WORKING DOCUMENTS AND FINAL REPORTS

OF THE

EXPERTS MEETINGS ON THE SETTING UP

OF A

EUROPEAN CULTURAL DATA BANK

INSTITUTE FOR CULTURE

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BUDAPEST

1982

C O N T E N T S

INTRODUCTION

There has been a world-wide desire for international understanding during the past decades, and cultural cooperation across national borders has been recognized as an efficient instrument permitting people to become better acquainted with one another and to live in friendship and peace. It was soon realized that this cannot be achieved without promoting transnational flows of information in all fields of culture. This recognition has resulted in a vast number of international conferences, joint studies and multilateral projects in various fields. One of these projects is the European Cultural Data Bank.

In the spirit of the Intergovernmental Conference on Institutional, Administrative and Financial Aspects of Cultural Policies held in Venice in 1970, the Intergovernmental Conference on Cultural Policies in Europe, Helsinki, 1972, emphasized that "there is a deep-rooted community of culture among the European countries and in many ways a common approach to problems" /Final Report, Part I, para 47/ which may serve as a basis for mutual understanding. According to René Maheu, then Director-General of Unesco, this organization "could offer a favourable framework for the collection and analysis of data and information on cultural development, for promoting thinking and research on culture and also for establishing multilateral European structures" /idem, para. 51/.

The Working Group of the 1972 Helsinki Conference clearly formulated the idea that, for a better understanding of one another's cultural life, "an information system should be instituted for the cultural sciences as had been done with UNISIST for the natural sciences

/idem, Part IV, para. 26/, and that Unesco should encourage
the compilation of thesauri in various languages" /para.
27/. Finally the inference was drawn that "the centrali-
zation of documentation and the dissemination of informa-
tion on cultural policy were natural tasks for Unesco in
its capacity as an intergovernmental cultural organiza-
tion" /para. 29/.

It was after such preliminaries that the Conference
on Security and Cooperation in Europe /Helsinki, 1975/
recognized the exchange of cultural information as a
fundamental precondition of cultural cooperation. In the
sub-section "Cooperation and Exchange in the Field of
Culture" /Chapter 3/ of the Final Act this idea was for-
mulated as follows: "The participating States... within
their competence... adopt, on a bilateral and multilateral
level, appropriate measures which give their peoples a
more comprehensive and complete mutual knowledge of their
achievements in the various fields of culture, and among
them:

- to examine jointly, if necessary with the as-
sistance of appropriate international organizations, the
possible creation in Europe and the structure of a bank
of cultural data which would collect information from
the participating countries and make it available to its
correspondents on request, and to convene for the purpose
a meeting of experts from interested states...

- to examine jointly questions of expanding and
improving exchanges of information in the various fields
of culture..." /Helsinki Conference, 1975, Final Act,
pp. 121-122/.

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On the strength of the above considerations the Unesco Division of Cultural Development undertook to assist the efforts of the interested States to convene conferences of experts for examining the possibilities and problems of creating a European Cultural Data Bank and to establish committees and working groups for studying the specific aspects of the project.

During the first five years of the project three meetings of experts were organized /Bucharest 1977, Brussels 1978, Budapest 1980/, the Coordination Committee met twice /Liège 1979 and Namur 1982/ and the special working groups /or committees/ for primary /statistical/ data, for secondary /bibliographical/ data and for tertiary /institutional, research etc./ data as well as the study group for the information language to be used /thesaurus/ held several meetings the results of which were reported to the experts' meetings and/or to the session of the Coordination Committee. In 1978 Unesco appointed a consultant for the project to enhance the efficiency of cooperation.

Since the European Cultural Data Bank is admittedly an extremely complex project having a bearing on many interdisciplinary areas and heavily stratified characteristics of its own, it has involved the collaboration of a large number of experts at both the national and international level whose work - in keeping with the objectives outlined in the Final Act of the Helsinki Conference of 1975 - has produced a large number of documents. An analysis of the documents /on conferences, case studies etc./ reveals that the following major issues were tabled and discussed:

1. The objectives of the European Cultural Data Bank.
2. The semantic scope of the term "culture" to be used for the purpose, i.e. to be covered by the data collected.

3. The types and nature of the data.

4. Methods of data collection, storage, retrieval and diffusion.

5. Questions of the language to be used /thesaurus/.

6. Determination of the range of possible users of the information collected and the demands that can be expected.

7. A survey of the existing national and international institutions that could be relied upon for supplying information on cultural life.

8. The organizational framework of the European Cultural Data Bank /centralized or decentralized etc./, including gradually scheduled preparatory work.

The issues enumerated above have been discussed on different occasions with varying intensity and have resulted in the following state of affairs:

1. The objectives of the European Cultural Data Bank were determined in the Working Paper for the Bucharest Meeting in the spirit of the Final Act and recommended for adoption in the Final Report /para 9/.

2. The meaning of the term culture – for the purpose of the Bank – has never been determined or outlined, probably on account of its polysemantic content. Proposals and recommendations for what this term should include were made in the Working Paper of the Bucharest Meeting /para A/la-c/ concentrating – as a first step – on the arts, then in its Final Report /Annex I/ quoting heterogeneous aspects and fields and also in Annex I to the Final Report of the Brussels Meeting containing a preferential list of fields /see also para. 9/ with countries in favour of them. The Budapest Meeting also discussed the coverage of the Bank, but no explicit recommendations were formulated.

The interpretation of the term culture - even of some part thereof that could jointly be relied upon for starting actual work - seems to be the most difficult of the tasks. Nevertheless - perhaps by some unconscious tacit concensus - most data quoted and used in test materials are heavily art-oriented.

3. The type and nature of data to be collected have not constituted any controversial issue. The Bucharest Meeting suggested having both quantitative and qualitative data in the Bank /Final Report, para. 15/, and the Brussels Meeting introduced the terms "primary" for statistical data, "secondary" for bibliographical data and "tertiary" for any other data as, for instance, on institutions concerned with cultural information, research into culture etc. /Final Report, para. 13/. The Liege Meeting of the Coordination Committee constituted working groups for studying the ways and means of incorporating these types of data into the Bank /Final Report, para. 18/. Responsibility for the work of the Group an bibliographical data was undertaken by Romania, for that of the Group on tertiary data by Norway, and the Group on statistical data /called Primary Data Group/ was entrusted to the care of the Office of Statistics of Unesco which had offered its materials /at the Brussels Meeting/ for use as the statistical component of the Bank /Liege, Final Report, para 16/.

An analysis of the primary data was undertaken within the Framework of Cultural Statistics by several special study groups and by the coordinating Framework Group under the auspices of said Office. Progress in these activities was registered at the Budapest Meeting of experts /Final Report, paras 17-23./.

Romania, coordinator of the Group for bibliographical /secondary/ data presented a working document at the Budapest Meeting: "Preliminary Issues Regarding

the Activities Concerned with the Secondary Data of the
European Cultural Data Bank" /Final Report, para. 14/,
and a pilot bulletin called "Abstracts Bulletin". Series:
Theatre. Testing Bulletin". Bucharest 1981 with a card-
index of data and a sample thesaurus, to the Namur Meet-
ing as a possible model which could be adhered to in other
fields and by other countries. This group is scheduled to
meet late in 1982.

Upon the request of Norway, coordinating the ter-
tiary-data group, the Budapest Meeting outlined what these
data were meant to cover /Final Report, para. 23/:

a/ institutions and centres doing research and/or
engaged in cultural activities; b/ the type of work
carried out /such as research projects, surveys etc./;
c/ list of experts and research workers studying cultural
fields. In other words, the institutional, morphological
and personal aspects of information on cultural develop-
ment.

4. The methods of collecting, of storage and of
dissemination were felt to be heavily dependent on the
future structure of the Bank, on the types of data to be
handled /Bucharest, Final Report, para. 16/ and on the
sources /data bases/ yielding information /Brussels,
Working Paper, para. 2.19/. At any rate, the choice of
methods should rely on the use and/or adaptation of exist-
ing systems evolved on an international scale.

5. The question of language or languages to be used
in the Bank was raised on several occasions /for instance
in the Working Paper of the Brussels Meeting, paras. 4.2
to 4.8, etc./, and the discussions resulted in adopting
Jean Viet's "International Thesaurus of Cultural Develop-
ment. Thesaurus international du Développement culturel",
Unesco, Paris, 1980, as a bilingual /English and French/

basis for evolving national thesauri, and the Institute
of Culture of Croatia, Yugoslavia, was entrusted to co-
ordinate the relevant efforts in cooperation with the
group on bibliographical data. The said thesaurus was
first translated into Hungarian /published in Budapest in
1980/ and then into other languages /Spanish etc./. The
efforts in this field made in several countries were dis-
cussed and evaluated at the Zagreb meeting of the Thesaurus
Group in 1981. The results were reported to the Namur
Meeting of the Coordination Committee /Final Report,
para. 10/, and the relevant documents were published by
the coordinating institute under the title "National
Thesauri of Cultural Development. Preparation and Evalua-
tion." Edited by M. Tudjman, Zagreb 1982.

6. General unanimity could be observed in the de-
termination of the range of users since the very first
meetings of experts /Bucharest, Final Report, para. 14/.
The users are expected to include politicians, decision-
makers, administrative personnel, scientists, artists,
educationalists, students, newspapermen, workers of cul-
tural institutions and, in fact, anyone interested in
cultural issues. It was realized that such a variety of
users would make enquiries of very different types and
that the data should be arranged and processed so as to
meet this wide diversity of demands.

7. Another unanimous desire from the very beginning
has been the compilation of a list of both national and
international institutions engaged in disseminating in-
formation on culture as has, in fact, been done in se-
veral national case studies and reports.

Upon the recommendation of the Bucharest Meeting
/Final Report, para. 10.2/ the Division of Cultural Deve-
lopment sent a questionnaire to all European countries

/CC-77/WS/41 published in this volume/ to collect data on
cultural documentation institutions and to obtain their
opinions on several problems connected with the establish-
ment of the Bank. Nineteen member states gave answers of
varying content and depth. These are included in Annex II
to the Working Paper of the Brussels Meeting /running to
61 pages/ and analysed in Part II, paras. 2.1 to 2.17 of
the said paper. The answers are not merely descriptive
but also contain suggestions concerning organization, data
types, modes of collecting, priority of areas and so on,
all deserving a deeper study.

With reference to para. 10.1 of the Final Report
of the Bucharest Meeting, the experts in Brussels requested
Unesco to draw up a list of international bodies concerned
with culture /Final Report, para. 17/.

8. The problems of the organizational structure
derived from the possible variants between the two ex-
tremes of centralization and decentralization, i.e. whether
information is meant to be fed into a central bank and
retrieved therefrom or whether national centres are to
communicate directly with one another for the exchange
of data.

Another problem was the alternative of having data
from all cultural fields pooled in one national informa-
tion centre or relying on special documentation institu-
tions /for music, for theatre etc./ separately and orga-
nizing them into special international networks.

Whichever variety or alternative is adopted, it
was agreed that the Bank should be built on existing
documentary sources and that the first step would be to
have a national centre /or a responsible body - at least
a corresponding person/ in every country to undertake
the tasks of preparatory work and to maintain contacts
with Unesco and with one another.

The Brussels Meeting recognized that some central body would be necessary to take care of the tasks of co-ordination /Final Report, paras. 11-12/ and that the appointment of a consultant would promote the progress of the project. The consultant prepared a thorough study of the situation of cultural information in the eight countries that constituted the Coordination Committee which met at Liege and examined the report "Projet de constitution d'une banque européenne de données culturelles. Rapport de mission." Par Ph. Laurent /no year/, 71 pages and 3 annexes. /Final Report, paras. 5-9/ which was approved and recommended for study by the member states.

The Brussels Meeting found it necessary to constitute study groups for primary, secondary and tertiary data /see above item 3/. The group for primary /statistical/ data was suggested to be identical with the Framework Group of the Framework for Cultural Statistics under the auspices of the Office of Statistics. A group on the adaptation of the International Thesaurus of Cultural Development to national conditions was also formed /see above item 5/.

Further steps in organization depend on the outcome of the work of these study groups and of the Coordination Committee as well as on considerations previously voiced, for instance, on the organizational development /Brussels Meeting, Working Paper, para. 2.16/; on the levels of integration /idem. paras. 3.3 to 3.6/, on the establishment and work of corresponding centres /Budapest Meeting, Working Paper, paras. 34 to 40/ etc.

At the last meeting of the Coordination Committee, with the participation of some other experts at Namur it was agreed that the Project of the European Cultural Data Bank should progress from a reflective phase to an operational one /Final Report, para. 5/. The Bank could

start functioning as a "network of Corresponding Centres"
/idem para. 15/ which will have to be designated and sup-
ported by the National Commissions /idem. para. 18/. The
Committee requested Unesco to consider the Bank as a
pilot project... and to study the possibilities of a finan-
cial contribution /idem. para. 17/.

          The participants... expressed the hope that Unesco
"would organize, within the next two years at the latest,
a meeting of European member states in order to evaluate
the work accomplished with a view to establishing the Bank
and to discuss its development."

Budapest, September 1982

                                    Dr. Gedeon P. Dienes
                                           Editor

EDITOR'S NOTE

In compliance with Unesco's wish, this publication contains the working papers and final reports of five meetings devoted to the project of the European Cultural Data Bank, namely those of the Bucharest, Brussels and Budapest meetings of experts, and of the Liège and Namur meetings of the Coordination Committee, and a questionnaire and study by the consultant. The text of the documents has been faithfully reproduced except for obvious misprints.

Annexes are enumerated by titles but the texts of those featuring lists of participants, enumeration of documents, excerpts from other documents or national case studies and reports are not included. Two annexes semantically linked to the relevant documents are published. References to annexes have been preserved for integrity's sake.

Studies made explicitly for this project and used during negotiations /whether "annexed" or not/ are mentioned in, or enumerated after, the document of the meeting where they were first presented.

National case studies, answers to the questionnaire and other reports could not be included for lack of space. /They would have made the present volume four times its present size./ These, as well as the texts of annexes, are available from the Unesco Division of Cultural Development. The answers to the questionnaire can be found in Annex II to the Working Paper of the Brussels Meeting. The first six case studies prepared for the Bucharest Meeting have been published by Romanian and others have been distributed in type-written form among participants.

Budapest, September 1982

MEETING OF EXPERTS ON THE PROJECT TO ESTABLISH A
EUROPEAN CULTURAL DATA BANK

/Bucharest, 2-4 March 1977/

WORKING PAPER

PREPARED BY THE SECRETARIAT OF UNESCO

INTRODUCTION

I. Aims

      Resolutions adopted by the General Conference
of UNESCO and recommendations made by the Intergovern-
mental Conferences on Cultural Policies, held in Venice
in 1970 and Helsinki in 1972, refer to the need of
European countries for documentation enabling them to
prepare and put into effect cultural policies which will
intensify cultural development.

      The Conference on Security and Cooperation in
Europe confirmed the conclusions of the Intergovernmental
Conference on Cultural Policies in Europe, organized by
UNESCO in Helsinki in June 1972. "The participating
States, considering that cultural exchanges and coopera-
tion contribute to a better comprehension among people
and among peoples ... declare that they jointly set them-
selves the following objective: a/ to develop mutual ex-
change of information with a view to a better knowledge
of respective cultural achievements." /Final Act, Sec-
tion 3/.

      To reach this aim, they decided to take the
necessary steps which included the joint examination of
the possible creation in Europe and the possible struc-
ture of a bank of cultural data which would collect in-
formation from the participating countries and make it
available to its correspondents on request.

II. Delimitation of fields

      The fields defined in the resolution adopted
by UNESCO's General Conference concern, firstly, cultural
development, its integration in economic and social life
/18 C/Resolution 3.321/, its aims, the democratization
of, access to and participation in culture /18 C/Resolu-

tion 3.321/ and its foundations /creative work, cultural activities organization, the artistic and aesthetic education of the public/ /18 C/Resolution 3.321/; and, secondly, cultural policies with their ends, objectives and means. The resolutions lay stress on the collection of data on planning, evaluation, legislation, organizational frameworks, statistics, finance, international instruments, institutions, research, experiments, cultural archives /cultural films, photographs and recordings/, and methods of promotion /18 C/Resolution 3.321, resolutions Nos. 11 and 12 of the Venice Conference and Recommendations Nos. 3, 18, 20 and 30 of the Helsinki Conference/.

It would seem necessary to take the recommendation made by the Conference on Security and Cooperation in Europe in a much wider sense, since it refers to "cultural data" which include information about "respective achievements" in "the various fields of culture".

It will be for the meeting of experts to draw the precise boundaries of the fields to be covered by this data bank and to envisage their gradual integration and linkage. To this end, the experts will have to consider the question of the users of such documentation and the needs of those users.

III. Inventory of existing cultural documentation facilities in Europe

An inventory showing the present situation in Europe in this field seems to be vital. What facilities already exist, who carries out this documentary work, where, using what methods, with what resources and for what purpose?

To enable these various questions to be discussed, a working paper has been prepared by the Hungarian Institute for Culture and case studies have been produced by Belgium, France, Hungary, Norway, Romania and Yugoslavia.

On the basis of these documents, the meeting of experts is required to prepare a plan of action for the 1977-1978 biennium.

PRELIMINARY CONSIDERATIONS REGARDING
THE SETTING UP OF A EUROPEAN CULTURAL DATA BANK

Presentation

The task of the present study is to raise for international discussion questions which are to be clarified in connection with the setting up of an information centre containing data on the cultural life of European countries.

It seems most expedient to divide the subject-matter to be discussed into three major groups of questions, namely:

A. What is the common factor, the semantic nucleus of the concept of "culture" in the different European countries, i.e. what would be the scope within which the participating countries would undertake to furnish cultural information?

B. What is to be understood by "data", i.e. what kind of information do we wish to use in communicating facts about culture?

C. What is to be the structure of the "bank" /organization, personnel, material set-up/, through which information is going to be forwarded and how should the individual national centres be related to it?

This threefold framework will be used for raising the questions to be discussed, for outlining the main aspects to be considered and, in certain cases, for making suggestions on preferential solutions.

Preliminaries

As is well known, the UNESCO Member States adopted a Declaration of the Principles of International Cultural Cooperation as far back as in 1966. These principles have since been observed in international bilateral

and multilateral agreements and conventions and also underlie international actions and manifestations promoting peace and security. After the Venice Conference in 1970, the Helsinki Intergovernmental Conference on Cultural Policies in Europe in June 1972 reaffirmed, in the spirit of the Venice Conference, "the concept of a culture open to all" /Final Report, Part I, paragraphs 31 and 45/. As stated by the Helsinki Conference, "there is a deep-rooted community of culture among European countries and in many ways a common approach to problems" /paragraph 47/ which may serve as a foundation for mutual understanding. Mr. René Maheu, the then Director-General of UNESCO, emphasized that this Organization "could offer a favourable framework for the collection and analysis of data and information on cultural development, for promoting thinking and research on culture and also for establishing multilateral European structures" /paragraph 51/. The same idea underlies paragraph 8 of Recommendation No. 3 of the Helsinki Conference, according to which the European Member States should "regularly supply information on cultural policy questions to the UNESCO Clearing House and Research Centre for Cultural Development, so as to organize a mutually advantageous exchange of such information between European countries and thus enable States to discharge their responsibilities for cultural enlightenment more effectively". The wish is also expressed "to afford the population at large free and equal access to culture" /Recommendation No. 3, I.1.a/ and "interest was manifested in the active participation of the broadest possible social groups in an increasingly diversified cultural life" /Final Act, Section 3/.

The Working Group of the 1972 Helsinki Conference clearly formulated the idea that, for a better understanding of one another's cultural life, quantitative /statistical/ data should be supplemented by qualitative

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factors /Part IV, paragraphs 22-24/, that the exchange of
information should be of international comparability, that
"an information system should be instituted for the cul-
tural sciences as had been done with UNISIST for the na-
tural sciences" /Part IV, paragraph 26/, and that "UNESCO
should encourage the compilation of thesauri and prepare
concordances between the thesauri in various languages"
/paragraph 27/. Finally the inference was drawn that "the
centralization of documentation and the dissemination of
information on cultural policy were a natural task for
UNESCO in its capacity as an intergovernmental cultural
organization" /paragraph 29/.

It was after these preliminaries that the Con-
ference on Security and Cooperation in Europe recognized
the exchange of cultural information as a fundamental pre-
condition of cultural cooperation. In the sub-section
"Mutual Knowledge" of the section "Cooperation and Exchanges
in the Field of Culture" /Chapter 3/ of the Final Act,
this idea was formulated as follows: "The participating
States ... within their competence /express their intention
to/ adopt, on a bilateral and multilateral level, appro-
priate measures which would give their peoples a more
comprehensive and complete mutual knowledge of their
achievements in the various fields of culture, and among
them:

> to examine jointly, if necessary with the as-
> sistance of appropriate international organi-
> zations, the possible creation in Europe and
> the structure of a bank of cultural data which
> would collect information from the participating
> countries and make it available to its corres-
> pondents on their request, and to convene for
> this purpose a meeting of experts from in-
> terested States ...;

to examine jointly questions of expanding and improving exchanges of information in the various fields of culture..." /Helsinki Conference, 1975, Final Act, pp. 121-122/.

Objectives

In the spirit of the above considerations, the objectives of a cultural data bank in Europe could be summed up as follows:

to promote cultural cooperation and exchanges for a better acquaintance with one another's cultural values and thereby for achieving a better understanding and people and peoples;

to ensure access by the largest possible masses of people to the cultural wealth of their own country and of other countries, enabling them to take an active part in cultural life;

to enhance international cultural information which is already recognized to be an indispensable factor in the foreign policy of every country;

to encourage cultural information flows so as to secure and preserve friendship among peoples.

Problems suggested for discussion

A.   The definition of the conceptual scope of culture or its periphrastic description /even without exact definition/ is a difficult task because there is perhaps no other field in social life that would contain as many heterogeneous phenomena as what is usually felt to come under the heading of "culture". Another difficulty is that certain authors and specialists interpret the notion of culture in a narrow sense, while others give it a broad interpretation. Considering the well-known four-

fold division into education, science, culture and information as used by UNESCO, "education" and "science" are not included in the concept of "culture", whereas in other usages "culture" comprises the entire gamut of spiritual and material culture /including education, sciences, games, sports, internal decoration of premises, nuptial ceremonies, etc./, that is, all aspects of "the humanization of the environment".

We can thus distinguish a narrow and a broad interpretation of culture, and it will be the task of the experts to tell what field within these limits should be considered culture for the purpose of the cultural data bank. As far as the method of structuring the data bank is concerned, it may even be conceived that the notion of "culture" could gradually be extended parallel to the development of the data bank.

1. What is important is not so much a definition of culture but rather an enumeration of the cultural phenomena to be accepted for the data bank. The notion of culture in Europe comprises a very wide variety of phenomena. Yet most formulations seem to have something in common, namely to assign the arts to the sphere of culture. Hence it is suggested first to glance through all the artistic fields of culture to come to terms as to what in fact these fields contain and then to start widening this core.

Let it be taken for granted that creators, performers and receivers /perceivers/ whether professionals or amateurs, all have a place under the heading of artistic culture. Under this assumption a brief analysis will be made of the field to be covered by the term "artistic culture", i.e. the part of "culture" consisting of the arts.

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a/ If we approach artistic life from the angle
of <u>activities</u>, we obtain an enumeration like this:

fiction
poetry
acting
puppet theatre
music
dancing
mime
motion picture
photography
drawing
painting
sculpture
architecture
applied arts
etc.,

evidently involving all information on the relevant
<u>persons</u> like the creators /writer, playwright, choreo-
grapher, film director, etc./ and the performers /actor,
dancer, ensemble, choir, orchestra, etc./.

The registration of data should naturally be
extended to the various objective realities in which these
arts take material <u>form</u>, i.e. the creation itself, its
material carrier and the institutions providing the frame-
work for these activities. Let us illustrate these three
sets by the following examples:

poet
playwright
composer
film director
book
musical score
motion picture

> library
> theatre
> concert hall
> cinema

and so forth, allowing for the fact that these are not one-to-one correspondences. The poet and the book obviously involve, in addition to the library, also the bookshop, the publisher, the agency for disseminating publications. Acting may naturally be associated with radio, with television, cinema and cultural centres.

b/ In addition to "artistic culture" or "arts", one may wish to include in the sphere of cultural data bank certain types of activities that are often considered as being of a "cultural character", like the cultural aspects of:

i/ activities associated with daily life:

> linguistic phenomena
> internal decoration
> dress customs /fashion/
> manners /etiquette, behaviour/
> eating and drinking customs, etc.

ii/ ceremony-like activities associated with events of major importance in human life:

> celebrations /birthday/
> wedding customs
> funerals
> processions
> etc.

iii/ labour-oriented occupations:

> handicrafts /do-it-yourself/
> cooking /culinary craft/
> sewing, embroidery
> gardening
> etc.

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iv/ <u>recreational</u> activities:

> tourism
> hiking
> sports
> hobbies
> indoor/outdoor games
> collecting things
> etc.

c/ Since all cultural activities are closely embedded in social-economic life, cultural phenomena do not occur in isolated forms. Thus all information relating to them have some kind of socio-economic relevance. The data bank will have to define the <u>border zones</u> of the cultural field to be circumscribed provided these zones interact with culture. In this respect possibilities should be left open for data in such fields as:

> pedagogy
> psychology
> aesthetics
> sociology
> semiotics
> legislation
> economics
> etc.

It is evident that cooperation will be indispensable with projects having similar purposes /e.g. the OECD economic macro-thesaurus/.

2. From the above considerations it follows that a common cultural <u>terminology</u> for Europe will involve significant difficulties. As soon as there is a consensus on what semantic content to attribute to the notion of culture for the data bank, the compilation of the technical terms, the selection of descriptors and the

building up of a thesaurus will have to be started at the
national level. The idea of thesauri for the various
branches may be considered, although not without the risk
of going too deeply into details. In this connection, you
will find in the annex the final report of the meeting on
the international thesaurus on cultural development which
was held in Antwerpen from 14 to 16 December, 1976.

The second step would be a collation of the na-
tional terminologies. This, however, could start parallel
to the selection of the national descriptors, although
this may be a matter for discussion. International coordi-
nation will involve difficulties of translation which are
not to be neglected. This is where it should be decided
what languages to use for forwarding the data. The obvious
answer is certainly the use of those adopted by UNESCO as
official languages.

The international coordination of terminologies
- on whatever level - should be the task of specialized
commissions. It seems most expedient to organize inter-
national commissions /like, for instance, the Music Theatre
Terminology Commission in ITI/ for the various branches
of culture /theatre, music, dance, etc./ which would have
the task of setting up a thesaurus for the given field,
including the establishment of correspondences, descriptors
and the wording of scope notes where these seem necessary
for unanimous international interpretation.

It will be necessary to take into account on
both national and international level, the initiatives and
existing documentation in each field, and it would seem
most expedient to invite the collaboration of those who
have acquired experience in this field. For this purpose
it will be indispensable to find out what institutes in
which countries are engaged in similar work. It is also
necessary to take into consideration the lists of terms

that have already been published, like, e.g. Jean Viet's
lists of descriptors. Most of these are macro-thesauri and
it will have to be decided which of these lists will be
best suited for the purpose of the data bank. Endeavours
to apply the above mentioned lists of descriptors in the
Hungarian Institute for Culture have proved that they are
not sufficiently thorough-going to reflect the various cul-
tural branches adequately. It has also been found that they
fail to comprise certain terms widely used in the cultural
life of the socialist countries. They could be used as a
starting point but will have to be completed. On the other
hand, for instance, the Soviet INION system should also be
considered as a basis for international information.

3.   As soon as the cultural fields are definitely
        outlined and jointly adopted, the participating
countries can start tracing what data can be found where
and in what form in their own territory. The European
cultural data bank will obviously rely on existing national
collections of data. Hence the first task to make a list
of all institutions /libraries, archives, documentation
centres, information services, sociological institutes,
cultural institutions, etc./ where cultural data are avail-
able and accessible, i.e. which are willing to take part
in the services to be extended by and to the data bank.

        In the second phase - which could run parallel
to the first - it will have to be ascertained in what manner
and to what extent the relevant data are processed in the
institutions and also to detect the blank areas for the
coverage of which projects will have to be planned. In
this way it will be possible to find out the information
potential of the various collections, as well as the
rhythm and the time at which they will be capable of join-
ing the information service of the data bank.

B.   Fewer are the problems connected with deter-
            mining what <u>types of data</u> the bank should col-
lect. In most cases the structure of the answers given to
the questions will reflect these types, although it should
be made clear that the bank will not contain merely nume-
rical /statistical/ data.

1.   If data are considered to be morphological units
            of information /with a semantic core/, they can
be classified according to the factor carrying the emphasis.
In statistical data /which are, naturally, of great import-
ance and indispensable for the bank/, beside the semantic
nucleus /e.g. a performance of a folk dance ensemble/ the
stress is on one of the four components, space, time, unit,
quantity, namely on the quantitative factor. The relevant
phenomena are reflected, grouped and characterized by
this factor. Such numerical data reveal the quantitative
aspect of the phenomena, permitting quantitative compa-
risons, but fail to reveal, for instance, qualitative ones.

            In addition to numerical data, the bank may
also contain, for instance, verbal information carriers,
like a chronological enumeration of events /e.g. what
orchestras performed, when, in what countries, with what
programme and how many times/, classified lists /direc-
tories, etc./, bibliographies, listing the relevant data
usually in a mechanical /e.g. alphanumerical/ order, or
biographies, abstracts, etc.

            Since in the cultural field, in addition to
alphanumerical data, illustrative sources /like maps, draw-
ings, photographs, etc./ and sound materials /tape record-
ings, etc./ are of particular importance, the data bank
will have to consider also the audio-visual types of data.
Thus, beyond the purely quantitative angles, we shall be
able to obtain certain information also about the quiddity
and quality of the phenomena without which it would be
more difficult to achieve the objectives outlined above.

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2.   As to the <u>authenticity</u> of the information the
data bank will have to accept the guarantee of the
national centres. All data are to be forwarded as received:
the evaluation, the assessment of the data will not be the
task of the bank which will not engage in secondary inter-
pretation. The national centres are entitled to put forth
assessment or interpretation in detail.

It is proposed to adopt as a general principle
that all information about a given country must derive
from the country in question. If there are no data on a
certain field of culture concerning a country, the bank
will have to consult that country for the information re-
quired and can only accept data from there.

In connection with information on countries not
participating in the data bank, it will have to be discussed
and decided whether the bank should collect and forward
any data on that country or may do so under condition of
precise indication of the source of information.

3.   In establishing the spheres of information and
in selecting the relevant data it will be neces-
sary to take into account the future <u>users</u> of the data
bank because the input and output will largely depend on
the demands of the users. This will also influence the
depth of selection as well as the type of processing.
A wide-scale plan may be conceived for meeting the require-
ments of strata comprising:

        scientific institutes /researchers etc./
        authorities /ministries, administration/
        specified periodicals
        daily press
        educational demands /on different levels/
        the public at large.

When establishing the sphere of users it is suggested as a first step to meet the demands of scientific research institutes which, in turn, may constitute the basis for further expansion.

C.   As to the organization of the data bank decisions will have to be taken on the following questions:

1. One may conceive of a hierarchical system in which the national centres communicate with one another through a European central data bank either in the form of direct information retrieval or for passing on both questions and answers. It is also possible to set up a coordinated system in which the central bank would rather have a coordinating role and the national centres maintain direct contacts with one another.

Parallel to this the question arises whether the bank should store the data themselves or only references to the places where they can be found. These two different types involve utterly different structures, organization, equipment and personnel which have to be taken into consideration.

It may, of course, also be conceived that certain types of data or branches are stored in the European centre, while others are just referred to. This will have to be discussed because the answer largely depends on the actual situation in the countries /what type of data storage and retrieval system is adopted in the field in question/. Financial considerations will also influence the decision, since a possible duplication of existing systems of processing and retrieval would certainly divert resources away from making available not hitherto reflected data.

In this respect it will probably seem more economical and practical /quicker and more reliable/ for the individual national data centres to communicate with one

another directly for information retrieval and for the
European data bank to assume the important tasks of orga-
nization, coordination, collation and financing. Before
setting up the bank, this will manifest itself mainly in
determining the fields to be considered /the sphere of
culture/, in coordinating the work of the commissions on
terminology and, after the setting up of the national
centres, in coordinating their work, in supplying periodical
information and in securing the financial background for the
operation of the entire system.

On the other hand, a central data bank storing
data would, in the last analysis, be a repetition of the
national centres and would consume unnecessary material
and personal energies.

2. Important organizational questions will ensue
from the differences in information processing
existing and functioning in the various branches
of culture, if homogeneity is attempted. It is
well known that there are national and inter-
national information services in special fields
/e.g. in the field of the theatre, like ITI/ or
of a wider scope yet covering cultural activ-
ities /like the socialist countries' MISON system
etc./, which are in the making or are already
functioning and will have to be relied upon.
Since most of these systems cover one cultural
branch /e.g. dancing in Leipzig/, it will have
to be thoroughly discussed whether to include
these in a general large European bank of cul-
tural data or rather to set up branch systems
under the looser aegis of a central bank. Such
a system would encompass the field of informa-
tion chiefly within the given branch and rely
mainly on similar national centres. In this

set-up the European data bank could have e.g.
a central division for the theatre, another
for music and so on, operating more or less
independently yet within a uniform organiza-
tional structure and at the service of the ob-
jectives outlined earlier. Such a structure would
obviously require the setting up of a central
division for cultural questions in general, for
the flow of "interdisciplinary" information.

The time element /the rate/ will evidently be a
preponderent factor in discussing organizational questions,
including the duration of the period between the input of
a question and the retrieval of the answer, the losses
incurred in transfer /"noise"/, since it is well known
that the value of a piece of information is in inverse
ratio to the time required for acquiring it.

It would be useful if case studies undertaken
by countries differing in territory, population, structure
and advancement take into consideration according to their
own situation: the questions of terminology, the enumera-
tion of data resources, the demand of would-be users, the
proposed structure of the bank, financing etc. The raising
and the discussion of problems concerning hardware as well
as the preparation of proposals on actual financing have
not been the task of the present draft of preliminary con-
siderations.

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NATIONAL CASE STUDIES

BELGIUM   G. Goos: Banque de données pour le développe-
            ment culturel en Belgique

FRANCE   G. Gentil: Réunion d'experts sur le projet de
            création d'une banque européenne de données
            culturelles

HUNGARY   G.P. Dienes: Hungarian Case Study /Contribution to a European Data Bank/

NORWAY   L. Rosenlund: Expert Meeting on the Project of Setting up a European Cultural Data Bank

ROMANIA   I. Dragan: Étude de cas pour la réunion d'experts sur le projet de création d'une banque européenne de données culturelles

YUGOSLAVIA   N. Semper: Yugoslav Approach to the Documentation in the Sphere of Culture

The above six case studies were published later, in one volume, by the Romanian National Commission for Unesco, Bucharest, no year.

MEETING OF EXPERTS ON THE PROJECT TO ESTABLISH A
EUROPEAN CULTURAL DATA BANK
/Bucharest, 2-4 March 1977/

FINAL REPORT

1.   A meeting of experts on the project to establish
        a European cultural data bank was organized by
the Romanian National Commission for UNESCO in cooperation
with the Division of Cultural Development of UNESCO in
Bucharest from 2 to 4 March 1977. The aim of this meeting
was to study the possible creation and structures of a
European cultural data bank in conformity with the provi-
sions of the Final Act of the Conference on Security and
Cooperation in Europe and with the resolutions of the 19th
Session of the General Conference of UNESCO.

        The participants were especially requested to
give the Director General their opinions on the content of
the documents prepared for this meeting and to make sug-
gestions concerning activities to be undertaken during
the present biennium.

2.   The meeting was attended by 19 experts from 13
        Member States. /See list of participants in
        Annex II./

3.   The meeting opened at the UNESCO European Centre
        for Higher Education /CEPES/ in Bucharest, on
2 March 1977 in the presence of the Ambassador Valentin
Lipatti, Representative of the Ministry of Foreign Affairs
and Mr. Vasile Ileasa, Representative of the Socialist
Council for Culture and Education of Romania.

        Speeches were made by Mr. Jean Livescu, Presi-
dent of the Romanian National Commission for UNESCO and
by Mrs. de La Rochefoucauld, Representative of the Director-
General of UNESCO. Mr. Thomas Keller, Director of the
European Centre for Higher Education welcomed the parti-
cipants and spoke about the Centre's role in reinforcing
European cooperation in the field of higher education.

Mr. Jean Livescu said, in particular, the following:

"Your meeting originated in one of the important provisions of the Final Act of the Conference on Security and Cooperation in Europe, which, within the framework of measures aimed at promoting cultural cooperation on our continent, suggested the idea of studying, in cooperation with UNESCO, the possibility of organizing a bank of cultural data for European countries. As this is part of the action initiated by European countries in order to promote cooperation and better mutual understanding, the meeting constitutes a new concrete step in this direction. It is the perticipants task to identify the components of the notion of culture, to define the areas of the social factors which are influenced by cultural action and, at the same time, to take into consideration human relationships which constitute the motivation and the effect."

The Representative of the Director General of UNESCO underlined the importance of this meeting, the first to be held on this subject, and which was a follow-up of the recommendations of the Conferences on Cultural Policies held in 1970 in Venice and in 1972 in Helsinki. The recommendations of these conferences refer to the needs of European countries for documentation in order to prepare and apply cultural policies aimed at intensifying cultural development. The Conference on Security and Cooperation in Europe /Helsinki, 1975/ confirmed the conclusions of the Intergovernmental Conference on Cultural Policies organized by UNESCO in Helsinki in June 1972, considering that cultural exchange and cooperation contribute to a better understanding among persons and peoples. The participating States set themselves the objective of developing exchange of information with a view to increasing the knowledge of respective cultural achievements. /Final Act, item 3/. To attain this objective,

they decided to take the necessary steps and amongst these, to study jointly the possible creation and structures of a cultural data bank in Europe which would collect information from the participating countries and make it available to its correspondents on request.

4.   The Bureau was composed of the following members:

Chairman: Mr. Virgil Cândea /Romania/
Vice-Chairman: Mr. Tapio Kanninen /Finland/
Rapporteurs: Mrs. Geneviève Gentil /France/
                 and
                 Dr. Gedeon P. Dienes /Hungary/.

5.   The following items on the agenda were discussed:

- Objectives of a European cultural data bank
- Definition of fields, taking into account the needs of users
- Utilization of existing national and international structures and possible setting up of new structures
- Methods for the collection, storage and diffusion of cultural data. Financial implications and ways of financing.

The participants were in fact asked to focus their attention on the following questions in particular:

1. What areas of culture would be covered by a data bank?
2. Who would be the users of this bank? What would be their demands?
3. What exists in Europe at the present time in the field of cultural documentation? Where? How? With what resources? For whom?

6.   For this meeting the following documents were put at the disposal of the participants:

- a working document prepared by UNESCO asking questions to be considered by the participants /CC-77/WS/7/;

- six case studies from the following countries: Belgium, France, Hungary, Norway, Romania, Yugoslavia.

7.   In addition, a large number of reference documents were put at the disposal of the participants: reports on intergovernmental conferences on cultural policies, reports on expert meetings relating to the subject of the present meeting, studies corresponding to these meetings, publications of the Division of Cultural Development.

8.   The experts of the six countries mentioned in paragraph 6 were requested to present the case studies concerning their countries.

Objectives of a cultural data bank

9.   A cultural data bank was considered by all the participants to be essential in promoting increased cooperation between European countries. As an instrument of understanding and information between countries, it would serve the implementation of the following objectives:

- to promote cultural exchanges for a better acquaintance with one another's cultural values and thereby achieving a better understanding among persons and peoples;

- to ensure access by the large masses of people to the cultural wealth of their own country

and of the other countries, enabling them to take an active part in cultural life;

- to enhance international cultural information which is already recognized to be an indispensable factor in the foreign policy of every country;

- to encourage cultural information flows so as to secure and preserve friendship among peoples.

Preparatory work for the establishment of a data bank

10. The experts recommend:

1/ Drawing up a list of international bodies having a cultural vocation so as to identify the area covered, the objectives aimed at and the type of documentation collected. This work could be undertaken by UNESCO and would give an insight into what has already been done by these bodies which might become the interlocutors of the data bank, e.g. Mediacult, ITI, etc.

2/ Drawing up an inventory, on a national level, of institutions which have collected information in the cultural fields. To this end a questionnaire based on the case studies will be proposed by UNESCO.

The information collected should be particularly concerned with:
- areas covered
- structures
- categories of users and their needs
- working methods and technical means
- types of information stored
- conditions of obtaining this information
- contacts with other centres.

A question could deal with the creation of a national centre of cultural data.

The experts propose that UNESCO prepare documents analysing and summarizing the replies to the questionnaire, especially by cultural areas /theatre, music, architecture, etc./.

11.   The experts suggest designating, in each country participating in this project, a "national centre" which would be responsible on the one hand for the implementation of preparatory activities on the national level /standardization, preparation of lists, etc./ and, on the other hand, for liaison with UNESCO and the other national and international centres. This national centre could either be an existing institution or a new institution nominated for this purpose by the government.

The setting up of these national centres could constitute a first phase in the establishment of a European data bank.

The organization of a network of national centres requires:

- common terminology; for this, the creation of commissions on national and then on international level was proposed;

- continuation of the work with a view to preparing an international thesaurus;

- standardization leading to compatibility of all the relevant data and of processing methods.

The experts drew attention to the importance of actively diffusing information, particularly by the publication of a bulletin and by communication of data through mass media.

12.   It was suggested that, if necessary, a committee
        be set up, composed of responsible persons from
the national centres, which would ensure i.a. liaison
between the centres and also the implementation of the
project of setting up a European cultural data bank.

Limitation of fields

13.   For the time being the objective of the data
        bank cannot possibly be to cover the entire
cultural life in the countries, for such a broad objective
might jeopardize the operational aspect of the data bank.
The participants therefore found it indispensable to limit,
in a first stage, the cultural domains considered without,
however, losing sight of the broad scope of all the domains
of culture to be covered in the future.

        The participants suggested that the list at-
tached /Annex I/ constitute a tentative list of the ap-
proaches to various cultural fields for the purpose of
the functioning of a cultural data bank. It will be
UNESCO's task to submit it to all the European countries
so that it can be completed and amended as the case may
be, and to identify priorities.

The users of a cultural data bank

14.   The debates made it clear that there are many
        potential users of a data bank and that their
needs are very different.

        It was considered that, though the data col-
lected are similar, the information offered to various
users as well as the degree and nature of their processing
will depend on the requirements of the users. The parti-
cipants agreed that the potential users of a cultural
data bank might include such categories as decision-makers,
administrators, research workers, specialists /professionals,

creators .../, journalists, associations, students, the general public, etc. Access to these various categories of users could be ensured gradually as the data bank is being developed.

Type and nature of data

15.   The participants expressed the wish that work which lead to comparability of data on the international level be strengthened: preparation of nomenclature, definition of terms, etc. The experts also considered that, in the field of culture, it is particularly important not to separate the quantitative and the qualitative aspects of information, for example, figures on attendance at and cost of institutions are meaningless unless they are related to an analysis of behaviour, attitudes or motivations.

        The experts thus recommend that the data bank collect and supply information both in the form of statistical data and of bibliographical and documentary references, descriptive information and analyses, taking into account the nature and type of the domain and of the information.

Methods of collecting, storing and dissemination

16.   Following an exchange of views on item 5 of the agenda concerning methods for the collection, storage and diffusion of cultural data as well as the financial implications and ways of financing, the experts considered that it was too premature, at this stage, to examine all the problems involved. Examination of these problems requires preliminary technical studies on alternatives /network of national centres, international centre/ mentioned by the experts, as well as the preparation of a feasibility study, taking into account, for example, the experience of UNISIST.

Next meeting

17.   The experts took note, with satisfaction, of the
             invitation made by Belgium to UNESCO to host
the next meeting of experts foreseen in the Programme of
UNESCO for the years 1977-1978, the object of which will
be to examine the preparatory work undertaken by UNESCO
for the possible creation and structures of a cultural data
bank for Europe, taking into account the appropriate provi-
sions of the Final Act of the CSCE.

18.   The experts expressed the wish that the Director
             General of UNESCO, in accordance with Resolu-
tion 7.12 of the General Conference of UNESCO adopted at
its nineteenth session, make known to the meeting of the
representatives of the participating States at the CSCE
/Belgrade 1977/ the conclusions and recommendations of the
present meeting as well as other work undertaken by UNESCO
in this connection.

19.   The participants expressed their gratitude to
             the organizers and the Romanian authorities for
the sincere welcome, the excellent conditions of work and
for the warm hospitality extended to them throughout their
pleasant stay in Romania. Acknowledgements were also made
to UNESCO for the work accomplished.

ANNEX I

PROVISIONAL LIST OF VARIOUS CULTURAL FIELDS

Aspects of cultural policies	Aspects of cultural development	Aspects of artistic creation
Institutions, structures	Objectives	Literature
Financing of culture	Access – participation – diffusion – aid to creation	Performance /theatre, music/
Cultural statistics	Research	Fine arts – decorative arts
Cultural legislation	Leisure	Architecture
Training of cultural personnel	Cultural heritage	Crafts
Cultural "animation"	Tourism	Folklore
Cultural cooperation /Intra-European exchanges/	Sports	Traditional cultures
Artistic education	Mass media and communication /Diffusion of cultural information, press, radio, TV, book shops/	Archaeology
Publications		Ethnography

ANNEX II. List of Participants /2 pages/

POSSIBLE CREATION AND STRUCTURE OF A
EUROPEAN CULTURAL DATA BANK

QUESTIONNAIRE ON CULTURAL DOCUMENTATION INSTITUTIONS IN
THE EUROPEAN MEMBER STATES

Preliminary notes

1.   In conformity with the provisions of the Final
        Act of the Conference on Security and Coopera-
tion in Europe /Helsinki, August 1975/ and with resolution
7.12 concerning the possible creation and structure of a
European cultural data bank adopted by the General Con-
ference of UNESCO at its nineteenth session, a consulta-
tion was organized by the Secretariat of UNESCO in Bucharest
from 2 to 4 March 1977 in cooperation with the Romanian
National Commission for UNESCO.

2.   The participants recommended that, as a first
        step, an inventory should be prepared of insti-
tutions which collect information in cultural fields on
a national level, and that for this purpose a question-
naire should be sent to each European Member State /see
the Annex attached hereto for the recommendations of this
meeting, i. e. Document CC-77/WS/31 in this volume/.

3.   This questionnaire has been prepared on the
        basis of the six case studies put at the dis-
posal of the participants in the Bucharest meeting by
the following countries: Belgium, France, Hungary, Norway,
Romania and Yugoslavia, the working paper prepared by
the Secretariat of UNESCO /CC-77/WS/7/ and the final re-
port of the meeting /CC-77/WS/3/.

4.   The questionnaire is made up of six groups of
        questions dealing respectively with the follow-
ing items:

        I.   Areas covered by cultural documentation
        II.   Cultural documentation structures
        III.   Types of cultural data stored
        IV.   Conditions of access to cultural documen-
                tation

V.   Users of cultural documentation
VI. Exchanges in the field of cultural documen-
     tation

It ends with an open question and a tentative
and non-restrictive list of cultural areas. This list does
not indicate priorities and may therefore be amended or
completed.

5.   Please state the area/s/ which appear/s/ to
        you, in relation to your country's needs, to
deserve priority consideration in the context of the
establishment of a European cultural data bank. You might
be guided in your choice of priority areas by the two
following criteria: whether your country already possesses
organized cultural data in one or more areas, which could
be rapidly integrated into a European bank; whether your
country wishes to use the facilities for the interna-
tional exchange of cultural data which would be provided
by the European bank, in order to organize its own na-
tional data in any cultural area where information has not
yet been collected or processed.

6.   Replies to this questionnaire will be summarized
        and analysed by UNESCO which will prepare a
working paper for the next meeting of experts to be
held in Belgium in 1978.

7.   Three copies of the questionnaire are supplied.
        One copy, together with its annexes, should
be returned, if possible no later than 31 December 1977,
to the following address:

        Division of Cultural Development
        Centre of Studies, Research and Documentation
        for Cultural Development
        UNESCO
        Place de Fontenoy
        75700 Paris

N.B.: Because of the nature of the information requested, it is advisable to give the replies to the questionnaire in the order in which the questions have been presented and to quote their reference numbers. Please provide the name and address of individuals or services having participated in the drafting of the replies to the questionnaire.

1. AREAS COVERED BY CULTURAL DOCUMENTATION

1.1 Are all the cultural areas mentioned in the attached list covered by information gathering and processing activities in your country? If not, indicate which areas are not covered and why. Does your country intend to cover them? If so, how and when?

1.2 Also indicate any areas covered by your country that are not included in the list.

1.3 As regards the areas covered, do you feel that they respond to your country's needs?

1.4 Which area/s/ appear to you, in relation to your country's needs, to deserve priority consideration in the context of the establishment of a European cultural data bank? /In answering this question, refer to the two criteria mentioned in paragraph 5 of the preceding Preliminary Notes./

2. CULTURAL DOCUMENTATION STRUCTURES

2.1 Through what public or private bodies is it possible in your country to collect, process and disseminate the qualitative and/or quantitative data in the cultural areas that you have indicated in reply to question 1?

2.2 Please provide a list of these bodies, mentioning their objectives, their addresses and the names of their responsible officials. Indicate briefly for each of the bodies listed:

a/ its achievements as regards documentation /financial resources, work plan and programme for increasing the collections, services provided in regard to the three functions of collection, processing and dissemination of information/;

b/ its publications /regular or sporadic/.

3.   TYPES AND PROCESSING OF CULTURAL DATA STORED

3.1   What type of information is stored? Is it qualitative or quantitative information? What are the characteristic parameters of the information /formats, rate of acquisition, ephemerality - other structural aspects/?

3.2   What documentary materials is collected and processed by each centre: books, articles from periodicals and newspapers, official texts, studies, plans and documents, statistics, illustrated items, cassettes, etc.?

3.3   What indexing and filing system has been adopted for each cultural area? Has each centre prepared its own list of descriptors? If so, how? Have the terminology works of UNESCO[1] or the European

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[1] Viet, Jean. Cultural Development - UNESCO List of Descriptors. Draft document. Paris, UNESCO, 1974.

Cultural Development. International Thesaurus on Cultural Development; Provisional list of descriptors /English-French/, prepared by Jean Viet, Paris, UNESCO, 1977.

Viet, Jean. Thesaurus for Information Processing in Sociology. Paris - La Haye, UNESCO-Mouton, 1971.

Viet, Jean. Thesaurus: Mass Communication, Paris, UNESCO, 1975.

UNESCO thesaurus: A structured list of descriptors for indexing and retrieving literature in the fields of education, science, social sciences, culture and communication, compiled by J. Aichison /to be published/.

countries[2]/ been used in constructing the semantic fields selected? Is your country considering the possibility of preparing a national cultural thesaurus? If so, how, when and by which centre/s/ could this be done?

3.4   Are the indexing problems peculiar to each cultural area the subject of comparative studies conducted jointly by the documentation centres working on the same area ·in your country? In several European countries?

3.5   What technical means are employed for the processing of the documentation?
/Manual systems - computers, etc./

4.   CONDITIONS OF ACCESS TO CULTURAL DOCUMENTATION

4.1   Is /are/ the centre/s/ mentioned in reply to question 2.1 open to the public? Under what conditions?

4.2   Is the documentation accessible through secondary documents: bibliographies, abstract bulletins, compilations of abstracts, yearbooks,. etc.? For each secondary publication indicate the title, frequency of issue and its appropriate circulation at the national and European level.

5.   USERS OF CULTURAL DOCUMENTATION

5.1   Who are the present /and potential/ users of the data gathered by each centre listed in reply to question 2.2? Analyse the different categories of users for each centre /decision-makers, administrators, research workers, specialists, journalists, associations, students, the general public, etc./,

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[2]/ Macrothesaurus. A basic list of economic and social development terms. Paris, OECD, 1974.

Council of Europe - Cultural Affairs, Cultural Development: Thesaurus, prepared by J. Viet, Strasbourg, 1976.

the nature of their documentary needs and the degree to which the centre has succeeded in satisfying these needs or is expecting to do so.

5.2   Indicate if the centre/s/ aim/s/ to increase its/ /their public. If so, towards what categories of users is the effort directed and what means are employed?

6.   EXCHANGES IN THE FIELD OF CULTURAL DOCUMENTATION

Do the various national centres collecting cultural data in the same area work in collaboration with each other? With data centres concerned with other cultural areas? With European centres? What does this collaboration consist of: exchange of information? Joint terminological work? etc.

OPEN QUESTIONS

What services do you expect from a European data bank? How would the data it provided be used? Could it serve as a tool for the definition of national cultural policies? As regards the organization of the studies to be carried out with a view to the establishment of the bank, what priorities should be adopted and what responsibilities would be assumed by each country?

Tentative and non-restrictive list of cultural
areas covered by this questionnaire

I. GENERAL AREAS

Reflections on the concept of culture
Cultural identity, cultural pluralism, cultural be-
haviour patterns
Cultural dimension of global development
Participation in cultural life /cultural rights - ac-
cess and participation - communication - community
organization - dissemination - decentralization -
concentration - democratization - stimulation of
creativity/
Cultural policies - objectives and strategies
Cultural planning and administration
Instruments for analysing cultural development
/statistics - indicators, etc./
Cultural legislation
Financing of cultural action /public, private finan-
cing/
Taxation of culture
Cultural industries and cultural market
Public or private cultural institutions
Cultural equipment
Cultural personnel /training - status, etc./

Artistic creation
Artistic and aesthetic education
Professional training - status, etc.

Cultural cooperation /bilateral, multilateral, sub-
regional, regional/

Evaluation of research and cultural action

II. Sectoral areas

Literature /including light literature/
Public reading facilities - libraries - archives
Architecture - town planning - environment /human-natural-man-made/
Plastic arts /painting - sculpture - graphic arts - decorative arts - industrial design, etc./
Crafts
Movable and fixed cultural property /collections - museums - monuments - cities and historic quarters - sites - parks, etc./
Archaeology and excavations
Music /classical, popular, modern/
Performing arts /theatre, dance, song, opera: classical, popular, modern; shows: professional, amateur, for children, school productions, university productions, etc./
Folklore
Festivals
Recurrent holidays - carnivals - fairs, etc.
Films
Radio, television
Audio-visual media and materials /video tape recorders - video-cassettes, etc./
Photography
Press
Publishing

III. INTERSECTORAL AREAS

Culture and education
Culture and communication
Culture, science and technology
Culture and work
Leisure /recreation, sport, tourism, etc./

PROJECT FOR THE CREATION OF A
EUROPEAN CULTURAL DATA BANK

WORKING DOCUMENT

prepared on the occasion of the
meeting in Brussels,
3-7 July, 1978

by Philippe Laurent

CONTENTS

Introduction

In every field of human activity, we are witnessing a rapid increase in the supply of available information. Despite certain indications that the growth rate is tapering off slightly, users are still being literally submerged by this mass of information. Keeping pace with this phenomenon is the spectacular development of documentary techniques, which are already providing us with an extremely powerful means of processing and disseminating information and are an indication that further developments may be expected in the near future.

The use of such techniques in certain fields, particularly the scientific and technical, has meant that much existing information has been made available to users, under highly favourable conditions.

The cultural field too is marked by a noticeable increase in the amount and variety of information, making dissemination of it a matter of some complexity.

It has therefore been necessary for us to examine the pros and cons of these new techniques.

The purpose of this document is to set out certain information likely to be of guidance to those attending the meeting in Brussels. The document is based directly on the discussions held by the various expert groups which have already convened to examine the feasibility of a cultural data bank. We therefore propose to begin this study by summarizing earlier discussions on the subject, in an attempt to highlight the major features.

Certain fundamental factors are thus seen to emerge: the definition of objectives, the fields covered, the type of information to be collected, users and methods of collecting, storage and dissemination.

Given the various choices in respect of each
such factor it is the representatives of the participating
countries who will have to decide on which to select and we
cannot anticipate what such a decision will be. We have,
however, thought it useful to underline the interdependence
of these factors. In addition, certain constraints should
be considered in the context of this examination, such as
the fact, for example, that, while the use of the various
documentary techniques does offer certain particular advan-
tages, it also has its limitations.

Summary of earlier discussions

The need for European cooperation to promote and
develop cultural exchanges has been stated on numerous occa-
sions already. Particular emphasis was placed on the need
for a common documentation policy at the intergovernmental
conferences on cultural policies organized in Venice /1970/
and Helsinki /1972/ by UNESCO. The resolutions adopted at
these two conferences concerned information and documen-
tation in the field of cultural developments /its object-
ives, its integration into economic and social life and
its bases/ and of cultural policy /aims and resources/.

The resolutions advocated the collection of data
on planning, new trends, legislation, structures, statis-
tics, finance, international instruments, research, cul-
tural archives and promotional methods.

The Conference on Security and Cooperation in
Europe, which took place in Helsinki in 1975 takes up these
conclusions and considers that "cultural exchanges and
cooperation contribute to a better comprehension among
people and among peoples and thus promote a lasting under-
standing among States ... the participating States have
set themselves the objective of developing the mutual ex-
change of information with a view to a better knowledge
of respective cultural achievements..." /Final Act, point 3/.

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"...The participating States express their inten-
tion within their competence, of adopting, on a bilateral
and multilateral level appropriate measures which would
give their peoples a more comprehensive and complete mutual
knowledge of their achievements in the various fields of
culture, and among them:

> - to examine jointly, if necessary with the assist-
>   ance of appropriate international organizations,
>   the possible creation in Europe and the struc-
>   ture of a bank of cultural data, which would
>   collect information from the participating coun-
>   tries and make it available to its correspondents
>   on their request and to convene for this purpose
>   a meeting of experts from interested States ..."
>   /Final Act, p. 250/.

It was for this reason that a meeting of experts
was jointly organized in Bucharest from 2 to 4 March 1977
by the Cultural Development Division of UNESCO and the
Romanian National Committee for UNESCO. The nineteen experts
from thirteen European countries were thus able to study
a working document drawn up by the UNESCO Secretariat
/CC-77/WS/7/, together with six case studies completed by
Belgium, France, Hungary, Norway, Romania and Yugoslavia.

The final report of the meeting states that all
those in attendance had underlined the importance of a cul-
tural data bank set up to foster more intense cooperation
between European countries and to achieve the following
objectives:

> - the promotion of cultural exchanges...
> - ensuring that the popular masses have access
>   to their own and other countries' cultural
>   riches...
> - increasing the flow of international cultural
>   information...

- boosting the dispersal of cultural informa-
    tion...

In the same document, the experts recommend that
certain preparatory work be undertaken with a view to the
setting up of a data bank:

i/   UNESCO could conduct a preliminary study of in-
          ternational bodies set up for cultural purposes,
          designed to provide information on the work carried
          out by such bodies, and could examine to what extent
          they might become data bank interlocutors.

ii/   On the basis of case studies already completed,
          UNESCO would prepare a questionnaire enabling
          a national list to be drawn up of institutions
          involved in the collection of information in the
          field of culture.

The experts likewise suggested that a national
centre be designated in each participating country as a
first step towards the setting up of a European data bank.

They also concerned themselves with the problem
of defining the fields which the data bank ought to cover,
the users which it should serve, the type and nature of
the data stored and, finally the methods of collection,
storage and dissemination.

It was vital that the fields covered be limited
initially so as to avoid the operational aspect of the
bank's being in any way impaired. The experts compiled an
initial list of various fields to be covered on a trial
basis. This list /Annex I to CC-77/WS/31/ reflects various
aspects of cultural policies, cultural development and
artistic creation.

The participants agreed in thinking that "poten-
tial users of this cultural data bank might comprise the
following categories: decision-makers, administrative heads,

research workers, specialists /professionals, designers.../, journalists, associations, students, the public at large, etc." /para 14/.

Their recommendation was the "the data bank collect and relay information compiled from both statistics and bibliographical and documentary references, descriptive information and analyses, taking into account the nature and type of the field and of the information concerned" /para 15/.

On the question of methods of storing, collecting and disseminating cultural data, "it was clear to the experts that an examination of all these problems at the present stage would be premature. An examination of the kind required a preliminary technical study of the alternatives /national network centres, international centre/ put forward by the experts and the preparation of a feasibility study taking into account the UNISIST experiment for example" /para 16/.

Certain initiatives were taken on the strength of the recommendations and conclusions to have emerged from the Bucharest meeting in preparation for the meeting in Brussels scheduled for July 1978.

One such initiative involved the sending to European governments by UNESCO of the questionnaire on European cultural documentation establishments. An analysis of the replies from the various governments should be communicated to those attending the meeting in Brussels who will also have access to the conclusions of a study on the conception of a European cultural data base carried out at UNESCO's request by the GAI group. Finally, various countries have set up groups of experts who have convened on a regular basis since the Bucharest meeting. Belgium is a particular case in point and considerable account will be taken in this document of the Belgian group's discussions.

The line of thought pursued at the various international meetings and discussions held by national expert groups appears to us to have thrown up a number of fundamental points. While some have already been given considerable airing, others have yet to be clarified before final decisions can be taken.

Objectives

The objectives to be pursued by a cultural data bank have, in our opinion, been already defined: at the international level, the stepping up of international exchanges, considered as vital to the forming of a lasting understanding between peoples. At the national level, such a bank must not only make information more accessible to present users, it must also enable new groups of users to acquire a better knowledge of their national cultural riches.

In addition, it must foster a better knowledge of cultural phenomena and thereby constitute an indispensable tool for the administration of cultural policies. We propose giving these objectives a more specific content, however, by expressing them in terms of services. An examination of the services which might be provided by such a data bank will be conducted later in this report.

Field covered

Numerous attempts have been made at the various meetings of experts to define which fields a data bank of the kind proposed should cover. In essence, this has entailed a definition of the very notion of culture. Events have shown that no simple answer can be devised to meet this genuine challenge. The fact is that cultural phenomena are complex by definition and any definition is therefore totally arbitrary. The comparison between the sectors covered by the Cultural Development Division and various

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Ministries of Culture is of significance in this connection.

For this reasons, the experts have proposed that a flexible and pragmatic attitude be adopted.

It would therefore be desirable to determine the sectors marked by a potential demand for documentation and information, enabling cooperation on a European scale to be speedily organized. Such a choice will necessarily have to take account of existing achievements or of those in the process of completion, so as to avoid any pointless and costly duplication, and to take advantage of the back-up and support thereby provided. We are thinking as this point of the various specialist international centres, bibliographical data bases covering paracultural fields, the MISON system and a number of large-scale achievements /such as the USSR Information Centre on Problems in the Field of Culture and the Arts[+], the CNRS[++] Centre de Documentation des Sciences Humaines.../.

This would enable the bank to increase its sectoral coverage in line with increasing demands and available finance.

Type and nature of data

We have seen that the experts have, on several occasions, urged that the cultural data bank should not be restricted in the choice of data collected. The qualitative and quantitative aspects of both data and references must be taken into consideration. This approach is in line with the present tendency, in the documentary and information field, to take all available information into account, irrespective of type, medium or particular features.

[+] Full English title to be confirmed /if it exists/

[++] = Centre National de la Recherche Scientifique.

What we are in fact witnessing is the emergence of new forms of information in step with the heavy growth in the mass of available information.

This is evidenced by the upsurge, side by side with the document - the conventional vehicle for information - of such new forms as the disk, the photograph, the micro data-card, or the micro-film and the recording tape.

The field is thus widened to include new sources which considerably extend the documentary field in general, making available to users information easy access to which had been denied them previously.

Although the same may be said, generally, of every field of human activity, it is our view that this phenomenon is of particular importance in the field of cultural activities. Documentary coverage of certain cultural activities appears to us to be noticeably more pertinent if recourse is had to this new type of data rather than to the traditional forms of information such as documents, books, magazines, etc. Especially careful thought will therefore have to be given to the type and nature of the data collected by the bank. In particular, the following points will need examination:

- What relative importance and what priorities will be accorded in the storage of qualitative and quantitative information?

- Will interest focus more particularly on primary information /e.g. statistics on the number of times people go to show, on legal texts, on anthologies of poetry.../ or on the secondary kind /sociological analysis, study of the text, literary criticism.../?

- Is the bank required to store information itself /e.g. in the form of digital data, documents, photographs, films .../ or merely to

store the references enabling the available
information to be identified and located?

- Must the bank store the information in its
original medium? Or may it use other, more func-
tional means of storage /e.g. micro-films/?

- How often will rapidly outdated or obsolescent
information need to be updated? Particularly,
although not exclusively, the quantitative
type?

- What degree of accuracy will be required of the
control checks intended to ensure the quality
and authenticity of the information stored?

Finally, the question will have to be asked
whether the data collected will relate solely to the cul-
tural activities of the countries involved in the bank
venture or whether, given the universal nature of culture,
the bank will also store data from other regions and, if
so, what should be the criteria governing the enlargement
of the bank's scope to cope with such extra information.

Users

A premise to the pursuit of the objectives as
at present envisaged is that there should be a broad range
of users of such a data bank. Indeed, this was the conclu-
sion reached at the various meetings of experts, as we have
stated in the foregoing pages.

The probability is, however, that the various
categories of users will not be interested in the same
type of information and will want to receive information
of a different type presented in a different manner.

It is clear, therefore, that an examination of
user categories is linked directly with an examination
of the data to be integrated into such a bank.

It follows from this that it would be futile to
want to satisfy all potential users immediately the bank is
put into operation.

Priorities will have to be worked out /e.g. the
public authorities, scientific or educational establish-
ments/ and provision made for gradual enlargement of the
bank's scope. It is also highly likely that such a bank will
arouse the interest of users outside the participating coun-
tries. Thought will therefore have to be given to providing
them with access to the bank, as well as to the details
of such an operation, including the budgetary aspect.

Services

Hitherto, the purpose of a documentation centre
has been primarily to serve as a document archives, with
the archivist collecting information resources, which were
thus available to users consulting them. The multifarious
forms of information abounding at the present time are,
however, leading to the elimination /or specialization/
of particular documentation and the creation of documentary
reserves, condensed into the minimum number of copies in
an attempt to obtain comprehensive coverage and thus open
the field to as many users as possible.

The particular function of a cultural data bank
must, therefore, be to gather or collect, store and disse-
minate information.

1/ The collection function

Irrespective of the fields covered and of the
type of data collected, a data bank must clearly operate on
the overriding principles of speed, comprehensive coverage
and relevance. Given the particular features of the cultural
phenomenon, the bank must be able to count on the collabo-
ration of a network of "data collectors" providing it with

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regular information if it is to attain these objectives.
Such "collectors" will need to "keep their finger on the
pulse" where cultural activities are concerned, so as to be
able to "acquire" the information once it is available. The
structure and organization of such a network must be geared
to the fields covered and the type of information desired,
as well as to the specific nature of cultural activity in
each of the participating countries. It is the latter,
therefore, which will be best placed to organize the net-
work around one or more national centres acting as relay
stations to the central bank. The probable function of such
national centres will be to standardize the information
collected prior to its transmission to the central bank and
common rules will need to be laid down for the content and
format of such information and for both its authenticity and
relevance.

2/ The storage and dissemination functions

Both these functions are closely interdependent
and cannot be considered apart. Indeed, it might be better
to speak of a single data organisation function and to
dissociate the physical from the logical aspect.

We shall, however, draw a distinction between
them inasmuch as a distinction will enable us to form
a better assessment of the possibilities offered, as well
as the constraints imposed, by documentary techniques for
the development of these two functions.

a/ Storage function

Progress in documentation techniques has made
it possible for increasingly larger volumes of information
to be stored. The developments in data-processing, parti-
cularly, place at our disposal increasingly more voluminous
direct-access memories. Indeed, we are now at the stage
where hundreds /up to 800!/ of millions of characters can

be stored on a single magnetic disk and several of them can be grouped in an actual integrated system.

What we are in fact witnessing each year is a genuine revolution in this field and estimates are that, for the same monetary sum invested, the memory capacity offered is doubled every two years.

The same phenomenon can be observed at the level of processing capacity and peripherals /e.g. terminals and printers/. This development in the field of mass memories, which are associated with computers boasting a large processing capacity, is being accompanied by a parallel one in micro and mini-data processing enabling both the processing and storage of increasingly large quantities of information to be decentralized. The capacity of such memories is also generally the same as that of the "big" computers of the beginning of the present decade. The progress of documentary techniques does not, however, stop at data processing. Considerable improvements have been recorded recently in other forms of information storage. The possibilities offered by the use of micro-film or the micro data-card, for example, are considerable. Moreover, especially in the information research field, it can be used in association with mini-computers, a highly flexible and beneficial tool.

This explains why the last few years have witnessed the springing up of numerous "data banks" in every sector of human activity. For the purposes of analysis, we propose breaking them down into three major categories: "data bases", "data bank" and "data archives".

A "data base" collects information intended to provide its users with references from documents, articles or even statistical tables stored in other media /traditional, micro-film or recording tapes/.

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The information accompanying such references may be detailed differently according to the degree of sophistication of the base. In the case of bibliographic data, for example, users may possibly obtain, in addition to the name of the author, the title and year of publication of the book, a series of transcriptors and, on occasion, a short summary of the article or a clue as to where such information can be found. The constitution of such bases requires that a recording format be defined and the recorded information standardized, including very often the compiling of a compendium of descriptors used.

The cost of setting up and maintaining such bases is, however, comparatively low when set against that of a data bank and probably explains in part the emergence of the numerous systems at present in operation which, thanks to the various documentary networks, place millions of bibliographical references at our disposal. The name "data bank" or "information bank" is normally used to describe systems which make available to their users a comprehensive and immediately useable supply of information. Certain data banks even permit computations to be made on the strength of such information. Basically, the data involved are of the factual type, more often than not digital. The cost of creating such banks is generally high due to the need for such information to be carefully monitored, checked and regularly updated, thereby offering a serious guarantee of validity and relevance, if it is to have any real interest and importance.

Furthermore, the conception of such banks entails a specific description of each item of information and presupposes a thorough analysis of the field covered and of the type of information collected.

Every such item of information must, in fact, be related to a name and, either directly or indirectly, to a physical location on a direct-access storage memory.

First class thoughts on, and a first class simu-
lation of, the problem are outlined in the GAI report, which
may be consulted for any further comments.

These constraints obviously have a considerable
bearing on the choice of the data to be integrated into
such banks. The implications in terms of cost and length of
completion may vary very substantially and the whole opera-
tion may prove to be beyond achievement. We would conclude
this aspect of our study by noting that such banks are not
limited to digital data. The content of documents can also
be recorded /e.g. texts of laws, summaries of articles, sta-
tistical tables, information on trading firms: name,
product line, balance-sheet, composition of the board,
major customers... or on research projects under way.../.

Although the major obstacle often lies in the
high cost of recording such a volume of information, new
techniques are being developed which offer the promise of
rapid progress in this area. This is why recourse is some-
times had to "mixed" solutions, involving the use of data
base possibilities providing documentary references re-
corded on either "slow", low-cost magnetic media /e.g.
recording tapes/ or micro-film. In the latter case, the
user may, after selecting the document references of in-
terest to him, consult them immediately by means of a
microfilm reader.

Certain types of data cannot be easily integrated
into an organized unit. This is the case with, for example,
both data collected in the course of sociological surveys,
opinion polls or censuses and textual data such as poli-
tical speeches, for example, hence the development of
specialist institutions, known as "data archives", which
ensure that such information, together with the correspond-
ing documentation, is stored on a magnetic medium /recording
tapes, disquettes/.

Particularly in the field of the humanities, considerable international cooperation is being devoted at the present time to standardizing the inventories describing these data units and to computerizing the documentation of them.

This comparatively simple solution therefore permits data to be collected and stored which, although of a discrete nature, is nonetheless of active interest from the point of view of research. As can be seen, various data storage formulae are possible, depending on the type of data which it is planned to collect and the type of information which it is wished to provide.

We have, however, already stressed that the conception of a data bank /or "base"/ does not necessarily imply the total centralization of data. At the mini-data-processing level especially, the development of techniques means that decentralized systems may be designed which, in certain cases, offer interesting solutions for not only data storage but, as we shall see, data dissemination too. A hinge feature of such systems is the availability of resources, particularly of the data-processing type, at local centres. They are also liable to modular, qualitative and quantitative adjustment in line with developments. These advantages will have to be set against the costs entailed by any redundancy in the data stored and methods then prescribed for the spread of the data, for example:

- that each local centre should store all the system data

- that each local centre should store the data which it collects

- that each local centre should store the data of potential interest to users.

b/ Dissemination function

This function clearly considers the user. We have already emphasized that it is basic to the very conception of the bank, from the organization of collection and, above all, examination of the method of information storage.

Two successive moments are seen to occur in the dissemination of information: interrogation and publication.

- Interrogation is what happens when the user formulates his request, which may be directed to a member of the staff operating the bank, who will himself research the reply. In such cases, normal everyday language may be used, with no special restrictions.

However, recent documentary data-processing techniques have culminated in the creation of an actual form of dialogue between the bank and the user through the medium of a comparatively simple language of interrogation. Thanks to terminals linked directly to the bank, the user may therefore, interrogate the bank with the aim of clarifying the terms of his request, and possibly even of modifying them, so as to ensure that replies are more pertinent.

In the case of data banks, such language of interrogation may be converted to a language of data manipulation or of computation.

- Publication involves the transmission to the user of the information which he wishes to obtain.

The transmission of such information may take the form of a mailed computer listing /e.g. containing the bibliographical references selected/. If the bank also stores the information, it may of course relay it directly to the user in the form of a consignment of documents /articles, photocopies.../, micro-film, recording tapes, photographs...

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However, both computerized data bases and compu-
terized data banks enable replies to be transmitted during
interrogation in the form of either a screened image or
a computer print-out. Alternatively, at least part of the
reply is transmitted, to ensure its pertinence to the re-
corded request, with the remainder possibly being printed
out later /e.g. at night/, so as to cut transmission costs.

These thoughts on the dissemination function
prompt the conclusion that careful attention will have
to be paid to the following aspects:

- the operating frequency and, in particular,
  the foreseeable number of requests referred to
  the bank /in the short medium and long term/.

- the desirable speed of replies, bearing in
  mind that a short period necessitates a more
  sophisticated and therefore costlier and more
  complex data-processing system requiring a
  longer setting-up time and that interrogation
  and publication costs are higher

- the degree of accuracy and comprehensiveness of
  replies

- finally, the need to avoid creating the situa-
  tion whereby the use of interrogation techniques
  could constitute an effective screen between
  the users and the bank.

Side by side with the development of documentary
language easy to use for the non-initiated, there is the
need to develop an infrastructure to deal with the problem
of introductory assistance.

Where a centralized information storage system
is adopted, the user may refer directly to the bank /e.g.
thanks to a transmission network such as Euronet/ or he may
go through one of the national centres linked to the bank.

Decentralization would enable appreciative savings to be made in interrogation and transmission costs and would give the user greater satisfaction by cutting the average reply times and by giving him the advantage of the greater latitude offered by a local system over a central one. Should the information not be available at this level, the user would then refer to the central bank, which would either transmit to him the information in its possession or indicate to him from which local centre he may obtain it.

3/ Additional services

In addition to its basic collection, conservation and dissemination functions, the bank could develop a number of additional services likely to heighten considerably its interest and importance, such as for example:

- publication at regular intervals of thematic dossiers providing users desirous of receiving it with organized information.

- regular and selective dissemination of information on the basis of a "profile" enabling every user to obtain the information which he needs.

- the setting up of a library specializing in the field of cultural policies, with the emphasis on documents which are difficult to get hold of, such as, for example, experts' reports, working documents, conference records, government programmes...

- at the request of certain categories of user, the carrying out of complex documentary research culminating, possibly, in the presentation of a full report.

- the establishment of an up-to-date list of research projects in the cultural field.

- finally, the taking of initiatives designed to foster cultural research projects between the participating countries and to co-ordinate the various systems being set up.

Conclusions

We have just examined in succession the various factors which need to be taken into account in preparing a project for the setting up of a cultural data bank.

In each case, we have endeavoured to give consideration to the various choices open and to stress the consequences which they may have for the project as a whole.

Certain choices of an extremely open nature will not be able to be made unless there is a firm statement of political will by the participating countries. This is true too of the budgetary decisions which need to be taken to finance the project, which is not a matter which we have had to deal with in this document.

Since we do not have available all the information which we need to be able to formulate firm proposals for all the aspects discussed, we can do no more than hazard a guess at both the form and rate of use of potential demand. It may be supposed, however, that such a demand will be conditioned by the quality and variety of the services offered so that, so to speak, the bank would gradually develop its own demand automatically.

By the same token, we have but little information regarding the characteristics of the data likely to be integrated into the bank and, irrespective of what decisions are taken in this regard, a detailed inventory of documentary and information resources at both national and international level would alone provide us with a valid source of information.

We have stressed that the general conception of
the bank and the use of specific documentary techniques
and procedures should be secondary to the pursuit of precise
objectives already defined. We have, however, noted that
such techniques, while offering certain advantages, do have
their own limitations. Moreover, we should take into account
"existing situations". Every country has its own data-pro-
cessing resources, such as, for example, relatively easy
access to data transmission networks, or a more or less de-
veloped computer population.

The same situation obtains with the systems al-
ready in operation or planned in every country and is re-
flected in particular experience in various fields /such
as, for example, standardization and indexation principles,
compendia of descriptors used, recording formats, proce-
dures, for the dissemination of information.../. In order
that the difficulties which we have just listed may be
overcome and that the dynamism crucial to the realization
of a network of co-operation for the exchange of cultural
information within Europe may be generated, the following
conditions should, in our opinion, be met:

- a standing coordination body should be set up
- there should be a modular conception of the de-
  velopment of such a bank, interacting regularly
  with acquired experience
- rational use should be made of existing re-
  sources
- consideration should be given to specific na-
  tional requirements
- there should be an appropriate breakdown of
  the collection, storage and dissemination func-
  tions between national centres and the central
  bank.

These conditions could be fulfilled were the following specific decisions taken:

i/ the designation of one or more national centres in each of the participating countries

ii/ the setting up of a Steering Committee, which would periodically convene representatives of national centres, in association with representatives of specialist international centres and of international organizations providing back-up for the project.

iii/ the setting up of a Standing Management Committee composed of specialists in cultural problems and documentary techniques, backed by a team of administrators and technicians.

National centres:

i/ would tabulate the cultural resources in their respective countries, earmarking those which are already easily accessible and could be speedily integrated into the project.

ii/ would assess the requests and needs of the various user categories designated - i.e. on a short, medium and longterm basis - and would provide users with access facilities and the necessary assistance.

iii/ would gradually collect information meeting the criteria laid down by the Steering Committee and store it in accordance with standardized procedures.

iv/ would forward to the central bank any information which it was thought should be centralized.

v/ would provide the central bank with regular parti-

culars of the information which it was collecting
and storing and would furnish a brief description
of such information in accordance with a standard
format.

The Steering Committee

i/   would establish to main lines of the general policy
           of cooperation and would periodically update it

ii/   would, in particular, define from an operational
           point of view and in accordance with a specific
           timetable:

           - the fields covered
           - the categories of users served
           - the type and nature of data collected and the
             breakdown of such data between the national
             centres and the central bank.

iii/   would work out procedures and standards for the
           collection, storage and dissemination of data,
           including the necessary documentary tools /e.g.
           multilingual compendia.../.

iv/   would determine the procedure for the exchange of
           information between the various national centres
           and the central bank and the gradual development
           of a data-processing system which would permit
           more effective and efficient data dissemination.

v/   would regularly develop additional services to be
           provided by the central bank.

The Management Committee

i/   would provide the Steering Committee with the
           permanent framework needed for the performance
           of the various tasks before it and could be dele-
           gated powers for the purpose.

ii/   would undertake responsibility for the management
           of the central bank, in particular the storage
           and dissemination of data centralized there, and
           for the description of data stored in the various
           national centres.

iii/   would develop additional services in accordance
           with the programme drawn up by the Steering Com-
           mittee.

       Our proposals are intended for discussion at the
Brussels meeting. For this reason, we have endeavoured to
present them in a general form intended to serve as the
departure point for a discussion which we trust will be a
fruitful one.

MEETING OF EXPERTS ON THE POSSIBLE CREATION AND
STRUCTURE OF A EUROPEAN CULTURAL DATA BANK

/Brussels, 4-7 July 1978/

WORKING PAPER

PREPARED BY THE SECRETARIAT OF UNESCO

I. Progress of work

1.1   In conformity with the provisions of the Final
Act of the Conference on Security and Coopera-
tion in Europe /Helsinki, August 1975/ and with resolu-
tion 7.12 concerning the possible creation and structure
of a European cultural data bank adopted by the General
Conference of UNESCO at its nineteenth session, a meeting
was organized by the Secretariat of UNESCO in Bucharest
from 2 to 4 March 1977 in cooperation with the Romanian
National Commission for UNESCO.

1.2   The Bucharest meeting was convened to discuss
the objectives of a European cultural data bank,
the delimitation of fields in the light of the needs of
users, the use of existing structures and the establish-
ment of new structures and methods for collecting, storing
and disseminating cultural data. In this connection, the
participants noted that their knowledge of the structures
of documentation in their own countries was in many cases
very incomplete. They recommended that, as a first step,
an inventory be drawn up, at the national level, of insti-
tutions which collect information on cultural matters and
that for this purpose a questionnaire be prepared for
submission to each European Member State.

1.3   A suitable questionnaire /CC-77/WS/41/, to which
the recommendations of the meeting were annexed,
was drawn up by the UNESCO Secretariat and sent to the
National Commissions of the European States. This question-
naire is reproduced in Annex I to the present working
paper /Document CC-77/WS/31 in this volume/.

1.4   Section II of the working paper is based on the
        replies received. It also seemed useful to pro-
vide in Annex III a proposed schematic representation in
regard to a particular cultural area or field, viz. the
theatre, such as could serve as a possible basis for
establishment of the data bank once the priority fields
had been selected. In addition, section II of the working
paper contains a summary of the work carried out by the
UNESCO Office of Statistics in regard to statistics on
culture and communication.

1.5   A technical study has been prepared by Mr.
        P. Braffort. Sections III and IV of this paper
reflect this study, which participants may consult for
reference purposes. Mention should also be made of a study
prepared by Belgium in connection with the establishment
of a national cultural documentation centre.

1.6   The Bucharest meeting also stressed the import-
        ance of preparing at the same time an inter-
national thesaurus of cultural development. The "Thesaurus
of Cultural Development Descriptors - Arrangement by
Themes" prepared by J. Viet in April 1978 is at present
under examination and is scheduled for publication in 1979.

1.7   Finally, it seemed particularly useful to make
        available to participants for information pur-
poses the guidelines, studies and publications prepared
by UNESCO's Division of Scientific and Technological Docu-
mentation and Information /cf. list in Annex V/, together
with a document entitled "The UNESCO Statistical Data
Bank", which provides a description of the way in which
the bank operates.

II. Cultural documentation institutions in the European Member States /Cultural areas, type of data/

2.1   In accordance with the recommendations of the participants in the Bucharest meeting /2-4 March, 1977/ concerning the possible creation and structure of a European cultural data bank, the Secretariat of UNESCO sent out a questionnaire to the European Member States. The purpose of this questionnaire, which was based on the six case studies put at the disposal of the participants in the Bucharest meetings by the following countries: Belgium, France, Hungary, Norway, Romania and Yugoslavia, the working paper prepared by the Secretariat of UNESCO /CC-77/WS/7/ and the final report of the meeting /CC-77/WS/31/ was to help in the preparation of an inventory of the institutions which collect information within each country on cultural matters.

2.2   At the time the present synopsis was prepared, the Secretariat of UNESCO had received 16 replies from the following countries: Austria, Belgium, Finland, France, Federal Republic of Germany, Greece, Malta, Norway, Poland, Romania, Spain, Sweden, Switzerland, Turkey, USSR and Yugoslavia. A case study was prepared by the USSR in 1978. A number of countries announced that their replies would be forwarded at a later stage. Where possible, they will be submitted to the meeting in the form of an addendum.

2.3   In point of fact, only a few of the replies make it possible to draw up an inventory of the institutions which, within certain countries, collect information on cultural matters. The lack of uniformity and the incompleteness of certain replies are due to two sets of factors which are, in fact, linked:

a/ Most of the countries which replied to the
   questionnaire do not possess a national net-
   work of cultural information. Cultural infor-
   mation is collected and processed by a wide
   variety of bodies which are not in regular
   communication with one another.

b/ The national bodies which replied to the ques-
   tionnaire are administrative units forming
   part of the ministry responsible for culture.
   While such bodies may be the lynchpin of cul-
   tural documentation in some countries, in
   others they merely represent themselves.

2.4   Some countries in which cultural information is
        not highly centralized none the less made a con-
siderable effort to ensure that their replies reflect as
fully as possible the reality of cultural documentation
at the national level. Other countries informed the UNESCO
Secretariat that they were unable to reply to the ques-
tionnaire. Finally, some others sent a mass of documenta-
tion which was only distantly related to the questions
asked.

        Generally speaking, it can be stated that in-
formation relating to all the areas listed on pages 6 and
7 of questionnaire CC-77/WS/41 is collected and processed
in the countries which replied to the questionnaire. Some
countries proposed certain additional areas.

2.5   The Secretariat of UNESCO would have liked to
        submit a synoptic table in which the following
information would have appeared opposite each country:

        - the area or areas for which the establishment
          of a data bank could be envisaged given the
          state of cultural documentation already col-
          lected and processed by that country;

- the area or areas to which the country accorded
priority since it wished to take advantage of
the services of a European bank in order to
build up or supplement its documentation in
the area or areas concerned.

In view of the lack of uniformity and incomplete-
ness of certain replies, it is practically impossible to
draw up a list of priority areas in relation to the needs
of each country with regard to the establishment of a
European cultural data bank. The summaries prepared for
each country /which will be found in Annex II/ reflect the
many different problems facing those countries.

2.6   It would seem, however, that several countries
wish to take advantage of the international ex-
change of cultural data that the European bank would pro-
vide in order to organize their own national data in ge-
neral cultural areas, which have gained in importance with
the development of national cultural policies but are
still in an embryonic state in many countries owing to
their "novelty": cultural policies /objectives and stra-
tegies/, cultural planning and administration, tools for
analysing cultural development, cultural legislation,
etc.

Several countries have, it may be noted, for
certain areas organized cultural data which could be in-
tegrated into a European bank. For instance, Austria has
such data relating to the preservation of historic monu-
ments.

2.7   Consequently the experts taking part in the
forthcoming international meeting will have to
reach agreement as to what areas should be given prior-
ity consideration for the possible creation and structure
of a European cultural data bank. It therefore seems
desirable to suggest to the experts that they should

ascertain their own countries' priorities before the meeting opens.

2.8   Within the limits imposed by the information contained in the replies to the questionnaire, the country summaries contain an inventory of the principal national cultural documentation bodies.

It appears that the majority of centres referred to in the replies cover both qualitative and quantitative cultural data and that all the types of documentary material cited in paragraph 3.2 of the questionnaire are processed.

2.9   Several countries seem to consider that it can be only cultural data of a bibliographical and/or statistical type which it will be possible to store and process through the European bank.

2.10   Generally speaking, each centre has its own list of descriptors prepared in the light of its needs and users and the documentation in processed manually.

Nevertheless, interesting terminological work is being carried out in several countries and is being compared with that of UNESCO or the European countries.

Some of this work is preparatory to the automatic processing of documentation in certain cultural areas. Most countries stress the need to define a common terminology as a prerequisite to the creation of a European cultural data bank, whatever the structure decided on for its establishment.

2.11   The most marked divergences between different countries and centres are revealed by the replies to the question regarding conditions of access to cultural documentation.

Exchanges between countries in the field of cultural documentation are not institutionalized. Some centres occasionally communicate with their European counterparts: exchanges of publications and reference documents, comparisons of terminological work. Several countries stress the importance of international meetings sponsored by UNESCO or other bodies.

2.12   The kind of services required of the European cultural data bank vary from country to country, as the summaries in Annex II show. On the whole, the replies assume that the bank will improve the circulation of cultural information at the European level and, by the same token, international understanding.

2.13   While the actual concept of a European cultural data bank does not seem very clear to several countries, most of the replies contain an abundance of suggestions with regard to its conception. The diversity of national situations regarding the collection and processing of cultural information explains why the various positions are so divergent. It may nevertheless be stated that two main conceptions emerge:

- The first of these favours the establishment of one or several international data banks, specializing in particular areas. This would amount to organizing several international networks in a number of cultural areas to be chosen by the member countries in relation to their national situations;

- The second foresees the creation of a central European bank fed by national cultural data centres, which would centralize all relevant national information and communicate it to the European bank.

2.14   On the whole, the countries stress the fact that
        a bank covering all cultural areas is undeniably
too ambitious a project for the time being and that it
would be preferable to single out certain forms of coopera-
tion that are easier to establish in the immediate or near
future. In their view, UNESCO is the body which can provide
the multilateral relations such a project would require.
It therefore appears that these conceptions should be sub-
mitted for discussion at the forthcoming international
meeting to be organized by UNESCO.

2.15   Whatever organizational structure is adopted for
        the European bank, the replies indicate that
the forthcoming meeting should determine the participating
national centres, select areas, and reach agreement on
the data-processing method, including terminology problems.
The task of preparing a common terminology is regarded as
a priority by the majority of countries and some of them
are ready to take part in a working group for that purpose.

2.16   Several countries emphasize the need to define
        the various stages involved in setting up the
bank, which they believe can only be started on an ex-
perimental and gradual basis. The problems of financing
the project at the national and international level are
also aired at some length, the general feeling being
that they can only be solved with the support and under
the direction of national public authorities.

2.17   The summaries of each country's reply to be
        found in Annex II include an inventory of the
principal cultural documentation bodies existing in the
country /in some cases, when the replies are lengthy
and comprehensive, the summaries refer to basic docu-
ments which can be consulted at the UNESCO Clearing
House and Research Centre for Cultural Development/.
A brief description is given of the type and processing

of the data collected, together with the volume and scope of existing documentary exchanges; finally, the main suggestions or problems put forward by each country are summarized.

2.18   Reference should also be made to certain fundamental issues in order to round off the synopsis based on the replies to the questionnaire. Establishment of the data bank necessarily entails analysing and defining as closely as possible its aims, identifying the principal users and their needs and precisely determining the scope of the system and the area it covers.

2.19   Furthermore, it is obvious that the establishment of a system corresponding to a network of data collecting units involves a long process of stage-by-stage development.

It would hardly be possible or necessary to attempt to set up a direct and central recording system, i.e. to establish a central computerized file, for all activities, institutions, etc. falling within the scope of the data bank. In many cases, information needs can be met on the basis of existing sources. All that is required is a knowledge of the sources themselves.

2.20   With regard to the library and archive components of the system, it should be noted that general documents have already been published; for example, the UNISIST Guidelines on the conduct of the national inventory of information and documentation facilities, the input sheets for the World Inventory of Abstracting and Indexing Services, and the questionnaires used for the World Guide of Technical Information and Documentation Services.

In addition, the International Organization for Standardization /ISO/ has drawn up guidelines for com-

piling listings of libraries and information and documentation centres. These guidelines could subsequently be developed to cover other types of institution as well.

2.21   Annex V contains a bibliography of certain guidelines, studies and publications selected from document UNISIST SC-76/WS/73.

2.22   Furthermore, it seemed helpful to provide participants with a summary of UNESCO's work concerning statistics on culture and communication.

A. Statistics published

The statistics handled by the Division of Statistics on Culture and Communication cover at present the following subjects: libraries, museums, book production and translations, newspapers and other periodicals, production, imports, exports and consumption of newsprint and other printing and writing paper, film and cinema, radio and television. Considerable efforts are being made to promote the international comparability of statistics relating to these fields, in which statistics at the national level tend to be neglected in comparison with other statistics, especially those bearing on the economy.

Three recommendations on the international standardization of statistics in some of these areas have so far been adopted by the Member States: one on statistics relating to book production and periodicals /adopted by the General Conference of UNESCO in 1964/, one on library statistics /adopted in 1970/ and the third on statistics relating to radio and television /adopted in 1976/. These recommendations guide the collection, by means of questionnaires, of statistics in the fields to which they relate.

Recommendation concerning the International Standardization
of Statistics relating to Book Production and Periodicals

This recommendation provides standards concerning
definitions, classifications and reporting of statistics
relating to book production and periodicals. The compila-
tion of international statistics referred to in the re-
commendation deals with the printed periodicals and non-
periodical publications which are published in a parti-
cular country and made available to the public. In general,
the recommendation refers to publications which should be
included in national bibliographies.

Recommendation concerning the International Standardiza-
tion of Library Statistics

This recommendation is intended to guide the
authorities and services in Member States, responsible
for collecting and communicating library statistics. To
this end the recommendation provides certain standards
concerning definitions, classifications and reporting of
library statistics in order to improve their international
comparability. Some parts of the recommendation are pre-
sently being revised so as to update certain terms and
classifications as well as to include new items such as
audio-visual materials.

Recommendation concerning the International Standardiza-
tion of Statistics on Radio and Television

UNESCO has been collecting and publishing sta-
tistics on radio and television since 1952, but the data
so far collected have revealed a diversity of concepts,
definitions and classifications varying with the report-
ing countries.

The statistics referred to in the recommendation

are intended to provide, in respect of each Member State,
information, on a standardized basis about both domestic
and external broadcasting. The definitions and classifica-
tions proposed in the recommendation refer, as regards
broadcasting institutions, to such aspects as status geo-
graphical coverage, source of revenue, current expenditure,
personnel, transmitting facilities, programme output,
and listeners and viewers. The recommendation is to serve
as a guide for the use of national authorities responsible
for collecting and communicating broadcasting statistics
with a view to improving the quality and the international
comparability of such statistics. In 1978, statistics
will be collected on the basis of this new recommendation.

B. Statistics planned

Public expenditure on cultural activities

Work is under way for the preparation of a re-
commendation on the international standardization of
statistics of public expenditure on cultural activities.
It is expected to be presented for adoption to the General
Conference of UNESCO at its twenty-first session in 1980.
The provisional list of cultural activities selected for
this purpose include cultural heritage, literature, music,
plastic arts, theatre, cinema, broadcasting, "animation",
administration as well as certain activities related to
cultural life.

Theatre and other dramatic arts

The first questionnaire for collecting statistics
relating to theatre and other dramatic arts will be dis-
patched to Member States during summer 1978. This ques-
tionnaire will provide data on theatre buildings, com-
panies and troupes, performances and entries.

Archives

A test questionnaire for collecting statistics relating to archives will be elaborated in cooperation with the International Council of Archives /ICA/.

Sound recordings

Methodological work has started with the aim of collecting statistics relating to various types of sound recording materials.

Framework of cultural statistics

A preliminary study attempts to delineate parts of the cultural fields which are amenable to quantification and for which statistics may be collected within the framework of existing United Nations statistical systems in the economic, social and demographical fields. This joint UNESCO/ECE venture implies a long-term programme and is expected to yield practical results in the early eighties.

The 1979-1980 programme

Preparatory work will begin on data collection for new cultural activities such as music and languages. Work will be further pursued in the fields of archives, theatre, sound recordings, and of access to, and participation in, cultural activities in general. The collection of statistics on historical monuments and sites may be initiated, depending on the results of a feasibility study to be carried out in 1978. The elaboration of systems of statistics and indicators, as analytical tools for evaluating the various aspects of cultural development, is also foreseen.

III. Preparation of a European network of national centres

3.1   There are in existence a number of computerized
         networks which make it possible to administer
the exchange of information among widely separated bodies.
These networks deal with documentary material, plant
management, budgetary administration, etc. Consequently,
several of the technical problems posed by the establish-
ment of such a network have to a large extent already been
solved. Attention should first be focused on the specific
characteristics of a European cultural data bank, and
the discussion should lead to a choice of one or a small
number of possible strategies for launching the network.
In the light of this choice, it will be possible to
identify the technical problems that will arise.

3.2   Conditions for launching the project

         The case studies prepared at UNESCO's request,
the discussions held at the Bucharest meeting and the
replies sent by Member States to the questionnaire demon-
strate that a large number of "seeds" already exist. This
term is used to designate the partial cultural data bases
existing all over Europe, some of which have been in
operation for a long time.

         These data bases are incomplete in several dif-
ferent ways:

        - in most cases, they are national in character;
        - in many cases, they are limited to a specific
          area: literature, cinema, etc.;
        - in some cases, the base is concerned with one
          aspect only of cultural activities /legal,
          financial, etc./.

         Despite all these restrictions, the existence
of such "seeds" seems to be a determining factor for the

project as a whole. If Member States share this view, they could agree on an initial line of action for launching the European base:

> a/ completion of the inventory of existing partial bases, including as comprehensive a descriptive section as possible.

The fact is that the replies to the questionnaire provide no more than incomplete information on this point.

3.3 An intermediate level of integration

In a number of cases, an effort has also been made, in part spontaneously and in part as a result of the Helsinki decisions and the Bucharest meeting, to integrate these "seeds". Broadly speaking, this effort has taken two forms:

> an attempt to integrate at the national level, an example of which can be seen in the case study for Romania /where responsibility for centralization is placed on the country's Central State Library/;

> an attempt to integrate at the level of a single cultural area, as in the case of the theatre, architecture etc.

The existence of these transnational or transdisciplinary bases suggests two new lines of action:

> b/ completion of the inventory of national /transdisciplinary/ or thematic /transnational/ bases;

> c/ identification of a number of areas or States in which a thematic or national base could rapidly be set up.

3.4 An additional level of integration

This is the level at which one gets data banks which are both transdisciplinary and transnational. It is attained, for instance, by such scientific and technical documentation systems as RECON[1]. On the other hand, no comparable system yet exists in the field of cultural data as such. The necessary lines of action are therefore as follows:

> d/ identification of levels of integration:
>
> > areas to be integrated
> > /for example theatres, puppet shows, variety shows, etc. or painting, sculpture, drawing, etc./;
> >
> > countries to be integrated
> > /on the basis of linguistic families, for example/;
>
> e/ identification of places where integration is to be effected.

3.5 Final integration

The successive stages of integration may ultimately make it possible to arrive at the level of complete integration, i.e. a European bank in the full sense of the term. In practical terms, this may take the following forms:

> a conveniently situated central bank responsible for collecting information and disseminating it at the request of national centres;
>
> a network of "sub-centres" organized for the exchange of information and possessing one or more coordinating nodes;

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[1] RECON: A system of computerized documentary research in the space science and technology field, based on documents catalogued by NASA.

more complex "radiating" structures, on the
lines of the following diagram:
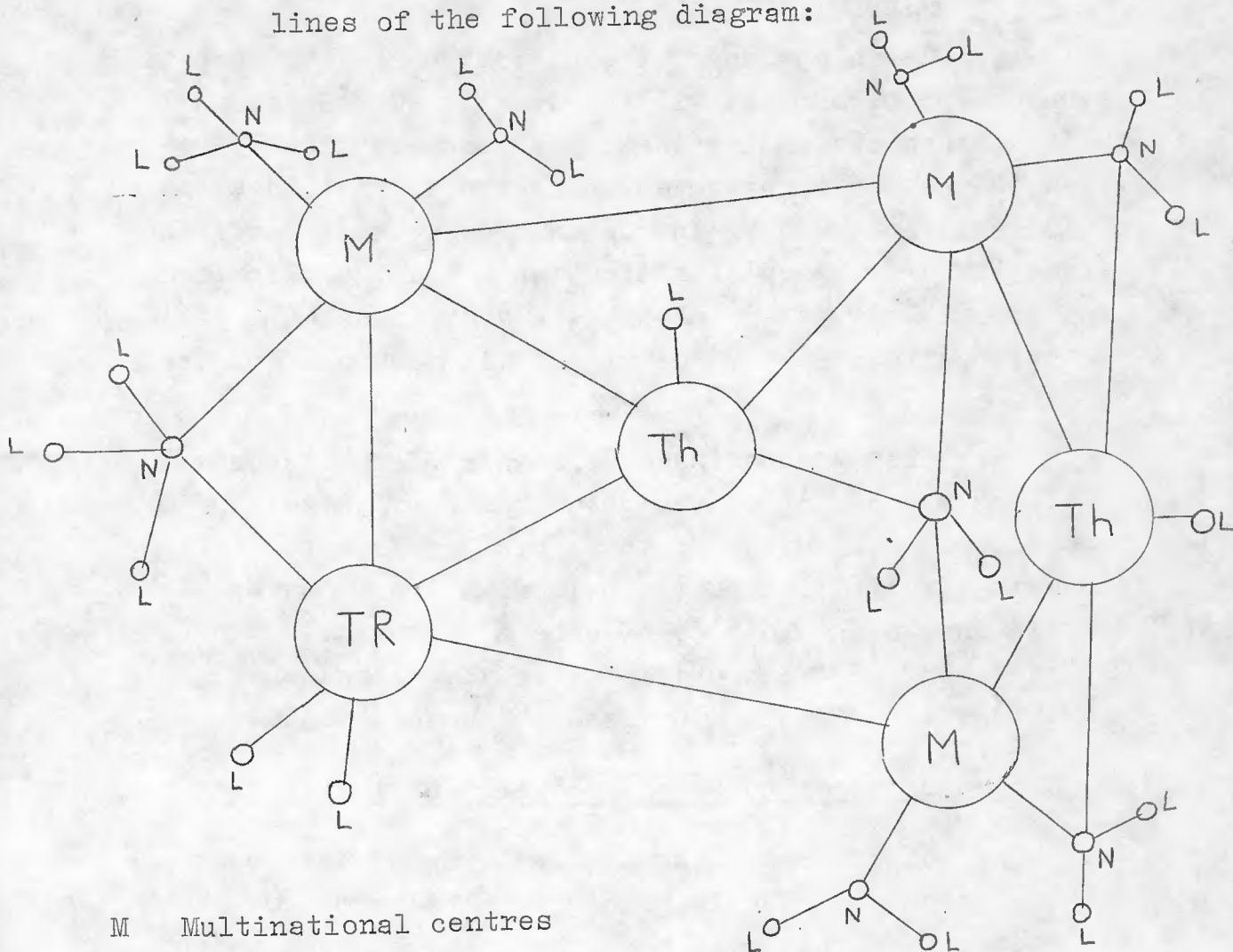
M   Multinational centres
Th   Thematic centres
N   National centres
L   Local centres /specialized or non-specialized/

According to these various possibilities, it
will be necessary:

f/ to determine the optimum structure for the
final stage in setting up the European
Cultural Data Bank, at the same time estab-
lishing an order of priority in regard to
the partial systems.

3.6   Conclusions regarding the inception of the
        network

        The inception of the network poses a number of
technical problems that will be considered in section IV.
The solutions chosen for these problems are closely re-
lated to the decisions taken in regard to the lines of
action set forth above. In the same way, these decisions
affect the drawing up of a time-table and the clarifica-
tion of problems of administrative and financial organi-
zation, points which are dealt with in section V of this
paper.

        Annex V contains an analysis of the technical
problems arising in connection with the organization of
the cultural data network; these problems are related to
the actual activities of the network nodes known as
"sites" and to the methods of access to the data cards.
The statement of the problems takes into consideration
the latest experiments and research in that field.

IV. Choice of techniques for carrying out the project

4.1   The stage-by-stage integration of data bank
        "seeds" clearly poses technical problems which
are much more complicated than the outright creation of
an integrated system. The purpose of the exercise is to
manage and handle an enormous mass of information, which
is extremely varied in nature. It would hardly be possible
- one would think - to contemplate setting up a European
bank without making use, from the outset, of the par-
tial bases that are already available. The consequent
technical problems must therefore be examined.

4.2   Problems relating to "natural language"

        The first obvious obstacle is the diversity of
languages used in the data bases now in existence. The

preparation of multilingual thesauri will, of course, play a vital role in eliminating this obstacle. Clearly a similar effort will have to be made to provide interfaces between national systems. In other words, the aim should not be to replace the languages used in the existing bases by a specific national language, but to facilitate the transfer of information.

4.3   Problems connected with the "languages" used for the description and handling of data

Here too there is a wide diversity in the systems used to describe cultural objects or events. While it is true that in their replies to the questionnaire a number of Member States express a desire to see the establishment of a unified documentary system, it is equally clear that this result can only be attained after a long period of evolution comprising a number of stages, during which the results already achieved can be evaluated.

Consequently, if it is decided to build on what already exists the use of highly disparate national /and thematic/ systems, both with regard to the language used for questions and replies and the languages used to describe cultural data, will have to be accepted.

4.4   Differences will appear:

at the level of vocabulary, which will frequently differ from one Member State to another. To achieve correspondence between the different systems, use will naturally be made of multilingual thesauri, although not only of thesauri specializing in cultural areas. Recourse will also be had to vocabularies based on notions peculiar to the languages of inquiry, such vocabularies being themselves the object of international efforts at harmonization;

at the level of the organization of concepts,
which can be simply structured in the form of
keywords capable of being combined by logical
connectors /and, or, not, etc./ or, on the other
hand, form part of elaborate semantic networks;

at the level of more or less completely formal-
ized symbolic systems, which are used as an
aid in the coding of data and also to designate
informational units with a view to computer
processing.

4.5   To overcome these differences without imposing
        the use of a single system whose design and
development would give rise to considerable difficulties
as well as unacceptable delays, there are two possibilities
/which are not incompatible but may on the contrary be
employed successively/:

the personnel responsible for running the net-
work nodes, and in particular the documentalists,
may be entrusted with the task of ensuring the
transfer of information from one system to another
/this will be particularly desirable for the
circulation of information and queries on a net-
work section corresponding to a specific special-
ized theme/;

computer interfaces[1]/ may be developed to carry
out this work automatically.

4.6   There exists at the present time, in the field
        of the automatic processing of "meanings", a
whole series of experiments and results which justify con-
fidence in the possibility of using extremely simple sym-

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[1]/ Interface: An algorithm enabling a question, a piece
    of information or a reply to be translated from one
    documentary system into another.

bolic systems, not unlike "microlanguages" which can be used to establish interfaces: the concepts, relations, etc. employed by existing systems can thus be expressed in terms of this microlanguage.

4.7   There are obviously intermediate levels between a completely automated interface and an arrangement left entirely to the discretion of the documentalist. For example, the preparation of multilingual thesauri may lead to a first stage in automation of the interface.

4.8   The most likely prospect seems to be that an "artificial language" will be developed, which will serve basically as a tool for translation, making it possible to preserve whatever systems are presently in use. This language will therefore supplement a multilingual thesaurus which is the lexical component of the interfaces, but does not cover the syntactic and semantic aspects.

The methodology so described corresponds to the following block-diagram:
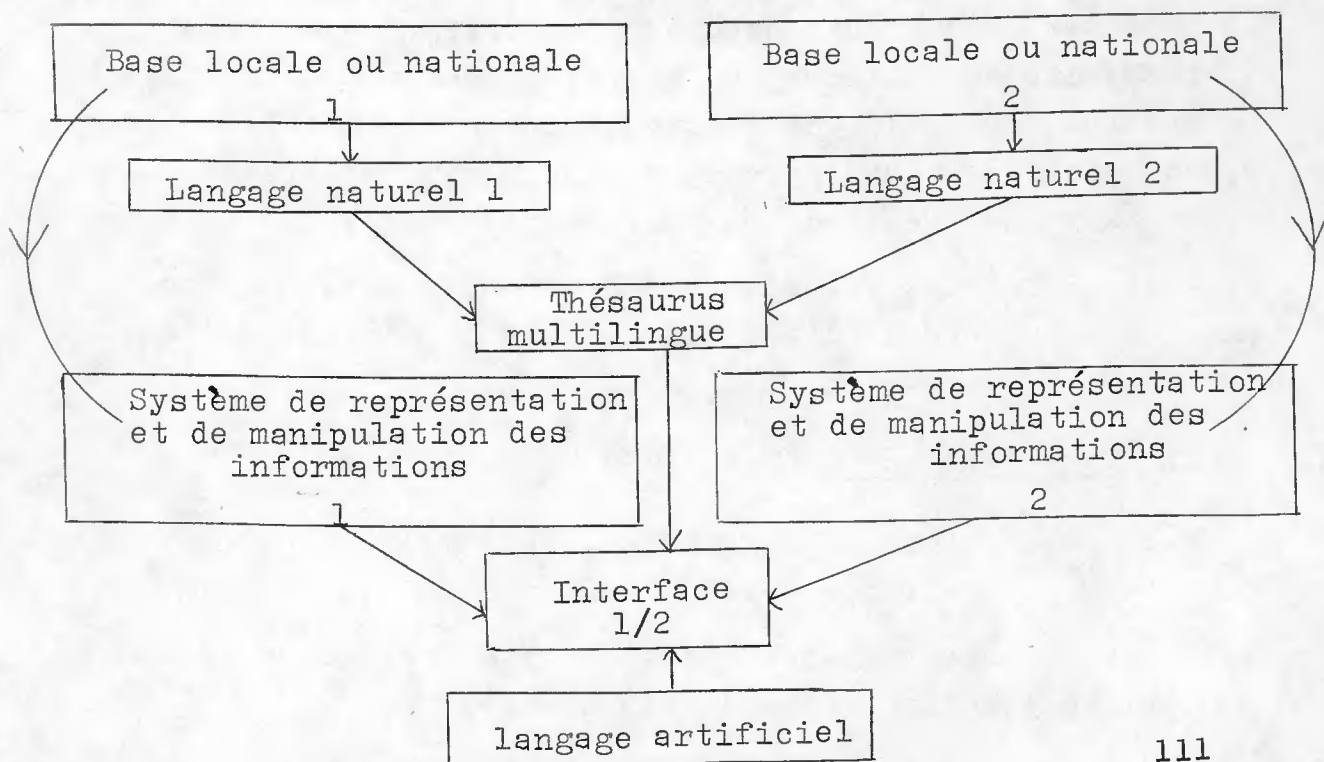
Efforts to standardize and normalize nomenclatures and procedures will of course be useful, but it is not necessary to wait until they are completed before putting a network into operation.

4.9   Problems relating to the computer network

These problems are not restricted to the specific case of a cultural data bank. They are the kind of problems which arise when an effort is made to disseminate information on communications networks whose nodes are formed by computer systems which may be entirely different, in respect of both hard and software. Suitable techniques have therefore been investigated - and partly implemented - in order to meet varied needs at the European and even international levels.

4.10   Mention may be made of the ARPAD network in the United States, the CYCLADES network in France and the EURONET project which embraces a number of European countries. To make these networks function, standard "protocols" have to be developed so that the computer systems situated at the nodes of the network can recognize the information reaching them and identify its nature. Obviously the European bank will be able to take advantage of these developments and experiments as soon as they have reached the operational stage.

4.11   Annex V contains a brief description of the functioning of the Office of Statistics' data bank.

V. Time-table of work

5.1   By way of suggestion, the following time-table is proposed for discussion:

First stage: creation of a few groups of users forming the first sub-network or networks.

For this purpose it would be useful to make provision for the setting up at the Brussels meeting of one or more groups with a general definition of the areas to be covered and the appointment of a coordinator, for example along the lines followed for the joint European studies. These groups could have the following objectives:

> a/ to define areas
>
> documentary method
> type of documents
> storage and classification
>
> b/ to start the sub-network operating
>
> c/ to ensure compatibility with other sub-networks.

At the same time, consideration could be given in Brussels to the setting up, at this initial stage, of one or more national cultural documentation centres on an experimental basis. It would be necessary to:

> a/ define the mode of operation
>
> b/ entrust to it or them, as the case may be, the running of one of the sub-networks.

5.2   Second stage: At a meeting which might be held in 1980, a network of national centres could be set up, in the light of the experience acquired in running a few sub-networks.

5.3   Third stage: Subsequent establishment of the European Cultural Data Bank.

ANNEXES

ANNEX   Questionnaire on Cultural Documentation Institu-
           tions in the European Member States. /Published
           in this volume as Document CC-77/WS/41/

                                 x

ANNEX I.   Extracts from the Final Report /CC-77/WS/31/.
           Preparatory work for the establishment of a
           data bank. /Published in this volume as items
           10 to 12 of said Report/

ANNEX II. Summaries of Replies by Countries /including
           Austria, Belgium, Finland, France, the FRG,
           Hungary, Malta, Norway, Poland, Romania, Spain,
           Sweden, Switzerland, Turkey, the USSR and Yugo-
           slavia/. /61 pages/

ANNEX III. A Schematic Representation of One Cultural Area
           /the Theatre/, taken from P. Braffort's tech-
           nical study. /17 pages/

ANNEX IV. Technical problems involved in the organization
           of a cultural data network, taken from the tech-
           nical study by P. Braffort. /5 pages/

ANNEX V.   Taken from UNISIST Document SC-76/WS/73 /1 page/

NATIONAL CASE STUDIES

BULGARIA   E. Nikolov and R. Ilkov: Documentation cultu-
           relle en Bulgarie. Banque européenne de données
           culturelles /quelques observations/. /43 pages/

CANADA   J. Zuzanek: Cultural Documentation and its Insti-
           tutional Frameworks in Canada: Today and Tomorrow.
           /34 pages + appendix/

USSR   O.K. Krasulina: The System of Information in the Field of Culture in the USSR /33+5 pages/

REFERENCE

P. Braffort: Quelques problèmes techniques liés à la constitution d'une Base européenne de données culturelles

MEETING OF EXPERTS ON THE POSSIBLE CREATION AND STRUCTURE

OF A EUROPEAN CULTURAL DATA BANK

/Brussels, 4-7 July 1978/

FINAL REPORT

1.   The second meeting of experts on the possible
          creation and structure of a European cultural
data bank, organized by the Ministries of Education and
Culture of Belgium and the Belgian National Commission, in
cooperation with the Division of Cultural Development of
UNESCO, was held in Brussels from 4 to 7 July 1978. The
primary object of this second meeting was to enable views
to be exchanged on the progress of work since the first
meeting of experts, held in Bucharest from 2 to 4 March
1977. The participants were also requested to make sugges-
tions with a view to the setting up in Member States of
cultural information "centres" or "bodies". The experts
were asked to identify, in order of priority, the fields
to be selected for the creation of the bank. With this in
view, it was necessary to take account of the priorities
of Member States, to look thoroughly into the nature and
types of data to be collected and processed, to give thought
to the conditions governing the launching of the bank and
to decide on the techniques to be adopted.

2.   Twenty-seven participants and one observer, from
          a total of 23 Member States, attended the meeting.
/See list of participants in Annex II./

3.   The meeting was opened by Mr. Dumont, Secretary
          General of the Belgian National Commission for
UNESCO, who in his speech spoke of the interest taken by
Belgium in the project from the very beginning. The pro-
ject owed its origins to one of the provisions of the
Final Act of the Conference on Security and Cooperation in
Europe /Helsinki, August 1975/ and to resolution 7.12
adopted by the General Conference of UNESCO at its nine-
teenth session. Mr. Dumont also emphasized the importance
that the Belgian National Commission for UNESCO attached
to the meeting for the advancement of the project.

4.   In her speech Mrs. G. de la Rochefoucauld spoke
        of the importance of the meeting, which had been
planned not as a meeting restricted to a small number of
experts but as one open to all European Member States. She
briefly described what UNESCO had done since the Bucharest
meeting in 1977. In accordance with the recommendations
of that first meeting concerning the establishment of a
European cultural data bank, the Secretariat of UNESCO had
sent out to the European Member States a questionnaire based
on the information collected in Bucharest and on the six
case studies /Belgium, France, Hungary, Norway, Romania
and Yugoslavia/ that had been submitted to the participants
in the Bucharest meeting. At the time the symopsis was pre-
pared, 19 countries /Austria, Belgium, Bulgaria, Canada,
Finland, France, Federal Republic of Germany, Greece,
Iceland, Malta, Norway, Poland, Romania, Spain, Sweden,
Switzerland, Turkey, USSR and Yugoslavia/ had replied to
the questionnaire. A number of countries had announced that
their replies would be sent at a later date. Three other
countries /Soviet Union, Bulgaria and Canada/ had sent case
studies to the UNESCO Secretariat. Mrs. de la Rochefoucauld
described the main trends in the replies received. These
were set out in the working paper /CC-78/WS/24/ prepared
for the meeting by the Secretariat of UNESCO. She also
referred to the work done on preparing the thesaurus on
cultural development. She asked the participants to con-
sider the proposals made by the Secretariat concerning what
needed to be done to prepare a work plan for the next
biennium.

5.   On the proposal of the participants, the Bureau
        was constituted as follows:

        Chairman: Mr. E. Huysentruyt /Belgium/

        Vice-Chairmen: Mrs. O. Krasulina /USSR/
                         Mr. J. Heiskanen /Finland/

Rapporteurs: Mrs. A. Popescu-Bradiceni /Romania/
               Mr. G. Dienes /Hungary/

6.   The following items of the agenda were discussed:

1/   Progress in Member States with the setting up of
       national structures to enable them to cooperate
       in the establishment of the European cultural
       data bank;

2/   Fields considered to be of priority importance
       by Member States having regard to the requirements
       of users and the national structures already in
       existence or to be set up in the near future;
       nature and type of data corresponding to users'
       demands, taking into account the current tendency
       to give consideration to all the information avail-
       able, regardless of type, method of presentation
       and possible characteristics;

3/   Establishment of a European network of national
       centres, or bodies with responsibility at the
       national level, to be the creators and users of
       the bank;

4/   Choice of techniques for carrying out the pro-
       ject, taking into account the rapid growth in
       the mass of information available and the increas-
       ing computerization of that information;

5/   Timetable of future work with a view to expedit-
       ing the establishment of the bank.

7.   For the purpose of this meeting the following
       documents were submitted to the participants:

       a working paper prepared by the Secretariat of
       UNESCO /CC-78/WS/24/ summarizing what had been
       done already and containing useful suggestions
       for future work;

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a working paper entitled "Project de création d'une Banque européenne de données culturelles", prepared for the Brussels meeting by Mr. Philippe Laurent;

a technical study entitled "Quelques problèmes techniques liés à la constitution d'une base européenne de données culturelles", prepared by Mr. Paul Braffort.

The participants recommended that the first two documents should be used as a basis for the work of the meeting. The third document would be important at a later stage in the project.

8.   A large number of other documents were also available to the participants viz. the 9 case studies referred to above, a new version of the thesaurus on cultural development - arranged by themes and prepared by Mr. Jean Viet, and guides, studies and publications prepared by the Division for the General Information Programme, by the Office of Statistics and by some of the Member States represented at the meeting /see in Annex III the list of information documents available to the participants/.

9.   At the present stage of progress, the participants recommended that a priority list of cultural areas should be drawn up. Taking into account the areas covered by the questionnaire CC-78/WS/24 sent to Member States in 1977, the participants drew up an initial indicative list[1]:

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[1] At the request of the participants, a list of priority areas showing the names of the corresponding countries was drawn up /see Annex I/.

- participation in cultural life
- cultural policies
- performing arts /mainly the theatre/
- music
- bibliographies and archives
- the financing of culture
- cultural legislation
- cultural planning
- instruments for analysing cultural development
- training and status of personnel
- research in cultural fields
- recreation
- cultural cooperation
- cultural heritage
- radio, television
- folklore, festivals
- cultural institutions
- films
- artistic education
- plastic arts, painting
- cultural industries
- press
- artistic creation
- cultural facilities.

10.   The participants also recommend that, in each
        country participating in the project, a "national
centre" or a "responsible body" should be designated to
coordinate work at national and international levels. This
body could be either a new body set up for the purpose or
one designated by the participating country.

11.   The participants from eight countries /Belgium,
        Finland, France, Hungary, Norway, Romania, Spain,
USSR/ said that their countries could be represented on
the Coordinating Committee subject, in some cases, to the

approval of their governments. The participants requested
Belgium to be the country responsible for coordinating
the work of the Committee.

12.   The first work to be done by the Coordinating
        Committee could be as follows:

   a/   to determine the main lines of cooperation among
        the national centres and periodically to update
        the work undertaken to that effect;

   b/   to decide on procedures and standards for the
        collection, processing, storage and dissemina-
        tion of data and to prepare the necessary docu-
        mentary apparatus;

   c/   to organize the European network of centres /res-
        ponsible bodies/ by creating the necessary chain
        of information;

   d/   to coordinate the cooperative work undertaken
        by Member States to advance the project;

   e/   to take steps towards making processed documents
        available and to disseminate them;

   f/   to set up working groups as and when required.

13.   The meeting recommended that data in the follow-
        ing categories should be collected, processed,
stored and disseminated in the order of priority laid down
by the participants in the meeting:

   a/   tertiary data /information on national and inter-
        national institutions and bodies with respon-
        sibilities in the field of culture, on national
        and international cultural documentation struc-
        tures, etc./:

   b/   secondary data /references, bibliographies, pro-
        cessed in accordance with international standards/;

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c/   primary data /statistics/. The participants
        considered that the UNESCO Office of Statistics
        could act as a statistical component of the
        projected bank.

14.   In the view of several participants, the organiza-
        tion of a clearing house should be considered first
as this seemed to be the easiest way of launching the pro-
ject. The participants also thought that a repository of
bibliographical references would be less expensive and could
serve as an experimental base for the bank's projected data-
processing system.

15.   Concerning the choice of techniques, the parti-
        cipants agreed that the processing of data should
be computerized. They also thought it appropriate to start
by carrying out certain preliminary work, e.g. thesaurus,
standardized terminology, etc.

16.   The participants felt that UNESCO should be
        approached with a view to obtaining the services
of a "consultant" to assist the Coordinating Committee in
carrying out its mandate.

17.   The participants, referring to resolution 10.1
        of the Bucharest meeting, requested UNESCO to
draw up a list of international bodies concerned with cul-
ture so as to identify the areas they covered, the object-
ives they aimed at and the type of documentation collected
by them. Referring to the same recommendation, the parti-
cipants invited Member States that had not yet replied to
the UNESCO questionnaire to draw up an inventory of insti-
tutions with documentary activities in cultural fields.

18.   With regard to financing the project, which bears
        witness to the European countries' desire for
cultural cooperation, the participants thought it advisable

to appeal to UNESCO /Regular Programme and Participation
Programme/, the International Fund for the Promotion of
Culture, interested foundations and Member States.

19.   It was recommended that for meetings of the
          working groups, whose membership is small, the
same practice should be followed as for the European joint
studies. Travelling expenses would be borne by the parti-
cipating countries and living expenses would be borne by
the host countries. For meetings at which there will be a
large number of participants, the participating countries
will defray both travelling expenses and living expenses.
Such meetings may be held in different countries.

20.   The meeting recommends that the present report
          should be circulated to all European Member States
of UNESCO. It will be accompanied by a letter in which the
coordinator, in cooperation with UNESCO, will invite Member
States to specify their choices concerning the joint
studies to be carried out. After receiving their replies,
the coordinator will, to the fullest extent possible or-
ganize working groups in cooperation with UNESCO. The out-
come of the work of those groups will be communicated to
the coordinator and to UNESCO so that they can be examined
at the next meeting of the Coordinating Committee. To this
end, the coordinator will be assisted by the consultant
to be engaged by UNESCO to study documentation services
in various European Member States. The first meeting of
the Coordinating Committee should be held some time in
1979.

21.   The participants in the Brussels meeting expressed
          their gratitude to the Belgian authorities for
the cordial welcome they had been given, the excellent work-
ing conditions and the warm hospitality extended to them
during their stay in Belgium. Expressions of gratitude
were also extended to UNESCO for the work that had been done.

ANNEX I

INDICATIVE LIST OF PRIORITY AREAS SHOWING
THE NAMES OF COUNTRIES[1]/

Participation in cultural life:

Austria, Belgium, Canada, Cyprus, Finland, France,
Hungary, Netherlands, Norway, Poland, Portugal,
Romania, Spain, Turkey, United Kingdom, USSR,
Yugoslavia.

Cultural policies:

Belgium, Bulgaria, Canada, Cyprus, German Democra-
tic Republic, Netherlands, Norway, Poland, Romania,
Spain, Yugoslavia.

Performing arts /theatre/:

Austria, Bulgaria, Canada, Czechoslovakia, German
Democratic Republic, Hungary, Israel, Portugal,
Romania, Spain, Turkey, United Kingdom, USSR.

Music:

Austria, Bulgaria, Czechoslovakia, German Democ-
ratic Republic, Hungary, Israel, Portugal, Romania,
United Kingdom, USSR.

Archives and libraries:

Austria, Belgium, Bulgaria, Czechoslovakia,
German Democratic Republic, Hungary, Israel,
Romania, Spain, Turkey, USSR.

The financing of culture:

Austria, Finland, France, Netherlands, Poland,
Romania, Spain, United Kingdom, Yugoslavia.

Cultural planning and administration:

> Belgium, Bulgaria, Canada, Cyprus, Norway, Poland, Romania, Turkey, USSR, Yugoslavia.

Instruments for analysing cultural development:

> Belgium, Cyprus, France, Norway, Poland, Portugal, Romania, USSR, Yugoslavia.

Cultural legislation:

> Cyprus, Poland, Romania, Spain, Turkey, USSR, Yugoslavia.

Training and status of cultural personnel:

> Cyprus, France, Poland, Portugal, Romania, United Kingdom, USSR, Yugoslavia.

Research in cultural fields:

> Finland, Hungary, Romania, Turkey, Yugoslavia.

Free time - recreation:

> Austria, Belgium, Canada, Poland, Romania, Spain.

Cultural cooperation:

> Bulgaria, Poland, Romania, Spain, Turkey, Yugoslavia.

Cultural heritage:

> Austria /museums/, Bulgaria, Czechoslovakia /museums/, German Democratic Republic /museums/, Israel, Romania, Spain, Turkey, USSR.

Radio - television:

> Austria, Belgium, Bulgaria, Israel, Norway, Romania, Spain, Turkey.

Folklore - festivals:

> Bulgaria, Czechoslovakia, Hungary, Israel, Romania, Turkey.

Cultural institutions:

> Belgium, Bulgaria, Cyprus, Finland, Romania, USSR, Yugoslavia.

Cinema:

> Belgium, Bulgaria, German Democratic Republic, Romania, Spain.

Artistic education:

> Cyprus, Romania, Yugoslavia.

Plastic arts - painting:

> Czechoslovakia, German Democratic Republic, Romania, Turkey, USSR.

Cultural industries:

> Finland, France, Poland, Romania, USSR, Yugoslavia.

Press:

> Belgium, Bulgaria, Norway, Romania, Spain.

Artistic creation:

> Finland, Romania, Yugoslavia.

Cultural facilities:

> Czechoslovakia, Romania, Yugoslavia.

Literature:

> Bulgaria, Czechoslovakia, Portugal, Romania, Turkey.

Archaeology:

> Hungary, Israel, Romania, Turkey.

Publishing:

> Bulgaria, Romania, Spain.

Craft activities:

> Romania, United Kingdom.

1/ The indicative list of priority areas contained in the report was drawn up during the meeting. At the request of the participants, the names of countries were added to this list after the meeting on the basis of the cards left for that purpose by the participants. In view of the fact that the terminology used varies considerably from one country to another, changes may be made subsequently in this list.

ANNEX II.   List of Participants /3 pages/

ANNEX III.   I.   Case Studies /Enumeration of those made for the Bucharest and the Brussels Meetings/.

II. Documents Made Available to the Participants /2 pages/

WORKING PAPER

ELABORATED FOR THE MEETING OF THE

COORDINATION COMMITTEE

Liège, December 11-12, 1979

by Philippe Laurent

The second meeting of experts on the creation the possible structure of a cultural European data bank, which was held at Brussels /July 4-7, 1978/, wished that a consultant be at the disposal of the Coordination Committee, set up at the same time /Final Report, para 16/.

For this reason, the Division of Cultural Development of the UNESCO charged us with a mission of information in the eight countries participating in the Coordination Committee /Belgium, Finland, France, Hungary, Norway, Romania, Spain, USSR/.

This gave us the opportunity to visit 35 documentation centres as libraries specialized in the cultural field and to collect more than one hundred different publications. But most of all, we were able to notice that the situations are so diverse that we should try to concile in our presentation 2 objectives which are often contradictory: on the one hand, preserve this diversity which is perhaps the greatest richness of an European cultural heritage, and, on the other hand, synthetise sufficiently in order to allow a reflection leading to propositions of concrete actions.

The mission-report which we set up takes up the principal information gathered at our meetings with the different persons we questioned, and at the visits we made.

It appeared useful to take up in a more systematic way the main propositions we have made in this report. This is when we prepared this working document in order to facilitate the discussions at the meeting of the representatives of the Coordination Committee which will be held at Liège on December 11-12.

We will take up the examination of the possibilities of collaboration according to the different types of

data, raised at the Brussels meeting /Final Report, Para. 13/, that is the tertiary, secondary, and primary data.

We start with a look at the situation in the field of secondary information. In fact, at this level, we met the great number of collaboration being realised, and furthermore, it was often this field, which our interlocuters mentioned first.

We will then analyse the possibilities in the primary field, and we chose to finish with the tertiary field, in order to raise it in the immediate context of the organization of a net of information centers, which we will examine in our conclusions.

The Brussels meeting had recommended that the Data Bank be made up of data coming from these fields according to the following order to priority: tertiary data, secondary data, and finally primary data /Final Report, Para. 13/.

But the same meeting has approached in a discussion range of information covered by the Bank. This way, a list of priorities was set up, concerning the different cultural fields /Final Report, Para. 9/.

Some of our interlocutors were mainly interested in specific sectors of the cultural field /theater, music.../. Others, on the contrary, preferred a "horizontal" approach regrouping such elements as participation in cultural life, cultural policy, as cultural financing.

The Coordination Committee must choose a strategy of constituting the bank either according to a sectorial approach, or in terms of policy and cultural development.

Possibility of a cooperation in the field of secondary information

Many of our interlocutors have drawn our attention to the fact that efforts of cooperation already exist in that field in Europe and must be taken into consideration during our later discussions so as to avoid too many unuseful efforts which are expensive and in the end bad for the development of this project. We have tried to mention some of these in our report.

We have thus pointed out the existence of numerous international or sectorial regional institutions, which develop an important documentary activity by collaborating with the corresponding national centres.

This is also the role of some of these institutions to coordinate and standardize work in their field: an example is given by the International Federation of . Librarian's Associations or by the International Association of Film Archives.

Finally, we can only point out the normalization work done by the socialist countries, the Council of Europe and most particularly by UNESCO especially in the framework of its UNISIST program.

But there are also many concrete examples of an actual cooperation on a bi- or multinational basis which consists for example in systems of lending, exchanging of descriptive bulletins or of bibliographies, or in setting up in common a documentary software and in exchanges of . tapes.

One of the first tasks should then consist in encouraging and if possible in developing these forms of collaboration.

But our interlocutors realized that the organization of an effective and progressive collaboration on the European level requires the definition and adoption of common norms corresponding to different stages of the documentary activity:

- identification of the documents, cataloguing and bibliographical description,
- formats and norms for the recording on tapes,
- language used in the classification or in the indexation of the documents.

Concerning the identification of the documents, we can only be glad with the always extending application of the International Standard Book Number /ISBN/ and of the International Standard Serial Number /ISSN/.

Our work has shown how different the situations were in the various countries we visited as far as the adoption of norms of description and the registration of bibliographical data are concerned. It will probably appear to be difficult and slow to get over this diversity.

Moreover, a clear tendency appears to envisage the setting up of new formats of tape recording so as to make them compatible with the corresponding ISO Norm /2709/ and thus integrate them into the MARC family.

But we have pointed out the initiative of the UNIBID center, which should make it easier to put together the efforts of normalization of bibliographical descriptions made in the framework of the universal bibliographical control /in particular the ISBN and its derivative/ and of the UNISIST /establishment of the reference manual/.

It seems most important that we take the results of this work into account when we set up procedures concerning the exchanges of bibliographies, which we would envisage to create in our project.

The choice of a documentary language is probably the most delicate point. Be it on the level of a classification plan or of the thesaurus we could notice that the libraries or documentation centers use either international but nevertheless different systems or systems of their own.

This is particularly true in the case of the classification plan; this is why we could envisage a procedure of reconciliation, which would consist in a first stage in comparing the main systems used in the cultural sector and then to draw out the common points or those which could become common - comparative tests could then be made so as to measure their degree of relevance. Such an experience is being prepared in the field of social sciences in a program of European Cooperation in the sector of information and documentation for social sciences /ECSSID/.

Concerning the thesaurus of key-words which allow a more precise analysis of the contents of the analysed documents, we would propose to wait for the next publication of the thesaurus of the UNESCO Cultural Development.

This thesaurus should in fact show perceptible improvements in comparison with the thesaurus of the Council of Europe, even though it still remains largely compatible with it.

As it is taking for basis the recommendations of UNESCO /doc. SC.76/WS/102/ its translation into other European languages, and its application in comparative texts would make it possible to improve it through the introduction of "test-descriptors" and of scope notes which would specify the use of the descriptors according to the local and national specificities. We would then have a living and flexible language at our disposal for the documentary analysis which we would be planning.

This way we could investigate the possibility of
publishing regularly /for example yearly/ an information
bulletin covering the publications either of cultural po-
licies, or of cultural sectors and organized according to
a common classification plan, for example on the Rumanian
model. Besides this country would accept to initiate a
test, if the other countries consider this to be necessary,
so as to determine the interest of such an initiative.

This bulletin could be completed in a next stage.
- By an analysis of the documents by means of a
  thesaurus of key-words /for example 5 to 8 des-
  criptors per document/.
- By a short summary of the document /10 to 15
  lines/.
- By a final synthesis, which would sum up the
  important themes dealt with during the period
  covered.

Such a project should thus undergo a test period
in a country before it is definitely adopted. From this
stage on, each country would have to assure the analysis
of its national publications according to the pattern pro-
vided for, and make its translations into one or several
languages chosen beforehand.

The recording of this information on a tape ac-
cording to normalized procedures which we have mentioned
could allow an interesting development of this project
and would offer substantial services.

In fact it would allow the creation of a biblio-
graphical data base by the centralisation of the recordings.

This data base would make the interactive ques-
tioning of a retrospective type possible as well as the
setting up of a system of selective dissemination of in-
formation on the basis of personalised and standardized
profiles.

The data which would then be collected on the national level would be sent either on a tape or on a code street to an international center which would take care of the strict standardization of the procedures and which would set up the international accumulative file. This center could also solve the problem of transliteration of different alphabets. Afterwards it could redistribute copies of this file to the participating countries which would insert it in their national information system /system of data transmission and searching software/ or profit of the existence of regional networks.

This data bank would thus be specialized either in cultural policies or in certain sectors chosen according to priority criteria established in Brussels.

It could be limited to publications from the participating countries - each of those being responsible for the analysis recording of its national production - or be open to non-European publications by means of a division of labor among the countries.

Finally this system would also give the participating countries a shared cataloguing system, which could provide them with author and contents catalogues by key-words at very interesting conditions.

However one must remember that such a bibliographical data base only contains references /except may be a short summary/. The user will thus face the problem of locating and getting the documents which interest him. This problem can be rather frustrating - some of our interlocutors think that it is too early to want to envisage solutions at this stage of our project. However, we believe that such a data bank project would not be complete if we didn't provide it, at a certain time, with a satisfying solution. This latter could come from the use of microcopying and may be in a few years time from progresses of the telematic.

Possibilities of cooperation in the field of primary information

Many interlocutors have stressed the importance they give to this type of information. This was indeed a surprise I had after the meeting we had in Brussels during which this interest was not so evident.

However it is obvious that there can't be unique simple propositions in this field. We will have to take into account different types of information which we have pointed out and make suggestions for a specific action for each of them.

This is the reason why we tried in our report to regroup in 4 analytical categories the different types of primary information we found.

- Aggregated statistical data.
- Service data collected from specific population samples.
- Data files/Inventories
- Integrated systems of statistical information.

Concerning the last type analysed, we can only mention again the interest which such integrated systems of information present. We would thus find it useful to examine and compare the existing realisations such as the Spanish statistical plan and the projects envisaged in other countries.

We have of course mentioned the limits inherent in such an approach and the difficulties of an international generalisation. But the question is that of an absolutely necessary stage towards the constitution of a real bank of a quantitative data in the cultural field; this bank was one of the starting points of our project of a European cooperation.

- We have mentioned the existence of a bank of
        aggregated data /macro-data/ run by the statis-
tical office of the UNESCO. Many interlocutors have re-
minded us of the proposition made in Brussels and consist-
ing in enlarging the field covered by this bank and de-
clared they were willing to take part in it. An inventory
of the data which could be integrated to this bank should
be drawn up so as to estimate how much effort should be
made in the normalization of the definitions and of the
gathering procedures to assure the compatibility of these
data.

- We stress the fact that the organisation of
        this bank on a data-processing basis will
give the user the possibility to have access to the data
stored and to integrate into in the statistical analysis
he wishes to make. Potentially the system is the same
for data collected by a survey. However the access to
such an information is in practice either difficult or
impossible. However these data constitute often a necessary
information not only for scientific research but also for
decision-making. This is why it would be desirable to
envisage the possibilities of expanding the archiving
of these data as it is done by the data archives we have
mentioned.

        Moreover we could envisage to extend the colla-
boration which is taking place at the level of Scandinavian
countries to all the European countries. The carrying out
of similar surveys, that is to say of surveys containing
a certain number of identical questions and addressed
to similar populations would provide us with comparable
information which would substantially increase the possi-
bilities of interpretation of the national results.

- If the direct access to data raises regularly
problems as well for statistical information
as for scientific information it is quite different with
their publication.

In fact, the statistical offices generally publish
this information in tabular form which is perfectly under-
standable for all the readers provided that they know the
definition which rule them. This is why a simple and imme-
diate form of collaboration could consist in translating
into one or several European languages the titles of tables,
definitions and notes necessary to understand them, as it
is done for example by the Finnish Statistical Office.

On the other hand, research reports and in ge-
neral scientific publications demand a much more difficult
translation, before this information is made accessible to
any European user.

This is why we would propose to envisage the
publication of bibliographies by theme as it is done by
Hungary in the case of studies on reading and in a next
stage, to integrate this information in the framework of
the cooperation which would be decided in the field of
secondary information.

- Finally, putting together the experience while
we were setting the data files inventories, like those
devoted to the architectural heritage, would make it pos-
sible to improve these appreciably and would avoid possible
mistakes made in a first test.

Possibilities of cooperation in the field of tertiary information

The meeting in Brussels had given the priority to cooperation in the field of tertiary information. It might thus look like a paradox not to have started with the examination of this essential point.

There were 2 reasons for this:

- On the one hand we wanted to approach this question in the light of the examination of the situation in the field of primary and secondary information.

- On the other hand, it seemed desirable to envisage   collaboration in the immediate context of the organisation of a network of national centers.

During our mission, we noticed the existence of many national inventories, of documentation centers or libraries. In the case of Spain we even pointed out that it was integrated in a project of data bank. Moreover, there is a great number of specialised international publications.

Finally we must mention the catalogue published by the UNESCO in 78, which lists the centers of documentation but also of research for cultural development.[1/]

[1/] Repertory of Institutes of Documentation and Research for Cultural Development, UNESCO, Paris, 1978 /CC.78/WS/38/.

This publication contains the description of 259 national and 33 international bodies, either on the basis of their answers to a questionnaire, or on the basis of information published in different existing repertories. Its contents is being automatized so as to be integrated in the DARE system of UNESCO. It will then be able to benefit of the facilities of the DARE system in terms of research and interactive documentary questioning.

For each center, this repertory contains the following elements: full address, status, financial means /sources and yearly budget/, name of the responsible person, size of the staff, date of creation, goals, areas under study, fields of interest, activities /as far as documentation, research, promotion, formation and publication are concerned/. An effort of standardization in the edition of the notices has been done afterwards for the sake of coherence.

These numerous repertories constitute working tools which are generally very much appreciated by our interlocutors. But these latters have insisted on the importance of having an European system for tertiary information with supplementary characteristics:

- a more homogeneous covering degree,
- a degree of selectivity which guarantees the relevance of the gathered information,
- more precise "keys of access" to this onformation,
- encouraging contacts and exchanges between the centers.

The coverage of a tertiary information system should thus be defined with accuracy from two different points of view:

a/ according to the field of the cultural activity. We will have to decide in particular whether we wish to include centers mainly specialized in cultural policy or sectorial information centers. In this latter case, we will have to establish a progressive covering while taking into account the priorities we decided of in Brussels and the international realisations which we often mentioned.

b/ apart from the information and documentation centers, we would consider as part of the system research centers specialised in the cultural field, libraries and institutes which promote or coordinate cultural activities.

It is obvious that according to the decisions taken in this respect, we will have at our disposal an adapted instrument to "get" the information.

This could happen by the means of a questionnaire made together and after a possible test in two or three countries, so as to make sure that it is valid.[1]

The relevance of the system should thus be guaranteed by a selective approach. Rather than having an exhaustive vocation, we should guarantee carefully the choice

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[1] We could take into account the recommendations of UNESCO gathered in the following document: "Guidelines on the Conduct of a National Inventory of Scientific and Technological Information and Documentation Facilities", UNESCO, Paris, 1975 /SC.75/WS/28/.

of the centers mentioned and the quality of the information gathered. This implies thus the presence of procedures of control when the questionnaires which allow to gather this information are sent and when they are received.

In each of the countries a precise center should thus be responsible for looking for and selecting centers to be contacted and for gathering the answers. Some interlocutors have even mentioned the interest of a visit on the spot of these centers so as to check and complete the information gathered.

The information gathered by means of this questionnaire should allow an easy access at different levels.

- Precise identification of the center /full address, telephone, telex, name of the person responsible for it, conditions of access, opening hours, possible conditions, equipment with reproduction, micro-reduction system, etc./.

- Description of the activities of the center and of the collections it has /type of document, support, number, field covered/.

The necessary catalogues and thesaurus will thus have to be set up so as to allow at the same time a precise gathering and a relevant search for information.

In a first stage it would be possible to gather this information periodically /for example every 2 years/ and to publish it rapidly with the necessary reference index. But we could envisage the automation of this system so as to favour the immediate updating of this information and its interrogation at distance to reduce appreciably the answering time.

But it is not sufficient to gather available information, we must favour its circulation. This is why

we will have to envisage the mechanisms and procedures which are most suited to facilitate the obtaining of the wished documents in the shortet delays. The national centers could certainly play an important role in this matter.

Conclusions

We have thus covered up the existing situation in the three fields of information mentioned in Brussels: primary, secondary and tertiary information. For each of these fields, a concrete series of possible actions of co-operation were mentioned.

But these propositions must of course be balanced according to a global and progressive strategy on our side, according to the equlibrium of the cooperation we wish to establish, of the finalities we will draw and of course of the resources we will have at our disposal.

This is why it would be desirable that the Coordination Committee take the initiative of organising a certain number of working groups whose task it will be to define concrete actions of short, medium and may be long term cooperation.

There could be three of these working groups:
- in the field of primary information,
- in the field of secondary information,
- in the field of tertiary information.

But it would also be useful to constitute another working group to set up a network of national centers and the international center which the meeting in Brussels has envisaged.

The 4th working group would then have to examine the following points:
a/ Constitution of an international center.
- Choice of its localisation /acceptable by all participating countries and according to its particular facilities/.

- Structure: for example
  - a directing committee with representatives
    of the national centers,
  - a permanent team /responsible for scientific,
    documentary, technical and administrative
    functions/,
  - an advisory committee with representatives
    of international cultural organisations or
    with experts in selected areas.

- Financing:
  - contributions of the participating countries,
  - possible contribution of the host country,
  - contributions of international organisations
    and of cultural foundations.

- Institutionalisation: it is a wish that the
  role of this center be recognised by the UNESCO
  in the context of its policy of European co-
  operation.

b/ The identification in each country of a national center
/either on the basis of an existing institution, or to
be created/ according to criteria defined in common so
as to guarantee the homogeneity of the envisaged system.

c/ The integration into this network of centers of primary
and secondary information existing in each of the coun-
tries and may be of international or regional centers.

d/ Ties of collaboration with the Statistical Office of
the UNESCO, which could act as a sub-bank of quantitative
data.

e/ The function of clearing-house which could be attri-
buted to the international center.
- Translation of some documents
- Information bulletin
- Center of information for ongoing researches
- Organisation of specialized seminars, etc.

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f/ The respective tasks of each of these centers, according of course to concrete decisions taken by the three former working groups:

- In the case of the constitution of a system of tertiary information, the international center would be intensified with the coordination of the inquiry, the centralisation and the distribution /publication/ of the information gathered.

- The national centers could select the secondary and primary centers that would have to be investigated, distribute the questionnaires, control the answers and pass them to the international center.

- The centers of secondary or primary information would keep the information they have and would accept to communicate it on demand of the national centers or of the international center, either directly to the user or through the national center of that user.

The interconnection of the centers, in any case as far as the international and the national centers are concerned, should provide for the most flexible and for the quickest possible circulation of information. It would thus be necessary to envisage to resort to modern means of telecommunication /telex or may be telematic/.

If the working groups propose other actions in the field of secondary or tertiary information, the functions of the national and international centers would respectively have to be precised again.

This is why it would seem to be better for this last working group to meet after the three former ones, either right after these have finished their work or after the publication of their proposals.

All the European countries could attend these different working groups but their presence would be limited to persons directly concerned by the problems treated.

The whole of these proposals, the actions envisaged as well as the organisation of this network of European centers could then be proposed during an international meeting to representatives sent by the European countries to allow the quick start of our project of cooperation in the field of cultural information.

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MISSION REPORT

Ph. Laurent: Projet de création d'une Banque européenne de données culturelles. Rapport de mission.

MEETING OF THE COORDINATION COMMITTEE

FOR THE CONSTITUTION OF A EUROPEAN CULTURAL DATA BANK

/Liège, 11-12 December 1979/

FINAL REPORT

1.   The first meeting of the Coordination Committee
for the constitution of a European Cultural Data
Bank, organized by the Belgian /host country/ Ministries
of National Education and Culture was held in Liège on the
11th and 12th of December 1979. The object of this meet-
ing was to discuss the recommendations made by Mr. Philippe
Laurent, in his report following the mission entrusted to
him. Following resolution 16 of the Final Report issued
at the end of the experts' meeting on the creation and
possible structure of a European Cultural Data Bank, held
in Brussels from the 4th to the 7th of July 1978, Mr.
Laurent, a consultant attached to UNESCO, was given the
task of conducting a feasibility study in the eight coun-
tries which are members of the Coordination Committee
/Belgium, Spain, Finland, France, Hungary, Norway, Ruma-
nia and USSR/. Copies of his report have been transmitted
to all National Commissions and each participant has re-
ceived a summary of this report, as a working paper. Also,
the Belgian authorities informed all the other national
commissions of this committee meeting and were willing to
welcome any country which desired to participate. As a
result, Switzerland /unrepresented at the Brussels 1978
meeting/ sent a representative. The agenda of the meeting
consisted of the following points /see annex 1/:

- organization of working groups according to
  the nature of the date /primary, secondary,
  tertiary/ and definition of each group's task;

- constitution of a European network of centres:
  national centres and their coordination;

- establishment of a calendar for further work
  and objectives of the regional experts' meet-
  ing to be organized by UNESCO in 1980.

2.   13 participants were present at the meeting:
          10 representatives from the countries which are
members of the coordination committee, 1 participant from
Switzerland and 2 representatives of the UNESCO Secretariat
/see Annex II for a list of participants/.

3.   Mrs G. de La Rochefoucauld made the opening
          speech, situating the meeting within its general
framework. On behalf of the host country, Mr. Claude Mertens
welcomed the participants and then suggested the constitu-
tion of a board.

          The board included:
          President: Mr. Ilkka Heiskanen /Finland/
          Chairmen: Mr. Philippe Laurent /Belgium/
                       Mrs. Angela Popescu-Bradiceni
                                          /Romania/

4.   After a brief presentation of the project and
          the consultant's report by the President, followed
by the presentation of participants, the agenda was exa-
mined. On Mrs. Geneviève Gentil's proposal, the presenta-
tion of national reports by the different participants was
dropped since the situation of the countries concerned was
fully examined in Mr. Philippe Laurent's report.

5.   In order to set the discussions in motion,
          Mr. Philippe Laurent described the main ideas
contained in his report. He reminded the participants that
the mission was suggested at the end of the expert's meet-
ing held in Brussels. It was under the mandate of the Cul-
tural Development Division of UNESCO that he undertook
the mission of comparing different projects on cultural
documentation carried out in all the member states of the
Coordination Committee, and of drawing conclusions of in-
terest to the latter.

6.   Mr. Laurent expressed his surprise over the di-
          versity which characterized the countries he
visited. He affirmed that the tried, in his report, to
conciliate two conflicting objectives: on the one hand,
to bring out this diversity and at the same time to suggest
concrete suppositions on ways of coordinating them. Refer-
ring to the proposals made in the Final Report /point 13/
of the Brussels' meeting on the possibilities of collabo-
ration according to the different types of data mentioned
/primary, secondary and tertiary data/. Mr. Philippe
Laurent began with the presentation of the situation in
the domain of secondary information.

7.   He noted that, on the level of secondary infor-
          mation, there have been a large number of national
and bilateral achievements. He also noted the existence
of a number of international institutions or sectorial
regions which play an important role of coordination and
normalization, for example, la Fédération Internationale
des Associations des Bibliothécaires /FIAB/ and l'Associa-
tion Internationale des Archives du Film. Also mentioned
were the projects on normalization undertaken in the so-
cialist countries, in the European Council, and especially
by UNESCO under its UNISIST program /on international
cooperation in the domain of scientific and technical in-
formation/. With these foundations laid, the author of
the report considered that one of the first tasks of the
coordination committee, was to encourage, and if possible
develop, these forms of collaboration.

          Efforts, he suggested, should be geared towards
the adoption of a certain number of common norms concerning
the identification of documents. Such norms may include
the International Standard Book Number /ISBN/ and the
International Standard Serial Number /ISSN/. Norms should
also be adopted on the cataloguing and bibliographical

description of books; for example, the International Stand-
ard Book Description, and the UNISIST reference manual,
format and methods of recording on magnetic tapes and the
thesaurus of languages used in the classification or in-
dexation of documents /thesaurus of cultural development/.
Having stressed the merits of such standardization at the
international level, the author evoked different forms of
possible collaboration at the European level. A first step
may consist in the regular publication of a descriptive
bulletin specialized in the domain of cultural policies and
developments and organised under a common classification
plan /see the Romanian mode presented in the report/. The
Romanian representatives would be willing to put this scheme
to test in order to determine the level of interest ex-
pressed by other nations for such an initiative. The dif-
ferent stages which this project could entail were suggested.
In conclusion, problems relative to access methods to
documents were examined.

8.   On primary information, the report mentioned the
          different types confronted. Mention was made of
the existence of a data bank of statistics available at
UNESCO, the management of which is assumed by its Office
of Statistics. As suggested during the Brussels meeting,
this data bank may be of interest as regards primary data.
It was noted that data collected by the medium of ques-
tionnaires, responded to by specific population groups, were
important for scientific research and policy decisions
and hence it becomes necessary to store such data in spe-
cial centres of data archives. The author of the report
suggested, as a simple and rapid form of collaboration,
the translation into one or several languages, of the
headings and footnotes of tables of statistics /as is pre-
sently being done by the Finnish Office of Statistics/,
and the publication of topical bibliographies of documents

resulting from scientific research /taking the example of
Hungary, which has done so in the case of studies on "read-
ing"/. In a subsequent phase, this information could be
integrated in the domain of secondary information, and this
is in response to the collaboration criteria. Finally, it
was mentioned that the constitution of inventory-files /for
example, on architectural heritage/ will require a form of
cooperation and exchange of view points.

9.   On the possibilities of cooperating when consider-
        ing tertiary information, the report recalled
that the Brussels' meeting stressed the necessity of such
cooperation. Mention was made of the existence of several
national inventories of documentation centres or libraries
and of specialized international publications /for example,
the list published by UNESCO in 1978 on the 259 national
documentation centres and 33 international organs/. This in-
formation is now available in a machine readable form with-
in the framework of the Dare Programme of UNESCO. In addi-
tion to such international repertories, it was remarked
that there is a need to create a European system of ter-
tiary information which must possess the following charac-
teristics: a degree of homogeneous coverage, a degree of
selectivity which guarantees the relevance of collected
information, more precise key-words permitting easy access
and contacts between centres. The coverage which such a
system will entail in the domain of tertiary information
can be defined by adopting two different view points:
concentrating on the centres specialized in information on
cultural policies or those specialized in sectorial in-
formation. In both cases, a progressive approach must
include, in addition to information and documentation
centres, research centres specialized in the cultural
domain, libraries and institutions which promote and co-
ordinate cultural activities. The relevance of the system

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could be guaranteed by adopting a selective approach, by using the medium of questionnaires for information collection, by indicating procedures for strict control and the constitution of a catalogue and thesaurus. Methods geared towards rendering this system automatic were considered.

10.   After the presentation of the working paper, complementary information was given by the representatives of UNESCO: Mrs G. de la Rochefoucauld and Mr Serge Fanchette, Mrs. G. de la Rochefoucauld informed the session about the thesaurus of cultural development of UNESCO, and notably about the future publication of a revised version which must take into consideration the observations and suggestions made by European States on the preliminary version. She also pointed out the fact that a number of nations have expressed the need to translate the thesaurus into languages not widely used. The participants, in response, agreed that the thesaurus should be experimented with in several European countries and that this problem should be treated at the same time as that of cultural terminology. To this end, it was deemed necessary to constitute a sub-group within the group on secondary information, whose main task will be that of reaching favourable conclusions on these two problems.

11.   It was concluded that a working document should be put at the disposal of each European country, and more especially those which are members of the coordination committee. As a follow-up to the Romanian example /National Commission for UNESCO/ where they have already published all the six case studies presented at the Bucharest meeting, a motion was moved in favour of publication of the 3 other studies on Bulgaria, USSR and Yugoslavia. It was also requested that the answers given by European countries, to the questionnaire issued by UNESCO in anti-

cipation of the Brussels' meeting, be distributed /questionnaire CC-77/WS/41; working paper CC-78/WS/24/.

In his turn, Mr Fanchette presented the projects carried out by UNESCO in the domain of cultural statistics. He also informed the participants of the preliminary study which served as a working paper for the 2nd joint UNESCO/EEC meeting on cultural statistics /held in Geneva from the 9th to the 12th of April 1979/ insisting on the elements which make up cultural statistics. Mention was made of the content of the Final Report issued at the end of this meeting and the suggestions made for commencing work i.e. the creation of working groups. The recommendations made at the end of the expert's meeting on cultural statistics and indicators held in Vienna /3 to 7th December 1979/, were given special consideration. The working papers and reports of the two meetings were distributed.

12.   The participants commented on the session's working paper and agreed with the report that a classification based on the nature of data is a good starting point. They thanked the consultant for work well done.

13.   In accordance with the recommendations of the Final Report of the Brussels meeting /4-7 July 1978/, tertiary data were examined. Different opinions were expressed on the possible dimension of an information system on tertiary data. The following conclusions were reached: it is important to know what kinds of information exist in different domains; to incorporate all other work carried out by international organisations including research, case studies, publications and programmes; to establish a sectorial coverage which will facilitate the task of users; to avoid useless repetition, and to cooperate with such organisations.

The participants made it clear that the task of coordinating these efforts on tertiary data lies with national centres.

In order to stress the necessity of a concerted effort in this domain, some participants, and more especially the President, gave an overview of the documentary structure of European countries. As an illustration, the example of the USSR and Romania was mentioned. In these countries, documentation is concentrated in libraries, whereas in other European countries, this is taken care of by national institutions created for the purpose of gathering documents on the different cultural fields. Mention was made of some countries where this kind of activity is presently non-existent. To respond to these variations in national situation, the participants agreed upon reinforcing efforts in the domain of tertiary data as a first step toward bringing all countries up-to-date.

14.   For each of the work groups suggested in the report of Mr Philippe Laurent, a table of objectives and the corresponding mandate, was established. However, the idea of creating a fourth group which will be responsible for the organization and the structure of the data bank, was dropped. It was felt that the coordinating group could handle this task.

The participants and representatives of UNESCO, unanimously expressed their wish for admission of Switzerland to the Coordination Committee.

The objectives and mandate of each work group were determined as follows:

15.   For group 1 /Secondary data/, the objectives fixed were: to examine concrete possibilities for cooperation; to specify the documentary base by choosing the documents which will be examined; to adopt a common

documentary language taking into consideration interna-
tionally fixed norms; to develop a common format; to
study the possibilities of exchange of bibliographical
and documentary data between countries which might even-
tually lead to realizations such as the creation of a
bulletin of documentary analysis and the preparation of
a synthesis of important cultural themes dealt with within
a specified period; to envisage the possibility of creat-
ing an automatic data base; to analyse possible access
methods to these documents.

16.   For group 2 /Primary data/, the participants
         expressed the need for it to participate in the
work of the coordination committee which is to be created
as decided at the Vienna meeting. The group should take
up the problems relative to the cultural data bank. It
should be able to inform the groups working on the European
cultural data bank on the different realizations in this
domain /identification of concepts and terminology/. Its
mandate will be that of developing the FCS /framework
for cultural statistics/ in collaboration with groups I,
II and the coordination committee on the creation of
the cultural data bank.

         The participants agreed that the problem relative
to the bibliography on statistics documents should be
treated by the group working on secondary data /group 1/.

17.   Group III /tertiary data/: the objectives fixed
         for this group were: the definition of its area
of manoeuvre - i.e. either a global approach in the do-
main of cultural development, for example, or a sectorial
approach; the determination of the role of traditional
centres and their coordination at the European level;
the definition of the types of institutions which will be
covered; the types of information to be gathered, taking
into consideration the needs and realizations of the
other two groups /I and II/.

Hence, the group's mandate will consist in the examination of appropriate means of attaining these objectives and in particular in determining the basis for the constitution of an information system of tertiary data; the study of norms regulating the description and seconding of this information, taking into account internationally fixed regulations; the coordination of all projects initiated at the European level; and in helping potential users to have easy access to this information.

18.   The groups were constituted as follows:

Group 1: It was agreed that the following countries should participate in group I: Spain, France, Hungary and Romania. Romania was asked to lead this group since she is more advanced in this domain. Given the complexity of the tasks of this group, the participants requested UNESCO to support the group and aid Romania to encourage other nations to participate. Also, it was felt that if need be, sub-groups could be created and assigned specific facets of the problems.

19.   Group II: Mr Serge Fanchette /the representative of UNESCO/ proposed that the following countries should be included in the coordination committee formed at the Vienna meeting: Spain, Finland, France and the Netherlands.

20.   Group III: Finland, Norway and Switzerland were willing to participate in this group. Norway was asked to lead the group and the participants were of the opinion that the USSR should be a member of the group.

21.   There was a general feeling that the present number of members of each group should be enlarged. To this end, the participants asked UNESCO to invite other European nations to take part in the work of different groups.

22.   It was considered necessary that the meeting of experts from different European countries should take place by the end of December 1980. In effect, the role of this regional meeting will be to inform European member states of the work carried out in order to incite them to take an effective role in the implementation of the project.

It was also decided that it will be necessary for the coordinating committee to meet for a day or two before the regional meeting. The working groups should begin work as soon as possible and should meet before the December 1980 meeting in order to transmit information on their work to the Coordination Committee.

23.   The participants requested UNESCO to pay special attention to countries which show interest in the establishment of this data bank.

24.   In conclusion, the participants expressed their gratitude to the host country for its hospitality and organization of the meeting.

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ANNEX   List of Participants /2 pages/

MEETING OF EXPERTS ON THE PROJECT FOR A EUROPEAN

CULTURAL DATA BANK

/Budapest, 16-18 December 1980/

WORKING DOCUMENT

I. Introduction

Following the meetings in Bucharest in March 1977, in Brussels in July 1978 and the Coordination Committee meeting in Liège in December 1979, a European regional meeting is to be organized in Budapest from the 16th to the 18th December 1980 by the Institute of Culture of Hungary in cooperation with UNESCO.

This meeting intends to examine the work carried out since the Brussels meeting for the setting up of a European Cultural Data Bank. It will also make concrete proposals that the groups created in Liège should determine their programmes of work and that the first links in the network of corresponding centres should be designated.

II. State of progress of the work

1. The present experts meeting concerned with the setting up of a European Cultural Bank is the follow-up of a series of actions undertaken in the last few years with the aim of improving cooperation between the European countries in the cultural field.

For this reason, it is essential to recall the main conclusions of preceding meetings and the work already accomplished, in order that the present meeting can take into account and make a positive contribution to the development of the Bank.

Without repeating in detail all the recommendations or suggestions made during preceding meetings, we have tried to mention them, indicating references to them, in the reports prepared on these encounters.[1] In this way, we hope to make visible the clew of the experts re-

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[1] See annex of lists of information and reference documentation

flections and set forth the positive points as well as the problems with which we are confronted at present.

2. During the Intergovernmental Conference on the institutional, administrative and financial aspects of cultural policies which took place in Venice in 1970 and the Intergovernmental Conference on Cultural Policies in Europe held in Helsinki in 1972, it was clearly stressed that the European countries felt the need to intensify their cultural development policies and hoped to improve their documentation instruments in the cultural field.

The participants in these different Conferences consider that cultural exchanges and cooperation contribute to a better understanding between men and between peoples and have therefore decided that their objective should be to develop mutual information in order to obtain a better knowledge of their respective cultural achievements.

3. The Final Act of the Conference on Security and Cooperation in Europe, organized in Helsinki in August 1975 reached similar conclusions.

It is in this context that the European countries have decided to study together, with the participation of the appropriate international organizations, the creation and the possible structure of a Bank of Cultural Data in Europe, which would collect information coming from the participating countries and would supply it to correspondents on request /cf. Final Act, point 3/.

4. The General Conference of UNESCO at its 19th Session confirmed these recommendations.

5. In order to study the methods of carrying out this objective, the Division of Cultural Development of UNESCO and the Romanian National Commission for

UNESCO organized a <u>first experts' meeting in Bucharest in
1977</u>. This meeting aimed to discuss the objectives of
such a Bank, to specify the fields, bearing in mind users'
needs, use of existing structures and the setting up of
new structures, as well as methods of collecting, storing
and disseminating cultural data.

6.   During the Bucharest meeting, the objectives of
        the Bank were defined thus: /Final Report, point 9/

        - to promote cultural exchanges in order to obtain
          a better mutual knowledge of one another's cultural
          values and consequently, greater understanding
          between persons and peoples.

        - to guarantee the access of the masses to the
          cultural riches of their own country and of
          other countries, so that they may play an active
          part in cultural life.

        - to increase international cultural information
          which is already recognized as an indispensable
          factor of the foreign policy of each country.

        - to encourage the circulation of cultural informa-
          tion, so as to ensure and preserve friendship
          between peoples.

7.   The participants suggested that the fields of cul-
        ture to be included in the Bank should be limited
at first, so as to avoid creating obstacles for the oper-
ational aspect of the Bank /Final Report, point 13/.
A first list was prepared to be submitted to the different
European countries and to make it possible to determine
the priorities of coverage.

        Without going back over this list in its entirety
/see Final Report, Annex 1/, it will be useful to recall
that it was planned to cover:

- aspects of cultural policies
- aspects of cultural development
- aspects of artistic creation.

8.   The participants also examined the potential categories of users. They agreed to consider the following categories among them: decision-makers, administrators, researchers, specialists, journalists, associations, students, the general public.

They hoped that the access of these different categories would take place gradually /Final Report, point 14/.

9.   As far as the type and nature of the data were concerned, the experts recommended that the Bank consist of data giving information on both the qualitative and quantitative aspects. This means, therefore, that the data should consist not only of statistical data, but also of documentary or bibliographical references, and of descriptive information and analyses.

Moreover, it means that the comparability of the data must be ensured, especially by work at international level, for example, relating to the establishment of nomenclatures or the definition of terms /Final Report, point 15/.

10.   The experts considered it premature to define methods of collecting, storing and disseminating data /Final Report, point 16/.

11.   On the other hand, they suggested that in each participating country, a "national centre" should be designated, which would be responsible at the national level for the setting up of preparatory activities, and also for liaison with UNESCO and the other national and international centres. /Final Report, point 11./   The establishment of national centres could constitute the

first step in the setting up of a European Cultural Data Bank.

12.   As a follow-up to the Bucharest meeting, the Secretariat of UNESCO prepared a questionnaire /CC-77/-/WS/41/ intended to collect information on the documentation situation in the different cultural fields of European countries.

The replies received from 19 European countries have been analyzed and figured in Annex II of the working document of the Brussels meeting /CC-78/WS/24/. The five case studies prepared for the Bucharest meeting were the object of a publication of the Romanian National Commission for UNESCO. They are entitled:

- Existing cultural documentation in Belgium
- Existing cultural documentation in France
- The Hungarian contribution to an European Data Bank
- The organization of cultural life, of cultural documentation and statistics in Romania
- The Yugoslav approach in the field of cultural documentation.

Three other countries /Bulgaria, Canada and the Soviet Union/ also prepared case studies.

13.   A second experts' meeting was held in Brussels in 1978 on the possible creation and structure of a European Cultural Data Bank.

This meeting aimed to examine the work carried out since the meeting in Bucharest.

14.   The participants in the Brussels meeting tackled the problem of defining the cultural fields which should be covered by the Bank. As an indication, they established an order of priority for these which made

apparent a marked interest in the basic "functions" of cultural activity /such as participation in cultural life, cultural policies/ rather than in particular "sectors" of cultural activity /Final Report, Point 9/.

15.   They also recommended designating a centre or organization to be responsible in each country for the coordination of the work at national or international level /Final Report, point 10/. They thus confirmed the conclusions of the Bucharest meeting.

16.   They defined the type of data that ought to be collected. They also gave an order or priority to these data, as follows:

- tertiary data /information on the national and international organizations and institutions having a cultural vocation, on the cultural documentary structures existing at national and international level, etc./

- secondary data /references, bibliographies, treaties conforming to international norms, etc./

- and primary data /statistics/ - /Final Report, point 13/.

17.   The participants judged it necessary to set up a Coordinating Committee in order to continue the necessary work in establishing the Bank. This Committee was composed of eight countries /Belgium, Spain, Finland, France, Hungary, Norway, Romania, USSR/, Belgium being designated as the coordinating country.

Finally, the participants expressed the wish that UNESCO should call in a consultant to assist the Coordinating Committee and to undertake a study and information mission in the eight member countries of this Committee.

18.   The coordinating Committee met in Liège in December 1979. The mission report of the consultant as well as a synthesis document summarizing the main conclusions of the report were presented to the participants. It is appropriate to mention that Switzerland joined the Coordinating Committee on this occasion as an observer. In fact, Belgium, the coordinating country, had sent invitations to all the European countries. The final report of the Liège meeting underlines a certain number of points which it seems appropriate to recall.

19.   It is at the level of secondary information that the greatest number of national achievements, or achievements established on bilateral or multilateral bases, are to be found. It is appropriate to mention the work of standardization carried out by the socialist countries, the Council of Europe, and especially by UNESCO, particularly within the framework of its UNISIST programme.

One of the first tasks of the Coordinating Committee is to encourage and, if possible, develop these forms of collaboration: adoption of common standards concerning the identification of documents, bibliographical cataloguing and description, the standards for registration on magnetic materials, terms used in classification or indexing of documents. First, the regular publication of a specialized descriptive bulletin, either in the field of cultural policies or by cultural sectors, organized according to a joint classification plan could be envisaged. These joint standards and progressive automatization of the data, would make possible the establishment of a genuine basis of bibliographical data. Access to the documents was stressed as an important problem.

20.   As regards <u>primary data</u>, the report mentions the various types of primary information encountered, and also recalls the existence of a bank of statistical data at UNESCO directed by the Office of statistics of UNESCO. Attention was also drawn to the data collected through questionnaires from specific populations. These data are important from the point of view of scientific research and policy decisions. The necessity of increasing the recording of these data in specialized centres has been examined. A simple and immediate form of cooperation would consist in translating into one or more European languages, titles of statistical tables and the notes which would be indispensable to understand them, and also in the publication of thematic bibliographies. This last information could be integrated in the field of secondary information. The setting up of inventory card-indexes was recommended.

21.   The participants in this meeting recalled the priority given to <u>tertiary type data</u>. The existence of numerous national inventories, of centres of documentation or of libraries and of international specialist publications was mentioned. It seemed important to have available a European system of tertiary information having the following characteristics: a more homogeneous degree of coverage, a degree of selectivity guaranteeing the pertinence of the information collected: precise key words giving access to this information and facilitating exchanges between the centres. The coverage of this tertiary information system could be achieved by registering either the centres specialized in cultural policies or the sectorial information centres. The setting up of nomenclatures and/or of thesauri appears indispensable. The automatization of this system has been envisaged in order to favour the circulation of this information as well as its updating.

22.   It was also decided to organize three working
        groups corresponding to the three types of data
defined earlier. The objectives and the mandates of each
of these groups were determined as follows:

        For the secondary data group, the priority object-
ives are the following: to examine the concrete possibilities
of a joint cooperation action; to specify the documentary
basis by selecting the documents to be treated, to adopt
a joint documentary language taking into account the inter-
national standards already established on an international
scale; to develop a common format; to study the possi-
bilities of exchanges of bibliographical and documentary
data between countries, leading to specific information
activities such as the creation of a bulletin of documen-
tary analysis and the preparation of syntheses taking up
once more the great cultural themes approached during a
period to be determined; to envisage the progressive es-
tablishment of a basis of automatized data; to analyse
the possibilities of access to documents.

        For the primary data group, the participants hoped
that it would participate closely in the work of the co-
ordinating group, the creation of which was decided in
Vienna. This group should envisage problems in relation
to the needs of the cultural data bank. The participants
recommended that it should inform the other groups of
the European Cultural Data Bank of the results of the work
undertaken in the various cultural fields /identification
of concepts and terminology/. Its mandate would be to
develop the Cultural Statistics Framework /CSC/ in close
cooperation with the secondary and tertiary data groups
and the Coordinating Committee of the Cultural Data Bank.

        At a later stage, it could be envisaged that the
working group increase its action so as to cover the

totality of primary data, such as for example, investigation data. As to data of the inventory type, they should be treated by the secondary data and statistics groups in close collaboration.

The participants decided that the bibliographical aspects concerning the statistical documents should be treated in the framework of the group for secondary data /Group 1/.

For the tertiary data group, the participants suggested as priority objectives: the definition of its coverage according to a global approach /for example, in terms of cultural policy/ or a sectorial approach; the setting up of national centres and their coordination at the European level; the definition of the type of institutions to be assembled, in particular taking into account the work and conclusions of the secondary data and statistics groups.

Its mandate will consist, then, in examining the appropriate means to attain these objectives. The tertiary data group will endeavour to specify the basic unities of the system of tertiary information; to clarify the terms of its coverage; to study the standards of description and registration of the information collected according to existing international rules; to ensure the coordination of work at European level; to facilitate the access to this information.

23.   The Liège meeting also stresses the role that the national centres should play in the functioning of the Bank.

24.   The final report of the meeting was transmitted by Belgium to all the European countries, inviting them to participate in the work of the above-mentioned groups.

A certain number of countries have already replied:

Secondary data group:
Belgium, Bulgaria, Spain, France, Hungary, Yugoslavia, Romania /coordinating country/.

Tertiary data group:
Belgium, Finland, Switzerland, USSR, Norway /coordinating country/.

As far as the primary data group is concerned, the Liège report mentioned that "Spain, Finland, France and the Netherlands could be integrated in the coordination group created in Vienna during the experts' meeting on cultural statistics and indicators".

25.   It should be recalled that the Office of Statistics of UNESCO organized with the European Commission in Geneva, in June 1979, a meeting on cultural statistics which more particularly concerned itself with the preparation of a framework of cultural statistics /FCS/. The same Office organized a meeting on cultural statistics and indicators /Vienna, December 1979/ which foresaw the creation of specific working groups.

26.   It seems useful to us to recall here some vital points from the final report of this last meeting. The general objective of the FCS would be to supply the guidelines enabling the interested countries to structure their cultural statistics and the indicators which derive from them so as to facilitate international comparison and coordination with the various systems of national and international classification. The first aim is to supply information intended for the policy of national cultural development. However, the FCS should also contribute to the general aims of UNESCO as far as international cooperation and the exchange of information is concerned.

More precisely, its objective would be to assist and identify cultural trends, to define their objectives and evaluate the results. To bring this statistical service to fruition, it is appropriate to specify the classification of the cultural categories and the related functions. It should be noted that:

- Category 0 corresponds to Cultural heritage,
- Category 1 to Printed material and literature.
- Category 2 to Music,
- Category 3 to Arts of execution and interpretation,
- Category 4 to Painting and plastic arts,
- Category 5 to Cinema and photography,
- Category 6 to Radiodiffusion and television,
- Category 7 to Socio-cultural activities,
- Category 8 to Sports and games,
- Category 9 to Natural environment.

As regards functions, they could be divided as follows: Creation; Transmission; Reception; Preservation; Participation; Production; Dissemination; Consumption; Registration.

The meeting recommended the establishment of groups which would undertake joint studies concerning the respective categories, identification of concepts, terminology and which would test the plans proposed in their own countries:

- Group A, for the study of categories 0 and 1:
  Hungary, France, Italy, Romania /French language/.

- Group B, for the study of categories 2 and 3:
  Austria, Australia, Hungary, Sweden, USA with a supplementary interest on the part of Sweden, USA and Australia in Category 4 /English language/.

- Group C, for the study of categories 5 and 6:
  Finland, Canada, Sweden, USA /English language/.

- Group D, for the study of Category 7: Hungary, Italy, Romania, Sweden, Switzerland /French language/.

In addition to the study groups by fields, a specific "Framework Group" is proposed for the global study of categories and for the preparation of the matrix. It was suggested that the Framework Group should be responsible for coordination with the European Data Bank.

27.   The participants in the Liège meeting recommended that the working group on primary data be closely associated with this work /Final Report of the Liège meeting, point 16/.

They hoped that it would participate closely in the work of the coordination group, the creation of which was decided in Vienna. This group should foresee the problems related to the needs of the cultural data bank. The participants recommended that it should inform the other groups of the European Cultural Data Bank of the results of the work undertaken in the different cultural fields /identification of the concepts and terminology/.

At a later stage, it could be foreseen that this working group could expand its action so as to cover the totality of the data of a primary type, such as, for example, enquiry data. As to data of the inventory type, they should be treated by the secondary and tertiary data groups.

The participants recommended that the bibliographical aspects concerning the statistical documents be treated within the framework of the secondary data group.

28.   It is certain that after the Budapest meeting, other countries will consider it appropriate to join the different working groups mentioned above:

Primary, secondary and tertiary data groups. These working groups have not yet been able to meet. The present meeting should enable them to specify their programmes and calendars.

29. Other work can be considered as an effective aid in the development of the projected Bank.

In this connection, mention should be made of the publication in a bilingual version /French-English/ of the International Thesaurus of Cultural Development of UNESCO. A Spanish version is in the course of preparation. Several countries have expressed interest in the preparation of national thesauri, especially in languages of limited dissemination. A working sub-group, in which a number of European countries are participating, has been formed. The coordinator is the Institute of Cultural Research of Croatia in Zagreb. The members of this sub-group will probably meet in Zagreb in 1981. The participants in the Liège meeting had, moreover, evoked the possibility of organizing a special sub-group to handle this aspect within the secondary data group /Final Report, Point 10/.

III. Examination of the problems concerning the different working groups

30. · The role of the working groups established in Liège therefore seems primordial in determining the different types of data which will feed such a system of information and this meeting should contribute to finalizing the mandates entrusted to these groups and determining a programme of action and a specific calendar for each one of them.[1]

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[1] Specific exposés will be made on these points by the coordinators of the working groups.

31.   It is thus that the working group devoted to the
        examination of data of the primary type should,
during the first stage, direct its efforts to integrating
data of the statistical type in the cultural data bank.

        - It would be necessary to determine the modal-
          ities of cooperation with the working groups
          set up on the initiative of the Office of Sta-
          tistics of UNESCO, in order to define a frame-
          work for cultural statistics /FCS/. Joint efforts
          should make it possible to obtain standards of
          collection and definition of these statistics
          which are, at the same time, compatible with the
          objectives pursued by the Office of Statistics
          and by this project, especially as they will
          be defined by the work of the other working
          groups.

        - The centralization and organization of statis-
          tical data could be entrusted to this Office,
          which would then act as a specialist "sub-bank"
          of the project. In this case, access to statis-
          tical data and their subsequent analyses could
          be envisaged, taking into account the informa-
          tion facilities available in the Office of
          Statistics, and in particular of its long-distance
          interrogation programmes.

        - At a second stage, it would be desirable for the
          working group also to examine the possibilities
          of integration of data collected through re-
          search, institutes of culture or other special-
          ized centres during sociological, psychological
          or economic enquiries in the cultural field.

          If the results of enquiries are often published
          in reports, articles and books and thus form

one of the bases of reflection of the working
group on secondary data, it is undeniable that
it is frequently necessary to return to the ori-
ginal data in order to go deeper into the results
published or to carry out comparative research.

The inventory of such data could, therefore, com-
plete the statistical sources mentioned earlier, and col-
laboration with centres specializing in the management
and analysis of these data, such as "data archives," would
make it possible to conserve them and disseminate them to
our users.

The work of the working group on secondary data
must be oriented towards the definition and adoption of
common standards of description of bibliographical infor-
mation, taking into account recent efforts in this sector
and existing sectors in Europe.

- These efforts must be concerned with two
  principal levels:

  . standards of cataloguing of documents, such as,
    for example, those of the International Stand-
    ard Book Description /ISBD/ or those speci-
    fied by the "Manual of References" of UNISIST.

  . Norms of description of the content of the
    document based on a classification language
    /for example CDU/ or an indexation language.
    In particular, it should favour the work actual-
    ly completed in connection with the preparation
    of the UNESCO Thesaurus of Cultural Development
    and its translation into other European
    languages.

- In the case of registration of this information
  on magnetic supports being foreseen, it will also
  be necessary to adopt a standard format of re-

gistration permitting the exchange of tapes and
their easy use in various types of information
equipment /for example in the framework of the
"Mark" formats, especially UNIMARK/.

- These standards would therefore make it possible
to guarantee the compatibility of documentary
treatment at European level and would constitute
basic tools for the development of concrete col-
laboration actions at bibliographical level which
could take the following forms:

  . editing of descriptive or thematic bulletins
  in fields chosen by common agreement, with a
  résumé in one or more European languages
  having a wide dissemination;

  . setting up of a collective catalogue of peri-
  odicals available in the main libraries or
  cultural documentation centres;

  . setting up of a system of shared cataloguing
  of monographic documents.

- These various efforts could form the core of a
development project on the basis of automatized
bibliographical data. Situating this basis of
data in one or more centres possessing informa-
tion resources /equipment and logical/ should
guarantee easy access to the totality of the
users in various European countries.

- In this work, this working group should reserve
an important place for the treatment of "Litté-
rature grise" /or semi-publication/, that is of
documents not published by the traditional
channels, which are both difficult to index and
essential for many categories of users.

- Finally, it seems useful to us to attack the delicate problem of access to documents, the description of which would be guaranteed by the various achievements foreseen. Concrete modalities should be defined in order to improve considerably the existing situation at the European level concerning, for example, simple mechanisms for the exchange of documents, microcopying them, or depositing microcopies of certain categories of documents /for example "littérature grise"/ in various national centres. Moreover, consideration should now be given to the evolution of techniques of telecopying and of telematics which would probably make it possible within a very few years to guarantee such dissemination at an acceptable cost.

32.   The preceding meetings gave the highest priority to <u>tertiary type</u> data, indicating the existence of documentary resources in the various centres of countries participating in the project.

- The corresponding working group should develop a joint methodology for collection of this information.

  . It should therefore prepare an adequate questionnaire, taking into account the variety of situations in Europe.

  . It should have at its disposal, a language appropriate to the description in a standardized way of the documentary resources of the various centres contacted.

  . It should set up procedures for regular distribution, control, checking and up-dating, so as to ensure pertinence and comprehensiveness of the data collected.

. The totality of these data could then be
registered on a magnetic support and would
constitute an index suitable for specific in-
terrogation and for publication, making possible
a large distribution of this information.

- Such an objective could not be achieved without
the active participation of centres situated in
each of the participating countries, both at the
level of distribution and of control of question-
naires. To this end, such an effort foresees the
setting up of the European system of cultural in-
formation which we have already described.

33.   However, it is evident that if we wish to guarantee
        that the Data Bank has a degree of homogeneity be-
tween its different components and that it develops in a
coordinated way, a number of vital decisions cannot be
taken at the level of the afore-mentioned working groups,
but only at a global level.

- If the working groups must determine the types
of data likely to form the entries in our Bank
and consequently, the corresponding exits, we
must guarantee their integration in a global
project which will satisfy our users, who will
question us more in terms of information than
of specific data.

- In the same way, in order to guarantee the co-
herence of the information contained in the Bank,
it will be necessary to determine effective
priorities for coverage in such a way that each
working group may take them into account.

- Previous work has already indicated the cate-
gories of potential users of the Bank. It would
now be appropriate to specify the practical modal-
ities of access to the Bank for each of them.

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- It would appear difficult to locate the totality
  of the information constituting the Bank in a
  single place. Consideration should be given to
  the specific constraints of organization of each
  type of data foreseen. The decision must, there-
  fore, reconcile these aspects with the necessity
  of maintaining close coordination of the project,
  easy access by all the users to the totality of
  the information and, of course, take account of
  the existing resources and capacities in the dif-
  ferent countries.

IV. Examination of the possibilities of establishing a network of corresponding centres of the Bank

34.   This retrospective approach has underlined a cer-
        tain number of reflections which are useful for
our work:

- The project for the establishment of a Cultural
  Data Bank, whilst concerning one or more special
  aspects of culture, seeks essentially to favour,
  promote and coordinate the transfer of cultural
  information between European countries.

Because of this it does not define a priori the
types of data sectorial and/or functional coverage, or
categories of users, but seeks to supply all pertinent in-
formation to persons engaged in cultural action. It is also
associated with the efforts undertaken in other fields,
especially those of Sciences and Techniques.

35.   The "construction" of such a Bank is foreseen in
        a modular way, in function of specific priorities,
taking into account both the real needs and the resources
available.

Thus it was decided to attach particular import-
ance to data of the tertiary type, whilst pursuing reflec-
tions on other types of data.

This Bank should be capable of informing certain
categories of users as soon as it has been .set up - for
example, cultural decision makers and administrators - and
of gradually extending its services to other categories.

A progressive policy of coverage of various sectors
and functions of cultural activities has been foreseen and
should be defined.

36.   The conception of the Bank is far from that of a
        centralizing model, On the contrary, the stress
is placed more on the active participation of centres or
organizations situated in the participating countries.

Without having specified the practical modalities,
the interest of such cooperation for the collection, or-
ganization or dissemination of data was stressed. Rather
than set up new information and documentation structures,
it is appropriate to start from the existing resources,
both at national and international level, in order to
avoid wasted effort, which is costly and harmful.

37.   The meetings and missions mentioned in the first
        part of this document make it possible to draw
up a first list of basic elements for the contribution
of a cultural information system in Europe:

    a/ The users
       In order to take their real needs into account,
       it would be appropriate from the time the in-
       formation system is conceived, to specify
       more clearly the categories of users, by de-
       termining for each one, the services that we
       will give them and the rhythm of their inser-
       tion into the project.

b/ Specialized centres in one or more cultural
sectors

According to the terminology used during past
meetings, we mention under this point, centres
having a documentary role in a particular
field of cultural activity /such as the theatre,
music or the cinema/.

c/ Centres of cultural policy or development

Unlike the preceding centres, these are centres
directing their activities towards cultural
development, and its functions proper, or
special aspects of these /for example, cultural
participation of youth/.

d/ National centres

Their specific role is to coordinate and deve-
lop documentary activity in the cultural field
at the level of their country or of a parti-
cular region of it.

e/ Specialized international centres

Like the national centres, their role is essen-
tially one of coordination, not only at the
level of a country, but of a specific sector
of cultural activity.

38.   It is clear that the elements which we have just
enumerated will be presented under different
aspects from one country to another:

- one centre can belong to various levels. Thus,
for example, a national coordination centre can
cover the information of several cultural sectors.

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- the users will often belong to centres having
  themselves a documentary activity. They will
  therefore present themselves both as producers
  and consumers of the Bank's information.

- a specialized international centre can also play
  a specific role in the country in which it is
  located.

- finally, a number of countries do not possess
  specialized centres or cultural development
  centres covering the totality of the cultural
  phenomenon. Moreover, all the countries do not
  have centres fulfilling the coordination func-
  tion that we have attributed to the national
  centres.

39.   The organization of the elements quoted earlier
        constitutes the setting up of national cultural
information systems, whose degree of structuring varies
considerably according to the country.

        It is evident that countries whose existing na-
tional system is relatively under-developed, could benefit
from the dynamism of these projects and of the methodolo-
gical and technical researches undertaken on this occa-
sion to improve considerably their situation in this field.

40.   However, the essential aim of the project for
        the cultural data bank consists in uniting these
different systems in a system of cultural information
and therefore, of organizing the transfer of information
from a national system to one or several systems.

41.   It would seem that three conditions should be
        united to arrive at the establishment of such a
network:

a/ <u>to identify in each national system, one or several</u> corresponding centres which would constitute the basic elements of the European network.

This could be developed on the basis of a certain number of specialized centres according to a sectorial division of the cultural phenomenon, and it would be appropriate to link them together in close coordination with the corresponding specialized international centres.

It would also be possible to designate in each country, a national centre, which would be a genuine point of convergence between all the existing elements in the national system.

The first solution proposed offers the advantage of simplifying the transfer of information to the interior of a specific sector of cultural activity, on condition that the division and the coverage of the sectors corresponds between all the participating countries.

On the contrary, if this condition is not fulfilled, if the request for information corresponds more to a functional approach, or covers several different sectors, the second solution appears much better.

42. b/ <u>to define compatible rules and procedures</u>:

- at the level of the collection and documentary treatment of information.

This point has already been raised during preceding meetings and has been dealt with in the working documents established on these occasions. It is for the different working groups

to continue their reflections and to propose precise standards in function of the type and nature of the data concerned.

It has already been specified that these standards should be inspired by the work carried out in various fields and particularly by that of the General Programme of Information /UNISIST/.

- at the level of the organization and conservation of data:

    1/ in order to determine a conservation policy:

      - either by the producing centres themselves;
      - either by the corresponding centre of this country;
      - either by one or several designated centres.

    2/ in order to ensure rules of organization guaranteeing the possibilities of transfer and use by the different users /especially in the case of recourse to technical information/.

In this case as well, the solution selected will have to take into account specific problems of primary, secondary or tertiary data. The participants of the Coordinating Committee in Liège have moreover entrusted the examination of this point to the respective working groups.

43.   c/ to set up a coordination structure of the Data Bank, conceived in the form of a network of centres such as the one we have just described.

. it would guarantee respect of the conditions
previously mentioned in a/ and b/.

. it would ensure the modular development of
the Bank.

This role could be filled by the present Coor-
dinating Committee, composed of representatives
of countries which wish to take an active part
in the establishment of the Bank. This Committee
could be progressively composed of those res-
ponsible in the national centres, thus forming
the establishment network. Representatives of
international organizations could be associated
with them, who would give their assistance, to-
gether with representatives of cooperating
specialized international centres. This com-
mittee would be called upon to meet periodical-
ly and would thus constitute the committee of
direction of the Bank.

To the extent that it would be useful for the
Bank to be responsible either for the collec-
tion, treatment or conservation of specific
data, it would be indispensable for the committee
of direction to have the services of a per-
manent management committee consisting of spe-
cialists in cultural and technical documentation
problems, assisted by an administrative and
technical team /possibly situated in a parti-
cipating centre in order to reduce the running
costs/. It goes without saying, if this was
agreed, as has been mentioned on a number of
occasions, that the Bank could offer, in addi-
tion to the coordination of the transfer of
information, a certain number of complementary
serveces /e.g. liaison bulletins, periodic
analyses, translation, animation or training,
specialized library, etc./.

44.   The examination of previous work and of the re-
commendations made during previous meetings has
shown that the project of creation of a European Cultural
Data Bank has reached a stage of reflection making it
possible to fulfil, at least partially, the three condi-
tions we have just mentioned.

It appears at this stage that an efficient solu-
tion would be to conceive the Bank in the form of a net-
work of corresponding centres guaranteeing the totality
of necessary functions. Each of these centres could thus
act as a centre of conservation of specific data and a
nucleus of enquiry or dissemination of data contained
in the totality of the network. It would be desirable that
the role of these centres should be clearly defined.

Conceiving the Bank in terms of a network, seems
to us to resolve the problems mentioned earlier, and
would make possible the modular setting up of the various
component elements. It would guarantee from the outset,
a degree of collaboration which would encourage a feel-
ing of confidence and interest likely to create the
conditions for later developments of the Bank.

V. Calendar of future work

45.   At the same time as the establishment of the
work calendar for the next triennium, the Buda-
pest meeting could specify once again the role of the
Coordination Committee and its relations with the work-
ing groups. It could also make recommendations concerning
cooperation with UNESCO. As a priority, the suggestions
should be concerned with the programmes of the working
groups for secondary and tertiary data and with the
setting up of the first corresponding centres.

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ANNEX   Information Documentation /4 pages/

MEETING OF EXPERTS ON THE EUROPEAN

CULTURAL DATA BANK FOR EUROPE

/Budapest, 17-19 December 1980/

FINAL REPORT

1.   A group of experts met in Budapest, on December
17-19 1980, in order to examine the progress
achieved in the establishment of a Cultural Data Bank for
Europe, on the one hand, and to determine the work to be
undertaken to achieve this goal, on the other. This meeting
was organized by the Hungarian Institute for Culture and
the Hungarian National Commission for UNESCO in collabora-
tion with UNESCO. Twenty-eight experts from twenty coun-
tries participated /see list of participants in Annex I/.

2.   The meeting aimed to review the national achieve-
ments of the various participating countries, to
examine the work of the three groups set up by the meet-
ing of the Coordinating Committee /Liège, December 1979/,
to draw up a work plan for these groups and to study the
possibilities of establishing a network of centres parti-
cipating in the Data Bank by formulating some recommenda-
tions on this subject and proposing a timetable of work
for the various study groups.

3.   In addition to the agenda /Annex II/ the parti-
cipants had a working document /CC-80/WS/57/
and information documentation consisting of the documents
/see detailed list in Annex III/ concerning the meetings
in Bucharest, Brussels and Liège, the International Thesaurus
of Cultural Development, a directory of research and docu-
mentation organizations for cultural development /CC-78/WS/38/.
Finally, abundant reference documentation on cultural deve-
lopment was put at the disposal of participants. The co-
ordinators of the study groups had also prepared working
documents for the meeting "Preliminary issues regarding
the activities concerned with the secondary data of the
European cultural Data Bank" /English/French/ by Mrs Popescu-
Bradiceni and "Some suggestions for the future work on a
European data bank on culture" prepared by Mr. Lennart
Rosenlund.

National studies were prepared by Austria, the Bielorussian Soviet Socialist Republic, Canada, the United States of America, Finland, Hungary[1], Italy, Norway and Sweden.

4.   Mrs Magda Jóboru, President of the Hungarian National Commission for UNESCO welcomed the experts and emphasized the great importance of the results of this meeting.

5.   The Deputy Secretary General of the Hungarian Academy of Sciences, Mr. Béla Köpeczi, also stressed the importance of the meeting. In order to know better the past, as well as the present situation, it is not enough to analyse thoroughly the economic and political developments; we must also be familiar with cultural life. Up-to-date technology should put at our disposal firm, well established and comparative data.

6.   On behalf of UNESCO, Mme de la Rochefoucauld expressed her thanks to the Hungarian National Commission, the Hungarian Institute for Culture and Mr. Dienes in particular, for having made possible the meeting by their efficient organization work. She then gave a brief survey of the development of the project for the Cultural Data Bank since the 1977 Bucharest meeting.

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[1] As far as Hungary is concerned the national contribution consisted of two studied: a report on activities in the field of cultural information in Hungary in 1977-1980 by Mr. G.P. Dienes, and a contribution from the Chairman of the International Serial Data System governing Board, Mrs Judith Szilvássy.

She hoped that the meeting would make concrete recommendations on working groups of the network of national centres by proposing calendars of work.

7.   The meeting then proceeded to the election of officers as follows:

President: Mr. G. DIENES /Hungary/
Vice-President: Mr. V. FILIAS /Greece/
Reporters: Mr. Y. FERLAND /Canada/
                          Mrs. A. POPESCU-BRADICENI
                                            /Romania/

On the proposal of the President, the agenda was adopted. It consisted of the following main points:

1. State of advancement of the work
2. The field covered by the Bank
3. The types of data to be collected
4. Study of the possibilities of setting up a network of participating centres
5. Calendar of future work.

8.   A number of experts then described the situation of their countries with regard to the Cultural Data Bank. It turned out that several studies and work had been undertaken on subject matters which are related to the preoccupations expressed by the Coordination Committee at its Liège meeting. However, several experts stated /together with the Finnish expert/ that since the last meeting little had been accomplished in their countries that would actually advance the Data Bank. A great deal of valuable information and data, but which lacked consistency and coordination even within the country itself, was reported by the USA and Italy.

9.   The participants stressed the work carried out
        in the field of terminology by the publication
of the international thesaurus of cultural development,
prepared by UNESCO. Information was given on the work
carried out at the level of national thesauri. The publi-
cation of the Hungarian version of the International
thesaurus was presented. Several countries, including the
USSR, Flemish-speaking Belgium, Czechoslovakia, Poland,
Romania and Yugoslavia proposed to undertake similar work.

10.   The Swedish participant described the work
        carried out to establish a cultural policy by
defining a series of objectives. He also mentioned a
study on the needs of users of cultural services and goods
which makes possible the description of trends and the
efforts made, in order to better formulate cultural poli-
cies. Statistical results stemming from this work should
make it possible to obtain indicators. These data will
contribute to the development of the cultural data bank.

11.   Several participants spoke of their cooperation
        with the groups created in Liège. Romania, for
instance, coordinated the secondary data group: Canada,
Sweden, Finland and the United States will participate
in the work on primary data.

12.   Other experts proposed to undertake studies on
        related subjects. For example, in the context
of the work of the primary data group, Austria offered
to organize a group which would examine the statistical
base relating to music and the performing arts.

13.   The recommendations of the Liège meeting on
        the three types of cultural data, which gave
birth to three study groups, were recalled: the primary
data - i.e. cultural statistics; secondary data, or biblio-

graphical and documentary information; tertiary data concerning institutes and research centres. It was stressed that this data must be both qualitative and quantitative. The work of the above-mentioned three groups was then examined.

14.   For secondary data, Romania, in its capacity as coordinator of the group, presented a working document entitled "Preliminary issues regarding the activities concerned with the secondary data of the European Cultural Data Bank". Based on the objectives which were considered a first priority at the Liège meeting, and also the recommendations of previous meetings, this document determines the concrete actions that the group should undertake. The subjects treated are the following: Documentary basis and choice of documents; common documentary language including a standardized terminology; development of a common format; possibilities for exchange of bibliographical and documentary data; problems posed by the access to documents; progressive setting up of a basis of automatized data; joint actions of cooperation and calendar of work. As an annex, the working document presents a schema for a trial bulletin in the field of the theatre, for example.

15.   The meeting adopted the above-mentioned document as the work plan of the secondary data group. A plan and a work calendar will be added to it. The document will then be sent by the coordinating country to the European member states with a letter inviting them to join the group if they so desire. Belgium, Bulgaria, Spain, France, Hungary, Yugoslavia and Romania /the coordinating country/ have accepted to join the group. In the months following the dispatch of this letter, the group will be set up, including the countries which have asked to be members.

16.   A study committee was also set up after the
         appearance of the international thesaurus of
cultural development. A first meeting of this group, or-
ganized by the Institute of cultural research of Croatia
will take place in Zagreb in March. The group will work
in close cooperation with the secondary data group.

17.   For the primary data, the Canadian expert ex-
         plained the work accomplished since the first
meeting in Geneva in 1974 on cultural statistics. A stand-
ardized system of cultural statistics entitled "Framework
of Statistics" was adopted in Geneva in April 1979 and
reexamined in December of the same year in Vienna. This
meeting proposed to create study groups to test the cate-
gories of the "Framework of Statistics". Group A would
deal with cultural heritage and printed matter; Group B
with music and theatre arts; Group C with the cinema and
electronic media and Group D with socio-cultural activ-
ities.

18.   Group C, coordinated by Canada, comprises
         Finland and Sweden in addition to the United
States. It met for the first time in Ottawa in December
1980. Each of the four countries will develop the pro-
posals made before the end of May, and a synthesis will
be made by Canada and discussed at the end of the summer
during a second meeting of the four participating coun-
tries.

19.   Austria will probably accept to coordinate
         Group B and will shortly convoke the countries
which have already indicated their intention of joining
the group: i.e. Austria, Denmark, Hungary, Italy and
perhaps Australia.

20.   At present there are no indications concerning
         Groups A and D.

21.   The Canadian expert specified that the meeting
of the coordination committee of Groups A, B, C
and D would be held in the autumn of 1981. The experts
recommended that this committee should be responsible
for primary data within the framework of the data bank.
In view of this role, it could consist of:

- the coordinator or a representative of the
  four groups, A, B, C and D; as well as two
  experts designated by the Office of Statis-
  tics of UNESCO;

- the coordinator or a member of the secondary
  data group, the coordinator or a member of
  the tertiary data group.

22.   The Norwegian participant presented a document
relating to tertiary data. This country agreed
to coordinate the work of the tertiary data group. The
other countries which agreed to participate in the work
of this group are Belgium, Finland, Switzerland and the
USSR.

France expressed the intention of joining
the group at a later stage.

23.   The participants in the meeting made suggestions
as to the work of this group. The activities
of the group could be connected with:

1. the underline institutions and centres doing research
   work or having activities in the fields of
   cultural development, cultural policies
   and cultural activities;

2. the different types of work carried out and
   their content;

3. researchers and experts carrying out effect-
   ive research work.

The group will have to undertake the programming of the collection and updating of these tertiary data. The programming should be defined by the group, as well as the methodology used and the storing of data.

24.   As regards the structure of the bank, the participants envisaged a modular approach in function of specific priorities, taking into account at the same time real needs and available resources. This bank should be capable, from the outset, of informing certain categories of users such as decision-makers and cultural administrators and of extending gradually its services to other categories.

25.   The participants were consulted as to their conception of the bank, and in particular, whether its structure should be centralized or decentralized. It was clear that there was a preference for an approach involving a network of corresponding centres, calling upon the initiatives and available resources in each country. Certain countries mentioned the interest of conceiving such a project within the framework of the NATIS and UNISIST systems.

26.   Many speakers stressed the necessity of clearly defining the functions which the corresponding centres of the proposed network will have to fulfil.

27.   Other participants wished to have more details on the coverage of the bank. Finally, some of them wished to start work by treating data of the secondary type. They stressed the importance of national and international collaboration as well as standardized procedures which would facilitate this approach. Other participants, whilst recognizing the problems linked to the definition and collection of tertiary data, indicated their particular interest for categories of users, such as the decision-makers and administrators.

28.　　　The participants in the meeting recommended that
　　　　the countries which did not have coordinated
organization of their cultural documentation should set
up such a structure. They recommended that UNESCO should
support this step.

29.　　　Within the framework of the setting up of a net-
　　　　work of corresponding centres, the participants
agreed on the following minimal functions which should be
fulfilled by these centres:

　　　　a/ to index the existing information in specific
　　　　　　fields;
　　　　b/ to reply to needs for information coming
　　　　　　from other corresponding centres in the
　　　　　　network;
　　　　c/ to facilitate for their national users, the
　　　　　　obtaining of information indexed by the other
　　　　　　corresponding European centres.

30.　　　It was decided that the corresponding centres
　　　　would give priority to secondary data and/or
tertiary data according to the specific needs of their
countries.

31.　　　The participants confirmed the importance of a
　　　　progressive and coherent coverage at the level
of the bank as a whole. To begin with, it was recommended
that one aspect of cultural policy and one or two sectors
of cultural activity should be considered. The choice
will be left to the initiative of the participating
centres who will reach their decision on the basis of
a common agreement. The choice could be inspired by the
list established during the Brussels meeting, or the
list prepared by the "Framework of Statistics".

32.   On this basis, a number of countries expressed
their desire to designate a corresponding centre
for a first structuring of the network foreseen. These
countries were France, Greece, Hungary, Romania and the
USSR. Other participants indicated their interest in this
project and suggesting transmitting it to the national
authorities in order to examine the genuine possibility
of this participation.

33.   The participants insisted on stressing the role
that could be entrusted to the NGOs responsible
for specific cultural fields: theatre, music, plastic
arts, etc. The observer of Mediacult drew attention to
the work of his organization in the field of documentation
and asked according to what modalities Mediacult could
cooperate with the Bank.

34.   The tasks of the Coordination Committee[1]
established during the Liège meeting have been
confirmed. Moreover, it was decided to include in this
committee the representative of each corresponding centre
as well as the coordinator of each study group. It would
be desirable for the coordination committee to meet at
some time next year. During this meeting, the finaliza-
tion of the work programme of the corresponding centres
could be included in the agenda.

It was also suggested that the coordination com-
mittee should take into account the results of interna-
tional studies such as, for example, the Joint Studies
of UNESCO which could be of interest to the Bank.

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[1] The coordination committee created during the Brussels
meeting in 1978 consists of Belgium /coordinating coun-
try/, Spain, Finland, France, Hungary, Norway, Romania
and USSR.

35.   The participants agreed on several points of
the calendar of future work.

The calendar of the primary data group will be
established in agreement with the Office of Statistics of
UNESCO.

For the secondary data group, a programme of
activities will be attached to the working document pre-
pared by the coordinator and sent to the members of the
group. Moreover, this same group will prepare a trial
bulletin in the field of the theatre. The participants
recommended that a meeting should take place in Bucharest
during 1981.

The study committee on the national thesauri
/mentioned in para. 16/ fixed its first meet-
ing for March 1981 in Zagreb. It will deal with the
problems of translating the international thesaurus into
different languages, the criteria to be followed in ex-
perimenting with the thesaurus and the methods to be
used in choosing new terms for inclusion in the Thesaurus.

The tertiary data group, after establishing
its programme of activities, will meet in Norway at the
end of the Spring.

36.   The participants recommended that UNESCO should
pursue its aid for the setting up of the Cul-
tural Data Bank, by, for example, supplying to requesting
countries, consultants for the creation of corresponding
centres.

37.   Finally, the participants recommended that
this report be transmitted to the National
Commissions of European Member States through the Hunga-
rian National Commission.

38.   The participants in the Budapest meeting ex-
        pressed their thanks to the Hungarian author-
ities for the excellent working conditions and the welcome
that they received during their stay in Budapest. They
also thanked UNESCO for the work accomplished.

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                     ANNEXES

ANNEX I.   List of Participants /6 pages/
ANNEX II.   Agenda /1 page/
ANNEX III. Information Documentation. /Same as in Working
            Paper CC-80/WS/57/. /4 pages/

                  NATIONAL REPORTS

BYELORUSSIAN   Development of Social and Cultural Informa-
SSR   tion System in the Byelorussian SSR /8 pages/

CANADA   Y. Ferland: Data Base for Cultural Statis-
                tics in Canada /12 pages/

FINLAND   Finnish Development in the Area of Cultural
                I and D and in Data Bank Activities /1 page/

HUNGARY   G.P. Dienes: Report on Activities in the
                Field of Cultural Information in Hungary
                in 1979 and 1980 /3 pages/

NETHERLANDS   W.L. Schweitzer-Ferguson, H. van Beek and
                T. Pronk: Cooperative Documentation of Art
                and Culture /Cultural Pool/. Report on the
                Experimental Period September 1978 - Feb-
                ruary 1980. /6 pages/

NORWAY	L. Rosenlund: Some Suggestions for the Future Work on a European Data Bank of Culture /4 pages/
ROMANIA	Preliminary Issues Regarding the Activities Concerned with the Secondary Data on the European Cultural Data Bank. Working Paper. /30 pages + appendix/
SWEDEN	L. Gouiedo: Summary Report of the Work with Developing Statistics and Indicators of Culture in Sweden /5 pages + appendix/
USA	H. Horowitz: The Status of Cultural Data Banks in the U.S.A. /2 pages/

OTHER DOCUMENTS

ISDS	J. Szilvássy: Contribution of the Chairman of the ISDS Governing Board /5 pages/
MEDIACULT	I. Pint: International Expert Meeting on the Unesco Project "European Cultural Data Bank" /5 pages/
NORDIC COUNTRIES	A.-M. Fetveit: Nordic Cooperation on Cultural and Media Statistics /2 pages/

MEETING OF THE COORDINATION COMMITTEE OF THE

EUROPEAN CULTURAL DATA BANK

/Namur, 23-24 February 1982/

WORKING DOCUMENT

1.1   The provisional agenda of the Namur meeting men-
        tions the progress made by the working groups,
        the creation of which was decided during the first
        meeting of the Liège Coordination Committee in
        1979 /Final Report, Liège, § 14/.

1.2.1   The first group that was established had the
        task of studying methodological means and concrete
        possibilities of cooperation in the field of
        /secondary/ bibliographical data. /idem § 15/.

1.2.2   Participants expressed their wish that the follow-
        ing countries would take part in the project con-
        cerned: Spain, France, Hungary and Romania. They
        asked Romania to be responsible for this /idem,
        § 18/.

1.3.1   The second group was entrusted with the examina-
        tion of statistical /primary/ data in tight col-
        laboration with the activities aiming at the
        establishment of an Executive Committee of Cul-
        tural Statistics /C.S.C./ /Cadre de Statistique
        Culturel/ /idem, § 16/. The Brussels meeting of
        1978 had indeed expressed the wish of UNESCO's
        Statistical Office working as a statistical com-
        ponent for the data bank.

1.3.2   To really ensure this collaboration it seemed to
        be wished to associate countries of the coordina-
        tion group of the bank to the C.S.C. coordination
        group.
        That is why the working-group could be composed
        of Spain, Finland, France and the Netherlands
        /idem, § 19/.

1.4.1   A third group had to consider the problems con-
        cerning tertiary data, meaning concerning insti-
        tutions, researchers and research /idem, § 17/.

1.4.2   Finland, Norway and Switzerland expressed their in-
        tention of taking part in this working group. Par-
        ticipants asked to invite USSR to join them and
        Norway to be responsible for this group /idem,
        § 20/.

1.5   Moreover, the Liège meeting had expressed the wish
        for all other European countries to be invited to
        join the several working groups /idem, § 20/.

1.6   Finally, it must be said that the participants
        did not wish to create a fourth working group, that
        could have the task of examining the bank's orga-
        nization and structure. In fact, they had consider-
        ed that the coordination group was able to do this
        /idem, § 14/.

2.1   The already completed activities by those several
        working groups have been examined by the experts'
        meeting held in Budapest in December 1980.

2.2.1   This is how Romania introduced a working document
        for the "secondary data" group. This document was
        turned into a working scheme for the participants
        taking part in the meeting.

2.2.2   Besides the other member-states, Belgium, Bulgaria
        and Yugoslavia accepted to be part of this group
        /Final Report, Budapest, § 15/.

2.2.3   A study committee for national thesauri, establish-
        ed after the edition of the international thesaurus
        of the UNESCO's cultural development, will work
        together tightly with this working group /idem,
        § 16/.

2.3   Concerning statistical data, the participants of
        the Budapest meeting received report on the CSC's
        activities.

They confirmed the Liège decision of maintaining a tight relationship with its coordination group, and to this end they would like to include a member of the secondary working group and one of the tertiary working group /idem, § 21/.

2.4.1   The participants also made suggestions concerning the activities of the tertiary working group by confirming its activity to collect data about institutions and research centers having cultural development activities or being involved in the field of cultural development, cultural policy and activities in relation with completed works, with researchers and experts and with cultural activities, events and participation resulting from those research works /idem, § 23/.

2.4.2   Belgium and USSR have joined Finland, Norway and Switzerland as members; France declared its intention to join them at a further stage /idem, § 22/.

3.1   Since the Budapest meeting, several activities /concerning these three working groups/ have taken place. In this context, the first experts' meeting on national thesauri, held in Zagreb in March 1980, must be mentioned. On that occasion, connections with the cultural data bank and more presicely with the activities of the secondary data group were stressed. In fact, the representative of this group's coordinating country attended that meeting.

This group couldn't meet in 1981, but a meeting in Romania is scheduled for 1982.

3.2   The CSC coordination group of UNESCO's Statistical Office met in Paris in December 1981.

3.3   Finally, the coordinating country of the tertiary data group organized a first working session with Finland.

3.4   The working groups' coordinating countries and the
        participants will be able to inform in a more de-
        tailed way on these activities as well as on all
        other activities in relation with the works of
        these groups.

4.1   The provisional agenda of the Namur meeting also
        foresees the examination of results concerning the
        establishment of a network of national centers.

4.2.1   The Brussels meeting /1978/ already advised to
        establish a "national center" or a "national orga-
        nization" for the coordination of activities on
        the national and international level in each coun-
        try /Final Report, Brussels, § 10/.

4.2.2   The Liège meeting /1979/ coordination group has
        also insisted on the coordination tasks that
        belonging to the national centers, especially for
        the tertiary documents /Final Report - Liège,
        § 13/.

4.2.3   At the Budapest meeting, a real preference has
        appeared for a bank conception in words of corres-
        ponding centers network which appeal to every coun-
        try's initiatives and available resources /Final
        Report - Budapest, § 25/.

4.2.4   During this meeting, participants agreed upon the
        following minimal functions of these centers; to
        make out existing data in these specific fields,
        to fill the information needs of the network's
        other corresponding centers, to help national users
        to obtain data catalogued by other corresponding
        European centers /idem, § 29/.

4.2.5   On that occasion, it was also decided that corres-
        ponding centers would give priority to secondary
        and/or tertiary data, according to their countries'

specific needs /idem, § 30/. Moreover, the participants advised UNESCO to give priority to establish corresponding centers in countries, that would not have yet such a structure at their disposal /idem, § 28/.

4.2.6 In Budapest, France, Greece, Hungary, Romania and USSR have expressed their intention to set up such a center.
Other participants have suggested to refer to their national authorities to examine the possibility of such a participation /idem, § 32/.

4.3 The importance of the corresponding centers' role in developing the bank led the participants of this meeting to decide to include the representatives of these centers in the coordination committee, as well as the working groups' coordinators /idem, § 34/.

5.1.1 Following the Budapest meeting, a list of questions – requested by UNESCO's Secretariat – was sent to all national commissions of the Europe region.

5.1.2 Those commissions' answers should help the coordination group's members to specify the bank's objectives and activities in such a way, that the wishes and needs of the participating countries will be fulfilled.

5.1.3 On the September 30 deadline, the seven commissions had answered and the eighth one had announced its answer in a short time.

5.1.4 When the Namur meeting will be held, other commissions will probably have sent their answers.

Moreover, the participating countries' representatives will have the possibility to complete the answers delivery, if necessary.

5.2.1   The answers gained, while having many points in common, show a diversity of approach with regard to the relative importance of the bank's three data types and to the starting order of those three data types.

5.2.2   The cultural categories on which the data should be collected in the first time have changed according to the answers. At the Namur meeting, the different answers will be examined and after a discussion we hope to come to an agreement upon the way of proceeding.

5.3.1   Other proposals tend to a better definition of the bank's institutional, administrative and financial aspects and try to adopt a medium term plan to develop the bank and to function as one whole. Others suggest in a first term to reduce the cooperation to one data-type and to one specific domain, and to use the acquired experience to extend the bank's scope of activity.

5.4   The accent is also put on the need of developing the necessary methodological tools to prepare and exchange information. It is the case for example for a single entity for exchanging data.

6.1   Furthermore the establishment of a corresponding centers network is one of the items figuring on the Namur meeting's agenda. In fact, the Budapest experts'meeting expressed the wish that the Coordination Committee should mainly deal with this subject.

6.2   That last meeting determined the functions to be fulfilled by those centers. We've noticed that, generally, the national committees'comments expressed their satisfaction concerning this definition.

As a reminder, we mention that these minimal functions consisted of:

a/ indexing existing data in specific fields:
b/ meeting information needs coming from the network's other corresponding centers;
c/ making it easier for their national users to obtain data indexed by other European corresponding centers.

/Final Report, Budapest, § 29/.

6.3.1 It appears so to be essential for the bank's development to be able to identify one center - qualified to assume those functions - in every European country.

6.3.2 But it is clear that our countries have their own organization concerning their documentary activity in the cultural field; this organization being more or less developed and coordinated on a national level.

6.3.3 We should thus take this situation into account. That's why certain centers would be unable to fulfill all functions provided for; however, they could work together tightly with other centers of their country for that purpose. Meanwhile they would be responsible in regard to the network.

6.3.4 In the same way, some countries would probably prefer to decentralize, in order to be able to take their internal structure into account. So that they could nominate several corresponding centers, each of which would be responsible for a section of their territory.

6.3.5 In most cases, the corresponding center could be choosed among those already existing and provided with manpower and technical resources.

6.4.1   Its participation to the network will certainly lead to extra costs. But we think they'll be weak compared with the expected advantages in the field of exchanges and coordination.

6.4.2   To create such a center for that purpose would be something entirely different. Such an investment would probably be justified only if it was part of a national organization and coordination policy in the field of cultural documentation of a country.

6.5   In the case if the designation of a corresponding center in a country turns out to be impossible in a middle term, we propose, as a temporary measure, to select a center that would at least serve as a focal point between the whole network, the users and the authorities of that country.

7.1   Thus, the concept of a bank, as it was determined by the preceding meetings, implies a progressive development towards a network of corresponding centers, as we made it clear in the paragraphs above.

7.2.1   Its advantages are really numerous. Available data in the various countries are used in a valuable way, at once. A cooperation practice on a European level is established. Exchange of experiences within the organization of the cultural documentation centers is made easier. Finally, this system may have a dynamic influence inside each country involved.

7.2.2   Moreover, no important investment is needed, as the project may be based on an existing infrastructure. Its additional cost is low compared to the advantages offered.

7.3.1   Practical measures could be taken by the coordinating committee in order to assist countries how-

ever facing financial and/or methodological difficulties.

7.3.2   In this context assistance could be provided in the form of for instance travelling grants, training grants, missions for advisers or common studies for the purpose of organizing centers of that kind.

8.1   Such a network involving the above-mentioned positive elements, represents only one of the aspects of the cultural data bank.

8.2   Indeed, it is important that the bank does not only promote the exchange of data existing in each country, but also develops - progressively and in relation with priorities jointly defined - an European policy of cultural documentation coordination.

Such a project implies that the network of centers should be able to collect, organize and transfer suitable data in the defined fields.

8.3   The conclusions of preceding meetings as well as the analysis of the list of questions, sent to the National Committees, made it obvious that it is hard to make decisions of that kind.

8.4   Besides the Budapest meeting proposed to let one choose the type of data /secondary or tertiary/ sent to the centers, according to their country's specific needs /idem, § 30/.

8.5   The same remark could also go for the fields to be covered, although a certain consensus seems to be reached concerning a few practical proposals /idem, § 31/.

8.6.1   Of course this situation is not amazing. The diversity of situations is of such a kind that - concerning organization and coordination on a national level as well as concerning the choice of collected

and organized data or concerning the needs of users of several countries - it is unlikely that easily unanimous decisions concerning the fields and types of data to be included in the bank will be reached.

8.6.2 Choices that would satisfy some countries could lead to a negative development, should it be imposed on them.

9.1 In order to face this challenge, the only adequate solution appears to be a flexible and dynamic one. That is how secondary and tertiary working groups might be charged of the preparation of concrete collaboration proposals in precise fields /within the general framework of advices given by experts' meetings and by coordination committees/ and possibly to be responsible applying them in a limited number of interested countries.

9.2 In a second stage, all European countries would be invited to take part in this cooperation and exchange effort, according to the precise modalities determined by the coordination committee or by a general meeting of the participating countries.

9.3 Next to the minimal functions accomplished in its corresponding center, every country could participate in one or several cooperation projects that bring the most benefits for its users. Besides its participation to the network might imply the obligation to take part at least in some the working groups and/or in practical cooperation projects.

9.4 As far as primary data are concerned, we would propose to precise the recommendations given by the previous meetings, to ask UNESCO's Statistical Office to form the bank's "statistical component".

Contacts with UNESCO should precise the possibilities and modalities of such a collaboration. More particularly, we might reinforce our participation to the FCS's coordination-group.

9.5.1   The coordination committee /composed of the people responsible for the corresponding centers and the working groups/ would fulfill an essential role within that framework.

9.5.2   In fact it will have to develop and maintain the network of corresponding centers, simultaneously determining the participation modalities and taking measures, able to contribute to their creation in all European countries.

9.5.3   Moreover, this committee will have to assume the global coherence of the various proposed working groups activities, while affirming the finality of the bank and establishing the modalities of exchange and participation.

10.1   Eventually, its role will obviously lead it to assume its responsibility for financing those activities as a whole. Even if an important part of the costs should eventually be covered by the countries themselves, the committee will inevitably have to cover the costs for the organization - and centralization - activities.

10.2.1   The present conjuncture being obviously unfavourable, it will have to make a special effort in order to reach this goal.

10.2.2   To that end, it might establish an ad hoc group for the study of this particular aspect.

10.2.3   So some direct and precise contacts could be taken with various international institutions suscept-

ible to provide some financial aid to our project. On the same occasion, it would inform them about the planned activities and it would consider with them the collaboration possibilities to avoid double use.

10.2.4   That group may also consider a direct support of the bank by the participating countries.

10.2.5   Finally, it will have to precise the bank's status within UNESCO and it will have to promote its activities by the secretariat, hoping they will remain part of its program.

10.3   This ad hoc group's report as well as the working groups' concrete proposals would then be submitted to an international evaluation meeting that would decide whether the project of an European cultural data bank must be worked out or not.

FINAL REPORT

OF THE MEETING OF THE COORDINATION COMMITTEE

/Namur, 23-24 February 1982/

1.   The second meeting of the Coordination Committee
        of the European Bank of Cultural Data which was
organised jointly by the Ministries of the French and
Flemish Communities in Belgium and the Belgian National
Commission to UNESCO in cooperation with the Division of
Cultural Development in UNESCO, was held in Namur, on 23rd
to 25th Fenruary 1982.

        The objective of this meeting was to examine
the progress made since the meeting held in Budapest in
the establishment of the proposed European Bank of Cul-
tural Data.

2.   A provisional working document drawn up by the
        Secretariat of UNESCO and a provisional agenda
were circulated to participants prior to the meeting,
together with replies from the National Commissions to
UNESCO to a preparatory questionnaire concerning the meet-
ing. A working document entitled "Work proposals concerning
the Tertiary Data within the framework of the European
Bank of Cultural Data" prepared by Norway and the 1980-81
progress report of the Secondary Data group submitted by
Romania were also distributed to participants.

3.   Fifteen participants representing member states
        of the Coordinating Committee as well as other
states, two representatives of the UNESCO Secretariat
and a UNESCO consultant participated in this meeting
/see list of participants in Annex/.

4.   In the absence of Mr. Georges-Henri Dumont,
        Secretary General of the Belgian National Com-
mission to UNESCO, who was detained abroad, the meeting
was opened by Mr. Etienne Huysentruyt who, in his capa-
city as representative of the host country, welcomed
participants. In his speech, he retraced the various stages

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of reflexion and the work accomplished at both the level of the meetings of Experts and that of the different working groups. He also recalled the origin of the project and its vocation to be included within the context of the Final Act of the Helsinki Conference on Security and Co-operation within Europe and to contribute in this way to the objectives being followed by UNESCO.

5.   Mr. René Depestre, speaking on behalf of the Director General of UNESCO, thanked Belgium for her active and generous role she has fulfilled and also thanked the participating countries for their past actions and their presence at the meeting.

He expressed the hope of UNESCO that the Namur meeting would not limit itself to reporting on efforts already made during previous meetings but would take explicit decisions on adequate measures and on the precise timetable which would allow the project to progress from a reflective phase to an operational one.

At the end of this speech, the participants expressed the desire to have the text of the speech. The text was subsequently distributed to them.

6.   Participants at the meeting then proceeded to elect Officers and designated Mr. Etienne Huysentruyt /Belgium/ as Chairman, Mrs Olga Krassoulina /USSR/ and Mr. Leonard Rosenlund /Norway/ as Vice-Chairmen, and Mrs Angela Popescu-Bradeceni /Romania/, Mr. Philippe Laurent /Belgium/ and Mr. Gedeon Dienes /Hungary/ as Recorders.

7.   Participants adopted the provisional agenda as the basis for their discussions and accordingly proceeded with a survey of the work already completed by the various working groups.

8.   Mr. Serge Fanchette, Head of the Cultural Statis-
       tics Division of UNESCO, recalled his proposals
as far as the Primary Data Group was concerned, made during
previous meetings of Experts, to cooperate in the European
Bank in particular in the field of statistical data. Work
carried out to develop the Framework of Cultural Statistics
would allow the Statistical Component of the projected
Bank to come into being, as had been recommended at the
previous meetings of Experts.

9.   As coordinating country of the Secondary Data
       group, Romania presented a brief report on the
group's activities based on the working document drawn up
at the Budapest meeting and adopted as the programme docu-
ment by this group. Thus Romania presented a bulletin
signalétique, a pilot bulletin, in the field of theatre
arts, which might serve as a model for shared cooperation
between all interested countries.

       To this end, a model of a card-index of data and
a sample of the thesaurus used to draw up the above-mention-
ed bulletin were presented. A meeting of this group is
envisaged in 1982.

       Romania also referred to a working document pre-
pared for the Zagreb meeting /March 1981/ on the national
and international thesauri as well as to the activities
aimed at facilitating cooperation with other international
systems which were embodied in a working document presented
during the 47th General Council of the International
Federation of Librarian Associations which concerned the
international bibliographical control of publications in
biblioeconomy.

10.   Yugoslavia, the host country for the Zagreb
       meeting /March 1981/ on the national and inter-
national thesauri, reported on the work of this meeting.

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The delegate mentioned the progress of the translation
and the adaptation of the International Thesaurus of Cul-
tural Development in different European countries, the
experiments already carried out, the methodology adopted
for the production of the national thesauri. The repre-
sentative of Yugoslavia also expressed the wish that the
meeting should define the role of this group within the
framework of the Bank.

11.   Norway, the coordinating country of the Tertiary
          Data working group reported on the meeting held
in Norway /October 1981/.

          The Norwegian delegate briefly presented a work-
ing document drawn up at that meeting. It appears to be
necessary to clarify and define the different activities
of the group as were foreseen at the meetings held in
Liège and Budapest. It appears to them that the three dif-
ferent working groups are dealing with specific problems
and should adopt solutions which are their own.

          They underlined the close link between their
work and the establishment of a network of corresponding
centres.

          They also underlined the ambiguity of the term
"Bank" to characterize the set objectives in this project
which was conceived as an information system relying on
a network of corresponding centres.

12.   Participants at the meeting congratulated the
          member countries of the working groups for the
excellent work they had accomplished both at the reflect-
ive level as well as at the concrete level, and considered
that these activities constituted the groundwork for
later stages in the establishment of the Bank.

13.   The UNESCO consultant briefly presented the replies
        received by the National Commissions to the pre-
paratory questionnaire which had been circulated prior to
the Namur meeting.

14.   The participants then proceeded with an exchange
        of views which allowed them to note that there
was no immediate solution to the problem of financing the
Network Coordinating Centre, which is necessary for the
development of the project.

15.   Participants recommended that the concept of the
        Bank, as had been defined during previous meet-
ings, be maintained in the terms of a network of Correspond-
ing Centres.

        They believed that it was preferable to retain
the title "European Bank of Cultural Data". They under-
lined that it was in fact an information system for Culture
in Europe.

16.   Participants requested Belgium to continue its
        role as Coordinator, without being financially
implicated, until the next meeting of all the European
countries, in order to ensure the circulation of informa-
tion between participants and the different working groups.

17.   Participants requested UNESCO to consider the
        Bank as a pilot project, to register it as such
within the framework of its programme and to study the
possibilities of contributing financially. Participants
insisted that the National Commissions actively support
such a recommendation by making representations to the
appropriate authorities at UNESCO.

18.   Participants expressed the hope that the National
        Commission would actively support the designa-

tion, as soon as possible, of Corresponding Centres for the Network.

19.   Participants recommended that the working groups continue their tasks on the basis of the mandates entrusted to them at the Liege meeting and which were confirmed at the Budapest meeting.

20.   In the Primary Data field /Statistical data/, they believed that the working group established to develop the Framework of Cultural Statistics is in fact the Bank's Primary Data working group and they confirmed that the Office of Cultural Statistics at UNESCO constituted the statistical component of the Bank.

21.   As far as the Secondary Data /bibliographical and documentary data/ was concerned, the participants considered that the existing working group should continue with the programme which was approved at the Budapest meeting and should envisage producing bulletins in the various cultural fields on the basis of the model presented and the group should coordinate the participation of the various countries which are interested in the project.

Participants considered it desirable that Roumania, the coordinating country, organise a working meeting in 1982 with the help of UNESCO.

22.   The working group on the national thesauri, which is coordinated by Yugoslavia, should continue its work in close collaboration with the European Bank of Cultural Data and the Division of Cultural Development at UNESCO. Its programme of activities should be defined during the meeting scheduled in Bucharest in 1982.

23.   For the Tertiary Data /institutions, research etc./, participants expressed the wish that Norway, the coordinating country, continue its mission

with the member countries of the group. Participants hoped that UNESCO would study the possibility of financially supporting a meeting of the member countries of the group in 1983.

This group could be inspired by work completed on other occasions as, for example, during the meetings of the Network of Centres of Research and Documentation on Cultural Development, organised by the Council of Europe.

24.   Participants were pleased that, in order to contribute to information about the Bank, Hungary was to publish, under contract with UNESCO, in the near future, the working documents and the final reports of the meetings held within the framework of the project, and that Yugoslavia was publishing, in cooperation with UNESCO, a book of studies done on the preparation and evaluation of the national thesauri of Cultural Development.

25.   Participants at the meeting expressed the hope that UNESCO would organise, within the next two years at the latest, a meeting of the European member states in order to evaluate the work accomplished in view of establishing the Bank and to discuss its development.

26.   Participants warmly congratulated Belgium on its role as coordinating country and expressed their thanks for the warm welcome and excellent working conditions which prevailed at the meeting.