



TECHNICAL GROUP MEETING OF DELEGATIONS
PARTICIPATING IN THE FIFTH ENCOUNTER OF MINISTERS OF CULTURE AND
OFFICIALS RESPONSIBLE FOR CULTURAL POLICY
OF LATIN AMERICA AND THE CARIBBEAN

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In view of the approval given by the Fifth Encounter of Ministers of Culture and Officials Responsible for Cultural Policy of Latin America and the Caribbean for creation of SICLaC, the ad-hoc group

RECOMMENDS

1. Request the countries interested in participating in the SICLaC Pilot Project to create an office of coordination of the National Cultural Information System. The profile of the members of that office must reflect the provisions of the proposal approved by the Encounter.
2. Continue with the steps required to provide adequate information processing equipment to the countries participating in the SICLaC Pilot Project, chosen in the first stage. The Communications and Information Exchange Subsystem, based on electronic mail, will see the first application of this equipment.
3. Each coordination office will have appropriate equipment as recommended for this project, as well as a direct telephone line assigned to the coordination.
4. Colombia's offer to hold a technical meeting following the guidelines adopted by the technical advisory group of the Fifth Encounter should be accepted.
5. A diagnostic study should be performed on the cultural information systems already available in Latin American and Caribbean countries, based on a questionnaire to complement the one circulated previously by ORCALC, which the Coordinators of the National Cultural Information Systems should answer prior to the Bogota meeting. This questionnaire will be sent by the Pro-Tempore Secretariat to the countries interested in participating in the meeting, and should be turned in, properly filled out, at registration time.
6. The Pro-Tempore Secretariat will take the necessary steps to complete the Detailed Design for the SICLaC Project, which will be submitted to the Bogota meeting as provided in the Document of Quito.
7. The Pro-Tempore Secretariat should continue its efforts to secure financing for the different projects sponsored by the SICLaC Project.

PRELIMINARY PROPOSAL FOR THE BOGOTA MEETING'S AGENDA

1. Introduction

In view of the approval of the SICLaC Project at the Fifth Encounter of Ministers of Culture and Officials Responsible for Cultural Policy of Latin America and the Caribbean, the Government of Colombia and the Pro-Tempore Secretariat issue an invitation to the First Seminar-Workshop of the Latin American and Caribbean Cultural Information System.

The objectives will be:

- * Exchange and Evaluate experiences relating to the cultural information systems of the different countries, as a way to contribute to the design, establishment, and development of national cultural information systems.
- * Provide technical training to the national coordination offices, to strengthen the mechanisms for communication and exchange of information among the participating countries.
- * Advance in the definition of SICLaC's technical components.
- * Contribute to the strengthening and improvement of national capabilities in cultural information management.

2. The Agenda

Day 1

Theme: The Communication and Information Exchange (Training) System

- General and managerial aspects of electronic mail.
- Access to international networks: administrative and technical aspects.

Day 2

Theme: The Reference Information Subsystem

- Presentations on technical aspects of cultural information systems (non-bibliographic) in the Latin American and Caribbean countries.

Day 3

Theme: The Reference Information Subsystem

- Presentation/Evaluation of the prototype program for the Reference Subsystem.
- Definition of the Reference Subsystem: initial components and data base structure.

Theme: Aspects of the Development of National Cultural Information Systems

- Presentations on national experiences: managerial and general aspects.

Day 4

Theme: Aspects of the Development of Cultural Information Systems

- Presentations on national experiences: managerial and general aspects.

Theme: General and Managerial Aspects of SICLaC

- Presentation of SICLaC's design.
- Discussion of final recommendations.

4. Participants

The participating national coordination offices will be represented in the first two days by officials with technical expertise in computing and information processing, and experience in the cultural field.

The national coordination staffs as a whole will participate during the third and fourth days.

Participants in the Ad-hoc Technical Meeting, held in the
Framework of the Fifth Encounter of Ministers of Culture and
Officials Responsible for Cultural Policy of Latin America and
the Caribbean

Hernán Crespo Toral	- ORCALC
Maria Josefina Lira	- Chile
Roberto Loran	- Puerto Rico
Ramiro Osorio	- Colombia
Ana Maria Rodriguez	- Colombia
Jorge Timossi	- Cuba
Manuel Toledo	- Venezuela
Enrique Valencia	- Mexico