Annexes

Agenda

*Discussion guidelines for
the working groups*

List of participants

Agenda

Morning

8:00 – 9:00	**Registration**
9:00	**Opening Ceremony** (special program)
	Minister of Health of Costa Rica **President of Costa Rica's National Emergency Commission** **Representatives from WHO, PAHO, IDNDR, ECHO and OFDA.**
9:30	**Primary presentation:** Dr. Melvin Spann, National Library of Medicine, USA will present "The On-line Library: Technical and Human Challenges."
10:00 – 10:20	**Coffee Break**
10:20	**First Plenary Session** Chairperson: Dr. Jean-Paul Menu, WHO Narrator: Mr. Wouter Van Empelen, MSF
	Panel: Dissemination of Technical Information on Emergencies and Disasters: A Global Picture.
	Presentations from:
	- Pan African Emergency Training Centre, WHO, Ethiopia - Refugee Studies Program (RSP), University of Oxford - Center for Research on the Epidemiology of Disasters (CRED), Belgium - National Poisons Information Service, University of Wales Institute, Cardiff - Natural Hazards Center, University of Colorado, USA - Regional Disaster Information Center (CRID), Costa Rica
12:00 noon	**Discussion**
12:30 – 2:00	**Opening of Poster Sessions** **Lunch**

Afternoon

2:00 – 5:30 **First Session of the Working Groups**
Technical Moderator: Helena Molin Valdes, IDNDR
Secretary: Ana Molina, PAHO/WHO

Subjects to be discussed:

- Users: Do the centers share the same or similar types of users? Who are they? What are their information requirements, their abilities, their relationship to the centers, their reaction to new technology? How can we better reach them?

- Technical and technological aspects of documentation centers (bibliographic formats, terminology, databases, permanent changes in technology, systems compatibility, etc.).

- Political and coordination aspects that affect the creation of centers at the local, national or regional levels and influence the formation of networks and their operational methods.

Each group will discuss the three subjects.

Coffee will be served during the uninterrupted working session.

5:30 **Visit to CRID (optional)**

THURSDAY, 19 NOVEMBER

Morning

8:00 – 9:00 **Poster Session**

9:00 **Plenary Session**
Chairperson: Dr. D. Guha Sapir, CRED
Narrator: Ms. H. de Coninck, PTC

Conclusions from the first session of the working groups

9:30 and	**Panel: The Use and Impact of the Internet, the Virtual Library New Electronic Technology**
	- Internet experiences in disseminating technical information on disasters: - Relief Web, Office of the United Nations' Coordinator for Humanitarian Assistance, New York - Costa Rica's National Emergency Commission website
	Discussion
10:15 - 10:30	**Coffee Break**
10:30 - 12:30	**Plenary session** (continued)
	- Humanity Development Library for Sustainable Development and Basic Human Needs. Dr. Michel Loots. Humanity CD-ROM Project, Belgium
	- The Virtual Health Library and Perspectives for a Virtual Disaster Library. Mr. Abel Packer, Latin American and Caribbean Center on Health Information Sciences (BIREME), Brazil
	Discussion

Afternoon

12:30 – 2:00	Poster Session Lunch
2:00 – 5:30	**Second Session of the Working Groups** Technical moderator: Dr. Melvin Spann, National Library of Medicine, USA Secretary: Elenice de Castro, BIREME
	Subjects for Discussion:
	- Internet and the Virtual Library, a new modus operandi for networks, libraries or documentation centers. Is it a break from or does it represent a continuation and expansion of the current model?
	- Implied opportunities for Disaster and Emergency Documentation Centers; the new role of the user.

- New services, and the need for balance with traditional services. Current (and projected) costs of these services.

- On-line Disaster and Emergency Library: a service for humanitarian organizations in complex disasters.

- Each group will discuss the three subjects. Coffee will be served during the uninterrupted working session.

5:30	**Visit to CRID** (optional)

FRIDAY, 20 NOVEMBER

Morning

9:00	**Plenary Session** Chairperson: Mr. Fabian Arellano, International Federation of Red Cross and Red Crescent Societies Narrator: Mr. Jeremias Hernandez Ojito, CLAMED Conclusions from the second session of the Working Groups
9:30-10:15	**Special Presentation** The role of WHO as technical advisor in emergencies: new information tools to achieve better results, WHO/EHA, Mr. N. Peachey, Dr. D. Deboutte
10:15 – 10:30	**Coffee Break**
10:30	**Final Conclusions**
11:45	**Closing ceremony**
12:00	**Field trip and lunch**

Discussion guidelines
for the working groups

Wednesday, 18 November 1998
2:00 PM–5:00 PM

Discussion topics

I.   The users and their demands for information
II. Technical and technological aspects of documentation centers (bibliographic formats, terminology, databases, permanent changes in technology, systems compatibility, etc.)
III. Political and organizational factors influencing the establishment of centers, particularly as they relate to the creation and performance of networks

Structure

The participants will be divided into three working groups that will simultaneously address the three discussion topics. The conclusions and recommendations of each group should give equal consideration to all three topics.

While the working groups should follow the proposed guidelines for discussion, they should also take into account the different circumstances and levels of progress of the participating centers. The guidelines are meant to direct and facilitate, not to discourage discussion.

Each participant will be invited to make an individual five-minute presentation, during which he or she can share experiences or observations regarding the proposed topics in accordance with the guidelines provided below. This sort presentation is optional.

Guidelines for Individual Five-Minute Presentations

Each of the five-minute presentations should be related to the three discussion topics and should address: experiences in processing and distributing information, development of products (electronic or print), training programs, etc. This will provide an opportunity for participants to describe how solutions are reached, and how their center or project differs from others.

It is important that no option be disregarded because of its technological level. The experience of each center can and should enrich the discussion and provide an opportunity to exchange ideas about identifying resources and alternatives for distributing disaster information.

The presentations should not include information typically included in documentation center "reports" such as numbers of users, equipment, or annual budget, unless they are particularly relevant in describing the service, product, or experience.

The participants will have an opportunity during the poster sessions to present specific statistics and information about their work that are not addressed in the work session topics.

Coordination of the Groups

A discussion coordinator and secretary will be chosen for each group. The coordinator will:

a) Establish the order of presentations;
b) Keep track of time to ensure that individual presentations do not take time allotted for group discussion;
c) Identify and note important issues presented by participants so that they can be addressed during the group discussion;
d) Direct the group discussion so that each topic is given equal time, with at least 40 minutes of discussion for each topic;
e) Ensure that the secretary notes all of the topics presented and the corresponding recommendations;
f) Review the recommendations of the group with the secretary at the end of the session;
g) Meet with the other group coordinators and with the session coordinator to draft the conclusions of the session and send them to the general secretary.

Guidelines for directing the discussions

Questions to be discussed to develop concrete proposals and actions:

I. The users and their demands for information

We suggest drawing a diagram on the board for specific proposals and possible actions to guide the discussion and to reach conclusions and realistic short- and medium-term results.

-   Are our users clearly identified? Do we know whom we serve?
-   What types of distribution methods should we use to provide different types of information for different technical levels of users?
-   Does the information offered meet the needs of decision-makers?

- Do decision-makers seek or consult information sources on disasters?
- Will training programs lessen the differences between levels of users?
- Could a training program be instituted using the Internet?
- What marketing strategies could be used to get appropriate information to different types of users?
- What added value can we ascribe to technical information on disasters that would increase its impact?

II. Technical and technological aspects of centers and the creation of a disaster information network

We suggest drawing a diagram on the board for specific proposals and possible actions to guide the discussion and to reach conclusions and realistic short- and medium-term results.

- How can we make the best use of information technology to overcome existing barriers and gaps in the models for processing disaster information? How can centers be compatible without losing autonomy?
- If operating a network, should a common methodology be required for the development of products and services on disaster information?
- What solutions can be proposed for the use or adaptation of technology for low-cost applications in a disaster information network?
- What initiatives have been taken to develop controlled disaster terminology?
- Is a common vocabulary essential for indexing disaster information?
- What activities can be undertaken to develop cooperative projects? What are some examples (for example, a shared mailing list, a collection of documents in digital format, an interface allowing centers to share Internet services)?
- What marketing strategies can be used to promote information services, products, and information processing methods?
- Should the basic premise for the formation of a disaster information network be access to the Internet?

III. Political and organizational factors

We suggest drawing a diagram on the board for specific proposals and possible actions to guide the discussion and to reach conclusions and realistic short- and medium-term results.

- What political or organizational factors influence the establishment of centers at the local, national, or regional level?
- What political or organizational factors influence the creation and operation of information networks?
- Do disaster managers use available information? How is this put into practice?
- What strategies could be used to influence policy makers regarding the importance of promoting and supporting documentation centers? Of information networks?

- Do government authorities view open communication and free exchange of information as essential elements in the integration of resources and advances in disaster reduction?
- What strategies can be used to lower the costs of Internet access?
- What is and what should be the contribution of international organizations and non-governmental organizations (NGOs) in this process?

Example of a diagram for orientation of discussion

PROPOSAL (Indicate requirement)	ACTION (Propose alternative)
1. Develop a disaster vocabulary	1- Gather existing lexicons with support of CRID 2- Develop terminology discussion list; ensure that local and regional terms are included

Working Groups II

Thursday, 19 November Session
2:00 pm – 5:30 pm

Subjects for Discussion

I.   The Internet and the Virtual Disaster Library, a new *modus operandi* for networks, libraries and documentation centers.
II. New services, and the need to balance them with traditional services. Current and projected costs of these services.
III. The on-line emergency preparedness and disaster relief library: a service for humanitarian organizations in complex disasters.

Structure

The participants will be divided into three working groups that will simultaneously address the three discussion topics. The conclusions and recommendations of each group should give equal consideration to all three topics.

Coordination of the Groups

A discussion coordinator and secretary will be chosen for each group. The coordinator will:

a) Establish the order of presentations;
b) Keep track of time to ensure that individual presentations do not take time allotted for group discussion;
c) Identify and note important issues presented by participants so that they can be addressed during the group discussion;
d) Direct the group discussion so that each topic is given equal time, with at least 40 minutes of discussion for each topic;
e) Ensure that the secretary notes all of the topics presented and the corresponding recommendations;
f) Review the recommendations of the group with the secretary at the end of the session;
g) Meet with the other group coordinators and with the session coordinator to draft the conclusions of the session and send them to the general secretary.

Guidelines for directing the discussions

While the working groups should follow the proposed guidelines for discussion, they should also take into account the different circumstances and levels of progress of the participating centers. The guidelines are meant to direct and facilitate, not to discourage discussion.

It is important that no option be disregarded because of its technological level. The experience of each center can and should enrich the discussion and provide an opportunity to exchange ideas about identifying resources and alternatives for distributing disaster information.

The presentations should not include information typically included in documentation center "reports" such as numbers of users, equipment, or annual budget, unless they are particularly relevant in describing the service, product, or experience.

The participants will have an opportunity during the poster sessions to present specific statistics and information about their work that was not addressed in the work session topics.

Questions to be discussed to develop concrete proposals and actions

I. Internet and the Virtual Library, a new modus operandi for networks, libraries and documentation centers.

We suggest drawing a diagram on the board for specific proposals and possible actions to guide the discussion and to reach conclusions and realistic short- and medium-term results.

- Does it break away from, or represent a continuation and expansion of, the current model?
- What opportunities are implied by its use in disaster and emergency documentation centers?.
- What are the new role of the user and the librarian?.
- Is one of the present barriers for documentation centers the adaptation and training of human resources?
- Does Internet serve to alleviate, in part, the scarceness of existing financial resources in documentation centers?
- What immediate actions could we keep in mind to overcome human resource, technological and budgetary obstacles?.
- What training programs with what content should we consider essential in order to make the transition to the Virtual Library?
- What products or services could we jointly develop now? Examples: discussion lists; electronic publications in full text; a selective information dissemination service; joint interface to access different Internet databases.
- What are actions to take to start up the Virtual Library, and promotional and marketing strategies to publicize the Virtual Disaster Library.

II. New services, and the need to balance them with traditional services. Current and projected costs of these services.

- How to make the transition from or realignment of traditional information products and services towards the virtual ones, considering the variety of users and the need to satisfactorily meet their information needs;
- The use of new technology for product and services cost reduction.

III. The on-line emergency preparedness and disaster relief library – a service for humanitarian organizations in complex disasters.

- Strategies for creating a pilot experience in emergency areas;
- Information of interest which should be put on-line, and a user profile;
- Contribution from international organizations and from the nongovernmental organizations in this process.

Example of a Model to Guide the Discussions:

PROPOSAL (determines the need...)	ACTION (proposes alternatives for...)
1. Development of a joint Internet interface	1- Gather existing lexicons with support of CRID 2- Develop terminology discussion list; ensure that local and regional terms are included.

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