



TOGETHER
for a sustainable future

OCCASION

This publication has been made available to the public on the occasion of the 50th anniversary of the United Nations Industrial Development Organisation.



TOGETHER
for a sustainable future

DISCLAIMER

This document has been produced without formal United Nations editing. The designations employed and the presentation of the material in this document do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations Industrial Development Organization (UNIDO) concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries, or its economic system or degree of development. Designations such as “developed”, “industrialized” and “developing” are intended for statistical convenience and do not necessarily express a judgment about the stage reached by a particular country or area in the development process. Mention of firm names or commercial products does not constitute an endorsement by UNIDO.

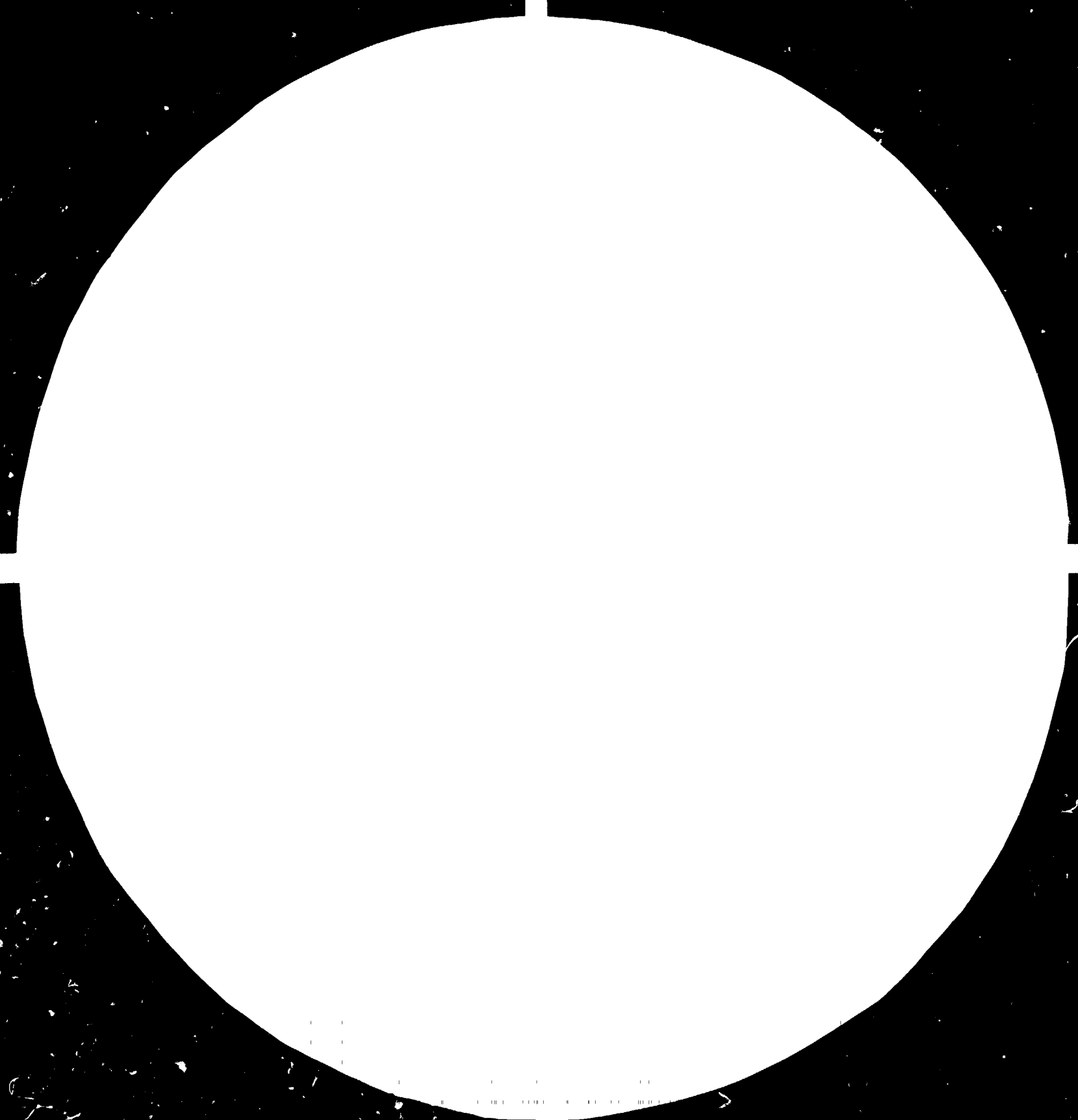
FAIR USE POLICY

Any part of this publication may be quoted and referenced for educational and research purposes without additional permission from UNIDO. However, those who make use of quoting and referencing this publication are requested to follow the Fair Use Policy of giving due credit to UNIDO.

CONTACT

Please contact publications@unido.org for further information concerning UNIDO publications.

For more information about UNIDO, please visit us at www.unido.org





1.0

25



1.1

22



1.25

20



1.4

18



1.6

16

ANSI #2 Resolution Test Chart
100% Contrast
Resolution: 1.0 to 5.0 cycles per inch
100% Black
100% White
100% Grey
100% Yellow
100% Cyan
100% Magenta

RESTRICTED

14371

OCTOBER 1st. 1984

Sao Tome e Principe.

CONSULTANCY FOR THE CREATION OF
INDUSTRIAL INFORMATION SERVICES
IN SAO TOMÉ E PRINCÍPE

Feasibility Study
Implementation Project

RP/STP/84/001

Mission report - S. Tomé. 9th - 18th May. 1984
prepared for

UNIDO - United Nations Industrial Development Organization
by

Jorge M. Canossa da Silva

Industrial Information Consultant

LUANDA

1784

SUMMARY

Consultancy for the creation of Industrial Information Services in São Tomé e Príncipe.

UNIDO PROJECT RP/STP/84/001

The present report covers the mission to the Ministry of Industries, Construction and Housing of São Tomé e Príncipe, undertaken from 8th through 18th May 1984, according to project RP/STP/84/001, with the objective of performing a feasibility study for the creation of industrial information services and, consequently, preparing its implementation.

The purpose of the report is to provide the basis for preparing the project document necessary to establish an Industrial Information and Documentation System (SDII), in STP, as well as the foundation for a correct assessment of resources to be affected.

The proposed SDII, attached to MICH, is considered indispensable towards STP's industrial development.

The Administration, Enterprises and Education needs to secure information was quite apparent, namely in areas (of knowledge) such as: business administration, environmental engineering, occupational safety and health, standardization, manufacturing industries, construction, public health engineering, tourism and hotel industry.

In STP, presently, the connection between information sources on those subjects and respective potential users is not formally organized.

During the mission, the country's need for at least one more information system, attached to the Ministry of Agriculture and Animal Husbandry, also became obvious. Its creation in parallel with the Industrial one is suggested, for most efficient utilization of available multilateral cooperation resources.

The SDII proposed for the Ministry of Industries, Construction and Housing should have adequate capabilities to render various information services such as consulting, loaning, reproduction, periodicals circulation, information, translation, selective dissemination of information, guidance to alternative sources, support to other information centres, and publishing.

Further, SDII shall generate information through publications of its own.

The necessary means to achieve SDII's creation objective and, subsequently, keep it operational are defined in this report, as follows: personnel, facilities, equipment, documentation, structure, organization, management, marketing and work procedures.

The total value of resources to be allocated by UNIDO amount to about USD260.000 over a period of two years, as detailed on Table B of this report.

The investment is justified, if not necessarily in quantitative terms, by technical and development reasons outlined below:

- a) It is the minimum investment which will ensure the continuity of information services to be created. Just like a vehicle has to be acquired in its entirety to be useful - the engine or the body alone are useless -, any lower amount could result in a total loss.

This investment could be more productive if UNIDO expert's activity was also to focus upon reorganizing MAP's information service.

- b) No other industrial information institution exists in STP.
- c) The SDII to be created will have a positive influence in establishing and/or improving other information centres, through the organization of courses, dissemination of methodologies, and participation in common services (directories, catalogues, file sharing, etc.).

- d) The SDII will support all bilateral or multilateral cooperation with STP.

Last, in fulfilling its objective, SDII will contribute towards the development of local industries by improving management and productivity, and facilitating technology transfer.

The means to assess SDII's impact on STP's industrial development should be the subject of a study.

RECOMMENDATIONS

Consultancy for the creation of industrial information services in STP.

UNIDO PROJECT RP/STP/84/001.

General Recommendations

1. ALTERNATIVE I: Creation of an Industrial Information and Documentation System (SDII) within MICH, with the capability to:

- . Supply information services to Administration and Enterprises.
- . Organize all documentation issued or sponsored by MICH (reports, studies, etc.).

ALTERNATIVE II: Creation of a similar documentation and information service in the Ministry of Agriculture and Animal Husbandry, in parallel with, but independent from the one referred to in Alternative I above.

2. Consider all information needed to introduce, consolidate and up-date technical and managerial knowledge; to spur creative initiatives; and to solve specific problems SDII's raw material and working basis. Therefore, it is necessary to create systematic ties between SDII, on one hand, and its users and most relevant information sources, on the other.
3. The person in charge of SDII should have a university degree and sound knowledge of MICH's various activity sectors. Such an "investment" shall yield good results since this individual will be positioned to match problems submitted by leaders of all other sectors with information, available within or outside SDII, that may be

relevant to their solution.

4. A publishing unit including the complete document production line shall be established in SDII.

Specific Proposals

5. Facilities

Further to the recommendations offered in Chapter 2.5.2.4 regarding physical layout of facilities, the advantage of having direct access to the street, with permanent public exposure, should be stressed herein.

6. Hardware

Proposed equipment is specified in Chpt. 2.6.2.5. It is recommended that a photocopying machine, including peripherals and consumables, be installed in the very short term. It should be a small scale unit, as specified in Annexe P. The cost of the machine, estimated to be about USD8,000, could be included in the budget available for the present project. Equipment installation of this in STP could be undertaken by CANON's representative in Luanda.

7. Training of National Personnel

As mentioned in a footnote to Annexe K (Training programme), the possibility of training part of SDII's personnel in Angola, at the Industrial Information Centre established with UNIDO's support (Project OP/ANG/80/011), should be considered.

RECOMMENDATIONS

Consultancy for the creation of industrial information services in STP.

UNIDO PROJECT RP/STP/84/001.

General Recommendations

1. ALTERNATIVE I: Creation of an Industrial Information and Documentation System (SDII) within MICH, with the capability to:

- . Supply information services to Administration and Enterprises.
- . Organize all documentation issued or sponsored by MICH (reports, studies, etc.).

ALTERNATIVE II: Creation of a similar documentation and information service in the Ministry of Agriculture and Animal Husbandry, in parallel with, but independent from the one referred to in Alternative I above.

2. Consider all information needed to introduce, consolidate and up-date technical and managerial knowledge; to spur creative initiatives; and to solve specific problems SDII's raw material and working basis. Therefore, it is necessary to create systematic ties between SDII, on one hand, and its users and most relevant information sources, on the other.
3. The person in charge of SDII should have a university degree and sound knowledge of MICH's various activity sectors. Such an "investment" shall yield good results since this individual will be positioned to match problems submitted by leaders of all other sectors with information, available within or outside SDII, that may be

INDEX

1. Introduction. Scope of work
2. Logical framework of the project
 - 2.1 Alternatives I and II
 - 2.2 Development objective. Present situation. Project justification. Possible development
 - 2.3 Users and information needs
 - 2.3.1 Methodology adopted
 - 2.3.2 MICH fields of activity
 - 2.3.3 Existing industries in STP
 - 2.3.4 Economic development plan for STP within MICH responsibilities. Guidelines from the Directorate of Industry and Energy
 - 2.3.5 Survey of technical personnel and managers of both MICH and industrial groups
 - 2.3.6 Interviews with librarians
 - 2.3.7 Conclusions: users and information needs
 - 2.4 Project objective. End of project indicator
 - 2.5 Project output
 - 2.6 Project inputs
 - 2.6.1 Inputs summary
 - 2.6.2 Project inputs details
 - 2.7 Work plan

Annexes

LIST OF ANNEXES

- A. Establishments visited and individuals contacted.
- B. Form used for Information Requirements Survey.
- C. Directory of libraries and documentation centres of the Democratic Republic of São Tomé e Príncipe.
- D. Industrial Enterprises in São Tomé e Príncipe.
- E. UNIDO - Project proposal RP/STP/84/001 - consultancy for the creation of industrial information services.
- F. Documents consulted.
- G. Ministries of the Democratic Republic of São Tomé e Príncipe.
- H. List of periodicals to be considered for the SDII documentary holdings.
- I. List of organizations and publishers to be considered for the selection of SDII documentary holdings.
- J. List of individuals who responded to the information needs survey. Summary table of the information needs.
- K. Training programme.
- L. SDII internal organization and personnel duties.
- M. Job description.
- N. Example of a worksheet for a service sub-module.
- O. List of abbreviations.
- P. Photocopying machine. Specifications and invoice.

I. Introduction. Scope of Work

Information gathering, processing, storing, dissemination, and production constitutes a significant portion of MICH (Ministry of Industries, Construction and Housing) activities.

In any enterprise, decision making individuals handle information during most of their working day.

Information may originate inside or outside the organization, and has several purposes: decision, control, training, public relations, improving personnel communication, etc..

In case of MICH, any of the central departments defined in its charter is considered an internal source of information; all other entities, including national, foreign and international enterprises or bodies, are termed external.

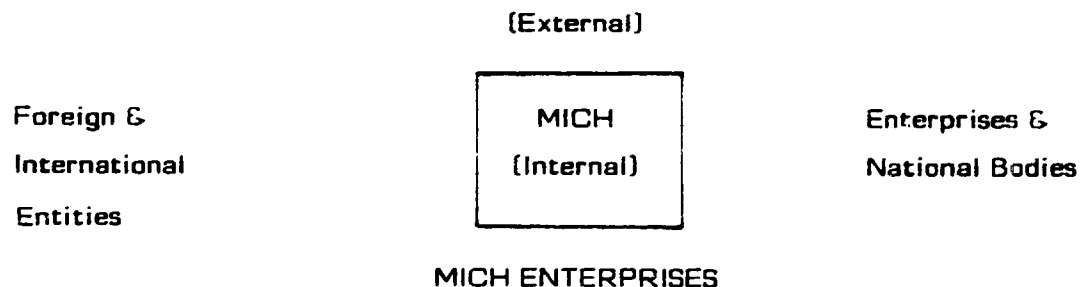


Fig. 1 Internal and External MICH information sources

Three sub-division criteria may be used to gain an overall view of the various information sub-systems co-existing within MICH.

Information Source

- External: Information generated outside MICH
- Internal: Information generated inside MICH

Information Goal

Sub-divided into three categories:

A. To plan, check, control, decide and execute.

Production data - figures supplied by enterprises to verify the implementation of a plan, MICH bookkeeping, manpower, data, etc. - belongs to this group.

This is the type of information organized and formalized by MICH organic law, the laws of the country and the internal regulations; this is usually called "management information"; in practice it tends to work through the hierarchy between those who plan and decide, and those who execute.

B. To provide professional training, reinforce and up-date technical knowledge, research, back-up decisions, stimulate creative initiatives, and solve specific problems. It is, in general, all information not formalized by law, falling under the heading of "technical information" or "industrial information" and radiating from a focal point, the information centre.

C. To enhance communication amongst MICH personnel: an informal type of information, often generated spontaneously amongst ministry personnel, which may be spread verbally or through board bulletins.

Information Final Use

- Internal : Information provided to MICH personnel
- External: Information disseminated outside MICH

Tables 1 & 2 were prepared based on the above three classifying criteria for, respectively, internal and external information.

TABLE 1. EXAMPLES OF INTERNAL INFORMATION ACTIVITIES

SOURCE	A	B	C
INTERNAL	<ul style="list-style-type: none"> - Work directives - Activity reports 	<ul style="list-style-type: none"> - Internal distribution of MICH publications - Studies, standards, bibliographies 	<ul style="list-style-type: none"> - Board-bulletin - Workers meetings
EXTERNAL	<ul style="list-style-type: none"> - By-laws of ruling bodies - Production statistics of enterprises 	<ul style="list-style-type: none"> - Information dissemination of documents of external sources - Selective dissemination of information - Publications consulting and borrowing 	<ul style="list-style-type: none"> - Union periodicals

TABLE 2. EXAMPLES OF INFORMATION ACTIVITIES FOR EXTERNAL USE
OBJECTIVES

SOURCE	A	B	C
INTERNAL	Information to the Ministry of Planning on the Plan implementation	<ul style="list-style-type: none"> - External dissemination of MICH publications - Promotion activities 	-
EXTERNAL	Production statistics of enterprises	<ul style="list-style-type: none"> - Press releases - External selective diffusion of information - Consulting and borrowing of publications by external users 	-

The information sub-system corresponding to column A of Tables 1 and 2 is related to the organization, management and working methods established in the Body.

Codifying, processing and transmitting this type of information has a direct impact on the Body's efficiency and productivity. This sub-system should, therefore, be subject to a continuous racionalization effort.

Generally, it is possible and productive to make sub-system A information circulate and work, without constant intervention of responsible personnel, although under their supervision. Consequently, these individuals become more available to handle sub-system B information, enabling them to improve the decision-making process, perfect their knowledge, and keep abreast with the latest technical developments.

Sub-system C corresponds to spontaneous or slightly formalized information generated amongst the Body's personnel, necessary to promote comraderie and team spirit.

In an Administration Body, the flow of type A information determines the preservation of activities vital to the interaction with the outside; flow of type B information is related to the promotion and development of external relations, as well as with the acquisition and application of new technologies.

Bodies lacking in dynamism or heavily burden by bureaucracy tend to be more concerned with type A information circuits which, even then, work inefficiently. More creative bodies have streamlined type A sub-system to a higher degree, offering their cadres more autonomy to concentrate on the application of sub-system B information.

Conclusion

The unit of information, object of the present report, will work with type B information: this introduction attempts, however, to demonstrate that the three information sub-systems are related. In fact, the higher the degree of racionalization on sub-system

A information codes, channels and messages, and the stronger the role of sub-system C information in promoting the understanding of the Body's goals by its workers, the higher will be the demand for sub-system B information and its potential application towards meeting the Body's assigned responsibilities.

2. Logical framework of the project

2.1 Alternatives I and II

The recommendations presented in this report consider two alternatives:

Alternative I: To start-up an industrial information and documentation system (SDII) for MICH and central structure for industrial enterprises.

Alternative II: To start-up in parallel, but independently, two documentation and information systems: One for MICH central structure and industrial enterprises and another for the central structure of the Ministry of Agriculture and Animal Husbandry (MAP), and agricultural enterprises and farmers.

The development of an agricultural documentation and information system appears justified since nothing exists at present: the agricultural sector is the most relevant to STP's economy, and a strong correlation can be found between the agricultural and industrial developments. (As an example, the agricultural sector generates foreign currency either directly, through exports, or indirectly, by avoiding unwarranted depletion of reserves needed for essential foodstuff purchasing).

Alternative II yields significant savings vis-a-vis two projects with different timing, because it takes advantage of the common support of the same UNIDO expert resulting in similar methodologies, simultaneous training, follow-up of selection and purchasing of standardized equipment for both systems, etc. (It should be stressed that the cost component "UNIDO expert" is the largest in the project budget).

The methodology underlying the concepts followed in MAP and MICH system is identical, with one week thought to be required for supplementing some components through a local survey.

From this point onwards, the entire report deals exclusively with Alternative I.

2.2 Development Objective. Present Situation. Project Justification. Possible Development

Development Objective

The development objective of this project is to lead responsible individuals, cadres and technical personnel associated with STP's industrial sector to apply the technical and industrial information available on a world-wide basis, with the objective of:

- Providing them with wider knowledge and greater confidence in solving specific problems;
- Triggering initiatives and offering them different perspectives and means of development;
- Supporting decisions.

Present Situation

In the somewhat exhaustive survey of documentation units undertaken in STP (Annexe C), five were identified, of which two, of general purpose, could be considered reasonably organized; the remaining are not being taken advantage of. All in all, we estimate the number of stored documents not to exceed 20,000, the majority being of a recreational or historic nature.

On the other hand, in surveying MICH potential information users (detailed survey results show in 2.3), we became aware of a strong desire to deepen or acquire technical knowledge related to their professional activities.

Due to lack of conditions surrounding the acquisition of information, situations arise, as exemplified below, that could be eliminated by the achievement of the proposed project objective.

- Technicians returning to STP upon completing intermediate level studies or university degrees, have nowhere to go for documentation or information necessary to maintain, up date and further develop the knowledge acquired.
- Engineers can neither find reference tables for their calculations, nor technical standards for their projects.
- Administrators have no reference points to improve management techniques.
- Technical school teachers have no access to bibliography other than traditional manuals, neither can they suggest alternative reading to improve their students' knowledge.

The issue of technical information cannot be resolved at this stage on an individual basis due to existing restrictions on the private importation of publications.

Apparently there are no bookshops in STP.

Technical information and know-how has reached STP mainly through foreign technical cooperation.

Project Justification. Possible Development

UNIDO's technical support project, defined in following chapters and implemented to create an organism matching information resources with its requirements and

application capabilities, will have, for reasons highlighted above, considerable impact and repercussion in improving industrial sectors under MICH responsibility.

This way, managers can rely on information making them more familiar with knowledge which they will be in a position to apply; technicians in general, and students in specialized fields will have document back-up to undertake projects and studies, and widen their knowledge.

The existence of individuals who are capable, available and motivated to search for, and apply information is imperative towards accomplishing the stated objective. Furthermore, favorable financial and economic environments are necessary. These factors are, however, beyond the scope of the proposed system.

A better and more widespread knowledge of foreign language is also deemed important.

2.3 Users and Information Needs

2.3.1 Methodology adopted

The identification of users and respective information needs is a continuous trial-and-error process.

The survey taken during the mission reported herein (Annexe B) enabled the identification of individuals belonging to this group, including the following details: name, address, subjects of interest, language ability, and anticipated use of information.

As a first trial, this group should be SDII initial target.

In assessing the information needs, particularly concerning subjects and goals, the following factors were taken into account:

- a) MICH fields of activity
- b) Existing industries in STP
- c) STP economic development plan under MICH sphere of responsibility
- d) Views of the Director of Industry and Energy
- e) Survey of technical personnel and managers of both MICH and industrial groups
- f) Interviews with librarians

Each of these factors developed in detail below.

2.3.2 MICH fields of activity

According to MICH draft charter, this ministry's fields of activity requiring the support of technical and industrial information is as follows:

- Manufacturing industry
- Mining industry
- Occupational Safety and Health
- Energy
- Water resources
- Geology Natural resources
- Standardization
- Tourism
- Hotel Industry
- Construction. Urban Development. Housing
- Public Health Engineering

In all these fields, MICH has planning, administration, supervision, regulation, standardization, support and execution responsibilities.

2.3.3 Existing industries in STP

STP's industrial sector is limited. Annexe D lists all enterprises connected to the Directorate of Industry and Energy. The industrial branches include:

- Graphic Arts
- Bread Making
- Ceramics
- Bever ages
- Clothing
- Soap
- Construction
- Water, Electricity and Fuel supply.

SDII will support experts in these industries, concentrating mainly on general aspects of management, organization, productivity and energy savings.

2.3.4 Economic development plan for STP within MICH responsibilities. Guidelines from the Directorate of Industry and Energy

The systematic formulation of STP's development plan is under way. It includes several projects with those of sizeable dimension belonging to the following industrial areas:

- Mineral water
- Palm oil and derivatives
- Soap
- Footware
- Furniture
- Construction, Sea works
- Tourism

2.3.5 Survey of technical personnel and managers of both MICH and industrial groups

During the mission, a survey (Annexe B) of technical personnel and managers of MICH and enterprises was taken with the intention of securing an objective picture on the following aspects:

- Who are the potential users of information
- Which are the languages most accessible to them
- Which are their fields of interest
- What will be their aims in using information

The results were as follows:

Number of responses received: 46. This figure is thought high in percentage terms (presumably over 80% of all technical personnel of intermediate and higher ranking at both MICH and enterprises.

Distribution amongst enterprises and MICH central structure

(Number of responses and percentages)

Enterprises	21	45.6%
Central Structure	25	54.4%
	46	100 %

Enterprises:

Ceramics	7
Graphic Arts	7
Water & Electricity	5
Construction	2
	<u>21</u>

Central Structure:

Construction Directorate	15
Industry & Energy	6
Planning & Financing	4
	<hr/> 25

Languages Spoken:

Portuguese	46	100%
Spanish	20	43.5%
French	18	39.1%
English	5	10.9%
German	2	4.3%
Roumanian	2	4.3%
Russian	1	2.2%

NOTE: The total percentage exceeds 100% because several respondents speak more than one language.

What is the predominant purpose for using information ?

(Number of responses and % based on total nr. of respondents: 46)

- Professional Excellence. Knowledge up-dating	41	89.1%
- Solution to specific technical problems	22	47.8%
- Working plan	8	14.4%

NOTE: The total percentage exceeds 100% due to multiple answers from respondents.

Subjects on which information is required by respondents:

NUMBER OF <u>ANSWERS</u>	SUBJECT
	<u>Metrology</u>
6	Measuring units
6	Instruments
5	Measurements
7	<u>Standardization</u>
7	<u>Quality Control Methods</u>
	<u>Environmental and Safety Engineering</u>
10	Water Resources, Water
6	Polution Control
10	Working Environment
6	Accidents
6	Fire Protection
5	Safety Devices
	<u>Agriculture, Forestries, Fisheries</u>
4	Agriculture
2	Forestries
3	Animal Production
2	Fisheries
	<u>Food Industry</u>
3	Dairy Products
3	Beverages
3	Sugar
4	Food Preserves
6	Bakery

NUMBER OF <u>ANSWERS</u>	SUBJECT
1	<u>Tobacco Industry</u>
8	<u>Energy. Fuels</u>
	<u>Electrotechnology</u>
9	Electrical Installations
5	Electric Machines
10	Electronics
	<u>Communications</u>
4	Documentation
8	Graphic Arts
11	Radio
11	Television
7	<u>Data Processing. Computers</u>
	<u>Mechanical Engineering</u>
3	Thermal Machines
4	Transmission Mechanisms
3	Mechanical Fasteners
	<u>Production Engineering</u>
5	Fabrication Procedures
5	Welding
1	Materials Handling
4	Corrosion. Paints. Coatings
4	Maintenance and Repairs

<u>NUMBER OF ANSWERS</u>	<u>SUBJECT</u>
	<u>Transportation Engineering</u>
5	Road Transportation
3	Air Transportation
1	Sea Transportation
1	Packaging
18	<u>Construction. Architecture</u>
5	<u>Materials</u>
8	<u>Mining Technology. Geology</u>
	<u>Metallurgy</u>
6	Metals
3	Foundry
8	<u>Wood Technology</u>
2	<u>Textile Industry. Clothing</u>
8	<u>Furniture</u>
	<u>Chemical Industry</u>
3	Rubber
7	Ceramics
3	Glass
2	Fertilizers
3	Pesticides
3	Plastics
4	Detergents. Soap
	Adhesives

<u>NUMBER OF ANSWERS</u>	<u>SUBJECT</u>
2	<u>Pharmaceutical Industry</u>
	<u>Management Sciences</u>
20	Management
16	Organization. Methods
12	Productivity
8	Distribution
13	Investments
19	Accounting
11	Stock Control
11	Pricing
8	Foreign Trade
	<u>Humanities and Social Sciences</u>
8	Demographics
16	Professional Training
12	Economic Policy. Planning
8	International Cooperation
10	International Organization
12	Public Administration
	<u>Others</u>
2	Tourism
2	Hotel Industry
2	Handicraft
2	Wages
1	Interior Design
2	Geography

The survey responses are also a useful data bank following SDII start-up, since:

- It allows a first attempt at the compilation of SDII document collection
- It provides identification of potential users, enabling direct mailing of requested documents and information.
- It may constitute the basis for a future "service for the selective dissemination of information".

The following conclusions were extracted from the survey:

- Taking into account the small number of enterprises in STP, the number of responses, in percentage terms (approximately 48%), is considered good.
- Only 11% and 39% of the respondents are fluent in english and french, respectively, diminishing the possibilities of document acquisition.
- Strong interest was expressed for subjects related to management sciences (management, accounting, organization and methods), construction, environmental engineering and media techniques - explained by the general nature of the first subject, and by the relative concentration of experts in construction (MICH central structure) and graphic arts (enterprises).
- The vast majority (89%) will be using information with the aim of learning and up-dating knowledge; consequently, the need for information of didactic nature should be emphasized.

2.3.6 Interviews with librarians

Interviews were conducted with some of the people responsible for running the five libraries listed in App. C.

The number of library users, mainly students, is high at least two of them located in the downtown area and readily accessible from the street.

Usually, general literature is in greater demand, even though several technical publications are available. There is no one to advise on selection, and user

education remains a job to be done.

2.3.7 Conclusions: Users and information needs

The SDII should start by gearing itself to respond, in the short term, to the demand for information from MICH sectors associated with existing or under development industries and, also to the more generic aspects of management sciences.

Gradually, it shall expand to cover the whole array of subjects corresponding to all activities of MICH and enterprises, anticipating demands that will arise with time.

The fact that the vast majority of SDII users are fluent in portuguese and spanish, some understand french, and only a few read english, should be one of the major constraints in acquiring documents.

Since the use of information for instruction and knowledge up-dating purposes was expressed by 90% of the respondents, SDII should be well equipped with documents of didactic nature. The identification of technical problems which SDII can help resolve will be another of its objectives: 50% of the users expects information to help solve specific technical difficulties.

Identification of users and respective information needs is a continuous trial-and-error process. Preliminary identification of a user's group has already been accomplished by the above mentioned survey.

Throughout its activity, particular attention should be paid to changes in factors which determine SDII jurisdiction and guide its activity.

2.4 Project Objective. End of Project Status

Information has to exist, be transmitted and understood prior to being applied; therefore, a documentation and information system has to be created within MICH:

This is the project goal.

Project Objective: To create within MICH an industrial information and documentation system (SDII) with the capability to:

- a) Select, acquire, store and preserve documents pertaining to all MICH areas of activity best suited to potential end users and most relevant to problems faced (here included is the storage facility for works, reports and studies prepared by MICH or at its request). Establish the most effective channels to secure information from existing sources.
- b) Transmit information which best promotes MICH interests. Create information for potential users (This point includes, namely, the capability to write, publish and disseminate its own literature).

Although the proposed system is geared for the cadres and technical personnel of both MICH and associated enterprises (its initial group being described in Annexe J), information may be provided to anyone else requesting it.

The information subjects have been referred before in Chapter 2.3..

The capabilities listed above, made available through sub-units of services to be rendered, mentioned in table 3, should be fully created within 2 years from project implementation start-up date.

The project timing and the adopted designation are established as follows:

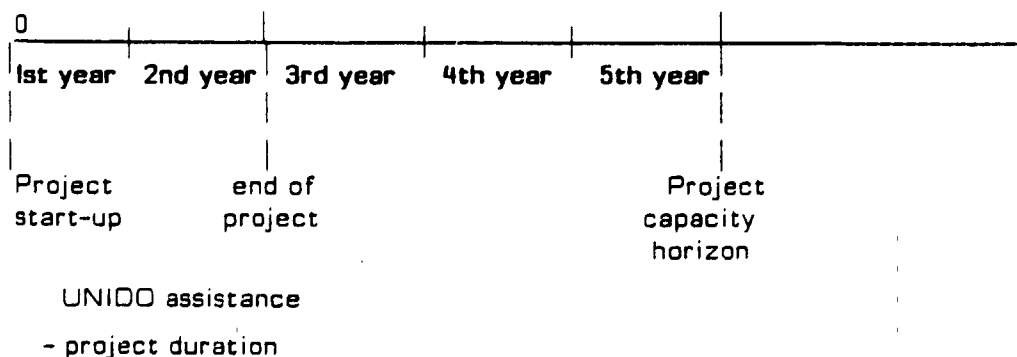


TABLE 3. SDII INFORMATION SERVICES

S 1	Consultation
S 2	Loans of documents
S 3	Reprographic services
S 4	Periodicals distribution
S 5	Question and answer
S 6	Translation
S 7	Selective dissemination of information (Current awareness)
S 8	Reference service to other information sources (clearing house)
S 9	Advisory service to other documentation centres
S 10	Publishing of own publications: information bulletin; acquisition list; directories; technical standards

The creation of such capability presupposes that the following operating items, common to all information services, have been secured:

TABLE 4. SDII OPERATING ITEMS

E 1	Personnel
E 2	Facilities
E 3	Equipment
E 4	Documents
E 5	SDII structure, organization, direction and management
E 6	Marketing of proposed services
E 7	Working Procedures - compiled in a manual and described in detail for each service or operating items.

Each service sub-module and operating item is described as follows:

- S 1 Consulting: Service supported by qualified personnel allowing the immediate access to the documents stored in SDII.
- S 2 Loan of documents: Service supported by qualified personnel that allows the utilization of SDII documents outside its premises.
- S 3 Reprographic Services: To obtain photocopies of SDII or user own documents, reserving the due authorization for restricted documents.
- S 4 Periodicals Distribution: Providing sistematically the users with the periodicals they want to read.
- S 5 Question and Answer: Offering the answer that can help the solution of technical and management problems. The answer can assume several ways: references to documents, loan of documents, analysis of information available from SDII and other sources and abstracts of content in relevant documents.
- S 6 Translation: Service that offers the technical translations requested.
- S 7 Selective Dissemination of Information: (Current awareness) service that provides a tailored and steady flow of information to users previously characterized by their information needs.
- S 8 Reference service to other information sources: (Clearing house) that guides the users to other information sources when SDII cannot provide a comprehensive answer.
- S 9 Advisory service to other documentation centres: Providing other documentation and information centres in STP, with the know-how gained at SDII. This service is materialized, for instance, by the organization of training courses in the fields of documentation and technical information, the agreements in methodologies, etc..

- S10 Publishing service:** The entire line of production of SDII own publications: creation of content, graphical design, printing, finishes and distribution.
- E 1 Personnel:** Placement at SDII of a motivated and efficiently directed team, conscious of SDII objective and acquainted with the work routines.
- E 2 Facilities:** Use of comfortable and suitable installations for the services intended to be carried out at SDII.
- E 3 Equipment:** Instalment, function and maintenance of the suitable equipment for the information services offered by SDII.
- E 4 Documents:** Selection, acquisition, memorization and storage of the most adapted documents for SDII information services.
- E 5 SDII structure, organization, direction and management:** Definition of SDII position in MICH structure, SDII organization chart, strategy for action, management control.
- E 6 Marketing:** Promotion of SDII information services and publications.
- E 7 Working procedures:** Establishment of a "Manual of Procedures" which should include the working routine rules, the corresponding responsible personnel and the forms used for each activity part of the information services or operating item.

The capability at the end of the project (two years after the start-up) will allow, then and on the 5th year after the beginning, to attain for the information services, the performances referred in Table 5.

These foreseen values are based on the number of potential SDII users on their information needs and on the results of similar information centres.

These performance values correspond to a mean increase of about 20% a year in relation to the values foreseen for the 1st year of operation; after 5 years the needs for this service will probably stabilize from 5 to 10% a year.

This system will support this increase until the tenth year through a better productivity and the reinforcement of some resources.

From this date or eventually before, the system may be changed by its separation into other systems.

(Please consult Table 5 on the next page).

The operating items related to the information services must present the quantified characteristics of Table 6, after the 2nd and 5th years of the project start-up.

(Please consult Table 6).

TABLE 5. PERFORMANCES OF THE INFORMATION SERVICES OF SDII.
2 AND 5 YEARS AFTER THE BEGINNING OF PROJECT

SERVICES/OPERATING ITEMS	UNITS	VALUE 2ND YEAR	VALUE 5TH YEAR
S 1 Consultation	Users/year	800	1.200
S 2 Loans of documents	Loaned documents/year	1.400	2.000
S 3 Reprographic services	Copies/year	140.000	200.000
S 4 Periodicals distribution	Number of periodicals distributed/year	2.000	3.000 *
S 5 Question and answer	Number of answers/year	40	60
S 6 Translation	Number of translated pages/year	280	400
S 7 Selective dissemination of information	Total number of pages mailed/year	17.000	24.000 **
S 8 Reference service to other information sources (clearing house)	Answers/year	14	20
S 9 Advisory service to other documentation centres	Support activities courses: number of days /year or number of participants x days	1	2
		8	12
S10 Publishing service	of number of pages x number of copies	21.000	30.000

* (n° users) x (mean n° of periodicals by user and by month) x 12 months

** (n° users) x (mean n° of pages by user and mailing) x (n° mailings/year)

TABLE 5. QUANTIFICATION OF SDII OPERATING ITEMS, 2 AND 5 YEARS
AFTER THE BEGINNING OF PROJECT

OPERATING ITEMS	UNITS OR SPECIFICATIONS	VALUE 2ND YEAR	VALUE 5TH YEAR
E 1 Personnel	Number of persons, national personnel Planned training completed	4 x	7
E 2 Facilities	Area m2 Specifications described in Chpt. 2.6.2	200 x	
E 3 Equipment	Cost USD Specifications described in Chpt. 2.6.2	60,000 x	
E 4 Documents	Number of titles (periodicals) Number of books registered	140 3,000	200 6,000
E 5 Structure Organization Management	Independent of UNIDO support	x	
E 6 Marketing	Number of exhibitions or seminars/year Leaflets: Number of copies/year	1 500	1 500
E 7 Procedures	Manual of procedures published and distributed	x	

x - Specification attained.

For all sub-modules of information services and operating items, the base line for all indicators is zero.

The end of project status indicator (EOPS) evaluates, if the situation at the end of the project corresponds to a successfully attained immediate objective.

In this case, the **best** way to measure the capability created is to verify if the SDII is offering the due information services for which it was designed.

For this purpose, the units establish in Table 5 for the performance indicators will do as service quantity units.

The establishment of the right units to measure the services quality is not done in this report but they must be defined during the project duration.

The project objective will be considered achieved if the values of those quantity (and quality) indicators are similar to those stated in Table 5, 2nd year column. (as the project duration is of 2 years).

NOTE:

For the creation of each indicator there is always the following chain:

Measure	Unit of measurement	Measurement instrument and procedure
Consulting service quantity	Users/Year	Consulting register(form nº)
Consulting service (quality)	% user who found what they looked for	Consulting register(form nº)

2.5 Project output

The project output is the creation within MICH of the capability necessary to supply the information services specified in Table 3.

This capability at the project end (2 years after start-up) should allow at this time and 3 years later to obtain the performances stated in Table 5.

The project output is therefore, defined as a service module composed of sub-modules, one for each of the information services or operating items referred above.

At the beginning of the project, it is advisable to elaborate for each developing sub-module a working sheet, that would include the following details:

- Service or operating item description. Designed capability.
- Achievement indicators (creation of capability. Start-up date). Measuring units and procedures.
- Performance indicators. Measuring units and procedures.
- Work plan for the establishment of this sub-module. Milestones.

Annexe N includes an example of this kind of worksheet.

All the other project factors, activities - work plan and inputs are subjected to these sub-modules.

The present approach allows the establishment of a framework necessary to budget, execute and control the project.

Conclusions

The following parameters define project output:

- a) Kind: Creation of capability necessary to supply the above mentioned services, for the benefit of technical personnel and managers of both MICH and industrial enterpris. .
- b) Magnitude: The anticipated quantity and quality of services be rendered, established for each service sub-modules (see Table 7).
- c) Timing of each sub-module (see Table 7).
- d) Baseline: Zero for all sub-modules.

In the means-end chain of project logical framework, the project output is a consequence of inputs and activities which includes the personnel, their training, premisses, equipment, documents and the relationship among these elements, their maintenance, management and knowledge by the perspective users of the information services.

These elements were named "operating items" and are listed in Table 6.

The achievement and the right relationship between the operating items, makes the project output.

Table 7 shows the distribution of the foreseen milestones for the operating items, by each information service; in this way they are used as achievement indicators for the information services sub-modules.

Table 7 includes a cost column for the investment and operation of each service. To simplify we should consider as investment all the expenses until the end of the project (UNIDO and STP). Operation costs include the expenses thereafter.

Table 8 (Chapt. 2.6.1) shows the investment spending; the project inputs in money terms.

It is not very straight forward to fill the cost column of Table 7, inputing the costs to each information service. We can turn this difficulty by grouping the services which uses common inputs, such us:

Basic library information services

- S 1 Consulting
- S 2 Loan of documents
- S 3 Periodicals distribution

Personnalized information services

- S 5 Question and answer
- S 7 Selective dissemination of information
- S 8 Clearing house
- S 9 Advisory service

S 6 Translation

Reprographic and publishing services (S3 and S10).

At this point there is no need of inputing the expenses by each of these groups of services. The investment expenses were inputed to each budget line in Table 8.

Regarding the operation costs, they could only be roughly estimated at the project start-up time. These costs should be evaluated during the project implementation. Their prevision is needed for the SDII budget before the beginning of a working year; after each working year their real values should be discriminated in the SDII annual report.

TABLE 7. PROJECT OUTPUT. ACHIEVEMENT INDICATORS

INFORMATION SERVICE (Sub-module)	ACHIEVEMENT INDICATOR	Start-up Date		Investment	Operation
		Foreseen	Actual	Fores.Act.	Fores.Act.
S 1 Consulting S 2 Loan	<ul style="list-style-type: none"> a) Library holdings of about 3000 documents referred, indexed and memorized. Annual input of about 1000 to 2000 non-periodicals and about 100 different periodicals. Information processing for these doc.that will involve two trained people. b) A trained person for files handling and assistance to these services. c) Equipped facilities for reading with 12 places: 105 m2 of area considering also the storage and working areas. d) Work procedures established. e) Promotion accomplished. 		Month 7		
S 3 Reprographic Services	<ul style="list-style-type: none"> a) Facilities b) Photocopying equipment installed: supplies available. c) Photocopying equipment maintenance assured. d) One trained person for this service. e) Work procedures established. 		Month 2		
S 4 Periodicals Distribution	<ul style="list-style-type: none"> a) Annual input of about 100 different titles of periodicals. b) Elaboration and diffusion of a list of periodicals. received in SDII c) Work procedures established d) Users inscribed to this service. e) One trained person for this service. 		Month 4		
S 5 Question-Answer S 8 Clearing House	<ul style="list-style-type: none"> a) Elaboration of directory of exterior information sources available to SDII b) Acquisition of most important directories and catalogues. c) Work procedures established. d) Promotion accomplished. e) One trained person for this service. 		Month 9		
S 6 Translation	<ul style="list-style-type: none"> a) Establishment of an identification file of national technical translators. b) Work procedures established. c) Promotion accomplished. d) One trained person to direct and control the translation orders. 		Month 10		

TABLE 7. PROJECT OUTPUT. ACHIEVEMENT INDICATORS

INFORMATION SERVICE (Sub-module)	ACHIEVEMENT INDICATOR	Start-up Date		Investment		Operation	
		Foreseen	Actual	Fores.	Act.	Fores.	Act.
S 7 Selective Dissemination of Information	<ul style="list-style-type: none"> a) The same as in SI/S2 b) The same as in SI/S2 c) Characterization of information needs by a questionnaire [accomplished during this mission]. d) Establishment of an identification. e) Work procedures established. f) Promotion accomplished. 		Month 4				
S 9 Advisory service to other document centres	<ul style="list-style-type: none"> a) One person trained to show and advise about methodologies used in SDII and to organize training activities addressed to technical personnel of other document centres. 		Month 21				
S10 Publishing Service	<ul style="list-style-type: none"> a) Premises and facilities for the production of SDII own publications (70 m2). b) Equipment and supplies for composition, graphic lay-out, printing, collecting and binding. c) Assured equipment maintenance. d) Work procedures established. e) Availability of mailing list for the distribution of publications. f) Two people duly trained for these jobs. 		Month 12				

2.6 Project Inputs

2.6.1 Inputs Summary

The inputs necessary for the project implementation were included in the "operating items" and in the following groups:

- International personnel
- National personnel and training
- Facilities
- Equipment and documents

The cost estimate of inputs is based on the quantification made for the information services foreseen at the project capacity horizon of 5 years and stated in Table 5, and also on previous projects of similar nature.

Table 8 presents the summary for project inputs (investment costs).

Requirements for each of these inputs are detailed further down in Chpt. 2.6.2.

TABLE 8. PROJECT INPUTS

	Unido				Gov. STP				Total			
	1º AÑO		2º AÑO		1º AÑO		2º AÑO		UNIDO		GOV. STP	
	h.m.	USD	h.m.	USD	h.m.	USD	h.m.	USD	h.m.	USD	h.m.	USD
International Person	10	70.000	10	70.000	-	-	-	-	20	140.000	-	-
National Personnel	-	-	-	-	30	-	60	-	-	-	90	-
Training	2	4.000	6	12.000	1	1.000	2	2.000	8	16.000	3	3.000
Facilities	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	40.000	-	40.000	-	-	-	-	-	80.000	-	-
Documents	-	10.000	-	10.000	-	-	-	2.000	-	20.000	-	2.000
Miscellaneous	-	1.500	-	1.500	-	-	-	-	-	3.000	-	-
TOTAL		125.500		133.500						259.000		

2.6.2 Project Inputs Details

2.6.2.1 International Personnel

The presence of a UNIDO expert - an industrial information consultant - was considered for a total of 20 months. Furthermore, it was assumed that this presence would be uninterrupted during 17 months; the other 3 months would be the last of the project duration.

A job description of this item is found in Annexe L.

Besides previous experience with this type of project, teaching ability and fluency in Portuguese or Spanish were considered important.

The monthly cost estimate was of 7000 USD.

2.6.2.2 National Personnel

The future SDII director, to be included amongst assigned national personnel, should follow all project phases from its beginning.

The top factor determining SDII efficient operation will be the standard of its personnel.

SDII internal structure, job descriptions are briefly outlined in Annexe L.

Personnel which will integrate SDII is identified by the letters A, B, C, D, E, F, G.

A is in charge of SDII and should have the following qualifications and assets: a university degree, sound technical background, reasonable command of foreign languages (french, english), and strong ability to communicate and relate to others.

During the first phase of the project (1st year), SDII should also integrate elements B and C for the information and documentation sectors, respectively, as well as D in the

publishing sector.

SDII team will be completed in the following stage (2nd year) with E - documentation sector - and F, G with publishing responsibilities.

2.6.2.3 Training

Training of national personnel will be accomplished during work, and through lectures, practical courses and field trips.

Annexe K, shows the training program.

Some practical courses - for elements A, B, C and E can be held at the Industrial Information Centre, Luanda (UNIDO project DP/ANG/80/011) which should not increase the costs of UNIDO's contribution.

Total of man x month of training during 2 years: 11 from which, 8 men x month financed by UNIDO and the 3 others by STP.

The monthly cost was estimated at 2.000 USD.

2.6.2.4 Facilities

When this mission took place, there were no facilities immediately available for a future SDII.

The following suggestions must be duly adapted to the actual facilities when available.

Space

The space of the SDII facilities must comprise the following activity areas. The minimum

surfaces in m2 are pointed out, considering the forecast capacity for 5 year after project start-up.

- Consultation (maximum of 12 peopel, simultaneously)	30
- Reception area; exhibition of new publications	10
- Working area. Information processing. Four people including one office for SDII director (12 m2)	35
- Storage of documents received	40
- Production of SDII own publications. Reprographic serv. including the following partial areas:	70
. Storage of supplies (paper, inks, etc.)	10
. Storage of SDII own publications	10
. Printing equipment (offset, photocopying, binding, etc.)	30
. Copy preparation (typing, drawing, lay-out, etc.)	20
- Sanitary facilities, wardrobes	15
TOTAL	<u>200 m2</u>

A small conference room for courses, meetings, exhibitions would be also useful.

This space would better fit its function if it is all located at the same level preferably the ground floor, facilitating the access of vehicles. If necessary, the area for the production of SDII publications can be located in other premises.

Although there is a delimitation of different areas, the SDII can occupy an "open space" that is, not divided by walls, except for the office of SDII director and the printing area.

After the 5th year and until the 10th year, the foreseen growth of SDII activities would require about 66% more space, distributed among the following areas:

Area	% Growth	Area Increase (m2)
Consultation	40	12
Working	60	21
Storage of doc.received	100	80
Storage of supplies	30	3
Storage of SDII own public.	40	4
Copy preparation	40	12
		<hr/>
		132

The space required until the 10th year of operation could exist since the project beginning or as an alternative, it could be provided in two phases.

Location

The best location for SDII premises would be a central position among the other MICH installations or in some of these with bigger activity or with a larger number of technicians.

It would be highly recommendable a location on a ground level, with an entrance and a kind of shop window looking over the street displaying this way, a permanent invitation for the potential users to come in.

Utilities

The SDII needs the basic infrastructures for water supply, waste water drainage, electric power, telephone, access roads and cleaning.

The reprographic sector, specifically need power capacity of 5.000 W and installations with running water for plates preparation work, photography and cleaning of off-set rolls.

Furniture and Equipment Lay-out

Probably the SDII would occupy premises already existing in S.Tomé. Therefore, the exact lay-out for the furniture and equipment can only be decided in face of the actual conditions.

However, it must be pointed out that this lay-out should be one of the first tasks to deal with after the project start-up.

2.6.2.5 Furniture and Equipment

A comprehensive list of the furniture and equipment needed must be made soon after project start-up.

This report only mentions an estimate of the whole amount needed for this purpose (Table 8), some remarks and a first approach of the number of each item.

Furniture

Table 9 summarizes the type and quantities of the furniture pieces for the areas specified in Chapt. 2.6.2.4.

TABLE 9. FURNITURE

FURNITURE ITEMS	TOTAL	ACTIVITY AREAS						
		RECEPT.	CONSULT.	DOCUMENT.	STORAGE	STORAGE	PRINTING	COPY P.
Low Tables	1	1						
Writing desks or working tables	7	1	2	4				
Reading tables (1 place each)	16		16					
Typing tables	6			4				2
Teleph. tables	4	1		2				1
Low chairs or arm-chairs	6	3		1				2
Chairs (rolling)	9	1	2	4				2
Chairs (library)	24		15	6			2	
Bookshelves modules (a)	25				25			
Shelfs modules for publications exhibition	2	2						
Shelfs modules for supplies (b)	6					6		
Lockers (c)	3			2				1
Filing cabinets modules (A6)	5			2				
Filing cabinets base (rolling)	2			2				
Rolling tray for doc. transportation	2			1				1
Working bench	1						1	

(a) - Some specifications: modules 1m width, 0.3m deep and 2m maximum of height, removable shelves for 5 openings. Closed back.

(b) - Some specifications: about 20m of shelf 0.3m deep. Opening of 0.4m and maximum height of 1.8m. Closed or open back.

(c) - About the same dimensions of the bookshelf modules (a).

Equipment

According to the criterium used for the furniture, the following Table 10 displays the equipment items needed distributed by the same activity areas.

As expected, the printing area includes the bigger part of the equipment items.

TABLE 10. EQUIPMENT

EQUIPMENT ITEMS	TOTAL	ACTIVITY AREA					
		CONSULT.	DOCUMENT.	STORAGE	SOII PUBLIC. PRODUCTION		
					STORAGE	PRINTING	COPY P.
Manual typing machines	1		1				
Electrical typing machines	2		1				1
Microfiche reader with paper reproduction capacity	1	1					
Transparencies projector	1	1					
Slide projector	1	1					
Photocopying mach.A	1		1				
Photocopying mach.B	1					1	
Off-set printer	1					1	
Collecting mach.	1					1	
Plates preparation mach.	1					1	
Staple mach.	2					2	
Binding mach.	1					1	
Drawing desk	1					1	
Light desk	1					1	
Trimming mach.	1					1	
Passenger car(5 places)	1						

Besides the furniture and equipment, some other office equipment and stationary must be purchased. Some of these items are referred in the following list that must be completed and specified after the project start-up:

Table-filling boxes A6	2
Coat hangers	2
Cloth lockers	5
Book holders for shelves	70
Dust cleaner (1.000 W min)	1
Paper baskets	7
Staplers	7
Unstaplers	3
Paper boring machine	7
Fire extinguishers	4
Alphabetic cards	8 collect.
Paper knives	2
Cutters (drawing)	2
Rules	3
Squares	3
Metallic rules	2

Supplies

The following supplies list is only a previous estimate. Like the others, this one needs also to be completed and specified before filling in a purchasing order.

Photocopying paper, white A4, 80g/m2	600 reams
" " " A3, 80g/m2	30 "
" " colour A4, 80g/m2	30 "
" " white A4, 120g/m2	30 "
Off-set " " A4, 80g/m2	200 "

Toner for photocopying mach.
 Printing inks
 Wetting agents, diluents for off-set printing
 Adhesives for binding
 Glue for lay-out work
 Letter-press papers (Mecanorma)
 Typing ribbons
 Daisy wheels or spheres for typing machines
 Transparencies
 Mailing labels
 Masking pens
 ...

Documents

The operations of selection and acquisition of documents must take into account the SDII objective. Therefore the following factors considered:

- Subjects
- Type of information (Technological, statistical, economic, etc)
- Level of information (for skilled workers, managers, etc)
- Language

The strategy adopted for the acquisitions must be always guided by the feed-back from the information services delivered, detected omissions, suggestions from the users, MICH development projects, etc..

The resources to operate the document acquisition system, are the following:

- Annual budget for this purpose
- Contacts with organizations from whom documents can be obtained (publishers, organisms....). This implies the maintenance of a mailing file with the addresses of these organizations and the actualization of catalogues of their publications.

- Personnel able to evaluate the information needs, relate them with documents and to process the acquisitions.

The procedures for this activity (like for all others) must be precisely stated in the "Manual of Procedures" already mentioned.

NOTES:

- a) The SDII should get at least one copy of every technical document (technical report, study, etc.) published by or for MICH in order to memorize its information and have the documents available.
- b) Annexe H. lists some technical magazines in portuguese and spanish to be considered for the SDII documentary holdings. Annexe I lists some publishers and organisms producing documents that could interest the SDII.

2.7 Work Plan

Table II summarizes the all set of partial work plans for the establishment of each sub-module of information service or operating item referred in Chapter 2.4. These partial work plans are included in the worksheets referred in Chapter 2.5 and exemplified in Annexe N.

The milestones for each activity are included in the first column of Table II.

Indispensable for the support of SDII activities and management, the project implementation demands the design or the adaptation of several documents:

- Work plan - the whole set of worksheets for the service modules and operating items.
- Manual of Procedures: operating item referred by E7 in Chapter 2.4.
- Documentary holdings: for each category of documents: description, arrangement, plant lay-out for document location in SDII library.

- Thesaurus: essential tool for document memorization and retrieval; it must be in portuguese. In this case SDII can adopt the portuguese version of UNIDO Thesaurus prepared for the UNIDO project DP/ANG/80/011 "Establishment of an industrial information service in Angola".
- Graphic guidelines for the creation of SDII own publications.
- Guidelines for the establishment of SDII annual report of activities.
- Standards for "bibliographic references", "indexing rules" and "alphabetization rules" equivalents to the corresponding international ISO standards.

ANNEXE A

ESTABLISHMENTS VISITED AND INDIVIDUALS CONTACTED

PNUD - S. Tomé e Príncipe

Sr. Andrea Tamagnini - J.P.O. (substituindo o Representante Residente do PNUD)

Ministério da Agricultura e Pecuária

Sr. Adriano Martins - Bibliotecário

Ministério das Indústrias, Construção e Habitação

Direcção da Indústria e Energia

Eng^o Norberto Costa Alegre - Director

Direcção de Construção Civil

Sr. Pascoal - Director

Eng^o Benedito Neto d'Alva

Ministério da Educação e Cultura

Centro de Documentação Técnica e Científica

Sr. Fernando do Rosário - Responsável do Centro

Biblioteca Nacional

Sr. Aristides de Oliveira - Director

Liceu Nacional - Biblioteca

Centro Cultural Português

Sr. Gonçalo - Responsável do Centro

MINISTÉRIO DAS INDÚSTRIAS, CONSTRUÇÕES E HABITAÇÃO

INQUÉRITO

Sistema de Documentação e Informação Técnica
Proj. UNIDO RP/STP/84/001

Identificação dos utilizadores e avaliação das suas necessidades de informação.

Questionário para preencher e enviar ou entregar pessoalmente na Direcção da Indústria e Energia.

Justificação:

Com a assistência técnica da ONUDI (Organização das Nações Unidas para o Desenvolvimento), estão a ser dados os primeiros passos para a criação neste Ministério de serviços de documentação e informação técnica.

O conhecimento prévio de quem irá utilizar esses serviços e das suas carências e preferências de informação será condição essencial para que esses serviços cumpram a sua função. Daí a razão de ser deste inquérito que irá permitir uma melhor avaliação das necessidades de informação e definir mais objectivamente as características dos futuros serviços de documentação e informação técnica.

IDENTIFICAÇÃO

NOME _____

FUNÇÃO EXERCIDA _____

ORGANISMO/EMPRESA _____

ENDEREÇO _____

DATA _____

ASSINATURA _____

ASSUNTOS SOBRE OS QUAIS NECESSITA DE INFORMAÇÃO (assinalar com uma X)

- | | |
|--|---|
| <input type="checkbox"/> Metrologia | <input type="checkbox"/> Indústria alimentar |
| <input type="checkbox"/> Unidades de medida | <input type="checkbox"/> Lacticínios |
| <input type="checkbox"/> Instrumentos | <input type="checkbox"/> Bebidas |
| <input type="checkbox"/> Medições | <input type="checkbox"/> Açúcar |
| <input type="checkbox"/> Normalização | <input type="checkbox"/> Conservas alimentares |
| | <input type="checkbox"/> Panificação |
| <input type="checkbox"/> Métodos de controlo da qualidade | <input type="checkbox"/> Indústria do tabaco |
| <input type="checkbox"/> Engenharia do ambiente e da segurança | <input type="checkbox"/> Energia. Combustíveis |
| <input type="checkbox"/> Recursos hídricos. Água | <input type="checkbox"/> Electrotecnologia |
| <input type="checkbox"/> Controle da poluição | <input type="checkbox"/> Instalações eléctricas |
| <input type="checkbox"/> Condições de trabalho | <input type="checkbox"/> Máquinas eléctricas |
| <input type="checkbox"/> Acidentes | <input type="checkbox"/> Electrónica |
| <input type="checkbox"/> Segurança contra incêndios | |
| <input type="checkbox"/> Dispositivos de protecção | <input type="checkbox"/> Comunicação |
| <input type="checkbox"/> Agricultura, silvicultura, pescas | <input type="checkbox"/> Técnicas documentais |
| <input type="checkbox"/> Agricultura | <input type="checkbox"/> Artes Gráficas |
| <input type="checkbox"/> Silvicultura | <input type="checkbox"/> Rádio |
| <input type="checkbox"/> Produção animal | <input type="checkbox"/> Televisão |
| <input type="checkbox"/> Pescas | |

Informática, Computadores

Engenharia mecânica

- Máquinas térmicas
- Mecanismos de transmissão
- Elementos de fixação

Engenharia da produção

- Operação de fabrico
- Soldadura
- Movimentação
- Corrosão, Tintas, Revestimentos
- Manutenção e reparação

Engenharia dos transportes

- Transportes rodoviários
- Transportes aéreos
- Transportes marítimos
- Embalagens

Construção Civil. Arquitectura

Tecnologia Mineira. Geologia

Ciência dos materiais

Metalurgia

- Metais
- Fundição

Tecnologia da madeira

Indústria têxtil. Vestuário

Mobiliário

Indústria química

- Borracha
- Cerâmica
- Vidro
- Fertilizantes
- Pesticidas
- Plásticos
- Detergentes. Sabão
- Colas

Indústria farmacêutica

Ciências da administração

- Gestão de empresas
- Organização. Métodos
- Produtividade
- Distribuição
- Investimento
- Contabilidade
- Gestão da armazenagem
- Preços
- Comércio externo

Ciências sociais e humanas

- Demografia
- Formação profissional
- Política económica. Planificação
- Cooperação internacional
- Organismos internacionais
- Administração pública

Outros assuntos. Especifique:

LÍNGUAS QUE LÊ (assinalar com uma X)

Português Espanhol Francês Inglês

Outras (indicar) _____

FINALIDADE DA INFORMAÇÃO (assinalar com uma X)

Com que finalidade predominante utiliza a informação?

Superação profissional. Actualização de conhecimentos

Resolução de problemas técnicos específicos

Planeamento de actividades

ANNEXE C

DEMOCRATIC REPUBLIC OF SÃO TOMÉ E PRÍNCIPE

LIBRARY AND INFORMATION CENTRES DIRECTORY

Proj. UNIDO RP/STP/84/001

São Tomé 1984.05.18

C. I Introduction

The number of existing libraries and documentation centres in the Democratic Republic of São Tomé e Príncipe is rather limited. The five included in the present directory should be, according to information gathered during the interview, pretty close to the total number.

These libraries are of general nature, with educational or passtime objectives. The one belonging to the Ministry of Agriculture constitutes, perhaps, the sole exception: it is more specialized, although not very functional.

The bulk of the documentation collection is, in general, weak and outdated, with the exception of that found at the Technical and Scientific Documentation Centre (5.000 volumes and about 70 periodic titles), and at the Portuguese Cultural Centre (5.000 volumes and under 10 periodical titles). The former is supported by the French Cooperation, the latter by the Portuguese Cooperation.

Manpower at the libraries is adequate to keep the system running, but falls short of the needs to expand or modify it.

The survey performed did not include visits to the "Historical Archives" and to some of the ministries where other documentation centres may, eventually, exist (i.e. Ministries of Planning, Trade, Transportation and Communication).

Data were gathered through direct interviews with people in charge. At that stage, details such as "start-up date", "by-laws" and "schedule" were not secured since they were not originally contemplated in the data forms. These are items to be completed at a later date.

The character "-" means that the corresponding item does not exist.

The void rectangle indicates that respective data was not collected but may eventually exist.

C.2 Definitions

Data to be collected were established in accordance to international standard ISO 2789. The model for means of notation followed guidelines in nr. 10, Annexe F of same publication.

Of various registered items, those requiring better clarification are defined bellow:

- Mail Address: details to be listed in mailing
- Address: geographic location
- System types: (definition quoted in referred publication, under nr. 10, Annexe F)

Library: Organized collection of books, periodicals, bulletins or any other printed matter or audio-visual software, supported by personnel that provides for easy access to any works required by users to satisfy their information, research, education or passtime needs.

Bibliographic system: an identification and standardized bibliographic data record system of published or available documents in a particular field of knowledge (subject, country, region or whole world), filed in appropriate way for future retrieval to identify and retrieve documents.

- Type of users: frequent users are singled out. If applicable, any restrictions on CDI utilization are clearly identified at this stage.
- Information sources. Collection volume: The collection volume alone was registered with documents distributed as follows:

Serials: any publication released in separate and consecutive issues, generally with standard format and permanent title and, on principle, of indafinite duration.

Non-serials: any other publication which does not fall under the above definition, there included books, reports, catalogs, panflets, etc..

NAME ACRONYM

PARENT ORGANIZ. ACRONYM

MAILING ADDRESS TYPE OF SYSTEM

GEOGRAPHICAL ADDRESS START-UP YEAR

TELEPHONE TELEX CABLE

STATUTORY LAW

SYSTEM DESCRIPTION

SUBJECT SCOPE

OPENING HOURS TYPE OF USERS

PERSONNEL NR. EQUIPMENT

INFORMATION SOURCES, DOCUMENTARY HOLDINGS INDEXING / CLASSIFIC. TOOLS

SERVICES PROVIDED

PRINTED PRODUCTS

Nome	Biblioteca do Ministério da Agricultura e Pecuária		Sigla	—
Organismo a que pertence	Ministério da Agricultura e Pecuária Direcção dos Recursos Humanos		Sigla	MAF / DRE
Endereço postal	Ministério da Agricultura e Pecuária Biblioteca C. P. 47 S. Tomé R. D. de São Tomé e Príncipe		Tipo de sistema	Biblioteca
Morada	Avenida 12 de Julho S. Tomé		Início da actividade	
Telefone	22126	Telex		Telegramas
Responsável	Adriano Martins			
Legislação estatutária				
Descrição do sistema	Arquivo de livros e revistas sem evidente critério de ordenação. Publicações da FAO			
Temas sobre os quais presta informação	Agricultura - Pecuária - Silvicultura			
Horário		Tipo de utilizadores	Pessoal do Ministério	
Nº de trabalhadores	1	Equipamento	Máquina de escrever	
Fontes de informação volume da colecção	Não seriados: - 1600 Seriados : os de FAO		Sistema de classificação e indexação	—
Serviços propostos	Consulta			
Publicações editadas				

Nome	Centro de Documentação Técnica e Científica		Sigla	CDTC	
Organismo a que pertence	Ministério da Educação e Cultura Direcção de Cultura		Sigla	MEC/DC	
Endereço postal	Centro de Documentação Técnica e Científica C. P. 87 S. Tomé R. D. de São Tomé e Príncipe		Tipo de sistema	Biblioteca Bibliográfico	
Morada	Rua de Moçambique S. Tomé		Início da actividade		
Telefone	22585	Telex	—	Telegramas	—
Responsável	Fernando de Bom Jesus do Rosário				
Legislação estatutária					
Descrição do sistema	<p>Colecção formada por obras em francês. Diversas revistas de actualidade e científicas em francês. Videocassetes e filmes.</p> <p>Possui uma dependência de literatura juvenil e infantil.</p> <p>Ficheiros de documentação: autores, títulos, CDT.</p> <p>Em princípio todos os não seriados são catalogados e classificados</p>				
Temas sobre os quais presta informação	Multidisciplina: Ciência, Literatura				
Horário		Tipo de utilizadores	Estudantes. Público em geral		
Nº de trabalhadores		Equipamento	Equipamento vídeo. Máquina projecção de filmes 16 m/m. 1 minigrapr. 1 videógrafo. Máquina de escrever IBM.		
Fontes de informação volume da colecção	Não seriados: 5000 Seriados: 70 títulos		Sistema de classificação e indexação	C.D.T.	
Serviços propostos	Consulta - 30 utilizadores/dia. Empréstimo (depois de emitido o cartão de leitor. Nº de cartões emitidos 16)				
Publicações editadas	Boletim bibliográfico (publicado em 1981 e 1982) Exposições bibliográficas e documentais. Catálogo 1983				

Nome	Centro Cultural Português		Sigla	-	
Organismo a que pertence	Embaixada de Portugal em São Tomé e Príncipe		Sigla	-	
Endereço postal	Centro Cultural Português C. P. 173 S. Tomé R. D. de São Tomé e Príncipe		Tipo de sistema	Biblioteca	
Morada	Rua do Soldado Paulo Ferreira S. Tomé		Início da actividade	1984	
Telefone	21455	Telex	-	Telegramas	-
Responsável					
Legislação estatutária					
Descrição do sistema	Colecção constituída por obras em língua portuguesa. Edições portuguesas (literatura) e brasileiras (livros técnicos). Literatura juvenil. A arrumação nas estantes é feita por assuntos da C.D.F.				
Temas sobre os quais presta informação	Multidisciplinar: Ciências, Literatura				
Horário		Tipo de utilizadores	Estudantes. Público em geral		
Nº de trabalhadores	3	Equipamento	Máquinas de escrever		
Fontes de informação volume da colecção	Não seriados : 4000 Seriados : 10 títulos		Sistema de classificação e indexação	C.D.F.	
Serviços propostos	Cons. Ita. Empréstimo restrito				
Publicações editadas	-				

Nome	Biblioteca Nacional		Sigla	-
Organismo a que pertence	Ministério da Educação e Cultura		Sigla	MEC
Endereço postal	Biblioteca Nacional S. Tomé		Tipo de sistema	Biblioteca
Morada			Início da actividade	
Telefone		Telex	Telegramas	
Responsável				
Legislação estatutária				
Descrição do sistema	Documentos históricos. Colecção do "Diário de Notícias" (Portugal) desde há dezenas de anos. Enciclopédia Britânica e Enciclopédia Portuguesa e Brasileira. Dicionários			
Temas sobre os quais presta informação				
Horário		Tipo de utilizadores	Público em geral	
Nº de trabalhadores	3	Equipamento	--	
Pontes de informação volume da colecção	Não seriados: - 2000 Seriados : - 10 títulos (desactualizados)		Sistema de classificação e indexação	--
Serviços propostos	Consulta			
Publicações editadas	--			

(*) Nesta biblioteca não houve oportunidade de recolher mais elementos

Nome	Biblioteca do Liceu Nacional		Sigla	-	
Organismo a que pertence	Ministério da Educação e Cultura Direcção da Educação Pré-Universitária Liceu Nacional		Sigla	MEC/DEPU	
Endereço postal	Liceu Nacional Biblioteca C. P. 7 S. Tomé R. D. de São Tomé e Príncipe		Tipo de sistema	Biblioteca	
Morada	Avenida 12 de Julho S. Tomé		Início da actividade		
Telefone	2222F	Telex	--	Telegramas	--
Responsável					
Legislação estatutária					
Descrição do sistema	Colecção constituída por obras muito variadas: literatura, sociologia, política, ciências exactas. Nível liceal. Vários dicionários linguísticos				
Temas sobre os quais presta informação	Multidisciplinar: Ciência, Literatura				
Horário		Tipo de utilizadores	Professores, Alunos do 9º ao 12º ano de escolaridade		
Nº de trabalhadores	1	Equipamento	--		
Fontes de informação volume de colecção	Não seriados: - 3000 Seriados - 5 títulos		Sistema de classificação e indexação	Classificação e anotação por assuntos	
Serviços prestados	Consulta - 50 utilizadores/mês Empréstimo				
Publicações recebidas	--				



Ministério das Indústrias, Construções e Habitação

Direcção da Indústria e Energia

(Unidade — Disciplina — Trabalho)

LISTA DE EMPRESAS INDUSTRIAIS1 - ESTATAIS

- Empresa de Água e Electricidade
- Empresa de Artes Gráficas (Tipografia)
- Empresa "ROSEMA" (Cervejas)
- Empresa de Cerâmica (I e II)
- Olaria
- ENCO (Empresa Nacional de Combustíveis e Óleos)

2 - PRIVADASa) Pádarías:

- Panificação, Lda.
- Miguel Bernardo, Lda.
- Central
- Modesta
- Moderna
- Beiras
- Costa
- das Neves
- da Trindade
- de Santana
- de São João dos Angolares
- Cabral, Sacadura e Matos, Lda. (Príncipe)
- Cabral e Filhos, Lda. (Príncipe)

b) Serrações:

- Frutuoso Morreira da Cruz
- Julião Anaro
- Julião Vicente
- Mastol
- Filipe Ferreira Simões

c) Tornefacções:

S. Tomé
Pereira Duarte, Lda

d) Tipografias:

- S. Tomé, Lda :
- Clarat

Ministério das Indústrias, Construções e Habitação

Direcção da Indústria e Energia

(Unidade — Disciplina — Trabalho)

-2-

e) Recaucutagens:

- L. Batista, Lda.
- Moderna

f) Fábricas de Sabão:

- Manuel Roque, Lda.
- Eduardo Morais, Lda.

g) Fábricas de Refrigerantes e Águas Gaseificadas:

- Flêbê (Refrigerantes e águas gaseificadas)
- Lima Barbosa (Águas gaseificadas) - (Príncipe)

h) Confecções de Vestuários:

Empresa Água Grande

i) Fábrica de Aguardente:

- Siplane, Lda.

MIN. POR: _____

DACTILOG. POR: _____

CONTINUA

PROJECT PROPOSAL

PART A - BASIC DATA

COUNTRY/REGION : Sao Tomé and Principe

PROJECT NUMBER : RP/STP/84/001

PROJECT TITLE : Consultancy for the creation of industrial information services

SCHEDULED START : January 1984

SCHEDULED COMPLETION : January 1984

ORIGIN AND DATE OF OFFICIAL REQUEST : UNDP Res.Rep's cables to UNIDO MISC.187 of 11.4.1983 and MISC. 562 of 7.10.1983

GOVERNMENT COUNTERPART AGENCY : Ministry of Industry, Construction and Housing, Sao Tomé

UNIDO CONTRIBUTION : US\$ 6,000

CURRENCY REQUIRED :

FOR UNIDO INPUT : Convertible

CONVERTIBLE : US\$ 6,000

GOVERNMENT CONTRIBUTION : in kind

UNIDO SUBSTANTIVE BACKSTOPPING SECTION : Institutional Infrastructure Branch

PROGRAMME COMPONENT CODE : 31.3.N.

Rec'd	Actn'	Info	Init	Date
RR				
DRR				
PROG				
ADMIN				
WFP				
File No. RP/STP/84/001				

36 JANV 1984

PART B - NARRATIVE

1. Objectives

(a) Development Objective:

The creation of the industrial information services to support the country's industrial development.

(b) Immediate Objective:

Preparation of a document for the establishment of an industrial information service (library) within the Ministry of Industry, Construction and Housing based on the identification of assessment of the country's needs for industrial information including users at the governmental, institutional and industrial level.

2. Special Consideration

None.

3. Background and Justification

The economy of Sao Tomé and Príncipe, which is a least developed country, is based on export of agricultural plantation commodities such as cocoa, copra, coffee, palm and coconut oil. The country relies mainly on the foreign exchange earnings from the export of those products to further its economic development. Therefore, the development and diversification of agro-based industries is given urgent attention in addition to fisheries and civil construction.

Though limited, the assistance of UNIDO to the industrial sector of the country is aimed at present at:

- developing the food-processing industries
- training of managers in the field of agro-industry, and
- establishing a national electro-mechanical maintenance and repair network.

Many of the above activities are carried out by the country's Ministry of Industry, Construction and Housing.

The establishment of an industrial information service (Library) in the Ministry of Industry would certainly greatly assist and support the efforts made towards the industrialization of the country. Such a service would indeed be useful for all parties involved in industry.

In his cable dated 11 April 1983, the UNDP Resident Representative informed UNIDO about the interest of the Government in establishing such a service. This request was supported by the SIDFA in his latest mission report. In order to be able to give relevant advice to the Government based on a critical assessment of the country's needs, reliable background information and data are necessary to design an appropriate project document. The suggestion made by the IO/INFR Branch to field a short fact-finding and formulation mission was accepted by the Government of Sao Tomé.

4. Project Output

Project document for the creation of industrial information services (library) at the Ministry of Industry, Construction and Housing in Sao Tomé.

5. Project Activities and Modalities of Implementation

These are to be carried out by the industrial information expert as follows:

- to identify the country's needs for industrial information including users at the governmental, institutional and industrial level;
- to identify sources of industrial and technological information in the country;
- to identify the needs for equipment, documentation and training of selected national staff;
- to discuss the draft of the project proposal with the UNDP office and Government authorities concerned.

6. Project Inputs

(a) Government Inputs:

The Government will provide office facilities, transportation in the country and relevant secretarial assistance.

(b) UNIDO Inputs:

Buli 11-00 - industrial information expert for
3 weeks mission including 2 weeks
stay in the country and 1 week for
debriefing and preparation of the
project document at UNIDO HQs:

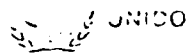
US\$ 6,000

7. Evaluation Plans

The project will be evaluated according to the Instructions and Guidelines for the self-evaluation of UNIDO executed Technical Co-operation Field Projects.

8. Envisaged Follow-up

It is expected that the project document will be submitted to UNDP for possible financing from "UNDP Special Funds" (see cable Misc.562 of 7 October 1983 from UNDP Sao Tomé).



PROJECT BUDGET/REVISION

3. COUNTRY Sao Tome and Principe	4. PROJECT NUMBER AND AMENDMENT RP/STP/83/	5. SPECIFIC ACTIVITY 31.3.N.
10. PROJECT TITLE Consultancy for the Creation of Industrial Information Services		

15. INTERNATIONAL EXPERTS (functional titles required except for line 11-50)	16. TOTAL		17. 1984		18.		19.		20.	
	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$
11 01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										
16										
11-50 Short term consultants	0.7	6,000	0.7	6,000						
11-50 Subtotal-International experts*	0.7	6,000	0.7	6,000						

21. REMARKS

* If more than 10 experts are required check here and attach continuation sheet 1A. This sub total must include all experts.

UNIDO

PROJECT BUDGET/REVISION

PROJECT NUMBER	15. TOTAL		17. 1984		18.		19.		20.
	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m
3 EXPERTS (functional titles required)									
3.01									
3.02									
3.03									
3.00 Sub-total—OPAS experts ^b									
4 ADMINISTRATIVE SUPPORT PERSONNEL									
4.00 Clerks, secretaries, drivers									
4.00 Freelance interpreters (non-UNDO projects)									
4.00 Sub-total—Administrative support personnel									
5 VOLUNTEERS (functional titles required)									
5.01									
5.02									
5.03									
5.04									
5.00 Sub-total—UN Volunteers ^b									
6.00 Project travel									
5.00 Other personnel costs (including UNIDO staff mission costs)									
6 NATIONAL EXPERTS (functional titles required)									
6.01									
6.02									
6.03									
6.04									
6.05									
6.00 Sub-total—National experts ^b									
1983 TOTAL—PERSONNEL COMPONENT	0.7	6,000	0.7	6,000					

^b If a sub-total budget line is required, check here and attach continuation sheet 1A. These sub-totals must include budget lines listed on page 1A.

ANNEXE F

DOCUMENTS CONSULTED

1. Estatuto Orgânico do Ministério das Indústrias, Construções e Habitação. S.Tomé: M.I.C.H.: 1984. Projecto
2. Cadre général de la politique de développement de la République Démocratique de São Tomé e Príncipe. Serviços de Planeamento. S.Tomé.
3. Étude de factibilité du développement du tourisme. Conclusions et recommandations du projet DP/UN/STP-75-020/I. PNUD. New York: Nations Unies: 1976.
4. Présentation des besoins de São Tomé e Príncipe. Serviços de Planeamento. S.Tomé.
5. Report on a mission to São Tomé. 5-15 April 1983. Nikolai Krainov - SIDFA. Angola.
6. Report on the review mission to São Tomé and Príncipe (30 March - 3 April 1981). United Nations General Assembly. A/36/262.
7. Situation de l'industrie à STP. Propositions d'interventions possibles. Briscek Bowin. Dec. 1980.
8. Situation socio-économique in STP. 1977.
9. International library statistics - ISO 2789
10. Sistemas de información y bases de dados. Directório de sistemas de información de las Naciones Unidas. Ginebra: Junta interorganizacional para sistemas de información: 1980. Vol. I.

11. Instructions and guidelines for the self-evaluation of UNIDO-executed technical co-operation field projects. UNIDO Secretariat and Evaluation Unit. Vienna: 1982 e 1983 (Vol. I e Addenda I a 4). UNIDO/PC.31 e Add I - 4.
12. Programme advisory note on UNDP - financed technical co-operation for industrial research and service institutes (IRSI). UNDP. New York: 1982.

NOTE: Documents 2 through 8 were consulted at the PNUD Office in S.Tomé

ANNEXE G

MINISTRIES OF THE D.R.OF SAO TOMÉ E PRINCIPE

Ministério da Defesa Nacional

Ministério dos Negócios Estrangeiros

Ministério do Plano

Ministério da Agricultura e Pecuária

Ministério da Cooperação

Ministério das Indústrias, Construções e Habitação

Ministério do Comércio

Ministério do Trabalho e Previdência Social

Ministério da Justiça e Informação

Ministério dos Transportes e Comunicações

Ministério das Pescas

Ministério, da Educação e Cultura

Ministério da Saude e Desportos

ANNEXE H

LIST OF PERIODICALS TO BE CONSIDERED IN SDII DOCUMENTARY HOLDINGS

Each periodical is identified by the following items:

Title, editor, editor's address. In the right hand column, we added the periodicity and the price as these informations were available.

Internacionais

Bulletin d'Information Statistique pour l'Afrique
Nations Unies - Commission Économique pour l'Afrique
P.O.Box 3005
Addis Ababa
Ethiopia

Bulletin du Centre de Turin
Centre International de Perfectionnement
Professionnel et Technique
201, Via Ventimiglia
10127 Torino
Italia

FORUM
Centre du Commerce Internationale
CNUCED/GATT
Palais des Nations
1211 Genève 10
Suisse

ONUOI Buletin Informativo
ONUOI
P.O.Box 300 A-1400 Vienna
Austria

Industria y Desarrollo (ID/SER.M/7)

Semestral

ONU/DI

P.O.Box 300 A-1400 Vienna

Austria

Le Courier - Afrique - Caraïbes - Pacifique

Commission des Communautés Européennes

200, Rue de La Loi

1049, Bruxelles

Belgique

Brasileiras

AFROCHAMBER

Camara de Comércio Afro-Brasileira

Av. Paulista 1499, 11º Cj 1101

CEP 01311 São Paulo SP

Brasil

Ciencia da Informação

Semestral

IBICT - Instituto Brasileiro de Informação

em Ciencia e Tecnologia

Av. W/3 Norte Quadra 708/709

Bloco B Loja 18-E, 30

70-740 Brasília DF

Brasil

Comercio Exterior

Rua Cainbi 91

05010 São Paulo SP

Brasil

Exame
Editora Abril
R.Geraldo Flaúsinio Gomes, 61
CEP 04575
Caixa Postal 2372 São Paulo

25/ano
42900 BRC

Gazeta Mercantil do Estado de S.Paulo
Editora Jornalística. Dep.Marketing Direto
Rua Major Quadinho 90/7º
CEP 01050 SP
São Paulo
Brasil

Madeira/Móveis
FETEP
Rua Hans Dieter Schmidt 879
B.Centenário
Cx.Po. 333
89290 S.Bento do Sul /SC
Brasil

Revista DAE
Rua Costa Carvalho 300
CEP 05429 São Paulo SP
Brasil

Senhor
Editora Três Ltda.
Rua Williams Speers 1000
Caixa Postal 223
CEP 01000 São Paulo SP
Brasil

Tecnicouro
 Centro Tecnologia de Couros
 Calçados e Afins
 Rua Julio de Castilhos 351-2º
 9300 Novo Hamburgo / RGS
 Brasil

Espanholas

Tecniberia Mensal
 Pedeca S.Coop. Ltda. 16 USD / Ano
 Apartado num. 422 F.D.
 Madrid 20
 Espanha

Molineria y Panaderia Mensal
 Editorial de Revistas Tecnicas
 Apartado, F.D. nº 321
 Barcelona
 Espanha

Portuguesas

Arquitectura Trimestral
 Rua Joaquim Antonio de Aguiar, 64-1º E 1200 PTE/Ano
 1000 Lisboa
 Portugal

Boletim da Associação Nacional dos Industriais
 das Águas Mineromedicinais e de Mesa
 Associação Nacional dos Industriais de Águas
 Mineromedicinais e de Mesa
 R.S. José, 93-1º
 1000 Lisboa
 Portugal

Boletim da Associação Nacional dos Industriais
de Material Eléctrico e Electrónico
ANIMEE

Av. Guerra Junqueiro, 11-2º ESq
1000 Lisboa Portugal

Boletim Ciência e Tecnologia
Faculdade de Ciências e Tecnologia
Largo D. Dinis
3000 Coimbra Portugal

Boletim DGQ
Direcção Geral da Qualidade
R. José Estevão 83-A
1199 Lisboa Codex Portugal

Bimestral
Grátis

Boletim GTH
Gabinete Técnico da Habitação
da Câmara Municipal de Lisboa
Av. da República, 101
1600 Lisboa

Semestral

Boletim Informativo do IQA
Instituto da Qualidade Alimentar
R. da Sociedade Farmaceutica, 39
1100 Lisboa Portugal

Boletim Informativo Nacional
da Ordem dos Engenheiros
Ordem dos Engenheiros
Av. António Augusto de Aguiar, 3-D
1097 Lisboa Codex Portugal

Cerebro Rua de Campolide nº 55-5º Dtº 1000 Lisboa Portugal	11 números /Ano 1000 PTE / Ano Informática
Ciência Actual Rua Carlos Pereira, 3-4º D 1500 Lisboa Portugal	Bimestral 7,5 USD
Comunicação dos Serviços Geológicos de Portugal Direcção-Geral de Geologia e Minas Rua Academia das Ciências, 19-2º 1200 Lisboa Portugal	
Contabilidade e Finanças Associação Portuguesa de Contabilidade R.dos Douradores 20-1º 1100 Lisboa Portugal	
Corrosão e Protecção de Materiais Laboratório Nacional de Engenharia e Tecnologia Industrial - DCEAI Estr. do Paço do Lumiar, 22 1699 Lisboa Codex Portugal	5 / Ano 15 USD
Digitus R.Tenente Espanca 36-1º Esq. 1000 Lisboa Portugal	11 / Ano 1000 PTE Informática
Electricidade, Energia, Electrónica Emp.Editorial Electricidade EDEL R.D.Estefânia 48-3º Esq 1000 Lisboa Portugal	

Engenharia. Ciências e Técnicas
Casa Viva Editora
R.Rodrigo da Fonseca, 60-4º
1200 Lisboa Portugal

Bimestral

Exportar
Instituto do Comércio Externo
Rua de Ponta Delgada, 44-B
1016 Lisboa Codex Portugal

Mensal

Folha Textil
Instituto dos Têxteis
Rua do Vale de Pereiro, 4
1200 Lisboa Portugal

Fundição
Associação Portuguesa de Fundição
R.do Campo Alegre 672-2º Esq
4100 Porto Portugal

Gestão
Editorial Pórtico
R.Dr.Júlio Dantas 4-1º
1000 Lisboa Portugal

7 / Ano

Indústria Alimentar
Rua do Salitre, 155-2ª
1200 Lisboa Portugal

1000 PTE / Ano

Informação APESB
(Associação Portuguesa para Estudos
de Saneamento Básico)
Rua Antero de Quental, 44
1100 Lisboa

Inventiva
Associação Portuguesa de Criatividade
Av. Almirante Reis, 158-1º Dtº
1000 Lisboa Portugal

Investimento e Tecnologia
Instituto do Investimento Estrangeiro
Av. da Liberdade, 258-5º
1000 Lisboa Portugal

Manutenção
Associação Portuguesa de Manutenção Industrial
Pç. das Indústrias
1399 Lisboa Codex Portugal

Meta!
Associação dos Industriais Metal Mecânicos
do Norte
Rua Guedes de Azevedo, 233-1º
4000 Porto Portugal

Negócios 50 USD
R. do Loreto, 34-3º
1200 Lisboa Portugal

Revista das Empresas
Rua do Arco do Carvalhão, 37 r/c 2
1000 Lisboa Portugal

O Electricista
Rua Capitão Sousa, 44-1º Esq
Apartado 142
7802 Beja Portugal

Pequena e Média Empresa
Instituto de Apoio às Pequenas e
Médias Empresas
R.Rodrigo da Fonseca, 73
1297 Lisboa Codex Portugal

Qualidade
Associação Portuguesa para a Qualidade
Praça das Indústrias
1300 Lisboa Portugal

Recursos Hídricos
Associação Portuguesa dos Recursos Hídricos
LNEC
Av.Brasil, 101
1799 Lisboa Codex Portugal

Trimestral
12.5 USD

Revipack
Oditécnica
Praça 1º Dezembro, 5 SC
2676 Odivelas Codex Portugal

Embalagem

Revista da Administração Pública
Direcção-Geral da Organização Administrativa
Palácio da Ajuda
1300 Lisboa Portugal

Revista da Sociedade Portuguesa de
Cerâmica e Vidro
Universidade de Aveiro
3800 Aveiro Portugal

- Revista de Informática** **Bimestral**
Associação Portuguesa de Informática **1200 PTE**
Av. Almirante Reis, 127-1º Esq
1100 Lisboa Portugal
- Revista de Rádio e Comunicações** **Mensal**
Apartado 38 **80 PTE cada número**
3501 Viseu Codex Portugal
- Revista Petrogal**
Petrogal
Rua das Flores, 7
1200 Lisboa Portugal
- Revista Portuguesa de Engenharia de Estruturas** **Quadrimestral**
Laboratório Nacional de Engenharia Civil **10 USD**
Av. do Brasil
1799 Lisboa Codex Portugal
- Revista Portuguesa de Medicina no Trabalho**
Sociedade Portuguesa de Medicina no Trabalho
Av. Barbosa do Bocage, 117-1º D
1000 Lisboa Portugal
- Revista Portuguesa de Panificação**
Rua do Crucifixo, 31-1º
1100 Lisboa Portugal
- Revista Portuguesa de Química**
Sociedade Portuguesa de Química - IST
Av. Rovisco Pais
1000 Lisboa Portugal

Revista Portuguesa do Frio
Instituto Nacional do Frio
R.Filipe Folque, 46-1º
1000 Lisboa Portugal

Revista Técnica de Cerâmica
Rua Ferreira Lapa, 4-2º A
1100 Lisboa Portugal

Segurança
Associação Portuguesa de Seguros
Rua Andrade Corvo, 27-3º
1000 Lisboa Portugal

Soldadura e Construção Metálica
Instituto de Soldadura
Rua Tomás de Figueiredo 16-A
1500 Lisboa Portugal

SPM - Boletim Informativo
Sociedade Portuguesa de Materiais
Av.Rovisco Pais
1000 Lisboa Portugal

T & G
Associação Portuguesa das Indústrias
Gráficas e Transformadoras do Papel
Av.João Crisóstomo, 30-2º Dtº
1000 Lisboa Portugal

Técnica
AEIST
Av.Rovisco Pais
1000 Lisboa Portugal

Trimestral
1200 PTE

Técnica Têxtil
Editora Técnica Têxtil
Rua Coelho Neto, 40-1ª Tr
4000 Porto Portugal

Técnicas de Segurança
ICT-Informação Científica e Técnica Lda
Rua do 4 de Infantaria, 36-4ª Esq
1300 Lisboa Portugal

Trimestral
1000 PTE

Tecnometal
Associação dos Industriais Metalúrgicos
e Metal-Mecânicos do Norte
Rua Guedes de Azevedo, 233-1ª
4000 Porto Portugal

ANNEXE I**LIST OF ORGANIZATIONS AND PUBLISHERS TO BE CONSIDERED FOR THE
SELECTION OF SDII DOCUMENTARY HOLDINGS****International and Regional Organizations**

ADB - African Development Bank

01 B.P. 1387

Abidjan 01

Republic of the Ivory Coast

CCI - CNUCED/GATT - Centre du Commerce Internationale

Palais des Nations

1211 Genève 10

Suisse

Centre International de Perfectionnement

Professionnel et Technique

201. Via Ventimiglia

10127 Torino Italia

CIADFOR

01 B.P. 3771

Abidjan 01 Côte-D'Ivoire

Commission des Communautés Européennes

200. Rue de La Loi

1049 Bruxelles Belgique

International Labour Office

CH 1211 Genève 22 Suisse

International Monetary Fund
Washington D.C.
20431 USA

IOB Secretariat
Palais des Nations
CH-1211 Genève 10 Suisse

ISO International Organization for Standardization
Case Postale 56
CH-1211 Genève 20 Suisse

Nations Unies
Commission Économique pour l'Afrique
P.O.Box 3005
Addis Ababa Ethiopia

OCDE - Organization pour la Coopération et Développement Économique
2. Rue André-Pascal
75775 Paris Cedex 16 France

ONU/IDI - Organization des Nations Unies pour le Développement Industriel
Centre International de Vienne
B.P. 300 A-1400 Vienne Autriche

ORAN - Organization Régionale Africaine de Normalisation
12th Floor - City Hall Annexe - Nairobi
P.O.Box 57363 Nairobi Kenya

UNESCO
7. Place de Fontenoy
75700 Paris France

United Nations Publications
Palais des Nations
CH-1211 Genève 10 Suisse

Brazilian Organizations

Associação dos Bibliotecários do Distrito Federal

CRN 702/3 Bloco G

Edifício Coenisa, Sobreloja 3 nº 49

70710 Brasília DF Brasil

CNPq - Conselho Nacional de Desenvolvimento Científico e Tecnológico

Av. W/3 Norte Quadra 507

Bloco B 3º andar

70740 Brasília DF Brasil

Companhia Editora Nacional

Rua dos Gusmões 639

01212 São Paulo SP Brasil

CORTEZ - Editora e Livraria

Rua Bartira, 387

05009 - São Paulo SP Brasil

DISAL - Distribuidores Associados de Livros Ltda.

Rua Vitória 486/496

Cx. Postal 4817

CEP 01210 São Paulo Brasil

Editora Atica S.A.

Rua Barão de Iguapé, 110

Caixa Postal 8656

São Paulo Brasil

Editora da UFRGS

Universidade Federal do Rio Grande do Sul

Rua João Pessoa, 415

90000 Porto Alegre RS Brasil

Editora Edgard Blöcher Ltda
01000 Caixa Postal 5450
São Paulo SP Brasil

Editora Globo
Av. Getúlio Vargas 1271
Caixa Postal 1520
90000 Porto Alegre RS Brasil

Editora Interciência Ltda.
Rua Verna Magalhães, 66
CEP 20710 Rio de Janeiro Brasil

Editora Polígono
Av. Brig. Luís Antônio
3035 São Paulo Brasil

EDUSP - Editora Universitária de São Paulo
Cidade Universitária Armando de Salles Oliveira
Caixa Postal 8030
05508 São Paulo SP Brasil

EMBRAPA Empresa Brasileira de Pesquisa Agropecuária
SCS Av. W/3 Sul Ed. Venâncio 20009
Caixa Postal 1316
70333 Brasília DF Brasil

EMEP Editorial
Rua Graúna 106
04514 São Paulo SP Brasil

EPU Editora Pedagógica e Universitária Ltda.
Praça Dr. José Gaspar, 106-3ª SBL-15
Caixa Postal 7503
01047 São Paulo SP Brasil

Henus Livraria Editora Lda
01510 Rua da Glória 312 Liberdade
Caixa Postal 9586 São Paulo Brasil

IBICT - Instituto Brasileiro de Informação em Ciência e Tecnologia
Av. W/3 Norte Quadra 708/709
Bloco B Loja 18-E nº 30
70740 Brasília DF Brasil

Livraria e Editora POLIS Ltda
Rua Caramuru, 1196
04130 São Paulo SP Brasil

Livraria Nobel S.A.
Rua Maria Antônia, 108
Caixa Postal 2373
01222 São Paulo SP Brasil

LTC - Livros Técnicos e Científicos
Editora
Av. Venezuela, 163
20.220 Rio de Janeiro RJ Brasil

Universidade Federal da Paraíba
Campus Universitário
Editora da Universidade
58000 João Pessoa PB Brasil

Universidade Federal de Santa Maria
Departamento de Divulgação
Campus Universitário
97100 Santa Maria RS Brasil

Spanish Organizations

Ediciones DEUSTO SA
Barraincua 14
Apartado 186
Bilbao Espanha

Editorial de Revistas Tecnicas
Apartado. F.D. nº 321
Barcelona Espanha

Editorial Gustavo Gili, S.A.
Rosellón 87-89
Barcelona 29 Espanha

Editorial Pedeca S.Coop.Ltda
Apartado num. 422 F.D.
Madrid 20 Espanha

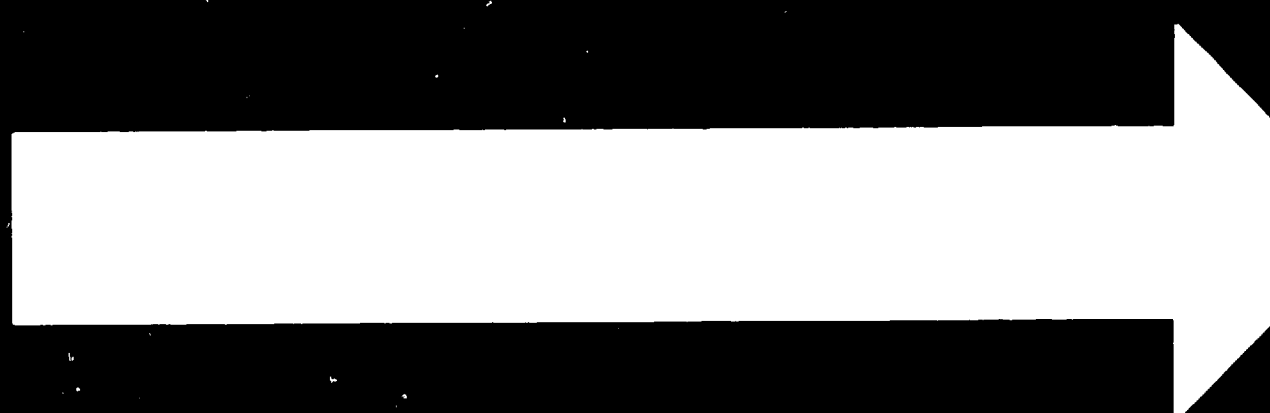
Enciclopédia Mirador Internacional
S.A.EBRISA
Apartado Postal 30.115
Gran Via de Carlos III, 58-60 A
Barcelona 28 Espanha

Portuguese Organizations

CDL - Central Distribuidora Livreira
Av.Santos Dumont 57-2º
1900 Lisboa Portugal

Dinalivro
Trav. Convento de Jesus 15 r/c
1200 Lisboa Portugal

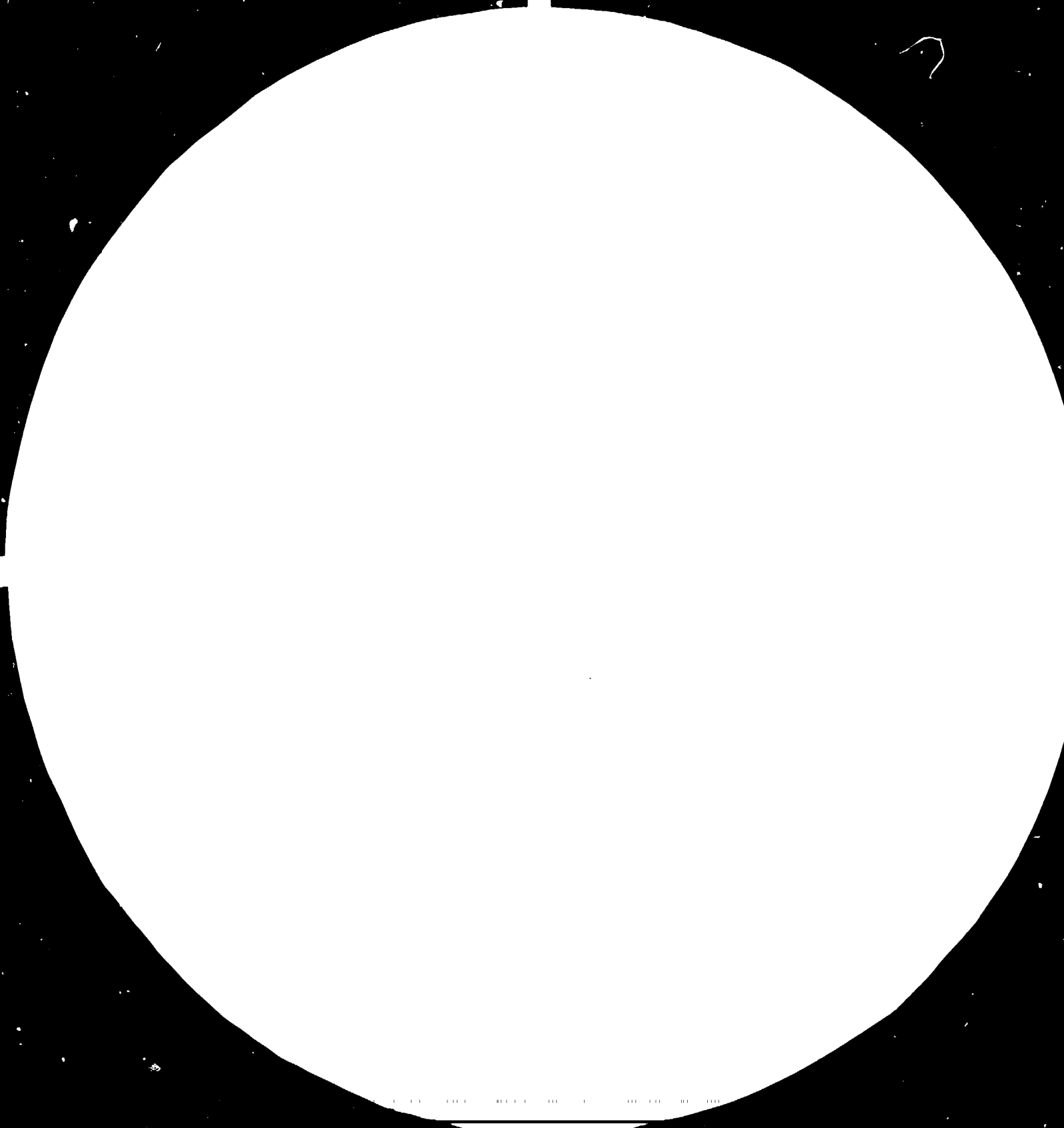
B-72

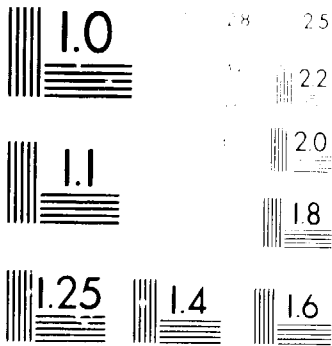


85.05.16

AD.86.07

11 5 5 1 1





UM PHOTOGRAPHIC REPRODUCTION SERVICE
 HAS BEEN SET UP TO SERVE YOU
 WITH THE BEST COPY AVAILABLE. PLEASE
 CONTACT US AT 303-343-7422

Edições CETOP
Apartado 33
2726 Mem Martins Codex Portugal

Edições 70
Av. Duque de Ávila 69 r/c Esq
1000 Lisboa Portugal

EDITECNA
Rua Tenente Espanca 36-5º
1000 Lisboa Portugal

Editorial Confluência
Rua Almeida e Sousa, 23
1300 Lisboa Portugal

Editora Enciclopédia
Av. D. Carlos I 104 A
1200 Lisboa Portugal

Editorial Pórtico
R. Dr. Júlio Dantas 4-1º
1000 Lisboa Portugal

Editorial Presença
Rua Augusto Gil 35-A
1000 Lisboa Portugal

Imprensa Nacional - Casa da Moeda
Rua da Escola Politécnica
1200 Lisboa Portugal

Instituto Nacional de Formação Turística
Apartado 2375
1109 Lisboa Codex Portugal

LIDEL - Edições Técnicas Lda
R.D.Estefânia 183 r/c D
1096 Lisboa Codex Portugal

Livros Horizonte Lda
Rua das Chagas, 17-1ºD
1200 Lisboa Portugal

Platano Editora
Av.de Berna, 31-2º Esq
1093 Lisboa Codex Portugal

Publicações D.Quixote
Rua Luciano Cordeiro, 119
1098 Lisboa Codex Portugal

SOCICULTUR - Divulgação Cultural
Rua Portugal Durão, 3-A
1600 Lisboa Portugal

ANNEXE J

**LIST OF INDIVIDUALS WHO ANSWERED TO THE INFORMATION NEEDS SURVEY.
SUMMARY TABLE OF THE INFORMATION NEEDS.**

The presentation of this list and table fulfills two objectives:

- a) To set out the starting point for the organization of a file of SDII users, intended for direct mailing of SDII publications.
- b) Allow without delay, the start-up of SDII service (current awareness).

LIST OF INDIVIDUALS WHO ANSWERED THE INFORMATION NEEDS SURVEY

This list is alphabetically arranged by the name and each record includes the following items:

- . Identification number (UT = user)
- . Name
- . Post
- . Organization / Firm
- . Address

UT 1

Agostinho do Espírito Santo Lourenço
Operador do Laboratório de Eng^a Civil
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 2

Alberto d'Abreu Pires dos Santos
Operador do Laboratório de Eng^a Civil
Direcção de Construção Civil
C.P. 36 S.Tomé

UT 3

Alfredo Menezes Marques Trindade
Desenhador
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 4

André do Espírito Santo
Chefe de Departamento
Sector Produtivo de Artes Gráficas
C.P. 28 S.Tomé

UT 5

António de Assunção Dias Xavier de Pina
Oleiro
Olaria
Madre de Deus - Depósito Velho

UT 6

António Quaresma Vaz de Almeida
Contabilista
Direcção do Plano, MICH
C.P. 120 S.Tomé

UT 7

Armindo da Graça

Desenhador

Direcção de Construção Civil MICH

C.P. 36 S.Tomé

UT 8

Augusto Águas

Direcção de Construção MICH

C.P. 36 S.Tomé

UT 9

Benedito Neto d'Alva

Eng^o Civil

Direcção de Construção Civil MICH

C.P. 36 S.Tomé

UT 10

Bernardo de Sousa da Conceição Neto

Chefe de Secção

Direcção da Indústria e Energia MICH

C.P. 198 S.Tomé

UT 11

Carlos da Cruz Fonseca

Contabilista

Empresa de Cerâmica I

Almeirim

UT 12

Crisóstomo de Deus Lopes

Direcção de Construção Civil MICH

C.P. 36 S.Tomé

UT 13

Dionísio Monteiro d'Alva
Assistente Técnico
Empresa de Artes Gráficas
S.Tomé

UT 14

Domingos de Sousa Pontes da Silva
Técnico de Conservação e Manutenção Eléctricas
Empresa Cerâmica II
C.P. 223 S.Tomé

UT 15

Domingos do Nascimento Pereira de Lima
Chefe Contabilista
Empresa de Cerâmica II
C. P. 223 S.Tomé

UT 16

Fernando Afonso
Desenhador de Construção Civil
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 17

Fernando d'Alva Noronha Soares Moreira
Chefe de Secção de Impressão
Empresa de Artes Gráficas
S.Tomé

UT 18

Filipe Cupertino do Espírito Santo
Oleiro
Olaria Almeirim Madalena

UT 19

Flávio Menezes Marques Trindade
Desenhador Chefe
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 20

Florentina do Espírito Costa
3º Oficial a.i.
Direcção da Indústria e Energia MICH
C.P. 198 S.Tomé

UT 21

Florentino Fernandes dos Ramos
Técnico Electrotécnico Industrial
Empresa de Cerâmica II
C.P. 223 S.Tomé

UT 21

Francisco da Fonseca e Silva Rodrigues
Topógrafo
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 23

Francisco Ferreira dos Santos e Silva
Responsável do Dep. de Organização
do Trabalho e Salários MICH
Bôbô-Fôrro

UT 24

Gilda Matech Royo
Arquitecta
Direcção da Construção Civil MICH
C.P. 36 S.Tomé

UT 25

Hilário da Conceição
Coordenador - Projecto Ió Grande I
MICH
C.P. 36 S.Tomé

UT 26

Hipólito de Araújo Lima Afonso
Técnico de Formação Prática
Direcção do Plano e Finanças MICH
S.Tomé

UT 27

Kader Gomes Viana
Chefe de Secção Monotype
Empresa de Artes Gráficas
C.P. 28 S.Tomé

UT 28

Jerónimo de Ceita Feil
1º Oficial Administrativo
Empresa de Artes Gráficas
C.P. 28 S.Tomé

UT 29

Jerónimo Pedro Quaresma
2º Oficial de Artes Gráficas
Empresa de Artes Gráficas
C.P. 28 S.Tomé

UT 30

José Amaro Guedes Machado
Desenhador
Direcção de Construção Civil
C.P. 36 S.Tomé

UT 31

Juvêncio Amado d'Oliveira
Escriturário dactilografo
Direcção da Indústria e Energia MICH
C.P. 198 S.Tomé

UT 32

Luís Manuel do Sacramento Bonfim
Técnico
Direcção do Plano e Finanças MICH
C.P. 35 S.Tomé

UT 33

Manuel da Trindade do Rosário Sousa
Técnico Orçamentista
Direcção da Construção Civil
C.P. 36 S.Tomé

UT 34

Maria Gabriela de Carvalho Rita
Resp. Sector de Investimentos e Cooperação
Direcção do Plano e Finanças MICH
C.P. 36 S.Tomé

UT 35

Maria da Conceição Silveira d'Almeida
Eng^o Técnico de Construção
Direcção da Construção Civil MICH
C.P. 36 S.Tomé

UT 36

Nascimento Gentil Lopes Bandeira
2^o Oficial a.i.
Direcção da Indústria e Energia
C.P. 198 S.Tomé

UT 37

Norberto José d'Alva Costa Alegre
Director
Direcção da Indústria e Energia
C.P. 198 S. Tomé

UT 38

Pascoal Quaresma João Lourenço
Chefe de Secção. Composição Manual
Empresa de Artes Gráficas
S. Tomé

UT 39

Paulino Homem da Graça Torres
Chefe de Secção Comercial
Empresa de Água e Electricidade
C.P. 46 S. Tomé

UT 40

Pedro Álvaro da Trindade Vilhete
Chefe do Dep. de Apoio Logístico
Empresa "A Construtora"
C.P. 36 S. Tomé

UT 41

Rodrigo Soares do Nascimento
Coordenador
Empresa de Cerâmica I
Almeirim

UT 42

Silvestre Soares dos Santos
Chefe de Secção
Empresa de Água e Electricidade
C.P. 46 S. Tomé

UT 43

Teotónio Angelo Lima d'Alva Torres
Engº Civil
Direcção de Construção Civil MICH
C.P. 36 S.Tomé

UT 44

Tomás de Vera Cruz
Chefe do Dep. Técnico
Empresa "A Construtora"
C.P. 36 S.Tomé

UT 45

Tomé Agostinho das Neves
Director
Empresa de Água e Electricidade
C.P. 46 S.Tomé

UT 46

Tomé Soares da Vera Cruz
Coordenador do Dep.Técnico
Empresa de Água e Electricidade
C.P. 46 S.Tomé

ANNEXE K

TRAINING PROGRAMME

Item	Training Activities	Country	Pers.	MONTHS																							
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	Information and documentation training courses		A	■																							
			B				■																				
2	In-plant training abroad. Industrial information.		A		■	■	■	■																			
			B					■	■	■	■																
			E																■	■	■	■					
3	Study tour		A																								
4	Course on bibliographic references		C					■	■																		
			E																								
5	In-plant training abroad. Publishing		D																								
			F																								
			G																								
6	Typing courses		C																								
			F																								

Courses and in-plant training: preferably using portuguese or spanish as working languages. French language can also be envisaged for the participant A.

The course on bibliographic references and one of the in-plant training could take place in Luanda, organized by CIND - Centro de Informação Industrial do Ministério da Indústria de R.P.de Angola, industrial information centre established through UNIDO project DP/ANG/80/011.

ANNEXE M

CREATION OF INDUSTRIAL INFORMATION SERVICES
DEMOCRATIC REPUBLIC OF S. TOMÉ E PRINCIPE

- /STP/84/001/ -

JOB DESCRIPTION

Post Title: Industrial information adviser

Duration: Twenty months (seventeen months plus three, during the project duration of two years).

Starting Date: When possible.

Duty Station: São Tomé, with possibility of travelling within the country.

Purpose of Project: Establish in the Ministry of Industry, Construction and Housing (MICH), a national system for industrial information and documentation, that will:

- Select, acquire, register and maintain documents, on the subjects of the activities of MICH, that will, answer better to the user's needs.
- Establish contacts with other information sources to obtain useful information.
- Difuse information within MICH responsibilities. Create information vehicles for its main users (such as edition of MICH's own publications).

Duties: The expert will specifically be expected to advise the MICH on how to organize and implement a national service for industrial information, namely:

- 1) Implementation of the UNIDO project for the establishment of an industrial information and documentation system, including a publishing department.
- 2) Selection of equipment, furniture and materials; layout of installations
- 3) Programme for personnel training. In-job training.
- 4) Elaboration of a detailed working programme for the establishment of the information system.
- 5) Elaboration of the "Manual of Procedures" and other documents needed for the administration of the information system.
- 6) Establishment of contacts with international and foreign organizations.
- 7) Promotion and diffusion of information services.

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

ANNEXE N

EXAMPLE OF A WORKSHEET FOR A SERVICE SUB-MODULE

S 7 SELECTIVE DISSEMINATION OF INFORMATION (SDI)
(CURRENT AWARENESS SERVICE)

Description

Service sub-module which allows a tailored and steady flow of information to users previously characterized by their information needs.

Purpose

Periodically send the right information to users without waiting their require.

Scheduled start-up

January 1986.

Performance measurement indicators

- S 7 1 1 No. of users
- S 7 1 2 No. of pages sent/year
- S 7 1 3 % of users served per mailing

Base line: Zero for each indicator. Service sub-module not existing.

Objective Dec. 86

S 7 1 1 60
 S 7 1 2 12.000
 S 7 1 3 90%

Verification of indicators

Form no..... (Table for SDI)

Form no..... (Requisition for photocopies)

Activities. Planning. Milestones

ACTIVITIES	MONTHS			
	1	2	3	4
Start-up of reprographic services (S3)		.		
SDII receiving at least 20 different titles of periodicals			.	
Document classification tools available	.			
Characterization of the information needs of users	.			
SDII Manual of Procedures published	.			
Marketing for SDI service			—	
In-job training for this service		—		
Start-up of SDI service			.	

ANNEXE O

LIST OF ABBREVIATIONS

EOPS	End of project status
h.m	man x month
MAP	Ministry of Agriculture and Animal Husbandry
MICH	Ministry of Industries, Construction and Housing
SDII	Industrial Information and Documentation System
STP	D.R.of São Tomé e Príncipe
USD	United States Dollars
UT	Users

Canon

Invoice

ANNEXE P

Customer

PNUD - PROGRAMA DAS NAÇÕES UNIDAS PARA
O DESENVOLVIMENTO

Consignee

ROCHA MONTEIRO, LDA.
APARTADO 2815
LUANDA / ANGOLA

Special instructions

Canon Europa nv
Van Leijenberghlaan 221
P.O. Box 7907
1008 AC Amsterdam
The Netherlands

Telephone 020-44 89 50
Telex 15094 / 15099
Cable Canonamat
Chamber of Commerce (K.v.
Amsterdam

Invoice Number	Date	Customer Number	CN Page	P
833/B	12/06/84	5004	50	1

Ship per
AIRFREIGHT

Shipping date

Quantity	Commodity	Unit price	Amount
		D.M.	D.M.
1	MP-270 W/DF		8.828.00
1	MF-Kit		606.00
1	MS-1		938.00
1	MS-1 Kit 1		38.00
1	Pedestal		420.00
20	Cart. Black Toner	175.-	3.500.00
5	Cart. Blue Toner	175.-	875.00
5	Cart. Brown Toner	175.-	875.00
2	CD Unit	437.50	875.00
1	Drum		175.00
7	Cart. Paper A4	80.00	560.00
1	Cart. Paper A3		80.00
1	Kit Acessórios		1.000.00
		SUB TOTAL	18.770.00

CANON EUROPA NV

For Canon Europa nv
Manager

C & F S. TOMÉ

Sub total D.M.
18.770.00

AIR FREIGHT
4.950.00

Total due D.M.
23.720.00

ROCHA MONTEIRO, LDA.

LUANDA

FORMAS DE PAGAMENTO:

ATRAVEZ DE CHEQUE

CANON EUROPA NV
1, Rue de Hesse
1204 GENEVA
Switzerland

TRANSFERENCIA BANCARIA

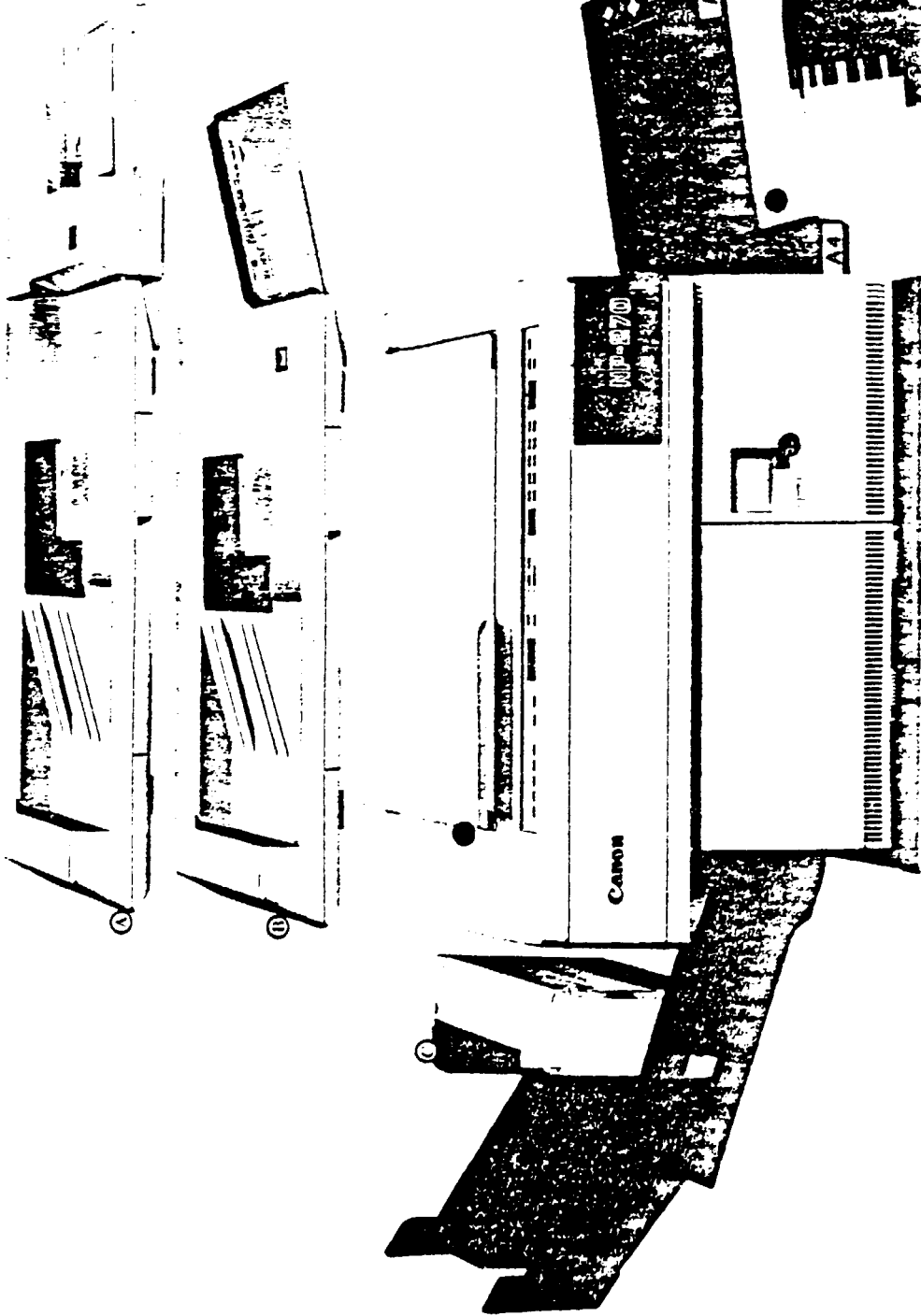
CANON EUROPA NV
Société de Banque Suisse
1211 GENEVA 11
Switzerland

NUMEROS DAS CONTAS BANCARIAS:

Franco Suíço nº 254.975.0
U.S. Dollars nº 254.975.1
Yen nº 254.975.2
Deutsch Marks nº 254.975.3

Canon NP 270. La copiadora económica que vale más que su precio. Copiada en tres colores. Exposición automática. Completa fiabilidad. Más la capacidad de ampliación a todo un sistema.

La copiadora económica NP 270 se presenta dotada de abundantes detalles técnicos, calidad excepcional y absoluta fiabilidad. Posee la capacidad de ser ampliada por el acoplamiento de sistemas que ahorran trabajo y esfuerzo, a medida que la empresa vaya creciendo. La máquina perfecta para negocios que adaptan sus operaciones y se desarrollan rápidamente. No menos bien se adapta a otras muchas que necesitan una buena copiadora centralizada, en las grandes organizaciones representa una copiadora desentralizada, verdaderamente flexible. Ofrece más de lo que cuesta. ¡No se conforme, pues, con menos!



- ① **Fuente del copiado óptico.** Para multiplicar tanto hojas sueltas como las formadas como volúmenes.
- ② **Unidad de entrada en color.** Para suministrar la unidad de control de copias en negro, rojo y azul.
- ③ **Alimentación automática de documentos.** Para la manipulación de todas las informaciones de varias páginas sin obligar a su constante atención al lado de la máquina.
- ④ **Alimentador de documentos.** Sirve para hacer la copia de un documento de una sola hoja o de copias de una sola hoja para facilitar la elección de la máquina.
- ⑤ **Eliminador de 18 tonos.** Para facilitar el uso de la máquina. Después automáticamente las copias (pueden hacerse en negro, rojo o azul) con normal o agrupada.
- ⑥ **Controlador de papel sobre-traslapado.** Evita sobre-traslapado de las hojas que se están copiando y evita la necesidad de renovar manualmente la reserva de papel.

Le NP 270, mejor valor por el mismo precio.

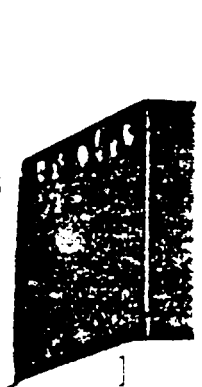
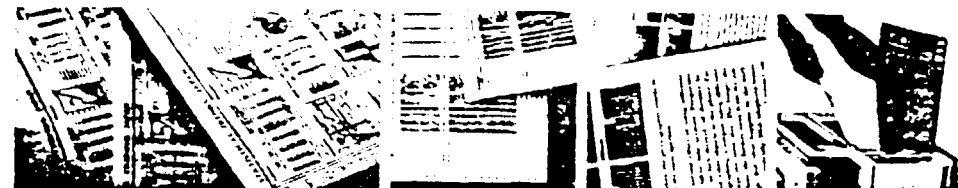
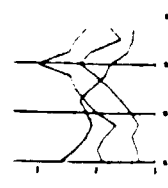
Copiar en tres colores.
 Como se observa en el diagrama, el color negro puede ser copiado en el papel normal, el rojo y el azul en el papel especial. Para facilitar el control de las copias, el sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores y en el modo de copia en tres colores.

Fiabilidad automática.
 El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores. El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores.

Selección y ampliación.
 Al elegir entre dos propósitos de copia, el sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores. El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores.

Alimentación automática de las hojas.
 Para mayor comodidad, la unidad de control de las copias en tres colores puede ser utilizada en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores. El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores.

Control de papel sobre-traslapado.
 El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores. El sistema de control de las copias en tres colores puede ser utilizado en el modo de copia normal, en el modo de copia en tres colores, o en el modo de copia en tres colores y en el modo de copia en tres colores.



Datos técnicos:

Copiadora: Tipo sobremesa
Sistema de copiado: proceso NP (sistema seco)
Colores de copiado: negro, marrón o azul*

Formato máximo de las copias: A3

Ampliación: 1:1
Reducción: 1:0,786; 1:0,667
Ampliación: 1:1; 1:1,212

Multicopiado: Hasta 99

Velocidad de copiado:

Copia directa:
 A3 15 copias/min.
 B4 18 copias/min.
 A4 27 copias/min.

Reducción:
 A3-B4 18 copias/min.
 A3-A4 20 copias/min.
 B4-A4 18 copias/min.
 B4-B5 20 copias/min.
 A4-B5 24 copias/min.

Ampliación:
 A3 o B4 15 copias/min.
 A4 o B5 23 copias/min.

Tiempo primera copia: Aprox. 7,4 seg.

Capacidad del papel:

Cassette doble o alimentación manual
 Contenedor de papel (accesorio opcional)

Volumen de papel:

cassette superior: 250 hojas 80 g/m²
 cassette inferior: 250 hojas 80 g/m²
 contenedor de papel: 2000 hojas 80 g/m²
 (hasta el formato B4)

Peso del papel: 58-80 g/m²

En alimentación manual hasta 120 g/m²

Consumo máximo de corriente: 1,5 kW

Dimensiones: 700 mm (ancho) x 605 mm
 (largo) x 415 mm (alto)

Pesos: Copiadora NP 270: 70 kg
 NP 270-ADF: 83,5 kg

Alimentador de documentos
 (accesorio opcional):

Originales admitidos: 35-110 g/m²

Formato de los originales: B5-A3

Velocidad de copia: 18 hojas/min (A4)

(15 hojas/min utilizando el Clasificador)

ADF (accesorio opcional):

Capacidad: 50 hojas (80 g/m²)

Originales admitidos: 50-110 g/m²

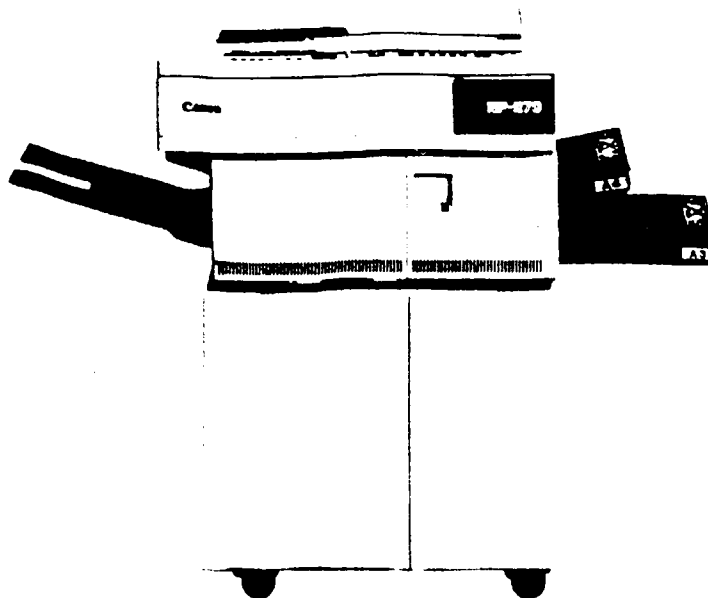
Formato de los originales: B5-A2

Velocidad de copia: 18 hojas/min (A4)

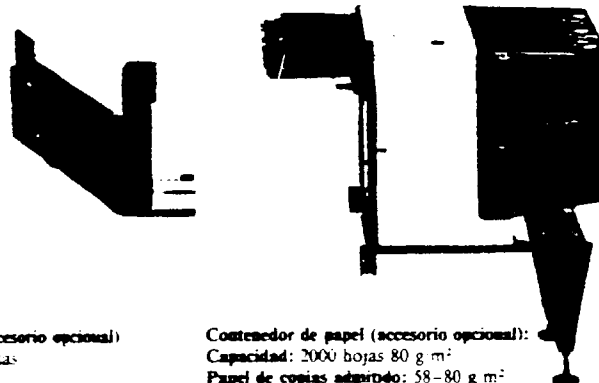
(13 hojas/min utilizando el Clasificador)

* El tóner azul se suministrará más adelante

Modificaciones técnicas reservadas sin previo aviso



El pedestal de la ilustración es un accesorio opcional.



Mini-clasificador (accesorio opcional)

Tipo: Cubetas apiladas

Cubetas: 10

Capacidad de las cubetas:

cubeta superior aprox. 100 hojas
 otras cubetas aprox. 30 hojas

Formato de las copias: largo 182-420 mm
 ancho 128-297 mm

Peso: 9,4 Kg

Contenedor de papel (accesorio opcional):

Capacidad: 2000 hojas 80 g/m²

Papel de copias admitido: 58-80 g/m²

Dimensiones: 437 mm (ancho) x 475 mm
 (largo) x 641 mm (alto)

Peso: contenedor: 20 kg, pedestal: 3 kg

Canon



Canon Inc.
 2-7-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160, Japan

Europe, Africa and Middle East
Canon Europa N.V.
 P.O. Box 7907, 1008 AC Amsterdam, Netherlands

USA
Canon USA, Inc.
 One Canon Plaza, Lake Success, Long Island, N.Y. 11042, USA

Southeast Asia
Canon Singapore Pte. Ltd.
 Unit 1008, Block C, Singapore Warehouse,
 60 Martin Road, Singapore 0923

Central & South America
Canon Latin America, Inc.
 Apartado 7022, Panama 5, Panama

Oceania
Canon Copier Australia Pts. Ltd.
 2 Half Street, Hawthorn East, Melbourne 3123, Australia



Copiadora Oficial del
 Campeonato Europeo
 de Fútbol, 1984



Copiadora Oficial
 de los Primeros
 Campeonatos Mundiales
 de Abierto, 1983

Spanish Edition: 2000-02-10/93
 © Canon Europa N.V. 1993

B-72

