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

Bangkok, Thailand, 22 May-2 June 1989

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ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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CONTENTS

		Page
Introduction		1
A.	Objectives of the Workshop	1
B.	Participants	2
C.	Resource persons	2
D.	Opening of the Workshop	2
E.	Workshop programmes and methodology	3
F.	Summaries of workshop modules	5

Annexes

I.	List of participants	22
II.	Workshop schedule	25
III.	List of documents	28

Introduction

The United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) launched a long-term project on the development of a women's information network for Asia and the Pacific in 1986. The major objectives of the project are to gather, analyse and disseminate views, ideas and statistics related to women in development. This is in order to provide a channel to promote co-operative activities among women in Asia and the Pacific and provide 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 and other similar United Nations conventions. The project is also aimed at upgrading existing national and subregional information systems for women and at 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, 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. Participants adopted a set of recommendations on a minimum list of crucial indicators, collected at the national level, necessary to assess adequately women's situations, develop measures to improve socio-economic indicators on the situation of women, and construct a regional model of the women's information network for the Asian and Pacific region.

For the period 1988-1991, the major activities of WINAP consist of: (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.

The first subregional workshop on the management of women's information centres was held for the South Asian countries at Bangkok from 6 to 22 December 1988. The Workshop of which this is the report was the second of the series, for the East and South-East Asian countries. The third workshop was held for the South Pacific countries at Port Vila, Vanuatu, in November 1989. Another series of subregional workshops will be organized on technical processing of information, commencing early in 1990. The outcome of the workshops will be incorporated into training manuals on women's communications and information to be published in 1991.

A. Objectives of the Workshop

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

B. Participants

The Workshop was attended by 18 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 10 ESCAP member countries: Brunei Darussalam, China, Indonesia, the Lao People's Democratic Republic, Malaysia, the Philippines, the Republic of Korea, Singapore, Thailand and Viet Nam.

Observers attended from the Foundation for Women, Friends of Women Group, National Council of Women of Thailand, the Prime Minister's Office of Thailand, Thammasat University in Thailand, Yokohama Women's Forum, Japan, United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), United Nations High Commissioner for Refugees (UNHCR), International Labour Organisation (ILO), Food and Agriculture Organization (FAO) and the United Nations Educational, Scientific and Cultural Organization (UNESCO).

C. Resource persons

The Workshop, co-ordinated by the Social Development Division of ESCAP, was assisted by a number of resource persons with varied backgrounds and experiences who lectured and led the subsequent discussions and exercises. They came from the Asian Institute of Technology, the International Women's Tribune Centre in the United States, the National Youth Bureau of the Government of Thailand, Srinakharinwirot University in Thailand, the Prime Minister's Office of the Government of Japan and the Yokohama Women's Forum in Japan.

The ESCAP secretariat provided resource persons from the Agriculture and Rural Development Division, the Population Division, the Data Processing Section, the Statistics Division and the Social Development Division.

The list of participants and resource persons is given in annex I.

D. Opening of the Workshop

The Workshop was inaugurated by Khunying Supatra Masdit, Minister attached to the Prime Minister's Office, Government of Thailand. An opening statement was made by the Deputy Executive Secretary of ESCAP.

In her inaugural speech, Khunying Supatra Masdit emphasized that systematic and accurate information and data bases were two of the most essential elements for the overall development of strategies for the advancement of women, as well as for their integration into the development process. Development of a national women's information network was one of her Government's major concerns, and a special sub-committee to take charge of that matter would soon be created under the newly formed National Commission on Women's Affairs of Thailand. She also emphasized that each national women's information centre should start small and try to mobilize all the available information and resources.

She said that she was reassured after studying the Workshop programme that the information and technical expertise provided at the Workshop would greatly benefit their own information network through better systematic organization and management, as well as assist the other workshop participants.

Welcoming the participants, the Deputy Executive Secretary of ESCAP emphasized that women's participation in the development process had, in recent years, been a major and growing concern in the wide-ranging programmes of ESCAP. Keeping in view the global and regional mandates established during the United Nations Decade for Women, ESCAP had consistently worked to integrate women's concerns into all spheres of its activities. It had taken on an advocacy role, drawing the attention of Governments and non-governmental organizations to major issues and urging the adoption of appropriate measures to bring women into the mainstream of development.

Within the above frame, the Women's Information Network for Asia and the Pacific (WINAP) had been developed to focus the region's attention on the most urgent and crucial needs of women. WINAP was a long-term and forward-looking project to assist ESCAP members and associate members in exchanging experience and knowledge in order to integrate women's concerns into development planning and programmes through the building of effective information mechanisms at the national, subregional and regional levels.

The present Workshop was the second of a series of three subregional training workshops to be conducted in 1988-1989 on how to establish and manage national women's information centres in the age of modern technology. The Deputy Executive Secretary expressed the hope that the Workshop would provide the foundation for the evolution of an effective network among the participating countries and organizations represented, as had the first workshop, held at Bangkok in December 1988.

E. Workshop programme and methodology

The Chief of the Social Development Division of ESCAP introduced the objectives, major topics and overall procedures and approaches 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 channellers/agencies.

1.3. Planning for services: 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 reality and resource reality.

d. Human resources need and staff development.

Module 2: Acquisition and processing of materials.

2.1. Acquisition of materials.

a. Bibliographic materials.

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

2.2. Organization of materials.

a. Physical arrangement.

b. Classification and indexing.

c. 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 (statistics and indicators, bibliographic data, directory 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. Data base management systems.

c. Spreadsheets.

d. Bibliographic information storage and retrieval.

e. Numeric data processing.

f. Desktop publishing.

Module 6: Action plan.

Closing session.

F. Summaries of Workshop modules

Introduction

A paper entitled "Global and regional perspectives for establishing women's information networks" (SD/WINAP-2/1989/INT-3) was presented by Ms. Kiyoko Fujii, Councillor, Office for Women's Affairs, Prime Minister's Office, Japan. She introduced the major features, functions and activities of the Headquarters for the Planning and Promoting of Policies Relating to Women, a national focal point for the advancement of women in Japan, and, in particular, its information networks, developed at the national, regional and global levels. The Headquarters, established in 1975 based upon the recommendations in the World Plan of Action for the Implementation of the Objectives of the International Women's Year, adopted at Mexico in 1975, had actively promoted the status of women in Japan throughout the United Nations Decade for Women and had formulated the National Plan of Action in 1977 and the New National Plan of Action towards the year 2000 in 1987. It had also lobbied the Government of Japan to ratify in 1985 the Convention on the Elimination of All Forms of Discrimination against Women.

The Office for Women's Affairs, Prime Minister's Office, Japan, functioned as a clearing-house for women's affairs and co-ordinated information activities of other ministries and agencies. It sponsored conferences and meetings of governmental and non-governmental organizations at the national and local levels to provide them with forums for information exchange. The Office had also formed, in 1988, the Research Group on Information Systems Relating to Women, consisting of journalists, scholars, government officers, representatives of private women's centres and computer specialists. The group's main task was to conduct research on ways of collecting, storing and disseminating information related to women, both at the national and international levels, and to improve information networks among concerned organizations. The Office for Women's Affairs, the secretariat for the Headquarters, would act as the co-ordinating body.

The Office also co-ordinated with national women's information centres established under the National Women's Education Centre, as well as with other non-governmental information centres, such as the Women's Suffrage Hall and the Institute for Women's Studies at Ochanomizu University. It had assisted ESCAP in various WINAP activities and of the United Nations Centre for Social Development and Humanitarian Affairs (CSDHA), the Branch for the Advancement of Women, in their development of a women's information system.

A paper entitled "Women's Information Network for Asia and the Pacific (WINAP)" (SD/WINAP-2/1989/INT-1) was presented by the Social Affairs Officer, Women in Development Section, Social Development Division, ESCAP to introduce the background, objectives and major activities being implemented under the WINAP project. She emphasized that WINAP was a decentralized information system and its effectiveness depended largely upon the active participation and initiative of the region's national women's information centres. The WINAP project had been developed primarily to assist the centres in strengthening their information-gathering, processing, repackaging and disseminating activities at the national level. The WINAP regional centre at ESCAP would provide regional fora, training courses and technical advisory services to assist them in their endeavours.

Module 1: ***Management of women's information centres - presentation of country papers***

Country reports on national women's information mechanisms were presented by participants from Brunei Darussalam, China, Indonesia, the Lao People's Democratic Republic, Malaysia, the Philippines, the Republic of Korea, Singapore, Thailand and Viet Nam.

In Brunei Darussalam, the Women's Unit had been established as a national focal point under the Ministry of Culture, Youth and Sports in 1987. Its main functions included: (1) to undertake and promote research on matters relating to women; (2) to collect statistics and information about the present condition of women in the country; (3) to serve as a women's information exchange centre; (4) to provide a forum for the exchange of views and discussion on issues relating to women, children and the family; (5) to create awareness among women of their role as active agents in the development of their country; and (6) to create awareness among women of their basic role in strengthening the family system in order to achieve harmony in family, society and the country as a whole.

The Unit functioned as a women's information centre, co-ordinating with other government offices, namely, the Ministries of Health, Religious Affairs and Communication, and with non-governmental organizations such as the Council of Women of Brunei Darussalam. The centre was still at its initial stage and did not have an appropriate materials acquisition policy. It planned to repackage information for different target groups, however, it might take time to disseminate appropriate information in an appropriate manner. All the information derived from research, reports and books was put into the computer. No formal network as such had been developed by the centre; information was normally obtained from the relevant agencies through personal contact. That could be a problem when materials were needed but could not be released because of poor networking. With the establishment of a proper network, the exchange and sharing of information would be facilitated by having similar technology available on both sides. The centre would need more staff and better information processing technology to develop better networks at the national and local levels.

In China, the All-China Women's Federation (ACWF) had set up a women's information network and had served as a centre for collecting and analysing information about women. ACWF was a powerful national women's organization which reached out to all parts of the country. Its headquarters contained 10 operational departments and 10 subordinate units, each of which had information officers and co-ordinators who obtained information and process them in their specific areas of work. The provincial offices had the same set-up for an information network. The headquarters had a data bank, a document depository and a library to safekeep and manage the processed information.

Regarding statistical data collection, ACWF co-ordinated with the State Statistical Bureau, other ministries and government departments and national mass organizations involved in women's issues, through sample surveys, case studies and periodical reports. The State Statistical Bureau had been the main collector of social statistical data through the government and department statistics system and universities/research statistical surveys. Women's social statistical data, while abundant, were dispersed throughout other social statistical

data. That meant that data directly reporting on women, is not sufficient through the regular collection methods. Some important statistical data on women were still difficult to obtain.

ACWF wished to improve its systems in the following manner: (1) establishment of a comprehensive, scientific system of indicators for data collection and processing; (2) scientific and modernized management of information; (3) upgrading the professional competence of data-processing personnel; (4) co-ordination between ACWF and various government departments concerned and international exchange of women-related information.

In Indonesia, the Clearinghouse for Information on Women in Development had been established in 1979 under the Centre for Scientific Documentation and Information (PDIZ-LIPI) to provide women-related information to policy makers, planners and research and development personnel. The Clearinghouse provided: (1) library services; (2) current awareness services; (3) literature searches; (4) referral services; and (5) distribution services for related information. Special attention in acquisition of materials was paid to: (1) Indonesian-generated literature and reports on women in development (WID) issues; (2) foreign outputs of WID issues; (3) other types of materials for the purpose of comparative studies. The WID Thesaurus had been developed in collaboration with the ASEAN Women's Programme and it was expected that the first edition would be issued by early 1990. The Clearinghouse also published several annotated bibliography and abstracts on women's issues for wide dissemination.

General obstacles encountered by the Clearinghouse in obtaining data on women-related activities had been the following: (1) records had not been maintained properly; (2) a lack of writing skills for reports and records; (3) difficulty in finding a counterpart from the local region, who could continuously inform the Clearinghouse about any materials developed on WID issues; and (4) the women's studies curriculum at universities was relatively new and the subject generally dispersed in several departments, such as psychology, anthropology and sociology.

The MINISIS system was used to develop a library data base containing records of books, research reports, theses, conference papers and newspaper clippings. The data base was still small, with approximately 2,000 entries. Plans to adopt new information technology relied on the concept of providing easy access to information. An information network, in terms of better sharing of resources either in the form of bibliographic information or collection, still required further development, and required the concentration and professional resources to pursue commitments. It had been recognized that networking or developing an interconnected system formed by individuals or organizations to accomplish specific goals had encountered many problems including administrative, management or technical problems in its daily operation. Information units or libraries that specifically collected materials and provided effective services on women's issues are still scarce in Indonesia.

The Lao Women's Union was a mass organization protecting the interests of women and attempting to eliminate all forms of discrimination against women. The Union existed as committees at the central, provincial, district and village levels. Information about women-related issues was distributed mainly through a monthly newspaper called "Lao Women" and a 30-minute weekly

radio programme. Information exchange was undertaken through: (1) professional journalists at the Lao women's information centres at all levels; (2) the provincial women's union sending their information to the Lao Women's Union's headquarters if there were no journalists in their province; (3) the use of cameras, tape recorders, radios and video tapes to collect and disseminate information; and (4) a nation-wide radio network used for urgent women-related news.

Some obstacles to improving the women's information network were: (1) the slow transmission of information from the grass-roots to the central level and vice versa; (2) the technological level of the journalists was not high enough and their experience not yet adequate; (3) although the Lao Women's Union was subsidized by government authorities and UNICEF, their finances remained inadequate to cover all information activity expenses; and (4) the Union had no experience in the management of information.

In Malaysia, the National Clearinghouse for Women in Development had been established in 1987 under the National Population and Family Development Board by the National Council for the Integration of Women in Development (NACIWID). The scope of the National Clearinghouse included: a library which functioned as a depository for documents; a referral centre for information enquiries; an information centre which had selective dissemination of documents; and a data centre which handled new or partially processed data or results.

The Clearinghouse had assisted NACIWID in publishing *Women's Bibliography, Directory of Women's Organizations, Malaysian Women: Facts and Figures*, some pamphlets and data sheets on women and two video programmes. It has also assisted NACIWID in organizing a national workshop on repackaging for women.

The Clearinghouse might be transferred to the Secretariat for Women's Affairs after the initial period 1987-1990. Regardless of its location, however, adequate financial commitment was necessary for its physical maintenance, including a sufficient number of full-time staff. Technological progress should be made in the collection, processing and dissemination of information in a more timely manner.

The Philippine Clearinghouse and Information Centre on Women (CIC) was created in 1981 to provide information and support to the advisory, policy-making and planning functions of the National Commission on the Role of Filipino Women (NCRFW) and to serve the needs of other institutions, groups and individuals concerned with women in development. The creation of CIC was also in keeping with the recommendations of the 1986 ESCAP WINAP seminar to initiate the establishment of national clearinghouses in the respective countries in order to facilitate the process of integrating women into development. Ideally, a national women's information centre searched out and collected materials, including audio-visual resources, information and statistical data on women, compiled unpublished materials, and acted as the link between and among groups working on the same topic or similar areas of interest. One important function of a women's information centre was the processing and tailoring of information based on a targeted group's needs. It also operated an information network with producers and users of information on women to ensure that information was generated regularly and channelled to interested users.

Realizing that the capability of NCRFW to perform its primary roles relied heavily on the availability of adequate, reliable, and timely information on women in all spheres of life, CIC - as the information arm of the NCRFW - considered it necessary to pursue the following programmes and projects during the period 1989-1990:

(1) Development and operationalization of a computerized data base on women;

(2) Institutionalization of the generation of gender-based data in the existing statistical system;

(3) Improved packaging of information on women;

(4) Strengthening/developing information services;

(5) Adopting an improved acquisition programme and policies on women's concerns;

(6) Development/updating of reference tools such as directories of women's non-governmental organizations, women leaders, material and service resources and publications on women's concerns;

(7) Upgrading/building the capability of CIC staff on data base management;

(8) Strengthening/establishing an information network with major libraries, documentation centres and research/development institutions; and

(9) Facilities development with microcomputers to meet the increasing workload of CIC.

The primary problem that beset CIC was the lack of adequate personnel to attend to its expanding operations. Recent developments in the country, particularly the formulation and adoption of the Philippine Development Plan for Women for 1989-1992, called for improved generation, processing and channelling of information to targeted users. Another problem that affected CIC operations was the limited space to house its increasing collection, areas conducive for library research and separate working rooms for the staff.

The Korean Women's Development Institute (KWDI) contributed towards the expansion of women's social participation and towards improving women's well-being through research, resource development, and education and training at the national level. KWDI had already developed a co-operative network with existing women's research institutes and related organizations. Its information centre had been established in 1983 and was staffed by 21 persons. The Institute planned to strengthen and expand its information networks so it could function as a national women's information centre. The collection, as of December 1988, comprised 13,500 volumes of monographs, 326 titles of periodicals, 5,000 sheets of paper clippings and other non-book materials. It had provided reference services to researchers from within and outside of KWDI since 1984 and exchanges information and materials with government agencies, non-governmental organizations and international organizations.

In an effort to develop an action plan to strengthen the organizational structure of the national women's information focal point, KWDI planned to:

(1) Extend the national network with additional communication linkages in co-operation with the existing interagency committees, such as the Committee for Co-operative Utilization of Women's Information (organized in 1986) with women's research institutes in the country; the National Assembly Library; and the Korean Educational Development Institute, and the Committee for Inter-library Co-operation Network, with government-supported institutions and research centres on women;

(2) Improve co-operative acquisition and effective dissemination for the purpose of resource sharing;

(3) Introduce new information handling technology, such as minicomputer applications for information processing, in the further development of an on-line national information system; and

(4) To establish linkages KWDI needs as a national focal point with target groups such as government offices, women's organizations or research institutions, and others concerned with women's affairs in the country and strengthen ties with the WINAP regional centre.

KWDI had already developed networks with existing research and development institutions. However, obstacles and problems remained owing to a lack of human and capital resources to extend and strengthen existing networks and a lack of standardization of bibliographic notes and expertise to establish a numeric data base. It also faced obstacles in producing materials owing to a lack of computerized information management capabilities.

In 1984 Singapore's National Library had been appointed as a focal point to function as a clearinghouse on women in development, based upon the recommendations made at the 1981 ASEAN women's programme meeting. Because of lack of allocated funds and staff, the Library acted as a clearinghouse only in the dissemination of information. The National Library had a good reference collection of materials, especially on women in South-East Asia, housed with other publications in the Reference Services Division, and the whole National Library system had about two thousand loan and reference titles on the subject. Since 1984, it had participated in various national and regional meetings and exhibitions on or related to women in development. It had also produced numerous booklists on women, as well as a directory of women's organizations in Singapore.

The repackaging of information could be developed further when the Reference Services Division in the National Library was fully computerized with its own in-house data base. The computerization of its indexes and files was currently under study and was expected to be operational in another year. Factors which had delayed earlier implementation of new information technology had been limited manpower and a lack of automation expertise. In addition, when staff in the public service received enquiries for information on women, general help was provided rather than a specialized and in-depth search.

Apart from the networking provided by the Singapore Integrated Library Automated System (SILAS), there was great potential development in this area to support the function of a national women's information centre. At present, in Singapore, only large libraries and smaller government department libraries participated in the national bibliographic network. A similar system to SILAS could be created, perhaps on a smaller scale, to access the resources of the numerous other women's groups to facilitate the sharing of information. Official sanction was a main factor in achieving networking. Again, limited manpower and a lack of expertise in automation were problems to be reviewed and recommendations and priorities needed to be worked out. Scarcity of human resources could be overcome with greater work productivity and further automation. The standardization of data was a major consideration for networking to be implemented successfully. So far, preliminary steps had been taken through the National Library's contribution of a thesaurus on women, which had been compiled by an Indonesian team and initiated by the ASEAN Women's Programme. Other steps, such as the creation of authority control files, standard subject headings, etc., needed to be worked out at the national level.

The Women's Information Centre of Thailand, the first official centre of its kind, had been established in 1979 at the Office of the National Economic and Social Development Board (NESDB). It had served primarily as a centre to collect information and data on the status of women for the preparation of the Fifth National Economic and Social Development Plan. In 1981, the Centre had been transferred, for a brief period, to the Office of the Permanent Secretary of the Prime Minister's Office. Upon a decision of the Cabinet in December 1981, the tasks of the management of the Women's Information Centre had been assigned to the National Council of Women of Thailand. In 1985, after a review and recommendations had been made by the National Commission on Women's Affairs, the Community Development Department, Ministry of Interior, which served as the secretariat of the Commission at the time, had been assigned to act as the National Women's Information Centre in co-ordination with the National Council of Women of Thailand. The Community Development Department was responsible for the collection and analysis of numeric data and the National Council of Women of Thailand was to compile bibliographic data on matters relating to women.

In March 1979, the first official regulation on the establishment of the National Commission on Women's Affairs had been issued by the Prime Minister's Office. As a result, the present National Commission on Women's Affairs, chaired by the Prime Minister, had been established, with the Office of the Permanent Secretary to the Prime Minister's Office acting as the permanent secretariat of the Commission. Several sub-committees, including the Sub-Committee on the Development of the National Women's Information Centre, had been appointed under the National Commission on Women's Affairs. It was planned that the permanent National Women's Information Centre (NWIC) would be established in the Office of the Permanent Secretary to the Prime Minister's Office in the near future. Its organizational development and action plans would be formulated and carried out under the supervision of the Sub-Committee on the Development of the National Women's Information Centre.

As a focal point for national women's information, the Centre would draw up a framework indicating the data on women required for planning and

implementation on women's affairs. Initially, essential items included: (1) indicators on women, (2) research results on women, and (3) development activities relating to women. The Centre would have to co-ordinate with other agencies accordingly. For information collection and dissemination activities, the management of the centre should be in the form of facilitating, providing sources of initiation, supporting, and strengthening other administrative co-ordinating agencies. Since the National Commission on Women's Affairs was to be an organization of which the strength would be co-ordination, it would not initiate data collection but would play the role of a facilitator, providing a mutual exchange of information. However, NWIC should collaborate with other agencies having the role of initiating data collection by assuming the role of an assistant for joint data collection and/or providing input in the form of manpower or other support. If NWIC wanted to initiate a data collection project, it might have to supply both technical and material inputs into the project, or in other words, play the role of a promoter.

The role of NWIC in relation to other co-ordinating agencies should be flexible, in accordance with the administrative structures of the co-ordinating partners. A constant review of situations was necessary in order to make the most effective use of time and available resources. Most women's information centres had already agreed to share information and when NWIC was well established, the network would be linked through a computerized system. It would have to establish a network with ESCAP and other international organizations. Close collaboration with those organizations would have to be made in order to make the network operate effectively. The existing ASEAN network would help strengthen the capability of NWIC.

In Viet Nam, the Women's Union had developed a national women's information dissemination network. The Union collaborated with the Ministry of Labour and Social Welfare, the General Union of Vietnamese Workers, the Youth Union and the Centre for Women's Studies in undertaking studies on women's issues and making recommendations to the Communist Party and the Government. It had actively promoted women's participation in social activities, and family and economic development through the mass media, such as television, women's newspapers and printed materials through its networks at every level (central, provincial, district and village).

Women-related information, however, was scattered. Inappropriate data and information about women had created difficulties for the information users. It was urgent that a national women's information centre be established which could provide better information services. An information sharing/exchange system should be developed to link closely a national centre with those in the provinces, districts and villages and with other specialized centres, such as the Institute for Social Science Information of Viet Nam. A link should also be developed with national women's information centres in other countries. Two-way communication networks would be useful for the information sharing/exchange system for women.

To establish a national women's information centre, three factors should be taken into account, namely, financial, technical and human resources. In Viet Nam, the government budget for supporting such a centre was extremely limited. Technical facilities played an important role in providing information services; however, the present economic situation did not allow the acquiring of new

technology: information activities had to be undertaken manually. Human resources were not available to handle information management at a higher level. The hope was expressed that through the Workshop the Vietnamese participants would gain some knowledge and experience to assist them in overcoming these problems.

Module 1: ***1.2. Information networking***

A paper entitled "Networks: advantages and disadvantages" (SD/WINAP-2/1989/M1.2-1) was presented by the Chief of the Population Information Section, Population Division, ESCAP. He spoke of the experience gained 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 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 not at present 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 entitled "Information network system: Yokohama Women's Forum for Communication and Networking" (SD/WINAP-2/1989/M1.2-2) was introduced by Ms. Makiko Sakai (Arima), Executive Director, Yokohama Women's Forum, Japan. The Forum had been established in 1988 based upon the directives of the United Nations Decade for Women, the Japanese Plan of Action for Women and the Yokohama City Plan for Women. The main thrust of the Forum was to assist men and women to become economically and spiritually self-reliant in their everyday lives. To achieve that end, the Forum conducted an ambitious programme of activities and information resourcing. They included: (1) information exchange with other libraries and women-related centres and "Forumedia", a database information network system; (2) self-education programmes using video tapes and a series of lectures and seminars; (3) mental and physical health programmes; (4) home life experience; (5) in-depth studies on women's issues; (6) counselling services for women; and (7) public relations with the mass media.

The content of the "Forumedia" data base had been developed independently by the Forum and approximately 11,000 items of data had been entered under nine categories, such as information about work opportunities, women's "who's who" and statistics, library materials and retrieval. The Forumedia system was accessed about 70,000 times per month.

Although there existed about 200 public and private women's institutions in Japan, the Forum and the National Women's Education Centre in Saitama were the only ones which had adopted a computer system for their information services. The experience of the Forum on computer-based information

management could be a model for other women's centres which planned to computerize their systems.

Ms. Anne S. Walker, Director, International Women's Tribune Centre, presented a paper entitled "Networking among women" (SD/WINAP-2/1989/M1.2-3). Her presentation on networking included both a discussion on the process of networking as well as the different types of networks operating among women world-wide. As an introduction to the networking process, each workshop participant was given three 3 x 5 cards, and told to interview three fellow group members to find out their name and major skill or expertise. The cards were a beginning to each participant's own network card file. Another introductory activity was the showing of a slide/tape presentation entitled "Images of the decade", that gave an overview of the major activities and "networking" of the International Decade for Women, 1975-1985.

In discussing the formal and informal nature of networking among women world-wide, the often transitory nature of the process, and the benefits of a system that should not require an extensive secretariat but rather should depend on each network "member's" participation, different types of networks were discussed. They included: professional networks; subject-specific networks; region-specific networks; organizational networks; and support networks around many different issues related to women's needs and problems.

A paper entitled "Planning for services" (SD/WINAP-2/1989/M1.3-1) was presented by the Research Documentalist of the Population Division, ESCAP. She emphasized that in the age of the information explosion, there was an ever-increasing need for information providers to supply the most useful materials and information to various audiences in the right form and at the right time. In order to respond to these needs, the professionals involved in providing information, such as librarians, documentalists or information officers, must be equipped with technical knowledge to prepare information materials and handle information flows. What was required was an active agency that helped link sources of information and users of information. That active agency (an information agency/centre) would sort through and filter the vast array of subsets for utilization by specialized user groups. The major role of an information centre, therefore, was to identify the sources or location of information and/or materials, process them on a timely basis and transform them into the most productive format to serve the varied needs of the users.

In order for the information centre to build up the capacity for the transformation of information, it should be well equipped with: (1) research and survey activities to identify information components to meet user needs; (2) computer facilities to assist processing of information; (3) a resource base to build up a "knowledge base" from which information could be retrieved to meet identified needs; and (4) publications and dissemination to distribute information to targeted groups. Once the infrastructure for an information centre was set up, the information services to be provided could be planned according to the operational stage of the information centre. The basic part of an information centre was a resource base (data base) comprising bibliographic as well as numerical data. Other information services could be developed based on the resources of the data base. The types of services that an information centre could provide could be technical and public services or research and programme development.

Module 2: ***Acquisition and processing of materials***
2.1. a. Acquisition of materials

The efficient functioning of an information centre required a carefully selected collection of materials. In other words, one of the important tasks of the information centre was 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: (1) development of an acquisition policy for an information centre; (2) selection tools and methods for acquiring information resources or materials; (3) selection of information resources using the acquisition policy; (4) bibliographic search for or verification of titles to be acquired, (5) preparation of order and request forms; (6) processing orders or requests (dispatch and receipt); and (7) the evaluation and weeding out of titles (See SD/WINAP-2/1989/M 2-1).

Some of the questions raised were:

(1) How could government publications be obtained? Was there a central or focal point one could contact in a country without having to write to each government office or agency?;

(2) How could an information centre be assured of being regularly placed on the mailing lists for exchange and to receive free materials from other information centres?;

(3) How might networking eliminate duplication of acquisitions and acquisition work?;

(4) What guidelines were used to determine how long to keep information materials on the shelves and when to withdraw them?

Module 2:1 having been used with two WINAP workshops, considerable feedback had been received for revision of the content and the activities of the module:

(1) The methodology on the acquisition of materials through exchange as well as request of materials free of charge needed to be given more emphasis.

(2) The illustrations in module 2:1 need to be feminized. The sessions with Ms. Anne Walker had been useful in showing how module 2:1 could be made more lively and interesting.

(3) For the participants who were new to information work, it would be useful if they could contact professional librarians in their country to seek better guidance in acquisitions work, or WINAP could assist them through advisory missions.

(4) The participants found the group activity on developing an acquisitions policy useful and even experienced librarians felt that it was a *must* for them to share when they returned to their own information centres.

Module 2: ***2.1. b. Indicators and statistics on women in Asia and the Pacific***

The Chief of the Statistics Division of ESCAP reiterated that the basis for a good information centre was reliable, accurate and timely statistics. The increasing demand for statistics of all types required the needs of the users to be clearly stated. He pointed out that an important source of statistics was administrative forms and records, for example, school attendance records, hospital in-patient and out-patient records, social welfare payment schedules, etc. The Statistics Division was ready and willing to help any women's information centre to develop a social statistics programme.

Within a complete information system, statistics and indicators could be regarded as some of the most important categories of information. Dr. Saisuree Chutikul, Secretary-General, National Youth Bureau of Thailand, shared her experience on collecting socio-economic indicators and statistics on Thai women with the participants through her paper (SD/WINAP-2/1989/M2-3). While statistics represented measurements of phenomena in quantifiable terms, indicators were described as summary sets of statements in the form of percentages, averages, ratios, proportions, rates, indices and other types of synthetic functions designed to portray states or trends, as in the case of women's development, that were subjects for concern or action.

Some of the most frequent uses of indicators were related to development planning and programming for women, which included monitoring and evaluation. Specifically, indicators also included the assessment of the distribution of benefits and measurement of progress towards goals. The process itself was the following: information collection and analysis on the situation of women, prioritization of concerns or issues related to women's development, monitoring implementation and evaluation for judging efficiency, effectiveness and impact. Indicators for women's development were usually related to accessibility to economic and social services, various aspects of participation, conditions of well-being, contribution and production, and distributive aspects according to specific criteria of population and special groups of women.

Regarding improving the collection and dissemination of gender-based statistics on women's status, the Regional Adviser on Population Statistics, Statistics Division, ESCAP, introduced an improvement to the scope and coverage of such data. He emphasized that from the statistician's viewpoint, improvement of the collection and dissemination of statistics involved three main components. The first involved a widening of the scope and coverage of the types of data to be collected. The second involved improvement of the timeliness and wider dissemination of the data collected, while the third was concerned with reducing errors in the data collected and improving the overall quality of the data. It is also useful to keep in mind that some of the components had more relevance in the development of a new statistical series than for the modification of existing ones.

He noted that the topic was large and complex. Therefore two main objectives of his presentation were: (a) to highlight some of the more important concepts used by statisticians in thinking about the improvement of statistics and, more importantly, (b) to outline some of the main features of statistical organization and survey planning used by national statistical offices so that data users had a common ground for establishing more meaningful dialogue with the producers of statistics.

Module 2: ***2.2 Organization of materials***

The Information and Documentation Co-ordinator, FADINAP/ARSAP, Agriculture and Rural Development Division, ESCAP, introduced:

(1) Types of materials held in an information centre, such as books, pamphlets, journals, tape cassettes, videos, posters, T-shirts and records;

(2) Physical organization of materials for retrieval and for preservation by information centres;

(3) Inventories of holdings to retrieve individual items on request;

(4) Data base design;

(5) Worksheets or input sheets that function as checklists to ensure that no vital element is overlooked.

In connection with bibliographic data base development, the guidelines of the Women's Information Systems (WIS) developed by UNCSDHA were examined and their applicability to the bibliographic data collection for the region was discussed. With regard to the thesaurus on women in development, she noted that criteria on selection of a thesaurus included whether or not the field of interest of the centre was covered by the thesaurus; whether enough specific terms were available; whether it was well developed (with good notes, well-developed hierarchies and other relationships, and sufficient lead-in terms); whether the terminology used was up-to-date; whether the terminology was philosophically compatible (for example, a thesaurus using sexist language would not be appropriate in a women's information centre); whether the thesaurus was being revised regularly; and whether other users recommended it. Membership in a network might require adoption of a particular thesaurus.

The *ASEAN Thesaurus on Women in Development* was introduced by a member of the team which had compiled it. It then was used by the participants to assign descriptors to newspaper clippings as a quick familiarization exercise.

Module 3: ***Production of materials***

Module 3 was conducted by Ms. Anne S. Walker in the form of a three-day session within the main Workshop. Day One concentrated on the development of media strategies (including the formulation of objectives, target groups, location, time and mode of dissemination before any decisions were made on type of media), small group discussions on major women's issues that (a) move women ahead and (b) move women back in the community, and the development of a game board by each participant, based on the children's game, *Slides and Ladders*. The process of formulating the gameboards provided an overview as well as a visual reminder of women's issues that either moved women "up the ladder" or "down the slide" in a collective, community sense.

The morning of Day Two was dedicated to discussions and simulation games around the issues of rural and urban women's daily workload, and the

unequal access by groups in the community to available resources (including time, opportunity and materials). Workshop participants became deeply involved in the simulation games, and the resulting discussions were animated and revealing. In the afternoon, the main topic of discussion was the media campaign undertaken by the Foundation for Women during 1988-89 on the issue of violence against women. Over 14 different types of media had been utilized, each targeting a specific segment of the Thai population. The summary of the day's varied activities linked together the formulation of media strategies undertaken on Day One with the media campaign outlined and discussed on Day Two.

Day Three took the form of a low-cost media skills workshop. Each participant was provided with a media kit containing wide-tipped felt-tip pens in six colours, one non-photo blue pencil, one soft pencil and one fine-tipped black felt-tip pen. Using newsprint and posterboard, the group worked on simple and fancy lettering, simple line drawings, caricatures, adaptations of existing art using clip-art, and basic layout and design principles, finishing the day with one completed "portrait" of a fellow group member, and one poster on a major women's issue or event. The techniques undertaken were equally appropriate for use in the preparation of brochures, booklets, flipcharts or any camera-ready copy designed for offset printing. An exhibition of all the completed posters was mounted in the lobby of the conference rooms at ESCAP.

Module 4. ***Standardization of data***

Module 4 was lectured on by Mr. Arthur Vespry, Director, Library and Regional Documentation Centre, Asian Institute of Technology, based upon his paper (SD/WINAP-2/1989/M4-1). The participants were presented with a 16-square matrix, and their perceptions of it were discussed. It became obvious that, even for such a seemingly simple diagram, there were many different possible descriptions. The lecturer stressed that they were reports of the perceived views of individuals, which had no absolute rightness or wrongness, and did not matter as long as everyone accepted that they were merely different views of the same matter. However, if the group was required to take joint action based on the number of squares perceived, then some standard way of counting would be necessary, to ensure that each member arrived at the same total. The example had been used to introduce the concept of standards, and how and why they were formulated. Standards were described as types of explicit and detailed agreements of ways of making objects or performing tasks. It was pointed out that standards should not inhibit the growth of individual initiative and invention; there must be mechanisms for changing them in response to technological change, and changes in users' needs.

Examples were then given on the benefits of standards for convenience in the use of a technology and to reduce costs:

(1) For predictability, so that one always knew what to expect in any given situation or on any given object;

(2) For ease of use and safety; and

(3) For exchangeability of parts (light bulbs, spare parts of automobiles) or products (of, for example, information centres).

Types of standards were mentioned, including standards for information services, which would be the main concern of the participants. The need for standards in information management was also discussed. Areas of major importance in information services and where standards should be observed were noted. Such areas included the print media and the new information technologies, for example, telex, facsimile transmission, and CD-ROMs.

In addition to standards for technology used in information exchange and dissemination, standards for local information services were mentioned. They included standards applicable to ordering, cataloguing, design and maintenance of automated data bases, thesauruses and their use, classification, and bibliographic description. It was also pointed out that information centres should design standards for selection and discarding of materials, and that they should be prepared to be flexible when the standards involved networking.

Finally, after discussing methods of and responsibilities for developing standards, the question of standards for data elements in bibliographic data bases and/or exchange of data through the common communications format (CCF) of UNESCO was introduced. The lecturer felt that CCF was the most likely hope for the future of interchangeability of bibliographic data.

The participants discussed the role they might play in future developments of CCF, and were particularly interested in the possible interfaces between systems and software, such as the UNESCO Mini-Micro CDS/ISIS. Considerable interest centred on versions of ISIS and its development, and the hope was expressed that ISIS would soon be compatible with CCF.

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

A computer expert from the Data Processing Section of ESCAP 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 the CDS/ISIS mini-micro version. Computer application was demonstrated using the bibliographic data base of Women's Information Systems, (WIS) UNCSDHA. He further explained and demonstrated the use of word processing, spread sheets, CDS/ISIS and global communication and information networks. A demonstration on the CD-ROM was performed by the General Manager of Book Promotion and Services Ltd., a private CD-ROM distributor in Thailand.

Module 6: ***Action plans***

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

I. Objectives of national women's information centres:

(1) National women's information centres (NWICs) should act as a clearinghouse on women-related information and data;

(2) NWICs should repackage and disseminate relevant data and information to specific groups; and

(3) NWICs should systematize, exchange and circulate information at national, subregional and regional levels.

II. Methodology/activities to establish/strengthen NWICs:

(1) A committee should be set up composed of governmental and non-governmental organizations, women in academic life and researchers to identify informational needs and map out appropriate action;

(2) Consultations should be held with possible end-users of NWICs to build two-way communication;

(3) "Aggressive" programmes should be devised for the acquisition of statistics, printed and non-printed materials, videos, films and others;

(4) A computerized data base on women should be developed using a standardized data base, for example, CDS/ISIS as soft-ware for a bibliography and the ASEAN thesaurus on women in development for documentation;

(5) Produce/repackage Media materials on women should be produced or repackaged for targeted groups such as policy makers, planners, researchers, media people, women non-governmental organizations, extension workers and rural women;

(6) Information services should be developed for users, for example, CAS, SDI, reference/referral services;

(7) The professional capabilities in information management of NWIC personnel should be upgraded;

(8) The physical facilities of NWIC should be improved.

III. At the regional level, the participants recommended that the WINAP regional centre should:

(1) Develop a regional data base on women using standard software and a standard thesaurus;

(2) Promote a regular exchange of information materials on women's issues;

(3) Organize an annual workshop to review and evaluate the activities of NWICs and provide further training on relevant topics; and

(4) Assist national information centres in raising funds for their information activities.

The following recommendations were made for the next workshop, scheduled to be held for the East and South-East Asian countries in 1990:

(1) The next workshop should include such topics as intensive technical training on computer systems and applications of software packages, for example, CDS/ISIS, PAGEMAKER, book ordering systems and desk-top publishing;

(2) Training should be provided in the production of women's issue, media materials, for example, graphic design, awareness-building games, mass media programmes;

(3) Training should be provided in the writing and editing of project proposals, news articles and reports;

(4) Training should be provided in the collection and processing of statistics on women; and

(5) Further training should be provided in the management of women's information centres, including proposal writing, fund-raising, information networking, acquisition and processing of materials and conducting research and sensitizing workshops on gender issues.

Field Visit

On 27 May 1989, a field visit was made to Klongtoey, the Library of the Japan Volunteer Centre, Duang Prateep Foundation (slum development project), and the Women's Information Centre of the Foundation of Women. The Women's Rights Protection Centre Project was visited by the Friends of Women on 1 June 1989.

Closing

The Workshop was closed by the Chief of the Social Development Division, after the presentation of recommendations for future action plans.

Annex I

LIST OF PARTICIPANTS

Ms. Dayang Faredah Hj. Abd. Rahim, Officer, Ministry of Culture, Youth and Sports, Bandar Seri Begawan, Brunei Darussalam.

Ms. Dyg. Hjh. Siti Hafsah Hj. Abd. Halim, Assistant Honorary Secretary, Council of Women of Brunei Darussalam, Bandar Seri Begawan, Brunei Darussalam.

Ms. Feng Xiguang, Deputy Chief, Department of Social Statistics of State, Statistical Bureau, Beijing, China.

Ms. Cai Sheng, Deputy Chief, International Liaison Department, All-China Women's Federation, Beijing, China.

Ms. Elly Julia Basri, Manager, Clearinghouse for Information on WID, Indonesian Institute of Science and Technology, Jakarta, Indonesia.

Ms. Mintaria Sianipar, Staff, Ministry of the State Role of Women, Jakarta, Indonesia.

Ms. Kham-One Phetdao-Heuang, Vice Editor, Lao Women's Union Information, Vientiane.

Ms. Bouasavanh Keovilay, Teacher Training University, Vientiane.

Ms. Fatimah Saad, Deputy Director, National Population and Family Development Board, Kuala Lumpur, Malaysia.

Ms. Eufrosina P. Orate-Dumlao, Officer-in-Charge, Clearinghouse/Information Center on Women, National Commission on the Role of Filipino Women, Manila, Philippines.

Ms. Carolyn Anonuevo, Executive Director, Center for Women's Resources, Manila, Philippines.

Ms. Paik Young-Joo, Researcher, Information/Publication Division, Korean Women's Development Institute, Seoul, Republic of Korea.

Ms. Oh Hye-Ran, Director, Publication and Publicity Department, Korean National Council of Women, Seoul, Republic of Korea.

Ms. Lim Kek Hwa, Head, Reference Services Division, National Library, Singapore.

Ms. Nibha Setsuwan, Chairman, Clearinghouse on Women in Development Project, The National Council of Women of Thailand, Bangkok, Thailand.

Ms. Chantira Kalambasuta, Assistant Chief, Women's Affairs Section, Office of the Permanent Secretary, The Prime Minister's Office, Bangkok, Thailand.

Ms. Nguyen Nhat Tuyen, Cadre-in-Charge of Information Network, Centre of Women Research, Vietnam Committee for Social Sciences, Hanoi, Viet Nam.

Ms. Pham Thi Sam, Deputy Head, Department for Women's Programmes, Radio "The Voice of Vietnam", Hanoi, Viet Nam.

United Nations bodies

Ms. Theresa Goh, Library, United Nations Children's Fund (UNICEF), Bangkok.

Ms. Amara Rattakul, Programme Officer, United Nations Development Programme (UNDP), Bangkok.

Ms. K. Kano, Country Director, United Nations Fund for Population Activities (UNFPA/UNDP), Bangkok.

Ms. Merete Johansson, Regional Liaison Officer, United Nations Development Fund for Women (UNIFEM/UNDP), Bangkok.

Ms. Nahoko Tanaka, Associate Programme Officer, United Nations Environment Programme (UNEP), Bangkok.

Ms. Christine Mounge, Regional Social Services Officer, United Nations High Commissioner for Refugees (UNHCR), Bangkok.

Ms. Cecilia Cody, Social Service/Education Officer, United Nations High Commissioner for Refugees (UNHCR), Bangkok.

Specialized agencies

Ms. J. Aksornsuwan, Librarian, International Labour Organisation (ILO), Bangkok.

Ms. Yoko Suzuki, Expert on Workers' Education, International Labour Organisation (ILO), Bangkok.

Ms. Alexandra Stephens, Regional Home Economics and Social Development Officer, Food and Agriculture Organization of the United Nations (FAO), Bangkok.

Ms. Annick Wouters, Associate Expert, Regional Unit for Social and Human Sciences, United Nations Educational, Scientific and Cultural Organization (UNESCO), Bangkok.

Other Organizations

Ms. Niramon Prudtatorn, Foreign Affairs Officer, Friends of Women, Bangkok.

Mr. Somchai Ratanaskul, Information Centre, The National Council of Women of Thailand (NCWT), Bangkok.

Observers

Ms. Aree Cheuniwattana, Central Library, Srinakharinwirot University, Bangkok.

Ms. Rungtip Hovanotayan, Social Administration Faculty Library, Thammasat University, Bangkok.

Ms. Hiromi Iwafune, Information Officer, Yokohama Women's Forum, Kanagawa, Yokohama, Japan.

Ms. U-sa Lerdsrisantad, Foundation for Women, Bangkok.

Ms. Claudette Martin-Cupid, Postgraduate Student, Mahidol University, Salaya, Nakornchaisri, Thailand.

Ms. Patchanee Natpracha, Consultant on Women in Development, Food and Agriculture Organization of the United Nations (FAO), Bangkok.

Ms. Nongyai Nawarat, Assistant Director, Women in Development Consortium in Thailand, Thammasat University, Bangkok.

Ms. Jamal Devi Shrestha, Mahidol University, Salaya, Nakornchaisri, Thailand.

Ms. Benchawan Sudching, Planning and Policy Analyst, Technical and Planning Division, Office of the Permanent Secretary, Office of the Prime Minister, Bangkok.

Resource persons

Ms. Makiko Sakai (Arima), Executive Director, Yokohama Women's Forum, Yokohama, Japan.

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

Ms. Kiyoko Fujii, Councillor, Office for Women's Affairs, Prime Minister's Office, Tokyo, Japan.

Ms. Maria Laosunthara, Part-time Professor, The Library, Srinakharinwirot University, Bangkok.

Mr. Lee Pit Teong, General Manager, Book Promotion and Services Ltd., Bangkok.

Mr. Arthur Vespry, Director, Library and Regional Documentation Centre, Asian Institute of Technology, Rangsit, Thailand.

Ms. Anne S. Walker, Director, International Women's Tribune Centre, New York, U.S.A.

ESCAP secretariat

Mr. Koji Nakagawa, Deputy Executive Secretary

Mr. Edward Van Roy, Chief, Social Development Division

Ms. Meena Patel, Senior Social Affairs Officer, Social Development Division.

Ms. Yumiko Tanaka, Social Affairs Officer, Social Development Division.

Ms. Yingpan Isarasakdi, Administrative Assistant, Social Development Division.

Ms. Marianne Vespry, Information/Documentation Co-ordinator, FADINAP/ ARSAP, Agriculture and Rural Development Division.

Mr. Fred J. Burian, Chief, Population Information Section, Population Division.

Ms. Ja Kyung Yoo, Population Information Expert, Population Information Section, Population Division.

Ms. Pansy Tun Thien, Research Documentalist, Population Division.

Mr. M.A. Sahib, Chief, Statistics Division.

Mr. Kwok Kwan Kit, Regional Adviser on Population Statistics, Statistics Division.

Mr. Art Wichiencharoen, Computer Expert, Technical Services and Training, Data Processing Section, Division of Administration.

Annex II

WORKSHOP SCHEDULE

Monday, 22 May

1000-1030	Opening Session Inaugural address by H.E. Khunying Supatra Masdit Minister attached to the Prime Minister's Office Royal Thai Government Statement by Deputy Executive Secretary, ESCAP
1045-1100	Orientation to the Workshop Chief Social Development Division, ESCAP
1100-1200	Introduction: Global and regional perspectives for establishing a women's information network [by Kiyoko Fujii]
1300-1430	"Women's Information Network for Asia and the Pacific" [by Yumiko Tanaka] Module 1: Management of women's information centres: 1.1. Definition, scope, activities and organization of a national women's information centre [Presentation of country papers and discussions]
1445-1615	Module 1:1.1. (cont'd)

Tuesday, 23 May

0830-1000	Module 1:1.2. Information networking: a model information sharing/exchange system and its functions; information suppliers and users; information channelers/agencies [by Fred Burian]
1015-1145	Module 1:1.2. - ditto - [by Makiko Arima]
1300-1430	Module 1:1.2. - ditto - [by Anne S. Walker]
1445-1615	Module 5: New information technology - Demonstration of CD/ROM [by Lee Pit Teong]

Wednesday, 24 May

0830-1000	Module 2: Acquisition and processing of materials 2.1.a. Acquisition of materials [by Maria Laosunthara]
1015-1145	Module 5: New information technology and its applications to women's information systems [by Art Wichiencharoen]
1300-1430	Module 5: (cont'd)
1445-1615	Module 1:1.3. Planning for services [by Pansy Tun Thien]

Thursday, 25 May

0830-1000	Module 2:2.1.a. (cont'd)
1015-1145	Module 2:2.2 Organization of materials [by Marianne Vespry]
1300-1430	Module 5: New information technology [by Art Wichiencharoen]
1445-1615	Module 5 (cont'd)

Friday, 26 May

0830-1000	Module 2:2.2. (Cont'd)
1015-1145	Module 4: Standardization of data [by Arthur Vespry]
1300-1430	Module 5: New information technology and its applications to women's information systems [by Art Wichiencharoen]
1445-1615	Module 5. (cont'd)

Saturday, 27 May *Field visit*

0800-1000	Klongtoey Library Japan International Volunteer Centre Community Development Office
1030-1200	Duang Prateep Foundation (slum development project)
1430-1600	Women's Information Centre Foundation for Women

Monday, 29 May

0830-1000	Module 3: Production of materials [by Anne S. Walker]
1015-1145	Module 3. (cont'd)
1300-1615	Module 3. (cont'd)

Tuesday, 30 May

0830-1145	Module 3. (cont'd)
1300-1615	Module 3. (cont'd)

Wednesday, 31 May

0800-1145	Module 3. (cont'd)
1300-1615	Module 3. (cont'd)

Thursday, 1 June

0830-1000	Module 2:2.1.b. Indicators and statistics on women in Asia and the Pacific [by Saisuree Chutikul]
1015-1145	Module 2:2.1.b. - ditto - [by Kwok Kwan Kit]
1330-1530	Field Visit to Friends of Women (Women's Rights Protection Centre Project)

Friday, 2 June

0830-1000	Module 5: New information technology (Book ordering system, desk-top publishing, EBIS, and CDS/ISIS) [Ja Kyung Yoo]
1015-1145	Module 6: Action plan [Group discussion]
1300-1430	Module 6. (cont'd)
1445-1530	Module 6: Action Plan [Plenary]
1530	Closing

Annex III

LIST OF DOCUMENTS

Number	*Title*
	Schedule of Workshop
	Provisional List of Participants
SD/WINAP-2/1989/INT-1	Report on the Development of a Women's Information Network for Asia and the Pacific (WINAP)
SD/WINAP-2/1989/INT-2	Summary of Recent Activities on Women in Development Programme of ESCAP (Introduction)
SD/WINAP-2/1989/M1-1	National Women Information Centre (NWIC) - Thailand
SD/WINAP-2/1989/M1-2	Women Information Centre, National Council of Women of Thailand (NCWT) - Thailand
SD/WINAP-2/1989/M1-3	The Conditions of Women's Statistics in China - China
SD/WINAP-2/1989/M1-4	Viet Nam Women's Union, Hanoi - Viet Nam
SD/WINAP-2/1989/M1-5	National Library of Singapore 1989 - Singapore
SD/WINAP-2/1989/M1-6	Management of National Women's Information Centres - Republic of Korea
SD/WINAP-2/1989/M1-7	Report on the Management of Women's Information Centre in China - China
SD/WINAP-2/1989/M1-8	Management of National Women's Information Centre: Indonesian Case - Indonesia
SD/WINAP-2/1989/M1-9	National Women's Information Centre - Indonesia
SD/WINAP-2/1989/M1-10	Management of National Women's Information Centre - The Philippines
SD/WINAP-2/1989/M1-11	Management of National Women's Information Centre - Brunei Darussalam

Number	*Title*
SD/WINAP-2/1989/M1-12	Management of National Women's Information Centre - Republic of Korea
SD/WINAP-2/1989/M1-13	Management of National Women's Information Centre - Malaysia
SD/WINAP-2/1989/M1-14	Lao Women's Union - Lao People's Democratic Republic
SD/WINAP-2/1989/M1-15	Country Report - Brunei Darussalam
SD/WINAP-2/1989/M1.2-1	Networks: Advantages and Disadvantages of Participating in Networks
SD/WINAP-2/1989/M1.2-2	Information Network System: Yokohama Women's Forum for Communication and Networking
SD/WINAP-2/1989/M1.2-3	Networking among Women
SD/WINAP-2/1989/M1.3-1	Planning for Services
SD/WINAP-2/1989/M2-1	Women's Information Centres
SD/WINAP-2/1989/M2-2	Bibliographic Description
SD/WINAP-2/1989/M2-3	Indicators and Statistics on Women's Development in Asia and Pacific
SD/WINAP-2/1989/M2-4	Improving the Collection and Dissemination of Gender-based Statistics on Women's Status
SD/WINAP-2/1989/M2-5	Indexing
SD/WINAP-2/1989/M4-1	Standardization
SD/WINAP-2/1989/M5-1	Introduction of Bibliographic Database Package on Micro-computer

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