation among planning bodies, it should be oriented to the needs of this system, such as for example: the identification of joint actions which may be incorporated into the development plans as a means of co-ordinating activities which will permit co-operation among planning bodies.

12/ See also annex 5, p.59.

13/ CEPAL/CLADES. An Information System for Planning in Latin America and the Caribbean; Information document on the project, second version, Santiago, Chile, 1979.
CEPAL/CLADES. An Information System for Planning in Latin America and the Caribbean, Frame of Reference for the design of the System, second version, Santiago, Chile, 1979.

/The system

The system should therefore be aimed primordially at serving the planning bodies although at a later date it may serve other audiences.

2. Limits of the system: type of information to be entered and volume of literature on planning

All the documentation produced on planning is without any doubt of great utility, but its immense volume makes it necessary to set realistic goals which will limit the inflow of the bibliographical information into the system in the different stages planned.

In order to envisage the magnitude of the volume of the documentation for planning, the institutions which, owing to the role they play in national activity, generate or are the authors of publications on the subject must be identified. The following institutions which feed the planning process have been identified: central banks, national statistical offices, ministries which supply planners with the necessary sectoral data, departmental planning offices, decentralized institutes, research centres and some private institutions.

In view of the great variety of information, it was suggested entering:

(a) development plans, programmes and projects, whether global, regional and/or sectoral and budgets;

(b) technical and methodological planning studies;

(c) historical-type planning documents, and

(d) documents which describe or analyse the national planning situation in the different countries, especially those written by authors of note.

In view of the volume of information on planning, possible priority areas should be set and their bibliographical output entered in the system, a task which each member country will undertake.

/3. Limits of

3. Limits of the system: "geographical scope"

In terms of geographical scope, the information system can cover the following contexts: national, regional and international. It is considered that to begin with it should be of a regional nature in accordance with what was said earlier as regards the need for exchanging planning experiences and also because of the volume and complexity of the activities involved, including in the short term some countries of the region whose information situation is highly representative, and later gradually adding the other countries of Latin America and the Caribbean.

It was recommended in the working meetings that as a strategy the information system should be linked in a near future with planning institutions in the countries of Africa and Asia.

It was also recommended that the system should consider putting into practice the machinery which will permit an easy linkage with other information systems, both national and international or regional which might contain bibliographical references of interest for planning (AGRIS, BIREME, etc.), and also incorporate into its data base documents on planning in Latin America and the Caribbean produced by regional and international bodies, for example: publications of IDB, AID, etc.

4. Limits of the system: languages to be covered

Ideally, the system should cover all documentation produced in the world on Latin America and the Caribbean, which may be found in a language other than those normally used in the region. For processing this it will be necessary to consider: languages in which the documents are written and the working language used to operate the information system (languages of summaries, indexes, etc.).

For processing the documentation written in languages is not commonly used in the region, resources in addition to those anticipated will be required for hiring translators who can translate the content of the publications into accessible languages, or, if not,

/create the

create the institutional links with other international information systems which have collected information on this documentation in their data bases, since their publications are, generally speaking, multilingual and their data bases sufficiently exhaustive in the coverage of the documentation produced in the world.

However, the only languages considered in the first phases of the project for entering documentation in the data base were: Spanish, English, French and Portuguese, leaving for later periods input of bibliographical material in other languages.

As regards the working language, the system will adhere to the following patterns:

- the working language of CLADES for processing the documents on planning will be Spanish;

- in the case of the Documentation Centre of the CEPAL Office in Port of Spain, the working language will be English in the first phases of the project for processing the documents produced in the region;

- the translation into English or Spanish, as the case may be, of the titles of the works will be introduced on an experimental basis as additional information to make the titles accessible to a broader universe of users;

- as the feeding of the Information System for Planning is decentralized, summaries of documents will be entered in the language of the country producing them, e.g., Portuguese.

5. Technical aspects

The decisions taken were based on maintaining the information system within realistic cost margins, considering in the early phases the possibilities of using the installed capacity and specialized human resources in each of the components of the system.

/5.1 Physical

5.1 Physical storage of information

As regards the physical storage of the documents, the system will proceed:

- during the early phases of the project, and while the sending of documents to and from national focal points is being established on a regular basis, to form the basic collection of documents on planning centralized in CLADES and CDC, the CLADES collection will bring together what ILPES has collected during its years of work in the region, and will also depend on the well-endowed collection existing in the CEPAL/ILPES library; as regards Caribbean documentation, the CDCC Documentation Centre will take over the organization and processing of information on planning generated by the CDCC Secretariat and the information collected in the countries of the subregion.

As a solution to a future lack of space and as a form of expediting services provided with these collections, the possibility has been considered of putting on microfiches the publications which form part of the collection if the volume of documents and the users' demand for them make it advisable.

5.2 Criteria for the treatment of the data and its transfer

Since the CEPAL system adopted the ISIS computerized system (Integrated Set of Information Systems), used by many bodies,14/ and guaranteeing an easy exchange of information, it was decided to use this system for the monitoring and retrieval of the information in the bibliographical data base on planning.

14/ To illustrate this a list follows of some of the institutions which use ISIS: UNESCO, Paris, UNCTAD and FAO, Empresa Brasileira de Asistencia Técnica y Extensao Rural (EMBRATUR), the Bulgarian Centre for Scientific and Technical Information, Bulgaria, the Ontario Ministry of Education, Canada, PETROPERU, Peru, etc.

/6. Technical support

6. Technical support for the system

6.1 Training activities

The training of the personnel who will support the system from each national planning office or any other point or national counterpart will be undertaken according to the following plan of action:

In the short and medium term:

- CLADES and ILPES will prepare basic courses on information and documentation in Santiago for participants from all the countries in the pilot project, which will include in-service training in the area of information and notions of planning and economic development.

In the long term:

- refresher courses will be held in information and documentation in some countries participating in the system, according to a calendar of activities drawn up annually in response to requests from the countries.

6.2 Technical advisory services

This concerns the support to be given to the planning bodies of each country to strenthen or create national information infrastructures for planning. This aspect was stressed as being fundamental since the future feeding of information to the system will depend on it, the existence of focal points or national counterparts capable of absorbing the responsibilities assigned to them being the only valid guarantee of the information system which it is expected to establish. For this reason CLADES and ILPES were entrusted with:

- setting up a technical advisory programme prepared in keeping with the characteristics and level of the information infrastructure of the co-operative centres and providing them with the advisory service corresponding to stage of the project they are implementing;

/-promoting

- promoting horizontal technical co-operation so as gradually to decentralize the information system for planning.

6.3 Technical tools: norms, handbooks, controlled vocabularies, computer programmes, etc.

Each of these elements will be dealt with briefly and separately.

6.3.1 Controlled vocabularies

CLADES will use the OECD Macrothesaurus as a fundamental vocabulary for document indexing, but as the specific need becomes felt of adding its own planning terminology to assist in retrieving information collected in the data base, it is anticipated that it should enrich the controlled language in the future with a view to constructing a working tool which will satisfy the specific and individual information needs of Latin America and the Caribbean. It is thus suggested that:

In the long term:

- a specific planning vocabulary should be structured on inter-consultation with the countries taking part so that it will be a common tool of use to all;

- this vocabulary should be brought into line with the Macrothesaurus and other vocabularies existing in the region.

6.4 Types of summary

The compendium of the information contained in planning documents constitutes the vehicle which enables the expert to make an appropriate choice of the bibliographical material in which he is interested. It was therefore decided to enter in the data base summaries of an indicative and informative nature, freely drafted, with the descriptors separate from the text. These summaries will be published twice-yearly in PLANINDEX which will contains the bibliographical references of each document.

/ILPES will

ILPES will continue with an in-depth analysis of national development plans and the resulting document will be treated as a publication with its own bibliographical identification, summary and application of descriptors for entry in the system.

7. Products of the system

As a result of the activities of the project there will be products. These may be divided into services offered and publications.

Services:

- Bibliographies on request on specific planning topics obtained from the data base formed from the collection and processing of data;

- Retrospective searches for information in other CLADES data bases, such as, for example, information on documents produced by CEPAL and ILPES, information on documentation on integration, etc.;

- Selective dissemination of information in keeping with users' interest profiles;

- Monthly lists with information on the bibliographical material entered in the computer, as a preview of PLANINDEX;

- Preparation of lists of periodical publications (titles) concerning planning;

- Reproduction of planning documents or parts of documents existing in the CLADES collection at the request of the users.

Publications:

- Synthesis of Development Plans containing in-depth summaries of the different national plans, with the main aims pursued, allocation of resources, etc.;

- PLANINDEX, a twice-yearly periodical publication, containing the bibliographical information and summaries of documentation on planning entered in the data base;

/- Preliminary

- Preliminary versions of the draft project and final version;

- Information sheet with a summary of the final document for the information of the planning authorities.

V. DEVELOPMENT STRATEGY OF THE SYSTEM AND METHODOLOGY

CLADES has always aimed - as a strategy in the field of information - at the participation of the users in the different stages or phases of its projects, as a form of adapting them to real information needs.

In the specific project for the creation of an Information System for Planning in Latin America and the Caribbean, the application of this strategy aimed at the incorporation in its design of the information requirements of the planners. Their presence was therefore sought in technical discussions so that their points of view would be reflected in the recommendations and suggestions. The presence of the experts of the region in the design stages of the project guaranteed that the general lines of the project were in keeping with the conditions and opportunities of the respective national information infrastructures, preventing any exaggerated solution in the form of activities which would convert the undertaking into a resounding failure. It is also important to consider the fact that the presence of planners and information specialists at the start of activities made it possible to engage them in the undertaking an indispensable commitment in that a project of this scope cannot be the sole responsibility of international bodies, since its continuity depends directly on the participation and permanent interest of the countries.

In line with the concepts mentioned above, CLADES and CDC have reserved for themselves the preliminary activities of study, design, promotion, training and co-ordination of the project, seeking to delegate responsibilities - in the regular operation of the system - on the local infrastructures in so far as these are able

/to meet their

to meet their own needs for information and for the exchange of information. This is why the degree of centralization or the equally definitive decentralization of the system can only be determined in the light of the process of gradual absorption of responsibilities by each national centre taking part.

As an expression of the above strategy, CLADES adopted in this project the methodology of convening consultative meetings for discussing the basic design of the Information System with regional experts and periodic meetings for consultation with the planning and information experts of the CEPAL system for the exchange of ideas on technical details.

The appraisal methodology drawn up to measure the results of the information system also responds to these concepts; it consists of the preparation of basic documents by ILPES and CLADES to be submitted for discussion at the technical meetings of the planning bodies of the region. In this way it is hoped that the project, even in its regular operation, will be sensitive to the changes required by the planning process in relation to information requirements.

1. Structure of the system

Among the parameters to be considered is the organization which will be given to the system: whether it will be centralized or decentralized, or whether an intermediate formula will be applied, such as, for example, the utilization of national co-ordinating nuclei which feed national information to a central co-ordinating nucleus (CLADES and CDC), or a central co-ordinating nucleus which refers all questions to the national nuclei. The combinations of activities to be centralized or decentralized are innumerable. However, during the years 1979-1980 a system firmly centralized in CLADES and CDC is envisaged for exclusively pragmatic purposes, with the object of facilitating its operation and making for greater possibilities of success.

/This would

This would perhaps be the place to refer to the action philosophy of CLADES which always tends towards decentralization with the purpose of creating, through the distribution of responsibilities, the national capacity for carrying out and serving local needs. If on this occasion centralizing nuclei were considered (CLADES and CDC) it was, as has already been said, to make the system more feasible and operational in its early years.

As has already been said in earlier paragraphs, the centralization of the system is a circumstantial situation and it is therefore a matter of interest to single out a range of activities susceptible of being decentralized once the focal points or co-operating centres of the system have been defined 15/ in each of the countries taking part.

In the short term:

- collection of bibliographical material in the national context;

- selection of the material to be entered in the system;

- sending of selected documents to the co-ordinating centres of the information system (CLADES and CDC).

In the medium and long term:

- long-distance indexing 16/ of the bibliographical material for feeding the data base centralized in CLADES;

- collection and processing of the documentation in the co-operating centre itself and formation of collections on planning;

- delivery of direct services by the co-operating centre to the national users.

15/ See annex 8.

16/ "Long-distance indexing" is understood to be the analysis and registration of the bibliographical information in a standardized format in the national co-operating centre for subsequent dispatch to the co-ordinating centre which will enter this information in the data base.

/Lastly,

Lastly, it is important to note that the decentralization of the system has a major effect on its costs since it is obvious that a decentralized system distributes the economic load among the participant countries and would only require the addition of co-ordinating nuclei, whose expenditure could in no case be excessive.

2. Technical support for the system

The starting point of a regional information system involves access to and control of the information produced by the different national bodies linked to the planning process. This access to the information, however, is not easy nor is it produced automatically as might be thought; on the contrary, it is one of the aspects in the information systems which shows signs of being a problem. Furthurmore, it is difficult for the national institutions to acquire the documentation they are interested in produced in their own countries. It is therefore very improbable that the co-ordinating centre, which is physically far away from the bodies producing this documentation, can have direct access to it. This means that the information system has to delegate this task to the national co-operating centres, which could be provided with suitable machinery for getting to: know the institutions which generate information on the subject, establishing necessary channels of communication for collecting this documentation and creating the machinery for obtaining it.

As was said above, there is some dependence of the co-ordinating centre on the co-operating national centres in terms of obtaining the traditional documentation (printed documents and documents for general distribution) produced by ministries, banks, development banks, research institutes, etc.), but this dependence becomes even greater when it is a question of obtaining less conventional documentation (documents for limited distribution, reports, working documents, publications with small editions, etc.).

/One of the

One of the possible solutions to this problem and to others of a more technical nature would be to achieve a reasonable distribution of responsibilities between the co-ordinating centre and the national co-operating centres. For this purpose it is necessary to arrive at some standardization of technical activities so that common criteria can be used which will allow the information collected to be entered in a similarly common data base.

These are the reasons why CLADES has considered it necessary to incorporate into the system two types of activities which enable the information infrastructures existing in the countries to be strengthened or established: training activities and technical advisory activities.

VI. THE SYSTEM AND ITS RELATION TO DEVSIS AND OTHER INTERNATIONAL INFORMATION SYSTEMS.

There is consensus not only in the region but throughout the world as regards the necessary collaboration and co-operation which must be established between existing information systems if access is to be had to a volume of relevant and wide-ranging information.

Many of the information systems which at the present time store in their data bases information which, without being specifically on planning, could constitute an important source of consultation for the theoretical, legal, statistical, methodological, etc., aspects which necessarily appear as a demand for information in the different stages of the planning process.

It has therefore been considered essential to establish contact with these systems, something which requires the will not only to do this but also to make the technical preparations for the smooth running of the machinery for the exchange of information, i.e., bring into line registers, formats and computer programmes, etc. which will allow the reciprocal use of the information contained in the other systems and access to it by the users according to their interests.

/The first

The first information system already in operation to which the planning system should be connected as a subsystem is DEVSIS, 17/ (Development Sciences Information System) which operates in Canada through IDRC. Its broad thematic and geographical coverage, and its conception as a world system taking account of the experiences of other world systems made it possible to submit in the preliminary design intellectual and technical elements which it seems advisable to follow closely.

On the basis, therefore, of the planning system's own profiles, the elements which bring it into line with DEVSIS have been incorporated in its design, including: the use of the Macrothesaurus for data analysis, the analysis sheet for registering them, the ISIS system for processing the data, the formats for presenting the data, etc.

This close relationship with DEVSIS opens up for INFOPLAN access to information for development at the world level, but also claims to cover the data from other disciplinary and interdisciplinary fields such as education, the environment, agriculture, health, work, transport, etc., all of which are concerns of planners, and on which information systems such as INFOTERRA, AGRINTER, BIREME, OIT, 18/ etc., operate. It has been programmed in the long term to make contact with all of these by means of the device for the mutual use of the information contained in the data bases, so as gradually to carry out the proposals mentioned in earlier pages, of arriving at as close a control as possible of all output on planning.

17/ See annex 9.

18/ See annex 9.

ANNEXES

ANNEX 1

Latin American Institute for Economic and Social Planning (ILPES)

The Latin American Institute for Economic and Social Planning (ILPES) was established with the object of replacing and expanding the activities formerly carried out by CEPAL in the fields of training, advisory asistance and research in connexion with development planning.

The inception of the Institute stems from CEPAL resolutions 199 (IX) of 30 May 1961, 219 (AC.50) adopted by the Committee of the Whole of CEPAL in February 1962, and 220 (AC.52) of 6 June 1962.

The intention of the governments was to establish ILPES as a permanent and autonomous institution within the CEPAL system, closely linked with the Latin American governments, which is reiterated in successive CEPAL resolutions in which both the Secretary-General of the United Nations and the Latin American governments are urged to provide the necessary support in order "to convert the Latin American Institute for Economic and Social Planning into a permanent body and to ensure its financing over the long term" (resolution 286 (XIII) of April 1969).

Subsequently, in resolution 340 (AC.66), it is expressly provided that ILPES should "become a permanent institution of the Commission, with its own identity and responsible directly to the Executive Secretary of CEPAL". This resolution replaced the Governing Council, which was composed of noted Latin American figures, by a Technical Committee "consisting of representatives at the appropriate level" of the planning ministries of the countries of the Latin American region.

In resolution 351 of May 1975, in addition to the Institute's existing functions, it was decided that ILPES should co-operate in the exchange of experience and research results on global, sectoral and regional (area) planning between the planning bodies of member countries, so as to promote collaboration among them.

In resolution 371 of 5 May 1977 the Commission, taking into account that the Conference of Ministers and Heads of Planning held in Caracas in April 1977 had established the System of Co-ordination and Co-operation among Planning Bodies of Latin America, assigned to ILPES the responsibility of assisting governments in the operation of the System.

ILPES is directly responsible to the Executive Secretary of CEPAL and is headed by a Director and the Technical Committee composed of Ministers and Heads of Planning, with the following functions:

- To act as the senior guiding body for the planning activities of ILPES in the fields assigned to it.
- To serve as an advisory body for the Executive Secretary of CEPAL, with respect to the implementation of the work programmes of ILPES and the evaluation of their results.

/ILPES performs

ILPES performs its functions through its Research, Training and Advisory Services Programmes and the Programme of Co-operation among Planning Bodies, and its basic objectives are to advise the governments on:

(a) Improving the planning techniques of national planning systems;

(b) Strengthening the institutional angle of national economic and social planning systems;

(c) Enabling the new problems and changing conditions of the economies of the Latin American countries to be dealt with by means of appropriate forms of planning and development plan and project formulation;

(d) Co-operating in the design and analysis of economic and social policy options;

(e) Raising the technical level of government officials and specialists of national planning systems;

(f) Promoting the exchange of knowledge and experience among developing countries and between economic and social planning systems in the Latin American countries.

The objectives of the Institute's activities are outlined below:

The purpose of the Institute's training activities is to provide general and specialized training for technical government officials working in national planning systems and institutions concerned with the programming and allocation of resources in areas linked with planning development.

The purposes of the research undertaken by ILPES is to determine the obstacles and progress in planning, and to carry out research on institutional and instrumental aspects and, specifically, policies and their compatibility with development goals and objectives. This research provides direct support for training and advisory activities.

The purpose of the advisory services is to disseminate approaches, methods and forms of operation that reflect the progress and experience gained by the United Nations in general and CEPAL and ILPES in particular in the field of economic and social planning, with due consideration for the results obtained in this area by other institutions inside and outside the Latin American region.

The purpose of the co-operation among planning ministries and bodies is to bring about better knowledge and closer links among them, to promote exchanges of national experience in economic and social planning and to establish ways of implementing joint action to promote, through planning, suitable machinery in order to strengthen co-operation among the countries of the region.

ILPES has enjoyed the full backing of the United Nations Development Programme (UNDP), which has supported it ever since the Programme was established. Other important factors have been the contributions from the United Nations and the governments, bilateral resources, and funds from the Inter-American Development Bank. At present, the basic sources of ILPES financing are UNDP, the United Nations, government contributions, bilateral resources, and the income deriving from advisory services agreements.

/ANNEX 2

ANNEX 2

AN INFORMATION CENTRE FOR DEVELOPMENT

During the present decade changes of importance have been recorded in the developing world. One of the most significant has perhaps been the identification of information as one of the basic elements in development planning, and going along with this the generalized awareness of the need to have national, regional and international information infrastructures, capable of expediting the flow of information from its generation to the most efficient form of its utilization.

In March 1969 the Government of the Netherlands made an offer to CEPAL to finance the creation of an economic and social documentation centre which would co-operate in the work of the Economic Commission for Latin America and the Latin American Institute for Economic and Social Planning (ILPES) in research and analysis, and would also serve to attend to the needs of the governments of the region and set up machinery which would permit the exchange of information and co-operation among the Latin American countries.

In 1970, at the headquarters of CEPAL in Santiago, documentalists, system analysts and programmers, officials from governments and specialized agencies, economists, sociologists and other documentation users held a meeting in the course of which the theoretical and functional bases were established on which the centre should operate, with a view to solving the basic problems relating to information needs and inadequacies in the region of Latin America and the Caribbean.

A year later, at the fourteenth session of CEPAL held in Santiago, the creation of the Latin American Centre for Economic and Social Documentation (CLADES) was officially approved as a unit of the Economic Commission for Latin America. The general financial co-operation of the Government of the Netherlands made it possible to cover part of the cost of constructing a building for the new institution - required to be on the premises of CEPAL in Santiago - purchase equipment, cover the costs of experts and maintain the centre during its early years.

CLADES: its role and functions

The nature of the creation of CLADES, a product of the expression of the needs of the governments, establishes it as an instrument "sensitive" not only to explicit needs but also to the new dynamics arising out of the revision of the formulae applied to development plans and programmes which to a large extent came

/to a crisis

to a crisis in the first half of the decade. The basic concepts which CLADES has acquired from this revision are the call to greater self-reliance on the part of the Third World and to horizontal co-operation among developing countries, based on the recognition that developing countries can be differently endowed with human, natural and financial resources, be going through different stages of their economic development, or not have made the same progress in sectors of production and technological development. At the same time, these countries have common denominators which stem from their state of underdevelopment, their colonial origins, their economic structure and their degree of dependence on the developed world, while a very great diversity of economic and political thinking exists, and indeed of economic policies.

These concepts, incorporated as basic aspects in CEPAL's programme of activities for the next few years, find CLADES with its thinking structured on these bases, which, when they materialize as an action philosophy bring it close to the concept of the decentralized model, in which the institution does not process all the data generated in the region, which would make it an entity set above those already existing, but on the contrary promotes, co-ordinates and technically supports action leading to the creation of national centres by sector, discipline or mission, which will monitor, process and disseminate the socio-economic information produced in their countries, seeking gradually to diminish the exclusively north-south interdependence and to open up an horizontal interdependence and exchange information on an equal footing with the developed countries, either directly or through regional and international information networks and systems.

The above assigns to CLADES a role in Latin America and the Caribbean in the field of socio-economic information which made be defined as that of promoting interaction between:

(a) National institutions for research, study, planning, co-ordination, development, etc. which are generators of information;

(b) National information units which control, process and disseminate information;

(c) National, regional and international information networks and systems, by sector, by discipline or by mission, and

(d) Information users, persons and institutions,

/The Action Plan

The Action Plan

The contact with the Latin American situation has led CLADES to draw up an action plan the central objective of which is to collaborate in the co-ordination of activities for the exchange of information and creation of networks promoted by international institutions, in order to bring to the fore the standpoint of the group of Latin American countries as a whole, so that the solutions adopted will adequately reflect their interests. It should be noted here that CLADES maintains a close link with the Development Sciences Information System (DEVSIS) promoted by the International Development Research Centre (IDRC) of Canada, and adopts the position taken by UNISIST that the transfer of information can be established without such a radical change, since it is sufficient to take the necessary measures for the interconnexion of the existing systems and induce them to adapt to multilateral norms and exchange agreements which will improve their total efficiency and restrict the increasing costs of data processing for each of them, and on the other hand contribute to formulating national information policies, strengthening the constitution of the information infrastructures of the countries of the region in such a way that the flow of the information transfer will become a continuum within the countries, outwards-directed from within and inwards-directed from without, by means of compatible machinery and appropriately trained human resources.

These two aspects of the central objective of the action plan indicate a complex and lengthy task for CLADES which, however, may be seen to be facilitated by its role as a documentation centre proper in the institution to which it belongs.

Four basic functions

Within the concept of documentation, as a group of activities permitting the transfer of information, CLADES carries out specific documentation operations which form part of its internal activities, but which are projected to the region through four fundamental functions:

- technical advisory services in documentation
- training and in-service training
- research studies
- dissemination

which interact in the general course of activities, on the basis of a flexible organizational structure and its specialized human resources.

/The documentation

The documentation operations correspond to two programmes. The first involves the analysis, condensation and indexing of the documents generated by CEPAL/ILPES and their processing using the ISIS system; the second consists of the operation of workshop which analyses and appraises documentation techniques with a view to systematizing the analysis of information in a form which can be applied in the region and particularly in those institutions which process publications with similar contents to those of CEPAL/ILPES.

ANNEX 3

Caribbean Documentation Centre (CDC)

Caribbean Information System: Economic and Social Planning Sector.

Introductory Note

To launch the development of the Caribbean Information System for Economic and Social Planning, the Economic Commission for Latin America (CEPAL) requested support from the International Development Research Centre (IDRC), Ottawa, Canada.

This request was granted for a period of one year beginning May 1979, to initiate the following activities:

(i) Strengthen national information centres in the field of economic and social planning;

(ii) Secure compatibility among the various national centres;

(iii) Establish mechanisms for the flow of information among national centres and between national centres and the Caribbean Documentation Centre (CDC);

(iv) Promote the use of information by the economic and social planning community;

(v) Prepare a bibliography of documents produced by the Caribbean Development and Co-operation Committee (CDCC), and

(vi) Prepare a second bibliography of documents produced both by CDCC and by national institutions in Caribbean Countries.

Background and Basic Information

At the first meeting of the Caribbean Development and Co-operation Committee 1/ held in Havana in 1975, it was felt that the absence of effective dissemination of knowledge and information relating to the sub-region and the under-utilization of available

1/ The CDCC is a permanent subsidiary body of the Economic Commission for Latin America and was established in accordance with Resolution 358 (XVI Session of CEPAL, held in Port of Spain, May 1975) to act as a co-ordinating body for activities relating to development and co-operation in CDCC member countries which include Bahamas, Cuba, Dominican Republic, Barbados, Grenada, Guyana, Haiti, Jamaica, Suriname, Trinidad and Tobago, Belize and the West Indies Associated States. Netherlands Antilles is observer.

/expertise

expertise in the Caribbean have been a hindrance to effective co-operation efforts. Consequently, the Committee mandated the ECLA Office for the Caribbean (Secretariat of the CDCC) to expedite the process of mutual exchange, eliminate deficiencies in communication, data gathering and distribution and establish a system for collecting and exchange of information covering the sub-region.2/

The Caribbean Documentation Centre (CDC) was created in 1977 as an instrument to support regional co-operation activities. The following are its objectives:

General

- To support the development and co-operation activities of the Caribbean Development and Co-operation Committee; and
- To promote and facilitate optimum utilization of the information resources available within and outside the sub-region.

Specific

- To provide national planners and policy-makers, research centres specializing in Caribbean problems and international organizations assisting in Caribbean development activities with pertinent, accurate, and up-dated information relating to priority sectors on which regional co-operation actions are to be centred; and
- To assume the responsibility of an inter-governmental co-ordinating body in order to secure a balanced and integrated development of national information system in the sub-region, and facilitate the flow of information among the Caribbean countries, and between them and regional as well as international systems.

One of the sectors identified by the CDCC as a priority for promoting the development and integration process in the Caribbean is economic and social planning. In order to provide decision-makers, planners and project implementers with effective information services, the Secretariat proposes to establish a descentralized Caribbean Information System linking economic and social planning agencies. Co-ordination at the national level will be through a National Co-ordinating Office and at the regional level through the Caribbean Documentation Centre, which was created for this purpose.

2/ Report of the Caribbean Development and Co-operation Committee, Cuba, 31 October - 4 November 1975. (E/CEPAL/1010, p. 41)

/The aims of the

The aims of the Caribbean Information System for Economic and Social Planning are:

General

To support social and economic planning, research and development at national and sub-regional levels by making timely and relevant information available in each country according to existing and potential user needs.

Specific

(i) To co-ordinate and develop at national and sub-regional levels the services offered by the libraries, archives and other documentation units specializing in economic and social planning information, in order to make a much wider range of resources available to anyone of the information components of the sustem;

(ii) To apply modern records and archives management principles and techniques for the handling of governmental documents and other unpublished materials;

(iii) To facilitate access to the economic and social planning literature available in the sub-region, through the establishment of indexes, abstracts, union lists of serials, etc.;

(iv) To expedite information flow within and outside the sub-region, through the application of modern storage and communication process;

(v) To reduce unnecessary duplication and to improve the quality of the total resources existing in the system through resource and cost-sharing agreements; and

(vi) To promote the adequate use of the information available in the sub-region.

Type of Users

The principal users of this system at the national and regional levels will be the planners, policy-makers, communicators, managers, researchers, teachers and students concerned with the study of the subjects here presented. The majority of these users will come from the same organizations and institutions which produce the documents.

/These organizations

These organizations and institutions are:

- At the National Level

  Ministries of Finance, Planning and Development;

  National Statistical Offices;

  Central Banks;

  Sectoral planning offices which feed the Central Planning Agency; and

  Universities and other research centres.

- At the Regional Level

  Regional planning and integration agencies and bodies: (CARICOM, CDB, CDCC, ECCM, OECS);

  Research Institutes specializing in Caribbean problems; and

  International Agencies operating in CDCC countries.

User studies will be conducted jointly by the different planning information units existing in each country, under the guidance of a National Co-ordinating Office for Economic and Social Planning Information and in collaboration with relevant national planning offices. Studies undertaken to this effect by the Latin American Centre for Economic and Social Documentation (CEPAL/CLADES) in Santiago, Chile, will be taken into consideration.

Scope

It will be the responsibility of the Caribbean Documentation Centre, in co-operation with the National Co-ordinating Offices to define the scope of the system, taking into consideration:

- Fields of knowledge to be covered;
- Geographical coverage;
- Period coverage;
- Language coverage; and
- Type of Documents.

In defining the scope of the System, the CDC takes into account the criteria developed in this context by CLADES.

- Fields of Knowledge

The fields of knowledge to be covered by the information system will be determined according to priority users' information needs as well as the national development plans and the broad categories established by the CDCC work programme.

/Geographical

- Geographical Coverage

The system will include initially documents on economic and social planning and development produced in this sub-region and documents published outside the sub-region but related to planning and development in the Caribbean.

- Period Coverage

Initially, the System will cover documents produced as from 1979 working backwards to 1970. Later on it will include not only current but also significant retrospective documents from earlier years.

- Language Coverage

Initially, the System will enter documents collected in English, Spanish, French and Dutch. The working languages will be English and Spanish, in the first stage; French and Dutch will be included at a later stage. Original language titles will be retained.

- Type of Documents

The system will include all published and unpublished materials, giving special attention to non-conventional documents and reports, emanating from national planning offices, research findings and documentation related to development projects, in progress and completed.

Structure and Functions

The system will adopt a flexible framework to permit maximum capability for direct contact between its different components. Information input to the System and services to users will be decentralized, whereas the overall planning and development of the System will be under the responsibility of the CDC, in co-ordination with the corresponding National Offices. The role of the CDC and the National Co-ordinating Offices is basically to strengthen existing library/documentation units, to advise on the creation of information units where necessary, and to co-ordinate, support and promote those activities which are common to all library/documentation units in a given sector, country or in the sub-region.

The co-ordinating bodies will have among others, the following principal functions:

(a) CDC, acting as Regional Office

(i) Promote active participation of all CDCC Member countries in the Caribbean Information System;

/(ii) In liaison

(ii) In liaison with CLADES and in consultation with information specialists and representatives from Planning Offices in the CDCC Member States, plan and develop the system to operate initially on a manual basis but designed for the eventual transfer to an automated system.

During the initial phase of operation of the System, the CDC will use the computer facilities at CEPAL/CLADES to create the Caribbean Planning Data Base (CISPLAN).

(iii) Encourage in each country of the sub-region a formal agreement of co-operation between the Ministry of Planning and Development, and other relevant government offices and research institutions to integrate their respective libraries and documentation units into a national network of economic and social planning information. The agreement shall designate one institution as the National Co-ordinating Office with an indication of its functions;

(iv) Work within the CLADES methodology and the ISIS system in order to standardize bibliographic procedures according to internationally accepted norms. The CDC will provide training courses and advisory services to the national planning institutions in the installation and operation of the information system;

(v) Provide the country input to the Caribbean Planning Data Base from those CDCC member states which are not yet equipped to assume this responsibility;

(vi) Produce the Caribbean Bibliography on Economic and Social Planning, using the Caribbean Planning Data Base, and disseminate within the sub-region abstracts of research findings, prepared and submitted by national Co-ordinating Offices;

(vii) Compile bibliographies on topics of special concern to the sub-region, using the Caribbean Planning Data Base;

(viii) Function as a central clearing house by developing a depository collection of primary documents which are difficult to obtain and providing photocopy services. At a later stage in the development of the System, the CDC will establish a bank of microfiches of these documents;

/(ix) Establish and

(ix) Establish and maintain a register of research completed and research in progress, in and about the Caribbean, based on the data provided by the National Co-ordinating Offices and obtained from external sources;

(x) Establish and maintain a directory of research personnel and research institutions (public and private sectors) in the Caribbean, based on the data provided by the National Co-ordinating Offices and obtained from regional and international agencies.

(b) National Co-ordinating Offices

(i) Act as the national link to the system;

(ii) Co-ordinate and assist in the organization of the different planning and development information units existing in the country;

(iii) Devise a system for declassification of documents based on institutional policy;

(iv) Develop adequate mechanisms for the flow of information at the national level;

(v) Promote the use of standardized bibliographic procedures;

(vi) Develop a depository collection of all documents produced at the national level which fall within the scope of the system, and function as a central clearinghouse;

(vii) Provide the input of national current and retrospective planning and development documentation to the Caribbean Documentation Centre for input to the Caribbean data base;

(viii) Compile the national bibliography on economic and social planning information, union lists of serials and specialized bibliographies in the field of planning and related areas;

(ix) Promote and co-ordinate inter-library loans, co-operative acquisition and other resource-sharing activities at the national level, aimed at strengthening the service capacity of the individual library/documentation units;

(x) Prepare and maintain an up-to-date register of economic and social planning and development research projects completed and research in progress at the national level and submit a copy of the register to the CDC;

/(xi) Prepare and

(xi) Prepare and maintain an up-to-date directory of research personnel and institutions, and submit a copy to the CDC;

(xii) Abstract and disseminate research findings to relevant users;

(xiii) Provide information referral services at the national level;

(xiv) With the assistance of the CDC organize and conduct seminars, workshops, courses and other activities aimed at training specialized information personnel and information users; and

(xv) Promote governmental and public support.

(c) Regional Development and Integration Organizations (CARICOM, CDB, ECCM, OECS, others)

(i) Provide the input of the documents produced by their respective institutions into the Caribbean data base;

(ii) Collaborate in providing assistance to the lesser developed countries of the Caribbean in the organization of their information services;

(iii) Collaborate in the planning, organization and conduct of training programmes; and

(iv) Participate in resource and cost-sharing activities, based on institutional agreements.

Services

The System will provide the following basic services:

(i) Access to current and retrospective economic and social planning and development information produced in the sub-region or about it; and

(ii) Access to world economic and social planning and development information available in the different components of the system and outside the sub-region through links with regional and international systems.

These basic services will be facilitated through the following activities:

/- Initially

- Initially

  (i) Publication of bibliographic tools such as:

  - Index to documents produced by the CDCC Secretariat, Economic Commission for Latin America, Office for the Caribbean.
  - Caribbean Bibliography on Economic and Social Planning and Development.
  - Caribbean Union Catalogue of planning and development publications (initial phase: serial publications).
  - Bibliographies and abstracts on special topics;

  (ii) Information searches on request;

  (iii) Question/answer services;

  (iv) Referral services;

  (v) Inter-library loan;

  (vi) Register of research completed and research in progress;

  (vii) Directory of research personnel and institutions.

- At a later stage

  (viii) Creation of sub-regional computerized data banks;

  (ix) Current awareness service;

  (x) Selective dissemination of information;

  (xi) Document reproduction and procurement services;

  (xii) Telecommunication services; and

  (xiii) User training.

The printed products of the system will be provided free of charge to the National Co-ordinating Offices.

Methodology

The system will be developed on the basis of voluntary participation.

Agreements will be established with CEPAL/CLADES for technical assistance in the installation of the ISIS system at the Regional Co-ordinating Office (CDC), and in the initial provision of a training workshop for personnel in the information units of national planning agencies and regional integration bodies.

/The CLADES/CDC

The CLADES/CDC Manual for Use of the Bibliographic Worksheet will be a guide to individual information units in the organization of their respective collections according to common standards and procedures, and in the preparation of Worksheets for input to the Caribbean data base according to a common format. To permit maximum participation by each component of the system, techniques and methods will be used which are compatible to both manual and automated operations for the control, analysis, storage and dissemination of information.

ANNEX 4

Latin American Population Documentation System (DOCPAL)

The Latin American Population Documentation System (DOCPAL) was created by the United Nations, Latin American Demographic Centre (CELADE) in March 1976, as a permanent regional documentation system for carrying out the following goals in the long term:

1. To make it possible for the countries of the region 1/ to make the maximum possible use of information 2/ relating to population of relevance for social and economic development.

2. To contribute to improving the flow of this information in the region, taking into consideration the different characteristics and needs of the institutions existing in the countries, and

3. To improve the flow of information in Latin America and the rest of world, by participating in the development of the Population Information Network (POPIN).

These targets were defined after carrying out studies and reports to review the main characteristics of the region in terms of population documentation. The main feature identified may be summed up as follows:

1. The existence of two types of centre working in the field of population, the "well endowed" and the "poorly endowed". The first type has adequate budgets for maintaining good document collections organized and administered by librarians or professional documentalists, which in view of their administrative dependence have access to more advanced technologies for data processing. The other centres, which constitute the immense majority in the region, have extremely limited economic resources and normally do not have adequate documentation, or professional documentalists, but are yet required to attend to a substantial group of users.

1/ The region comprises the countries of Latin America and the Caribbean which are members of CEPAL.

2/ DOCPAL forms part of INFOPAL, Information on Population in Latin America, one of the areas of work of CELADE which also includes the population Data Bank and the Data Processing Unit. The work of DOCPAL in CELADE is thus integrated into the storage, processing and retrieval of other forms of information.

/2. The institutions

2. The institutions and professionals have very few possibilities of publishing their own work owing to conditions which do not affect their intellectual quality but do restrict their dissemination. Few reviews and series exist which are published in the region; when they are published the editions vary from 500 to 1,000 copies. This makes it impossible to obtain copies after a year or even less. Owing to these difficulties in publishing, the researchers and institutions circulate their studies in documents which are generated and distributed in the form of few typed or at best mimeographed copies. This means that the majority of the documents written in the region are considered to be "unpublished" 3/ or ephemeral.

3. Most of the literature on population produced in Latin America is difficult to locate and even more difficult to obtain. This means that the users, so as not to spend their time on fruitless searches, feel the need for prior acquaintance with the contents of the documents.

These characteristics, together with the targets described above, materialized as the following decisions within DOCPAL:

1. To accept any document produced in or on Latin America with information on population.

2. To prepare an information summary for each document entered in the data base. This summary should be made in such a way that it can, when necessary, replace the original document if the user does not have access to the document in his place of work.

3. To publish a review of summaries of documents existing in the system for disseminating information on population among researchers, planners, students, etc. This review will also be useful for the documentation centres.

4. To create and maintain a computerized data base for providing services particularly to the "poorly endowed" centres, and also facilitate the incorporation of the region's documentation into other world systems.

5. To maintain a file of original copies of all the documents which enter the system in order to facilitate the delivery of copies to users who need to consult the complete document.

3/ Many of the CELADE's reports which constitute series in its publications are mimeographed even when 500 copies or more are published.

/On the basis

On the basis of these considerations, the scope of DOCPAL was established within the following limits:

1. Subject-matter: documents on population and related topics.

2. Geography: documents produced in the region, or on the region.

3. Chronology: from 1970 onwards.

4. Working language: Spanish. The titles of the documents, however, are entered in the original language and translated into English and/or Spanish as the case may be.

The targets, users' characteristics, decisions and scope considered for the creation of DOCPAL may also be found in other documentation systems, either because they cover the same material over a wider geographical area, or because population is a topic which can be included in systems covering several disciplines from another approach.4/ This was foreseen by DOCPAL at the beginning, and was why it decided to work flexibly, adapting norms and procedures which enable it to share experiences in terms of collaboration with other systems and services. Particular attention has been given to the norms and technical procedures of UNISIST which has served as a guide, particularly in connexion with the computarized processing of data. For indexing, the Plurilingual Population Thesaurus POPIN is used, this being in turn consistent with the OECD Macrothesaurus.

Following these lines, during its installation phase (March 1976-February 1979), DOCPAL carried out the activities and services summarized below:

1. Organization in CELADE of a unit for processing documentation data.

2. Creation of a computerized data base containing at present nearly 8,000 bibliographical units of information, and whose volume increases with a monthly entry of 250 to 300 documents.

3. Organization and supply of three services at the regional level.

(a) DOCPAL Resúmenes sobre Población en América Latina, a review published twice-yearly (June and December) and containing between 600 and 700 summaries per issue. To date, four issues have been published.

4/ For example, PIDSA (Population Information and Documentation System for Africa), which bases its organization on the experiences of DOCPAL.

/(b) Specialized

(b) Specialized bibliographies through computer searches.

(c) Documents delivery service (Clearinghouse).

4. Participation in the design of the Population Information Network, and more specifically in the Plurilingual Population Thesaurus (POPIN).

The objectives anticipated for DOCPAL in its second phase (March 1979-June 1980) are:

1. To collaborate in a limited number of countries of the region with the institutions working on population which wish to improve their organization in order to offer better services to their users and become incorporated into systems of wider coverage.

2. To detect and strengthen a group of centres which, working at the national level, may come to be participating centres of DOCPAL.

3. To prepare teaching material (handbooks, guides and others) so that the region's centres can use DOCPAL's experience and technology. Special emphasis will be placed on the adaptation of appropriate techniques for centres which process data manually.

4. To maintain and improve the services already organized, and the computerized procedures at present in use.

5. To maintain, improve and extend the services provided locally to students, researchers and intellectuals with the bibliographical material for Latin America prior to 1970 and the international material entered in DOCPAL in the Giorgio Mortara collection.

6. To organize courses for teaching the DOCPAL methodologies to centres working on population.

It should be noted that the costs of installing and operating the system have been covered to a large extent by a donation from IDRC of Canada.

It is anticipated that only once the second phase has been completed, will it be possible to characterize the organization of DOCPAL as a regional population information system or network.

E/CEPAL/CLADES/R.1

ANNEX 5

REPORT

MEETING FOR THE DESIGN OF AN INFORMATION SYSTEM FOR PLANNING IN LATIN AMERICA AND THE CARIBBEAN

Santiago, 11-13 June 1979

Santiago, Chile, August 1979

MEETING FOR THE DESIGN OF AN INFORMATION SYSTEM FOR PLANNING IN LATIN AMERICA AND THE CARIBBEAN

Santiago, 11-13 June 1979

CONTENTS

I BACKGROUND INFORMATION OF THE MEETING

1. Objectives, place and date of the Meeting

At the request of the Latin American Centre for Economic and Social Documentation (CLADES) and the Latin American Institute for Economic and Social Planning (ILPES), the Economic Commission for Latin America (CEPAL) convened a Meeting of planning experts of the region in Santiago to study a proposal containing the design of the Information System for Planning in Latin America and the Caribbean.

The project "Information System for Planning in Latin America and the Caribbean" was conceived by CEPAL as an attempt to establish adequate machinery for the exchange of experience among planning bodies, and at the same time to promote co-operation among these institutions.

In view of the magnitude of this undertaking, the project was divided into two components, each with its respective co-ordinating nucleus: the system for Latin America, for which responsibility will be assumed by the Latin American Centre for Economic and Social Documentation (CLADES) of CEPAL, and the system for the Caribbean which will be the responsibility of the Documentation Centre of the CEPAL Office in Port of Spain.

The two components of the system, financed in their first phase by the International Development Research Centre (IDRC) of Canada, are closely interrelated since they will be using the same methodology in order to standardize the procedures and techniques necessary to attain their objectives, i.e.: the establishment of a data base containing information on planning documentation on Latin America and the Caribbean produced inside or outside the region, and the provision of an expeditious service to users through the data base. To achieve this basic objective, it is necessary to carry out successive activities to strengthen or establish national information infrastructure in the field of planning, such as advisory and training activities.

/Accordingly,

information system for planning was more urgent than in other fields in view of the diverse, rich and complex criteria from among which policies and strategies suited to national needs had to be chosen. Moreover, the emergence of new topics and the adaptation of science and technology to the particular development needs of Latin America and the Caribbean required a rapid and pertinent information mechanism.

The Secretary of the Commission, Mr. Jorge Viteri de la Huerta, then spoke on behalf of the Executive Secretary, Mr. Enrique V. Iglesias. He referred to the context in which the Information System should operate, taking the eighteenth session in La Paz as a parameter. He analysed the 33 resolutions adopted there and divided them into three groups: those related to the critical exercise of appraisal effected periodically by the governments, which would serve as a basis for the formulation of a New Strategy for the Third United Nations Economic and Social Development Decade; those dealing with regional or horizontal co-operation and co-operation among countries; and those concerning a wide range of heterogeneous topics with important common elements for planners, which seek to rationalize the resources existing at the national, regional and international level. He then stressed the role of planning in seeking a new economic and social order, underlining the importance of information for the decision-making process in order to avoid duplication and achieve an effective exchange of experience. He said that in conjunction with the establishment of an Information System there should be a political desire for co-ordination and co-operation among countries.

/4. Election of

Accordingly, the Caribbean Development and Co-operation Committee (CDCC) requested CLADES to hold a course at the CEPAL Office in Port of Spain between 28 May and 8 June, entitled "Training Workshop for Library and Information Personnel in the Ministries of Planning and Development", which was financed by the International Development Research Centre (IDRC) of Canada.

As part of the activities connected with standardizing procedures, CLADES was also requested to hold a training course for staff of the Caribbean Documentation Centre in Port of Spain for the organization and analysis of the documentation produced by the CEPAL Office for the Caribbean and by the Caribbean Development and Co-operation Committee (CDCC) on development planning in the region.

2. Attendance.[1/]

The following Member States of the Commission participated in the Meeting: Bolivia, Brazil, Colombia, Costa Rica, Dominican Republic, Guatemala, Jamaica, Mexico, Peru and Venezuela. Representatives of IDRC of Canada and the CEPAL Office for the Caribbean attended as observers.

3. Opening meeting

The group began its work on the morning of 11 June with an informal meeting of representatives at which the officers to be proposed at the first plenary session were selected. The suggestions emanating from this meeting were approved at the plenary session where the group officially initiated its work. Mr. Jorge Méndez Mundévar, Director of ILPES, then made an opening statement in which he stressed the importance of establishing an Information System for Planning as a mechanism for the exchange of ideas and experience, thus promoting new forms of collaboration within the context of horizontal co-operation. He emphasized that the need for an organized

/information system

1/ See Annex I

4. Election of officers

At the first meeting the following officers were elected:

Chairman:	Antonio González	(Peru)
Vice-Chairman:	Myrtle Hazel	(Jamaica)
Rapporteur:	Luis Porras	(Guatemala)

5. Agenda

At the same meeting the following agenda was adopted:

1. Election of officers
2. Working methodology

6. Documentation

In order to fulfil the objectives of the meeting, i.e., the preparation of a final version of the document "Design of an Information System for Planning in Latin America and the Caribbean", a preliminary version of this document prepared by CLADES and ILPES was presented. It comprises two volumes with the following content:

Vol. 1: General description of the "Information System for Planning in Latin America and the Caribbean";

Vol. 2: Technical parameters to be considered in the Information System; operation of the system and its possible short-, medium- and long-term products.

Other working and information documents were provided.[2/]

7. Adoption of the Rapporteur's Report

At the final meeting held on the afternoon of Wednesday 13th, the group of experts adopted this report of the Meeting together with the decisions and recommendations for the final document and the Rapporteur's report.

/II. REPORT BY

2/ See annex 2

II REPORT BY THE RAPPORTEUR

1. Account of proceedings and conclusions

Mr. Jorge Viteri de la Huerta, speaking on behalf of the Executive Secretary of CEPAL, welcomed the participants and handed over the chairmanship to Mr. José Antonio González.

Mr. González thanked the participants for the confidence they had shown in him by appointing him Chairman of the Meeting. He then conveyed to them the greetings of the Minister Head of the National Planning Institute of Peru, who hoped that the seminar would yield successful results.

The technical secretariat of CLADES briefly introduced the document which it was proposed to use as a basis for the discussions during the three working days of the Meeting.

This proposal was accepted unanimously and the participants then suggested that - as a working methodology - they should study chapter by chapter each of the proposals contained in the document entitled "Information System for Planning in Latin America and the Caribbean. Frame of reference for the design of the system (second version)". Those present then devoted themselves to the study of each part of this document.

DEFINITION OF THE SYSTEM ACCORDING TO THE NEEDS OF USERS.[3/]

Standard user

This chapter of the working document previously prepared by CLADES and ILPES was widely discussed by the participants and the following decision was reached as regards to the standard user:

3/ For the sake of clarity, the sub-titles in this document are the same as those in the basic document, since at the working meetings each of them was studied with reference always to the original sub-title.

/- Since the

- Since the Information System for Planning came into being as an instrument of the System of Co-ordination and Co-operation among Planning Bodies, the former should be guided by the needs of the latter, as for example:
  - Identifying joint action which may be incorporated in development plans as a means of co-ordinating activities that will permit co-operation among planning bodies.

Therefore, the system should be designed primarily to serve planning bodies, without excluding the fact that it may subsequently serve other users.

Limits of the system: type of information to be entered and volume of literature on planning

The participants adopted the following decisions as to the material to be entered in the system:

(1) Development plans, programmes and projects, whether global, regional or sectoral, and budgets;

(2) Technical and methodological studies on planning;

(3) Planning documents of a historical type; and

(4) Documents analysing or providing value judgements of the national planning situation in the various countries, especially those signed by noted authors.

Within these categories it was suggested that an essential nucleus of basic information (covered by categories 1 and 2) should be identified with the aim of promoting the exchange of experience among planning bodies and achieving their integration.

The item covering priority information areas which was not dealt with in the working document was discussed at the Meeting and the following conclusion was reached:

/-that it is

- that it is the responsibility of each country to decide which priority areas should be considered in the selection of documents to be entered in the information system which may not have been considered within the aforementioned basic information nucleus;
- that the countries should suggest to CLADES the areas they may each consider to have priority as an input to the system for the purpose of its future orientation.

Limits of the system: geographical coverage

On this point the participants approved the proposal set forth in the working document in the sense of demarcating the geographical coverage of the project in its various stages. It was therefore decided to include in the pilot phase of the project the countries represented at the Meeting by planning experts.

Particular stress was laid, however, on the fact that Colombia - whose representative had been prevented from attending the Meeting owing to last-minute difficulties - should be included in that stage of the project.

With regard to a future strategy, it was emphasized that the system is expected to operate with all the countries of the area in the near future, and also to establish close links with countries of Africa and Asia in connexion with planning.

Limits of the system: languages included

It was unanimously agreed to accept CLADES' proposal contained in the working document in relation to: (a) languages in which the documents to be entered in the data base are written, and (b) the working language in which the information system for planning would operate (language of summaries, etc.).

/With respect

With respect to the first point, it should be noted that ideally the system would cover all the documentation produced on Latin America and the Caribbean in the world; this literature might be found in any language and, in order to process it, resources additional to those envisaged would have to be considered.

CLADES suggested entering in the data base in the early phases of the project the documentation obtained in Spanish, Portuguese, English and French, leaving it to a later stage to enter bibliographic material in other languages.

As regards the working language, the following conclusions were reached:

- that the working language of CLADES for processing documents on planning should be Spanish;
- that the working language of the Documentation Centre of the CEPAL Office in Port of Spain should be mainly English and, at a later stage, Spanish and French for the processing of documents produced in the Caribbean;
- that the titles of the documents should be translated into English or Spanish, as the case may be, on an experimental basis as additional information to be made accessible to a broader universe of users;
- that as the input to the "Information System for Planning" is decentralized, summaries of documents should be entered in the language of the country which drafts them, for example, Portuguese.

/TECHNICAL ASPECTS

TECHNICAL ASPECTS

Physical data storage

This chapter of the original document refers to decisions of a technical nature to ensure that the information system is tailored to a realistic cost and will at the same time consider the expectations it is intended to fulfil; the positions adopted in the working document were approved. These relate to:

1. Physical data storage, a point in which consideration is given to alternative possibilities for the storage of documents as such and bibliographic information in a data base, and the following decisions were adopted:

- that during the early phases of the project (1979-1980) and until such time as the dispatch of documents to and from national focal points is regulated, a centralized basic collection of planning documents should be established in CLADES, containing the information compiled by ILPES during its years of work in the region and complemented by the valuable collection in the CEPAL/ILPES Library; as regards the Caribbean documentation, The CDCC Documentation Centre would be responsible for the organization of planning information generated and compiled by the CDCC secretariat and that existing in the Library of the CEPAL Office in Port of Spain;
- consideration was given to the possibility of microfilming the documentation entered in the system if the volume of documents and the users' demand for them made this advisable.

Criteria for the treatment and transfer of information

This section covers the data processing, control and retrieval systems, whether manual or computerized. In view of the fact that the CEPAL system had adopted the ISIS computerized

/system

system (Integrated Set of Information Systems) which is used by many institutions,[4] and which would permit an easy exchange of information, the participants in the Meeting unanimously approved the following recommendation:

- that the ISIS system be used for control and retrieval of planning information in the bibliographic data base.

Activities of participating centres

The participants emphasized that it would be preferable to postpone the discussion of this point and first analyse the proposals contained in chapter IV on ORGANIZATION, since the activities of the participating centres would be strongly influenced by the greater or lesser centralization envisaged within the organization of the system. It was thought best, however, to keep to the original order so as to facilitate consultation of the basic document. Referring to the participating centres, the representatives reiterated the fact expressed in the working document that their activities would vary according to the organizational structure provided for the system. As regards the formulation of specific recommendations on this point, some references to the subject appear in the chapters entitled ORGANIZATION and REGULAR PROGRESS OF THE INFORMATION SYSTEM FOR PLANNING.

Products of the co-ordinating centre

The participants agreed with the proposals and suggestions embodied in the working document:

4/ By way of example, the following are some of the institutions using the ISIS system: UNESCO in Paris, UNCTAD and FAO, the Brazilian Technical Assistance and Rural Extension Enterprise (EMBRATER), the Centre for Scientific and Technical Information of Bulgaria, the Ontario Ministry of Education of Canada, PETROPERU of Peru, etc.

/- that ILPES

- that ILPES, because of its cumulative experience and as a user of planning documentation, should suggest the products which the co-ordinating centre should offer to planning bodies of the region.

Services and products of the system

In the working document prepared by CLADES and ILPES it is noted that, for the present, this point is confused with the previous one owing to the centralized organization of the system during the first phase of the project (1979). It should be emphasized, however, that the future products of the system will depend on the decision to centralize or decentralize the system in the medium term. While the system is centralized, requests for services will be directed to the co-ordinating centres, i.e., CLADES and the Caribbean Documentation Centre, according to whether they come from countries of Latin America or the Caribbean.

The participants in the Meeting fully agreed with those concepts and accepted without change the suggestion put forward by CLADES in the working document in the sense of postponing until a future working meeting any decisions regarding the products that may be expected from the information system, depending on the type of organization it might have.

The services which may be provided in the long term, however, are listed below:

- selective dissemination of information according to the interest profiles of users, being either institutions or individuals;
- preparation of lists of periodical publications (titles) on planning;
- monthly print-outs of the bibliographic material entered in the computer, as an advance on PLANINDEX;

/-retrospective

- retrospective searches for planning documentation entered in the computer;
- supply of reproductions of parts of or whole documents according to the users' requests.

As regards publications, mention may be made of:

- PLANINDEX, a periodical publication which is expected to be issued twice a year and which contains the bibliographic information and summaries of studies on planning entered in the data base.

ORGANIZATION

With regard to the future centralized or decentralized structure which will be established for the Information System for Planning, the participants in the Meeting analysed the various aspects necessary for the progress of the system.

Structure: centralization or decentralization

As regards the structure of the system and the activities and responsibilities of the participating centres, it was stated that the activities which might be decentralized and the strategy for achieving this would be detailed in the next final project document.

The participants approved the decentralization philosophy maintained by CLADES, which seeks through the distribution of responsibilities to strengthen the respective national capacity to serve local needs as promptly as possible.

They agreed to the CLADES proposal, however, that the system would be centralized in that Centre in the short term (1979 to mid-1980) and then tend towards a progressive decentralization in the near future, as the countries organized their planning information infrastructure and created the capacity to assume specific substantive activities in the processing of documentation on the subject.

/Resources

Resources

This aspect covers human, financial and material resources. It was clarified here that both the human and the financial resources for the first phase of the project to be completed in 1979 were already defined. For subsequent stages, however, careful consideration would have to be given to this point in the light of the type of organization it may be desired to establish for the system. If the system chosen were decentralized, the countries should consider making available resources for the relevant part of their task, while CLADES should consider within its work programme the training of the necessary human resources of the region for the proper execution of the project.

The participants adopted the recommendation made by CLADES in the working document to obtain resources for continuing the Information System for Planning activities after 1980, but suggested that the secretariat introduce some changes in the drafting so as to avoid any marketing concepts, the final tex remaining as follows:

- that, in order to obtain resources for continuing the Information System for Planning activities after 1980, it is suggested that a strategy be devised immediately to ensure financing for the regular execution of the project.

Appraisal machinery

In this respect, it is sought to establish some mechanism for evaluating the system's adaptation to the needs of planners in the region. A first appraisal would consist of the activities of the pilot project which could show the necessary changes to be introduced in the design of the project. It will probably be necessary, however, to introduce a mechanism that will permit further periodical adjustments of the system.

/This point

This point was widely and actively discussed by the representatives, and as a result of the exchange of ideas the following decisions were adopted:

In the short term:

- that the global appraisal of the pilot project should be undertaken by ILPES, CLADES and CDC with the aim of adapting the future progress of the system to the real needs of planners in the region.

In the medium and long term:

- that ILPES, CLADES and CDC should co-operate with planning bodies of the region in evaluating the products of the system;
- that the progress and activities of the system should be evaluated at the Conferences of Ministers and Heads of Planning Offices, the preparation of the relevant basic documents for this appraisal being the responsibility of CLADES, ILPES and CDC.

TECHNICAL SUPPORT FOR THE SYSTEM

Training activities

As regards the provision of training for the personnel who will be supporting the information system for planning in each country and planning office, the participants recommended:

In the short term:

- that CLADES and ILPES hold a basic course on information and documentation in Santiago with participants from all the countries included in the pilot project which, in addition to courses and in-service training in the information area, would also include some concepts of planning and economic development.

/In the medium

In the medium and long term:

- that various training courses and seminars on the exchange of planning information, especially designed for national centres co-operating in the system, be held with the purpose of obtaining a multiplier effect.

Technical advisory assistance

In connexion with this point, consideration was given to the support which might be given to planning bodies of each country in strengthening or creating national information infrastructure for planning. That was considered a fundamental aspect by the technical secretariat of CLADES, since it would provide the basis for the future input to the system, whether centralized or decentralized. The existence of focal points or national counterparts was the only valid gurantee for the continuation of the system.

The group of experts unanimously endorsed the following proposals embodied in the working document:

In the short and medium term:

- that CLADES and ILPES establish a programme of technical advisory assistance prepared in accordance with the characteristics and level of information infrastructure of the co-operating centres, and that they be provided with advisory assistance suited to the stage of the project in which they are engaged;
- that this advisory assistance be oriented to promoting horizontal technical co-operation among the countries of the region and aim at decentralizing the Information System for Planning.

Technical tools: rules, manuals, controlled vocabularies, computer programmes, etc.

All these points were dealt with briefly but individually.

/Controlled

Controlled vocabularies

The representatives endorsed the recommendation proposed by CLADES to use the OECD Macrothesaurus as a basic vocabulary for the indexing of documents, but added that according to the specific needs of the system the actual planning terminology would be used to help towards the adequate retrieval of the relevant documents from the data base.

It was therefore recommended that in the long term:

- the controlled vocabulary be enriched with a view to constituting a working tool which would meet the specific and particular planning information needs of Latin America and the Caribbean;
- such a planning vocabulary be prepared in consultation with the participating countries so that it would be a useful instrument common to all;
- the vocabulary be made consistent with others existing in the region.

Type of abstracts

This point deals with the method used to summarize the information contained in the documents; the participants put forward several recommendations, in view of the importance of such abstracts as a vehicle for enabling planners to make the right choice of bibliographic material required:

/In the short

In the short term:

- that indicative and informative abstracts[5/] of the content of the document be prepared, using a free style and excluding descriptors from the text of the summary, for publication in PLANINDEX accompanied by bibliographic references for each document;
- that national development plans be analysed in depth by ILPES experts and that the resulting summary be entered in the information system as a document, with its own bibliographic identification, compendium and use of descriptors for subsequent retrieval.

REGULAR OPERATION OF THE INFORMATION SYSTEM FOR PLANNING

Institutional arrangements

This subject is closely linked with the decision regarding the organization of the system, since its "centralization" or "decentralization" will be a determining factor of the type of institutional commitment established.

5/ Indicative abstract: This briefly states the content of the document, its objectives and the main subjects dealt with. It consists of a short description of the document and covers its principal points. It does not include quantitative data. It simply indicates what subjects are discussed in the publication without interpreting the author.
Informative abstract: This presents the conceptual content of the document and summarizes its essential ideas, stating the thesis, hypothesis or theories presented; how the hypothesis is developed, what data were used; methodology, type of data (quantitative or qualitative); conclusions; what new ideas it offers or whether it reaffirms old theories, etc. Its objective is in some degree to replace the original document, and it should therefore contain enough information to ensure that the user will have no doubts about the content and its potential use. It provides a clear condensation of the essential arguments and conclusions of the original document. It should show a coherent and significant relation between the author's ideas and arguments.

/The representatives

The representatives then added another resolution for the short term:

- that activities with the co-operating centres be continued along the same lines as up to the present time, despite the fact that no agreement has been ratified on an institutional basis;
- that the participating countries be requested to appoint an official and permanent representative who would be responsible for supplying information on the documentation which should enter the system;
- that each of the participating governments designate a national co-operating centre (or focal point) of the system in each country.

In the long term:

- that consideration be given to the possibilities of securing financing through the provision of paid services to individual users or institutions other than the co-operating centres.

Resources

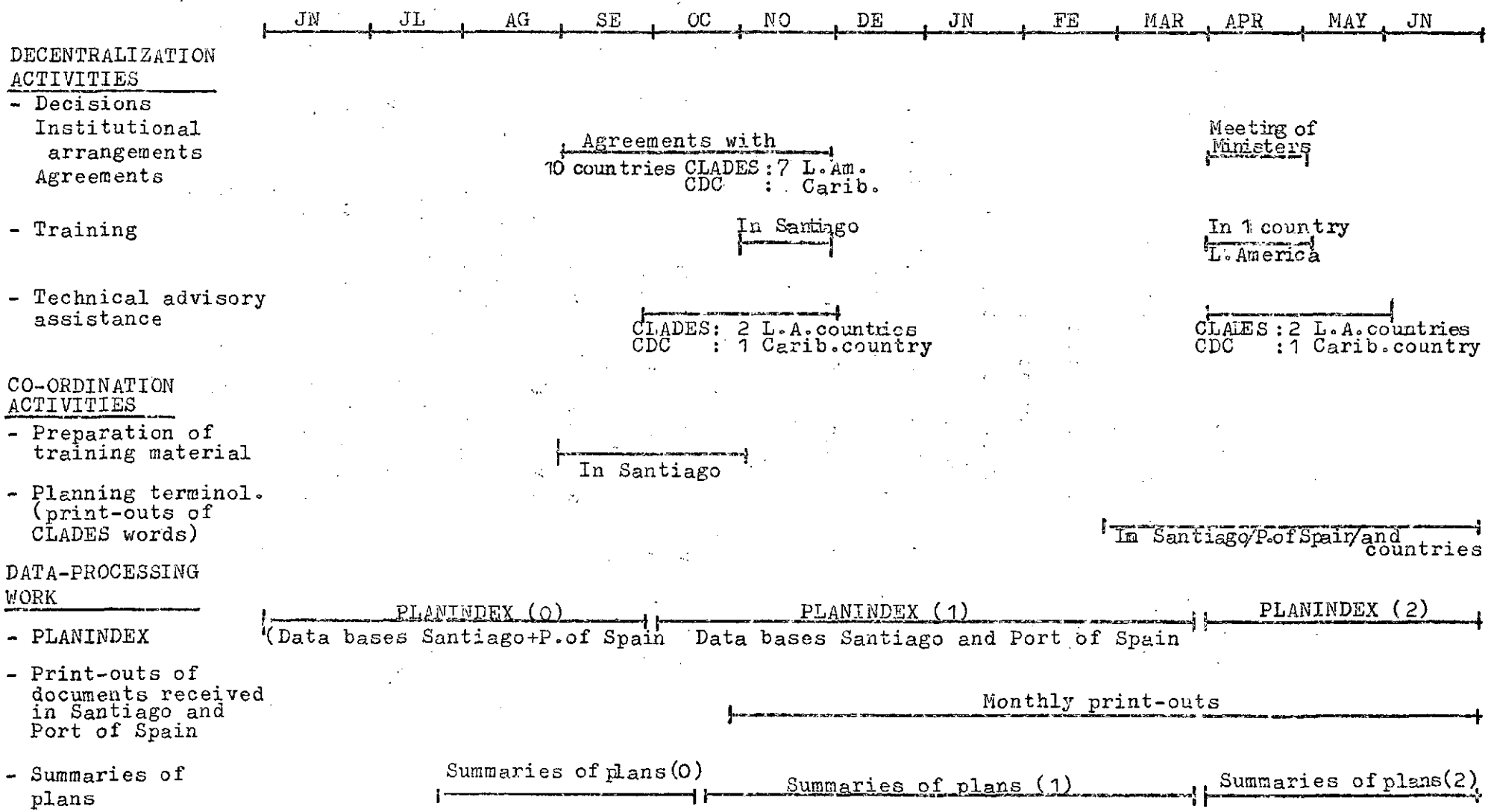
The participants expressed agreement with the following recommendations on financing contained in the working document:

In the short term:

- that CEPAL take steps to seek financing for the system from national or international agencies with the aim of obtaining the necessary support to maintain a permanent working nucleus in CLADES and CDC, thereby ensuring the continuance of the system bayond 1979.

Point 2, Stages of the project, provides a preliminary time-table of activities, which has undergone some changes as progress has been made in the execution of the project. The following time-table resulted from the discussions at the Meeting.

TENTATIVE PLAN FOR PHASE I (JN79 - JN80)



2. Closing meeting

Upon the successful conclusion of the Meeting, the participants wished to express their thanks to the International Development Research Centre (IDRC) of Canada for having made it possible, through its generous contribution, to carry out the first stages of the work on this information project for planning of such interest to the region.

At the closing ceremony, statements were made by Mr. Polo Casanova, Technical Secretary of the Ministry of Co-ordination and Planning of Venezuela, on behalf of the participants, and Mr. Enrique V. Iglesias, Executive Secretary of the Economic Commission for Latin America.

Mr. Casanova expressed appreciation of the honour conferred on him by the participants in the Meeting in electing him to speak on their behalf at the closing ceremony. He then expressed satisfaction with the conduct of the Meeting and the fruitful results obtained after three days of discussions. The results were of great interest to them as planning experts and future users of the information system, and in particular to Ministries and Planning Offices. He went on to refer to the commitment they had all assumed, as experts on the subject, firmly to uphold the usefulness of the information machinery for planning being organized by CEPAL, so that at the forthcoming meeting of top-level planning authorities the decisions adopted now in Santiago might be approved.

In conclusion, he thanked CEPAL for the extraordinarily warm welcome it had extended to all the participants in the Meeting.

Mr. Enrique V. Iglesias, Executive Secretary of CEPAL, stressed the important steps taken by the Ministers of Planning of Latin America and the Caribbean in initiating horizontal

/co-operation

co-operation in the field of planning. He drew attention, in particular, to the rich fund of planning experience accumulated in the region, which would be duly utilized in the establishment of the intercommunication mechanism concerned. Going more deeply into the question, he added that the best way of finally consolidating the "development planning" function would be to establish a system that would link national planning machinery and to seek common denominators which would give a planning new projection in the present situation of Latin America and the Caribbean. Lastly, he said that the information component as a mechanism within planning systems constituted a pioneer experience in the field of co-operation among planning bodies and represented a collective effort to comply with the mandate of the Ministers a d Heads of Planning of Latin America and the Caribbean to establish suitable machinery for the exchange of experience and co-operation among those institutions.

MEETING "INFORMATION SYSTEM FOR PLANNING"

Santiago, 11 - 13 June 1979

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/OBSERVERS FROM CELADE

CEPAL SECRETARIAT

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Jorge Viteri de la Huerta, Secretary of the Commission

ILPES TECHNICAL SECRETARIAT

Jorge Méndez, Director
Hernán Calderón, Expert Science and Technology
Jorge Israel, Coordinator of the Project for ILPES and Coordinator of the Cooperation Programme among Planning Offices
Abraham Nahmías, Expert

CELADE SECRETARIAT

Arthur Conning, Chief Division of Data Processing and Information - CELADE
Miguel Villa, Expert

CLADES TECHNICAL SECRETARIAT

Claudionor Evangelista, Director
Luis Alba, Documentalist
Julio Cubillo, Project Adviser
Mónica Ferrer, Documentalist
Lety Gaete, Documentalist
Luisa Johnson, Project Coordinator
Rigoberto Riquelme, Research Assistant
Leonor Rosés, Documentalist

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ANNEX 6

List of Participants
(Meeting of 13 March, 1979)

ILPES (Latin American Institute for Economic and Social Planning)

- Jorge Israel, Co-ordinator of the Project for ILPES
- Hernán Calderón, Expert
- Edgar Ortegón, Expert

CEPAL (Economic Commission for Latin America)

- Robert Gould, Economic Affairs Officer, Transport and Communications Division
- Beatriz Freire, Research Assistant, Transport and Communications Division
- Lilian Ewer, Director of the Library
- José Besa, Senior Library Assistant
- Rubén Katzman, Demographic and Social Statistics, Statistical Division and Quantitative Analysis
- Luis Talavera, Statistical Division and Quantitative Analysis

DOCPAL (Documentation Population System for Latin America)

- Arthur Conning, Division of Data Processing and Information - CELADE
- Betty Johnson, Chief DOCPAL

CLADES (Latin American Centre for Economic and Social Documentation)

- Claudionor Evangelista, Director CLADES
- Luisa Johnson, Project Co-ordinator
- Julio Cubillo, Project Adviser
- Luis Alba, Documentalist

/ANNEX 7

ANNEX 7

List of Participants

(Meeting from 2 to 4 April 1979)

	Institution	Position
ARGENTINA		
Couture de Troismonts, Roberto	Secretaría de Planeamiento Presidencia de la Nación Buenos Aires	Expert in Information
BRASIL		
Marques, Hamilton Nonato	Secretaria de Planejamento e Coordinacao Geral, IPEA (Instituto de Planejamento Economico e Social) Rio de Janeiro	Expert in Planning
CEPAL		
Alba, Luis	Latin American Centre for Economic and Social Documentation - CLADES	Documentalist
Conning, Arthur	Division of Data Processing and Information - CELADE	Chief INFOPAL
Cubillo, Julio	Latin American Centre for Economic and Social Documentation	Project Adviser
Evangelista, Claudionor	Latin American Centre for Economic and Social Documentation - CLADES	Director CLADES
Feliú, Ximena	Latin American Centre for Economic and Social Documentation - CLADES	Documentalist
Freire, Beatriz	Transport and Communications Division	Research Assistant
Gould, Robert D.	Transport and Communications Division	Economic Affairs Officer

/Israel, Jorge

	Institution	Position
Israel, Jorge	Latin American Institute for Economic and Social Planning - ILPES	Co-ordinator of the Project for ILPES and Co-ordinator of the Co-operation Programme among Planning Offices
Johnson, Betty	Documentation Population System for Latin America - DOCPAL/CELADE	Chief DOCPAL
Johnson, Luisa	Latin American Centre for Economic and Social Documentation - CLADES	Project Co-ordinator
Primus, Wilma	ECLA/Office for the Caribbean	Chief, Caribbean Documentation Centre
Ortegón, Edgar	Latin American Institute for Economic and Social Planning - ILPES	Expert Co-operation Programme
Rosés, Leonor	Latin American Centre for Economic and Social Documentation - CLADES	Documentalist
Sanz-Guerrero, Rolando	Division of Natural Resources and Environment	Program Officer

ANNEX 8

APPROXIMATE CALCULATION OF MINIMUM COSTS FOR AN INFORMATION UNIT IN THE PLANNING OFFICES

The minimum provision of human and physical resources required to operate an information unit which will act as a co-operating centre or national focal point within the information system for planning is given below.

In view of the impossibility of setting exact amounts owing to the variations in costs from one country to another in the region, it has been thought better to measure them in this form, thus establishing minimum patterns of basic requirements.

The purchase of bibliographical material - an item which consumes a large percentage of the total budgets of the information units opened - has not been included in the cost, since on this occasion the measurement focuses on national co-operating centres in which the primordial interest is to have the necessary staff for collecting, forming and organizing document collections on planning produced in the country. Other activities considered for calculating the minimum needs of these co-operating centres are the feeding of the central system for planning through them and the timely distribution of the products resulting from the system to the national users.

Minimum human resources:

- one librarian, documentalist or person with a university degree with knowledge of and interest in library sciences subjects, with special fulltime courses in the field.1/
- one part-time secretary at the start of the work of the information unit, who will later work fulltime.
- one part-time auxiliary.
- one person of substantive level for a quarter of the time, who will be required to direct and co-ordinate the activities of the information unit and facilitate the means of creating information policies in keeping with its mission.

1/ This description is given because personnel trained in information or library sciences are not always available in the countries of the region.

/Minimum physical

Minimum physical requirements:

- a small room with shelves;
- a typewriter;
- a kardex;
- a filing-cabinet with drawers (four would be the minimum);
- some tables and chairs for consulting documents, etc.

Minimum resources for operating the unit:

- cards or analysis sheets according to the system to be used;
- cost of computing, according to the processing given to the data;
- a budget for the purchase of documents;
- money for postage;
- material for making photocopies or money to pay for the service as the case may be;
- office materials;
- telephone.

It should be noted that this minimum national infrastructure will only be able to function with a strongly centralized information system. If the decentralization of the system is desired, the costs to be considered will obviously be much greater since they would involve the recruitment of additional staff for the processing, for example, of the material produced by the planning office and its subsequent despatch to CLADES for entry in the data bases, etc. etc.

The tasks to be carried out by the minimum co-operating centre will be the following:

(a) To collect the documentation produced by the organization to which the unit belongs;

(b) To collect other documents relating to the planning and development of the country;

/(c) To send

(c) To send information on this documentation to the co-ordinating sector (CLADES and/or CDC), as agreed in a clear distribution of responsibilities;

(d) To provide services with the material collected in the unit, with the information received from the co-ordinating centre, etc.

In order to fulfil the objectives, the material must be adequately processed so as to be able to provide services with it and feed the information system which would be centralized to begin with in CLADES and CDC.

ANNEX 9

SOME REGIONAL AND INTERNATIONAL INFORMATION SYSTEMS

INFOTERRA System

INFOTERRA was created as a world action system for facilitating the exchange of environmental information among nations, but with an unusual structure and functions which make it fundamentally different from other international information systems.

Its main feature is the establishment of the "link" between the users and the information sources, whether they are generators or processors of environmental information. Its primordial objective is to collect information on capacities, environmental topics, the geographical context and the form of obtaining information from the sources, and this information is used to guide and link the users with the relevant source.

This is done through a decentralized network which operates through co-ordination centres of three types:

- National co-ordination centres, the designation of which is the responsibility of the governments which are part of the system.

- Regional co-ordination centres which are designated by intergovernmental agreements in the respective regions in which they are required to operate.

- Sectoral centres which are concerned with international aspects of specific environmental topics.

For the operation of linking the users with the appropriate source for their consultations, the national co-ordination centres have National and International Directories which contain detailed information on the sources which has been processed in the activity centre. The activity centre is constantly updating the International Directory and sending this information to the national centres.

The decentralized structure of INFOTERRA, promotes the self-sufficiency of its members as regards information and frees them from the preoccupation of requiring sophisticated and expensive equipment in order to be able to provide the services, since only minimum conditions of space and installations are required for executing their activities efficiently.

/Inter-American

Inter-American Information System for the Agricultural Sciences (AGRINTER)

The general objective of this system is to take part in strengthening the institutional systems in the countries, by supporting the planning and consolidation of the national agricultural documentation and information structures.

The system is directed at meeting the information needs of all the users of the agricultural sector, for which purpose it co-ordinates and integrates at the regional level the efforts made by the countries in documentation: identification, processing and dissemination of agricultural information.

The system has a structure made up of a regional co-ordinating nucleus and a network of basic national nuclei, which characterizes it as a "decentralized co-ordinated" system.1/

The basic nuclei in the countries identify, collect and process their own agricultural documentation and establish the services corresponding to national users.

The co-ordinating nucleus is responsible for the planning, development and co-ordination of the system and for the study and application of the technical aspects relating to human and documentation resources.

AGRINTER has had a notable evolution and progress in Latin America owing to the excellent conditions of the infrastructure installed:

- existence of national agricultural libraries and agricultural documentation centres in some countries;

- the existence at the Inter-American level of centres, programmes and professional groups in the field of agricultural information;

- stocks of documentation on the topic, such as national bibliographies, catalogues of specialized publications, lists of theses, etc.

1/ IICA-CIDIA
AGRINTER. Bases para su establecimiento. Turrialba, Costa Rica, 1973.

/It is important

It is important to add that AGRINTER is co-participant in the International Information System for the Agricultural Sciences and Technology, AGRIS.

Development Sciences Information System (DEVSIS) 2/

The preliminary design of the DEVSIS system was prepared by a committee of experts nominated by six sponsoring organizations: the International Development Research Centre (IDRC) of Canada, the International Labour Office (ILO), the Organization for Economic Co-operation and Development (OECD), the United Nations Department of Economic and Social Affairs (UN/ESA), the United Nations Development Programme (UNDP) and the United Nations Educational, Scientific and Cultural Organization (UNESCO).

DEVSIS maintains that sharing information and transferring it efficiently among the developing nations are essential conditions for human progress and thus should be an integral part of "a new international economic order".

DEVSIS has been defined as a decentralized co-operative system which requires agreement among governments and their direct participation or participation through institutions appointed by them. The central authority must therefore be in the bands of an intergovernmental body suitably provided with official channels of communication with all the governments. This need, reflected in the discussions held at all the stages of the study of DEVSIS, leads to the conclusion that the central authority should be based in a United Nations agency with general responsibility for economic and social development programmes.

The regional bodies, such as the United Nations regional economic commissions and the regional development banks, also have an important role to play. While they can take part in the system in their own right, the study group recommends that they provide the impulse for a regional policy which may have some impact on the general administration of DEVSIS.

The system has a specific aim and will only process information produced in support of the object of its mission: economic and social development.

2/ CIID. Compartiendo Experiencias. DEVSIS: servicio de información para quienes toman decisiones. Bogotá, CIID, 1977.

/Its users

It users will be the workers of development: forgers of policies, planners, investors, project administrators, researchers, communications specialists involved in economic and social development programmes .... at the level of planning ministries and similar official bodies, international and regional institutions taking part in development programmes, development co-operation bodies and research institutions for the same purpose.

Main characteristics of the system:

- decentralized: the double task of preparing information and meeting the needs of the users will be carried out through a world network of participating centres located in national institutions or in regional and international bodies.

- specifically oriented: DEVSIS will only accept information relevant for its purposes, i.e., produced to contribute to economic and social development.

- global: all the nations of the world will be able to participate. DEVSIS will not have its own philosophy on development and will give the same reception to all information, whatever its origins, provided it has been produced for the purposes of development.

- complete, but without repetitions: studies made show that owing to economic restrictions, the institutions devoted to collecting and disseminating literature on development only analyse a small fraction of the studies which appear, with the aggravating factor that in many cases this work is duplicating. DEVSIS will eliminate these wasted efforts and will fill existing gaps.

A basic element in the system is that each country taking part accepts the responsibility of contributing with standardized registers of the relevant documents generated within its territory.

Regional Library of Medecine (BIREME) 3/

BIREME represents in Latin America a vital agent of communication in the bio-medical area, and as such has since 1967 been engaged in the co-ordination of the medical libraries of South America, extending its services to other scientific institutions in the region; this situates it in the context of a network of bio-medical information.

3/ MDURA, Washington
O trabalho da Biblioteca Regional de Medicina de Organizacao Pan Americana da Saúde em pro de Desenvolvimento da Informacao Cientifica na America Latina.
In: 3º Congresso Regional sobre Documentacao en 11a. Reuniao da FID/CLA. 20-24 September 1971.

/BIREME emerged

BIREME emerged with the support of the Pan American Health Organization, and grew vigorously in Brazil where it is located; it was subsequently incorporated into co-operative activities in other Latin American countries through the scientific information and documentation centres, medical libraries and those corresponding to disciplines connected with other branches of the health sciences.

Each of these centres co-operating with BIREME is at the same time part of the respective supporting service for its country in the bio-medical area, using and promoting in the region the bibliographical resources of the national centres taking part.

The activities of this Latin American network comprise the following aspects:

- Central registers of serial publications;
- Inter-library loans;
- Access to specific data banks;
- Location of out of stock materials;
- Selection and purchase of literature;
- Retrieval of numerical data in special areas;
- Advisory work in planning services;
- Development of automated systems in national libraries;
- Training of professionals at the headquarters of BIREME.

At the present time, BIREME is in process of reorganization with the prospect of improving the flow of scientific information in the region.

Red Panamericana de Documentación e Información sobre Ingeniería Sanitaria y Ciencias del Ambiente (REPIDISCA)

REPIDISCA is a network sponsored by the Pan American Health Organization, through the Centro Panamericano de Ingeniería Sanitaria y Ciencias del Ambiente (CEPIS), with its headquarters in Lima, Peru.

IDRC and international development assistance agencies are co-operating in establishing this network, in which the national bodies connected with the health and environmental problems of the region participate.

/Its objectives are:

Its objectives are: to improve the access and flow of information and documentation on sanitary engineering and environmental sciences, by means of processes of identification, appraisal, planning, legislation and decision-making on the most appropriate technological, social and economic solutions for such problems.4/

The design of the network considers CEPIS as the regional co-ordinating centre and the participation of national bodies as centres of co-ordination in the respective countries.

Industrial Information System (INDIS)

Objectives

To assist the developing countries by facilitating industrial information to them; to serve industrial planners, directors and engineers in their needs for information on all aspects - technological, management and economic - of industrial development, through an industrial information service, the dissemination of printed information material and access to the know-how contained in the documents produced by UNIDO or obtained from various sources, taken from the automated summaries on industrial development; and to support the development of equipment and means for technological and industrial information and supplement the capacity of existing technological and industrial information services at the national, regional and international levels, in order to serve the information needs of industry.

Sphere of activity and topic coverage

World-wide geographical context: period of coverage from 1960; languages: Spanish, French and English.

Programme of information on: engineering and technology.

At the service of: the Member States, centres of extension and information on industrial research, UNIDO staff, and staff on field technical assistance projects.

System of indexing and/or classification

Own thesauri.

4/ CEPIS.
Grupo Consultivo sobre Información en Ingeniería Sanitaria y Ciencias Ambientales. Final report, Lima, Peru. 14-16 November 1977.

/Services provided

Services provided

Question and answer service, periodical publications, automated consultants file, correspondents, address list; the supplementary services include searches on demand, D.S.I., on-line services between Vienna and Geneva where the summaries are stored, occasional training service in the use of the system.

International System for the Exchange of Information on the Application of Science and Technology to Development (SPINES)

Objectives

The establishment of an automated system for the exchange of information among the Member States for collecting, analysisng, processing and distributing selected data and documents directly relating to science and technology policy, organization, transfer and valuation.

Sphere of activity and public coverage

World-wide geographical context; period of coverage of the pilot phase: as from 1977; language: English, at a later stage Arabic, Spanish, French and Russian. Provides information on: dissemination and divulgation of science and technology; economics, indstry and commerce; engineering and technology; production and availability of information; research techniques; organization of scientific work; public administration, government; knowledge of science and know-how; scientific policy and planning; scientific and technological revolution; systemology and management studies.

At the service of: international organizations, directors and government and parliamentary administrators, science policy planners, research organizations, science policy researchers, universities and enterprises of a scientific nature.

Sources of information

Monographs, reviews, reports, patents, standards, thesis, minutes, audiovisual material, laws and standards, unpublished documents.

Systems of indexing and/or classification

SPINES thesauri.

International Bureau of Education, Documentation and Information System (IBEDOC)

Objectives

To provide information to the official agencies of the Member States in UNESCO, to UNESCO and to other international organizations. The library collection is also being automated so as to operate in this form as from July 1978.

Sphere of activity and topic coverage

World-wide geographical context; period of coverage: the library collection as from 1930, the automated data bank as from 1974; language: English, the automated subject indexes will be accessible by descriptors in Spanish and French as from 1979.

It provides information on: comparative education, teaching policy, teaching reform including changes and innovations.

At the service of: education bodies of the Member States, centres specializing in pedagogical documentation and pedagogical libraries.

System of indexing and/or classification

UNESCO/IBE thesauri on education.

Elements of search

By: United Nations organization, corporation, geographical region, country, title, author, institution, descriptors.

Services provided

The regular services include: reviews, bibliographies, lists of acquisitions, list of education reviews existing in the library, list of present bibliographical sources on education; the supplementary services include: bibliographical searches, on-line services, question and answer service, reprography, loans, training in the use of the system; IBEDOC also provides on-line and deferred (printed material) computer searches of 5-year old material from ERIC and also from BIBL (ILO).

/Internation Bureau

International Bureau of Education. International Education Reporting Service (IERS).

Objectives

To provide the Member States with information on innovations in education.

Sphere of activities and public coverage

Geographical context: the Member States of UNESCO. Coverage since 1974; language: English.

Provides information on: pedagogical innovations in teaching programmes, methods, structures and organization of programmed and non-programmed teaching, theoretical aspects of the process of educational change.

Systems of indexing and/or classification

Own thesauri.

Elements of search

Descriptors, country, geographical region.

Services provided

The regular services include reviews, bibliographies, indexes and other publications; the supplementary services provide bibliographical searches on-line services, question and answer services, reprography, loans and training in the use of the system.

The available material is distributed free of charge to the developing countries.