

**Report/Studies  
Rapport/Etudes**

**CLT/DEC/CD/95/04**

**EXPERTS' MEETING ON THE ESTABLISHMENT OF A DATA BANK  
FOR CULTURE IN SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY MEMBER STATES**

Lusaka

19-21 June 1995

**Final Report**

**Section for the Cultural Dimension of Development  
Secretariat of the World Decade for Cultural Development**

UNESCO, PARIS

UNESCO, Paris

EXPERTS' MEETING ON THE  
ESTABLISHMENT OF A DATA BANK FOR CULTURE IN  
SOUTHERN AFRICAN DEVELOPMENT COMMUNITY MEMBER STATES

Lusaka

19-21 June 1995

**Final Report**

This report has been adopted inn 21 June 1995 by the participants. The opinions expressed therein are those of the authors and do not necessarily reflect the views of UNESCO.

## TABLE OF CONTENTS

INTRODUCTION . . . . .	3
BACKGROUND . . . . .	4
OPENING SESSION . . . . .	5
WORKING SESSIONS . . . . .	6
Findings and Recommendations of the UNESCO Feasibility Study . . . . .	6
Definition of Objectives, scope, users, contents, products and services of the Project . . . . .	7
Products and Services of the NCU . . . . .	8
Technical aspects: hardware, software, methods of data collecting and processing . . . . .	9
Identification of the needs: research, equipment, training, coordination mechanisms (focal points) . . . . .	10
Strategies for the launching and implementation of the project . . . . .	11
CLOSING SESSION . . . . .	12
RECOMMENDATIONS . . . . .	13
I General Recommendations . . . . .	13
II Recommendations on immediate actions . . . . .	14
ANNEX I Proposed Work plan.... . . . .	15
ANNEX II National Coordinating Unit . . . . .	18
ANNEX III Regional Coordinating Unit . . . . .	20
ANNEX IV Mandate of the Monitoring Group . . . . .	23
APPENDICES . . . . .	24
Agenda . . . . .	25
Participants . . . . .	26
Speech by the Minister of Community Development and Social Services . . . . .	29
Speech of the UNESCO Director-General Representative . . . . .	31
Feasibility Study	
Executive Summary	
General Conclusions	

## INTRODUCTION

1. The Experts' Meeting on the Establishment of a Data Bank for Culture in the SADC Member States took place in Lusaka, Zambia from 19 to 21 June 1995. It was attended by 17 participants representing Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe as well as the Southern African Development Community (SADC) and UNESCO.

2. It was convened on behalf of UNESCO by the Zambian National Commission for UNESCO, in co-operation with the Zambian Ministry of Community Development and Social Services and the SADC Sector for Culture and Information.

## BACKGROUND

3. In 1992 the SADC Council of Ministers approved the establishment of a sub-regional data bank for culture. Bearing in mind that the setting up of a coherent system of collecting, processing and exchanging cultural information constitutes a fundamental condition for “the efficiency of national cultural development policies and programmes as well as for the promotion of cultural cooperation both at the regional and international levels.
4. In application of this decision, the Sector of Culture and Information of SADC (Maputo) has contacted UNESCO requesting its assistance for carrying out a feasibility study concerning the project.
5. In 1993, the 27th session of the General Conference of UNESCO took note of the draft resolution 27C/DR 64 recognizing the necessity of developing an international cultural information system as a means for implementing the objectives of the World Decade for Cultural Development and decided, to this effect ( i) to support the organisation of regional expert meetings and (ii) to assist with the creation of regional data bases on cultural development among others in Africa.
6. In accordance with this decision, a feasibility study of a network for cultural information in Southern Africa was undertaken in January 1995 - in the framework of the general information programme of UNESCO - and subsequently a contract was concluded between UNESCO Sector of Culture and the Zambian National Commission for UNESCO providing for a sub-regional experts’ meeting in Lusaka. The objective of the meeting was to examine the findings of the feasibility study and adopt appropriate recommendations to be addressed to the Committee of Ministers for Culture and Information of the SADC (Pretoria, South Africa,10 July 1995) which is to take a decision on the concrete modalities of establishing the data bank.

With a view of the implementation of the project in order to mobilize necessary financing for the assessment of the existing facilities and needs in the field of cultural information UNESCO has already introduced a project proposal to UNDP for financing under the technical support services (TSS-1)

## OPENING SESSION

8. The meeting started by electing Mr J. Mzyece, Director of Cultural Services of Zambia as chairperson and the bureau composed of  
Ms N. Maope: (Lesotho), Vice-chairperson  
Mr. M.G. Mayumbelo: (Namibia), Rapporteur
9. Then the meeting was addressed by Hon. Dr Kabunda Kayongo, M.P. and Minister of Community Development and Social Services of Zambia who in her official opening statement welcomed the participants and expressed, on behalf of the Government of the host country, her best wishes for the success of the meeting. She stressed the importance of the objective of the project.
10. She highlighted among other things the central role played by culture in the development process. She emphasized that the establishment of an appropriate information system and the dissemination of such information was a necessity. Furthermore, she urged participants to propose specific recommendations for consideration by the SADC Committee of Ministers of Culture and Information that would meet in the beginning of July 1995 in Pretoria, South Africa. (see appendix No. 3)
11. Following the statement of the Minister of Community Development and Social Services, the chairman gave the floor to the representative of UNESCO Director-General, Mr Mate Kovacs, Head of the Section of the Cultural Dimension of Development who underlined the great importance of the project for the cultural development in Member States and for the cultural co-operation among the different countries and regions. He expressed UNESCO's thanks to Zambia for hosting the meeting. He congratulated the SADC for this initiative and expressed UNESCO's wish to contribute to its successful implementation. (see appendix No. 3)
12. The Agenda was adopted as presented and with the understanding that it would remain flexible.

## WORKING SESSIONS

### Findings and Recommendations of the UNESCO Feasibility Study

(N. B. See the Executive Summary and General conclusions of the Feasibility Study in Appendix No.4)

13. This point was presented by UNESCO's consultant, Mr Pierre Dandjinou, Head of the Data Bank of the International Centre for Bantu Civilizations (CICIBA), Libreville, Gabon who carried out the study.
14. Mr Dandjinou stated that his two week mission to four (4) SADC countries, namely Botswana, Mozambique, South Africa and Zimbabwe to assess the feasibility of a regional network for cultural information led to the findings that:
  - a) cultural information is mostly handled in national archives, libraries, research centres, universities, NGOs, galleries, museums and within professional associations;
  - b) most institutions dealing with culture had an acute shortage of suitably trained personnel;
  - c) shortage of space for processing and storage of collections due to budgetary constraints;
  - d) computerization of information was underway but with insufficient standardization schemes and thus impeding efficient cooperation among professionals;
  - e) institutions virtually work on their own without cooperating with others and
  - f) information publicity was inefficient with the result that potential users could not easily have access to it.
15. However most interviewees consisting of scientists, researchers and artists expressed the need for a greater collaborative system within the sub-region.
16. The consultant stated that there is greater potential for networking.
17. The report was well received and its value adequately underlined. Participants expressed their interest in extending the consultancy to Member States that were not covered. Funds have to be solicited for this activity.

18. Participants were unanimous in their call for a speedy launching of both the national cultural information networks and the regional cultural information network integrating the already existing data bases and information sources. It was recommended that the body be called Southern African Cultural information System (SACIS).
19. It was felt that the project/unit should be based within the SADC Culture and information Sector coordinated by Mozambique.
20. However due to the prevailing local conditions and the need to decentralise sector projects, Mozambique cannot at this stage assume full responsibility over the project. Thus, participants recommended that South Africa or Zambia be considered to host the project respectively on account of sufficient technological infrastructure and expertise. Angola offered to share its extensive technical experience in networking. The SADC Sector Coordinator for Culture and Information, will retain overall supervision of the project.
21. It was stressed that the following criteria should be met by the host country:
  - a) appropriate competence and human resources
  - b) easier access to users;
  - c) sufficient space and furniture to cater for offices, libraries and documentation centres;
  - d) efficient communication services.

Definition of Objectives, scope, users, contents, products and services of the Project

22. The overall objectives of the regional network for cultural information are as follows:
  - a) to create a regional network of cultural information as an efficient instrument of designing, implementing and evaluating cultural development policies, programmes and institutions;
  - b) Strengthening indigenous cultural development;
  - c) Mobilizing cultural resources in view of economic development at the national level;
  - d) Ensuring a better integration of the cultural dimension in development strategies and programmes;



- e) Elaborating by SADC a programme of policies, strategies and priorities in the field of culture and cultural co-operation among the countries of SADC as well as between SADC and other countries in Africa and of other continents;
  - f) Contributing to regional integration.
23. In addition, the following specific objectives were noted:
- a) develop a data bank for cultural activities in the region to ensure a permanent flow of information between participants to the network;
  - b) assist member states in designing and implementing national policies of information and in identifying funding possibilities;
  - c) provide training facilities through workshops and seminars;
  - d) provide advice on professional methodology of information handling, selection and use of appropriate technologies and on designing and marketing products and services that might be responsive to end users;
  - e) help strengthen national systems of cultural information;
  - f) build formal links between national, regional and international institutions and people interested in cultural development.
24. On the other hand, the national network for cultural information will strive to achieve the following products and services:

Products and Services of the NCU (National Coordinating Unit).

- a) Provide appropriate data on cultural policies, administrative structures, etc.;
- b) Provide useful data for decision makers;
- c) Orientate users to available sources of information;
- d) Establish national directories on: researchers, artists, national heritage, cultural events, meetings, research projects, publications and other related activities;
- e) Circulate a national newsletter on cultural life and cultural development of the country;

- f) Produce bibliographies and catalogues related to cultural life:
  - g) Provide consultancy services for projects related to cultural dimensions of development.
25. The sub regional-system of cultural information should serve as a network of networks, i.e. be capable of providing any type of information relevant to cultural development. It should integrate three different sub-modules for the development of cultural information system, namely the documentation, information and communication modules.
26. Participants urged that the networks be service and product oriented and be sustainable.
- It was recommended that the networks be developed progressively along the following priority fields:
- a) data base on cultural policies, heritage and copyright issues (including legislation, cultural administration, funding resources, tax regulations, etc.);
  - b) data base on resource persons in cultural activities;
  - c) data base on cultural events, institutions, associations and unions in the field of - culture;
  - d) data base on research, training and cultural information sources in the region.
27. Potential users were identified as decision-makers, mass media (especially broadcasting stations), entertainers, artists, tourists, researchers, educators, etc.
28. Products and services should be planned and developed taking into account the needs of the users and the possibilities of marketing following the recommendations of the monitoring group.

Technical aspects: hardware. software. methods of data collecting and processing

29. It was recommended that appropriate modern equipment that was sustainable and containing the capacity to process, store and allow speedy access to information should be favoured. The purchase of equipment, hardware and software should be made locally, if possible, but in consultation with the Regional Coordinating Unit in order to ensure their compatibility.
30. In order to ensure easier access to the information, a uniform methodology of collecting and processing information is recommended.

31. Appropriate training was noted to be a necessary prerequisite for its realisation.

Identification of the needs: research, equipment, training, coordination mechanisms (focal points)

32. The project will be enshrined within the SADC Sector for Culture and Information and the latter shall retain overall coordination.
33. Starting from 1998 the project will be supervised by an executive body to be known as a Steering Committee consisting of all Member States and cooperating partners. The Steering Committee shall report to the Coordinating Sector for Culture and Information.
34. In the meantime, a monitoring group composed of Zimbabwe, Zambia, Angola, SADC coordinating sector, UNESCO, the UNESCO Consultant and the host country shall organise the activities of the project pending the launching of a Steering Committee. The monitoring group shall be in existence until the end of 1997. In the event of failure to put the Steering Committee in place beginning 1998, membership of the monitoring group shall rotate.
35. The monitoring group shall coordinate the implementation of the recommendations of the meeting of Experts, raise funds and ensure that there is efficient constant circulation of information between participating countries.
36. The Harare Office of UNESCO in close cooperation with the competent SADC Sector will facilitate the functioning of the monitoring group.
37. It was suggested that the regional coordinating unit of the project should be based in South Africa. In the event of South Africa not accepting, Zambia would be considered.
38. It is assumed that the hosting country will provide suitable office space, documentation centre and appropriate furniture.
39. A staff complement of approximately five to ten (5-10) is ideally needed to operate the regional network in the preliminary phase and should include the regional Coordinator, data analysts and documentalists, editor and supporting staff of Secretary, keyboard specialist and clerk. The necessary personnel expenditure should be provided for by the host country and SADC.
40. It is proposed that the national coordinating Unit be located in an appropriate institution, for example the Department of Culture.
41. The implementation of SACIS is amongst others, necessitated by factors such as:

- a) the on-going development of the Sector of Information and Culture in Maputo:
- b) the present uncoordinated national and regional initiatives;
- c) the tremendous potential of development of cultural and information activities in the region which has been particularly released by the new South Africa.

Strategies for the launching and implementation of the project

- 42. Greater cooperation among participating countries and instances is a necessary prerequisite for the viability of the project.
- 43. SADC and UNESCO have crucial roles to play in order to ensure the success of the project, mainly in the areas of funding and provision of expertise.
- 44. Funding should be solicited from both SADC and UNESCO, while other donors should be identified and approached.
- 45. The project at both the national and regional levels is of utmost importance and should therefore be launched as a matter of extreme urgency.

CLOSING      SESSION

46. During the last session the rapporteur presented the summary of the debate and the recommendations of the meeting.
47. Subsequently the participants discussed the draft report which was then unanimously adopted, it being understood that the amendments proposed will be duly reflected in its final version.
48. After the adoption of the draft report and recommendations, the meeting was concluded by the closing address of the Chairman as well as of the representative of SADC and UNESCO.

## RECOMMENDATIONS

The Experts' Meeting on the Establishment of a Data Bank for Culture in the Member States of the Southern African Development Community (SADC) (Lusaka, 19-21 June 1995)

Recalling the decision of the SADC Council of Ministers taken at its 1992 session of establishing a Data Bank for Culture in the SADC Member States;

Recognizing the valuable support given by UNESCO to the implementation of this Project by realizing a feasibility study and a sub-regional experts' meeting on this project;

Congratulating the UNESCO consultant for the excellent feasibility study;

Expressing its gratitude to the Zambian authorities for having accepted to host the experts' meeting;

### I General Recommendations

1. Invites the Committee of Ministers of Culture and Information to consider recommending its approval to the launching of the SACIS project;
2. Invites the SADC Sector of Culture and Information and UNESCO to give administrative and technical as well as financial support to the implementation of the SACIS project within the limit of available resources, in particular to the establishment of the Regional and National Co-ordinating Units according to the overall and specific objectives of SACIS as defined in paragraphs 22 and 23 of this report as well as according to the Work Plan and Time Frame proposed in Annex I of the present report;
3. Invites the Member States to confirm their participation in the project and their commitment for ensuring that the necessary local conditions for the establishment and the functioning of the National Co-ordinating Units as stated in the corresponding PROFILE annexed to the report (Annex H);
4. Invites the Government of South Africa to consider favourably the proposal of hosting the Regional Co-ordinating Unit and to ensure for it the facilities and conditions, with the support of SADC and UNESCO, permitting it to become fully operational as soon as possible and to meet the requirements described in the profile annexed to the report (Annex III);
5. Invites the Member States, SADC Culture and Information Sector and UNESCO to take the necessary steps in order to mobilise international funding with a view to ensuring the support necessary for the implementation of the SACIS project;
6. Invites international and bilateral donors as well as foundations to consider favourably

to support the implementation of the SACIS project:

7. Proposes to SADC Sector of Culture and information to create a monitoring group with the purpose to ensure the follow-up of the recommendations of the Meeting according to the Work Plan and Time Frame and the mandate described respectively in Annexes I and IV attached to this report;
8. Expresses its gratitude to Member States, SADC, UNESCO and all future sponsors for their valuable support which they may be able to give in order to enable SACIS to become an effective instrument of endogenous cultural development, promoting cultural co-operation and regional integration in Southern Africa.

## II Recommendations on immediate actions agreed upon in the meeting

9. In view of ensuring the support necessary for the launching of the SACIS project
  - a) The Sector of Culture and Information of SADC and the Chairman of the meeting will present the recommendations to the Committee of Ministers of Culture and Information convened in Pretoria on 10 July 1995;
  - b) The Sector of Culture and Information of SADC will send a letter to UNDP (New York) in support of the project proposal presented by UNESCO for UNDP financing under the Technical Support Services (TSS-1);
  - c) The Sector of Culture and Communication of SADC will submit before 31 December 1995 a regional request under the participation programme of UNESCO for 1996-1997 (US\$35,000);
  - d) Zambia on behalf of the Member States of SADC, will present a draft resolution requesting UNESCO's support for the launching of the project (before 25 July 1995).
  - e) The SADC Member States will present before 31 December 1995 national requests, with a good priority, concerning the establishment of the national coordinating units (NCU) namely for the purchase of equipment, organisation of the national network, fellowship for the operators of the national data banks etc. (US\$10,000 to 15,000).
  - f) The SADC Culture and Information Sector shall present project proposals to be submitted for financial support under the Priority Africa programme, the International Programme for the Development of Communication (IPDC), the International Programme of Information and the General Information Programme (PGI) operating in the framework of UNESCO.
10. With a view to accelerating the collection of information, the SADC countries will relaunch the inquiry on cultural Policies and Cultural Information and Documentation Centres in co-operation with UNESCO and CULTURELINK, Zagreb.

## ANNEX I

### PROPOSED WORK PLAN AND TIME FRAME FOR THE ESTABLISHMENT OF SACIS (07/1995 - 12/1997)

1995

- 10 Jul. Submission of the recommendations of the Lusaka Meeting to the Committee of Ministers of Culture and Information (Pretoria, 10 July)
- 25 Jul. Submission of a draft resolution to the 28th Session of the General Conference
- 10 Sept. Confirmation to SADC by the Member States concerned, of the designation of the regional and national co-ordinating units as well as their commitment to ensure the necessary conditions for their functioning (salaries, expandable utilities, maintenance of equipment)
- 30 Sept. Completion of UNESCO Culturelink questionnaires on cultural policies and on cultural data bases
- 25 Oct. Presentation of the project to the 28th Session of the General Conference
- Nov-Dec. Continuation of the feasibility study to member states by UNESCO consultant (if TSS-1 project is approved by UNDP)
- 31 Dec. Submission of Participation Programme requests to UNESCO by SADC (regional) and Member States (national)

1996

- Jan. Consultancy to the regional Co-ordinating Unit
- Feb. Establishment of the national and regional co-ordinating units
- Feb. First meeting of the monitoring group (SADC, UNESCO)
- Mar. Organisation of national workshops with partners and users
- Apr. Submission to UNESCO of the complete feasibility study by the consultant
- Jun. Confirmation of the decisions on the Participation Programme requests
- Jun-Aug. Purchase of equipment



- Jun-Dec. Establishment of national databases on sources of culture information.
- Jul. Progress report to the Committee of ministers of SADC of Culture and Information.
- Sept. Joint meeting of the operators of the national coordinating units and possible donors in the regional coordinating units. Training seminar for operators of national coordinating unit/second meeting of the monitoring group.
- Nov. Publication of a promotional booklet on the Data Bank. Launching of the continuous transfer of data from RCU (Regional Coordinating Unit) to NCU and vice versa.  
Fundraising campaign for the financing of the planned products.
- Nov-Dec. Submission of detailed project documents to donors (EU, NORAD, FINNIDA, SIDA, DANIDA, CIDA, GULBENKIAN Foundation, Rockefeller Foundation, Ford Foundation, British Council, Communication Institute, etc.)
- Dec. 12 Publication of the directory on Cultural policies and cultural data bases in SADC countries.

1997

- Jan-Mar. Distribution and marketing of the directory on cultural policy.
- Jan-Dee Development of data base: data collecting and processing.
- Jan. Presentation of a request for official recognition by UNESCO and OAU.
- Feb. Third meeting of the monitoring group.  
Launching of a Regional data base on cultural events
- Mar. Publication of the first issue of the SACIS Bulletin. Establishment of links with other cultural information services: CICIBA, PADIS, Culturelink, SICLAC, Sic-Cultural Information Servicee for the South, PANA, etc.
- Jun. Publication of the second issue of the SACIS bulletin. Report to the Committee of the Ministers of SADC. Circulation of calendars of cultural events (festivals, exhibitions, fairs,.. etc)
- Jul. Progress report to the Council of Ministers of SADC of Culture and Information
- Sept. Fourth meeting of the monitoring group.

- Oct. Publication of the third issue of the SACIS bulletin.
- Dec. Publication of the Fourth issue of the SACIS bulletin.  
Second meeting of the operators of coordinating units  
Renewal of monitoring group and possible evolution to the Regional Steering Committee.

## ANNEX II

### SACIS: THE NATIONAL COORDINATING UNIT (FOCAL POINTS): A PROFILE

#### A) OBLIGATIONS AND DUTIES OF NATIONAL COORDINATING UNITS (NCU)

- i) NCUs are in charge of the National network for cultural information;
- ii) They have the duty of organizing the national network in a view to collecting relevant data for the data bases it has to develop;
- iii) NCUS have to build the national data bank for culture in conjunction with other interested national institutions;
- iv) NCUs receive copies of relevant regional data and products to be disseminated among national participants.

They send relevant national data on machine readable form (on floppy disk or file of transfer where available) to the Regional Coordinating Unit.

#### B) PREMISES AND PERSONNEL

The national coordinating unit should be a documentation/Information centre/system, which operates under the supervision of the Department in charge of cultural activities. The personnel in charge of the development and operation of the national data bank should be composed by at least two (2) persons: one should be a cultural officer and the other an information specialist (documentalist, archivist or librarian)

#### c) COSTS INVOLVED FOR PARTICIPATING COUNTRIES

- i) Salaries and other advantages of the national staff
- ii) Expendable
- iii) Utilities
- iv) Maintenance of equipment
- v) Communication fees\*

(\* Costs might be shared between NCUs and RCU depending on specific arrangements).

- D) NCUs Receive from Regional Coordinating Unit
  - i) Equipment and software packages
  - ii) Training facilities for the national participating members
  - iii) Technical assistance as to methodologies of data processing, designing of products and services and
  - iv) management of the national system
  - v) Regional files and products

N B The NCU should not be a new structure to be implemented but will form part of existing institution or system whose responsibilities and mandate should be extended to cover new objectives and missions.

#### PRODUCTS AND SERVICES OF THE NCU

- i) Provide appropriate data on cultural activities in the country
- ii) Provide useful data for decision makers
- iii) Orientate users to available sources of information
- iv) Establish national directories on: researchers, artists, national patrimony, cultural events and other related activities
- v) Circulate a national newsletter on cultural life and cultural development of the country
- vi) Produce bibliographies and catalogues related to cultural life
- vii) Provide consultancy services for projects related to cultural dimensions of development.

### ANNEX III

#### SACIS: THE REGIONAL COORDINATING UNIT: A PROFILE

##### A) OBLIGATIONS AND FUNCTIONS OF REGIONAL COORDINATING UNIT

- i) RCU Operates the regional network of information
- ii) It develops specific data bases in conjunction with national participants
- iii) It is in charge of the technical and managerial coordination of the network
- iv) It develops co-operation and exchange of information with other networks and information systems
- v) It seeks funds in collaboration with national focal points and under the supervision of SADC Sector for Culture and Information, to the development of the system
- vi) It reports to the regional steering committee
- vii) It markets the products and services of the regional system

##### B) PREMISES

The regional coordinating unit should be hosted as an autonomous service within an institution that could offer the following facilities:

- i) Sufficient space and furniture for offices, library and documentation centre
- ii) Easy access to users of the system
- iii) Efficient telecommunications services

The RCU is under the supervision of the Ministry/Department in charge of culture in host country.

c) PERSONNEL

The personnel of the RCU should be ideally composed of:

- i) The Regional Coordinator (Profile: Cultural Officer or Information Specialist)
- ii) A Computer Specialist
- iii) Data Analysts and Documentalists
- iv) Editor
- v) Supporting Staff.

NB: Part of the costs related to the personnel “should be paid by SADC. It is recommended that a special working group including representatives from SADC and the host country be appointed to suggest appropriate support of costs. It is envisaged that the staffing level will initially be between 5 and 10.

D) COSTS INVOLVED FOR HOST COUNTRY

- i) Utilities
- ii) Maintenance of equipment
- iii) staff\*
- iv) Communication\*

(\*Part of these costs should be paid by SADC.)

E) RCU Receives from NCUs

- i) Copies of national data bases related to specific items pertaining to cultural development
- ii) Copies of materials related to cultural activities
- iii) Bulletins, newsletters.

F) PRODUCTS AND SERVICES OF THE RCU

- i) Provide appropriate data on cultural activities in the SADC region: exhibitions, galleries, festivals, fairs
- ii) Provide data for decision makers
- iii) Orientate users to available sources of information in the region.
- iv) Circulate regional newsletters on cultural events and cultural development
- v) Directories, catalogues, bibliographies
- vi) Audio-visual Products
- vii) Provide consultancy services to projects related to the socio-cultural dimension of development
- viii) Online access to data bases.
- ix) Produce and disseminate promotional material (leaflets and booklets, etc.)

N.B: Host country of the RCU should also possess its national coordinating Unit.

## ANNEX IV

### MANDATE OF THE MONITORING GROUP

In order to ensure the follow-up to the recommendations of the meeting, it is proposed to establish a monitoring group including the representatives of:

- a) Zambia, host country of the meeting and having experience in operating a cultural data base;
- b) Angola having experience in operating a cultural data base;
- c) Zimbabwe, being the host of the UNESCO regional office;
- d) The Regional Co-ordinating Unit (eventually South Africa);
- e) The Sector of Culture and Information of the SADC;
- f) The Harare sub-regional Office of UNESCO;
- g) The UNESCO Consultant.

The mandate of the monitoring group is:

- a) to ensure the implementation of the recommendations of the meeting following the proposed work plan and time frame as it maybe amended by the Pretoria session of the Committee of Ministers of Culture and Information of the SADC (July 1995);
- b) to advise and orient the establishment of the National and Regional Co-ordinating Units;
- c) to make proposals as to the priorities and timing of the development of services and products;
- d) to prepare progress reports on the implementation of the recommendations to the Sector of Culture and Information for the annual meetings of the Committee of Ministers concerned.

The mandate of the proposed monitoring group will come to an end in December 1997 when the Member States will decide upon the appropriate mechanism of coordination. It being understood that the representatives of the Regional Co-ordinating Unit and the Sector of Culture and Information of the SADC are ex-officio members of the Co-ordinating mechanism.



## APPENDICES

**Agenda for the Meeting on Establishment of a Data-Bank for Culture  
in the SADC Member States  
Lusaka, Fairview Hotel  
19-21 June, 1995**

***19 June, Monday***

9.00-9.30

Election of the Chairman and the Rapporteur

Adoption of the agenda

9.30-10.30

Opening remarks by the UNESCO representative

Official opening address by the Minister of Community Development and Social Services

Coffee/tea break

10.50-12.30

Presentation of the findings and recommendations of the feasibility study by the UNESCO consultant

Discussion

Break for Lunch

14.30-15.30

Definition of the objectives, scope, users, contents and products and services of the project

Coffee/tea break

15.50-17.30

Technical aspects: hardware, software, methods of data collecting and processing

***20 June, Tuesday***

9.00-10.30

Identification of the needs: research, equipment, training, co-ordination mechanisms (focal points) etc.

Coffee/ Tea break

10.50-12.30

Strategy for the launching and implementation of the project

- co-operation among the participating countries
- the role of the SADC and UNESCO
- contact with possible donors
- timing

Break for lunch

14.30-16.00

Discussion and report preparation

***21 June, Wednesday***

9.00-10.30

Presentation and adoption of the report.

11.00

Closing of the meeting

**Meeting on Establishment of a Data-Bank for culture  
in the SADC Member States  
Lusaka, Fairview Hotel  
19-21 June, 1995  
Participants**

1. Name: GREEN Emmanuel Bruno Jovelino  
Title: CICIBA Microstation Manager  
Address: 9 Rua Salvador Allende, C.P.4053, Municipio Maculuso -Bairro De Ingombota, Luanda-Angola  
Tel. 391887 (Office) 331519 (Residence)  
Fax: 397731/393445/397033
  
2. Name: TAU Dineo  
Title: Administrative Secretary, Botswana National Cultural Council  
Address: Dept. of Culture and Social Welfare, P/Bag 00185, Gaborone, Botswana  
Tel: (267) 30 92 22  
Fax: (267) 30 92 27
  
3. Name: MAOPE Nkhetheleng  
Title: Deputy Principal Secretary  
Address: Ministry of Tourism, Sports and Culture  
P.O. Box 52, Maseru 100, Lesotho  
Tel. (266) 31 18 49/(266) 31 30 34  
Fax:
  
4. Name: CHIOTHA Lidia  
Title: Principal Archivist  
Address: National Archives of Malawi, P.O. Box 62, Zomba, Malawi  
Tel: (265) 52 29 22/52 21 84  
Fax: (265) 52 21 48
  
5. Name: MAYUMBELO M.G.  
Title: Senior Cultural Officer  
Address: Ministry of Basic Education and Culture, P/Bag 13186, Windhoek, Namibia  
Tel. (264/61) 29 33 157/29 33 156  
Fax: (264/61) 23 01 80

6. Name: SICHEEME Rotter Mamba  
Title: Lecturer, Dept. of History  
Address: University of Swaziland. P.B. No. 4 Kwaluseni, Swaziland  
Tel. (268) 85 108/84 747/84 011  
Fax: (268) 85 276  
Tlx: 2087 WD
  
7. Name: MWALE Stephen  
Title: Documentalist/CICIBA Microstation Manager  
Address: Institute for African Studies, University of Zambia, P. O. Box 30900, Lusaka  
Tel. (260-1) 29 41 31  
Fax: (260-1) 29 42 91  
Tlx: ZA 44370
  
8. Name: GANDIDZE Michael N.  
Title: Senior Administrative Officer  
Address: Ministry of Sport, Recreation & Culture, P.O. Box CY 121, Causeway, Harare  
Tel: (19) 794560/794508  
Fax: 794505
  
9. Name: KAIBA Wilfred M.  
Title: Director, Zambia National Commission for UNESCO  
Address: P.O. Box 50619, Lusaka, Zambia  
Tel. (260-1) 254954/250900  
Fax: (260-1) 254954
  
10. Name: MZYECE Jutas,  
Title: Director, Zambia Cultural Services,  
Address: P.O. Box 50177, Lusaka , Zambia:  
Tel. (260-1) 29 23 86/29 23 88;  
Fax: (260-1) 22 53 27
  
11. Name: KANYEMBO Winner  
Title: Head, National Institute for Public Administration (Burma Road Campus)  
Address: P.O. Box 50052, Lusaka  
Tel. (260-1) 251452/253900  
Fax: (260-1) 222480

- 12). Name: MUSSA Yolanda Justino  
Title: Secretary-General, CCPIC and SADC Sector Coordinator for Culture and Information  
Address: 780, Francisco O. Magumbwe Av. 10th Floor, Maputo  
Tel. (258-1) 49 34 26  
Fax: (258-1) 49 34 27  
Tlx: 6-487 Minfo MO
13. Name: DANDJINOUE Pierre  
Title: Head, Data Bank & Documentation  
Address: C I C I B A , P . BOX 770, LIBREVILLE, Gabon  
Tel. (241) 73 96 50  
Fax: (241) 73 40 68
14. Name: KOVACS Mate,  
Title: Head Section of the Cultural, Dimension of Development  
Address: UNESCO, rue Miollis, Paris 75015  
Tel.: (33-1) 45 68 43 32  
Fax: (33-1) 43 06 73 67
15. Name: DIJAKOVIC Damir  
Title: Assistant Programme Specialist in Culture  
Address: POB HG435, Highlands; Kenilworth Rd., Newlands, Harare, Zimbabwe  
Tel: (263/4) 73 30 21/73 34 97  
Fax: (263/4) 73 30 22  
Tlx: 26472 UNESCO ZW  
E-mail: D.DIJAKOVIC@UNESCO.ORG

Speech by the Minister of Community Development and Social Services. hon. Dr. Kabunda Kayongo. mp. at the opening of the SADC seminar for cultural experts on the establishment of a regional data bank held at the Fairview hotel, Lusaka. Monday 19 June 1995 at 0900 hours

Mr Chairman  
The Permanent Secretary  
Representative of the UNESCO Director-General Mr. Kovacs  
Assistant regional cultural advisor, Mr Djakovic  
Resident representative of UNESCO  
Representative of CICIBA - Mr Dandjinou  
Distinguished Participants  
Ladies and Gentlemen

It gives me great pleasure to officially open the SADC regional seminar on the establishment of a regional cultural data bank.

The fact that member states of SADC are taking steps to network and afford experts the opportunity to prepare modalities for the establishment of a regional data bank with antennas in member states of sadc, is a welcome development indeed.

The above development of forging cultural links among member states of SADC has taken a long time to materialise. In other words, culture has been a missing component in the development of most parts of the world. Or else, how do we explain the widespread manifestation of anthropogenic climatic changes which threaten the very existence of mankind on planet earth.

At the inception of SADC the notion of the centrality of culture, in the development process of the sub-region, eluded the founding fathers of sadc despite the fact that they worked tirelessly to liberate themselves from foreign domination. Their effort left little or no impact at all, even though they frantically held a series of meetings in Arusha (July, 1979), Lusaka (April, 1980), Salisbury (September, 1980), and Maputo (November 1980). As the cultural dimension was absent in their dealings with each other 1980 to 1990 in Africa was a lost decade.

The dawn of realisation throughout the world that, modern man, has not quite fathomed the true nature of culture, has compelled the general assembly of the United Nations to declare 1988 to 1997 as the World Decade for Cultural Development. And in 1992 the General Conference of the general assembly of the United Nations adopted a resolution creating the World Commission on Culture and Development (chaired by the former Secretary General of the United Nations) which is now traversing the width and breadth of the world, in order to decipher further the true nature of culture.

Therefore it is very heartening to see that the SADC countries are taking firm steps towards the creation of the necessary prerequisites for development. We all know that development is a cultural process which must evolve from within society itself and not be handed down from some "benevolent development agencies".

The Southern African Development Community (SADC) realises that there cannot be meaningful development in the sub-region unless culture is integrated into the mainstream of development strategies. As we strive towards building our community, it is vital to ensure that the cultural sector plays its critical role in the process.

We fully acknowledge the fact that the cultural sector would not impact itself fully upon our community, unless an effective and efficient information system is put in place. This seminar, therefore is very important as it aims at tackling the existing problem of [he absence of an appropriate information system in the cultural sector for our community.

Mr Chairman, I notice on your programme that among other things you will be looking at the recommendations of the feasibility study by the UNESCO consultant and that you will also delve into needs assessment, especially with regard to equipment, training and coordination mechanisms. This is very cardinal in such a highly technical project which is dependent on technology. I can only hope that at the end of this seminar you will have agreed on specific recommendations for consideration by the SADC Committee of Ministers of Culture and Information.

Finally, on behalf of the government and the people of Zambia I would like to thank Mr Damir Dijakovic, the assistant cultural adviser to UNESCO and the representative of the UNESCO Director-General Mr Kovacs, for sponsoring the seminar. Please convey our gratitude to the Director-General of UNESCO. I also wish to recognise the presence of the representative of CICIBA, Mr Dandjinou. I do hope that our esteemed visitors will have a pleasant stay in Zambia. You are most welcome and please feel at home. You must find some time to visit some of the places of cultural interest in Lusaka. I hope the organisers will arrange an excursion around the city for you to relax a little.

Once again, Mr Chairman, I welcome you all to Zambia. SADC is ours and we owe it to ourselves to ensure that our community is built on solid foundation.

It is now my honour and privilege to declare the SADC seminar of cultural experts on the establishment of a sadc cultural data bank officially open. I thank you very much and wish you fruitful deliberations.

Thank you

Speech of the UNESCO Director-General Representative, Mr. Kovacs

Your Excellency/Hon. Minister for Community Development and Social Services  
Madam Secretary-General of the Sector for Culture and Information of the Southern African  
Development Community  
Mr Secretary-General of the Zambia National Commission for UNESCO  
Mr Chairman  
Ladies and Gentlemen

When taking the floor in this meeting, I would like to say first of all, that it is a great honour and pleasure for us, that is for my colleague Mr Dijakovic and myself, to represent UNESCO and to convey best wishes of the Director-General for Culture for the success of your work and the realisation of the project that you are going to discuss.

I should like also to express my warmest thanks to the Zambian authorities, in particular to the Zambia National Commission for UNESCO and the Department of Cultural Services of the Ministry of Community Development and Social Services, for hosting the meeting and for having secured, in close cooperation with UNESCO's Harare Office, the best possible conditions for the good organisation of our gathering in this friendly and beautiful country.

I should like finally to congratulate the Southern African Development Community for the very important and timely initiative of establishing a cultural information network. I should also like to congratulate Mr Pierre Dandjinou, Head of the Data Bank Development Unit of the CICIBA who has realised, thanks to the support of UNESCO General Information Programme, the excellent feasibility study in view of the preparation of our meeting.

When I said that it was a great pleasure for me to participate in this meeting, please believe it was not just kind of "politessee" Certainly not. For having dealt with problems of cultural policy, cultural development and cooperation during the last 16 years in UNESCO, I have the strict conviction that the efficient cultural information is a key condition for any substantial progress in this field.

When designing cultural policies, governments need to have a thorough knowledge of the realities of the cultural life of their countries. They need to know what are the problems, what are the needs and aspirations and what are the resources and facilities, who are the actors and possible partners on which they can count in their action. They need information in order to be able to take into account the cultural diversities, to pay attention to the changes and to be aware of the experiences and achievements of other countries.

How to adopt appropriate legislation or how to identify the strategic priorities of a democratic cultural policy and how to use efficiently the generally insufficient means available for culture if we do not have a comprehensive information of what is really going on in cultural matters.

Cultural workers, artists, cultural institutions and associations need also to know where they can obtain support for their programmes or their creative work. They have to be aware of the expectations of the public and they need to make themselves known to the public and possible partners within their countries and abroad.



I could continue the long list of arguments, but I know that they can be discussed later on in this meeting. Thus I only mention the need for information of international organisations dealing with culture such as UNESCO or the SADC if they want to serve the community of their Member States in an appropriate manner.

As a matter of fact, the importance is not limited to the sector of culture. If we recognise that culture is an essential dimension of sustainable human development. we have to consider the importance of information on culture - in the broader anthropological sense of the term for the success of development effort in all the other sectors.

Aware of these problems, we proposed many years ago when UNESCO and the UN were about to launch the World Decade for Cultural Development that the creation of a worldwide cultural information system could be one of the most important tasks for UNESCO in this framework. It would benefit all those concerned, it could have multiplier effect and become a lasting and efficient instrument in the service, not only of cultural development, but of a better human life and of a more peaceful and tolerant world.

For different reasons and constraints, the cultural information system has not been selected as a major priority for the Decade. But when Member States took the initiative of developing cultural information services, we had the possibility of supporting them under the Decade's programme.

Thus we had the opportunity to contribute to the development of the Culturelink network of networks of research and cooperation in the field of cultural development which - six years after its creation - has now more than one thousand members worldwide including in Africa. We are supporting also the Latin American a Caribbean Cultural Information System as well as the pilot project of European Cultural Data Base.

In Africa also we have financed a meeting of experts on cultural information in Africa, organised by the African Cultural Institute in 1991 in Dakar, but due to the financial difficulties of the Institute the meeting had no follow-up.

Therefore, we were very happy when we were informed about the proposal of SADC going in the same direction at the subregional level and therefore we support whole-heartedly its promotion.

I am convinced that our cooperation this time can lead to concrete results for the benefit of the cultural development in your countries and I conclude by repeating our best wishes for the success of your undertaking.

Thank you for your attention.

## VI GENERAL CONCLUSIONS

The survey in the four southern African countries demonstrates that cultural information is not yet playing its role in the process of development of the region. The reasons for this failure are many, the most remarkable being:

- Lack of clearly defined policies for information and cultural development in most countries;

- Lack of perception by decision makers of the role cultural information could play in the overall economic activities, especially in countries where institutions in charge of cultural information can hardly demonstrate concrete results;

Dwindling budgets aggravated by high cost of documentation and difficulties in obtaining foreign currencies are the common lot of cultural information centres;

Ignorance of existing indigenous resources precludes collaborative activities;

- Lack of motivation on the part of most personnel who fails to really communicate with end users and who need permanent upgrading of their skills.

Resource sharing appears as one of the solutions to these constraints, and prospects for networking are already perceivable in southern Africa. The varied initiatives that are going on are now conformed by many factors: the rapid development of telecommunications with the spreading of many low cost electronic networks; the geo-political context of the region which is marked by a more democratic South Africa, and a progressive installation of a culture of peace and democracy in most countries.

It appears that an integrated system of cultural information should be a support to the new challenges that the region as a block is going to take up from now. One of these challenges being the building of indigenous development, investigating the cultural resources of the region should become a priority. Hence the importance of a regional network to harness cultural information.

It is obvious that in the present stringent times, the implementation of such a useful tool would depend on the pooling of available resources. SADC countries should be on the front line, with a demonstrated commitment to the project; Donor agencies had certainly invested much on the region during the days of apartheid. It is hoped that they should continue their assistance in the furthering of a tool of strategic importance to the regional integration.

UNESCO still has a role to play by mobilizing international assistance, and convening a regional workshop for the launching of the Southern African Cultural Information System (SACIS).

## EXECUTIVE SUMMARY

-----

A two - week mission to Southern African countries including Zimbabwe, Botswana, Mozambique and South Africa to assess the feasibility of a regional network for Cultural information has led to the following findings :

- a) Cultural information is mostly handled in National Archives, libraries, research centres, Universities, NGOS, Galleries and museums and within professional associations;
- b) With a slight difference in South Africa, most institutions dealing with culture and cultural information have acute shortage of trained personnel;
- c) Globally , all institutions that were visited have problems of space for storing their important holdings. In fact, there exist very rich collections ; but dwindling budget is a continuous constraint which precludes steady development of these collections;
- d) Computerization of the information systems is already under way as more than three quarters of the institutions possess at least one computer. CDS-ISIS, a software package distributed by UNESCO is the most favoured in data base development. Hence many data bases do exist, but there is hardly any standardization of the formats used for data processing. Only in South Africa can one find a standardization scheme meant to further cooperative activities among information professionals;
- e) A few by-products are extracted from existing data bases but their promotion is still slow and hesitating. This partly accounts for the lack of perception of the activities , and usefulness of some of the structures;
- f) All in all, the general atmosphere that prevails is one in which institutions virtually work on their own without cooperating with others;
- g) Users of the cultural information are scarcely aware of existing alternative sources of information. To the lack of appropriate national directories, one also notices the absence of clearly defined relationship between national institutions and regional ones.

All the people visited express the need for a collaborative system within the sub-region : scientists and researchers would like to keep in touch with each other and engage in common research projects, especially when dealing with the bordering areas ; artists look for precise contacts to enable the exhibition and promotion of their works. Librarians and documentalists take it for granted that only regional collaboration could solve the all-prevailing training problems and boost collection building as well as make cataloguing less harassing. Besides, access to documents could be made easier. Cultural officers and decision makers do meet regularly with their regional counterparts ; but still, a wish expressed generally is to share data on development of cultural policies. With the on-going success of the Zimbabwe International Book Fair, the book industry is searching for a more acutely needed regional collaboration from book publishers.

Fortunately, there exists a sizeable potential for networking in Southern Africa. One may retain :

1 - The implementation of the Southern Africa development Community (SADC) which steadily develops programmes within the 11 member countries. This institution possesses a sector for culture and information headquartered in Maputo (Mozambique). Besides, a programme for networking in information management systems is underway at the SADC Headquarter in Gaborone (Botswana);

2 - The cultural specificity of each country is a form of richness to be shared among the countries of the region. Thus, if one considers the four countries that were visited, one can list the experienced and comparatively well developed cultural organization in South Africa the culture of democracy in Botswana, the book industry and the stone work in Zimbabwe and finally the richness of the Archives and the "portuguese" touch of Mozambique.

3 - Southern Africa probably holds the highest percentage of non-governmental organizations on the continent, most of whom disseminate their activities within at least two of the countries in the region.

4- Telecommunications in Southern Africa is globally in a better state than in the rest of Africa. Traffic costs are relatively lower and the recent development of services as well as high speed networks are factors that could bring these countries much closer to each other. Here, the pivotal role of the newly democratic South Africa - one of the four African countries to have full connectivity with internet - needs be stressed.

With these potentials in mind, one can view the implementation of a regional network for cultural information whose overall objectives should be to favour data transfer among all interested with social and cultural development in the region.

This regional network could be developed according to two principles :

- 1 - The necessary strengthening of national systems of cultural information on the one hand ;
- 2- The steady building of a regional system of cultural information to promote regional integration on the other hand.

National Systems of Cultural Information (NSCI) are practically informal in most countries. Making them efficient and steady support of the Regional System of Cultural Information (SACIS) would require the following:

- a national policy on cultural development;
- a national board (committee) for cultural activities;
- a national coordinating unit for specialized data banks on culture,

The missions of the National Coordinating Unit (NCU) would be to make available all information pertaining to all aspects of culture in the country. This unit would therefore need to rely on specialized data bases developed nation-wide. Thus, it would develop a national network for cultural information.

Ideally, the structure housing the National Coordinating Unit should by preference be an information center within a Ministry in charge of culture. It should be computerized in a view to handle and disseminate data on sources and resources of cultural information available within the

**Meeting on Establishment of a Data-Bank for Culture  
in the SADC Member States  
Lusaka, Fairview Hotel  
19-21 June, 1995**

**QUESTIONNAIRE ON TELECOMMUNICATIONS  
AND ELECTRONIC NETWORKS**

COUNTRY PROFILES

1. WHAT IS THE CURRENT PROGRESS IN TELECOMMUNICATIONS IN YOUR COUNTRY?
2. NAME CURRENT ELECTRONIC NETWORKS WHICH ARE OPERATIONAL IN YOUR COUNTRY AND GIVE DETAILS ON PARTICIPANTS TO THE NETWORK(S), COST OF SERVICE, AND SERVICES THAT ARE OFFERED
3. IF YOU ARE ALREADY USERS OF ELECTRONIC NETWORKS, PLEASE INDICATE:
  - A)TYPE OF NETWORK: FIDONET, UUCP, TCP/IP
  - B) EQUIPMENT THAT YOU USE: COMPUTER, MODEM, SOFTWARE PACKAGE
  - C)THE COSTS INVOLVED (ANNUALLY)
  - D)TYPE OF SERVICES THAT YOU USE (E-MAIL, ELECTRONIC FORUMS, FILE TRANSFER, DATA BASES ETC)
4. DOES YOUR INSTITUTION HAVE ACCESS TO TELEPHONE, TELEX AND FACSIMILE FACILITIES?
5. IS THERE ANY CURRENT PROVISION FOR TELECOMMUNICATIONS ON YOUR BUDGET?
6. IF SACIS WERE TO START AN ELECTRONIC NETWORKING BETWEEN ITS PARTICIPATING COUNTRIES, INCLUDING YOURS, WHAT COULD BE THE PREREQUISITES YOUR OWN INSTITUTION WOULD REQUIRE?
  - AVAILABILITY OF A TELEPHONE CONNECTION
  - ACCESS TO "PACKET SWITCHING SYSTEM"
  - "BUDGET FOR EQUIPMENT: COMPUTER, MODEM, ;SOFTWARE PACKAGES
  - BUDGET FOR ON-GOING OPERATIONS
  - OTHERS (SPECIFY)
  - TRAINING

**N.B.** You are kindly requested to fill in the questionnaire (possibly after appropriate inquiry at your national PT offices) and send it back to the Harare Office of UNESCO, Attention: Mr Djakovic, P.O. BOX HG 435, Highlands, 8 Kenilworth Road. Newlands. Harare, Zimbabwe. Fax (263-4) 73 30 22; E-mail **D.DIJAKOVIC@UNESCO.ORG**.