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E/CEPAL/CLADES/R.9
11 March 1981

ENGLISH
ORIGINAL: SPANISH

AN EXPERIENCE OF INFORMATION ANALYSIS FOR DEVELOPMENT: INFOPLAN

A study submitted at the First Latin American Congress on Library Sciences
and Documentation. Salvador, Bahia, Brazil

21-26 September 1980



y029 S8100083 E

Santiago de Chile, 1981

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THE PROBLEMS OF PLANNING AND THEIR EFFECT ON INFORMATION ANALYSIS

1. Background to the Information System for Planning

The Information for Planning project made its appearance as an instrument of the System for Co-operation and Exchange among planning bodies requested from the Latin American Institute for Economic and Social Planning (ILPES) by the planning bodies of Latin America and the Caribbean, which on various occasions expressed an interest in obtaining better and more complete information on planning experience in the different countries of the region.

It was thus that during the First Conference of Ministers and Heads of Planning of Latin America and the Caribbean in Caracas, Venezuela in April 1977 it was decided to create the System of Co-operation and Co-ordination among Planning Bodies of Latin America and the Caribbean and appoint ILPES as the Technical Secretariat.

The aim of this new body was to promote and implement the exchange of national experiences in economic and social planning and establish forms of developing common actions to promote appropriate machinery for strengthening co-operation.

The Technical Subcommittee of ILPES, meeting in Panama in April 1978, reinforced the activities of the Institute in this sense in a recommendation, making it responsible for proposing the necessary measures which would make it possible to achieve:

- (a) the greatest possible dissemination of research and studies on planning; and
- (b) the maintenance of a register of information on the results of the work of the planning bodies.

So as to achieve this double objective, the Latin American Centre for Economic and Social Documentation (CLADES) of the Economic Commission for Latin America (CEPAL) and ILPES, with generous financial aid from the International Development Research Centre (IDRC) made a start on a joint project in January 1979 for the creation of an Information System for Planning (INFOPLAN).

The First Meeting of Planning Officials in the Caribbean was held in Havana, Cuba, in January 1979. The report which resulted from this meeting established that Caribbean co-operation in planning must eventually become the

/basic

basic subregional instrument for the better functioning of the System of Co-operation and Co-ordination among Planning Bodies of Latin America and the Caribbean.

The Caribbean Documentation Centre (CDC) of the Port of Spain Office, set up in 1977 as an instrument for support and co-ordination of the regional activities of the Caribbean Development and Co-ordination Committee (CDCC) 1/ for the purpose of supplying available information to the countries inside and outside the subregion, became the focal point of the Caribbean Community for INFOPLAN.

Thus, in view of the geographical size of the region, it was conceived as two components, the Caribbean and Latin America, on the basis of the use of a common methodology which took account of the needs and characteristics of each subregion.

In order to make the project viable, it was structured in three phases 2/ each with clearly defined characteristics:

- (1) a centralized phase in CLADES;
- (2) a partially decentralized phase;

The problems of the planning process and the diversity of documents produced in it have forced CLADES to develop a working methodology different from that applied previously and with different aims in order to be able to meet the information needs of the professionals involved in the process.

One of the most complex problems has been the divergence of opinions on the actual concept of planning, since this involves different evaluative contents depending on the idea of society and particularly the role assigned to the State. This explains why there are different interpretations and conceptions of the application of planning to the situation existing in each country. Consequently, the documentation generated - in expressing both the

/theoretical

1/ The CDCC is subsidiary permanent body of CEPAL. It was set up pursuant to Resolution 358 adopted at the Sixteenth Session of the Commission in May 1975. The Port of Spain Office is the headquarters of its secretariat and the member countries are: Bahamas, Cuba, Dominican Republic, Barbados, Grenada, Guyana, Haiti, Jamaica, Suriname, Trinidad and Tobago, Belize, and the West Indies Associated States. The Netherlands Antilles attend as an observer.

2/ CEPAL, CLADES. An Information System for Planning in Latin America and the Caribbean; a basic instrument for co-ordination and co-operation among developing countries, Santiago de Chile, 1979.

theoretical viewpoints and the description of the activities of the actual process - reflects this diversity, and makes document control, classification or typology, and ultimately its processing and retrieval, difficult.

CEPAL, through its specialized agencies, has brought into the region inter alia a trend towards standardization in the theoretical and analytical treatment of planning, by seeking an integrating approach which would define it as a continuous process guiding a social system towards the desired objective.

1.1 Definition of the system according to the needs of the users

As its strategy in the field of information, CLADES has always sought the participation of the users in the different stages or phases of its projects with the aim of bringing these into line with the real needs for information. The information system-user relationship should not only materialize in response to the express demand for information but should exist as from the inception of the system, i.e. in its design and during the functioning of all its operations and services.

In line with this, CLADES adopted in this project the methodology of convening consultative meetings to discuss the basic design of the Information System with the region's experts, and periodic consultative meetings with experts in planning and information from the CEPAL system, for the exchange of ideas on their information requirements and in order to bring the technical details of the operation of the system into line with these requirements.

In this regard CEPAL, at the request of CLADES and ILPES, organized two successive meetings of experts in planning and specialists in information science (April and June 1979) in which the proposal containing the design of the Information System for Planning in Latin America and the Caribbean was studied. The interest of the experts in the project submitted was evident in both meetings.

With the direct participation of the specialists of the region in the technical discussions and in the final formulation of the design it was possible to ensure that:

(1) their points of view would be reflected in the recommendations and suggestions, giving the project the realistic dimension desired; and that

(2) the general lines of the project would be in keeping with the conditions and state of development of the respective national information infrastructures, preventing any solution with an excess of activities with no possibility of success.

1.2 Typification of the planner-user of the Information System

Since the Information System for Planning emerged as an instrument of the System of Co-operation among Planning Bodies, it should be aimed at first and foremost serving these bodies although subsequently it may serve other audiences.

The Information System for Planning has been considered to be a user-oriented network, and therefore involves defining the universe of anticipated users and their possible needs for information.

This universe is defined as the group of authorities, professionals, researchers and technicians who take part in the different stages of the planning process and who in carrying out their activities require different types and qualities of information. As a group they have been termed "typical users" ^{3/} The typical users are identified with the activities generally taking place in the planning offices which in the long run come to constitute the main users.

The main national and regional users of the information system will thus be the planners and particularly those who take part in formulating development policies. The majority of these users will come from the same organizations and institutions which produce most of the planning studies. These organizations are:

At the national level:

- Ministries of Finance, Planning and Development;
- National Statistical Offices;
- Central Banks;
- Sectoral planning offices which supply information to central planning agencies;
- Universities and other research centres;
- International organizations, etc.

At the regional level:

- Regional planning and integration bodies and organs;

/Specialized

^{3/} CEPAL, CLADES.

An Information System for Planning in Latin America and the Caribbean; Information document on the project. 2d. version. Santiago de Chile, 1979

- Specialized research institutes in Latin America and the Caribbean.

1.3 Information required for the different levels of planners

So as to facilitate the definition of the information needs of the future users of this system, they were grouped in broad categories in such a way, that each could respond to the information requirements inherent in the responsibilities of their work. The classification used represents a simplification of the work of planners.

<u>Type of users</u>	<u>Information required</u>
(i) Political authorities or decision-makers (Ministers, Secretaries, Executives, etc.)	Summarized information prepared by the Advisory team of the decision-makers. General information on planning for drafting speeches, official communications etc.
(ii) Advisers, team supplying condensed information to the political authority	All national information on planning produced in the country. World information produced on planning, but with particular attention to the areas of greatest importance for the country according to its level of development.
(iii) Administrators or personnel implementing the planning projects.	Laws, decrees, procedure manuals, norms, etc.
(iv) Legal advisers	Laws, decrees, etc.
(v) Social communicators	General publications on planning
(vi) University teachers	All types of publications on planning particularly theoretical documents
(vii) Students	The same type of documentation as required by university teachers

1.4 Selection of inputs for the system

One of the first tasks to be tackled was the definition of the criterion for selecting the documents for processing and entering in the data base. Some limitations were formulated from the point of view of the topics and types of documents which should be included in the data base.

/Taking

Taking into account the wide variety of information, it was suggested that the following should be entered:

- (a) development plans, programmes and projects, whether global regional and/or sectoral, and budgets;
- (b) technical and methodological planning studies;
- (c) historical-type planning documents; and
- (d) documents which describe or analyse the situation of national planning in the different countries, particularly those written by authors of note.

Another limitation detected in the first phase, concerns the language of the documents to be entered.

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

In the first phases of the project, only the entry in the data base of documentation in Spanish, English, French and Portuguese was considered, leaving for later periods input of bibliographical material in other languages.

1.5 Inputs for the system

Once the study of the real and potential needs of the users of the system and the criteria for the selection of documents to be entered in the data base were established, future inputs were studied. To date the systems inputs are:

Documents collected by ILPES and documents existing in the CEPAL/ILPES Library

At the meetings held in CLADES during the design of the system it was decided that in the first year of operation of the project, the data base would be formed in the first instance from the documents collected by ILPES during its long years of advisory services in the region and from the planning documents existing in the CEPAL/ILPES Library.

In accordance with the decisions taken at these meetings, ILPES sent CLADES all its planning collection, which was classified generally by countries. Most of the collection consists of theoretical and methodological studies referring to different countries of the region, national development

/plans

plans and documents resulting from the advisory services provided by ILPES. This basic documentation was considerably enriched by the excellent collection of development plans in the CEPAL/ILPES Library 4/. Both collections have constituted the System's main inputs.

Planning documents sent to CLADES by the Centres taking part in the system

According to the existing information situation in each country, the inputs from the participating centres may be of three types:

- (i) dispatch to CLADES of the planning documents produced in a country for subsequent processing in Santiago and inclusion in the central data base;
- (ii) dispatch to CLADES of the Bibliographic work sheets with information on national planning documents prepared in a country or region as a contribution to the central data base (long distance indexing) 5/
- (iii) creation of national data base on planning literature

Caribbean Planning Documents

The Documentation Centre of the Port of Spain Office (CDC) co-ordinates the planning inputs from the different countries comprising the Caribbean Community and centralizes the Bibliographic Worksheets 6/ from the different centres taking part, corresponding to the planning documents generated by the respective countries. For this purpose, the Centre uses the Worksheets and manuals prepared by CLADES which after revising them to ensure standardization processes them, corrects the lists, makes up the necessary indexes and sends the final list to CDC which in turn, publishes the Caribbean Planning Bibliography.

2. The Processing of the Information

The processing of the information involves a series of elements and operations necessary for the functioning of any documentation system. These operations as a group, constitute the processing of documentation information

/ expressed

4/ CEPAL, Library. Development Plans of Latin America and the Caribbean existing in the CEPAL/ILPES Library. Santiago de Chile, 1973

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

6/ The Bibliographic Work sheet or Worksheet is the instrument used to register the information entered in the data base.

expressed sequently as a documentation chain.^{7/} Through these sequential operations, the process of transformation of a primary document into a secondary document occurs.

The process of transformation of the information contained in a document begins in the analysis phase, and subsequently opens the way to creation of a subproduct or a secondary document which serves as an intermediary or search instrument between the original document and the user.

The information analysis phase covers various operations: bibliographical description, indexing and analysis proper. The bibliographical description is also called the analysis of origin; the indexing and the abstract constitute the analysis of content.

ANALYSIS OPERATIONS	Bibliographical description	Analysis of origin
	Indexing	
	Abstract	Analysis of content

As has been said, adaptations has to be made to the methodology of analysis and indexing evolved by CLADES up to that point in view of the complexity of the generation of documents in the planning process which in the long run is expressed essentially in the production of non-conventional and atypical document 8/.

The first element required to make this adaption was familiarity with planning topics, which made it necessary to undertake the reading of basic texts and request the collaboration and advisory services of experts with whom points of view and opinions were exchanged, resulting in a continuous learning process and incorporation of the knowledge and basic ideas of the complex process of planning in Latin America and the Caribbean.

Once some mastery of the topic has been acquired, the methodology was adopted in order to deal with the problem of the analysis of the documentation which consisted in following the planning process, since it is here and in each of its stages that the largest scale generation of theoretical and practical documents occurs, and where the largest supplies of additional information are needed to arrive at the solution to the problems, whatever the concept of planning applied.

/2.1 Analysis of origin

7/ Chaumier, J. Systemes informatiques de documentation. Paris, Enterprise moderne d' Edition.

8/ CEPAL, CLADES. Manual of Information Analysis: a draft for use at the INFCPLAN Seminar Course, 14 July-1st. August 1980. Santiago de Chile, 1980

2.1 Analysis of origin

The bibliographical description is a group of procedures covering the identification of references and the arrangement and registration of documents by means of the standardized representation of document data. It presupposes a group of precise and sufficiently detailed indications so as to be able to identify a publication or part of it. The main elements of the bibliographical reference are the title, author, edition, imprint, collation etc.

Both the arrangement and the written form in which these bibliographical elements are distributed differ according to the norms proposed by the different bodies. For the bibliographical description, CLADES uses the Inter-American Cataloguing Rules and those of UNISIST. For the registration of the descriptive and analytical data of the document, the worksheets designed for the purpose ^{9/} are used.

There are four worksheets: two Bibliographic Worksheets (BW) and two Worksheets of Analysis of Content (WAC). The BW is designed to record all the information which makes it possible to identify a document as a bibliographical unit, and thus contains information on the author, title, publisher, date of publication, name of the conference at which the study was submitted, etc. The WAC is designed to record the information describing the thematic content of a document.

Each of the document data is recorded in the fields into which the Worksheets are divided (see Annex 1).

2.2 Analysis of content

The analysis of content consists in identifying the fundamental ideas and concepts of a document and expressing them in a summarized and condensed form, giving them a specific structure or else representing them through terms belonging to a standardized language. Whatever form is used, it is described as an abstract or indexing. Consequently, both operations correspond to the analysis of content.

2.2.1 The abstract consists in condensing the conceptual content of a document so as to:

- (a) provide the necessary elements for the users to be able to decide whether or not the total or partial perusal of the document interests him.

/(b) provide

^{9/} CEPAL, CLADES. Procedure Handbook. Use and registration of data in Bibliographic Worksheets. Santiago de Chile, 1980

- (b) provide the user with as much information as possible so as to exonerate him from reading the original document.

There are several types of abstracts depending on the type of users at whom they are aimed, the degree of condensation, the type of subsequent use and the cost of the system. The abstracts most used are the indicative and informative types.

The indicative abstract indicates what the document is about, but generally speaking, does not include numerical data nor facts, nor observations or conclusions. It only states that this type of information exists in the document. It aims at a brief description of the content of the document, thus allowing the user to decide whether it is of interest, in which case the original document has to be consulted.

The informative abstract presents the conceptual content of the document and sums up the essential ideas giving the thesis, hypothesis, theories presented, the data used, types of data (quantitative or qualitative), methodology used and conclusions, and in some cases replaces the original document.

For the analysis of planning literature, CLADES uses the informative indicative abstract which is a combination of the two types mentioned above. The first sentences of the abstract constitute the indicative abstract and the rest constitutes the informative abstract, which is applied to the main or most relevant elements of the document.

2.2.2 Indexing consists in singling out the concepts of the content of a document and expressing them with the aid of a documentary language. This is the most important operation in the analysis phase, since on it will depend the quality and relevance of the retrieval of the data. It involves intellectual work comprising the following stages:

- (a) analysis of the text to obtain the concepts and ideas dealt with in it;
- (b) summary or grouping of these concepts and notions by the juxtaposition or co-ordination of terms;
- (c) representation of the concepts and ideas taken from the analysis of the text by means of selected terms from a specific documentation language.

The indexing may be carried out at three levels:

- (1) categorization;

/(2) horizontal

- (2) horizontal or superficial level;
- (3) vertical or in-depth level.

2.2.2.1 Categorization

Categorization, also known as pre-indexing, is the first level of indexing, i.e., the most general form of indexing. The documents are grouped according to specific topics thus orientating the first phase of the analysis of content.

The documentation generated by and during the planning process is diversified, heterogeneous and most certainly difficult to typify and classify. All information systems, from their first conception and design, must face up to - either by creating or by adapting existing methodologies - the construction of a sufficiently general classification scheme to allow an overall but quite distinct primary arrangement in terms of differences and similarities of forms and contents.

To define the category to which a document belongs implies identifying its substantive context and its potential future use which means that the analyst must concentrate on extracting the main ideas on the topic dealt with and choose between adding some peripheral topics as secondary information or leaving them aside.

In order to categorize planning literature, CLADES has chosen the DEVSIS (Development Science Information System) classification system which was set up to meet the information needs of developing-promoting activities.

DEVSIS proposes a significant innovation in suggesting a classification scheme for the documentation according to its "mission-oriented purpose" (of development) ^{10/} instead of the thematic classifications by traditionally familiar areas of knowledge. This "mission" status in planning made logical to adopt the DEVSIS scheme, since INFOPLAN has the same aim as regards the documentation generated by planning. However, it was necessary to make a serious study of these categories in order to find their equivalents according to the characteristics of the planning process which is similar to but not identical with the development process.

There were powerful reasons which decided CLADES in favour of adopting this classification:

- (a) It responds better than other classifications to the characteristics
/of the

^{10/} DEVSIS Study Team. DEVSIS: The preliminary design of an International Information System for the Development Sciences. Ottawa, IDRC, 1976

of the needs of the user of planning;

- (b) It facilitates the compatibility of INFOPLAN with the information systems of the area of development, as is the case of the central DEVSIS file in Canada and the national DEVSIS which are being put into practice throughout the world; 11/
- (c) It facilitates the compatibility of INFOPLAN with other systems through the standardization of the technical processing and therefore, increases the possibility of response to the requests for information with the use of data bases which cover other areas of knowledge, of use to the expert in planning;
- (d) It facilitates the grouping and presentation of the information.

The DEVSIS classification covers seven main areas:

- (a) Facts, trends and analysis: groups all the descriptive and analytical information of the existing situation;
- (b) Prescriptions for decision making: groups all information relating to specific recommendations for modifying the existing situation;
- (c) Official policies, plans, programmes, arrangements: for the documentation referring to the formalization of plans and decisions in order to alter the existing situation;
- (d) Development actions: experience with operations for documentation containing information referring to specific activities implemented as a solution to development problems;
- (e) Consequences and evaluation: for the documentation which registers the follow-up and evaluation information of the specific activities implemented;
- (f) Resources and tools for development: a category grouping peripheral information or supporting information for the activities of the previous categories, such as methodologies, bibliographical guides etc.

2.2.2.2 Horizontal or superficial indexing

This refers to the main concepts of the document, without taking into account the ideas related to these concepts in some form or other. In

/this

11/ National Bibliographies on Information for Development, such as DEVSIS Pakistan, DEVSIS Canada, etc.

this type of indexing the co-ordination of terms is practically impossible, i.e., the possibilities of achieving an effective post-co-ordination of terms to retrieve the information are very poor owing to their general nature.

2.2.2.3 Vertical or in-depth indexing

This consists in stressing all the ideas dealt with in the document both explicitly and implicitly. In this type of indexing the co-ordination of the terms occurs almost naturally.

The indexing applied by INFOPLAN corresponds to vertical or in-depth indexing. This endeavours to achieve:

- (a) impartiality, by indexing all the concepts contained in the document, without restricting the number of descriptors used;
- (b) specificity, by endeavouring to index the concepts at their exact level;
- (c) veracity, by a concern to observe the correspondence between the descriptors selected and the content of the document, and
- (d) consistency, by means of the application of a homogeneous criterion to the selection of the descriptors.

The achievement of these qualities is an aspiration which it is hoped to materialize as the system continues to operate in the region through the participant centres concerned with adequate training for their human resources, and insofar as there is a documentation language representative of Latin American reality from the point of view of planning.

2.2.3 Documentation language

The analyst in terms of:

- the content of the document
- the value of the document
- the information requirements of present and potential user
- the documentation language used
- his own judgement vis-a-vis the requirements of the documentation language.

The content of a document is represented through the concepts and ideas dealt with. Since generally speaking, these concepts and ideas are expressed

/through

through words, their representation generates a problem of language. Since the natural language is ambiguous, its use creates various problems, particularly because of its richness in synonyms and homonyms. Consequently, for the exchange and retrieval of information a standardized or controlled language must be used in which each term has a univocal meaning, while its structure must make clear hierarchical and associative relationships.

For the indexing of planning documents INFOPLAN has in the first instance, decided to use the OECD Macrothesaurus for economic and social development 12/

However, as a result of the broad range of its thematic coverage, the Macrothesaurus is inadequate for the analysis of planning literature. This has led CLADES to create on the basis of the Macrothesaurus, a terminology which will permit an exact knowledge of the topic and the characteristics of each document, a terminology which both in the indexing of the information and its search and retrieval will enable the relevant documents which respond to a specific request to be found.

To date pre-descriptors (terms proposed for descriptors) have been created only when it has been considered indispensable and other more appropriate terms have not been found in the Macrothesaurus to represent the content of the documents analysed. These specific pre-descriptors, will serve as a basis for the preparation of a future list of planning terms. But this undertaking cannot be the work of a single institution or of a single country, but a collective task to which each country and each institution will bring its contribution so as to create an efficient instrument of analysis, representative of planning problems in Latin America and the Caribbean.

3. Adaptation of documentation techniques

As was seen earlier, one of the most difficult tasks undertaken by CLADES and ILPES has been the adaptation of methodologies for indexing and abstracts preparation which will satisfy the information needs of the planners.

Measures have been adopted to create appropriate methodologies for the preparation of abstracts to make it easier for planners to choose publications on their specialization, models and patterns to analyse and extract information from planning documents and appropriate machinery for facilitating access to the publications. The DEVSIS categories have also been adapted for application to planning documentation and a strategy has been created for allocating descriptors in line with these categories 13/

/The application

12/ OECD, Macrothesaurus for information processing in the field of economic and social development. New Spanish edition prepared by Jean Viet, Paris, 1979

13/ CEPAL, CLADES. Handbook of information analysis, op.cit

The application of these methodologies and the preparation of manuals by CLADES aims at obtaining a standardized output in terms of the quality of abstracts and the depth of the information analysis.

From a review of a sample of planning documentation made by CLADES at least three types of documents could be identified:

- (1) documents susceptible of a standardized analysis, since they habitually present a similar structure and content such as, for example, National Development Plans;
- (2) documents which, although without a permanent structure, have a similar content, such as, for example, integrated studies of natural resources;
- (3) documents with a variable structure and content which do not allow of a standardized treatment.

The identification of these types of documents makes it possible to specify some recommendations for each:

(1) for documents with similar content and structure more rigid patterns of analysis are suggested so as to attain a maximum level of homogeneity in the result of the analysis, minimizing the time required to make the analysis. These guidelines are expressed in "patterns" which give items of information which it is suggested should be extracted from each document and which correspond to permanent contents and structures. These guidelines are characterized by being aimed at the treatment of a specific type of document (for example a National Development Plan, National Accounts, etc.);

(2) for the documents which do not have a similar structure but do have a fairly permanent content and intent, flexible patterns of analysis are suggested. These guidelines are expressed in general formal and substantive recommendations which contribute to clarifying the scope and content of the document analysed (as, for example, drafting guidelines in which it is suggested that a specific word should be used);

(3) for those documents which have neither a permanent structure nor a permanent content, the application of the most universal recommendations on the drafting of abstracts is suggested, such as, for example, those of UNISIST. 14/

/4. Outputs

14/ UNISIST. Indexing principles. Paris, 1975.

4. Outputs of the Information System for Planning

As a result of the activities of the project, various outputs have been considered for the future, which may be divided into services and publications.

Services:

- Some bibliographies on request on specific planning topics obtained from the data base formed from the collection and processing of data.
- Retrospective searches for information in other CLADES data bases, such as, for example, information on documents produced by CEPAL and ILPES, information on documentation on integration, information on information units in different countries of the region, etc.
- Monthly lists with information on the bibliographical material entered into the system, anticipating PLANINDEX.
- Reproduction of documents or parts of planning documents existing in the CLADES collection at the request of users.

Publications:

- "Syntheses of Development Plans", containing very extensive abstracts of the different national plans, with the main aims pursued, allocation of resources, etc.
- "PLANINDEX", a twice yearly periodic publication containing bibliographical information and abstracts of the documentation on planning entered in the data base.

At a time when the exchange of information appears more than ever to condition development, the instruments required to facilitate the transfer of information should operate within a framework of integration which can only be achieved with the valuable assistance of the institutions and countries of the region.

We hope that the experience acquired by CLADES in the indexing and preparation of abstracts of publications on planning will serve to support similar activities in other fields of knowledge.

A N N E X



ECONOMIC COMMISSION FOR LATIN AMERICAN – CEPAL

OFFICE OF THE CARIBBEAN

CARIBBEAN DOCUMENTATION CENTRE

BIBLIOGRAPHIC WORKSHEET

BW 1

FILE	05
NISIS	
F 01	NACCESS

☐ New ☐ Up dated

Period. publ.	Book	Non conventional	Report	Series	Thesis	Conference
P	L	V	I	S	T	C
F 02 TYPE OF LITERATURE						

Analytic	Monographic	In collection
a	m	c
F03 LEVEL		

☐ Collection

Participating Centre	94
No. of participating Centre	68

Personal author	04		
R			
Corporate author	06		
R			
Original language	09		
T			
Spanish (trans.)	10		
T			
English (trans.)	11		
T			
Pages	12		

Personal author	13			Role	14	Au	Ed	Co
R	47			F	48			
Corporate author	16							
R	50							
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T	53							
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T	54							
English (trans.)	21			Nº items collec.	56			
T	55							
ISBN	22	Edition	23	Nº of pages	24	Descrip. inf.	25	57
Publisher	26							
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City	27						Country	28
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Periodical Title	29			Country	18
City	17			F	
ISSN	30	Vol.	31	Nº	32
Report	34				
Symbol	63				
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BW 2

BIBLIOGRAPHIC WORKSHEET

I N S T I T U T I O N	Institution	37			
	Degree	40			

C O N T R I B U T O R	Sponsoring Organization	45			
	Name	41			
	Place	42			Country F 43
	Standardized Date	44	Written Date	46	

A V A I L A B I L I T Y	Method of acquisition	58						Distribution	60	General	Limited
	Language of text	61	Es	En	Fr	Pt	De	Print	65	Restricted	Confidential
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OFFICE OF THE CARIBBEAN

CARIBBEAN DOCUMENTATION CENTRE

WORKSHEET OF ANALYTICAL CONTENT

WAC 1

FILE	05
NISIS	
F 01	Subject Country NACCES

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New

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Up dated

Level of specialization	70
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Abstract	72
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Number of References	73
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Period Covered	From	F 74	To	F 75
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WAC 2

D E S C R I P T O R S	Descriptors	76																
	Statistical tables	77																
	Descriptors code	83																
C A T E G O R I E S	DEVSIS	85																
	Others	86																

C O U N T R I E S	Main	87	AG GF PY	AN GP PZ	AR GT SR	BB GY SV	BO HN TC	BR HT TT	BS JM UY	BZ KN VC	CL KY VE	CO LC VG	CR MQ XC	CU MS XI	DM MX XS	DO NI XL	EC PA XY	FK PE XZ	GD PR ZZ
	Other	88																	

INTERNAL CONTROL (not to be punched) Name/date

Catalogued by _____

Analysed by _____

Revised by _____

Punched by _____



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UNIDAS

COMISION ECONOMICA PARA AMERICA LATINA - CEPAL
CENTRO LATINOAMERICANO DE DOCUMENTACION ECONOMICA Y SOCIAL CLADES

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HOJA DE ANALISIS DE CONTENIDO

HOJA DE ANALISIS DE CONTENIDO

Archivo	05	NISIS
F	Tema	País
01		NA/C/ESO

☐ Nueva ☐ Correccion

Nivel de especialización	70
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Resumen	72
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Número de Referencias	73
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Alcance Temporal	Desde	74	Hasta	F	75
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Descriptores	76
D	
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E	Código de descriptores
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S	Secundarios
E	
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CONTROL INTERNO (no se perfora)

Nombre/fecha

Categoría Int
Analista
Revisor
Perforista



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S			
I	Grado	40	
S			

	Institución patrocinante	#5
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66	Traducido de:	
67	Notas	
68	Proyectos	N
69	Documentos relacionados	
70	Copiar de registro	91
71		NISIN
72		No Centro
73		particip.
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