REPORT OF THE WORKSHOP ON THE MANAGEMENT OF WOMEN'S INFORMATION CENTRES (FOR SOUTH ASIAN COUNTRIES)

WINAP

Bangkok, Thailand, 6-22 December 1988

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ECONOMIC AND SOCIAL COMMISSION
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CONTENTS

Page

Introduction 1

A. Objectives of the Workshop 2

B. Participants 3

C. Resource persons 3

D. Opening of the Workshop 4

E. Workshop programmes and methodology 5

F. Summaries of workshop modules 7

ANNEXES

I. List of participants 21

II. Workshop schedule 26

INTRODUCTION

The United Nations Decade for Women (1976-1985) set in motion a number of multisectoral efforts to integrate women's concerns into the development process. The Decade culminated in 1985 with the adoption of the Nairobi Forward-looking Strategies for the Advancement of Women, which provided a framework for renewed and strengthened commitment by all sectors to the advancement of women and the elimination of gender-based discrimination. Considerable progress has been achieved in these areas in the Asian and Pacific region, but the goals and objectives set for the Decade have only been partially attained.

The countries of Asia and the Pacific have recognized the need to develop more effective and appropriate policies, strategies, plans and programmes to integrate women's concerns into the development process. The establishment of strong national mechanisms for the advancement of women is needed as a catalyst in this task. Assistance is also needed to establish and strengthen national women's information systems, supported by a regional network, to generate and provide accurate and timely information on the status of women for the guidance of policy-makers, planners, and others concerned with the advancement of women.

On this premise, the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) launched a long-term project on the development of the Women's Information Network for Asia and the Pacific (WINAP) in 1986. The major objectives of the project are to gather, analyse and disseminate views, ideas and statistics related to women in development in order to provide a channel to promote co-operative activities among women in Asia and the Pacific, and as an effective means of monitoring the advancement of women's status in the region in accordance with the provisions of the Nairobi Forward-looking Strategies for the Advancement of Women to the Year 2000 and relevant United Nations conventions. It aims at upgrading existing national and

subregional level information systems for women and developing new ones, all of which will be linked with the regional information centre established within the Social Development Division of ESCAP.

As a first step towards implementing the project, a regional seminar on the development of a women's information network for Asia and the Pacific was held at the National Women's Education Centre of Japan, in Saitama, Japan from 1 to 6 December 1986. The Seminar reviewed the existing women's information channels and organizational structures in the Asian and Pacific region and discussed the establishment of a regional women's information network. A set of recommendations was adopted on a minimum list of crucial indicators which must be collected at the national level to assist in understanding the plight of women, on measures to improve socio-economic indicators on women, and on a regional model of a women's information network for the Asian and Pacific region.

For the period 1988-1991, major activities of WINAP will be: (a) development of training programmes for national women's information centre staff; (b) improving statistics and indicators on women; (c) provision of technical support and advisory services to upgrade national women's information mechanisms; (d) strengthening of the regional WINAP focal point in the Social Development Division of ESCAP; and (e) publication of newsletters, directories, manuals and other materials concerned with women's information systems and networks.

A. Objectives of the Workshop

The main objective of the Workshop was to upgrade the professional capabilities of the information personnel who are responsible for managing the women's information centres located within or affiliated with the national focal points for the advancement of women and non-governmental organizations concerned with women's issues in South Asian countries.

B. Participants

The Workshop was attended by 16 participants from the national focal points for the advancement of women and national women's organizations concerned with women's information networks in the following seven ESCAP member countries: Bangladesh, Bhutan, India, the Islamic Republic of Iran, Nepal, Pakistan and Sri Lanka.

In addition, the Workshop was attended by observers from the Association for Promotion of the Status of Women, the Community Development Department of the Ministry of the Interior of Thailand, Srinakharinwirot University of Thailand, the Thailand Development Research Institute, the Government of Japan, the United Nations Development Programme (UNDP), the United Nations High Commissioner for Refugees (UNHCR), the United Nations Development Fund for Women (UNIFEM), and the World Health Organization (WHO).

C. Resource persons

The Workshop was co-ordinated by the Social Development Division of ESCAP. A number of resource persons with varied backgrounds and experience made presentations to the Workshop. Of these, two lectures each were presented by the participants from the Asian Institute of Technology, the Government of Japan, and the United Nations Educational, Scientific and Cultural Organization (UNESCO), and one each by the participants from the National Youth Bureau of Thailand and Srinakharinwirot University of Thailand. A representative of UNIFEM briefed participants on UNIFEM activities in Asia and the Pacific.

Within the ESCAP secretariat, the Agricultural Division, the Data Processing Unit, the Population Division and the Statistics Division co-operated with the Social Development Division by each providing an officer to lecture. Three officers from the Social Development Division also made presentations.

The list of participants and resource persons is shown in Annex I.

D. Opening of the Workshop

The Workshop was inaugurated by the Chief of the Social Development Division of ESCAP. Welcoming the participants to the Workshop, he emphasized that with the advancement of computer technology and telecommunication systems, the setting up and linking of national women's information centres was becoming technically feasible. Paradoxically, those sophisticated advances required fewer financial resources than formerly required to handle the same quality and quantity of information by manual means. He noted that the main objective of the Workshop was to make the transition to the new technology possible by upgrading the capabilities of the staff responsible for managing the information at national women's focal points and women's non-governmental organizations concerned with network development.

He also emphasized that in the long run WINAP intended to provide timely and reliable information on women's situations to policy-makers and planners as well as grass-roots organizations concerned with women's affairs, and to provide an effective vehicle to national women's focal points to promote and monitor the advancement of women's status.

Ms. Synnove Tafto, Charge d'Affaires, Royal Embassy of Norway, Bangkok, noted that a large share of the total Norwegian multilateral funds had been channelled to women's projects during the past years. The Strategy for Assistance to Women in Development had been formulated in 1985 by the Government of Norway to improve women's living and working conditions and provide women with opportunities to participate in bilateral economic and social activities in order to change the mainstream of development to make it benefit women.

She emphasized that the Workshop was a step towards creating better awareness on the key issues of women in development and strengthening women's co-operative activities in the region.

E. Workshop programmes and methodology

The Senior Social Affairs Officer, Women in Development Section, Social Development Division, ESCAP, introduced the objectives, major topics and overall procedural approach to be adopted at the Workshop.

The main topics of the Workshop were the following:

Introduction:

- Global and regional perspectives for establishing women's information networks.
- Women's Information Network for Asia and the Pacific (WINAP).

Module 1: Management of women's information centres.

1.1. Definition, scope, activities and organization of a national women's information centre.

1.2. Information networking: a model information sharing/ exchange system and its functions; information suppliers and users, information chanellers/agencies.

1.3. Planning for serving: programme planning to meet the objectives of a women's information centre: organizing human, material and capital resources to accomplish plans.

a. Nature of information on women.

b. Women's information users and their needs: types of information users and their characteristics; identifying user needs, designing services to meet priority user needs.

c. Identifying resources: organizational and resource realities.

d. Human resources needs and staff development.

Module 2: Acquisition and processing of materials.

2.1. Acquisition of materials.

a. Acquisition.

b. Physical arrangement.

c. Indicators and statistics on women in Asia and the Pacific.

2.2. Organization of materials.

a. Bibliographic description.

b. Classification.

c. Indexing and thesaurus.

d. Abstracting techniques.

Module 3: Production of materials.

3.1. Repackaging of information on women in development.

3.2. Production of resource materials on women in development (bibliography, directory, newsletter, paper clippings, etc.).

Module 4: Standardization of data.

4.1. Hardware and software compatibility: Standardization of data (bibliographic data, standard worksheets, and data structures).

Module 5: New information technology and its applications to women's information systems.

5.1. Trends in information technology.

5.2. Microcomputers for processing of information on women.

a. Wordprocessing.

b. Desktop publishing.

c. Spreadsheets.

d. Data base management systems.

e. Bibliographic information storage and retrieval.

f. Communications.

g. CD-ROM.

Module 6: Action plan.

F. Summaries of Workshop modules

(a) *Introduction*

A paper on Information Systems on Women (WIS) developed by the United Nations Centre for Social Development and Humanitarian Affairs (CSDHA) was presented by Ms. Mitsuko Horiuchi, former Social Affairs Officer of Centre for Social Development and Humanitarian Affairs (CSDHA), Vienna, and at present Director of the Women's Welfare Division, Women's Bureau, Ministry of Labour, Japan. WIS, a computer-based system for bibliographic information storage and retrieval of documents and publications, had been acquired by the Branch for the Advancement of Women of CSDHA. It was controlled by a data base management system called CDS/ISIS, which had been developed by UNESCO and was widely used throughout the world for small-scale bibliographic data base systems. It had a relatively quick and easy menu-driven retrieval system and could produce records usable for information with other data bases.

WIS was aimed at promoting the systematic exchange of information between the United Nations organizations and national focal points through an information network of publications relevant to women. At present it contained about 2,000 copies of United Nations system documents dating from 1986. The scope of the system would generally be expanded as the need arose and the duplication of existing activities of participating organizations could thus be avoided.

Seminars had been held in Vienna in 1987 and 1988 as one of the Branch's major efforts to develop a global information system for women. The seminars had discussed, among other things, how effective information should be used in decision-making and how to ensure a supply of such information through effective systems for documentation, information collection, storage and retrieval.

With regard to the regional effort on the development of women's information systems and networks, an officer of the Social Development

Division of ESCAP gave an introduction to the long-term ESCAP project on the Women's Information Network for Asia and the Pacific (WINAP).

Since the inception of the WINAP project in 1986, the WINAP regional centre established in the Social Development Division had implemented the following activities concerned with women's information:

(a) Convened a regional seminar on the development of the Women's Information Network for Asia and the Pacific (WINAP), from 1 to 6 December 1986 in Japan.

(b) Co-sponsored, with the International Research and Training Institute for the Advancement of Women (INSTRAW), national workshops in China, Indonesia and Sri Lanka on improving statistics and indicators on the social and economic situation of women.

(c) Developed data bases on selected indicators and statistics on the situation of women, women experts in Asia and the Pacific, national focal points for the advancement of women, and an annotated bibliography on women in development.

(d) Provided advisory services to ESCAP member countries on establishing and strengthening national women's information systems and networks.

(e) Published *WINAP Newsletter, the Manual on Establishing and Strengthening National Women's Information Networks in Asia and the Pacific* and various directories and bibliographies on women's concerns.

Future activities of the WINAP regional centre, included a series of training workshops on the management of women's information centres and technical processing of information to be held in the period 1988-1990, development of computerized data bases, a technical advisory mission and continuing the publication of newsletters, directories and manuals.

(b) *Module I: Management of women's information centres*

1.1. Definition, scope, activities and organization of a national women's information centre.

Regarding the functions of a women's information centre, whether it was within a national focal point or affiliated with such a focal point, the Regional Adviser on Women in Development of ESCAP emphasized three major aspects: policy formulation; programme co-ordination; and project development, which included administration monitoring, follow-up, review and evaluation. She emphasized the importance of basic statistics collection on women's situations for all those functions. Proper repackaging of information would subsequently be required to disseminate utilizable information to different users. She emphasized that, in order for women's needs to be adequately reflected in policy, programme and project formulation and implementation, impressionistic attitudes should be supported with a sound statistical basis.

Afterwards, the participants were requested to analyse the functions of their national women's information centres and, as an exercise, to select a critical issue on women in their respective countries and present an analysis of how to tackle the issue, including the identification of target groups, specific activities to be undertaken, resources needed, problems anticipated and solutions.

(c) *Module 1 - 1.2. Information Networking*

Mr. Fred Burian, Officer-in-Charge, Population Information Section, Population Division, ESCAP, introduced the experience in the development of POPIN, an international population information network for which ESCAP had served as a regional focal point in Asia and the Pacific since 1981. POPIN was a global population information network which had been set up in response to an observed need for an orderly global flow and exchange of population information.

He pointed out that resource sharing through networking at national, regional and international levels offered attractive benefits, given the various kinds of problems faced by developing countries. The highest priority in networking activities must be given to meeting the users' requirements. It was important to have a thorough understanding of the users, including and emphasizing the needs of the users which were at present not being satisfactorily met. Further explanation was given on types and patterns of networks, benefits of network participation, problems of networking, assessing the feasibility of networking, planning for implementation of networking, implementing a network plan and network functions. Different models of information centres were also introduced.

A paper on the Information Network Systems of the National Women's Education Centre, Japan, was presented by Ms. Mizue Maeda as an example of successful women's information networking. The Centre had been established in 1977 as an institute attached to the Ministry of Education, Science and Culture to promote women's education through the practical training of adult education trainers for women and to conduct specialized research in the field. It provided various educational opportunities which could be classified into four basic categories: (i) study; (ii) international exchange; (iii) research; and (iv) information.

After an introduction to the overall activities of the Centre, an explanation was given on those information-related activities which were considered most important in providing the means to meet women's increased and diversified needs and in providing them with an opportunity for further study. In 1979 the Centre had opened its library, and in 1983 the Advisory Committee on Information Systems had been established with a membership consisting of researchers in the fields of women's affairs and information sciences. In 1987 the Centre had opened its Information Centre for Women's Education, equipped with an office computer connected with optical disks at the Centre's library.

The Centre's major information activities included the (i) collection of books; (ii) development of computer-based thesaurus and data bases; (iii) development of national and international information networks; and (iv) organization of training programmes for personnel in charge of information processing. To improve and facilitate international information networking, the Centre had organized international seminars on women's information network systems in 1985, 1987 and 1988. It had also hosted the WINAP Seminar in 1986. The Centre planned to offer a series of nine-week training courses on women's information processing for information personnel in developing countries in 1989, which would complement the WINAP training activities in the region.

(d) *Module 1 - 1.3. Planning for services*

Ms. Delia Torrijos, Regional Adviser, UNESCO, gave lectures on planning for services of a women's information centre. She defined planning as the means whereby a unit's resources were arranged over a given period of time in order to attain predetermined objectives. Stages in the planning process were explained and several key concepts were introduced such as "management", "strategic planning", "tactical planning" and "operational control". Potential information users and their needs, human resources needs and staff development for information centres were also discussed.

(e) *Module 2 - 2.1. Acquisition and processing of materials*

The efficient functioning of an information centre requires a carefully selected collection of materials. In other words, one of the important tasks of the information centre is to acquire and maintain a good collection of information materials. Dr. Maria Loasunthara, a lecturer on information science, introduced the following subjects related to the acquisition and processing of materials: (i) development of an acquisition policy for an information centre; (ii) selection tools and methods for acquiring information resources or materials; (iii) selection of information resources using the acquisition policy; (iv) bibliographic

searching or verification for titles to be acquired; (v) preparation of order and request forms, (vi) processing orders or requests (dispatch and receipt); and (vii) evaluation and weeding out of titles.

Participants from India and Nepal pointed out that women's literature was difficult to obtain, especially non-published papers and documents which contained useful information. Field research information was often lost and case study results were frequently unavailable. They suggested that in order to obtain more and timely field information, they needed to meet the field workers more often and to have exchange meetings and workshops inviting information specialists to evaluate and advance their acquisition of materials. It was also emphasized that more audio-visual materials should be produced and obtained by information centres.

(f) *Module 2 - 2.2. Organization of materials*

The Information and Documentation Co-ordinator for the Fertilizer Advisory Development and Information Network for Asia and the Pacific (FADINAP) introduced subject indexing systems including the concepts, preliminary tasks and skills of indexing. In connection with bibliographic data base development, the guidelines of the Women's Information Systems (WIS) developed by UNCSDHA were examined and its applicability to the bibliographic data collection for the region was discussed.

With regard to the thesaurus on women in development, several participants said they had been using the CECD thesaurus, ILO thesaurus and AGRESS thesaurus. The Co-ordinator said that it would be advisable to form a task force to examine the thesaurus on women in development being developed by the ASEAN Clearinghouse on Women in Development to examine its applicability to and consonance with those thesauruses already in use in South Asian countries.

(g) *Module 3: Production of materials*

3.1. Repackaging of information on women in development

Ms. Lois C. Villanueva, Information Specialist, gave an introductory lecture on the repackaging of information on women in development. The main topics discussed were the functions of a repackaging programme, ways of repackaging information, and factors for determining the choice of repackaging activities. Several concrete guidelines on repackaging of information were then explained, covering such issues as repackaging accessions lists, preparing a bibliography, directory, inventory, handbooks and manuals, writing an abstract, selecting excerpts and extracts, preparing a computerized selective dissemination of information (SDI), preparing literature reviews, translation of materials and newsletters and news-sheets.

(h) *Module 3 - 3.2. Production of resource materials on women in development*

Ms. Lilia Robles-Austriaco, Information Specialist, lectured on repackaging information about women for specific user needs. Information and techniques for producing resource materials on women in development were discussed. The participants were subsequently divided into three groups to create brochures and posters and evaluate them together in the plenary sessions. They were extremely motivated by those exercises and gained utilizable experience and techniques on the repackaging of information about women in development. Many of them expressed their desire to organize national workshops on information repackaging for a larger audience of anyone interested in women in development issues.

(i) *Module 2 - 2.1. Indicators and statistics on women in Asia and the Pacific*

Dr. Saisuree Chutikul, Secretary General of the National Youth Bureau, Thailand, spoke about indicators and statistics on women in development. One of the most frequent uses of such indicators and

statistics was for development planning and programming for women. She said that countries which had more systematic planning and programming processes for women tended to have more relevant and organized statistics and indicators. She further explained information collection and analysis, the key areas of women's concerns for information collection, and the use of indicators for comparison purposes both regionally and globally. Finally, several recommendations were made on improving the collection of indicators and statistics on women's status at the national and regional levels.

The Regional Adviser on Women of the Social Development Division of ESCAP reviewed recent trends and literature regarding indicators and statistics on women in the region, including related activities undertaken by ESCAP, ILO, the United Nations Statistical Office, INSTRAW and UNESCO. She pointed out that a considerable amount of data about the condition of women was available in the region; there was, therefore, no need for Governments and non-governmental organizations to start data collection from scratch. However, because data were often not segregated by sex information, much on women's issues was subsumed under general or overall categories. Women's concerns were not reflected in the national picture, which hampered any efforts to improve their status. She emphasized that measures must be taken by Governments to account for women's unvalued labour and closely examine the labour force approach usually taken by Governments, starting with the definition of "working".

The participants were then divided into three groups to discuss that crucial indicators on women's status must be included in national data collection and how data collection could be improved at the national level.

(j) *Module 4. Standardization of data*

Mr. A. Vespry presented lectures on the standardization of data including: (i) what is standardization? (ii) why standardize? (iii) what should be standardized? (iv) how are standards developed? and

(v) how are standards implemented? Standardization was defined as an agreement to do things in a particular way at particular times in a particular order for an agreed cost. Standards in information service could be ordering, cataloguing/indexing/classifying, and collecting resource materials. Standardization was particularly important for effective networking, interchangeability, predictability/replicability, usability, exchangeability, and cost reduction.

(k) *Module 5: New information technology and its application to women's information systems*

Mr. Art Wichiencharoen, the Expert on Computer Operation, Systems Planning and Support of the ESCAP Data Processing Section discussed the introduction of a bibliographic data base package to a microcomputer, a conventional data base versus a bibliographic data base, software package, for example, SIRE, INMAGIC, MICRO CAIRS, and CDS/ISIS mini-micro version. The computer application was demonstrated using the bibliographic data base of the Women's Information Systems (WIS) of UNCSDHA. He further explained and demonstrated the use of word processing, spread sheets, CDS/ISIS and global communication and information networks.

(l) *Module 6: Action plans*

The following major recommendations on action plans to strengthen women's information networks were made:

At the national level

1. Each country should identify one WINAP focal point, consisting of members from both government and non-governmental organizations.

2. In the respective countries a methodology for setting up a women's information centre would be worked out. Details of that methodology should be clearly spelt out in future country plans of action.

3. While developing the information systems, the national women's information centres should pay attention to the collection of necessary factual/statistical data with regard to the Nairobi Forward-looking Strategies for the Advancement of Women and the Convention on the Elimination of All Forms of Discrimination against Women.

4. In order to distinguish national women's information centres from traditional libraries, the centres should focus on such activities as the repackaging of information and active dissemination of information.

5. The need to sensitize policy and decision-makers at the higher level, must not be overlooked. Towards meeting that requirement, deliberate efforts should be made to target those groups through publications, video films and other communication media, to increase their awareness of the situation of women by highlighting success and failures, research findings, project studies and policy impact studies.

6. Statistical data is important for national planning, therefore, deliberate efforts should be made to collect gender-based statistics at the national level. Statistical reports containing women's socio-economic situations should be regularly published and updated.

7. A data base should be developed at national women's information centres to include bibliographical information on publications on women's issues, profiles of women-related institutions, research projects on women's issues and mailing lists and numerical information on women's situations.

At the subregional level

1. Regional subgroups like the South Asian Association for Regional Co-operation (SAARC) which were already in the process of developing collaborative activities with Governments, should incorporate active participation from the non-governmental sector in various

programmes for women and development and build up information system on women. The women's non-governmental organizations in the SAARC-member countries were fairly well developed and enjoyed the support of their Governments and the donors. That support should be used to strengthen the non-governmental sector within those countries and facilitate and enhance collaboration at the regional level.

2. Co-ordinating committees should be formed within six months. The committee should meet, review the situation and form the appropriate working groups.

3. Regular meetings on information systems about women should be held at the subregional level for review, feedback and planning. An overall plan could be developed for five years, with a specific target for each year.

4. The SAARC co-ordinating body should take responsibility for the standardization of data on women by appointing various working groups for standardization of bibliographic directories and statistical data base.

At the regional level, WINAP should

1. Include ESCAP members and associate members which could contribute to and strengthen the WINAP programme and work towards upgrading knowledge and information on women's issues.

2. Be supported with sufficient financial and human resources to fulfil its dual responsibility of upgrading the national mechanisms for the advancement of women and improving regional and global networks for women.

3. Further assist, complement and co-ordinate the work being done at national levels on collecting, processing and disseminating information about women.

4. Monitor the activities of national information centres on a continual basis.

5. Additionally, a regional action plan was needed to strengthen regional information schemes through WINAP for the next five years, which would include:

(i) Development by WINAP of a regular system for dissemination of data and research findings;

(ii) Organization of training workshops for the staff of national mechanisms/national women's information centres to acquaint them with processing, repackaging and disseminating information in order to reach target groups;

(iii) Organization of training workshops for the managerial staff of the centres to orient them in the changing technologies of information systems;

(iv) Promotion of exchange visits among women's information centre staff; and

(v) Standardization of use of computer programmes such as CDS/ISIS and basic work sheets based on CDS/ISIS for data processing.

6. The possibility of setting up a small technical committee representing member countries to examine and evaluate the appropriateness of various thesauruses for networking purposes within the region. It might not be worthwhile creating a new thesaurus, given the existence of recently published women's thesauruses, namely:

(i) *Thesaurus on Women in Development* (Indonesia);

(ii) *A Women's Thesaurus* (United States); and

(iii) *Thesaurus on Filipino Women* (Philippines).

At the global level

1. The United Nations and other intergovernmental organizations were encouraged to support and foster the exchange of experts and expertise in women's information activities among various countries.

2. The regional channelling of information on a regular basis by WINAP should also be developed at the international level.

3. The scope of the Women's Information Systems (WIS) developed by UNCSDHA should be expanded to include non-United Nations documents.

Recommendations were made on the next subregional training workshop for the South Asian countries to be held in early 1990:

1. Duration should be 2-3 weeks.

2. Participants at both the managerial and technical levels should be invited from national focal points for the advancement of women and from non-governmental organizations. They should have basic knowledge of computers and be actively involved in the repackaging and dissemination of information.

3. The workshop should emphasize such aspects of data base management skills as planning, co-ordination and interpersonal communication; the use of microcomputers with CDS/ISIS statistical software, and desktop publishing; financial management of the repackaging of information about women's issues by women's information centres; and, developing media strategies and networking between government and non-governmental organizations. Review of the progress made at each national women's information centre should be included on the agenda of the next workshop.

Field trip

A field trip was arranged to visit the Asian Institute of Technology (AIT) on 19 December 1988. Mr. A. Vespry, Director, Library and Regional Documentation Centre, AIT, welcomed all the participants to AIT and presented an introductory video film on the Institute. After-

words, a demonstration on computer applications and CD-ROM information retrieval was given by Ms. R. Pagell, ALA/USIS Library Fellow of AIT, and desktop publishing was explained by Dr. Somchart Paisarurat.

On the same day, participants also visited Sasakawa WE-TRAIN Centre, a non-governmental organization concerned with training and skill development for young women. They were shown the excellent work and facilities of the Centre and discussed their experience with similar activities in their respective countries. The visit was useful in developing networks between the Centre staff and participants, especially those from non-governmental organizations.

Annex I

LIST OF PARTICIPANTS

Ms. Mahmuda Islam, General Secretary, Women for Women, Dhaka, Bangladesh

Ms. Husni Ara Quashem, Deputy Director (Planning and Evaluation), Women's Affairs Directorate, Dhaka, Bangladesh

Ms. Tshering Norden Gurung, Assistant Secretary, National Women's Association of Bhutan, Thimphu, Bhutan

Ms. Lham Tshering, Executive Member, National Women's Association of Bhutan, Thimphu, Bhutan

Ms. Thadi Kalyani Sarojini, Joint Director, Department of Women and Child Development, New Delhi, India

Ms. Anju Vyas, Librarian, Centre for Women's Development Studies, New Delhi, India

Ms. Shayesteh Amiri Tari, Member, Women's Society of the Islamic Republic of Iran, and Research Assistant, Ministry of Foreign Affairs, Tehran, Islamic Republic of Iran

Ms. Sorayya Maknoon, Director, Research Group for Muslim Women's Studies, Institute for Cultural and Research Studies, Ministry of Culture and Higher Education, Tehran, Islamic Republic of Iran

Ms. Prabha Basnyat, Chief, Women's Development Division, Ministry of Labour and Social Welfare, Kathmandu, Nepal

Ms. Chandni Joshi, Chief, Women Development Section, Ministry of Panchayat and Local Development and Member, Women Service Co-ordination Committee, Social Service National Co-ordination Council, Kathmandu, Nepal

Ms. Prabha Thacker, Member of the Board of Directors, Centre for Women and Development, Kathmandu, Nepal

Ms. Maliha Hamid Hussein, Consultant to Women's Division, Cabinet Secretariat, Islamabad, Pakistan

Ms. Amina Khan, Member, Shirkat Gah, Karachi and Lecturer, St. Michael's Convent School, Karachi, Pakistan

Ms. Deepa Weerapana, Deputy Director, Women's Bureau of Sri Lanka, Ministry of Women's Affairs and Teaching Hospitals, Colombo, Sri Lanka

Ms. Catherine Karunaratne, Assistant Director, Women's Bureau of Sri Lanka, Ministry of Women's Affairs and Teaching Hospitals, Colombo, Sri Lanka

Ms. Leelangi Wanasundera, Information Specialist, Centre for Women's Research, Colombo, Sri Lanka.

Observer

Other State

Ms. Synnove F. Tafto, First Secretary, Royal Norwegian Embassy, Bangkok.

United Nations bodies

United Nations Development Programme (UNDP)	Ms. Amara Rattakul, Programme Officer, UNDP, Bangkok
United Nations High Commissioner for Refugees (UNHCR)	Ms. Cecilia Cody, Education and Social Services Officer, UNHCR, Bangkok
United Nations Development Fund for Women (UNIFEM/UNDP)	Ms. Merete Johansson, Regional Programme Adviser, UNIFEM/UNDP, Bangkok

Specialized Agencies

United Nations Educational, Scientific and Cultural Organization (UNESCO)	Ms. Delia Torrijos, Regional Adviser for General Information Programme, UNESCO, Bangkok
World Health Organization (WHO)	Dr. Han Tun, WHO Liaison Officer with ESCAP

Other Organizations

Association for Promotion of The Status of Women (APSW)	Ms. Niramon Prudtatorn, Assistant Director, WE-TRAIN, Bangkok
Community Development Department, Ministry of Interior (CDD)	Mr. Suriya Pisittatakarn, CD Technical Worker, Women Development Division, CDD, Bangkok
Srinakharinwirot University (SU)	Ms. Aree Cheunwattana, Acquisition Librarian, Central Library, SU
	Ms. Aurathai Wareesahard, Central Library, SU
Thailand Development Research Institute (TDRI)	Ms. Suteera Thomson, Project Adviser, Women in Development Project, TDRI, Bangkok
	Ms. Khemanij Vejchasarn, Project Researcher, Women in Development Project, TDRI, Bangkok

Observers

Mr. Nobuyuki Samejima, First Secretary and Deputy Permanent Representative of Japan to ESCAP, Embassy of Japan, Bangkok

Resource persons

Mr. Fred Burian, Officer-in-Charge, Population Information Section, Population Division, ESCAP, Bangkok

Ms. Saisuree Chutikul, Secretary-General, National Youth Bureau, Bangkok

Ms. Mitsuko Horiuchi, Director, Women's Welfare Division, Women's Bureau, Ministry of Labour, Tokyo

Ms. Maria Laosunthara, Associate Professor, The Library, Srinakharinwirot University, Bangkok

Ms. Misue Maeda, Director, National Women's Education Centre, Tokyo

Ms. Lilia Robles-Austriaco, Information Specialist, Asian Institute of Technology, Rangsit, Thailand

Ms. Delia Torrijos, Regional Adviser, UNESCO, Bangkok

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Ms. Marianne Vespry, Information/Documentation Co-ordinator, FADINAP ARSAP, Agriculture Division, ESCAP, Bangkok

Ms. Lois Villanueva, Information Specialist, UNESCO Regional Office, Bangkok

Mr. Art Wichiencharoen, Expert on Computer Operations, Systems Planning and Support, Data Processing Section, ESCAP, Bangkok

Secretariat

Mr. S.A.M.S. Kibria	Executive Secretary
Mr. Koji Nakagawa	Deputy Executive Secretary
Mr. K.A. Rahman	Special Assistant to the Executive Secretary and Secretary of the Commission

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Mr. Edward Van Roy	Chief, Social Development Division
Ms. Meena Patel	Senior Social Affairs Officer, Women in Development Section, Social Development Division

Ms. Rosa Linda T. Miranda	Regional Adviser on Women, Women in Development Section, Social Development Division
Ms. Yumiko Tanaka	Social Affairs Officer, Women in Development Section, Social Development Division
Ms. Michie Ehara	Consultant, Women in Development Section, Social Development Division
Ms. Yingpan Isarasakdi	Administrative Assistant, Social Development Division

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Ms. Seiko Takahashi	Chief, Programme Co-ordination and Monitoring Office
Mr. Roy C. Stubbs	Senior Programme Officer, Programme Co-ordination and Monitoring Office

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Mr. Hunter H.T. Chiang	Chief, Conference and General Services Section, and Officer-in-Charge, Division of Administration
Mr. Khaled Khali	Chief, United Nations Information Service

Annex II

WORKSHOP SCHEDULE

Tuesday, 6 December

0900-1000	Opening session
	Opening statement by Chief, Social Development Division, ESCAP
	Ms. Synnove Tafto Charge d'Affaires Royal Embassy of Norway
	Orientation to Workshop by:
	Head, Women in Development Section Social Development Division, ESCAP
	Introduction of participants and resource persons
1030-1145	Introduction: "Global and regional perspectives for establishing women's information network" by Ms. Mitsuko Horiuchi
1300-1430	Introduction: "Women's Information Network for Asia and the Pacific" by Ms. Yumiko Tanaka
1445-1615	Module 1, Management of women's information centres: 1.1. Definition, scope, activities and organization of a national women's information centre by Ms. Rosa Linda T. Miranda

Wednesday, 7 December

0830-1145	Module 1: 1.1.
1300-1615	Module 1: 1.2. Information networking: a model information sharing/exchange system and its function; information suppliers and users; information channelers/agencies by Mr. Fred Burian and Ms. Mizue Maeda

Thursday, 8 December

0830-1000	Module 1: 1.3. Planning for services a. Nature of information on women by Ms. Delia Torrijos
1015-1145	Module 1: 1.3. b. Women's information users and their needs: types of information users and their characteristics; identifying user needs; designing services to meet priority user needs
1300-1430	Module 1: 1.3. c. Identifying resources: organizational reality and resource reality by Ms. D. Torrijos
1445-1615	Module 1: 1.3. d. Human resources need and staff development by Ms. D. Torrijos

Friday, 9 December

0830-1000	Module 2: Acquisition and processing of materials 2.1. Acquisition of materials by Ms. Maria Laosunthara
Morning and afternoon	Module 2: 2.1. (continuation)

Monday, 12 December

0830-1145	Module 2: 2.1
13.00-14.30	Module 2: 2.2 Organization of materials a. Bibliographic description by Ms. M. Vespry
1445-1615	Module 2: 2.2. b. Classification

Tuesday, 13 December

0830-1000	Module 2: 2.2. c. Indexing and thesaurus
1015-1145	Module 2: 2.2. d. Abstracting techniques
Afternoon	Module 3. Production of materials 3.1. Repackaging of information on women in development by Ms. C.L. Villanueva

Wednesday, 14 December

0830-1000	Module 3: 3.2. Production of resource materials on women in development (bibliography, directory, newsletter, paper clipping, etc.) by Ms. L. Robles-Austriaco
Morning and afternoon	Module 3: 3.2 (continuation)

Thursday, 15 December

Morning and Afternoon	Module 3: 3.2.

Friday, 16 December

0830-1000	Module 2: 2.1. c. Indicators and statistics on women in Asia and the Pacific by Dr. Saisuree Chutikul
Morning and afternoon	Module 2: 2.1 (continuation)

Morning, 19 December

0830-1000	Module 4: Standardization of data 4.1. Hardware and software compatibility: Standardization of data (statistics and indicators, bibliographic data, directory data, standard worksheets, and data structures) by Mr. A. Vespry
Morning and afternoon	Module 4: 4.1. (continuation)

Tuesday, 20 December

0830-1000	Module 5. New information technology and its applications to women's information systems by Mr. Art Wichiencharoen
Morning and afternoon	Module 5. (continuation)

Wednesday, 21 December

Morning and afternoon	Module 5.

Thursday, 22 December

0830-1145	Module 6. Action plan
1300-1430	Presentation of action plans
1445-1615	Closing of the Workshop

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