

Progress Over Last Plan Periods.

1a. The Development Office has completed the establishment of its regionally organized hard copy filing system focussing on UN and international project activities. This system at present consists of separate box files for Northeast region, Bay, Bakool, Galgadud, Northwest, Middle Shabelle and Lower Shebelle, Lower Juba, Middle Juba, Gedo and Hiran regions. The files contain project proposals, project progress/activity reports, assessments and surveys and mission reports from NGOs that are funding or implementing development projects which are currently active through 1995.

1b. During this reporting period, in May and June, in order to gain the cooperation of NGOs in submitting project documents to UNDOS on a regular basis, UNDOS Documentation Unit made presentations to two of the monthly meetings held by the NGO Consortium, (International NGOs with activities in Somalia). The Chairman of the NGO Consortium Executive Committee was given a brief of the Documentation Unit and a description of our activities, including the project activity database. UNDOS's capacity to serve the NGO community with a database of who was doing what where was highlighted. Although subsequently no agreement was made between UNDOS and NGOs regarding submission of prodocs, the discussions led to cooperation between UNDOS's project database consultant and the NGOs for a presentation to the SACB. The Documentation Unit is now working directly with Donors to receive Project Documents. The EC and USAID are sharing project documents of current projects that they are funding in Somalia.

2a. Clear circulation procedures and rules of confidentiality and disclosure have been established within the classification system of the Documentation Unit. The classification system has been updated to accommodate the units expansion in January 1995. The expansion was due to the takeover of documentation from various departments of UNOSOM during its withdrawal(see #4 below). A descriptive brief of the Documentation Unit Guidelines for usage of the unit and updated classification system has been distributed in a forum which brings together international NGOs with activities in Somalia, as well as to staff and visitors.

2b. In this reporting period, following an announcement at a staff meeting, UNDOS staff members were asked to submit copies of reports generated by their activities to the Documentation Unit for filing in the registry. At the same time a revised classification scheme was distributed to staff members for comment. This system is presently being used to catalogue documents and file them.

3. The process of collection of documents from UN Agencies has been regularized through the delivery of weekly situation reports and news bulletins. The Documentation Unit has established a regular system of informing interested parties of its growth. This monthly bulletin of all acquisitions is provided to UNDOS staff and visitors to the Documentation Unit as well as interested UN Agencies and NGOs.

3b. In this reporting period the process of document collection and distributing monthly Acquisition Lists is still continuing.

4a. Through agreements made with UNOSOM Administration, office files and reports from 1992 to 1995 by UNOSOM's Humanitarian, Demobilization, Justice and Political Departments have been acquired at the end of the mission. 4b. In this reporting period, through agreements made with UNICEF Somalia Administration and the staff of its Monitoring and Reporting Unit, the UNICEF Somalia Documentation Unit has been transferred to UNDOS.

5. The UNDOS Documentation Unit has a visitors book to log all guests who use its services. In this reporting period the Documentation Unit has worked closely with UNDOS consultants currently on contract to establish databases of information on Somalia. CERFE's information database and the UNDOS Project Database have both extensively utilized the documents. The statistical database which is being established in house is also using our collection of pre-1991 documents for scanning in relevant statistical tables and data.

Workplan for Next Six Months:

1. Continue to update Regional Project Activity Files and database for year 1995-1996.
2. Formalize Documentation Budget for subscription and purchase of books and journals, including proposal for procurement of equipment especially shelves.
3. Complete establishment of bibliographic database with all acquisitions catalogued and entered giving priority to all documents transferred to UNDOS from UNICEF Somalia
4. Provide UNDOS staff with handbook and short training on usage of bibliographic and regional project databases.
5. Assess capabilities of Somali regional administrative centers regarding collection and coordination of project related information and develop training module on establishment of regional registry and documentation center accordingly.

ENVISIONED ACTIVITIES

1. Continue to contact Donors, International NGOs, Somali NGOs and UN Agencies funding and/or implementing development projects in Somalia in order to collect present and future project documents and related reports.
2. Continue to compile the collected information into a data base and documentation center using appropriate software and the previously established system of cataloguing and storage.
3. Correspond with OPS and international publishers in order to establish a system through which books and magazines unavailable in Nairobi and relevant to economic planning and Somalia can be regularly purchased.
4. Following the continued cataloguing of policy documents and project related reports, continue to input the details of each document required by the pre established format of the bibliographic and project database.
5. Develop brief guide for all staff on the use of the bibliographic and project database and organize individual training. Provide staff with diskettes of the databases and regular updates of acquisitions.
6. Visit various regional administrative centers and Somali NGO offices in Somalia in order to assess the obstacles and restrictions to the flow and exchange of development planning information with a view to projecting future developments and identifying clear indications of assistance needed to achieve sub- regional/regional capacity for the collection, storage, organization and dissemination of development related documentation.

A workshop on LAS was conducted in Galbahare in Gedo Region on 12 December. The workshop was aimed to give the local authorities, the local and international communities a forum to express their views on: a) the report on the "Study on Local Administrative Structures in Gedo Region" in general, and in particular their priority needs; b) the priority needs of the Gedo Region's people with regard to social services, infrastructures and economic activities; c) future intervention by UNDOS in Gedo Region.

On the issues of the workshop through interchange, analysis was made on the strengths, weakness, opportunities and threats which had been already recommended in the ESAMI study of Local Administrative Structures of Gedo Region that the Gedo Region receive technical assistance. The participants of the workshop emphasized the need to strengthen urgently their Public Administration, in particular, the revenue generation process, the preparation of development project documents, budgeting, policy making and data collection, where areas that UNDOS has the possibilities to cover. The workshop was a success due to the fact that the Gedo Region administration is fully prepared to accept development programs, with the capacity of peace, security and a strong recognized local administration with an extensive base of intellectuals and experts who reside in the area. It is important to note that during the workshop requests by the Gedo Authorities for financial assistance were not made.

A "Coordination meeting" with International Agencies involved in the support of Somali Local Administrations was held in UNDOS on 18 January 1996. The meeting was organized by UNDOS, LAS unit to discuss the possibility to have regular meetings which will help the International Community to streamline their efforts to support the Local Administrations in Somalia; to establish a network for all International Agencies currently working on supporting Local Administrations in Somalia. The International Agencies, (UNDP Somalia, UNOPS/SRRP, LPI, NCA and UNDOS) shared their experiences in Somalia with the participants and agreed to collect all the information on LAS Database prepared by UNDOS and to meet again the 20th of February 1996.