

**REGIONAL TRAINING WORKSHOP  
ON**

**Electronic Document Management and the Use of WebAGRIS  
Tools for Database Management and Development**

**ICARDA, Aleppo, Syria  
1–16 December 2003**

**Organized by**

**International Center for Agricultural Research in the Dry Areas  
(ICARDA)**

**Food and Agriculture Organization of the United Nations  
(FAO/RNE)**

**Arab Organization for Agricultural Development (AOAD)**

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## Objective

The principal objective of this training workshop is to develop a cadre of national facilitators/trainers (focal points) for further national trainings in the management and publication of documents in electronic format, and in the use of methodologies and tools for full-text bibliographic database management, using web-based technologies.

## Organizers

The workshop is a joint activity sponsored by the International Center for Agricultural Research in the Dry Areas (ICARDA), the Food and Agriculture Organization of the United Nations (FAO/RNE) and the Arab Organization for Agricultural Development (AOAD). The workshop will cover 5-7 Arab countries from the Central and West Asia and North Africa (CWANA) region.

## Target Audience

Employees of national agricultural information units (AGRIS centers), responsible for information processing, with the ability and support to become a trainer at the national level.

## Content

- Electronic document production and management following international standards and methods suggested by FAO's World Agricultural Information Centre (WAICENT).
- Bibliographic description, indexing, and categorization of printed and electronic materials, using AGRIS methodologies and recently developed WebISIS application to enter information, manage, search, retrieve and generate bibliographic products.

## Methodology

The content will be developed in five modules using the awareness-understanding-skills method. In the first module, there will be a roundtable session on development of national training programs, exchanging lessons learned and experience obtained, as well as identifying possible action plans at

the national level. The participants will be provided with course materials in electronic format and in the other four modules, the students will use the tools that constitute the WAICENT Resource Kit, and that will permit the practical application of the processes studied.

### Essential Requirements for Participants

- Demonstrated experience in training/teaching
- Support from an institution and/or national information network to resource national training programs
- Practical knowledge of CDS/ISIS
- Practical knowledge of Windows-Office 97 or higher
- Practical knowledge of databases
- Familiarity with web technologies
- Good command of the English language
- Familiarity with AGRIS methodologies (required)

### Duration

Two weeks (1-16 December 2003)

### Venue

ICARDA, Aleppo, Syria

### Academic Performance

Academic performance will be measured by the completion of the objectives proposed in each module and by a final project.

At the end of the course, the students will present a mini-project that reflects the knowledge they have acquired. This will include creating and publishing part of their national database on the web, as well as creating and developing a retrievable full-text collection making use of templates, metadata, HTML, XML, and browsers. For this it is required that each participant bring a minimum of 15 documents in Word format from their institution.

Students with satisfactory performance will receive a certificate of participation.

### Language

English

## Evaluation

At the end of the course, the students will be asked to evaluate the course, and suggest how it could be improved in the future.

There will also be a follow-up with the participants to learn about the advantages, benefits, or problems encountered in using the tools.

## WORKSHOP CONTENT

### Module 1 (2 day)

#### Roundtable of trainers and donor organizations

Each national team is requested to prepare a working paper and make a presentation on the current status of AGRIS Resource Centre (ARC) in their countries as well as the AGRIS Content Development Program and the existing problems and suggested solutions if any, to promote the working environment that will assist in activating the day-to-day work in ARC.

Objective: To discuss the development of national programmes for capacity building and AGRIS Resource Centers in their own countries and a sub-regional level and to share experiences of the international centers and donor organizations in Information Management and Human Resource Development.

### Module II (2 day)

#### Principles and definitions

Objective: To introduce the fundamental principles and concepts behind use of web technologies in the creation, management, and dissemination of full-text documents.

#### Content:

- File formats for documents and images—characteristics and uses (e.g., RTF, PDF, TIFF)
- Word concepts (.doc and .dot files)
- Introduction to metadata
- Introduction to use of language character sets
- Introduction to HTML with PIPER and exercises with PIPER
- Introduction to XML

### Module III (2 days)

#### Preparation and organization of electronic documents

Objective: To present methodologies and tools for preparation and management of electronic documents using document imaging systems for archival collections and the templates and tools developed and suggested by FAO, so that national institutions can improve the sharing of information. The participants should also gain an understanding of management of full-text documents.

Content:

- Document creation in XML
- Creating and reviewing MSWord templates and linking with Web pages
- FAO template development and FAO template exercises
- Examples of template applications and document conversion in order to obtain an electronic bibliography
- Bibliographic databases: linking between references and full-text documents

### Module IV (2 days)

#### Use of the Web-ISIS toolset for capture of documentary information

Objective: To enable students to use web-enabled methodologies for generating metadata for documents, compiling metadata into databases, and linking to full-text documents using the tools and software developed by FAO-WAICENT for AGRIS.

Content:

- Methodologies for bibliographic description, indexing, and categorization
- User interface
- Data entry  
Practical exercise: technical processing of 15 full-text institutional documents brought by the students

### Module V (4 days)

#### Use of the Web-ISIS toolset for administration and dissemination of databases

Objective: To enable students to efficiently install, administer, and disseminate metadata-based databases using the WWW-ISIS toolset developed by FAO-WAICENT.

### Content:

- Installing WWW-ISIS
- Validating information and inverted files
- Retrieving information
- Maintenance of the database
- Reformatting the database
- Importing information
- Exporting information
- Backing-up information
- Exchanging and transferring information
- Generating and classifying bibliographic products
- Cooperation with international systems

### Qualifications of Candidates

Candidates should be nominated by their national research institutions. They should have an adequate technical knowledge in agricultural information management and processing with good teaching skills and experience in AGRIS, CDS/ISIS, Windows-Office 97 or higher, HTML, and (b) the ability to become leaders of a training programme at the national level. They should also have proficiency in both written and oral English and in the use of personal computers.

### Selection Procedure

Nominations should be received by 10 November 2003. Respective authorities will be informed of candidate's acceptance by the third week of November 2003. Prepaid tickets will be sent to accepted candidates.

### Terms and Conditions of Award

The training award will provide financial support during the course including international and local travel, accommodation, a modest per diem as stated in ICARDA's training policy, and insurance covering accidental death/injury for the period of the training course. Awards will be granted to participants only; there are no provisions for the participants' families.

### Application Procedures

The attached application form should be completed and submitted by the concerned national program authority to the ICARDA Human Resources

Development Unit (HRDU) in Aleppo. The candidates should also provide two passport size photographs.

**Nominations should be addressed to:**

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