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ESTABLISHMENT OF AN INDUSTRIAL SCIENTIFIC AND
TECHNOLOGICAL DOCUMENTATION CENTRE

TF/GLO/88/907

REPUBLIC OF SEYCHELLES

Technical report: Planning and starting the establishment
of the documentation centre*

Prepared for the
Government of the Republic of Seychelles
by the United Nations Industrial Development Organization

Based on the work of Erik I. Vajda,
industrial information adviser

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Institutional Infrastructure Branch

4/ 26

* This document has not been edited.

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EXPLANATORY NOTES

Currency

The Rupee has the official value of 0.181 US \$, what means that 1 US \$ is equivalent to 5,50 Rupees.

Acronyms and short terms

- CD-ROM - Compact disc - read only memory; an opto-electronic medium for the storage of large amount of retrievable data on a small, machine-readable disk
- CDS/ISIS - short name of a widely used database management software developed by Unesco for the storage and retrieval of textual (e.g. bibliographic) data. The CDS/ISIS version mentioned in the report is version 2.3 of the mini-micro variant
- IIA - industrial information adviser
- INTIB - Industrial and Technological Information Bank (of UNIDO)
- R & D - research and development
- TSSD - Technological Support Services Division (of the Department of Industries).

ABSTRACT

Personal author: Erik I. Vajda

Corporate author: UNIDO

Title of project: Establishment of an Industrial Scientific and
Technical Documentation Centre

Number of project: TF/GLO/88/907

Title of report: Planning and starting of the establishment of
the Documentation Centre

The objective of the first mission of the industrial information adviser to the project was to prepare the detailed work plan of the project, to assess needs of users of information, to identify existing information facilities in the country, to prepare the collection of data available with Government agencies, to design databases and information services of the documentation centre, to select and order equipment, books and periodicals, to plan and establish links to information sources outside the country, to provide training to and prepare further training of the officers of the centre and to start the preparation of cost calculations. The objectives were attained and recommendations were made for the strengthening of the staff of the Centre, as well as, for the accomplishment of further tasks e.g. circulation of questionnaires, setting up of experimental databases, installation and further ordering of equipment and establishment or strengthening co-operation with information sources outside the country.

INTRODUCTION

This report is based on the activities accomplished during the mission of the industrial information adviser (hereinafter: IIA) having been in the field from 23 March to 01 May 1990. This was the first part of a split mission planned for 4,5 months (see: Annex 1.).

The original objectives of this phase of the work was to prepare a detailed work plan for the project (see: Annex 2.), and to start project activities, first of all those, which were the pre-requisites for further work: identifying the needs of the users of information and information/documentation facilities existing in the country, plan the manpower and its training, select the appropriate information sources and equipment and make requisitions, plan the structure of databases and information services and lay down the principles of national and international co-operation. This objectives have been attained. The results are reflected in the recommendations as well as in the detailed report on the project activities.

RECOMMENDATIONS

1) Staff members of the Technological Support Services Division (hereinafter: TSSD) of the Department of Industry have the necessary background and experience in the application of database management and text processing software, as well as in programming, what makes the services of an international computer expert superfluous. The appropriate revision of the project budget and the use of saved amount for training and equipment is recommended. *To: UNIDO and Government.*

2) The strengthening of the staff of the Industrial Scientific and Technological Documentation Centre is recommended. (For present senior staff members see Annex 3.; for the recommended structure and manpower see Annex 4.). *To: Director of TSSD.*

3) A questionnaire on the information needs of users concerning types of services and fields of subject interest should be prepared and circulated. *To: Head of the national counterpart staff (hereinafter in the Recommendations: Head of the Centre).*

4) A questionnaire on available foreign scientific, technological and economical periodicals should be prepared and circulated. *To: Head of the Centre.*

5) A draft regulation on the mandatory registration by the Centre of ongoing research and development projects, reports produced and databases (data collections) prepared within the Department of Industry should be compiled for consideration by the Director of TSSD and, in the case of his approval, by the Principal Secretary of the Department of Industry. *To: Head of the Centre.*

6) A proposal should be prepared for the establishment of an inter-sectorial co-ordinating body of scientific and technical documentation/information activities within the country. *To: Head of the Centre.*

7) A proposal should be prepared for the governmental regulation of the mandatory supply of data for the national inventories listed in paragraph 3.3 of the Work Plan. *To: Head of the Centre.*

8) The collection of data for the national inventories mentioned in paragraphs 6) and 7) of the Recommendations should be started, subject to appropriate regulations. *To: Head of the Centre.*

9) The CDS/ISIS software should be installed and pilot databases should be designed for list of addresses, library cataloguing and national inventories. *To: Head of the Centre.*

10) The purchased computer hardware and software should be installed and tested. Further requisitions of equipment, books and periodicals should be prepared if appropriate. *To: Head of the Centre.*

11) The re-arrangement of the library should be planned and started. *To: Head of the Centre.*

12) The experimental use of UNIDO/INTIB databases and inquiry facilities (including the use of the electronic mail) is recommended. *To: Head of the Centre.*

13) Remote information searches should be started on an experimental basis using the free passwords offered by online hosts, if available. *To: Head of the Centre.*

14) The training of staff members on the basic knowledge of librarians should be organized, using the facilities of the National Library. *To: Head of the Centre.*

15) Fellowship forms should be sent to UNIDO and fellowship training should be accomplished as recorded in Annex 6. to this report. *To: Head of the Centre and trainees.*

I. ACTIVITIES AND OUTPUTS

This chapter is organized by planned project activities as described in the project document and the work plan (with some abbreviation of the titles). Outputs are not typical for this first phase of the work but if relevant, they are referred to in the context of the activities.

A. Establishment of contacts with users of information for assessing information needs

Visits were paid to the most significant governmental bodies, parastatals and private enterprises (for the list of institutions and contacted persons see Annex 5.), to introduce the Industrial Scientific and Technological Documentation Centre at TSSD (hereinafter: Centre), to outline the planned scheme of services and to ask them about their information needs concerning both subject fields and types of services. Questions on the information sources available to the users, as well as, on their plans to establish their own information facilities, were raised, too.

The visits made it possible to have a general idea about the broad subject fields and types of services being of interest for the users. It became obvious that the Centre has to deal with some border fields of industry, too. It also became obvious, that some users considered primarily as having important and specific information needs (e.g. on petroleum exploration) will not primarily rely on the collections and services of the Centre because they are informed by other sources.

It will be necessary to collect more exact data about the needs of users and fields of subject interest. Most users declared their willingness to fill in and send back questionnaires to be sent out by the Centre.

B. Identification of information services within the country

During the visits described in Section A. (see also Annex 5.) the documentation and information facilities of the various institutions were studied and visits were paid to the National Library and the library of the Seychelles Polytechnic. The National Library kindly submitted a list of documentation centres in the country. In reality there are neither documentation centres in the strict sense of the word nor scientific and technical information services available. A part of the units called documentation centres is inactive because of the lack of manpower or similar reasons. The other "documentation centres" are more or less organized collections of documents, kinds of local special libraries, the only exception being the well organized Documentation Centre of the Fisheries Department of the Ministry of Agriculture where useful secondary sources of information are available in addition to the traditional library material. Some other documentation centres are at the beginning of their development.

An overall consent on the importance of co-operation was achieved, including also the principle that special collections having importance for all branches (e.g. the collection of standards at the Centre), as well as, special technological possibilities (e.g. remote searches in databases held by online hosts) should not be duplicated, but these facilities should be used by all centres.

We proposed to all institutions possessing sources of scientific and technical information the establishment of national inventories (union lists, catalogues) of the most important information sources (e.g. foreign periodicals, research and development reports, reference tools). The Centre will establish the appropriate databases on the basis of data provided by the holders of the given information sources. There was an overall agreement on this plan. The National Library also

agrees on these measures because it will be able to deal with union catalogues in the future only.

C. Collection and processing of data available with Government specialized agencies

The scientific and technical data/information available in TSSD is accessible by the Centre. However an in-house regulation has been proposed on the provision of information on projects, as well as, results of projects.

Similar to the national inventories of information sources, the establishment of databases containing data on ongoing research and development projects, finalized research and development projects (i.e. R & D reports prepared in the Seychelles), as well as data on other results of research (e.g. data collections) has been proposed. For this reasons, however, governmental regulations will be necessary. Preliminary proposals were made for such regulations as well as for the establishment of a co-ordinating body concerned of scientific and technical information/documentation.

D. Designing computerized data bank and information services

The information services of the Centre will be based on various sources, including the Centre's own databases ("data bank"), purchased databases (on CD-ROM), online accessible databases of UNIDO/INTIB and commercial database vendors and on traditional sources. For the preliminary measures concerning CD-ROM-s and remote online access to databases see Sections E. and F. respectively.

Preliminary plans for the establishment of the Centre's own databases were considered. Some databases will have a national significance as described in Sections B. and C. The setting up of a computerized catalogue of the library, of a database

containing the data of the potential clients of the Centre, of a database containing "Who makes what?" and "What is made by whom?" type data has been preliminary decided. Other databases will be planned and designed at a later phase.

The general scheme of information services has been prepared containing the following major elements

- a current awareness bulletin for the industry of the Seychelles,
- inquiry (retrieval) services for research, development and problem-solving,
- selective dissemination of information services covering broad (standard) and special ("tailored") profiles,
- library and other document procurement services.

E. Selection, ordering and installation of equipment;
selection and ordering of books and periodicals

Audio-visual equipment was selected, ordered and delivered previous to the reporting period. Its use was started for local training. The selected computer hardware and software was ordered but not delivered yet. However, the present computer facilities made it possible to start the installation of application oriented software provided by UNIDO/INTIB, including CDS/ISIS.

It has been decided to order an appropriate small offset printer to print the publication-type information services of the Centre. The ordering of a camera-processor for the preparation of microfiches was considered. This would be advantageous to save space and to support the activities concerning the establishment of national data collections, but the final decision depends on financial considerations.

Requisitions for CD-ROM-s and abstracting/indexing periodicals have been prepared, based on a thorough comparison of the existing sources with the expressed needs of users. Some primary

journals were also included in the requisitions. The ordering of books (first of all reference tools) will be based on the bibliographic CD-ROM databases and other catalogues. A large collection of UNIDO documents and publications was selected and requested from UNIDO.

The re-arrangement of the library seems to be necessary. Some proposals were made and re-arrangement has been started by the staff members of the Centre.

F. Exchange of information with other sources
outside the country

UNIDO/INTIB will be one of the most important information sources for the activities of the Centre. In addition to the publications and other documents of INTIB the Centre will use the databases and the inquiry facilities of UNIDO/INTIB. Sample databases were provided and installed. The software and the instructions for the electronic mail connections were also provided, but their installation has to wait until the delivery of the ordered modem.

Starting steps were taken for the establishment of remote connections with online database vendors. Letters were sent to find out possibilities, conditions and costs and asking for free passwords for trial searches. A directory of online accessible databases was selected and ordered. The practical experiments will be possible after the delivery of the modem.

The collection of data on documentation/information centres and other relevant institutions in the region and in other developing countries has been started.

G. Training of information/documentation officers

The IIA presented lectures to the officers of the Centre on the aims and principles of information/documentation, on the various types of information services and information sources and on information retrieval. The future structure and manpower need of the Centre (see also Annex 4.), as well as, the training of the staff members within the country and also in the framework of individual fellowship training abroad has been planned. For proposed fellowship training see Annex 6.

H. Calculation of costs of services

The financial structure of the documentation centre was discussed with the head of the national counterpart staff and with managing officers of the Department of Industry. The Centre is a part of TSSD belonging to the Department and this means that its activities are financed by the state budget. However, this also means that clients (users) of the Centre cannot contribute to the coverage of the costs of special services (remote search, document procurement) and the Centre is not interested in charging the clients. This problem deserves further study.

The establishment of principles of cost calculation and pricing and the preparation of calculations for regular services should be based on the decision of the problem mentioned above.

II. CONCLUSIONS

The following conclusions can be drawn from the experiences gained during the reporting period:

a) The objectives as reflected by the project document can be attained.

b) The proposed revision of the budget of the project and the use of the available experience of the national counterpart staff in the use of computers makes the training of information officers possible and will contribute to the efficiency of the Centre.

c) The size and structure of the economy of the country make the co-ordination of efforts in documentation and information feasible and necessary. The project can contribute to the establishment of the framework and to the efficiency of this co-ordination.



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Project of the Republic of the Seychelles

JOB DESCRIPTION

TF/GLO/88/907/11-01/J12101

Post title	Industrial Information Adviser
Duration	4.5 months in two split missions (1.5 and 3.0 months respectively)
Date required	As soon as possible
Duty station	Victoria; with travel within the country
Purpose of project	To establish an Industrial Scientific and Technological Documentation Centre
Duties	<p>The Industrial Information Adviser will be attached to the Ministry of National Development, Division of Technology Development and will specifically be expected to:</p> <ol style="list-style-type: none">1. Establish contacts with current and potential users of industrial information through personal visits for assessing their information needs;2. Elaborate a permanent machinery for the collection and processing of the data/information and prepare a master plan for the organization and operation of the planned Centre, including organizational chart, staff and equipment required;3. Elaborate a detailed work plan for both phases of the mission and prepare a draft job description for the computer expert;4. Design and organize information services. Advise and participate in selecting, ordering, of the equipment, books and periodicals;5. Organize on-the-job training.

Applications and communications regarding this Job Description should be sent to
Project Personnel Recruitment Section, Industrial Operations Division
UNIDO, VIENNA INTERNATIONAL CENTRE, P.O. Box 300, Vienna, Austria

6. Identify the best ways and means of establishing links with other national data banks and international information sources including UNIDO's INTIB;
7. Advise and participate in designing and developing computerized information services and data bases.

The Adviser should also prepare a progress report upon completion of each part of his missions. He will also be expected to prepare a final report setting out the complete findings of his missions, together with recommendations to the Government on future action which might be taken.

Qualifications University degree or equivalent in engineering or information science with extensive experience in establishing industrial information services, particularly in small developing countries.

Language English (French an asset)

Background information

The Government of the Seychelles recognizes the need to enhance the overall country's development. However, the lack of industrial tradition and information is a serious obstacle. In fact the weakness of information sources for technological development in the Seychelles is such that almost all divisions of ministries do not maintain libraries or documentation centres that provide their executives and research workers with up-to-date information in the fields of their specialization as well as in technological development.

The Government has already taken steps in the direction of building national capabilities in the field of science and technology. These include the creation of the National Research and Development Council, and the Technology for Development Division of the Ministry of National Development.

This Division has acquired offices and laboratories totalling an area of 120 sq.m. The complex houses a metrology laboratory in order to assist the Government in implementing the weights and measures act, a chemistry and instrumentation laboratory including a small engineering workshop also form part of the complex.

A microcomputer of 256K is now part of the scientific facilities available to the Division. In addition, a nucleus of scientific and technological information centre is being already built up, and the requested assistance would strengthen it. Given its wide range of responsibilities, the scientific staff of the Division is relatively small: comprising three university graduates (physicist, chemist and bio-chemist), one trained technician, and two technicians with on-the-job training. The total number of personnel is 13, seven of whom are support staff.

During the existing National Development Plan (1985-1989), the Division will concentrate on further strengthening national capabilities in three main areas: 1) natural resources and industrial development; 2) development of ocean-based resources; 3) the development of industrial and technological services for both the public and private sector.

The investment requirement for the programmes and projects that are planned to be implemented in these areas by the Division during the planned period are estimated at SR66.38 million, at 1984 prices, of which SR8.93 million are estimated for the establishment of the industrial and technological services. Only for the documentation centre an amount of SR 650,000 has been allocated in the five-year plan of the Seychelles (1985-1989).

The Government has also requested UNIDO's assistance. Preparatory assistance provided under the project UC/SEY/85/004 in 1985, after a thorough investigation involving all the government departments and services as well as international organizations concluded on the necessity of establishing this centre.

WORK PLAN

to the Project TF/GLO/88/907 Establishment of an Industrial
Scientific and Technological Documentation Centre

Introduction

This Work Plan consists of a textual part and a calendar plan in a graphic form. The textual part is arranged by project activities as listed in the Project Document. Activities (numbered by roman numerals in the project document) are numbered by a single digit arabic numeral. Sub-activities are numbered by two-digit decimal numbers, the two digits being separated by a dot. Further subdivisions are marked by hyphens.

In addition to the description of the activities (sub-activities) the participating persons, as well as the date of the beginning and of the completion of the activity are presented. The persons are marked in a coded form, using the following codes:

- IIA - UNIDO industrial information adviser
- HNS - Head of the national staff
- MNS - Members of the national staff.

The dates are given without days using the pattern MM.YY-MM.YY, not taking into account any break in the accomplishment of the given task as shown in the calendar plan.

Planned activities

1. Establishing contacts with current and potential users of industrial information through personal visits for assessing their information needs
 - 1.1 Visit governmental bodies, parastatals and private enterprises for the assessment of their information needs and their proper documentation/information facilities. Record the results of visits.
04.90-09.90 IIA, HNS
 - 1.2 Prepare a computerized list of addresses of all institutions, which can be considered as potential users of the

services provided by the Industrial Scientific and Technical Documentation Centre to be established (hereinafter: Centre)
05.90-06.90 IIA (outline),
HNS, MNS

- 1.3 Prepare a questionnaire with a short description of planned services asking the potential users about their interests in the services listed, as well as, about their broad and specific fields of subject interest. Send the questionnaires and collect answers.

05.90-09.90 IIA (outline)
HNS, MNS

- 1.4 Evaluate and record the answers as given on the questionnaire. Prepare lists of users interested in various services. Prepare an inventory of broad and narrower fields of subject interest.

09.90-11.90 HNS, MNS

2. Identification of the information services within the country

- 2.1 Pay visits to governmental and other institutions (including libraries) to identify existing information services and organized collections of documents. Agree on principles of co-operation.

04.90-06.90 IIA, HNS

- 2.2 Establish contacts with the National Library and the National Archive to identify activities and publications relevant to industrial scientific and technical documentation.

04.90-06.90 IIA, HNS

- 2.3 Make preliminary arrangements for the collection of data for the setting up of national inventories (databases, union lists and catalogues) for foreign periodicals, foreign and national research and development reports, scientific and technical reference tools (manuals, directories etc.). See also: 3.4 and 3.5, with dates and names of participants.

3. Establishing a permanent machinery for the collection and processing the data/information available with Government specialized agencies...

3.1 Prepare a proposal for the internal regulation on the mandatory registration by the Centre of ongoing research and development projects, reports, databases or other collections of data, prepared within the Technological Support Services Division (TSSD) and other parts of the Department of Industries.

05.09-06.09

HNS

3.2 Prepare a proposal for the establishment of an inter-sectorial co-ordinating body dealing with the co-ordination of scientific and technical documentation/information activities within the country and preparing Government regulations on the mandatory registration of ongoing research and development activities and their results.

08.90-08.90

HNS

3.3 Prepare a proposal for a governmental regulation on the mandatory supply of data to the centre on

- new research and development projects,
- finalized research and development projects and reports prepared,
- databases and other organized collections of data prepared within the projects on science and technology.

08.90-10.90

HNS

3.4 Collect data on a voluntary basis on foreign scientific and technical periodicals, subscribed or arriving otherwise to the Seychelles. Prepare a database for the registration of these periodicals and for supplying updated union lists of available foreign periodicals.

09.90-03.91

IIA, HNS, MNS

3.5 Start the collection of data and establishment of databases for the national registries of data listed under 3.3, as well as, for foreign research and development reports and

scientific/technical reference tools available in the country.

10.90-05.91

IIA, HNS, MNS

4. Designing and developing computerized data bank and information services taking into account the existing sources

4.1 Design the regular information services of the Centre, taking into account the following major types of services:

- current awareness bulletin on industrial news, new acquisitions and new projects,
- inquiry (retrieval) services based on primary and secondary library material, databases established by the Centre, databases imported on CD-ROM, databases and inquiry services of UNIDO, regional inquiries and online searches in remote databases,
- selective dissemination of information services, based on similar sources as the inquiry services, as specified above,
- document procurement services.

04.90-01.91

IIA, HNS

4.2 Plan the databases to be established in addition to those mentioned above (e.g. catalogue of library material, database of selected publications, auxiliary databases).

04.90-01.91

IIA, HNS

4.3 Design and establish the databases and start data input

09.90-02.91

HNS, IIA, MNS

4.4 Prepare procedures on the preparation and provision of information services and start the new services.

12.90-05.91

IIA, HNS, MNS

5. Selection and ordering of equipment and supervision of its installation; selection and ordering of books and periodicals
 - 5.1 Select and order computer hardware and software, audio-visual equipment, copying and microfilm, as well as further auxiliary equipment.
10.89-12.90 IIA, HNS
 - 5.2 Install the equipment and start its use
01.90-03.91 HNS, MNS
 - 5.3 Select and order books, periodicals, documents of international organizations and CD-ROMS, collecting first of all reference tools and secondary sources providing a broad access to primary sources of scientific and technical information
04.90-03.91 IIA, HNS, MNS
 - 5.4 Rearrange the library of the centre to provide better access to information sources.
04.90-01.91 IIA, HNS, MNS

6. Establishing an exchange of information through co-operation agreements with other information sources in and outside the country (for arrangements within the country see 2. and the relevant sub-activities included)
 - 6.1 Establish regular contacts with the Industrial and Technological Information Bank (INTIB) UNIDO, using its databases and inquiry facilities, as well as the electronic mail connection offered by UNIDO.
03.90-09.90 IIA, HNS, MNS
 - 6.2 Explore the possibilities of remote searches in databases of international organizations, as well as, offered by commercial vendors of databases via telecommunication. Start searches and use these facilities for subjects not covered by proper databases or other information sources.
08.90-05.91 HNS, MNS, IIA

6.3 Collect information on the possibilities of co-operation with developing countries in the region, in Africa (via the Pan-African Documentation and Information System (PADIS), as well as with other countries having natural and economical conditions similar to the Seychelles.

04.90-10.90 IIA, HNS

6.4 Establish regular information exchange with regional and other sources of information mentioned in 6.3 above.

07.90-05.91 HNS, MNS

7. Training of national information/documentation officers in the operation of the Centre

7.1 Present lectures and provide on the job training to the officers of the Centre.

04.90-03.91 IIA, HNS, MNS

7.2 Organize basic training in library techniques and computing for staff members within the country

05.90-02.91 HNS, MNS

7.3 Organize fellowship training abroad for the officers of the Centre to get acquainted with the organization of information systems and services, with the application oriented software CDS/ISIS, with online search strategies as well as with the practical tasks concerning computerized library and information processes. Take part in the training and transfer the knowledge gathered to other officers of the Centre.

04.90-09.90 IIA, HNS, MNS

8. Establishing a system for the calculation of costs of information services

8.1 Prepare a proposal for the structure of the financing of information services, including the principles of pricing.

12.90-01.91 IIA, HNS

8.2 Prepare cost calculations for recurrent services and principles of calculation for individual services

01.91-03.91

IIA, HNS

9. Evaluation of the project at the end of its implementation

9.1 Prepare a technical report at the end of the first mission of the IIA and a terminal report at the end of his second mission.

04.90-03.91

IIA

9.2 Evaluate the project.

05.91-05.91

Government and
UNIDO officers.

CALENDAR PLAN
 (Second part of the Work Plan to the project TF/GLO/88/907 Establishment of an Industrial Scientific and Technological Documentation Centre)

The horizontal lines are indicating the period of the activities and the participating persons.

Signs : **=====** = industrial information adviser (IIA)
===== = head of national staff (HNS)
----- = members of the national staff (MNS)

Number and short description of activities sub-activities	10.89 03.90	04.90	05.90	06.90	07.90	08.90	09.90	10.90	11.90	12.90	01.91	02.91	03.91	04.91
1. Establishing contacts with users														
1.1 Visits paid to users		=====					=====							
1.2 Preparation of list of addresses			=====	-----										
1.3 Preparation and sending of questionnaires			=====	-----		-----	-----							
1.4 Processing answers to questionnaire								=====	-----					
2. Identification of information services														
2.1 Visits paid to partner institutions		=====		-----										
2.2 Contacts with National Library and Archives		=====		-----										
2.3 Preparation of data collection for national inventories : see 3.4 and 3.5														
3. Collection and processing data from Government and other agencies														
3.1 Proposal for regulation within the Dept. of Industry				-----										
3.2 Proposal for the establishment of a coordinating body						-----								

Number and short description of activities sub-activities	10.89 03.90	04.90	05.90	06.90	07.90	08.90	09.90	10.90	11.90	12.90	01.91	02.91	03.91	04.91 —
3.3 Proposal for governmental regulation of data supply for national inventories							—————							
3.4 Data collection for union list of periodicals and preparation of database							—————	—————		—————	—————	—————	—————	
3.5 Data collection and establishment of databases for various national inventories										—————	—————	—————	—————	
<u>4. Design and development of databank and information services</u>														
4.1 Designing services		—————	—————							—————	—————			
4.2 Plan databases		—————								—————	—————			
4.3 Design of databases and start of input								—————	—————	—————	—————	—————	—————	
4.4 Preparation of procedures and starting service										—————	—————	—————	—————	
<u>5. Selection, ordering and installation of equipment</u>														
5.1 Selection and ordering of computer, a-v. and copying equipment		—————	—————							—————	—————			
5.2 Installation of equipment and starting use	—————			—————	—————			—————				—————	—————	
5.3 Selection and ordering of books, periodicals and CD-ROMs		—————	—————		—————	—————				—————	—————	—————	—————	
5.4 Rearranging the library		—————	—————				—————	—————		—————	—————	—————	—————	

Number and short description of activities sub-activities	10.89 03.90	04.90	05.90	06.90	07.90	08.90	09.90	10.90	11.90	12.90	01.91	02.91	03.91	04.91
<u>6. Establishing exchange of information outside the country</u>														
6.1 Contacts with UNIDO/INTIS	=====			-----	-----					=====	=====			
6.2 Starting trial and regular remote information searches		=====		-----	-----					=====			=====	
6.3 Collection of information on regional cooperation		=====		-----	-----									
6.4 Regional exchange of information				-----	-----									
<u>7. Training of information/documentation</u>														
7.1 Lectures for national staff members		=====		-----	-----						=====	=====		
7.2 Basic training in librarianship and computing			-----	-----	-----					-----	-----			
7.3 Fellowship training abroad		=====		-----	-----		-----	-----						
<u>8. Cost calculation</u>														
8.1 Proposal on financing structures										=====				
8.2 Preparing calculations											=====	=====		
<u>9. Evaluation of project</u>														
9.1 Preparation of report		=====												
9.2 Evaluation													=====	

after April, 1991

Members of senior national counterpart staff

<u>Name</u>	<u>Date of birth</u>	<u>Post</u>	<u>Qualification</u>
Terence Cooposamy	02-05-59	Director	Electrical Engineer
Amy Quatre (Mrs.)	19-02-52	Res. officer	Diploma Teacher
Ute Naya (Mrs.) ²	03-05-61	Res. officer	Diploma Teacher

Further 1 senior post at the Centre is vacant.

² Not a permanent staff member of the Centre; Takes part in the accomplishment of certain tasks concerning the use of computers.

Annex 4.

Recommended staff and structure of the Centre

The following organizational structure of the Centre is recommended:

Director

- Documentation unit (DU)
- Library unit (LU)
- Computer unit (CU).

This structure is so far conditional, that the staff members belonging to certain units have to take part in the accomplishment of tasks of other units, too, according to their job descriptions. The following staff is recommended (asterisk means that the post is available):

Job title and unit	Number	Comment
*Director	1	also information officer in electr. engineering
Documentation officer - mechanical engineer (DU)	1	-
Documentation officer - chemical engineer (DU)	1	-
*Librarian (LU)	1	head of the library unit
*Systems analyst (CU)	1	vacant post
*Library assistant (LU)	1	assistants are working for other units, too
*Documentation assistant (DU)	2	see above, vacant posts;
*Documentation assistant (CU)	1	see above, vacant post
Total:	10	

**Lists of visits paid to information users and
potential suppliers of information**

No.	Date	Name	Title	Institution
1.	03-04	F. Morel	Asst. Dir.	Civil engineering; Land & Infrastructure Div.; Min. of Community Devlp.
2.	03-04	W. Quilindo	Director	Systems Development; Management and Information Systems Div.; Min. of Administration & Manpower
3.	04-04	G. Lafortune	Traffic eng.	Land Transport Div.; Min. of Tourism and Transport
4.	04-04	W. Andre A. K. Ashok	Director Asst. Dir.	Forestry Div. Environment Div.; Deptm. of Environment
5.	04-04	C. Adam	Tech. Advi- ser to the Minister	Agriculture Div.; Min. of Agriculture & Fisheries
6.	05-04	Z. Pragasson	Executive Chairman	Seychelles Industrial Development Corp.
7.	05-04	N. Jacq	Dir. Gen.	Tourism Div.; Min. of Tourism & Transport
8.	05-04	P. Michaud	Managing Director	Seychelles Fishing Authority; Min. of Agriculture & Fisheries
9.	05-04	L. Ernesta (Ms.)	Principal Librarian Asst. Dir.	National Library Min. of Information, Culture & Sports
10.	09-04	N. Shamlaye P. Palmyre	Director Publ. Health Analyst	Environmental Health Div.; Min. of Health
11.	09-04	G. Troian	Managing Director	Development Bank of Seychelles
12.	09-04	I. Basset	General Manager	Naval Services Ltd.

13.	10-04	K. Hoareau	General Manager	Meat Div.; Seychelles Marketing Board
14.	10-04	P. Chong-Seng	Manager	Electricity Div.; Public Utilities Corp.
15.	10-04	W.P.B. Noad	Director Executive Chairman	Special Project Unit Public Utilities Corp.
16.	11-04	E. Belle	Chief Geo- logist	Seychelles National Oil Co.
17.	11-04	J.C. D'Offray	Dir. Gen.	Housing Div.; Min. of Community Development
18.	16-04	O. Montocchio	Manager	Penlac Co. Ltd.
19.	16-04	M. Satya	Managing Director	Conserveries de L'Ocean Indien
20.	16-04	D. Gardner(Ms.)	Librarian	Seychelles Polytechnic
21.	17-04	R. Weber	Director	Industrial Planning Div. Deptm. of Industry
22.	18-04	F. Marie E. Lespoir D. Payet W. Alcindor	Operation Manager Canning Manager Dairy Manager Quality Controller	Agro Industries Div.; Marketing Board
23.	24-04	E.Dias	Principal Secretary	Min. of Administration & Manpower (Fields: Information Systems, Statistics)

Proposed fellowship training

Name	Training institution	Subject	Month
T. Cooposamy	CEC/AIT (Thailand)	Inform. systems design, managem.	June
A. Quatre	Inst. for Development Studies (U.K.)	Library and doc. automation	Sept.
A. Ally	- " -	- " -	
T. Cooposamy	Unesco (on the job or training course)	CDS/ISIS appl.	Aug.
V. Payet	- " -	- " -	Aug.
T. Cooposamy	UNIDO	INTIB facilities	Aug.
T. Cooposamy	OMIKK (Hungary)	Online retrieval	Aug.