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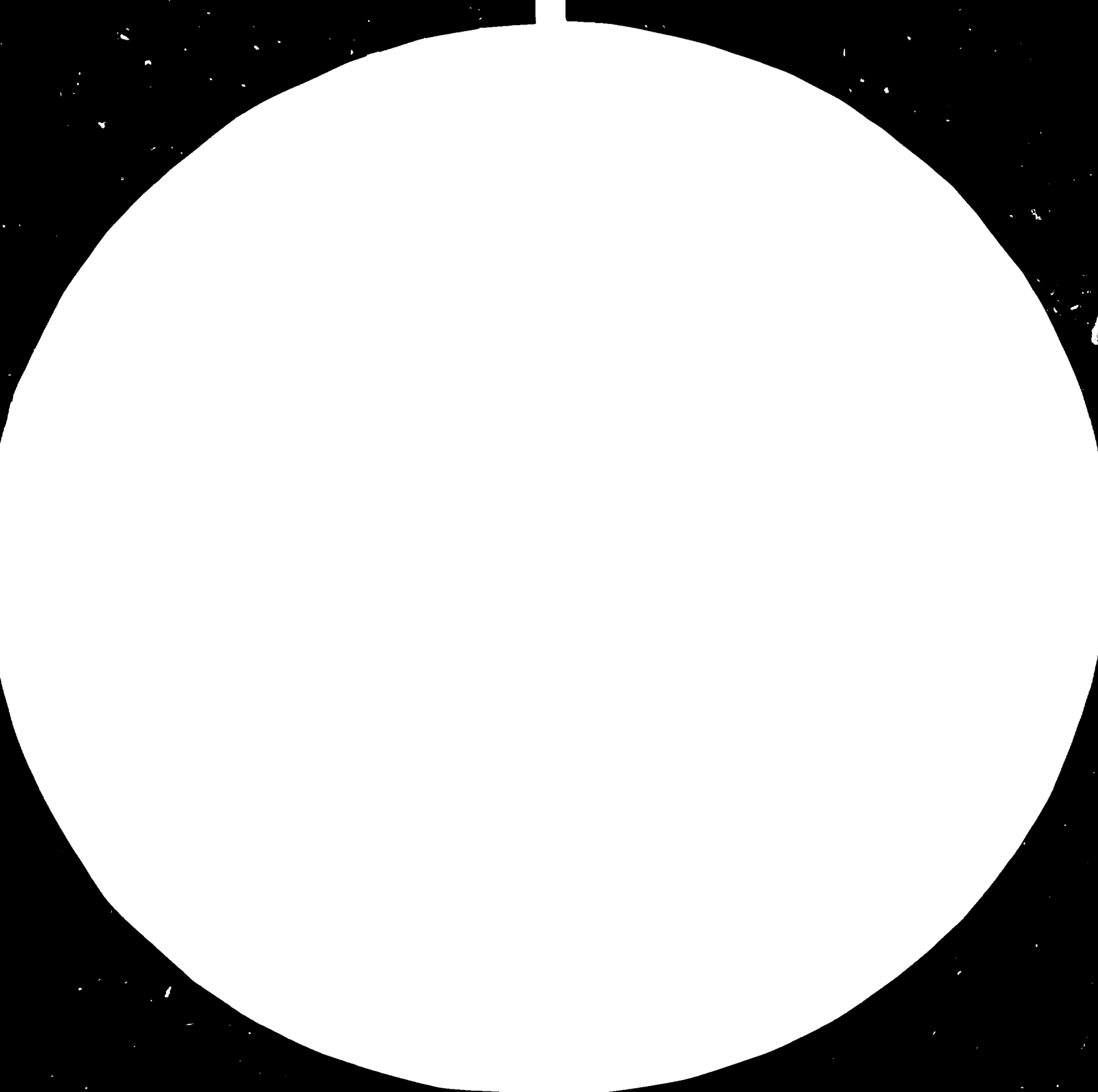
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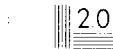
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Report No. 39

RESTRICTED

December, 1983

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Indonesia.

ASSISTANCE TO THE DEVELOPMENT OF SMALL INDUSTRY
(INS/78/078)

FINAL REPORT
OF
BAL RAJ KOHLI
INDUSTRIAL DOCUMENTATION EXPERT

This report has not been cleared by the United Nations Industrial Development Organisation which does not therefore necessarily share the views presented.

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Acknowledgements

The Expert offers his thanks to Director General of Small Industry, former Director I, who was coordinator of the Project, other former Directors and present in the Directorate General of Small Industry, the present Coordinator and his staff PSP2IK and others in the Directorate General for their cooperation during his tenure in the Project. He is also grateful to the SIDFA, Team Leader and other UNIDO Experts in the Project for their friendly cooperation and guidance.

The Expert must also thank the Chiefs of Kanwils, BIPIKs and PPIKs in different province covered by the Project for their ovational cooperation during his visits. He has to offer extra gratitude to his counterpart Ir. T.U.B. Tampubolon and Typist Mrs. Fransisca Malik for their very close cooperation all through his tenure.

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1. Job Description
2. International and National Staff
3. Documentation
4. A PROPOSAL FOR ESTABLISHMENT OF NATIONAL INDUSTRIAL INFORMATION AND DOCUMENTATION CENTRE IN DCSI AND ITS UNITS IN THE PROVINCES FOR DEVELOPING A NETWORK.

A B S T R A C T

The Documentation Expert one of the five Experts in the Central Team of Project INS/78/078 - Assistance to the Development of Small Industry, who has been in the Project from February 11, 1982 to February 10, 1984 has prepared this final report at the end of his mission incorporating his findings, activities, accomplishments, conclusion and recommendations.

The Expert relates the extent to which he could fulfil the obligations of his original terms of reference and subsequent additions thereto. The Expert completed his survey of the existing Situation of Industrial Information and Documentation Services in the DGSI and 8 provinces. He also assessed the industrial information requirements of small industrialist. The information sources presently existing in the country were identified and a guide to such sources was prepared. One Pilot Information and Documentation was set up in DKI Jakarta and two others were designed but for the reason explained in the report could not be implemented. A training Programme on Management of Industrial Information and Documentation Centres was organised in 24 participants from DGSI and 8 provinces participated. Different programmes for publications to disseminate information among those who are actively engaged in the Small Industry Sector were designed. He has brought out the various shortfalls and restraints but for which much more could have been achieved. In view of his sustained efforts and experiences while working in the Project he has made recommendations and suggestions for the consideration of the concerned agencies, the Government and UNIDO/UNDP.

(ii)

The Expert is convinced that the Directorate General of Small Industry and their Provincial offices do need Information and Documentation Services for the development of Small Industries in the country but this can be achieved only when there are adequate facilities like funds, space, manpower etc. specifically for the purpose. A comprehensive proposal for National Information and Documentation Centre and Network has been submitted for implementation by the Government Implementing Agency, DGSI.

The Expert feels that Technical assistance would be needed for this purpose but as a wholesome independent Project with necessary hardware and software components from both sides-the International funding and local funding.

I N T R O D U C T I O N

PROJECT BACK GROUND :

This Project INS/78/073 - Assistance to Development of Small Industries was approved on 16 December, 1980 but the implementation commenced in August 1981 with the arrival of the Team Leader in the Field. The objectives of the project as envisaged in the original Project Document are as follows, which were revised subsequently :

Development objectives :

The Third Five-year Development Plan - REPELITA III launched by the Government of the Republic of Indonesia in April 1979 stipulates that special attention should be given to the promotion of the Small Business Community under its equity objective. In view of the labour intensive character of the small scale industry, and, their location being spread throughout the country, generation of some 434,000 new jobs over the plan period as well as stimulation of Regional development through Rp. 90,000 million of new investment and Rp. 60,000 million added value (based on 1973 constant prices) in and from Small Scale Industry respectively, are the main targets expected to be achieved.

The Plan calls for specific Government actions such as financial assistance, marketing assistance and provision of training facilities for this purpose.

Various programme have been formulated by the Government through the Department of Industry, more important among which are : the establishment of the 200 Mini Industrial Estates throughout the country before 1990; the establishment of 27 Small Industry Development Centres i.e. one each in the provinces; Common Service Facilities; Sub-contracting with and sponsorship by the large industries, and, Product Reservation Schemes for Small Scale Industry, etc.

The project is required to assist in the planning and implementation of the above-mentioned programmes of the Department of Industry through the Directorate General of Small Industry and thus contribute to the attainment of the REPELITA III objectives.

The development of small scale industry has been accorded a distinct priority in the Second Country Programme approved by the UNDP Governing Council at its Meeting in January 1979.

Immediate Objectives :

The following are the immediate objectives of the project :

- a. Establishment of an operational Central Project Unit/Team at the Directorate General of Small Industry dealing especially with the planning and implementation of various Government programmes for the development of Small Industry, particularly, the establishment of Mini Industrial Estates (MIEs), Small Industry Development Centres (PFIKs), Product Reservation Programmes, and, formulation of policies and incentives for the promotion of small scale industries.
- b. Establishment and operation of model Small Industry Development Centres (PFIKs) and their constituent Extension Centres in five regions.
- c. Establishment and operation of model Mini Industrial Estates (MIEs), Common Service Facilities (CSFs) in the five regions and train their staff.
- d. Identification and implementation of opportunities for

linkages with national technological institutes with a view to mobilize and stimulate national technical expertise to develop joint programmes aiming at the diversification and improvement of the quality of products manufactured by the small industries.

- e. Identification of business opportunities like production and marketing sub-contracts with large industries in the spirit of Bapak Angkat (Foster Father system) programme where feasible, and assistance in their implementation.
- f. Upgrading of the planning, implementation and monitoring of the in-service training programmes for the extension officers, trainers and entrepreneurs.
- g. Mobilization and co-ordination of technical and financial assistance from other multilateral and bilateral sources for PPIKs, MIEs and CSFs as requested by the Government.

To the above were added the following special consideration :

Special consideration

Majority of the cottage and small scale industries involve economically weak and disadvantaged groups. It is estimated that at present there exist some 2.5 million such units. The project will, therefore, be of direct benefit to these groups.

Most of these enterprises are family units and even otherwise involve women in the production system (leather, batik, handicrafts, textile, food, silver work, wood work and other cottage and craft industries) and thus the project should contribute to the integration of women in the development process.

Quite a large number of enterprises to be dealt with by the project are rural and village based while some involve part time farmers or farm workers. Any expansion or growth induced by the project would thus be of direct benefit to the rural poor and the economically depressed.

The Project provided the following International Expertise for its implementation :

Central Team :

1. Team Leader
2. Industrial Engineer.

3. Industrial Marketing Expert
4. Industrial Training Expert
5. Industrial Documentation Expert

Thus the Industrial Documentation Expert was one of the components of the **Central Team** and his **Terms of Reference** were as detailed below :

1. Assess the present and future industrial information requirements of small industrialists in the country;
2. Identify the information sources presently existing in the country (Industrial Research Centres, Federation of Industries and documentation centres, etc.) which supply information in the field of industrial technology (raw materials, industrial management, patents and licences, export promotion, joint ventures, etc);
3. Give advice on the most appropriate techniques for collecting, selecting and processing industrial information and on an appropriate method for disseminating the information to the potential users;
4. Assist the Directorate General for Small Industries to develop a central information service on technology, thereby strengthenin its programme of publications

directed to small entrepreneurs. The expert will also be expected to prepare final report, setting out the findings of the mission and recommendations to the government on further action which might be taken.

The Expert was recruited on 11 February 1982, and arrived in the field on 14 February, 1982 after having his briefing at UNIDO Headquarters in Vienna. The expert was in the project for 24 man months (11 February, 1982 to 10 February, 1984).

This report deals with activities, achievements, and observations of the Expert. The Expert has also made some recommendations and suggestions for the future follow up action by the concerned Agencies.

F I N D I N G S

The Expert after his briefing from UNIDO SIDFA, Team Leader had a series of meeting with the Director General of Small Industries, Directors in the DGSI, Heads of different divisions and sections in the DGSI busied himself with the familiarization of the scope of activities of his mission according to his terms of reference. Work Plan for 12 months was prepared, which was updated on his extension for another 12 months. The work plan was drawn in consultation with Team Leader and the Coordinator Director of the DGSI.

Simultaneously the Expert started drawing up a list of the important Department organisations, Institutions, Information and Documentation Centres, Research bodies and others which could be the sources of information for small Industries. Based on his experiences of the country during his previous assignment of FAO, he was able to draw up a comprehensive inventory of such sources. The survey of the Directorate General of Small Industries revealed that they had in their organisational structure two sections dealing with Information and Documentation respectively. One under the Central BIPIK and the other under the Secretariat of the DGSI. Both of these sections did not/even now do not have any systematic Information and Documentation Centre. A series of meetings with heads of these sections were arranged to know the possibilities of providing assistance to them to develop a centralized Information and Documentation Centre with all the necessary components of activities. But it was learnt that these sections were structurally under different Divisions of the DGSI and therefore their merger or working together was not possible because of varied reasons. Although the heads of the sections always evinced extra interest but the reaction

from their respective bosses were never available. The Expert wished that a comprehensive Industrial Information and Documentation Centre at the DGSI should be developed in the first instance and then it could serve as the national centre for all the provinces in terms of supply of informations, organise centres at the provincial offices and in turn work out a complete network upto the grass root levels.

But the coordinator Director of the Project who was then also the Director for Programming and Planning in the DGSI advised the Expert not to take up the afore stated work of establishing Industrial Information and Documentation Centre in the DGSI and instead set up centres in the Provincial offices. Thus it was decided that 3 Pilot Industrial Information and Documentation Centres should be set up at three Provincial locations viz; DKI Jakarta, Surabaya, East Java and Medan, North Sumatra. This was agreed to by the Team Leader also. That is why at the Tripartite meeting held in 1982 this items was incorporated in the Prodoc. revisions. Thus the focus of the major activity was shifted to the Pilot Information Documentation Centres. The Expert, in view of this, prepared the necessary proposals incorporating the requirements for setting up these centres in terms of manpower, accommodation, equipment, supplies etc.

and submitted to the coordinator Director. Simultaneously the concerned officials of the DKI Jakarta were approached, who were very keen and enthusiastic for this and they offered the location at their PPIK in Pulogadung. Visits were made to Medan and Surabaya for similar purposes and there too Expert found a lot of interest to have Industrial Information and Documentation Centres but they had and even now have the problem of accommodation, manpower and finances for this activity.

With the reorganization of the DGSI in mid 1983, the new coordinating section again took up the matter regarding the Industrial Information and Documentation Centre for DGSI and asked the Expert to prepare a fresh proposal and submit it to the DGSI. They promised to discuss it with the Expert and the concerned officials in DGSI upto now no such discussions have taken place.

The Expert prepared a proposal for starting a Digest for dissemination of Information on new Technologies, management, marketing etc, and a sample dummy was also prepared. This was submitted to the coordinator Director for their approval, funding and deployment of staff to work on it, but the decision was always deferred. Similarly various brochures, pamphlets and other information material were proposed and even the samples were prepared for disseminating information among all these who

are engaged in the Small Industry Sect especially the Small Industry entrepreneurs but again no action was prompted from the DGSI.

Four training programmes were designed for training the Information and Documentation officials but only one could be implemented in September 1983 others were very much on the Programme but suddenly DGSI decided to abandon them.

A lot of Information and Data was collected by the Expert and his counterpart to compile a guide to Information Sources in Indonesia, through personal visits, correspondence and secondary sources. A guide was compiled and submitted for use by DGSI and Provincial offices. For this there was no assistance from the DGSI because the Expert was working independently along with his locally hired counterpart.

The Project Document did not have any inputs in terms of equipment etc. for the Information and Documentation Centres rather the Project Document did not Spell out the activities and the outputs of this component at all. From the side of the Government contribution, likewise, did not provide any funds for this. Since this activity is almost of building institutions the non allocation of funds from both UNIDO/UNDP and DJIK could not accomplish any tangible output. From UNIDO/UNDP side it was proposed that a sum of \$30,000 should be allocated at the rate of

\$10,000 for each of the three centres. This was agreed to according Revision 'D' of the Project Document. Whereas on the DJIK (Government) side it was decided that IRP 12 million will be provided and IRP 8 million will be allocated by the respective BIPIKs of three locations (DKI Jakarta, Surabaya, Medan). So far as the implementation of these allocation goes, UNIDO/UNDP have provided for one photocopier for Pulogadung Centre and the rest was not available because vehicles had been purchased for the provincial teams. DJIK provided some equipment for Pulogadung and Medan but nothing for Surabaya. The respective BIPIKs never provided anything and they always expected allocations from the DJIK. One can well imagine how Information and Documentation Centres can be set up when there are no adequate funds.

Another important aspect is worth mentioning here is that so far as the manpower for the Industrial Information and Documentation Centres is concerned neither the DJIK nor the Provincial offices have any qualified, trained or experienced staff. Whatever scanty staff was provided at Pulogadung was temporary and new entrants. The ones working in 1982 were replaced by the new ones in 1983. Medan did have any but they promised to provide some. Surabaya has two students to look after their small Library.

ACTIVITIES :

The Work Plan :

The broad work plan was drawn for the entire period of the Experts assignment is detailed below. This work Plan stipulates the broader headings of the activities to be undertaken whereas the detailed activities have been described in succession.

No.	A C T I V I T I E S	T I M E F R A M E
1	Briefing and familiarization with organisation, systems and the officials of the DGSI	11 Feb 1982 to 30 April 1982
2	Assesment of the present information and documentation facilities in the DGSI and other provinces.	1 May 1982 to 30 Sept. 1982
3	Assesment of information and documentation needs of the officials of the DGSI Kanwil offices, Extension workers and entrepreneurs	15 Feb.1982 to 30 Sept. 1982
4	Survey and Identification of Information sources presently existing in the country	15 Feb.1982 to 31 Oct. 1982

No.	A C T I V I T I E S	T I M E F R A M E
5	Preparation of reports on the items 2-4 bringing out the findings and making recommendations for implementation.	1 Jul. 1982 to 31 Dec.'82
6	Prepare plans for establishing information and documentation centres at the DGSII (National Centre) and at the Kanwil offices six of them	1 Jul. 1982 to 31 Dec.'82
7	Prepare proposals for equipment, supplies and publications to be procured for the centres.	Jun.1982 to Oct. 1982
8	Impart on-the-job training to the personnel deputed to work at the information centres.	
9	Prepare instructional manual for the staff of the centres	Sept.1982 to April 1983
10	Work out mechanism of establishing linkages with other Information and Documentation Centres in Jakarta and other metropolitan cities, Research Institutes, Industrial organisations departments in Indonesia as also international Agencies organisations or other for procurement of their literature, data and information.	April 1982 to Oct 1983

No.	ACTIVITIES	TIME FRAME
11'	Procure equipment, literature and information from various sources within and without the country for the centre	March 1982 to Dec. 1983
12'	Establishment of Information and Documentation Centres at DKI Jakarta (PPIK Medan, (North Sumatra), and Surabaya (East Java)	August 1982 to Nov. 1983
13'	Prepare Publications-brochures, Newsletter, Current awareness lists, Industrial Profiles directories, data sheets and others.	August 1982 to Sept. 1983
14'	Provide support to the UNIDO Team at Jakarta and teams at six Provincial Locations	Feb. 1982 to Dec.1983
15'	Prepare Progress Reports Quarterly Half-Yearly and other	Jun to Sept 1982 to Dec'82,
16'	Terminal Report	Jan to March 1983
		April to June 1983
		July to Sept. 1983
		Oct. to Dec. 1983
		Dec' 83 to Jan' 1984.

1. Survey of the Existing Situation :

The first and most important activity which was undertaken by the Expert was the survey of the existing situation of the Information and Documentation Services in the Directorate General of Small Industries and in the 8 provinces covered by the Project. This survey aimed at two pronged results - first the requirements of industrial information by the ranks and files in the Directorate General of Small Industries as also by the officials of the BPIKs, PPIKs, TPLs, TPLS's and most importantly the Small Industry entrepreneurs located in the MIEs, Sentras (Clusters) and villages. Secondly the existing mechanism of rendering these services at various levels. This was an absolute necessity for the Expert to have the full picture of the existing situation and then organise his activities accordingly.

To accomplish this the Expert in the first instance, surveyed the situation in the DGSI and along side designed proposals for visits of the Provincial offices. The former was comparatively easier because there was no outside travelling involved in it but the latter (Provinces) was difficult because travelling arrangements were not easy. Resultantly the Expert could complete his visits of the Provinces only until the end of October 1983.

Certain procedural difficulties in travel financing were always there. The following details of visits may be worth mentioning here :

1. Ujung Pandang (South Sulawesi)	11-13-06-1982
2. Medan (North Sumatra)	30-06-3-07-1982
3. Bandung and Bogor (West Java)	29-08-1982-4-10-1982
4. Yogyakarta	4-6-11-1982
5. Surabaya (East Java) and Bali	18-24-12-1982
6. Surabaya (East Java)	26-09-1-10-1983
7. Medan (North Sumatra)	17-22-10-1983

Although Surabaya and Medan were designated for Pilot Information and Documentation Centres yet only two, visits (one for preliminary Survey and one to make arrangements for setting up the centres) could be possible within the assignment period.

On the completion of the survey a report was submitted, which incorporated the existing situation on the requirements of Industrial Information and Documentation Services and available mechanism. Recommendations too were made in the report for necessary action by the concerned authorities. Details of this survey have been provided in the succeeding pages.

2. Survey of the existing Information and Documentation Sources to identify the ones which could be useful for the development of small industries. Several visits were paid to various departments, organisations, Institutions, Universities, Research bodies, Federations, banks and others in Jakarta and same was done in the provinces during visits thereof. Among these prominent were the Department of Industry and Directorates General under it, Department of Trade, Central Bureau of Statistics, Kadin (Federation of Chambers of Commerce and Industry), Department of Manpower, Research Institutes under Department of Industry, Department of Agriculture, Universities, Institute of Technology Bandung, MIDC, Ceramic Research Institutes, Cellulose Research Institutes, Food Technology Institute, and many others. In addition to these quite a number of Libraries, Information and Documentation Centres related to Industry, Science and Technology, Trade, Commerce, Research, Consultants were visited to collect information and data about their usefulness for procuring information and documentation for dissemination among the small industry sector. Where visits were not possible correspondence was resorted to. Moreover, secondary data too was collected to elicit this information. Consequently a guide to Information and Documentation Sources useful for Small Industry in Indonesia was compiled and distributed. This guide has a wide coverage providing information about important and

pertinent information about the special libraries, Information and Documentation in the metropolitan cities, Research Centres like Bogor, Bandung and Yogyakarta. This can serve as a very useful guidance for the officials of the DGSI, Provincial offices, Extension Staff, Entrepreneurs and others where what Information can be had. A word in this context to reveal that many of the concerned officials had not known that such information sources exist in their own locations or cities.

3. Development of Linkages with National, Local and International Sources of Information and Documentation :

Right from the beginning correspondence was initiated with International and Regional organisations to procure their publication and information material related to Technologies, management industrialization, Small Industry and others. The agencies contacted were like UNIDO, FAO, ITC/UNCTAD. Techno-net Asia, ESCAP, ILO and others. Some government agencies in other countries too were requested to regularly supply their materials related to small industries, technologies etc. The response was very good. Many documents were received and also they promised to exchange materials with us. This is a very important function for any Information and Documentation Service because Information materials from all the sources must be received for dissemination among the users of these services.

Internal ~~ie~~ national sources too were contacted personally as also by correspondence for having their material for dissemination. Booksellers, and Publishers with in the country and abroad were approached to have latest information on their publications. Many of them responded and started sending their information literature. But no purchases were made because there were no funds for the same.

4. Proposals for National Information and Documentation and network concepts :

The Expert prepared a comprehensive proposal for establishing Information and Documentation Centre at the DGSI which would have become the National Centre. The proposal incorporated the whole mechanism of its structure, location, function, outputs, services, requirements - Manpower, infrastructure, equipment, supplies, Information material like books, publication, periodicals and so on. It was submitted to the coordinator Director, in the very early stages of Experts assignment. But all his efforts to implement it did not bear any fruit because it was decided that (as mentioned earlier) instead of having such a centre in the DGSI, the efforts should be directed to set up Pilot Information and Documentation Centres at the Provincial level. Three locations were decided viz; DKI Jakarta, Surabaya and Medan. The coordinator Director informed the Expert that Information Service for the provincial offices is

more important because they deal with the entrepreneurs directly. Rather he was of the opinion that existing information services in the DGSI were for the top level whereas the real service to the Small Industry could be possible only through the Provincial offices. The expert was never encouraged to pursue the idea of having the main centre in DGSI, which could develop the network concept.

With the change of positions as a result of the reorganization of the Directorate General in March/April, 1983, new Unit was set up to deal with the UNIDO Project called PSP2IK. The new coordinating officials again asked the Expert to prepare a fresh Proposal for the centre in DGSI incorporating the network idea. But they did not shelve the Pilot Information Centres already agreed to. Thus the Expert prepared a new proposal and submitted to them in early July, 1983. He was informed that it would be discussed by the concerned officials in the DGSI and necessary action would be undertaken by the Expert after that. The Expert despite his repeated efforts, never got any reaction till the time of writing this report. A copy of the proposal is appended herewith as an appendix.

5. Pilot Information and Documentation Centres :

Since the focus of the activities of the Expert was directed to the establishment of 3 Pilot Information and Documentation Centres at

Jakarta (Special capital Region of Jakarta), Surabaya (East Java) and Medan (North Sumatra), the Expert took up the designing of plans, preparation of lists of equipment and supplies, the manpower requirements and also the accommodation requirements. Along side the Expert contacted the Chief of BIPIK, DKI Jakarta, to know his views and readiness for setting up the Pilot Information and Documentation Centre in his office, because this is within the city of Jakarta whereas other locations were distant provinces. The Expert must appreciate the ovation and enthusiasm of the Head of BIPIK, DKI Jakarta, who told the Expert that they had been waiting for this opportunity because they urgently needed this activity. He suggested that Pilot Information and Documentation Centre may be set up in the PPIK (Small Industry Promotion Officer) located in the Industrial Estate of Pulogadung around 15 kilometres away from from their office as well as from the location of UNIDO Project.

The accommodation proposed for the Pilot Centre was still under construction but the Expert found that it could be useful. The Expert, his counterpart and Chief BIPIK visited the place and the Chief of PPIK was told by the BIPIK Chief to get the place ready as early as possible. In the meantime the Expert prepared all the plans and Programmes, which were discussed with BIPIK Chief

and at times with the Chief of Kanwil Jakarta. The room was ready after a couple of months but necessary fittings and fixtures was still underway. The supply of water and electricity too were still awaited. A lady TPL (Extension office) was allocated the work of managing the Pilot Centre.

The expert and his counterpart, provided them with the designs of supplies, formats of various technical stationery material, models of the furniture, lists of equipment etc. Also lists of pertinent literature required were made and the staff of PPIK was asked to procure these.

The room was ready and 3 to 5 staff were also provided. Some furniture like chairs and tables for the staff and a cupboard were provided. The work for the establishment of this centre was started. Then, came the question of the equipment, supplies, books, publication and so on. The DAPIK DKI Jakarta did not have much funds, therefore the Project Coordinator Director was approached with comprehensive lists of requirements. The expert had proposed that a minimum of IDR 26 million are required to just start the pilot centre. The break up of these requirements and funding is detailed below :

Estimate of funds required for the establishment of
Information and Documentation Centre

1. E Q U I P M E N T	IRP.	20,000,000
2. S U P P L I E S	IRP.	2,500,000
3. B O O K S	IRP.	2,000,000
4. P E R I O D I C A L S	IRP.	1,500,000

IRP. 26,000,000

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EQUIPMENT

<u>S. NO.</u>	<u>I T E M S</u>	<u>QUANTITY</u>	<u>P R I C E</u>
1.	Book Shelves (Steel adjustable)	10 rows	IRP. 3,000,000
2.	Periodical Display and Storage Racks	4 units	IRP. 600,000
3.	Catalogue Cards Cabinet with 60 Trays	1 unit	IRP. 900,000
4.	Kardex Cabinets	2 units	IRP. 800,000
5.	Book Supports	100 pairs	IRP. 225,000
6.	Electric Typewriter	1 unit	IRP. 1,200,000
7.	Type Writer Manual	1 unit	IRP. 300,000
8.	Photocopier	1 unit	IRP. 4,300,000
9.	Spiral Binder	1 unit	IRP. 340,000
10.	Paper Cutter.	1 unit	IRP. 65,000
11.	Pamphler Boxes	300 pieces	IRP. 400,000
12.	Stencil cutter	1 unit	IRP. 2,000,000
13.	Duplicator	1 unit	IRP. 1,500,000
14.	Card Cabinets with four drawers each	2 units	IRP. 160,000
15.	Charging Trays	2 units	IRP. 90,000
16.	Desk Calculators	2 units	IRP. 200,000
17.	Micro Film Reader/Printer	1 unit	IRP. 2,000,000
18.	Filmo - Sound Projector	1 unit	IRP. 2,000,000

S U P P L I E S

<u>S.NO.</u>	<u>Items</u>	<u>Quantity</u>	<u>P r i c e</u>
1.	Catalogue cards "3x5"	20,000	IRP. 600,000
2.	Book Cards	10,000	IRP. 250,000
3.	Catalogue Guide Cards	500	IRP. 25,000
4.	Periodicals Control Cards	500	IRP. 10,000
5.	Data Cards	1,000	IRP. 50,000
6.	Mystic Cloth Tape	20 rolls	IRP. 50,000
7.	Book Pockets	10,000	IRP. 250,000
8.	Shelf adhesive Labels	10,000	IRP. 50,000
9.	Supplies for Photo copier		IRP. 400,000
10.	Supplies for stencil cutter and Duplicator		IRP. 100,000
11.	General Stationery items		IRP. 200,000
12.	Rubber Stamps		IRP. 10,000
13.	Photo copy Paper	20 reams	IRP. 70,000
14.	Stencil sheets		IRP. 100,000
15.	Steadler Pen Set 700 - ST	1 set	IRP. 30,000
16.	Steadler 745 ink.	12 tubes	IRP. 10,000
17.	Steadler Lettering Guide	1 set	IRP. 8,000

E Q U I P M E N T

1.	Book/Shelves Steel ——— (5 rows)		1,500,000
2.	Catalogue Card Cabinet 30 Trays	One Unit	900,000
3.	Kardex cabinet	One Unit	400,000
4.	Book Supports	100 Pairs	225,000
5.	Electric Type Writer	One Unit	1,200,000
6.	Photo Copier	One Unit	4,300,000
7.	Spiral Binder	One Unit	350,000
8.	Paper Cutter	One Unit	65,000
9.	Pamphlet Boxes	100 Pieces	150,000
10.	Card Cabinets with four drawers	2 Units	160,000

9,250,000

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S U P P L I E S

1. Catalogue Cards	10,000	300,000
2. Book Cards	5,000	125,000
3. Catalogue Cards Guide	500	10,000
4. Data Cards	1,000	50,000
5. Book Pockets	5,000	25,000
6. Periodical control cards	500	10,000
7. Self Adhesive Labels	5,000	50,000
8. General Stationery		500,000
9. Photo Copy papers	20 reams	70,000
10. Steadler Pen Set	1 S e t	30,000
11. Steadler 745 I n k	12 tubes	10,000
12. Steadler Lettering Guides	1 S e t	10,000
13. Mystic Cloth Tape	20 Rolls	50,000
14. Binding covers	5,000 Sheets	50,000

IRP. 1,290,000

=====

2,000,000

B o o k s

1,000,000

J o u r n a l s

3,000,000

=====

In order to have these funds allocated for the Pilot Centre at DKI and other two locations repeated visits were made to discuss with the Project Coordinator Director, BIPIK DKI Jakarta and others. Ultimately a meeting was arranged in Pulogadung which was attended by Director I, Director III, the head of financial section of the Central BIPIK, Chief of BIPIK DKI Jakarta and staff for DGSi and BIPIK. At the meeting it was agreed that the funds to the tune of IRP 26 million would be provided for each centre in the following manner :

DGSi	- IRP.	12 million
The Provincial BIPIK	- IRP.	8 million
UNIDO/UNDP	- IRP.	6 million
<hr/>		
	IRP.	26 million
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The Team Leader also agreed that a sum of \$ 30,000 would be available for all the three centres.

BIPIK DKI Jakarta made arrangements to procure some supplies and also the fixtures. But the release of funds by DGSi was delayed and took sufficiently long time when they themselves purchased some odd items like shelves, reading table, and chairs, Display Board, Filing cabinets, Catalogue Cabinet and also some supplies. When it is said odd it means these were not according to the specifica-

tion and designs the Expert had provided them. Because the Expert along with his counterpart and the Manager of the Pilot Centre had made a survey of the market and procured necessary details like specifications, designs, prices and so on. It is not believe that the items worth IRP 12 million were provided. Several approaches were made to get more items but to no avail.

In November 1982 the Chief of BIPIK asked the Expert that Information Centre (which they named as UPI) must be in proper shape urgently because the vice President of the Republic of Indonesia was visiting the PPIK and the Mini Industrial Estate Pulogadung. This was a real chance for the Expert to get the maximum inputs. The DGSI provided some items through a supplier on replacement basis. Any how, the Centre was given a shape for the occasion because the supply of the ordered items of equipment etc. was still awaited. So the work was going on and as the items were received the activities were activated.

The funds for the purchase of books and subscription to periodicals and otehr information material were never made available. It was told that in the budget of 1983/1984 this might be possible. But nothing so far.

The UNIDO/UNDP funds too were not available. The Team Leader informed the Expert that there was more urgent need of vehicles for the provincial Experts and therefore money had been exhausted. He could provide maximum \$ 3000 for Pulogadung only. Therefore an order was placed for a Photocopier, which has not reached the Information Centre so far.

Regarding the staff made available at the Information Centre by DKI Jakarta was on part time basis upto June, 1983. After that some new people have been deployed. The Expert had provided on-the-job training to the older staff but most of them were changed.

Although the centre was set up and it started functioning, yet the place does not have electricity till now. The equipment operated by electricity is not possible.

The Expert had procured a lot of published literature from UNIDO and other sources, all that has been given to this Pilot Information and Documentation Centre. Some national material too has been procured. Thus the centre has a Small but useful Collection.

Technical processing of the material has been going on. The junior counterpart who joined the Expert in the middle of 1983 was deputed there but he did not work there regularly because his

appointment was not regularised till October, 1983. Various techniques to handle the activities of the centre were taught to the staff. An Information brochure was also got prepared and printed.

In short the Pilot Information and Documentation Centre at PPIK, Pulogadung has come into being but for want of adequate funds, trained manpower and other facilities its activities have not advanced to serve the users. Only the PPIK Staff and TPLs make use of it.

The Expert and his counterpart spent quite a deal of their time in bringing into shape the centre despite the long commuting distance and irregular transport facilities and the disappointing availability of the staff provided to the centre (because all of them had other field functions also and they could not be permanently there).

Pilot Information and Documentation Centre at Surabaya

Although Surabaya (East Java) was designated as the second location for a Pilot Information and Documentation Centre, yet it could not be possible for the Expert to make frequent visits to work for the establishment of the centre. As mentioned earlier travelling in this project has always been a very difficult propo-

sition because the travel costs i.e. Air tickets are provided by the Government and the DSA by the UNDP. During 1982/1983 there were not sufficient funds and that is why the travelling was restricted. Moreover, the procedural formalities for providing travel facilities i.e. fares are very hard. That is why the Expert could make only two visits to Surabaya, first in December, 1982 on survey of the existing situation and the officials of the Provincial office familiar with our Programme. No doubt they showed extra interest in this activity and expressed their urgent need thereof, yet the chief of the Provincial office told the Expert that neither they had staff nor allocated funds for setting up an Information and Documentation Centre. They would welcome extra budget from the DGSI for the staff, infrastructure etc. The second visit was from 26 September 1983 to 1 October 1983 for the specific work related to the establishment of Pilot Information and Documentation Centre there. Both the visits had a gap of almost 9 months. The position was status quo and the Expert was told they had neither made the requisite arrangements nor had they allocated any funds in their budget. Even sufficient accommodation was not available with them. After 3 long days of persuasion the Expert was promised that a spacious room would be available and 3 to 4 TPLS would be deputed for the work. But they would expect the financial assistance from the DGSI. When the Expert asked them that they had been promised IRP. 12 million from DGSI and IRP. 6 million from UNIDO/UNDP, they expressed their ignorance of it.

It means , they were never informed by DGSI about it. On return the Experts inquiry from the concerned officials in the DGSI brought forth the same information that the new management of the Project did not know about this decision at all. Moreover, they told the Expert that no funds have been allocated for Surabaya for the Pilot Information and Documentation Centre this year too.

This would reveal the situation that how the International Expert could achieve anything in this regard, when the requisite resources are not available and the coordination among the DGSI and the Provincial offices lacked.

Pilot Information and Documentation Centre at Medan
(North Sumatra)

Medan is still far away from Jakarta and travelling was not at all easy. The Expert could pay only two visits during his assignment period 30 June - 3 July 1982 and 17 - 22 October 1983. The first was fact finding mission and selling of the idea of establishing Information and Documentation Centre for BIPIK/ Kanwil Medan, North Sumatra. Although the Chief of the Provincial office and staff of BIPIK were keenly interested in this activity yet they expressed their difficulties like accommodation, manpower and extra funds. Later when Medan was decided to be one of the

locations of Pilot Information Centre, the DGSI was requested to provide necessary assistance to BIPIK Medan.

Sometime in February 1983 it was revealed that some items of furniture and books (suggested of the Expert) had been supplied to them by DGSI funds. Several times visits were planned but could not materialise for some reason or the other. There were changes in the BIPIK Management as well. Ultimately the Expert and his counterpart visited Medan from 17 - 22 October, 1983. They went with full confidence that the things would be ready and they would be able to start the work on the establishment of the Pilot Centre there. On arrival there the position was same as it was a year ago. The chief of Provincial office suggested that the old building of their office could be able to provide some accommodation because in their present office there was no space at all for this activity. The inspection of the old building revealed that the space suggested required a lot of repairs and renovations for which they would need funds from the DGSI. The items of equipment purchased were located at the MIE in Medan. The provincial coordinator of the PSP2IK and the chief BIPIK were coming to DGSI and would have the funds allocated. But the DGSI told them they did not have any funds for that. Thus the matter ended there. The Expert and his counterpart too approached them but they too were informed similarly.

TRAINING PROGRAMMES :

Sometime in the first quarter of 1983 it was decided that all the Experts in the Central Team. Should plan organising training programmes to create some impact of the Project. In consequence four training Programmes were planned. Necessary materials were prepared but only one Training Workshop in Management of Industrial Information and Documentation Centres could be implemented from 5 September, 1983 to 9 September 1983. Since the implementation of the training Programmes required funds, which the DGSI had to provide, their approval and readiness were very obvious. Although the chief of PSP2IK (the coordinating Section for the project) had asked the Expert to take up the implementation of three more programmes in the Regional locations and one at DGSI, yet suddenly in mid October 1983 this Programme was abandoned.

Details of the Training Workshop in Management of Industrial Information and Documentation Centres are as under :

(a) Reading Material :

The Expert prepared comprehensive reading material on specific subjects incorporated in the training Programme. This material was translated by the counterpart into Bahasa Indonesia. The compilation of the Reading Material was distributed among the participants.

In order to make the lectures intelligible and interesting transparencies were also prepared and gainfully used during.

the lectures through an overhead Projector. Specimens of various specialised materials were also exhibited in the reading material as also displayed in the lecture hall.

The outside lecturers also provided reading material which was distributed among the participants.

Preparation of the reading and lecture material took a substantial time because of various reasons. Even reproduction of the material was a big difficulty.

(b) The Course Content :

- (i) What is Industrial Information and how it is distinct from other information services.
- (ii) Industrial Information for Small Industry its peculiarities and distinctness from other sectors of Industry.
- (iii) Role of Industrial Information and Documentation in the development of Small Industry.
- (iv) Users of Small Industry Information and their needs.
- (v) An over view of Information and Documentation Services in the field of science, Technology, Industry in Indonesia.
- (vi) The functions of Information and Documentation Services in DGSI.
- (vii) What is an Industrial Information and Documentation Centre/Explanations on its composition,

functions, outputs, services etc.

- (viii) Technical activities of Industrial Information and Documentation Centre viz: Acquisition, Inventory, Processing, Storage, retrieval, dissemination and so on.
- (ix) Establishment of Information Centres in Indonesia Foreign Experts Experiences.
- (x) Information Services at the Central Library of the Department of Industry-an exposition.
- (xi) Dissemination of Industrial Information in Small Industry Sector - Various techniques, and other aspects.
- (xii) Data Bank - What it is and how to organise and operate it.
- (xiii) Coordination of Industrial Information System in the Department of Industry - Practical Exposition.
- (xiv) Publications and reprography Services with practical familiarization.
- (xv) Linkages with Industrial Information Sources within and without the country.
- (xvi) Practical exercises and Practical familiarization with the working systems of the National Documentation Centre for Science and Technology.

c. The Faculty :

The Expert wanted to provide the gainfully effective Training to the participants which he thought could be possible only by having specialists and professionals in the team of lecturers at the Training Workshop. He and his counterpart approached the outstanding specialists and professionals who had lot of experience and relationship with the Industrial Information Field. Thus they could have the support of 8 such people. Their names were proposed to the DGSI for extending formal invitations to be on the faculty. They were :

1. Dr. (Miss) P. Luwarsih,
Director National Information and Documentation Centre for Science and Technology
(P D I N)
2. Mrs. B. Utari,
Head Inquiry Services in P D I N
3. Mrs. A. Mamcer,
MLS, Consultant, USAID, with BULOG INDONESIA.
4. Drs. Mimin Soleh,
Director National Information Centre Ministry of Information.
5. Drs. F. Sartono,
Staff Ahli DGSI

6. Mrs. Ir. Hayatun Nusuf, Secretary, DCSI
7. Ir. Mas Hafiat - Chief Bureau of Data,
Department of Industry
8. Mrs. Dra. Wagu Fadliyati,
Librarian Central Library Department
of Industry.
9. Mr. B.R. Kohli, UNIDO Expert
10. Ir. T.U.B. Tampubolon, Counterpart.

In addition, the heads of various sections of the PDIN were to provide practical guidance to the participants.

Location of Training Workshop :

The Expert was told that the DCSI was arranging for accommodation in a hotel for this Training Workshop but he suggested that to have effective impact of the training on the Participants it should be arranged in a place where there is atmosphere of Information and Documentation Services. In other words to hold the Training Workshop in an establishment Information and Documentation Centre which would enable the faculty and the participants to have the facilities if practical working, equipment, systems and the pertinent literature. To this suggestion the DCSI agreed and the Expert and his counterpart contacted the Director of the PDIN and proposed to her if the Training Workshop could be organized in their premises. She appreciated the idea and readily

offered the lecture hall, the equipment required, facilities for practical work and also arrange for the catering. A word about PDIN would be necessary here to know the usefulness of the place for a Training Workshop in Management of Information Centre. The PDIN is National Documentation Centre for Science and Technology fully equipped with modern equipment, owning a vast collection of books, publications, periodicals, have a vast staff to operate a modern Information and Documentation Centre to meet the requirements of the country. It is the best and most up-to-date centre in the country.

The Expert's venture proved fruitful and Training Workshop was very successful.

DISPLAY OF IMPORTANT LITERATURE

In the Lecture Hall Selected pertinent material in the forms of Books, Monographs, Periodicals, Government Publications, Encyclopaedias, Information Sources Guides, UNIDO Publications and others were displayed. A good number of books related to Small Industry, profiles, technologies, handbooks and others too were arranged in the display racks for the Participants familiarization and use.

Exhibits of Equipment and Supplies for Industrial Information Centre :

Selected important items of equipment which are generally

required for an Information Centre were displayed and their functioning was explained to the Participants. Also the specimens of Library supplies were displayed like - catalogue cards, book cards, Periodicals control cards, borrower's cards, Data cards and others. All this was done to make the unqualified and novice to the field. But they learnt a lot from this.

Impact of the Training Workshop :

The Training Workshop was attended by 20 participants from the DCSI and Provinces plus 2 each from PDIN and BULOG. In all 24 participants. Lectures, practical working and familiarization visits to two most up-to-date Information Centres made the participants not only aware of the techniques for the management, operation and serving the Clientele but they showed extra interest in this field for their career. The participants very liberally participated in the discussions and lectures. Their evaluation of the Programme was quite appreciative. Even the Senior Officials of the DCSI expressed their extra appreciation of this Training Programme.

Report on the Training Workshop :

The Lectures were tape recorded and were later transcribed and report was compiled. The report was submitted to DCSI for their consideration. Various aspects like the selection of the trainees, for the training and the utilization of the trained

participants in this field in their respective Provinces and DCSI were recommended. On the basis of this Training Workshop the Expert was asked to organise three or four workshops but suddenly the Team Leader informed the Expert that was not required to undertake that.

Participation in other Training Programme

The Expert participated in the Training Workshop for Marketing and Promotion organised by the Marketing Expert of the UNIDO Team. He contributed 2 hrs. Lecture on the Information for Marketing in the Small Industry Sector, how to prepare market intelligence material and also market Promotion Channels information.

DKI Jakarta (Provincial Office) invited the Expert on some occasions to give lectures to the Sub-District Small Industry Officers on the role of Information and Documentation in the development of Small entrepreneurs at village levels. Some of the Sub-District offices were visited to offer advice and guidance for Information Services.

DIGEST FOR TRANSFER OF TECHNOLOGY

In order to disseminate information on the latest technological innovations, machines, process, marketing and management techniques developed within the country by the Research Institutes, Management bodies, and others as also by the regional

and international agencies a Digest was planned. The format and areas of coverage were designed. A sample dummy was prepared and submitted to the Project Coordinator Director. The Team Leader too had much interest in this activity and he offered suggestions to accomplish it. But response from the DGSI was always deferred and therefore nothing could be achieved in this direction. A mention may be made in this context that unless a wide ranging mechanism is developed for collection, processing, analysing information and their dissemination the development of Small Industry cannot be achieved. The Small Industry sector is never capable of enjoying the facilities of information like the Larger Sector, which is endowed with vast resources to have any information at any cost. Unless the attitude of a mother to feed the baby is adopted to nurse the Small entrepreneurs, whose resources are already very meager they are unable to get useful information. Therefore, the Government support in terms of information is basic necessity. The medium of publications in simple language, illustrations and all that can be quite useful. Unfortunately the DGSI has not caught up with the Expert's proposals.

7. BROCHURES, INFORMATION SHEETS AND OTHER PUBLICATIONS :

The Expert made proposals and submitted samples of various brochures for dissemination of information on Government regulations on Small Industries development, various facilities Govern-

ment provides to Small entrepreneurs, Sub-contracting possibilities. Export Channels for the items of Small Industries, market possibilities, new opportunities and a lot of others. Similarly the designs of Information and data sheets, visual material ie illustrated materials etc, were prepared and submitted for implementation. But no funds and manpower was made available to implement these programmes. All out efforts were made to accomplish it. Unfortunately there were no allocations from UNDP/UNIDO for this activity.

Lists of periodicals and pertinent literature were prepared for procurement by the DGSI to collect and disseminate latest information. These were submitted for subscription and purchase. Again there were no funds for this and thus no action further was taken.

This programme would have gone through had the Expert been attached to the existing BIPIK Group on Information in the DGSI, but as discussed earlier the Project was kept away from assimilation with the DGSI.

8. Sub-Contract.

The Expert wanted to utilize the Sub-Contract component in the Project to have a comprehensive survey of literature and Information on Small Industry Sector in Indonesia with the objective of Providing the DGSI an exhaustive inventory of such lite-

ration for their consumption in their activities. The Team Leader had asked all the Experts in the Team to propose the areas for sub-contract in their respective fields and also to locate the Professionally qualified agencies to undertake this work.

The Expert and his counterpart got in touch with several consulting institutions and other agencies and consequently got offers from a well established agency to undertake this work for us. They submitted their proposals with costs etc. Twice the costs were revised. But the proposals were unilaterally dropped. The entire funds for sub-contracts have not been till now utilized. The Expert expected that it would have been a very gainful input from the Project because in the existing state of the Project Such an activity could not have been accomplished by Expert independently.

CONCLUSIONS :

In the foregoing pages the Expert's findings, activities and achievements have been detailed, which reveal that he tried his best to fulfil the requirements of his terms of reference as also the added jobs according to the revisions of the Project document of this project. The Expert in his conclusions expresses that much more could have been achieved had the various handicaps and

procedural lags been not there.

The expert always emphasized on the establishment of a comprehensive integrated information and documentation centre at the main office of the directorate general of small Industries, which would have later developed a network of information and documentation centres in the provinces and districts.

This centre would have emerged as the basic source for collection, processing, analysing, storage, retrieval and dissemination of information to all those who are actively and passively engaged in the process of development of small industries sector of Indonesia. Unless such a centre is established, the possibilities of achieving the objective of Industrial Information and Documentation services are very bleak. The Expert feels that all his efforts to achieve this objective could not bear any fruits whatsoever.

The idea of setting up Pilot Industrial Information and Documentation Centres in three provincials BIPIKs was noble because it aimed at providing direct services to the extension staff and the entrepreneurs. But the implementation of this programme was never smooth because of very many factors detailed in the preceding pages of this report.

The provincial BIPIKs were very much interested in the activity because they had urgent need for it but they were

incapacitated by lack of funds, space and manpower. The coordination of programme between the DGSI and Provincial BIPIKs was not very encouraging.

The design of this project never took into consideration that industrial information and documentation service can be developed when there are adequate financial inputs, both from the technical assistance providing agencies and from the host government. The project document neither contains the details of this activity nor any provisions of funds from either side (UNDP/UNIDO or Government). Since this activity is institutional building in its very nature, the necessary inputs are a must. Even on the persistent persuasion of the Expert a sum of US Dollars 30,000 was provided for some equipment for the three pilot industrial information and documentation centres according to the revision of 1982, the amount could not be available because most of it was spent on vehicles for the Provincial Teams. Similarly the funds allocated by the DGSI were not available for all the Pilot Centres. More than the funds, the availability of reasonably qualified manpower is always the basic need of any activity. That too was not made available, accommodation was another difficulty.

In view of such a situation, achievement of tangible results is a mere wishful thinking. International Experts have to offer their best services but they cannot compel the counterpart authorities beyond a point. The Expert tried his utmost to set up

three pilot centres and also the national centre.

The project is unique in its operational structure. The entire UNIDO Team has been housed in a specially hired building far away from the DGSI. The counterparts have been hired on contract basis and do not belong to the cadres of the DGSI. They too are just like the International Experts outsiders so far as the DGSI is concerned. Thus there is no day to day, hour to hour, minute to minute, contact with the ranks and files of the DGSI in the respective fields of activities of the Experts. The only link with the DGSI is through the Coordinator or coordinating section in the DGSI and that too for operational facilities etc. This unique system forfeits the very objective of the Technical assistance because the international Experts are fielded to transfer knowledge and know-how through their very close and hand in hand working with national counterpart staff.

In the field of industrial information and documentation such an arrangement can hardly create any impact. Unlike the pure advisory role of Experts in some fields, the Industrial Information and Documentation Expert (s), have to build up an institution incorporating various technical and practical aspects. His very close and hand-in-hand working with the national counterpart staff is absolutely necessary. But unfortunately the Expert's all efforts to have such facilities and close working with the national staff

in the DGSI were never successful. The locally hired counterpart has been all along working with the Expert and he seems to have learnt and adopted quite a lot but to what avail. Because he is working on contract. Thus the impact of international Expert on the national agency in terms of preparing their staff to be self sufficient to carry on the activities can be well imagined.

Another very significant aspect which needs a mention here is the Project Management and Coordination. The Expert felt sorry to relate the weaknesses in the management of the Project which was all along responsible for not achieving encouraging results. There was never a team spirit in the real sense of term. There was no line and direction in the activities.

Not to speak of major facilities even the minor day to day requirements were a big hassel. Every Expert had to find his own way to get the things moving slow or fast. Although every matter or recommendation for action by the government agency was reported to the Team Leader, yet there was nothing like having some sort of influencing efforts to get the things done.

To sum up the Expert feels that all the efforts put in during his tenure have created awareness and climate to build up Industrial Information and Documentation Services network and with the provision of necessary inputs in terms of manpower, funds and

other infrastructural requirements from the side of government and funding agency the programme could have been implemented from now onwards. The stage has reached when DGSI could very easily undertake this important and useful area more seriously. In addition the Expert would like to mention here that the Industrial Information and Documentation Centres cannot be set up by an expert by being a mere component of a multifaceted project like the present one. It is not only a soft ware advisory function. This activity is an Institutional building in its very nature wherein hard ware requirements are equally important. Unless it is an independent project no tangible results can be achieved. The Information and Documentation Centres cannot be set up in short span of time. It requires a considerable time, funds and sustained efforts to develop a really useful Information and Documentation Service. Therefore the Expert, in view of his experience, for the consideration of the concerned authorities, proposes to make suggestions and recommendation for follow up action if they deem the utility of this activity for development of the small industries in the country.

Recommendations

The Expert would like to make the following recommendations for the consideration of the implementing Government Agency, DGSI, and follow up the activities of Industrial Information and Documentation Services for the Small Industry Sector :

1. The Directorate General of Small Industries may like to implement the proposal for the National Industrial Information and Documentation Centre submitted by the Expert Keeping in view his recommendations provided with the proposal.
2. The existing two Sub-Divisions in the DGSI - one under central BIPIK (Kelompok Informasi) and the other under the secretariat be amalgamated with their staff and resources. This amalgamation would provide a nucleus to implement the Programme of developing the National Information and Documentation Centre for Small Industries.
3. Simultaneously the Pilot Information and Documentation Centres initiated during the Expert's tenure should be strengthened by providing adequate funds, manpower, space and other facilities. Such activities should be started in other provincial also.
4. The National Information and Documentation Centre should design the activities to develop a wholesome Network upto the District Level to enable the extension staff and more importantly the Small entrepreneur to have the facility of pertinent and useful information services.
5. Sufficient development budget and regular recurrent budget allocation should be considered as most important aspect. No

Information Service can function in the absence of adequate and regular provision of funds.

6. The National Centre should undertake the important task of inventorization all the existing literature and information material relating to Small Industries. Also the procurement of as much material as possible in the form of books, periodicals, micro films, micro-fische on regular basis from the national and international sources, should be undertaken.

7. All the material should be scientifically processed and analysed for dissemination in the most palatable form. Because the Small Industry entrepreneurs are seldom interested in written word which is too heavy. Most of them are semi-literate. Therefore publication programme must be suitably designed, which may be more illustrative and simple in language.

8. Audio-visual techniques for the dissemination of Information among the Small entrepreneurs should be a very influencing and impact creating medium. It must be encouraged. Since the Republic of Indonesia is a vast country and small entrepreneurs are scattered all over the places, mobile information and documentation service of the Department of Education (BUKU MASUK DESA-BOOKS GO TO VILLAGES) should be collaborated, it would result in much economy.

9. The Extension staff (TPLS) should be the most important link with the Information Network for two-way flow of information. TPLS must be associated with the Information Services in the Provinces and Districts.

10. Directorate General of Small Industry may like to have a spacious place for the National Centre as also for the Provincial centres. Information and Documentation is an ever growing organism in its nature, both in the holding and activities. Therefore space must be with ample scope for its expansion.

11. Information and Documentation Services can be successful only when these are managed and run by qualified, diligent and dynamic personnel. DGSI should employ suitably qualified people in the future and get the existing ones trained locally, in the region or internationally. Because Information and Documentation is a fast growing science and to achieve impact creating results trained and qualified personnel is a pre-requisite therefor.

12. The DGSI would need Technical Assistance for quite sometime to accomplish this very important area of activity for the development of Small Industry Sector of the country because they do not have much of the national expertise. Therefore, if Technical Assistance is asked for and provided by the International Agencies like UNDP/UNIDO the Expert recommends that the Project should be

so designed that it is an independent Project with both software and hardware components. The provision of an expert in a big project like INS/78/078 without any hardware inputs in the form of equipment etc. Will never yield any tangible results. Such an exercise may be avoided, the Expert earnestly recommends.

13. In continuation of the above the Expert would request the Government authorities to provide sufficient allocations for equipment, space and other elements if they do not expect such inputs from the funding International Agency. The Expert has repeatedly stated that this activity does need resources, without which desired results cannot be achieved.
14. The services of the National Counterpart, who has been hired for outside, has been working with the Expert all through, may be utilized by the DGSI because he has adopted quite a bit from the Expert, he strongly recommends.
15. Although it may be considered out of the context here, yet the Expert strongly recommends that an integrated Industrial Information and Documentation Centre should be set up in the New Building of the Ministry of Industry for the the Ministry as a whole. This centre should be designed and developed so comprehensively that

it should serve all the sectors of Industry viz; Department of Industry, Directorate General of Chemical Industry, Directorate General Metal Based Industry, Directorate General of Multifarious Industry, Directorate General of Small Industries, Agency for Research and Standardization, all the public sector Industry and other. Idea is that a National Industrial Information and Documentation Centre with its Provincial and District Units would develop into a total National Network. To do so their resources presently allocated and utilized by the different parts of the Ministry of Industry, their respective manpower, space etc. can be pooled together which would result in tremendous savings, extra ordinary useful results and many more benefits. The Expert has found that this is the most urgent need of the country when she is marching fast towards rapid industrialization..

This is the ideal situation because all the parts of the Ministry of Industry have been housed in one huge building and there is ample space which can be utilized for this centralized activity on one composite floor, instead of information centres and libraries all over the building. They can develop a most modern Industrial Information and Documentation Centre with latest techniques to serve the whole Industry Sector. This could be a worth considering suggestion, the Expert feels.

JOB DESCRIPTION

DP/INS/78/018/11-05/31.3.L

Post title	Expert in Industrial Documentation
Duration	Twelve months, with possibility of extension
Date required	September/October 1981
Duty station	Jakarta, with travel within the country
Purpose of project	To assist the government in the planning and implementation of various programmes for the development of small industries, particularly in the establishment of mini industrial estates, small industry development centres and the formulation of policies and incentives for the promotion of small-scale industries.
Duties	<p>Under the supervision of the Team Leader, the expert will specifically be expected to :</p> <ol style="list-style-type: none">1. Assess the present and future industrial information requirements of small industrialists in the country;2. Identify the information sources presently existing in the country (Industrial Research Centres, Federation of Industries, Development Banks, public and private libraries and

documentation centres, etc.) which supply information in the field of industrial technology (raw materials, industrial management, patents and licenses, export promotion, joint ventures, etc);

3. Give advice on the most appropriate techniques for collecting, selecting and processing industrial information and on an appropriate method for disseminating the information to the potential users;

4. Assist the Directorate General for Small Industries to develop a central information service on technology, thereby strengthening its programme of publications directed to small entrepreneurs.

The expert will also be expected to prepare a final report, setting out the findings of the mission and recommendations to the government on further action which might be taken.

Annex 2.

INTERNATIONAL STAFF (UNIDO)

INDUSTRIAL DOCUMENTATION EXPERT

B.R. KOHLI

11.2.1982 10.2.1984

COUNTERPART STAFF
SENIOR COUNTERPART

Ir. TUB. TAMPUBOLON

5.5.1982

continuing

JUNIOR COUNTERPART

Mr. FAUZI. AS

DOCUMENTATION

1. GUIDE TO INFORMATION SOURCES IN INDONESIA
2. READING MATERIAL FOR TRAINING WORKSHOP IN MANAGEMENT OF INFORMATION CENTRES.
3. A PLAN FOR NATIONAL INDUSTRIAL DOCUMENTATION CENTRE AND NETWORK FOR SMALL INDUSTRIES
4. SURVEY REPORT ON THE EXISTING SITUATION OF INDUSTRIAL INFORMATION AND DOCUMENTATION FOR SMALL INDUSTRIES IN 8 PROVINCES
5. LIST OF IMPORTANT PERIODICALS FOR SUBSCRIPTION
6. CHECK LIST OF IMPORTANT BOOKS AND PUBLICATION FOR PURCHASE AND PROCUREMENT
7. PROPOSAL FOR PILOT INFORMATION AND DOCUMENTATION CENTRES.

A PROPOSAL FOR ESTABLISHMENT OF NATIONAL INDUSTRIAL
INFORMATION & DOCUMENTATION CENTRE IN
DGSI AND ITS UNITS IN THE
PROVINCES FOR DEVELOPING A NETWORK

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1. INTRODUCTION.

1.1. This proposal is being submitted by the Industrial Information and Documentation Expert of the UNDP/UNIDO Project INS/78/078 for the consideration of the DGSI with the request that necessary facilities may be made available to establish Industrial Information and Documentation Network for Small Industry Sector. Hitherto the Expert was asked to set up three Pilot Information and Documentation Centres at DKI (Pulogadung), Surabaya (East Java) and Medan (North Sumatra) and he has been able to start at DKI but other two are still to be undertaken because of various constraints. It would be more advantageous if the National Industrial Information and Documentation at the DGSI is first established and then the provincial centres could be established.

1.2. The Directorate General of Small Industry, DJIK, is responsible for the development of Small Industries in the Republic of Indonesia. To accomplish their task the DGSI have Six Directorates including the secretariat and Provincial Offices in all the 27 Provinces which further have District and Kecamatan Offices.

In addition to the permanent establishments they have BIPIK network at the headquarters as also in the Provinces, which are responsible for the development Programmes of the DGSI. The headquarters alone have approximately 700 officials at different levels.

1.3. Apparently the DGSI have very composite organisational structure allocating varied responsibilities to fulfil their obligations. The survey of the DGSI, Kanwils and Kandeps has revealed that they do not have any well organised Information Documentation services both for the officials within the organisation as well as for the field staff and most importantly for the Small Entrepreneurs. Not to speak of Information and Documentation Services, even there are no libraries in the whole organisation.

1.4. The significant role Information and Documentation Services play in the Industrialization process of any country has been well recognised all over the world. The developed (Industrialised) world recognised the indispensable utility of Information Services long time back and now they own the most modern networks. The developing countries have launched in very ambitious programmes for industrialization without paying much heed to this aspect but now they have realised that in the absence of right information and documentation their efforts are not very fruitful. Industry in developing countries needs information that is immediately applicable to current problems and presented in a form that permits rapid adoption to accelerate their manufacturing, management, marketing and other activities.

Both large and Small Enterprises require technical information, economic information such as data on manpower, potential markets, raw material, management and diverse other aspects. On the other hand the Government machinery entrusted with the responsibility of accelerating the industrialization process needs diverse types of information for planning, programming, budgeting, control, monitoring, evaluation etc. Thus the role of information and documentation services is next to none in importance in the whole process of industrialization.

1.5. The Small Industry Sector in a developing economy has peculiar problems and therefore the importance of information supply to this sector is indispensable. This sector does neither have large resources, nor the entrepreneurs are well informed people. It would not be out of place to call this sector to be synonyms to a baby (infant) which requires constant care and feeding by its foster parents (the Government). The Government support should not include only the financial assistance, machinery etc. but feeding them with regular appropriate information and guidance also. Unlike the large sector they can not afford buying information on various aspects of their activities. Therefore it becomes obligatory for the Government to find ways and means to meet this need.

II. COMPOSITION OF NETWORK

2.1. In view of the foregoing the following Proposal for the establishment of Information and Documentation Services Network for the Directorate General Small Industry has been prepared for their consideration :

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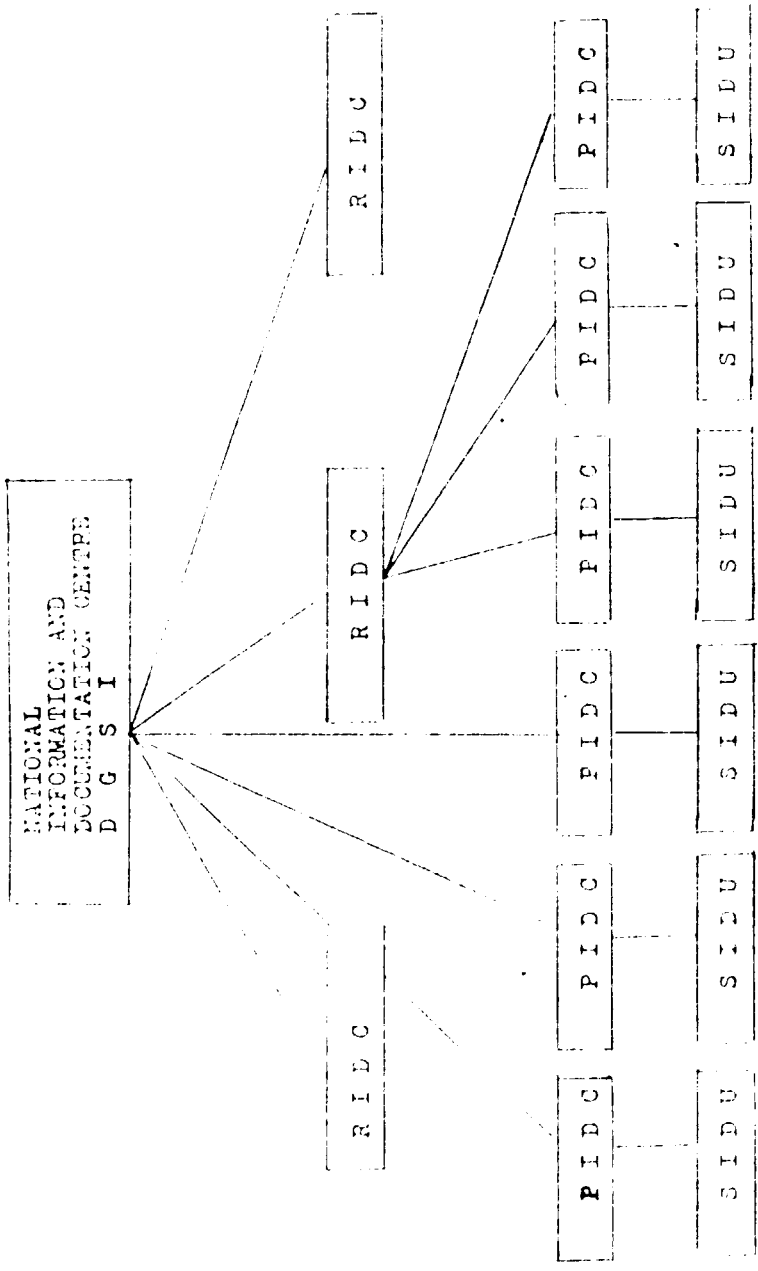
2.1.1. The composition of the Network :

1. National Information and Documentation at the DJIK
2. Regional Information and Documentation Centre covering 5 to 7 Provinces which are close (Focal Point) to each other.
3. Provincial Information and Documentation Centre at every Kanwil Office.
4. Small Information and Documentation Units at the District Kabupaten level.

(The enclosed figure will explain the structure of the Network)

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INDUSTRIAL INFORMATION AND DOCUMENTATION NETWORK FOR SMALL INDUSTRY



LEGEND
 RIDC - REGIONAL INFORMATION AND DOCUMENTATION CENTRE
 PIDC - PROVINCIAL INFORMATION AND DOCUMENTATION CENTRE
 SIDU - SMALL INFOR INFORMATION AND DOCUMENTATION CENTRE

COMPOSITION OF NETWORK

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2.1.2 Scope of operation of the Network at various level :

Network as a whole would be responsible for acquisition, processing, analysing and disseminating Information and Documentation among all those who are engaged in the Small Industry Sector - From the Department of Industry down to the grass roots level, the small industry entrepreneurs. Responsibilities would be distributed among the various links of the Network at different levels. This will promote two way flow of information ie to the users and from users.

2.1.3 1. The National Centre at Directorate General Small Industry.

The major on us of implementing this Network will be on the DCSI because the National Centre will be required to design all the policies, programmes and systems for its operations. The National Information and Documentation Centre would be required to acquire all types of information material relevant to the Small Industry Sector, process and distribute among its Regional and Provincial Centres. As also to provide necessary funds, manpower and training facilities. It will have regular liaison and contacts with the agencies within the country and outside the country to procure materials. It will also serve

as a Clearing House for Information and Documentation in the country.

2.1.4. Regional Centre.

Since the country is so vast, it would be advantageous to have a Regional centre to serve the adjoining 4-5 provinces, which can be entrusted with cooperative roles.

This centre will coordinate the activities of Provincial Centres in the region and act as clearing house. This Centre will be directly linked with the National Centre in the DJIK.

2.1.5. Provincial Level :

Information and Documentation Centre in the Kanwil/BIPIK Office will be constantly fed with material by the National Centre/Regional Centre in addition to the acquisition of material pertinent to their respective use. This will be a replica of the National Centre catering for the needs of the users in the Province as a whole.

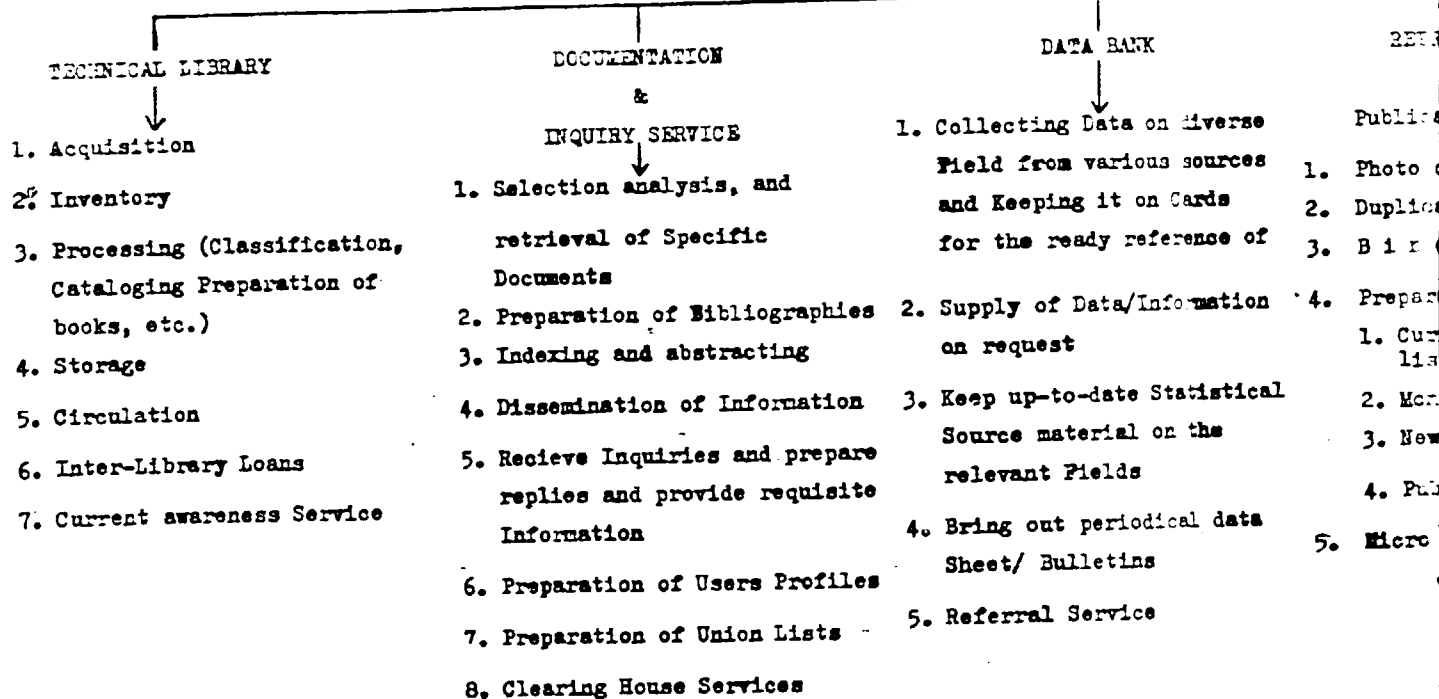
2.1.6. The Units at the District level would be catering for the local requirements and guided and supported by the Provincial Centre. Their job would be to disseminate information in the district and collect information for onward transmission to the Provincial Centre.

2.1.7 To guide the National Centre there would be need for an Advisory Committee with a Chairman, 7 members and one convener (The Head of the National Centre). The Advisory committee would frame policy, provide guidance, approve funds and give directions for the establishment and functioning of the Information and Documentation Network. Moreover it would monitor the activities and evaluate its performance.

In order to build up the Network of Information and Documentation Services for the development of Small Industries the first step would be to establish the National Information and Documentation Centre at the Directorate General Small Industries. This centre should be comprehensive in its activities. The following organisational Structure for this is detailed:

ORGANIZATIONAL STRUCTURE
OF
INFORMATION & DOCUMENTATION CENTRE
DIRECTORATE GENERAL SMALL INDUSTRIES

HEAD OF THE CENTRE



STAFF

Librarian (1)
 Clasification Asst (1)
 Cataloging Asst (1)
 Counter Asst (1)
 Typist (1)
 Attendants (2)

STAFF

Documentalist (1)
 Doc. Asst (2)
 Typists (2)

STAFF

Incharge (1)
 Statistical Assts (3)
 Typists (2)

ORGANIZATIONAL STRUCTURE
OF
INFORMATION & DOCUMENTATION CENTRE
DIRECTORATE GENERAL SMALL INDUSTRIES

Director General SI
Secretary SI
Director Incharge
Steering Advisory Committee

HEAD OF THE CENTRE

Chairman + 7 members,

Head of The Centre Secretary (Convener)

DATA BANK

1. Collecting Data on diverse Field from various sources and Keeping it on Cards for the ready reference of
2. Supply of Data/Information on request
3. Keep up-to-date Statistical Source material on the relevant Fields
4. Bring out periodical data Sheet/ Bulletins
5. Referral Service

STAFF

Incharge (1)
Statistical Assts (3)
Typists (2)

REPROGRAPHY

&

Publications. Unit

1. Photo copy Service
2. Duplicating Service
3. B i n d i n g
4. Preparation of :
 1. Current awareness lists
 2. Monthly Bulletin
 3. Newsletter
 4. Publications
5. Micro filming equipment

STAFF

Compiler (1)
Reviser (1)
Machine Operators (2)
B i n d e r (1)

Audio Visual Section

1. Preparation of Charts
2. Acquisition and Screening of films
3. Recording
4. F i l m s
5. Mass Media

STAFF

Audio - Visual Officer (1)
Camera Man (1)
Cartographer (1)
Operators (2)
Typist (1)

-- Liaison & Dissemination Service :

1. Doc/ Inf Centres
2. Departments/ organizations
3. Industrial Estates
4. Industrial Units
5. Kanwil Officers
6. Field Workers/ Extension Officers

STAFF

Liaison Officer (2)
Assts (2)
Typist (1)

SECTION 2

III. FUNCTION OF THE NATIONAL CENTRE :

3.1.1. Inventorization of all the existing documents and Information material in the Directorate General of Small Industry. At present the DGSI have a lot of such material scattered all over the places in the offices of the Staff and there are no regular arrangements for its availability.

3.1.2. Acquisition of Information material from various sources within the country viz; Department of Industry and other Departments of the Government, Research Institutions and bodies, Universities, Autonomous bodies and others. Along side procurement of pertinent material from sources abroad and from the commercial sources. This is required to be a regular activity to remain up-to-date in its holdings to have latest information for dissemination leading to adoption of know-how by the users of the centre.

3.1.3. Processing and Storage :

The utility and gainful impact of knowledge and information can be possible only when it is readily available in useable shape to the users. Therefore, it is obligatory to classify, catalogue and store every piece of information in a scientific manner so that it could be very easily retrieved.

3.1.4. Documentation services :

This aspects is equally important because bibliographies, abstracts, digests are required to be prepared for providing useful services to the users. Indexing of the micro-literature, preparation of digests leads to quick means to provide the desired information to the users.

3.1.5. For dissemination of Information, Current awareness service, and other services are very necessary.

3.1.6. Data bank will store statistical data on cards for quick dissemination. This service will collect data from various internal and external sources and compute it on specially designed cards. This will enable the users to have the requisite data at one place tailored according to their requirements. This work can be done manually in the beginning and later it can be mechanized/computerized.

3.1.7. Publications and Reprography Services will be responsible for bringing out publications for dissemination of information and knowledge on all aspects to users at all levels. Special emphasis would be laid on the preparation of brochures, pamphlets, profiles in illustrated simple designs for the consumption of the small entrepreneurs. Reproduction of material collected will also be undertaken on regular basis. Reports of the DCSI could also be prepared here.

3.1.8. Audio Visual material has always a very gainful impact on the small entrepreneurs because they and their workers can easily learn new things by seeing and listening vis-a-vis reading. This work will have to be organised in a very diligent manner so that all types of information could be channelled to the grass root levels quickly.

3.1.9. The Liaison work will be of great importance because through this procurement of material, needs of the users and linkages with various organisation would be

achieved. This will also develop gainful links with other centre in the Network and national resources of information and knowledge.

3.1.10. Consultation and Inquiry Services :

The Centre will provide consultation to users in respect of information and documentation in all the field of their activities. Inquiries will be received and replies there- to would be provided on regular basis. This section will remain in constant contact with various agencies within the country and outside too to procure information materials to meet the requirements of the users.

3.1.11. To sum up the following table will demonstrate the total work of the National Centre :

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FUNCTIONS	SERVICES	PRODUCTS
COLLECTION	CONSULTATION AND ADVICE	HANDBOOKS
DOCUMENT	REPLIES AND ADVICE	BIBLIOGRAPHIES
DATA/INFORMATION	R E F E R R A L	DATA SHEETS
PROCESSING	RETROSPECTIVE SEARCH	CURRENT AWARENESS
DOCUMENT	S D I	BULLETINS
DATA/INFORMATION	SERVE VISITORS	ABSTRACTS
STORAGE	CONDUCT SEMINARS AND CONFERENCES	INDEXES
DOCUMENT		
DATA/INFORMATION	CONDUCT RESEARCH	NEWSLETTERS
RETRIEVAL	TRANSLATION SERVICES	F I L E S
DOCUMENT	STATE OF ART REPORTS	DIRECTORIES
DATA/INFORMATION	CRITICAL REVIEW	TRANSLATIONS
DISSEMINATION	CRITICAL COMPILATIONS	THESAURI
DOCUMENT		
DATA/INFORMATION		RECOMMENDATIONS
PUBLICATION OR REPRODUC-		CORRELATIONS
TION		ACCESSION LISTS
DOCUMENT		
DATA/INFORMATION		CONFERENCE PRO- CEEDINGS
INFORMATION GENERATION		
DOCUMENT		
DATA/INFORMATION		
ARCHI ES		

IV. STAFF FOR THE NATIONAL INFORMATION AND DOCUMENTATION CENTRE

The success and impact of the Information and Documentation Services will always depend on the dynamism and dedication of the personnel deployed therefor. In addition to the basic minimum educational qualifications they must have interest in the field of information. Information and Documentation Field is a specialised area wherein intelligence, dynamism and dedication are very important, because the personnel have to deal with knowledge required by intelligent users.

4.1. The Head of the Information and Documentation Centre

The major responsibility for managing an Information and Documentation ^{Service} lies with the Head of the centre and therefore a very competent person should be deployed on this position. The following educational and other qualifications could be thought of :

1. Post Graduate Degree in Engineering or Economics.
2. Graduate in Information Science (desirable)
3. Five to Seven Years Experience in responsible position preferably in an Information and Documentation Centre/Library.

Even if some of the above stated qualification are lacking, the incumbent should be personable, well adjusted, poised in manners, and able to deal pleasantly with the people. Not only it is necessary to establish a dignified relationship with the clientele and maintain good staff cooperation but it is also expedient to develop cordial

dealings with professional Institutions, Associations and *organizational* structure of the Department. He must be a live-wire to do things and get things done. All this is required because he is supposed to perform the following duties :

4.1.1. Duties of the Head of the Centre :

- * Planning the physical arrangement of allocated space and selecting furniture and equipment
- * Preparing budget
- * Selecting personnel and assigning duties - staff organization
- * Selecting and purchasing procedures for books, periodicals and other information sources.
- * Supervising classification, cataloguing and indexing of materials
- * Supervising services to users
- * Supervising requests for information
- * Executing literature searches
- * Reviewing and abstracting from current publications and preparing a bulletin or other current awareness service
- * Attending organization meetings, research conferences seminars
- * Preparing annual reports to management outlining activities and future plans
- * Maintaining professional relations
- * Liaison work

4.1.2. The Head of the Section should be :

1. Graduate in Engineering, Economics other akin fields.
2. Post Graduate training in Information Science Documentation, Statistics, Audio-Visual etc.
3. 4 to 5 Years experience in the Field of Information/Library

Other staff should be well educated and actively interested in this field. They must be bright and active workers.

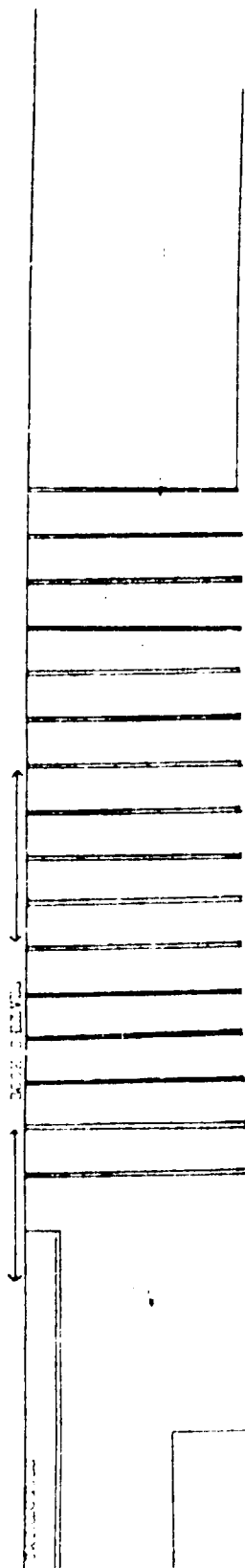
4.2. The Status of the Centre at DJIK and its Head :

It would be very important to accord the National Information and Documentation Centre a respectable status in the organizational structure of the DJIK such as an independent Division and the Head of the centre a position at par with the Divisional Heads. This would enable him to have easy access to the entire staff of the DJIK and he would be able to take decisions. With this position he too will be involved in all the policies and Programmes of the DJIK which will enable him to organise his services most suitably to meet the demands of the DJIK and others. Moreover being, the Head of the National Centre he will have to direct the regional and Provincial Centres and therefore he should have administrative authority. Generally it has been experienced that heads of Information Centres are not given a respectable status in the organisation and therefore his activities remain very much dormant and low lying.

Similarly other sectional heads must have suitable status at par with the heads of other sections in the organisation, so that they may not feel inferior or secluded.

LIBRARY
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INFORMATION & COMMUNICATION CENTER
FOR

SMALL INDUSTRIES



CONSULTATIONS & TRAINING

REFERENCE COLLECTION
JOURNALS
SERIALS
TOOL
ENTERPRISE
MICROFILM IN ADDED
NOTIFICATION COLLECTION

RARE BOOKS

DATA BANK STAFF

BOOK
PREPARATION
STAFF

ACQUISITION & INQUIRY
SERVICE

AUDIO VISUAL SECTION

REFRESHERY SECTION

STAFF

BINDING STITCHING

DUPPLICATOR
PHOTOCOPIER

It may not be out of place to mention here that in many of the developing countries the personnel in the Information/Library profession are a frustrated lot because they are not provided with regular service channels of promotion and they are treated as a separate class with not much scope for promotion, that is why many people do not opt for this occupation.

4.3. Accommodation

Information and Documentation Centres are always growing organisms and therefore sufficiently spacious accommodation is essential. At the same time the accommodation must have scope for the expansion of the activities and holdings. The accommodation must be prepared to suit various activities eg, stack room for the Technical Library, Data Banks, Reprography and publications services, audio visual etc. Since the DJIK is moving to a new building, it would be advantageous to allocate suitable accommodation for Information and Documentation Centre. The idea of requisite accommodation can be had from the plan of the centre given in the previous page .

4.4. Information material :

The national Information and Documentation Centres will have to collect all the publications of the DJIK, Department of Industry and its other Directorates General, other Department of the Government of Indonesia, Universities, Research Institutions other organisation etc.

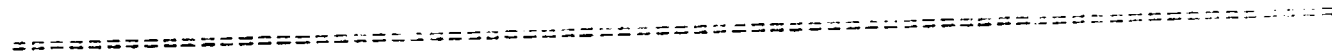
In addition to that publications, books, other information material will have to be procured from abroad. Therefore sufficient funds are required to be allocated on recurring basis for the procurement of the materials.

Since the DJIK is Shifting to new buildings, all the books, publications etc. existing in all the sections of the DJIK must be collected and sent to the Information and Documentation Centre for invent●orization and processing. This is the most suitable opportunity when DJIK can locate all the books, publications, Studies, reports at one place for easy and quick retrieval which was not possible hitherto.

4.5. Equipment and Supplies

The following items of equipment and supplies will have to be made available to run the Information and Documentation Centre and will have to be replenished from time to time.

LIST OF EQUIPMENT REQUIRED FOR THE NATIONAL
INFORMATION AND DOCUMENTATION CENTRE.



1. Book Shelves (Steel adjustable) double face.	12 rows
2. Periodical Storage and display racks	6 Units
3. Catalogue Cards Cabinet with 60 Drawers	1 Unit
4. Kardex Cabinets (with 20 drawers)	6 Units
5. Electric Typewriters	2 Units
6. Manual Typewriters	4 Units
7. Photocopier heavy duty	1 Unit
8. Electronic Scanner	1 Unit
9. Duplicating machine	1 Unit
10. Binding Equipment	1 Unit
11. Paper Cutter	1 Unit
12. Offset Printing machine with Plate maker etc.	1 Unit
13. Filmo Sound Projector	1 Unit
14. Slide Projector	1 Unit
15. Microfilm Reader/Printer	2 Units
16. Calculating machines	2 Units
17. Cartographie equipment	Complete Set.
18. Card cabinets for Statistical data. with 4 drawers each.	12 Units
19. Book Supports	100 Pairs
20. Pamphlet Box	200 nos.

- | | |
|-----------------------------------|---------|
| 21. Charging Trays | 4 Units |
| 22. Addressograph | 1 Unit |
| 23. Cat. Card Duplicating machine | 1 Unit |

2. LIST OF SUPPLIES REQUIRED FOR THE NATIONAL CENTRE :

- | | |
|--|---------|
| 1. Catalogue cards 3 x 5 | 25,000 |
| 2. Book Cards | 15,000 |
| 3. Book Pockets | 15,000 |
| 4. Book Labels | 25,000 |
| 5. Book Pockets | 15,000 |
| 6. Catalogue Guide Cards | 25,00 |
| 7. Periodicals control cards | 5,000 |
| 8. Data Cards | 5,000 |
| 9. Numbering machines | 2 Units |
| 10. Photo Copy Paper | |
| 11. Stencil Sheets | |
| 12. Supplies for Duplicator | |
| 13. Supplies for Photocopier .. | |
| 14. Supplies for micro film reader/Printer | |
| 15. General Stationery items | |

(All these items would have to be replenished from time to time)

Along side the setting up of the National Information and Documentation Centre efforts should be made to set up the regional and provincial centres. Presently three Pilot Information and Documentation Centres are being set up under UNIDO/UNDP Project INS/78/078 at DKI - Pulogadung, Medan, North Sumatra and Surabaya, East Java. Necessary funds, manpower and accommodation should be made available to organise these.

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V. RECOMMENDATIONS

In order to implement this proposal the following suggestions/recommendation are offered for the consideration of the authorities :

1. Division of reporting and Documentation in DGS1 and information group in BLPK presently dealing with Information and Documentation in the DJIK may be grouped together to achieve real tangible results. All their Staff and equipment could be used gainfully.
2. The Head of the Information and Documentation Centre in the DJIK may be designated in the First instance.
3. Space in the new building may be allocated to accommodate the National Information and Documentation Services Centre. The space must be sufficient for the present and also for future expansion.
4. All the books, publications, reports, studies etc. presently in different directorates and sections of the DGS1 may be collected and shifted to the new premises of the Information and Documentation Centre in the new building.
5. Necessary funds may be allocated to buy the equipment and supplies to start the activities of the centre.
6. Advisory Committee may be set up to formulate the Policies and Programmes of the proposed Network.
7. The Provincial Offices may be informed about the network and they may be told to prepare themselves for starting the activities in their respective offices.

8. UNIDO Expert may be full time attached to the centre to guide/advise the staff of the centre.
9. Activities in the three locations for Pilot Information and Documentation Centres should be undertaken speedily by providing necessary funds already earmarked for them.
10. Necessary Planning and Programming may be undertaken to start the establishment of Information and Documentation Centre in the DAK in new building. This is the right opportunity when a Systematic Programme can be taken hand.
11. UNIDO/UNDP assistance may be Sought for Expertise, equipment and training for a longer time in order to achieve the desired objectives. An independent long term Project will be the right approach. If agreed a Project proposal could be prepared.



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