

SEDOS 69/884

EXECUTIVE COMMITTEE

A meeting of the SEDOS Executive Committee was held on Friday, October 17th, 1969, at the Secretariat. Present were:

Bro. Charles Henry Buttimer fsc, Sr. Marjorie Keenan rscm, Fr. F. Sackett omi, Sr. M.Th. Walsh osu.

In the chair: Fr. H. Mondé

From the Secretariat: Fr. B. Tonna, Miss AM. Kohler

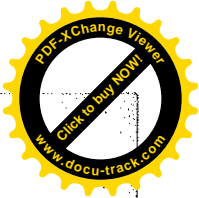
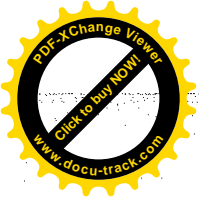
1 - The minutes of the last meeting were taken as read and approved after adding the name of Bro. Charles Henry Buttimer among those present.

2 - Each of the projects listed under item 1 of the agenda was briefly reviewed as follows:

a) A study of the activation of the missionary responsibility of Bishops: Most of the "national" missionary societies, Fr. H. Mondé reported, were considering their future vis-a-vis the Bishops' Conference of their respective country. Thus, the Mill Hill and Burgos missionaries seem to be moving towards becoming "the" missionary expression of the Bishops of England resp. Spain. This could, of course, leave the "international" societies in the wake, especially if their national provinces are also invited to become expressions of the national Bishops' Conference.

It was agreed that a few deep studies, for the Bishops' studies, could be useful. SEDOS could promote such studies by inviting its Generalates to ask their resource persons to submit proposals, and, eventually, to come together to draw up an inventory by country of the status quaestionis. A final, synthetic study could attempt to answer the two questions: What is the trend in your country? What is the trend in your institute?

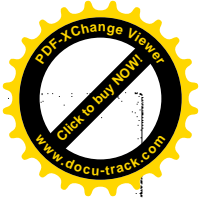
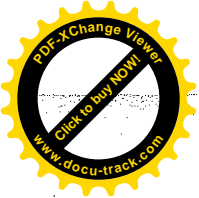
b) A study on the formation of missionaries: It was pointed out that, in the not exclusively missionary sending institutes, the idea of a specifically missionary formation of future missionaries had not yet taken hold.



SEDOS 69/885

It was agreed that it would be useful to assemble and exchange information of what the Institutes have been doing and what they are actually doing, in this field. The exclusively missionary societies could offer a priceless service to the other societies in this matter. Meanwhile, the group for formation could be asked to attempt to isolate the issues. It was not thought worthwhile to discuss the draft of the coming instruction of PF in depth; other agencies are taking care of the matter.

- c) A study of Catechists: Fr. Tomma reported on the conclusions of the meeting of the previous day. It was agreed to endorse them (see SEDOS 69/825-828).
- d) A study of autochthonous vocations to the SEDOS Institutes. It was agreed that the most efficient way of conducting this study would be the direct enquiry of the Secretariat about the relevant policy of each Institute.
- e) A Who's Who of the Mass Media Apostolate. It was agreed that the project was worthwhile but that external funding would be necessary. It could usefully be tackled in phases, according to the opportunities offered.
- f) Circulation of statements of missionary policies of Generalates. It was agreed that the best approach would be that of a direct enquiry at the Generalates by the Secretariat.
- g) Seminar on Credit Unions. It was agreed that this would be most useful to missionaries.
- h) Seminar on Social Communications: It was agreed that this would be useful. Stress should be placed on the use of new communication techniques by the Generalates.
- i) Medical Group. It was agreed that the program proposed by this group should be given all backing.
- j) Education Group. It was agreed that this group could usefully study the achievements of the Medical group.
- k) The Meetings by Country, the House Files, the Opinion Survey of Missionaries, it was agreed, should be continued.
- l) The SEDOS-MISEREOR Scholarship Fund: It was agreed to propose the third candidate of the Congo-K Bishops' Conference. There was a certain advantage in concentrating the first bunch of scholarships: the candidates could reinforce one another.



SEDOS 69/886

In general, it was thought wise to regroup the above projects under a smaller number of headings. In any case, all SEDOS members should be kept informed of who is doing what under each new heading.

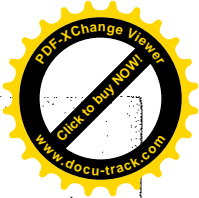
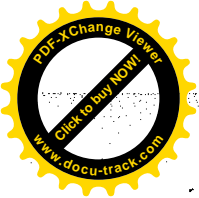
- 3 - It was agreed that, towards the end of the year, all present members of the Work Groups should be thanked for their services and informed that the present Work Groups are dissolved. The exact terms of reference of the new Groups which would take care of 2) above would then be circulated among all Generalates, with an invitation for individuals to join the Group of his or her preference, so that the Executive Committee could form the new groups.

It was also agreed to distinguish the role of the Chairman from that of the Moderator. Eventually each group would have its own Chairman, Moderator and would benefit from the services of full time secretary to a number of groups, based at the Secretariat.

- 4 - After an evaluation of the Secretariat had been presented, it was agreed to consolidate the Secretariat by strengthening its present staff of Executive Secretary, Secretary to the Executive Secretary and Receptionist Typist by at least 2 to 4 full timers (Priorities: Work Groups, Documentation). The annual increase on the salary item of the budget would be about US-\$ 8000.---

It was agreed to ask the Secretariat to submit job specifications on the above lines. In general, the Secretariat would be expected to perform five functions: documentation, study, representation, organization and coordination.

- 5 - It was agreed that Fr. H. Mondé sma, Sr. M. Keenan rscm and Fr. B. Tonna would represent SEDOS at the Round Table for Aid Agencies scheduled by Justitia et Pax for the end of the month. Fr. B. Tonna would suggest that SEDOS could assume responsibility for the Round Table Bulletin only if it is offered the funds necessary to employ one documentation officer and two clerks, as well as pay for the services of the Executive Secretary of SEDOS, as far as that bulletin was concerned.

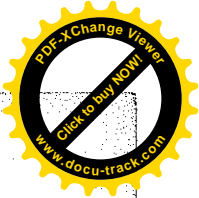
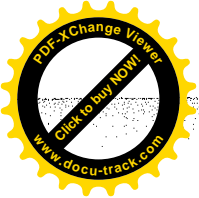


SEDOS 69/887

6 - Other Matters:

- a) Fr. H. Mondé sma reported that Fr. J. Power sma had been approached by Gill and Macmillan about a 170 page book based on the SEDOS Symposium on Mission Theology. It was agreed that the project was worth pursuing. Br. Thomas More cfx had also agreed to it.
- b) Fr. B. Tonna informed the meeting that he had ordered extra copies of the French edition of the Acts of the Symposium for the Generalates. The copies were promised for November 1969.
- c) The Executive Committee was informed of Fr. B. Tonna representing SEDOS at the international meeting of Clearing Houses, Berlin, and at the FERES meeting, Dortmund. Miss AM. Kohler would go to Switzerland and Germany, where she would establish contacts with regard to filling staff-vacancies, and also contact Swiss Lenten Action, Misereor, FWG Aachen, AGEH Aachen and others.

SEDOS Secretariat,
18-XI-1969



SEDOS 69/888

MEDICAL WORK IN THE MISSIONS

A meeting of the SEDOS Contact Group for Medical Work was held at the SEDOS Secretariat on Monday, November 10, 1969, at 16.00.

Present were: Sr. Annamarie de Vreede scmm-m
Sr. Veronica Morris msv
Sr. Cécile Gonthier sfb
Sr. Marie Duarte fmm
Miss Annamarie Kohler of the Secretariat

The purpose of the meeting was to finalize arrangements for the coming Study Session on how to activate the concept of Comprehensive Health Care.

Fr. Tonna had made all the necessary preliminary contacts and sent out the circular of October 15. It was decided to follow this up by sending the participants the programme which will be as follows:

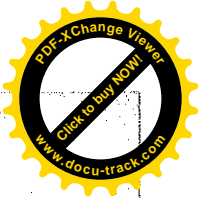
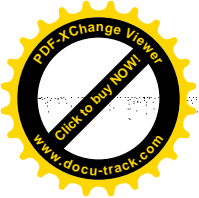
Lecture by Dr. Hellberg
Group discussion
Buffet supper (300 lire per person)
Round Table to share the conclusions

With this programme, it was considered helpful to send a copy of the conclusions of the first meeting on the same subject, held on June, 16.

The discussion groups will be formed spontaneously, as on the last occasion, and each group will appoint its secretary. Dr. Hellberg is being requested to suggest questions as a basis for the group discussion.

The answers to the questionnaire of October 15 were then looked through and it was found that about 40 participants are expected. The members of the Contact Group will share the work of following up the invitations to which no response has yet been received. Further information will be transmitted to Sr. Annamarie de Vreede who, with the help of Sr. Cécile Gonthier will attend to the immediate preparations for the Study Session on Comprehensive Health Care to be held at the Generalate of the Ursuline Sisters of the Roman Union on November 27, 1969, at 16.00.

The next meeting of the SEDOS Contact Group for Medical Work was fixed for Thursday, December 18, 1969, at the Generalate of the Sisters of the Holy Family of Bordeaux.



SEDOS 69/889

INVITATION FOR COOPERATION

The following proposal from the SJ Curia deserves special attention as a very concrete project for possible cooperation among the missionary sending Institutes. Interested Generalates are requested to refer their specific requests to the Sedos Secretariat:

October 30, 1969

Dear Father Tonna:

As I mentioned to you, there could be a possibility to help some major seminaries.

During the past two decades many new seminaries have been opened in developing countries. One of the problems that they all face is the provision of a library. Those seminaries or centers which are to have some research activities are in special need of a rather large library.

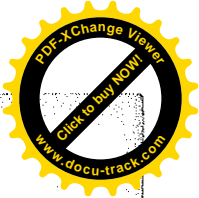
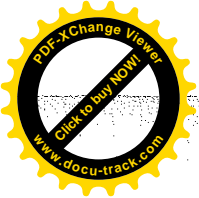
The cost of books is often prohibitive. The inavailability of past issues of major theological, philosophical and cultural magazines is another great obstacle. Would it be possible to organize an effort to assist such libraries, at least in a limited way?

In Taiwan it is possible to reprint encyclopedias and back volumes of magazines for very small amounts of money. For example, the eight-volume set of the Encyclopedia of Philosophy which costs \$220 in the United States sells for \$30 in Taiwan in reprint edition. The quality of these reprint editions is uniformly high.

If a minimum number of seminaries and institutes would be interested in reprints of theological encyclopedias, back volumes of major theological, philosophical and cultural journals or in major collections such as Migne's Patrologia, then perhaps we could contract with a firm in Taiwan to do the reprinting. It would, of course, be necessary to obtain permission from the publisher to do so. I would hope that publishers of Catholic journals and encyclopedias would be willing to grant this permission as a contribution to developing libraries in developing countries.

In Taiwan itself there is a Jesuit who is an expert in this whole business of reprints. He is Father Frederick Foley, S.J. He has indicated to me that he would be very willing to cooperate in any venture such as just described. This idea is not only mine. Father Blewett was the first man to think about it. He is our Educational Secretary. Perhaps you may be interested in these suggestions. Sincerely yours in Christ,

sign. Victor Mertens, S.J.



SEDOS 69/890

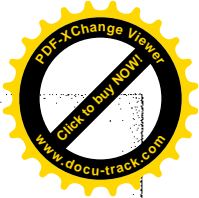
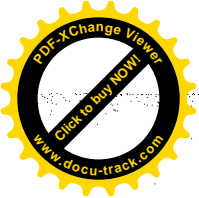
DOCUMENTATION AND DEVELOPMENT

Note: From November 2 to 7, 1969, Fr. B. Tonna represented Sedos at a Symposium which studied ways and means of improving our information and documentation on development. One of the points made during the symposium was the need to ensure developing countries of local leaders, of small projects, of initiatives at the grass roots. The missionaries, with other voluntary leaders, obviously, often fill this role and their contribution is being acknowledged by international agencies. The focus of the Symposium, in fact, was expressed as: how to answer the question "who is doing what where, how and when in development", with the "who" understood as "voluntary agencies". The following official report of the Symposium outlines the conclusions reached. Other papers are available at the Secretariat. What is interesting is the fact that, by agreeing to feed its information (who is doing what in the missions) into the emerging International Clearing House, Sedos would be assured of having access to the information being fed into the same Clearing House by the other organizations. In other words, Sedos is assured of a first class documentation and information system for development.

GENERAL REPORT

I. INTRODUCTION

1. The Symposium on Development Information Clearing Houses held in Berlin from November 3 to 7, 1969 brought together 50 participants from 10 international organizations, 13 national non-governmental institutions, and 11 governments. 24 of the participants came from the governmental or intergovernmental sector, and 26 from the non-governmental sector. The participants had gathered together to examine ways of improving the development process through establishing better communications and exchanges in the field of development information, both on the national and international level, and between these two levels.
2. The Symposium devoted its attention to the establishment and/or reinforcement of development information clearing houses, again at



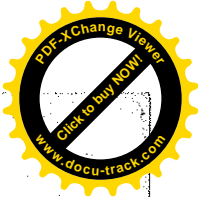
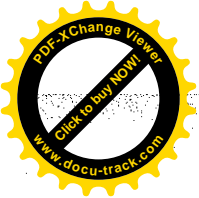
SEDOS 69/891

the national and the international level. The demand for, and the requirements of, such clearing houses are large, widespread, and highly varied. The participants had cognizance, through working papers and verbal presentations, of the activity and scope of the many development information clearing houses that already exist. Moreover, the Symposium outcome and this general report are based on the work of four groups (1) which met during the meeting and whose complete reports are available as a separate annex.

II. GENERAL REMARKS

3. In the present network of national and international clearing houses, one particular gap results from the absence of an international clearing house which can
 - a) assemble information relating to the activities of voluntary agencies, and
 - b) provide the voluntary agencies with a comprehensive information service on development activities.
4. The Symposium was aware that a full study of the capacity of the United Nations systems to provide development assistance including information exchange capacity, will be contained in Sir Robert Jackson's report due later in November.

Moreover, the Symposium assumed throughout the discussion that the clearing house function now carried out by the OECD Development Centre will continue to be performed either in the OECD or elsewhere, to provide an ever more comprehensive coverage of government development activities. In the light of these two factors, the participants accordingly touched only incidentally on the major issues involved in clearing house exchange of governmental and intergovernmental development information. It was taken for granted that all existing or future development international clearing houses would have full access to each others information store.
5. The Symposium agreed that the organization best placed to carry out the functions of an international clearing house for voluntary agencies is ICVA. It is hoped that the organization will accept this important challenge.
6. It was accepted that a system of national development information clearing houses was fundamental to the sound functioning of an international clearing house, and the existence of the latter would



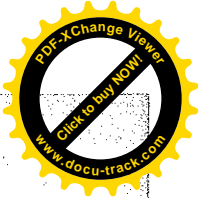
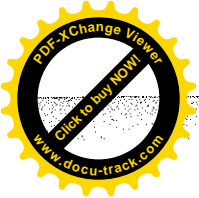
SEDOS 69/892

stimulate the former. In an ideal system the international clearing house could rely on national clearing houses and on other international organizations for its influx of information, and the national clearing houses could rely on the international machinery for transmitting abroad all their information. Perfection, however, is not for tomorrow, and a high degree of flexibility has to be allowed in structures, procedures, and techniques.

7. While the basic criterion is thus that all possible information shall become available, the Symposium was well aware that any clearing house, national or international, (particularly at the formative stage) should not attempt too many services and assignments, leading to inefficiency and duplication. A rational division of labour (at national and/or international level) among the involved agencies should be a primary concern. Where specialized information services are available on a sectoral or regional basis, full advantage of these should be taken. National and international compatibility of forms, equipment, and procedures will be an important consideration from now on, particularly of course when a new service is being established. A special example of a common facility to be used by all was the Aligned List of Descriptors (2), which of course would be subject to continual improvement through use.
8. The Symposium agreed that documentation centres and clearing houses are required in all countries, not merely the industrialized nations. In the economically less developed countries they will provide data on the country itself as well as on the projects of development cooperation which are being undertaken within their borders. They will also help the individuals and agencies within the country or region to have access to information which they require for their own planning, researches, and other developmental activities. Development of the expertise, and infrastructure upon which such clearing houses can be based should be a part of the cooperative undertakings by the technically more advanced nations. Close collaboration between national clearing houses in both the wealthier and less prosperous nations, together with the international clearing houses, will result in the effective exchange of information.

III. INFORMATION INPUT TO A CLEARING HOUSE

9. Whether national or international, a clearing house needs to have at its disposal the following (drawn, of course, from the "territory"



SEDOS 69/893

covered by the clearing house):

- a) a comprehensive set of profiles of a broad range of voluntary agencies and other institutions engaged in activities related to development;
- b) a comprehensive listing of projects/development activities, in sufficient detail to provide complete identification of the project, describe its goals and methods, and identify partners;
- c) a comprehensive listing of studies and reports, including bibliographies, surveys, research, evaluation and other documents of potential interest;
- d) a comprehensive calendar of meetings and courses;
- e) the questionnaires in use by operational bodies (e.g. for project solicitation and evaluation) and by information bodies;
- f) information on audio-visual aids available to further development aims.

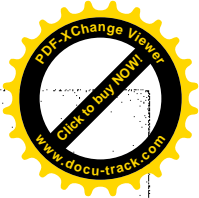
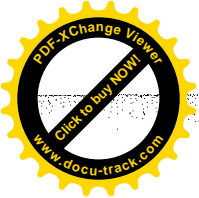
10. In addition, a national clearing house might need to have at its disposal

- a) data on project and country experts or specialists;
- b) data on training programmes for persons such as experts, volunteers, academics;
- c) in the case of developing countries, comprehensive data on the national development plan and its ramifications;
- d) in the case of industrialized countries, comprehensive data on the overseas aid activities of government departments, and of industry;
- e) a complete listing of all promotional literature produced nationally in furtherance of development aims.

IV. INFORMATION OUTPUT FROM A CLEARING HOUSE

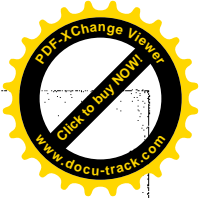
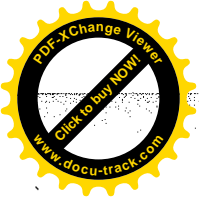
11. Both national and international clearing houses would need to be producers in the following fields (again, of course, conditioned by the "territory" covered):

- a) updated institutional profiles;
- b) an information bulletin drawing attention to, for example, new sources of information, changes in systems, gaps in development aid, etc.;
- c) model questionnaires (on the whole field, i.e. institutions, projects, events, experts, research studies, literature and other materials);
- d) information on the clearing house's own existence, services, and capabilities;



SEDOS 69/894

- e) on appropriate occasions, perhaps through consultants, material of wide interest and importance in the development field (example: an abstract of the Pearson Report);
 - f) reports on projects, by sector, or country, or type of voluntary agency;
 - g) analyses and interpretations of past development activities and trends (five- or ten-year reviews);
 - h) calendars of meetings and courses;
 - i) information on studies, reports, research;
 - j) information on other information centres and resources;
 - k) appropriate abstracts and bibliographies.
12. In addition, a national clearing house might need to be a producer of
- a) lists of personnel with special qualifications and experience;
 - b) translations and updatings of basic documents (example: the Aligned Descriptor List into Italian);
 - c) course material for training programmes, including for documentalists;
 - d) coordination initiatives vis-à-vis other national information services;
 - e) information to mass media on development;
 - f) initiatives vis-à-vis commerce or industry, or universities, to promote liaison with voluntary agency development activities;
 - g) briefing material for persons going overseas.
13. It goes without saying that in regard to paragraphs 9, 10, 11 and 12 above, the complete lists do not and could not represent an agreed statement of essential items for action, and still less an enumeration in priority order. Within the Symposium, it was right and natural that a wide variety of opinion should exist, and the paragraphs mentioned do no more than state the potential agenda for action. As already made clear in paragraph 7, the Symposium was concerned to see progress made in the sphere of better development communication, and that progress should be rational, pragmatic, and realistic. On those criteria, expounded upon in the working groups, and in the light of specifications on management and finance, the priorities for action become almost self-evident.
14. Before passing on from these sections on information inputs to, and outputs from, the clearing houses, brief reference should be made to one specific item, namely that participants in the Symposium were aware of the problems surrounding restricted material (recognizing

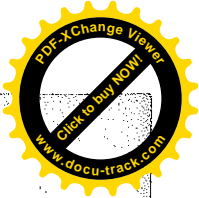
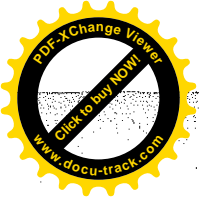


SEDOS 69/895

that the restrictions might arise from the inclinations towards secrecy of an author, a government or another agency, or from copyright or legal reasons). No proposal can be advanced that would have any general validity in this field, but it was the general hope and expectation that much of the material until now needlessly classified as restricted could be brought to the open market place at a very early date. The existence of an international clearing house network could be helpful in this.

V. MANAGEMENT/ADMINISTRATION/FINANCE OF A NATIONAL CLEARING HOUSE

15. There is no single recommendation for all countries regarding the status of their national clearing houses. In some cases a governmental institution will be preferred, in others a private institution, and in still others a combination may be necessary. It is likely, however, that in most cases significant financial support by the government will be necessary if adequate service is to be given. In many countries, the provision of information on development cooperation will be considered of sufficient public value that service will be given free of charge and the full cost will be borne by the government.
16. Minimum requirements for effective national operation would be six professional staff, two in each of the following functions: data collection; data storage and processing; response to enquiries. (The DSE clearing house staff numbers 25 to serve 5,000 permanent users). Staff language abilities and training in documentation handling, as appropriate, are sine qua non. Apart from the basic range of office equipment, a punch-tape typewriter is recommended, to provide ready exchange with the international clearing house. (The cost of around \$ 5,000 is offset by resultant economies in other areas).
17. The national clearing house, if equipped, would do the data processing, otherwise this would be done at the international level. There must be agreement on the common format of information communication between the international clearing house and the data supplying organizations. This format, for which there are a few models already in use, as for example Marc II (3), or the system of the DSE, will serve to ease the exchange of data and perhaps reduce costs. It is technically possible to add conversion programmes to those computer programmes in use so that the data required for the international clearing house can be drawn from a national clearing house's data store. The Symposium did not go into detail as to who should do the



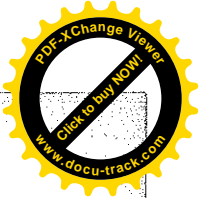
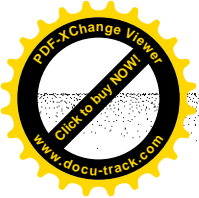
SEDOS 69/896

conversion work - either a national clearing house, another reporting organization, or the international clearing house.

18. Agreement must be reached concerning the periods within which information is to be regularly supplied to the international clearing house in order to enable it to update its data.

VI. MANAGEMENT/ADMINISTRATION/FINANCE OF THE INTERNATIONAL CLEARING HOUSE

19. There is no question that the international clearing house should have access to all technical means of data processing and storage which would enable it to give rapid and exact answers to all possible users. A thorough systems study is required to determine the most appropriate means for assembling, recording, analysing, retrieving, and disseminating information. The Symposium recommended that the thesaurus classification system be the one used by the international clearing house.
20. Among specific organizational tasks for the international clearing house were listed
 - a) analysis of the reporting systems used by possible cooperating organizations;
 - b) promotion of national clearing houses;
 - c) a survey of all computer programmes (software) now available in national and international clearing houses, and the encouragement of the development of new software which could be of use to all cooperating agencies.
21. On the basis of experience of existing international clearing houses it is estimated that the cost of a clearing house (with a staff anywhere between 12 and 30) would fall in the range of US\$ 300,000 to 500,000, p.a. for the first five years including necessary start-up costs. It does not seem possible to expect that costs can be fully met either by increased membership contributions to ICVA although some members may wish to make contributions, or by fees for the services of the international clearing house. It will therefore be necessary to examine the possibility of financing from certain additional sources, e.g. foundations; governments; intergovernmental and international non-governmental organizations. It is important to ensure that the initial financing should cover at the very least five years of operations.
22. If ICVA accepts in principle responsibility for the clearing house,



SEDOS 69/897

the following steps are necessary:

- a) creation of a clearing house task force to prepare precise proposals on management, administrative, and financial implications;
 - b) negotiation with potential suppliers of financial support.
23. The Symposium concluded that the implementation of its recommendations through the establishment within reasonable time of the international clearing house for voluntary agencies, and the establishment and/or reinforcement of national clearing houses, would constitute a most significant contribution to the realization of the goals of the Second Development Decade, and beyond that of the whole development process.

International Symposium on
Development Information
Clearing Houses
Berlin, 3-7 November 1969

Cyril Ritchie,
General Rapporteur
Berlin, November 7, 1969

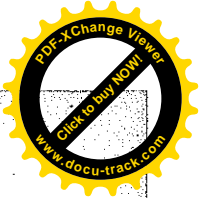
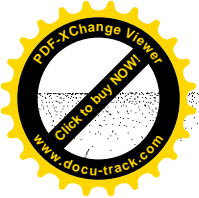
(1) namely:

- A. Information Requirements; Information and Publication.
- B. Systems for gathering information and preparation of questionnaires; data processing problems.
- C. National Cooperation; Cost estimates and Personnel; Government participation.
- D. International Cooperation; Cost estimates and Personnel; Government participation.

(2) "Aligned List of Descriptors in Economic and Social Development", first edition in 1969 prepared jointly by DSE, FAO, ICSSD, ILO, and OECD. OECD Development Centre. \$ 11.

(3) R. T. Kimper. The Marc II Format in: "Programme" April 1968.

Please turn over for the ORGANIZATIONS REPRESENTED IN THE SYMPOSIUM.



SEDOS 69/898

ORGANIZATIONS REPRESENTED IN THE SYMPOSIUM:

International governmental organizations:

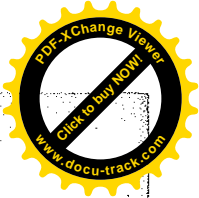
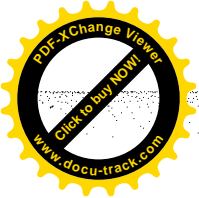
FAO	Food and Agriculture Organization of the UN
IBRD	International Bank for Reconstruction and Development
ILO	International Labour Office
OECD	Organization for Economic Cooperation and Development
UNIDO	United Nations Industrial Development Organization

International non-governmental organizations:

CIDSE	Coopération internationale pour le développement socio-économique
ICVA	International Council of Voluntary Agencies
SEDOS	Servizio di Documentazione e Studi
W.I.E.	Wiener Institut für Entwicklungsfragen
WCC	World Council of Churches

Governments:

AUSTRALIA	Australian Mission - Department of External Affairs
AUSTRIA	Bundeskanzleramt
BELGIUM	Office de la Coopération au Développement
CANADA	Canadian International Development Agency
FRANCE	Secrétariat d'Etat aux Affaires Etrangères
GERMANY	Auswärtiges Amt, Bundesministerium für wirtschaftliche Zusammenarbeit, Bundesstelle für Aussenhandelsinformation
NORWAY	Norwegian Agency for International Development
PORTUGAL	Secretariado Técnico da Presidencia do Conselho
SWEDEN	Swedish International Development Authority
UNITED KINGDOM	Ministry of Overseas Development
UNITED STATES	Agency for International Development



SEDOS 69/899

National non-governmental organizations/clearing houses:

AUSTRIA	Osterreichische Forschungsstiftung für Entwicklungs- laender (OEFSE)
BELGIUM	Centre National de Coopération au Développement (CNCD)
FRANCE	Institut de Recherche et de Formation en vue du Développement harmonisé (IRFED)
GERMANY	Deutsche Stiftung für Entwicklungslaender (DSE), Deutsches Uebersee-Institut
IRELAND	School of Public Administration
ITALY	Fondazione Giovanni Agnelli
NETHERLANDS	Netherlands University Foundation for International Cooperation (NUFFIC)
UNITED KINGDOM	Institute of Development Studies, Sussex (IDS), Overseas Development Institute (ODI), Voluntary Committee on Overseas Aid and Development (VCOAD)
UNITED STATES	American Council of Voluntary Agencies Technical Assistance Information Clearing House (ACVA-TAICH), Community Development Foundation (CDF), Management Institute for National Development (MIND)