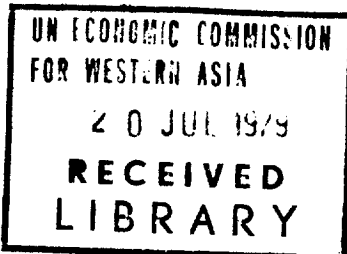




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Item 6 (a) of the Provisional Agenda

THE ARAB REGIONAL DOCUMENTATION CENTRE
FOR ECONOMIC AND SOCIAL DEVELOPMENT

Note of the Executive Secretary

78-2078

THE ARAB REGIONAL DOCUMENTATION CENTRE FOR ECONOMIC AND SOCIAL DEVELOPMENT

(A R D C E S)

Note of the Executive Secretary

1. At its first session the Commission adopted resolution 1(I) approving the programme of work for the year 1975 which included a proposal for the establishment of a documentation centre for the ECWA region in support of research activities on the problems of the region serving all concerned with the promotion of development of Western Asia.
2. ECWA's project proposal for the establishment of the centre was submitted for comments to the Arab Fund for Economic and Social Development (AFESD) and the Kuwait Fund for Arab Economic Development (KFAED) which agreed to assist financially in the implementation of the envisaged phases of the project with the proviso that pre-project activities should be extended to include all Arab countries.
3. Within the context of ECWA resolution 14 (II) on 'Regional Co-operation', the Executive Secretary discussed with the Executive Secretary of the Economic Commission for Africa the possibility to extend the proposed survey facilities to member countries of ECA. Agreement was reached to this effect.
4. The first phase of the project - consisting of fact-finding surveys of information and documentation facilities - was completed in 1976 with respect to ECWA member states and in 1977 with respect to the Arab countries in North Africa.

The findings and conclusions of these surveys which are annexed to this Note summarize the various problems with regard to information infrastructure and the present regional and international co-operation efforts in this.
5. On the basis of the surveys carried out as well as information on the functioning of existing information and documentation centres and systems, a draft feasibility study was prepared by a consultant. The feasibility study does not only analyse the relationships and linkages between the proposed documentation

centre (ARDCES) and existing national centres and/or focal points and international centres but includes also a full-fledged manual for the operation of the proposed centre's documentation and information service system (ARDSYS). In addition the financial and human resources requirements for the centre's functioning at both regional and national levels have been determined. The Secretariat considers that with the completion of the feasibility study the preparations for the establishment of the documentation centre have reached an advanced stage and that decisions are now required on the actual establishment of the centre.

6. The Secretariat has already taken the following steps in follow-up to the draft feasibility study.

- a) The draft feasibility study is being analysed by the secretariat in terms of its implication for ECWA.
- b) Comments on the fact-finding surveys and draft study have been requested from the Arab Fund for Economic and Social Development (AFESD) and the Kuwait Fund for Arab Economic Development (KFAED) which both sponsored the surveys and feasibility study. The comments of the funds will be incorporated into the study. In addition the views of the funds on follow-up have been sought.

7. Having considered the nature of the regional dimensions of the proposed documentation centre, the secretariat is of the view that the holding of a regional intergovernmental expert meeting is called for. Such a meeting would constitute the first step towards the project's implementation.

The expert meeting would in general consider follow-up measures with a view to implementing the feasibility study and would in particular (i) study the implications of the Centre's establishment at national levels and make recommendations in this regard and (ii) study coordination aspects of the project with other efforts in this field.

In order to ensure coordination with related projects, the Secretariat proposes to invite Arab and regional organizations concerned to the intergovernmental expert meeting.

8. Since no follow-up activities concerning the actual establishment of the centre have been provided for in the 1978-1979 Programme Budget, the Commission may wish to consider ways and means of financing such activities. The regional financing institutions could for example be approached in this regard.

Annex

CONCLUSIONS AND FINDINGS OF THE SURVEY

A. 1. Outstanding Problems of the Region with Respect to Information Services:

1.1 The Arab region which has a population of some 140 million and an average annual population growth of 3.1 does not have an adequate number of research and development centres, nor information facilities which normally would play a vital role in technical, economic and social development.

By comparison with other developed and developing regions, as can be clearly seen from Table I., the Arab region needs more and better facilities and services in the field of information.

TABLE I ^{1/}

	Population (000) 1975	Annual population rate growth	No. of social sciences publications	No. of information facilities ^{2/}
U.S.	211.909	.8	8,994	3,780
U.S.S.R.	255.037	.9	20,269	59,000
Brazil	104.243	3.0	2,970	800
India	586.056	2.1	5,728	-
Pakistan	68.214	3.0	400	-
Latin America	324.092	2.8	5,807	1,501
Arab Region	141.701	3.1	903	554
Africa (excluding Arab states)	303.204	2.8	1,826	184

Therefore serious efforts are required to establish information documentation and research centres.

^{1/} UNESCO. Statistical yearbook, 1975. Paris, 1976.

^{2/} including only National Universities and special libraries.

1.2 Most of those in charge of the organizations covered by the survey were fully aware of the need for and importance of organized information exchange but because, in general, no national policy-making body connected with information was available, the development of the proper machinery and services has not been possible. (cf. Table II: National Policy).

1.3 A few countries have reached an advanced stage in building their information infrastructure, whereas others have just begun and some are still in the preparatory stage. Absence of legislation and information infrastructure and policy in development plans constitute a handicap to the progress of information services and consequently to the advancement of research and development in these countries. (See Table II: National Policy and Body concerned with National Information Infrastructure).

1.4 There is a serious shortage of skilled and specialized personnel in the information field. This shortage seriously affects the organization and dissemination of information. (cf. Tables II: Manpower and Training).

1.5 In most instances, co-ordination and co-operation among the various national organizations dealing with information and documentation services, are absent or weak and have seriously hampered the processing and dissemination of information, thus leading to duplication of efforts and wastage of human and financial resources. In short, regulation of communication among national centres on the one hand and regional and international services on the other hand is almost non-existent. (cf. Tables II: Needs and Problems).

1.6 In some countries, the acquisition and release of information is restricted and the procedures are too involved, thus creating bottlenecks in the flow of information to the great majority of users.

1.7 There is no standardization of translated terminology in the Arabic language. As a result of this, each country is using different terminology, which causes confusion at the user level. On the other hand, publications in Arabic of technical and socio-economic literature are scarce.

Country	National Policy	Body concerned with National Information	Library Legislation	Library Association	Library Literature	manpower and Training	State of Information	Needs and Problems
Algeria	In preparation	1- Ministry of Information and Culture Sub-Directorate for Documentation (partially)	Decree 56-970 of 1956 - Legal Deposit. Decree 71-152 of 1971 deposit of all economic documents State Secretariat of Planning	Not existing	Acquisition lists of few libraries Indexes, Bibliographies, National Bibliography Directory of Libraries and Documentation Centres	1- 9 months programme at Ministry of Information. 2- Newly established 3 year programme at university 3- Short duration courses 4- No training programme for librarians except users from the National Librarian Public Library	1- Lack of coordination among facilities 2- Lack of trained personnel 3- Lack of releasing of information 4- Lack of information infrastructure 5- Lack of standardized systems 6- Other.	
Bahrain	No	No	Draft for a deposit law 1972, law become effective in late 1976 (depositing in Public Library) Law No. Article 31, Article 32, Section 3 (indirect)	Not existing	Acquisition list for Public Library A few bibliographies	1- No local training 2- No local training programme for librarians except users from the National Librarian Public Library	1- No research or specialized libraries 2- No qualified personnel 3- No body to develop the information infrastructure 4- No adequate building facilities. 5- No allocation of funds.	
Democrite Yenan	No	Ministry of Culture and Tourism (to outline and implement all aspects of information resources and services).	Legal Deposit Law 1954 - Amended 1962 No overall legislation	Yes 1945	1- The library world Journal 2- Bibliographies 3- D.H.C. in Arabic 4- Acquisition lists 5- National Bibliography	1- Public librarianship and Archives University of Cairo. 2- Partial training in many studies and institutes 3- FIDOC 4- Library technician programme at Al-Hamra University 5- Graduate School 6- Inaugural University of Library Science 7- Other short duration courses at Ministry of Education. 8- Library Association & Specialized Institute for Engineering Librarians	1- Need to establish a council or body for planning information infrastructure 2- Establish research centres. 3- Provide equipment 4- Provide funds.	
Egypt		General Egyptian Book Organization (GEO)	Legal Deposit Law 1954 - Amended 1962 No overall legislation	Yes 1945	1- Bibliographies 2- National Bibliography 3- Classification Schemes 4- Subject Headings in Arabic	1- Public librarianship and Archives University of Cairo. 2- Partial training in many studies and institutes 3- FIDOC 4- Library technician programme at Al-Hamra University 5- Graduate School 6- Inaugural University of Library Science 7- Other short duration courses at Ministry of Education. 8- Library Association & Specialized Institute for Engineering Librarians	1- More budget to be allocated. 2- Better facilities, building. 3- More dissemination activities 4- More dissemination of information 5- Manpower training 6- Translation of technical, economical and scientific 7- Trained people in informatics	
Iraq	Yes	1- Ministry of Interior (School Libraries) 2- National Information Centre (in preparation) (Documentation & Archives) 3- Department of Libraries & Archives. 4- Ministry of Information (Public and National Libraries) 5- Ministry of Education & Secondary School Library.	Legal Deposit Law 1966 Law No. 54, 1974 Law No. 40, 1974	Yes 1968	1- Acquisition lists 2- National Bibliography 3- Classification Schemes 4- Subject Headings in Arabic	1- Public librarianship and Archives University of Cairo. 2- Partial training in many studies and institutes 3- FIDOC 4- Library technician programme at Al-Hamra University 5- Graduate School 6- Inaugural University of Library Science 7- Other short duration courses at Ministry of Education. 8- Library Association & Specialized Institute for Engineering Librarians	1- Selection and acquisition of material 2- Cooperation among the facilities 3- More dissemination activities 4- More dissemination of information 5- Manpower training 6- Translation of technical, economical and scientific 7- Trained people in informatics	
Kuwait	Partial policies in process	Preparations being made at the request of Department of Manpower planning by Kuwait University, Kuwait Institute for Scientific Research and Ministry of Oil. Department of Libraries - Ministry of Education.	Legal Deposit Law	Not existing	University Library Kuwait University Kuwait University Arab Documentation Index Source Book on Kuwait and the Arab Gulf	1- Members for the various specialized libraries in Kuwait. 2- Students, Civil Servants etc....	1- New training in the field is needed 2- More coordination 3- More pooling of resources 4- Establishment of Library Association 5- Need to compile directories.	
Jordan	General policy in process.	1- Newly established National Documentation Centre will be in charge of developing the infrastructure in the country. 2- Department of Libraries - Ministry of Education. 3- Ten Municipality	Legal Deposit Law No. 79, 1972 Law of Publications. Draft for the National Documentation Centre. Legislation for Public Libraries Law 16, Article 41 of the Law of News	Yes since 1963 membership 300 libraries	1- Bibliographies (partly National issued by the IA) 2- Acquisition lists 3- Library Journal of the House 4- Directory for Information facilities of Jordan.	1- Short training courses are mainly sponsored by I.A. courses of short duration. 2- Short courses organized by the Municipality of Amman. 3- The University of Jordan may open a school for information science	1- Low cooperation and coordination 2- To implement a national information infrastructure	
Lebanon	Straggled (in process)	n.a.	Deposit Law, 20.11.41 Decree 2269, 1965 for distribution of the returns of the Chain of Lebanon to the Municipality Libraries	Lebanese Library Association (1966) 100 members	National Bibliography 1965-1972 List of acquisition of libraries	1- Institute for Information & Documentation just established 1977-1978-Master's Degree College-1970 2- 2 year Programme Technician Degree 3- General courses towards M.A. 4- Short courses given at Y.F.C.A. (stopped) 1968	1- Organization of National Library 2- Implementation of Legal Deposit Law 3- Lack of literature, directories, bibliographies 4- Lack of information infrastructure 5- Lack of trained manpower 6- No coordination among libraries 7- Lack of National Documentation Centre 8- Lack of space, budgets, organization of all government libraries	
Libya		Ministry of Education and Information for school libraries, and Ministry of Culture for public libraries	Library Legislation		Research at Matruh Monthly Library Bulletin	4 Professionals graduate Faculty of Education Dept. Library & Archives National Institute Public Administration Short courses for technicians.	1- Lack of national policy in library documentation 2- No coordination between libraries 3- Lack of buildings and space.	

Table II (cont)

Country	National Policy	Body concerned with National Information	Library Association	Library Literature	Manpower and Training	Users of Information	Needs and Problems	
Yemen	In process	Not existing	Legal Deposit Law. Organisation of Libraries. Organisation of the National Library	Not existing	Not existing	Not existing	Very few students Civil Servants	1- Lack of Libraries 2- Lack of organized libraries 3- Lack of manpower 4- Lack of national policy 5- Lack of coordination 6- Needs complete development
Morocco	Included in the Development plan. 1975-1977.	National Documentation Centre	Decree of 27.1.1951 Organisation of Public Libraries. 10.4.1975-Legal Deposit Law. No.2-72-640-establishment of CND Circular No.009/CND 275/CND 1973 Decree No.2-75-845 1975 - establishment School for Information Sciences	In process	Acquisition Lists Bibliographies and National Bibliographies. Indexes (CND) Directory of Libraries etc.	School for Information Sciences. Seminars. Studying abroad	Students Professors Researchers Organisations Others.	1- Lack of qualified personnel 2- Lack of good buildings 3- Lack of qualified users.
Oman	Non-existent except for Public Libraries (in process) & School Libraries (in process)	Department of Community Development (Public Libraries) Ministry of Education (School Libraries)	Not Existing	Not existing	Not existing	Short courses every now and then 1-2 persons trained abroad.	Civil servants of the Ministry	1- Establish a body to plan the information sector 2- Training of manpower 3- Lack of legislation 4- Lack of tools systems etc.
Qatar	Only for School Libraries	Ministry of Education Department for School Libraries	Not existing	Not existing	Few Bibliographies Acquisition Lists	One trained Librarian (Mr Al Jutub Satahah) Other trained from outside Qatar. 1-3 Librarians are being trained abroad. No local training	Students Civil Servants Sects of Users are very elementary.	1- Absence of information infrastructure 2- Lack of developed and organized librarians 3- Lack of trained manpower.
Saudi Arabia	Partial Policies for Libraries only. National plan 76-80 Planning information in each of the ministries	Ministry of Information - Department of Public Libraries. Ministry of Education - Department of books and school libraries.	Legal Deposit Law	Not existing	Journal in Librarianship issued by the Institute of Public Administration. Library bulletins of different libraries. Indexes of Libraries.	Department for Libraries offers B.A. degree. Islamic University offers PG. Institute of Public Administration short courses.	Researchers.	1- An overall National plan is needed 2- More coordination among centres.
Somalia	Five year Development Programme. National library	National Libraries Committee. 7 Members attached to the Ministry of Culture and Higher Education.	Library legislative legal deposit law 1966. Law No.41/26 May 1977 on Somali Libraries system. Art.5 training qualified librarians in Somalia or abroad collecting all information concerning libraries activities	Not existing	Not existing	2 semi professionals had short training	University students. Ministries staff	1- There is not a national qualified personnel 2- All libraries are primitive without equipment 3- Sources of information are scarce.
Sri Lanka	In process	1- No single body acts as a planner for Information Services - However, it is in process. proposals were submitted by the Ministry of Planning. 2- Department for Libraries - Ministry of Planning (School Libraries) 3- Ministry of Higher Education - higher learning libraries	Law of Publication No.53/1949	Yes (1971) Syrian Library Association.	1- 3 volumes of National Bibliography were issued 70-72. 2- acquisition lists of Libraries.	1-Short training course at University of Damascus. 2-Plans to establish at the university a technician programme	Researchers (not aware of information sources) Civil Servants.	1- No bibliographic control 2- Lack of Manpower training 3- Heavy brain drain in the field 4- Unplanned information sources (no acquisition policies) 5- Lack of building facilities 6- Lack of financial support.
Sudan		In 1975 a National Committee prepared many recommendations for developing libraries and documentation centres in Sudan. The main recommendation is to create a national council for planning libraries and documentation centres. The Ministry of culture is responsible for all schools libraries	Legal deposit law (works deposit law of 1966)	1960 Sudan Library Association. 1975 Technical meeting for all Sudanese libraries	Many papers about libraries in Sudan in special publication.	15 graduated abroad with higher diplomas - Omdurman College for Arabic & Islamic Studies 4 years - B.A. - Khartoum University Short courses 6-9 months diploma	University students. Researchers Experts. Ministries Staff.	1- No coordination between libraries, many duplications 2- Lack of information infrastructure 3- Lack of qualified personnel.
Tanzania	In process	National Centre for Agricultural Documentation-National Library. National Documentation Centre. Library and Documentation Association working on developing National information infrastructure (in process)	Yes - Legal Deposit Law - National Library. - Training of manpower - Organisation of Libraries.	Yes	Bulletin of Library and Documentation Association Indexes Bibliographies Acquisition Lists National Bibliography & Documentation Centre Directory for Library	Courses at National School for Administration for Librarians Documentalists and Library Technicians.	1-Students 2- Professors 3-Researchers 4-Organisations 5-Public Sector 6-Other	1- Lack of information infrastructure 2- Lack of qualified manpower 3- Lack of standard systems 4- Lack of National network 5- Lack of budgets
United Arab Emirates	Proposed - Gulf Communication Documentation Centres - National and Public Libraries. - National Documentation and Information Centre	-Proposed to the Ministry of Information -Proposed to the Ministry of Public Works - Proposed to the Ministry of Information	Federal law No.5, 1973 to examine documents by the Documentation Centre before being destroyed	Not existing	Not existing	Few trained. No local training	No sophisticated users of information. Students.	1- Lack of information policy 2- Lack of trained manpower 3- Lack of users awareness 4- Weakness of publishing activities.
United Arab Emirates	Not existing	Not Existing	Not existing	No professional Association	Journal of antiquities General Organisation for antiquities & Libraries	Not existing	Almost non-existent only civil servants	1- Lack of information infrastructure 2- Lack of trained manpower 3- Lack of information facilities. 4- Lack of financial resources

1.8 There is lack of standards, specifications and procedures for library and information systems in the region such as processing material, cataloguing, thesauri, building bibliographies and exchange and control of information.

1.9 Current awareness and other services, if they exist, are on a small scale or not properly disseminated among users. This also explains the fact that very few users are aware of the advanced technology for transfer of information.

1.10 There are no definite procedures to acquire and negotiate for procurement of library and information systems, equipment and hardware.

1.11 There are also a few information systems in the region particularly of the standard (including computerized and automated) types, as well as a shortage of trained personnel in this field.

2. Needs and Requirements:

2.1 In view of the above, establishment of more and encouragement of existing research and information facilities (e.g. documentation and information centres, libraries and research institutes) are needed to assist in the techno-socio-economic development of the region.

2.2 More efforts should be exerted to create information infrastructures in the countries. The importance of information services in the development of the country should be underlined by the authorities in their development plans and information-awareness activities should also be encouraged.

2.3 Training programmes and curricula are badly needed. The subjects of information, library science and documentation should be included, as a separate discipline, in university education, thus permitting the granting of degrees to future information personnel. (cf. Table II: Manpower and Training).

2.4 There is a pressing need for the establishment of national bodies to undertake the translation of foreign literature and for the co-ordination of such activities with those of other Arab countries.

2.5 Proper attention should be given to the interlinking and establishment of formal contract procedure among the various information and documentation facilities within each country, possibly with the designation of one or more to act as national focal point (s) whose main purpose should be to co-ordinate the activities of the various centres and to establish formal effective and economic links between the country and the outside world of information.

2.6 Compilation of directories of information services available in each country in order to achieve an effective linkage between national and international information services.

RECOMMENDATIONS

Major Role of the Proposed Documentation Centre in
Providing Solutions to the Outstanding Problems and
the Needs and Requirements of the Arab Region.

3. Establishment of a Regional Documentation Centre:

3.1 The establishment of a regional documentation centre is strongly recommended:
The purpose of the centre should be to achieve the following:

3.1.1 Organization of training programmes, seminars and workshops with a view to increasing the number of suitably qualified workers and users and standardizing techniques in the field of technical, economic and social information. (cf. Table II: Training of Manpower).

3.1.2 Motivation and assistance in the creation of a regional network and the interlinking of the national information systems and services with available UN and other international information services. (See Figure I).

3.1.3 Promotion of training programmes among the countries of the region through bilateral and multilateral agreements on information acquisition, dissemination and procedures. (cf. Table II: Needs and Problems).

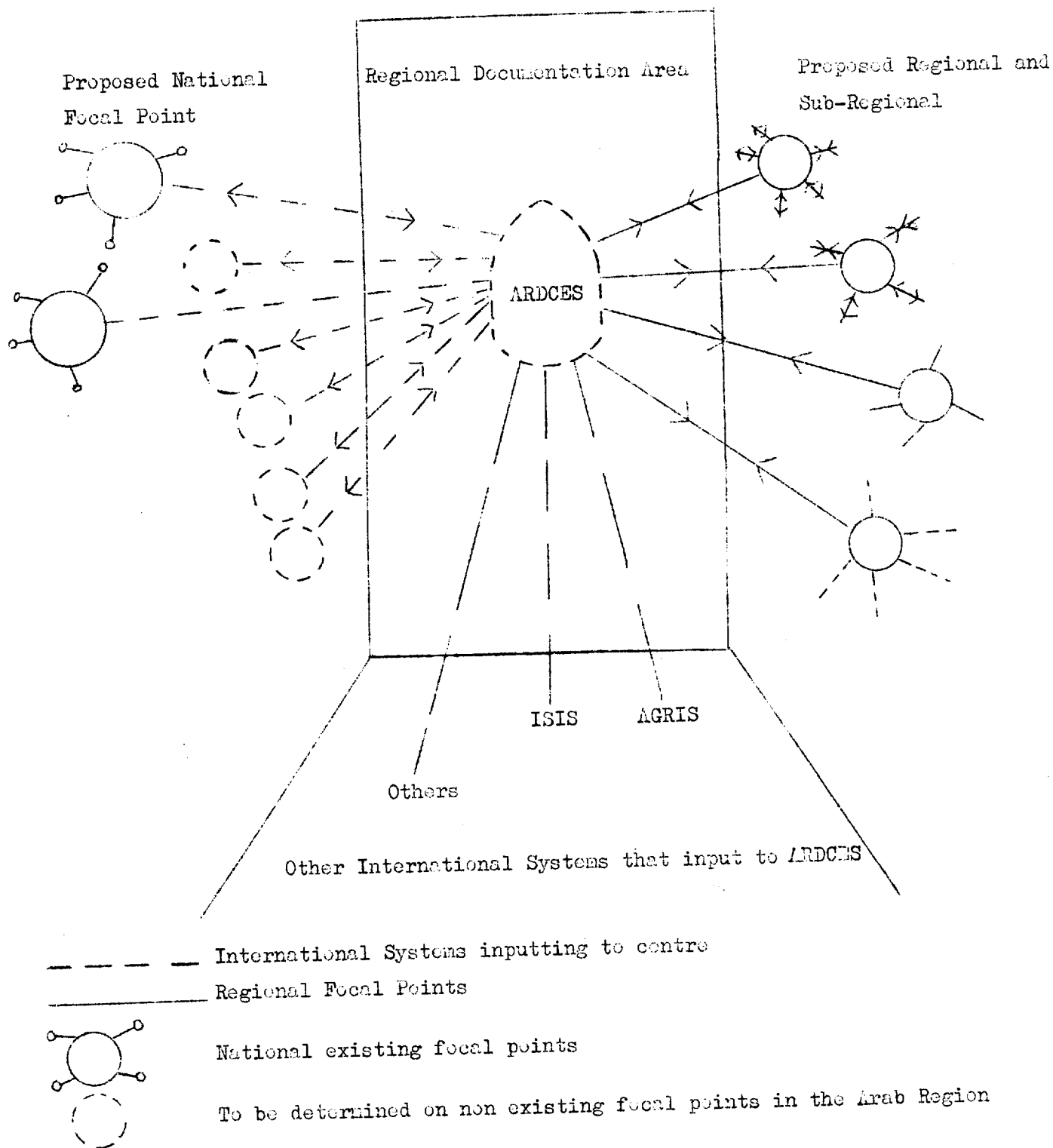
3.1.4 Encouragement of the pooling of resources and sharing of experience.

3.1.5 Processing technical, economic and social information to satisfy the particular needs of the region.

3.1.6 Encouragement of the formulation of compatible national information handling procedures to advance the flow of information throughout the countries of the region.

FIGURE - I

Proposed Regional Information Network



3.1.7 Assisting in the establishment of regional networks, (see Figure I) and the development of information tools, directories, bibliographies, manuals and thesauri so as to ensure a more effective utilization of the available information.

3.1.8 To bridge current gaps in services at a national level.

3.1.9 Translation of important technical, social and economic documentation and literature into Arabic and the standardization and development of relevant terminologies in the above-mentioned fields to serve as a source of reference for national and local institutions in the region.

3.2 In order to assist in the achievement of the above aims, it is recommended that a specialized unit at ECWA be established to carry out the implementation and future organization of the Regional Documentation Centre.

4.3 The Proposed Arab Regional Documentation Centre for Economic and Social Development (ARDCES)

It is envisaged and recommended that in addition to its major role as an Arab Regional Documentation Centre, ARDCES will be providing linkages and network facilities to enable the available information services in the region to communicate with each other, either through ARDCES or directly using directories and other tools for this purpose. It is also strongly recommended that ARDCES will include efficient regional acquisition and dissemination information functions.

4.1 Users of ARDCES:

In the design of any information system, it is essential to identify the potential users and to establish their needs in order to ensure that the substance of the information offered by the system is indeed what the users need, and to also ensure that the form of the information offered by the system is that which the users find the most convenient and acceptable. In other words, information systems ought to be users or mission-oriented as much as possible. In the survey that was conducted in the Arab countries, the users, or the potential users in the technological and economic development fields were identified to be:

4.1.1 Policy-makers in the Arab countries who are involved in or assisting the socio-economic development, at both national and regional levels, such as ministers, director generals and assistants, directors and programmers of Arab regional development organizations.

4.1.2 Planners of programmes relating to socio-economic and technical projects as well as others responsible for the formulation of social and economic plans, indicators, forecasting and pre-investment studies, techno-economic and social surveys, scanning of the socio-economic and socio-political studies, assessment performance and evaluation of projects and programmes, example, consulting firms, national and private banks, regional or sub-regional and statistical organizations in the field.

4.1.3 Managers, advisors and assistants of development projects and programmes in the region, consulting firms private or public.

4.1.4 Researchers and teachers, as well as those involved in management of research projects and programmes at the national and regional levels, example, students, professors, experts, consultants of United Nations, Arab Institutes and governmental organizations.

4.1.5 Financiers who provide resources and technical assistance for development projects and programmes and also those who provide consultancy and advisory services, example, central agriculture, national and industrial development banks.

4.1.6 Information services (Libraries, documentation and information centres, data banks) that disseminate information about development policies, plans, programmes and projects to the population at large or to particular sectors.

4.1.7 Other relevant institutions; ECWA research staff; International experts.

4.2 Scope And Subject Coverage:

The Centre should be oriented to the economic and social information or development literature. The scope can be well defined from the findings of the surveys. Thus, the information needs concern the following:

4.2.1 Basic factual information and data relating to existing economic and social conditions including information on production, consumption, distribution, trade and other transactions for the individual Arab countries and for the region, as well as information on other developing countries.

4.2.2 Forecasts on socio-economic conditions, projection and statistical data, particularly with regard to professional and technical manpower within and outside the Arab world. Information on the brain drain and factors affecting it in each Arab country as well as in the arab and similar developing regions.

4.2.3 Studies and reports of a national nature containing description and analyses of existing economic, social, political and legislative situations.

4.2.4 Official statements, commentaries, plans, papers, journals and periodicals of governments, banks, funds and investment agencies, and R & D centres, as well as professional institutions and agencies.

4.2.5 Official bilateral and multilateral agreements, treaties, conferences and seminars relating to co-ordinating and co-operation among the countries of the region.

4.2.6 Technical literature, including translations of manuals on machines, tools, patents, technical newsletters, technological processes, price lists and other relevant information needed for assessment and feasibility studies of development projects.

4.2.7 Information on modern management and administrative services.

4.2.8 Courses, curricula and other material relating to technical and professional training, school, university and higher education relevant to the needs of the region, also documentation, systems and services outside the region, as well as reference material such as directories, bibliographies and manuals.

4.3 Over and above the points already mentioned previously the typical functions of the ARDCES visualized below and based on the findings of the survey are regarded as being essential needs in the field of information for most of the countries visited. (See Figure 2).

4.4 Equipment:

The Centre will need to be provided with all the appropriate equipment necessary for the discharge of its functions in the most efficient and proper manner. This equipment will be specified in as much detail as possible in the project document.

4.5 Staff:

The Centre will be manned by specialized library personnel and information scientists together with subject specialists in the Centre's substantive departments. Details of the staffing of the documentation centre will be discussed in the feasibility study.

4.6 Focal points of the Documentation Centre:

The survey has indicated important focal points for ARDCES (see Table III) This will be dealt with fully in the feasibility study.

TABLE - III

Proposed Focal Points and ARDCES

Suggested National Focal Points		Suggested National Focal Points	
1- Algeria	National Centre for Economic and Social Documentation Scientific, Technical and Transfer of Technology Information Centre	10-Morocco	National Documentation Centre
2- Bahrain	No Focal Point envisaged (contact all facilities)	11-Mauritania	To be identified
3- Democratic Yemen	No Focal Point envisaged (contact all facilities)	12-Oman	To be identified
4- Egypt	General Egyptian Book Organization. NIIC (National Information and Documentation Centre)	13-Qatar	To be identified
5- Iraq	Various focal points	14-Saudi Arabia	Central Planning Organization
6- Jordan	Jordan University Royal Scientific Society	15-Somalia	Documentation Centre State Planning Commission
7- Kuwait	Various focal points	16-Sudan	National Documentation Centre
8- Lebanon	To be identified	17-Syria	To be identified
9- Libya	To be identified (Various focal points)	18-Tunis	Centre for National Documentation National Library
		19-United Arab Emirates	To be identified
		20-Yemen Arab Republic	To be identified

SERVICES AND TYPICAL FUNCTIONS OF
THE PROPOSED DOCUMENTATION CENTRE

5. Typical Tasks of the proposed ARDCES: (See Figure 2)

5.1 The main task of ARDCES is to provide information to its various users (ECWA member countries and the other Arab States). In addition, it will act as a clearing house for regional documents, reports and other publications. The mode of information exchange will be active and not just passive. This means that in order to provide information, the centre has to collect, process, analyse, disseminate and publish information efficiently and rapidly. The media of information may be either paper, microfiche and microfilm or other forms of reprography, magnetic material or visual display tubes, etc. Processing the information may be done through appropriate system techniques and equipment and analysing the information may comprise of, (a) automated indexing, abstraction or annotation of documents, (b) building country and regional subjects, title, author and project bibliographies and (c) preparing information reports and other profiles requested by user countries.

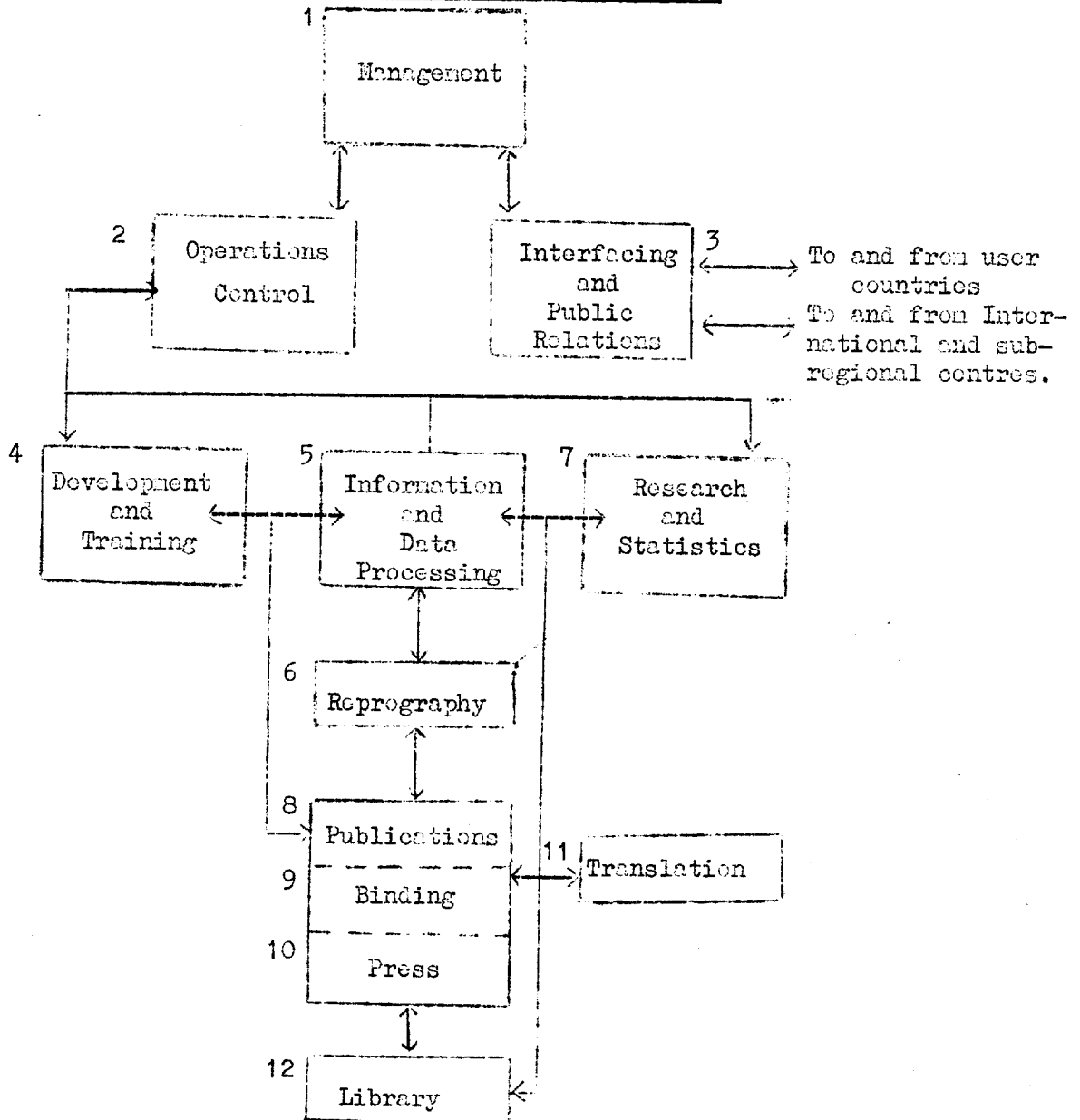
5.2 Translation Services: As mentioned in paragraph (1.7) one of the outstanding problems of the region is the lack of proper and adequate translation facilities, procedures and general agreements. ARDCES should bridge the gap in providing efficient and economic translation services and publication of translated works.

5.3 Preparation of information systems and procedures: In order to achieve its objectives efficiently ARDCES would rely to some extent on international systems and procedures which means that it would be engaged in preparing and translating when necessary directories, manuals, profiles, thesauri and listings of its own materials, as well as of those of other national and regional users.

5.4 Publication: The centre would publish reports of its activities, indexes and other material relating to its functions such as catalogues of its holdings, translated information and manuals, directories, manuals, thesauri, bibliography, brochures and directories of services linked with the centre, and/or available at the national, regional and international levels.

FIGURE - II

Structure of the Arab Regional Documentation
Centre for Economic and Social Development



6 Functions of Each Unit of ARDCES:

6.1: The Management (1) (See Figure 2 for unit numbers)

- (a) To administer the Centre
- (b) To prepare its budget
- (c) To prepare the work programme
- (d) To follow up on general services activities.

6.2 Operations Control (2)

To ensure smooth flow of internal activities and maximum efficiency of each and every department of the Centre.

6.3 Interfacing (3)

- (a) To link ARDCES with national focal points in the Arab region.
(See Table III).
- (b) To link ARDCES with sub-regional, regional and international networks.
- (c) To keep records of all incoming and outgoing information such as mail, telex and telegram.
- (d) To distribute incoming requests to the departments concerned, to convert those requests to the standard format used by ARDCES and/or international services linked to it.
- (e) To compile outgoing responses in a format usable by the original requester of information.
- (f) To refer users to other sources of information.

6.4 Development and Training (4)

- (a) To prepare courses and curricula.
- (b) To establish study standards and specifications.
- (c) To establish programmes, and curricula for:
 - i short courses
 - ii in service training
 - iii workshops
 - iv seminars

- 6.5 Informatics and Data Processing (5)
- (a) Acquisition and dissemination techniques.
 - (b) Processing and analysis of information.
 - (c) Indexing
 - (d) Abstracting
 - (e) Building bibliographies
 - (f) Other informatics and data processing services related to the objectives of ARDCES.
- 6.6 Reprography (6)
- (a) Photocopying
 - (b) Microfiche/film processing
 - (c) Photography
- 6.7 Research and Statistics (7)
- (a) To conduct research for users.
 - (b) To conduct research for the work of the centre, standards, specifications.
 - (c) To compile statistics on issues of vital importance to the region. Example - Statistics on skilled manpower
Brain drain
Migration, etc.
 - (d) To prepare manuals, handbooks, guidelines etc. for information users.
 - (e) To compile directories of information services to be used as built-up facilities.
- 6.8 Publications, Binding And Press (8, 9, 10)
- (a) To publish work of the centre.
 - (b) To publish translated books, directories, manuals, standards etc.

6.9 Translation (11)

- (a) To translate manuals, standards.
- (b) To translate reference books and other important publications into Arabic for dissemination among the Arab countries.
- (c) Other translation activities.

6.10 Library (12)

- (a) To collect material for the Library.
- (b) To classify the collected material.
- (c) To offer user-reader service.
- (d) Other library functions.

7. The ARDCES should serve the entire Arab development community and should take future expansions and requirements for at least the next decade into account.
