

WHO/EM/CEHA/23-E ✓

FIRST REGIONAL WORKSHOP ON
CEHANET PROCEDURES

Amman, Jordan 24 June to 6 July 1989

WORLD HEALTH ORGANIZATION
REGIONAL OFFICE FOR THE EASTERN MEDITERRANEAN
CENTRE FOR ENVIRONMENTAL HEALTH ACTIVITIES (CEHA)
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ABSTRACT

The First Regional Workshop on CEHANET Procedures was held in Amman, 24 June to 6 July 1989. It is the first of two workshops planned during the life-time of the project. It aimed to offer training to technical personnel working in CEHANET National Focal Agencies and Collaborating Centres, in order to create a common background in documentation and information handling. Twelve participants attended the workshop, working as librarians/documentation officers in six national focal agencies (Egypt, Jordan, Pakistan, Sudan, Syrian Arab Republic, Tunisia) and four collaborating centres from Jordan, Oman, Pakistan and Syrian Arab Republic in addition to the CEHA documentalist.

Four lecturers/facilitators shared the responsibility of delivering lectures, conducting sessions and supervising practical sessions.

Lectures and practical training were given to cover CEHANET structure, functioning and services, CEHANET procedures and standards (acquisition, cataloguing, classification, indexing and abstracting) and use of Micro CDS/ISIS. Visits were arranged to four libraries and documentation centres representing specialized science and technology libraries, university libraries, public libraries and water supply and sanitation libraries.

Overall satisfaction was expressed throughout the Workshop. Common understanding was achieved on CEHANET and its documentation procedures.

A follow-up programme is recommended to maintain contact with participants as "CEHANET officers" in the national centres of their countries.

Recommendations were put forward concerning publishing and distribution of the Arabic Interwater Thesaurus, CEHANET Procedures Manual and the lectures presented during the workshop. The workshop recommended a series of national training workshops in the countries of the first phase of the network, and for the Second Regional Workshop, the same participants are recommended to attend. Decision regarding use of the IRC Classification System is left to individual libraries.

LIST OF ABBREVIATIONS

AARCII	:	Anglo-American Cataloguing Rules, 2nd edition
CCF	:	Common Communication Format
CDS/ISIS	:	Computerized Documentation Services/Integrated Set of Information Systems
CEHA	:	WHO's Regional Centre for Environmental Health Activities, Amman, Jordan
CEHANET	:	WHO/CEHA Environmental Health Regional Information Network
EH	:	Environmental Health
EMR	:	Eastern Mediterranean Region (of WHO)
EMRO	:	Eastern Mediterranean Regional Office (of WHO)
ENSTINET	:	Egyptian National Science and Technology Information Network
IDRC	:	International Development Research Centre, Ottawa Canada
IRC	:	International Reference Centre for Community Water Supply and Sanitation, The Hague, The Netherlands
ISBD	:	International Standards Bibliographic Description
ISO	:	International Standards Organization
NCC	:	National Collaborating Centre
NFA	:	National Focal Agency
STC	:	Short Term Consultant
UN	:	United Nations
WHO	:	World Health Organization

ACKNOWLEDGEMENT

This Workshop was held as part of CEHANET Project, which aims at establishing a Regional Information Network on Environmental Health in the WHO Eastern Mediterranean Region. The financial support of the International Development Research Centre (IDRC), Ottawa, Canada, to CEHANET Project is gratefully acknowledged. The Workshop is one of the tasks which is fully funded by the IDRC.

I. INTRODUCTION

According to the Memorandum of Grant Conditions signed between WHO and IDRC for the CEHANET Project, the specific objectives of the Project include convening two regional workshops on CEHANET procedures. The present Workshop was planned for November 1988. At that time, however, CEHANET procedures were not yet ready and the workshop had to be postponed for about six months.

Since this was a training workshop, emphasis was placed on lectures, discussions and practical training. Areas of training covered were: introduction to CEHANET; structure, services and outputs, CEHANET procedures; acquisition, cataloguing, classification, indexing and abstracting. CEHANET Procedures Manual, the Interwater Thesaurus and Criteria for Selection of Materials for CEHANET's Data Base were among the tools used for training. Practical training on microcomputers using CDS/ISIS and CEHANET bibliographic worksheet constituted a major part of the workshop. Participants had the chance to visit four libraries/documentation centres in Jordan. These centres represent university libraries, special libraries, public libraries and documentation centres. The agenda and the programme of the workshop are given in Annex I and II respectively.

The workshop was held at CEHA between 24 June to 6 July 1989. Twelve participants attended, from CEHA, Egypt, Jordan, Oman, Pakistan, Sudan, Syrian Arab Republic and Tunisia. A list of participants is given in Annex III.

2. OPENING CEREMONY

The opening ceremony was held in the CEHA Conference Room. Opening speeches were given by H. E. the Minister of Health and Social Development who delegated Dr S. Qubein to inaugurate the Workshop. Dr H. El-Baroudi, CEHA Acting Coordinator, delivered a message from Dr Hussein A. Gezairy, Regional Director, Eastern Mediterranean Region of WHO. Dr Gezairy emphasized the role of CEHA in promotion of environmental health in this Region. Training programmes of CEHANET were reviewed, emphasizing the role of standard systems and tools in operation and functioning of CEHANET.

3. WORKSHOP STRUCTURE AND COMPONENTS

3.1 Lectures

A series of lectures was presented by the CEHA Information Scientist covering the following aspects: CEHA and environmental health information exchange, information networks, user needs, library collection development, CEHANET services and CEHANET structure. Summaries of the papers presented are given in section 4 of this report. A list of these papers and the other basic documents of the workshop is given as Annex IV.

3.2 CEHANET Procedures

Theoretical background and practical training were supplied using the CEHANET Procedures Manual as the basis and guide for application and use. A summary of areas covered by the Manual is presented in section 4 of this report.

3.3 Computer Hands-on Training

A theoretical background on library automation in general and computer applications in CEHANET in particular was presented. Practical sessions were conducted with in-depth training using CDS/ISIS. A summary of the lectures on this aspect and analysis of practical training is presented in section 4 of this report.

3.4 Country Reports

Each participant was asked two weeks before the workshop to prepare a paper on his/her library/documentation centre. The paper was to include the following:

- General information on the institution
- User group served by the documentation centre/library
- Acquisition procedures and document selection policies
- Information management practices: cataloguing, classification, indexing and systems used
- Information technology used
- Information and library services.

Each participant presented a detailed description of the library/documentation unit in which he/she works, according to the guidelines provided. Presentations were divided into two groups: National Focal Agencies' presentations which included the The Egyptian National Science and Technology Information Network, The Royal Scientific Society, Jordan, The Pakistan Scientific and Technological Information Centre, the Sudan National Documentation Centre, Assad National Library, Syrian Arab Republic and the National University Science and Technology Documentation Centre, Tunisia.

The other group of presentations included those of the Water Authority of Jordan; Ministry of Health, Central Library, Oman; University of Engineering and Technology, Lahore, Pakistan; and Damascus City Water Supply and Sewerage Authority, Syrian Arab Republic.

4. SUMMARIES OF PAPERS PRESENTED

4.1 - 4.7 Lectures presented by Dr N. Al-Shorbaji, CEHA Information Scientist

4.1 Introduction to Environmental Health Literature, CEHA and CEHANET

The paper aimed at introducing and defining environmental health literature. The problems encountered in its organization, use and communication, were also discussed. A brief description of CEHA was presented, covering its origin, functions and services. CEHANET Project as part of the Information Exchange Programme was introduced. Functions, plans and services of the Network were reviewed.

4.2 Information Networks: Definition, Types, Needs, Purposes

The paper aimed at introducing the library cooperation concept and the need for cooperation in addition to areas of cooperation. Prerequisites for cooperation programmes were presented. Library and information networks were defined with emphasis on the types and classification of networks. The networks reviewed included centralized/decentralized, open/closed membership networks, public/private sector networks, general/specialized networks, cycle-type networks, wheel-type networks, and mixed networks.

4.3 User Needs: Perception and Analysis, Philosophy, Techniques, Procedures, Satisfaction Measurement

The paper presented a comprehensive definition of user needs, wants, demands and requirements and the need for studying them in order to plan, implement and manage information systems. The factors affecting information needs were identified including personal factors and work environment. Preference and use of various information sources were also discussed. Methods and tools used for identifying information needs and satisfaction with information sources were presented with examples from user studies.

4.4 Collection Development in Environmental Health Information Units: Selection Standards and Procedures and Acquisition Policies

The scope of environmental health literature was defined. The need for selection policy and acquisition procedures was shown. The policy should include subject coverage of the collection, country emphasis, languages, dates and editions, types of documents, and gifts and exchange. Selection and acquisition procedures of various information sources were explained. Criteria for selection of materials for CEHANET's Data Base were also presented as guidelines for librarians and documentalists working in environmental health information units. The need for evaluation of collection and weeding was discussed.

4.5 CEHANET Document Delivery Services

The paper presented the definition of and the need for document delivery services within CEHANET. The prerequisites for such services and the limitations were discussed. The paper identified the user group and locations of users in EMR countries. CEHANET services include reference services, current awareness services, document delivery services, retrospective bibliographic services, and other non-bibliographic services. The paper presented an evaluation of the document delivery services including statistics on the number of articles and documents delivered to the various categories of users. There has been a steady increase in the number of countries and the number of professionals in each country who use the services. Consequently there is increase in the number of documents and articles delivered.

4.6 Bibliographic Services and Information Systems in Environmental Health

The paper identified the information systems supporting environmental health programmes which include national information systems, UN information systems and commercial information systems. The paper gave a list and addresses of these systems and the bibliographic and/or non-bibliographic services offered by them. The role of WHO in environmental health information supply was emphasized, showing the various systems functioning within WHO.

4.7 CEHANET National Focal Agencies and National Collaborating Centres: Functions and Interrelations

The paper started with defining CEHANET as a decentralized, mission-oriented Regional information network. CEHANET structure was presented, showing the relationship and communication links between the various points in the network. The selection criteria used for identifying national focal agencies (NFA) and national collaborating centres (NCC) were presented. The role of NFAs and NCCs was discussed, based on the Memorandum of Understanding which defines the functions of NFAs, NCCs and CEHA in the network.

4.8 Automation in CEHANET by Dr N. Harfouch, Temporary Adviser/CEHA

The paper was divided into three parts. The first part placed emphasis on the role of automation in CEHANET, giving the potential areas of automation including automation of internal operations and automation of access of external information systems. The second part placed emphasis on automation requirements including manpower requirements, site preparation, environmental requirements, and operational requirements. The third part placed emphasis on selection of equipment and the need for compatibility and selection of software. Special emphasis was placed on CDS/ISIS as the standard bibliographic package used by CEHANET. History, development and specifications of the package were presented. Transfer of information and trans border data flow within CEHANET were also discussed.

4.9 CEHANET Procedures Manual by Mr M. Itayem, Consultant/CEHA

The lectures and practical sessions related to CEHANET procedures were divided according to the Manual into three parts:

1. General description of the data base which includes an introduction to data base management, structure and fields, and the worksheet used to enter data, with emphasis on the header part of it.
2. Bibliographic description based on the CCF, AACRII and the various ISBDs. This part includes a field-by-field analysis of the bibliographic description of documents. Prescribed punctuation and authority file were also discussed.

3. Subject analysis and local fields. This part presented a step-by-step procedure for indexing, using the Interwater Thesaurus. Full description and how to use the Interwater Thesaurus and IRC classification scheme were presented. Abstracting as a subject analysis process was presented and examples were given. This part also included local fields relevant and important to individual libraries within the network. A table of comparison between CEHANET format and CCF was also supplied showing similar and different fields and presentations.

A major part of the Manual was the annexes supplied, including country codes, language codes, codes of character sets, role codes, IRC classification scheme, ISO currency code, and codes of states and acronyms of Regional and international organizations.

5. EVALUATION

At the start of the first session of the workshop, participants were asked the following question in Arabic and in English "What do you expect to gain from the workshop?" Participants put their answers and expectations on paper. That gave the facilitators a clear idea about what participants would like to gain from their participation in the workshop. Participants' answers were categorized as follows:

1. To know more about WHO/CEHA programmes and services.
2. To know about CEHANET structure, services, facilities offered, relations with other information centres and future prospects and development.
3. To know the technical procedures and tools used by CEHANET and get enough training to be able to use them.
4. To become familiar with microcomputers and get training on CDS/ISIS.
5. To have good discussion with lecturers and colleagues on matters concerning information exchange in environmental health.
6. To meet colleagues from other countries to help establish relations with them.

One day before the closing date of the workshop, a bilingual (Arabic/English) questionnaire was distributed to participants who were asked to fill it in and bring it back to CEHA the next day. Annex V is the evaluation form used with the calculated answers on it.

The data collected show that the vast majority of participants were either very satisfied or satisfied with lectures presented in the workshop. Three participants expressed dissatisfaction with the IRC classification scheme, abstracting and selection of hardware and software.

The vast majority of participants expressed their satisfaction with other aspects related to running and management of the workshop, including the practical training. Two participants expressed dissatisfaction with the length of each working session (two hours). Three participants expressed dissatisfaction with the length of each working day (8 hours).

None of the participants had any real language problem but two said that "to a certain extent" they had such problems. Eleven participants expressed their preference to have an advanced follow up course and would like to participate in it. Nine participants recommended holding a similar workshop at national level in their countries.

From the list of proposed actions to be taken, the vast majority of answers showed commitment from participants to follow up after the workshop.

Participants expressed their satisfaction with the workshop and expressed their appreciation of CEHA for what it has achieved.

One of the participants was elected to give a speech on behalf of his colleagues. He expressed their satisfaction and appreciation of CEHA/CEHANET efforts. He pledged support and commitment to CEHANET.

Dr N. Harfouch, Temporary Adviser, produced an evaluation report on his participation in the workshop. He expressed his overall satisfaction with the workshop, taking into consideration that Dr Harfouch had undertaken a mission to CEHA in December 1988 to assist in planning of and preparation for the workshop. Annex VI is the full report.

6. RECOMMENDATIONS

1. An Arabized version of the Interwater Thesaurus should be distributed to environmental health institutions to be used for indexing and vocabulary control in both Arabic and English.
2. CEHANET Procedures Manual (Arabic and English) should be distributed to environmental health libraries/documentation centres to be used as a guide for cataloguing, classification, indexing and abstracting.
3. As for the IRC classification scheme, it should be left to individual institutions to apply it as they wish.
4. The lectures presented in the workshop should be put in book form and published by CEHA as part of the CEHANET training programme.
5. The workshop should be followed by a series of national workshops to train librarians/documentation officers working in all environmental health units in each of the eight countries of the first phase of the CEHANET Project.
6. The second Regional Workshop on CEHANET Procedures should be a follow-up to the First Workshop, with the same participants.

ANNEX I

AGENDA

- Registration
- Opening Session
- Introduction to CEHANET
 - 1) Information management
 - 2) User needs
 - 3) Collection development for environmental health (EH) literature
 - 4) Collection management
 - 5) Descriptive cataloguing
 - 6) Subject cataloguing
 - 7) Thesauri
 - 8) IRC/CWS Thesaurus
 - 9) Classification
 - 10) IRC/CWS Classification scheme
 - 11) User services
 - 12) Current awareness services
 - 13) Bibliographies and bibliographic control
 - 14) Library automation/microcomputers in libraries
 - 15) CDS-ISIS
 - 16) CEHANET procedures : bibliographic control
- Visits to Environmental health (EH) documentation centres
- Evaluation and closing session.

ANNEX II

PROGRAMME

SATURDAY 24 JUNE 1989

- 09:00 - 09:45 Registration
- 09:45 - 10:30 Opening Ceremony
- Message from Regional Director
 - Welcome address from H. E. Minister of Health
- 10:30 - 11:00 Coffee break
- 11:00 - 12:00 Introduction to EH Literature, CEHA and CEHANET
(N. Al-Shorbaji)
- 12:00 - 13:00 Information networks : definition, types, needs, purpose - CEHANET
(N. Al-Shorbaji)
- 13:00 - 14:00 Lunch break
- 14:00 - 16:00 Information and documentation : NFA participants' presentations

SUNDAY 25 JUNE 1989

- 08:30 - 10:30 Information and documentation : NCC participants' presentations
- 10:30 - 11:00 Coffee break
- 11:00 - 13:00 Introduction to collection management
(M. Itayem)
- 13:00 - 14:00 Lunch break
- 14:00 - 16:00 Users' needs : perception and analysis, philosophy, techniques, procedures, satisfaction measurement
(N. Al-Shorbaji)

MONDAY 26 JUNE 1989

08:30 - 10:30 Collection development in EH information
units : selection standards and procedures
and acquisition policies
(N. Al-Shorbaji)

10:30 - 11:00 Coffee break

11:00 - 13:00 Cataloguing, indexing, classification,
abstracting
(M. Itayem)

13:00 - 14:00 Lunch break

14:00 - 15:00 Descriptive cataloguing using CEHANET
Procedures Manual
(M. Itayem)

15:00 - 17:00 Visit to RSS Library

TUESDAY 27 JUNE 1989

08:30 - 10:30 Descriptive cataloguing : practical
(Z. Hamad)

10:30 - 11:00 Coffee break

11:00 - 13:00 Cataloguing of non-conventional information
sources : reports, GTV publications, AV media
(M. Itayem)

13:00 - 14:00 Lunch break

14:00 - 16:00 Cataloguing : practical and revision
(M. Itayem + Z. Hamad)

WEDNESDAY 28 JUNE 1989

08:30 - 10:30 Subject cataloguing : controlled vs.
uncontrolled language
(M. Itayem)

10:30 - 11:00 Coffee break

11:00 - 13:00 Subject headings vs. thesauri
(M. Itayem)

13:00 - 14:00 Lunch break

14:00 - 16:00 The thesaurus as information storage and
retrieval tool
(M. Itayem)

THURSDAY 29 JUNE 1989

08:30 - 10:30 Interwater Thesaurus : review and use
(Z. Hamad + N. Al-Shorbaji)

10:30 - 11:00 Coffee break

11:00 - 13:00 Interwater Thesaurus : practical
(Z. Hamad)

13:00 - 14:00 Lunch break

14:00 - 16:00 Introduction to classification : general
schemes vs. specialized systems
(M. Itayem)

SATURDAY 1 JULY 1989

08:00 - 10:30 IRC Classification scheme : review
(M. Itayem)

10:30 - 11:00 Coffee break

11:00 - 13:00 IRC Classification scheme : practical
(M. Itayem + N. Al-Shorbaji + Z. Hamad)

13:00 - 14:00 Lunch break

14:00 - 16:00 Interwater Thesaurus and IRC/CWS
classification : practical
(M. Itayem + Z. Hamad + N. Al-Shorbaji)

SUNDAY 2 JULY 1989

08:30 - 10:30 Seminar on CEHANET Procedures Manual
(M. Itayem + N. Harfouch)

10:30 - 11:00 Coffee break

11:00 - 13:00 CEHANET Document Delivery Services
- Current awareness bulletins
- Newsletters
- SDI
- Evaluation
(N. Al-Shorbaji)

13:00 - 14:00 Lunch break

14:00 - 16:00 Bibliographic services and information
systems in environmental health
(N. Al-Shorbaji)

MONDAY 3 JULY 1989

08:00 - 10:30 CEHANET National Focal Agencies and
National Collaborating Centres:
Functions and Interrelations
(N. Al-Shorbaji)

10:30 - 11:00 Coffee break

11:00 - 13:00 Automation in CEHANET
(N. Harfouch + N. Al-Shorbaji)

13:00 - 14:00 Lunch break

14:00 - 16:00 Automation Requirements and Selection of
Equipment
(N. Harfouch)

TUESDAY 4 JULY 1989

08:30 - 10:30 Selection of software
(N. Harfouch)

10:30 - 11:00 Coffee break

11:00 - 13:00 In-housekeeping procedures using CDS/ISIS
(N. Harfouch + Z. Hamad)

13:00 - 14:00 Lunch break

14:00 - 17:00 Visit to Yarmouk University Library

WEDNESDAY 5 JULY 1989

08:30 - 10:30 CEHANET procedures : bibliographic database
(practical)
(M. Itayem + Z. Hamad + N. Harfouch)

10:30 - 11:00 Coffee break

11:00 - 13:00 CEHANET procedures : using CEHANET formats
(M. Itayem + Z. Hamad + N. Harfouch)

13:00 - 14:00 Lunch break

14:00 - 16:00 CEHANET procedures : continued
(M. Itayem + Z. Hamad + N. Harfouch)

THURSDAY 6 JULY 1989

08:30 - 11:00	Visits to Abdul-Hamid Shoman Computer Centre and Library
11:00 - 13:00	Visit to Water Authority of Jordan Library
13:00 - 14:00	Lunch break
14:00 - 16:00	Evaluation and closing session

ANNEX III

LIST OF PARTICIPANTS

EGYPT

Mr Mohammad Abdel Hamid Moawad
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Technical Information Network
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Head
Acquisition and Classification
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Amman

Miss Raja M. Abu-Hassan
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Library and Documentation
Division
Water Authority
Ministry of Water and Irrigation
Amman

OMAN

Mrs Kauthar Abdulla Mohamed
Al-Kindy
Senior Librarian
Royal Hospital
Muscat

PAKISTAN

Miss Nageen Ainuddin Qureshi
Documentation Officer
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logical Information Centre
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National Documentation Centre
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Mr Riad Krait
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Damascus City Water Supply and
Sewerage Authority
Damascus

Miss Samia Allaf
Documentalist
Assad National Library
Damascus

TUNISIA

Mr Nasser M. Jendli
Information Specialist
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WHO SECRETARIAT

Dr Hassan El-Baroudi	CEHA, Acting Coordinator
Dr Najeeb Al-Shorbaji	CEHA, Information Scientist
Mr Mazen B. Q. Malkawi	CEHA, Documentalist
Mr Mahmoud Itayem	WHO/CEHA Consultant
Dr Nabil Harfouch Scientific Studies and Research Centre Division of Informatics P.O. Box 4470 <u>Damascus</u> Syrian Arab Republic	Temporary Adviser, CEHA
Mr Zakaria Haj Hamad Abdul Hamid Shoman Foundation <u>Amman</u> Jordan	Temporary Adviser, CEHA

ANNEX IV

LIST OF BASIC DOCUMENTS

1. Agenda
2. Programme
3. List of Participants
4. Prospectus
5. Information Bulletin No. 2
6. Introduction to Environmental Health Literature, CEHA and CEHANET, prepared by Dr N. Al-Shorbaji, STC/CEHA
7. Information Networks: Definition, Types, Needs, Purposes, prepared by Dr N. Al-Shorbaji, STC/CEHA
8. Collection Development in Environmental Health Information Units: Selection Standards, Procedures and Acquisition Policies, prepared by Dr N. Al-Shorbaji, STC/CEHA
9. Interwater Thesaurus for Community Water Supply and Sanitation, Volume 1, prepared by IRC, The Netherlands
10. Bibliographic Services and Information Systems in Environmental Health, prepared by Dr N. Al-Shorbaji, STC/CEHA
11. CEHANET Document Delivery Services, prepared by Dr N. Al-Shorbaji, STC/CEHA
12. Automation in CEHANET, prepared by Dr N. Harfouch
13. CDS-ISIS Information Retrieval System
14. Criteria for Selection of Materials for CEHANET's Data Base, adapted by Dr N. Al-Shorbaji, STC/CEHA
15. CEHANET Procedures Manual, prepared by Mr Mahmoud Itayem CEHA Temporary Adviser

16. CEHANET National Focal Agencies & National Collaborating Centres: Functions and Interrelations, prepared by Dr N. Al-Shorbaji, STC/CEHA
17. Framework for Technical Information Exchange, prepared by IRC, The Netherlands
18. Programme on Exchange and Transfer of Information (POETRI) POETRI Reference Manual, Volume 1, Part V, Guidelines for Compiling User Inventories & Surveying, User Requirements within POETRI, prepared by Susan Barry and Glenda Rousseau, IRC, The Netherlands

ANNEX V
FIRST REGIONAL WORKSHOP
ON CEHANET PROCEDURES

Amman, 24 June to 6 July 1989

EVALUATION

I. Kindly indicate the degree of satisfaction with the lectures presented during the Workshop, by circulating the appropriate number:

1 = very satisfied

2 = satisfied

3 = don't know

4 = unsatisfied

5 = very unsatisfied

Lectures

1.	What is Environmental Health and the role of CEHA	1	2	3	4	5
2.	CEHANET structure, functions and coverage	1	2	3	4	5
3.	Role of National Focal Agencies and National Collaborating Centres	1	2	3	4	5
4.	CEHANET Bibliographic and Document Delivery Services	1	2	3	4	5
5.	Criteria for selection of materials for CEHANET's Data Base	1	2	3	4	5
6.	CEHANET Procedures: Cataloguing	1	2	3	4	5
7.	CEHANET Procedures: IRC Classification	1	2	3	4	5
8.	CEHANET Procedures: Indexing & Inter-water Thesaurus	1	2	3	4	5

9.	CEHANET Procedures: Abstracting	1	2	3	4	5
10.	Role of Automation in CEHANET	1	2	3	4	5
11.	Selection of Hardware & Software	1	2	3	4	5
12.	Introduction to CDS-ISIS	1	2	3	4	5

II. How do you evaluate each of the following using the rating:

1 = excellent

2 = very good

3 = good

4 = bad

5 = very bad

1.	Practical training on the computers using CDS-ISIS	1	2	3	4	5
2.	Chance to communicate with other colleagues during the Workshop	1	2	3	4	5
3.	Chance to communicate with lecturers and to discuss certain issues	1	2	3	4	5
4.	Visits to libraries and documentation centres	1	2	3	4	5
5.	Practical training on CEHANET Procedures	1	2	3	4	5
6.	Use of training aids and audiovisual materials	1	2	3	4	5
7.	Daily transportation from Hotel to CEHA and return	1	2	3	4	5
8.	Facilities provided by CEHA staff for Hotel reservation, tickets, meals, etc	1	2	3	4	5
9.	Length of each working session (2 hours)	1	2	3	4	5
10.	Length of each working day (6 hours)	1	2	3	4	5
11.	Length and timing of coffee and lunch breaks	1	2	3	4	5

III. Kindly answer the following questions by indicating one of the following:

1 = very much

2 = to a certain extent

3 = not at all

- | | | | | |
|----|---|---|---|---|
| 1. | Did you have any language problem during the Workshop? | 1 | 2 | 3 |
| 2. | If an advanced follow up course is planned, would you like to participate in it? | 1 | 2 | 3 |
| 3. | Would you recommend holding a similar workshop on a national level in your country? | 1 | 2 | 3 |

IV. What actions will you take after going home to implement what you have learnt during the Workshop?

- | | | | |
|----|--|-----|----|
| 1. | Write a report on my participation | Yes | No |
| 2. | Recommend strengthening links with CEHANET | Yes | No |
| 3. | Ask my boss to designate me to liaise CEHANET work in my centre | Yes | No |
| 4. | Propose an action plan to implement CEHANET Procedures | Yes | No |
| 5. | Distribute brochures and other promotional materials on CEHANET | Yes | No |
| 6. | Make lists of environmental health materials and personnel and send them to CEHA | Yes | No |
| 7. | Organize a meeting in my library to brief colleagues on CEHANET | Yes | No |
| 8. | Forget about CEHANET | Yes | No |

9. Any other actions (please give details)

V. Has the Workshop been successful in achieving the aims and objectives that you attended it for and which you mentioned at the beginning of the Workshop?

Yes

No

Show how please!

ANNEX VI

EVALUATION REPORT

BY

DR NABIL HARFOUCH

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The following is a report evaluating the First Regional Workshop on CEHANET procedures, held in Amman, Jordan, 24 June to 6 July 1989. The evaluation is in compliance with paragraph 6 of the terms of reference specified for this assignment. To keep the report as concise as possible all information related to the preparation of this Workshop has been excluded, and reference is made therefore to the report presented on this subject to CEHA in a previous assignment and to the documents issued by CEHA to the participants during the Workshop.

The selection of participants as stressed in the report on the preparation of the Workshop has been successful. The participants accepted are closely related to CEHANET activities in their countries and fit the qualification criteria established. The firm policy of CEHA in screening applications and rejecting those not fulfilling the prerequisites has succeeded in reaching the individuals who should get the training and has facilitated the workshop by enhancing the homogeneity of the group of trainees.

As expected, the English proficiency of the participants in technical terminology was limited. The choice of a team of trainers capable of providing explanations in the mother tongue of the majority of the participants helped achieve an increased efficiency of training. The emphasis given by CEHA management to good and coordinated preparation with the different trainers resulted in a coherent team and harmonious implementation of the technical programme. All trainers attended the Workshop sessions and contributed immediately, each in his field, to the material presented by other trainers. Participants thus received a comprehensive coverage of each item on the technical programme and gained insight into the inter-relations between the different subjects discussed.

The technical programme has been fully implemented. The style of presentation was highly interactive and involved participants continuously. Any lack of clarity was handled immediately so that further information could be conveyed on solid grounds.

Participants had at their disposal individual copies of the necessary manuals and presented materials, which were used extensively during the entire Workshop. The exceptional efforts made by CEHA to implement the recommendations concerning the practical training of participants is highly commendable. The workshop availed itself 8 personal computers for practical exercises. These were used to demonstrate concepts and applications discussed, immediately after their theoretical presentation. Demonstration included software categories presented in the part concerned with automation, such as word processors, spreadsheets, data base management systems and operating systems. The same equipment was also used for extensive practical exercises aimed at linking the procedures Manual provided to participants with the questions related to its practical utilization with CDS/ISIS.

Additional demonstration was provided on remote access to data bases and on computerized thesauri. An exceptional effort by the trainers team and courtesy of the Shoman Foundation's Library succeeded in demonstrating remote access to the Library's host computer and a practical work session with MINISIS including interactive search using the trilingual Al-Jamia thesaurus. This possibility of access remains at CEHA's disposal beyond the Workshop (a special account was opened for CEHA on the Library's host computer on the occasion).

The use by participants of the Procedures Manual proved to be simple and no particular problems were encountered in the practical exercises during which the Manual was used. Like any information system-related manual it has to be reviewed after one year in field application, as usually user knowledge and expertise reach the advanced level around that time and additions or amendments are then of benefit.

Any comment on the use of the Interwater Thesaurus at this stage would more probably qualify the users than the Thesaurus. In the opinion of this writer the new Thesaurus version should be evaluated based on at least a few hundred records produced with this version and probed through extensive information retrieval operations on these records.

The organization of the Workshop was excellent. The scheduling of the different sessions was strict and used all afternoon sessions, which is not the case in many internationally sponsored activities in Amman. Attendance and discipline were very good. The new CEHA conference room and technical facilities enhanced the quality of this Workshop, although the temperature in the non-airconditioned room was almost unacceptable on some afternoons. Lodging and transportation were adequate and logistics were handled efficiently by expert and friendly CEHA staff.

Among all CEHANET activities with which the author has been involved in the past two years, this Workshop provided the highest feeling of achievement and satisfaction.