

72/3

28th January, 1972

To all Superiors General
 To all their delegates for Sedos
 To all members of the Sedos group

En ce début d'année 1972, nous commençons à fournir un résumé en français des documents anglais les plus importants et vice versa. Nous changeons aussi la présentation de la première page, afin de mettre en relief son contenu. Vos commentaires seront les bienvenus.. Si vous désirez plus de détails en français sur un document particulier, n'hésitez pas à nous contacter.

With this issue of our weekly documentation service, we are beginning to provide a summary in French of the major items in English and vice versa. We are also re-touching the first page in an effort to give better clues to the contents of these items. Your comments are welcome. If you are interested in more details in your language about a particular item, do not hesitate to contact us.

1. INFORMATION COOPERATIVE - Final report on completed questionnaire. Sometimes you do get tedious reports about questionnaires you have answered. This time you are even getting one within two and a half months! Note that this report explodes two myths: a) That each generalate has its own (untouchable) data system. b) That archives and libraries are 'mines' of information - we think the active files should take this honour! (p.59/67) Résumé en français p.68/72.
2. EXECUTIVE COMMITTEE REPORT - Finally (someone will say!) the Exec. Com. is ready to focus on the last S of Sedos (Studi!). This year there will be studies on - a) the role of the overseas missionary in the local church and b) the urban mission. The Exec. Com. will guide the first study. (p. 73/74). Résumé en français p.75.
3. NEWS FROM AND FOR THE GENERALATES - Bro. Charles Henry on the move...etc (p.76).
4. DOCUMENTS OF SPECIAL INTEREST - Who will use the raw and refined material constantly coming in? This week we recommend... (p.77).
5. DIARY (p.78).
6. COMING EVENTS

31-1-72	16.00	Get together and supper of the Brains Trust of the Buhlmann project (BTR)	CSSP
21-2-72	16.00	Executive Committee Meeting	Sedos
23-2-72	16.00	Development WG	Sedos

Sincerely yours

P. Leonzio Bano, fscj

"INFORMATION COOPERATIVE" - FINAL REPORT ON COMPLETED QUESTIONNAIRES

INTRODUCTION

1. In 1971, during the round of small informal meetings of Superior Generals and Assistants about the current orientations of Sedos, it became clear that cooperation among the Generalates could be stepped up in the field of information-sharing. As a result, Fr. Th. Van Asten pa, President of Sedos, called a meeting of Documentalists on September 16, 1971 to discuss the concrete forms of such cooperation. One of the major conclusions of the meeting was to call for a first enquiry about the information resources of the member Generalates. A questionnaire was accordingly prepared by the Sedos Secretariat and a small group of documentalists, and sent to all Generalates on October 19, 1971, with a request for an answer by November 15, 1971. This report on its findings was prepared by the Executive Secretary and proposes to be a first map of information sources already available to the Sedos group. It is accompanied by a number of recommendations which, to the Executive Secretary, seemed the logical steps to follow in promoting cooperation in the information field, and which could be studied and developed in an effort to achieve that goal.

2. A Map of Information Sources in the Sedos Group

There are now 38 member Institutes in Sedos. Of these 34 answered: 20 were Institutes of Men (of a total of 22 Institutes of Men) -- of which 3 were based outside Rome (MEP, MM, SSC) and which would meet obvious difficulties in rapid, mutual sharing of the available resources.

3. In approaching the latter objective, the enquiry divided information sources into four main categories:

- A. Archives -- mainly historical material
- B. Library -- mainly printed and, thus material accessible to the general public
- C. Files -- mainly private and, hence, generally inaccessible outside the Institute
- D. Other Sources -- to cater for any special material available but not covered by Categories A, B and C.

4. The first question sought to find out who was responsible for each category at each Generalate, and showed that of the 28 Generalates who answered this question*,

*As not all responding Generalates answered each question, the totals do not always tally with that of the answers received. The difference corresponds to the non-response to the question.

- in 15 cases, one person was responsible for each of categories A, B, and C.
- in 6 cases, one person was responsible for all these three functions.
- in 7 cases, one person was responsible for two categories and another one for the third.

in these combinations: A + B, C: 2
 A + C, B: 5
 B + C, A: nil

This means that Generalates tend to consolidate their information facilities by entrusting them to one person (15 out of 28 cases). It also means that even when no such consolidation occurs, the Archives tend to be associated with the files, rather than with the library.

5. The returns showed that the fourth, open-ended category (D) was used only in **11 cases**. Of these, 3 referred to a special department on education (FSC, SND-N, RSCM) and the others to a "family bulletin" (SCMM-M), African tribes and languages (CSSP, CMM), historical sources (OFM-cap), Far East (MEP), Social Communications (MM), Origins of the Institute (SSND) and various dossiers by country and topic (PA).

6. In a further probe about "resource persons living in Rome", the questionnaire produced the names of 48 men and 31 women.

7. The Findings

Each of these categories of information sources were explored by the questionnaire as regards (a) method of classification and indexing; (b) origin of material; (c) procedure for consultation; and (d) contents.

8. "A. Archives"

(a) Thus, as regards available Archives, it emerged that

13 were indexed by date
 15 " " " subject
 18 " " " geographic division

12 Generalates combined the three criteria in organizing their Archives while 4 only used one (= geographical division in 3 cases and date in 1 case).

"Other criteria" (such as persons) were introduced in 2 cases.

(b) The documents stored in these Archives came from:

- the central Administration (the Generalate, the General Chapter etc.) in 23 cases.
- the provincial (regional or equivalent councils) of the Institute in 23 cases.
- other sources - in 16 cases.

This means that normally (23 out of the 28 who answered this question) the Archives draw equally from the Central and peripheral administrations. When specified, "other Archive sources" referred to the correspondence of individuals.

(c) As regards the procedure for consulting the Archives, no clear pattern emerged from the enquiry, except that, in 9 cases, applications in writing were required and in 3 cases direct recourse to the Superior General was requested. The Capuchin Archives were not accessible if dated after 1908 while those of the MSC could only be consulted if dated prior to 1950.

In 20 cases, reproduction (photocopy etc) was possible on the spot.

(d) The contents of the Archives tended to stress:

- data about the missions of the Institutes (19).
- policy statements by Bishops (8), Governments (4), and Institutes (5).
- education projects (8).
- pastoral work (8).

9. "B. Library"

(a) The Libraries of the Generalates were organized by:

- date of accession in 3 cases
- subject or title in 19 cases
- geographic division in 3 cases
- name of author in 18 cases

Author was combined with subject (or title) in all cases (18). The Universal decimal classification system was used in 2 cases.

(b) Books and periodicals were ordered directly by the Generalate (19 cases) or forwarded by the provincial administrations (12 cases). The "other sources" specified were: Gifts, Legacies, the Scholasticate Libraries, and individual members of the Institute.

(c) The procedure required for consulting these Libraries tended to be simple:

- Only in 2 cases were applications in writing demanded
- In 10 cases, outsiders had to check with the person in charge
- In other cases, no particular procedure was requested

(d) In 12 cases, no answer was given as regards the number of books available in the Libraries of the Generalates based in Rome. The other 19 Generalates in Rome reported a grand total of about 357,100 books -- bringing the average to about 18,800 per Generalate. The highest number of books was registered for the OFM-cap at 100,000. (The Maryknoll library in New York reported 55,000 books and 400 periodicals while the MEP library in Paris registered a total of over 30,000 books.)

(e) The 17 Generalates in Rome who answered the question about the number of periodicals regularly available in their Libraries registered a grand total of about 2,070+, bringing the average to 122 per Generalate.

(d) The contents of the books and periodicals in these Libraries tended to concentrate on:

- the mission territories in which the Institute was engaged (16)
- theology (9) and evangelization (8)
- the great religions (Islam - 6; Hinduism - 5)

10. "C. Active Files"

(a) The active files of the Sedos Generalates were found to be organized by:

- date in 10 cases
- subject in 19 cases
- country in 20 cases
- person in 3 cases
- "other criteria" in 6 cases

Subject and geographic indexes were combined in 17 cases.

(b) The information contained in these files came from:

- the Central Administration in 20 cases
- the Provincial (and equivalent) Councils in 21 cases
- "other sources" in 15 cases

The first two sources were combined in 16 cases; when specified, "other sources" consisted of files about individual members of the Institute.

(c) Such files were not accessible to outsiders in 7 cases. In 17 cases, consultation by the latter could be considered, if an application was made to the Generalate. No procedure was envisaged for the other cases -- presumably because the question had never been raised.

(d) The contents of these files ranged over the whole check list provided by the questionnaire. But a certain concentration was noted around:

- data about the missions belonging to the Institute (18)
- pastoral (9) and socio-economic (8) projects
- policy statements by local Bishops (7); local Governments (4) and religious Institutes (7)
- research in process (4)
- International Agencies (6)
- education (8)
- formation facilities for missionaries (4) and for local religious (5)

11. INTERPRETATION OF THE FINDINGS:

At first sight, the non-response rate (to specific questions) was rather disappointing. From the point of view of the objective of the enquiry, however, it can also be interpreted in a positive way. In fact, when a reason for non-response was given, it was almost always invariably one related to some planned reorganization of the information systems of the Generalates (13 cases) -- CICM, ICM, OSU, O-Carm, OFM-cap, SHCJ, SSC, SVD, CMM, MSC, PA, SND-N, SX. This fact challenges the assumption that each Generalate had its own tested system and was presumably unwilling to adapt it in order to join in some information pool and thus adopt some standard or compatible system. Indeed, at least in two cases, the structure of the questionnaire itself was considered a god-send -- in terms of helping the re-organizers begin to formulate their intentions: "we have a lot of work ahead of us here, and your request has made it rather obvious -- which is a good Sedos service in itself" (SCC). "Thank you for the idea: it is worth considering as plans for our documentation service develop and improve" (FMM). In practice, a standard system -- an obvious sine qua non for any information pool -- becomes a feasible proposition for those 13 in search of one.

Meanwhile, judging by the answers given, the current classification and indexing systems of the Generalates do not seem to present major obstacles to further information sharing: A general trend, in fact, emerged to classify and index by subject and by geographic region. Assuming that the "provinces" correspond to such regions, a piece of information can be readily stored and retrieved (whether in the Archives, Library or Files) if it can be linked with a geographic area.

Classification by subject, however, presents serious problems. Except for the decimal system (the case with only 2 Generalates), it is too much to expect that the list of subject headings and subheadings of even two Generalates would correspond. And yet, a minimum of common, standard subjects -- with the corresponding definitions and thesaurus -- is essential for progress in information sharing. It would indeed be a tremendous step forward in cooperation if a short but comprehensive list of key words or "descriptors" could be agreed upon among the Sedos Generalates. This would not be as difficult as it may now sound: no Generalate would be expected to give up its familiar list of subjects. But such a list could be integrated, with those of other Generalates, in a basic list of "main" subjects or topics (which would correspond to the common list of keywords) supported by a common thesaurus.

Looking ahead, this basic list -- with that of the geographic regions (which, again, has to be integrated) -- would be a great step towards automatic data processing. Computers, now no longer a dream but a normal working tool (which no one has to buy but which anyone can hire when required), only give what they 'take' and only 'take' subjects and geographic divisions translated into numbers (or other automatic data processing symbols). Things would be enormously simplified and costs would be drastically reduced if, instead of a list of descriptors covering such subjects and divisions for each Generalate, there is one list for 38 or more. This could really become a practical example of how we could "do more" if we "do it together".

The answers produced by the questionnaire showed that the sources from which the Generalates were drawing their information (whether for the Archives, Libraries or Files) were mostly internal -- that is, originating from within the Institutes.

This is, of course, normal and valid -- especially if (as was often the case) the sources in the Provinces were used generously: how can the Generalates be efficient and effective if they do not know who -- within their Institutes "was doing what, where?" And who else can tell them this except these internal sources?

But it does reveal a gap in their information system: as missionary-sending agencies, they cannot limit their attention to their own, internal affairs, but must also direct it to the areas in need of the mission. And this can only happen if their data systems are geared to produce a continuing flow of fresh information about these -- unfelt, emerging, or felt needs.

In this context, the gap would be felt less in the Archives than in the Libraries and in the Active Files. This leads to an important issue: Are the Generalates over-emphasizing the Archives, perhaps to the detriment of their Libraries -- and, of their Active Files? The questionnaire did not produce a clear answer to this question. Whatever the case, however, the functions of the Archives (as these are commonly understood in a Generalate) should always be carefully distinguished from those of the Libraries and of the Files. The Archives are there to provide explanations, mostly historical, of what is happening now. As such, they are the favorite haunt of the academic research workers. Their value is undisputed. The point is however, that the data system of a Generalate also has to be oriented towards the future: how to provide inspiration for future action in order to achieve the goals of the Institute. Such a system would not be sufficient if it consisted solely of Archives -- necessary as these are. It has to integrate the library and active file functions. The library, especially through its periodicals, is there to bring into the Generalate what is already public knowledge. The active files are there to ensure it of the continuing evaluation and use of the valuable experience of its members in facing the present and the future.

At 357,100 and 2,070, the shear amount of books and periodicals available to the group of Generalates (who answered this question) would seem impressive. But these figures must be interpreted with extreme caution: both numbers would probably be drastically reduced if an attempt was made to weed out duplicates. And, as expressly stated in a few cases, the books and periodicals available often come in as gifts -- and hence may not be directly useful for the purposes of the Generalates. And as such purposes cannot be confined to the internal concerns of the Institute but must take in the objective needs of the external world, the information contained in these volumes and periodicals must include the relevant data if the library is to become an efficient tool of the Generalate.

Now, the answers produced by the question on contents showed that the various items covered are indeed necessary but not sufficient for Generalate purposes. It is, in fact, necessary that a Generalate has at its fingertips information about the genesis and actual state of its missionary commitments. And though the libraries may not be up to scratch in this sense, such data seems to be the strength of the Archives and the Active Files. It is not, however, **sufficient** in the sense that by its very nature, a missionary-sending Generalate has to keep its antennas pricked for signs of "calls" from hitherto unexplored areas. And the direction of such antennas would naturally be towards those areas where, as yet, the Institute is not involved. Logically, a group like the Sedos Generalates should have available between them a "map" of such areas -- the latter understood more as cultural blocks than as geographical territories.

Such a gap may be only apparent. This group in fact has a further source of information which is difficult to assess but whose potential is undisputed: the force of resource persons. Even if they cannot have all the missing knowledge required, they can guide its progressive acquisition. There is no doubt that more can be done in this area -- perhaps through the Sedos groups.

12. SUMMARY OF MAIN FINDINGS AND CONCLUSIONS:

(A) A good number of Generalates are in the process of re-organizing (in part or in toto) their data systems. This is therefore the right time to propose ideas for "compatible" systems in view of an "Information Cooperative".

(B) The quickest way to explore the present data sources of the Sedos Generalates is the geographic approach: practically all their data systems are also organized by geographic region. But a surer way would be the topical (subject) approach. This is probably not possible until a standard list of descriptors is drawn up.

(C) The origin of the information stored at the Generalates is overwhelmingly internal -- that is, it comes from within the Institutes. This is as it should be. But it is not sufficient: the missionary character of the Institutes make it necessary to draw more heavily on external sources -- especially when these concern hitherto unexplored areas. This particularly applies to the Libraries.

(D) Active Files could be tapped more generously for evaluative and study purposes. The same applies to the resource persons in Rome.

13. RECOMMENDATIONS:

The above conclusions can only be considered as a first, very rough, map of the information sources available to the SEDOS group. But it can be used to explore, exploit and eventually develop such sources.

In practice, it is recommended that this group begin by linking its various data systems (Archives, Libraries, Active Files and other sources) hitherto operative "on their own" in each Sedos Generalate. This linking up would in no way affect their present autonomy and operation. But it would involve doing a little more (-- in order to have much more).

This "little more" would consist of adopting the suggestions made at the September meeting of Documentalists of the Sedos group: for each Generalate to supply the Sedos Secretariat with monthly lists of accessible accessions to its data system. The Secretariat would then circulate a combined, usable list of accessions.

By starting in January, 1972, the initiative would avoid the obvious and perhaps insurmountable hurdle of obliging each Generalate to dig into its Archives, Libraries and Files in order to supply comprehensive lists. A simple form for supplying these lists ("Monthly Report Form") has been devised, and could be sent to each Generalate towards the end of January, 1972.

If adopted, this suggestion would have the merit of providing a key for initiating systematic sharing of available information. It would be the beginning of what has been called the Sedos "Information Cooperative"(SIC). It would make accessible to all interested Generalates what has hitherto been available only to one. This is a big step forward -- especially if one remembers that a few Generalates have developed specializations in specific areas.

A second step would be the sharpening of such knowledge where it is most needed by the Generalates. We have in mind three specific areas, which apparently are not covered by the "contents" of the present sources:

- the immediate needs of an efficient Generalate or Central Administration; that is, such questions (see Sedos 71/488 ff for more details about this issue) as:
 1. Who are "my men" (or women)?
 2. Who are the organizations I have to work with?
 3. Which are the time tables (six months ahead) of the more important of the above?
 4. Which are the current activities and plans of my Institute?
- the production of a good "family bulletin" to keep up an active dialogue between the "centre" and the "front lines".
- critical evaluations of our mission work -- the fruit of soul-searching study and research.

A third step would be to fill the gaps in the missionary knowledge of the Sedos group. This would involve another kind of study and research, beamed on the world's needs, rather than on our concerns. It could take as its starting point the UN regional and sectional reports, the development plans of the individual countries and the outcome of current cross-cultural studies.

One way of doing this would be to enter into cooperative ventures with other information and documentation agencies. Thus the UN agencies have set up a kind of clearing house in Paris and they would be ready to share with us the combined data of the FAO, ILO, WHO, OECD -- if we are ready to share ours with them. The same is the case with the Mission data bank of MARC, the Mission Advanced Research Communications Centre set up by Protestant groups in the USA.

These second and third steps obviously imply major efforts in the cooperative venture. There are, however, alternative patterns in which they can become a reality. One Generalate may undertake one side of a study or research -- on the understanding that another Generalate would take care of another side. Or, the Sedos Secretariat could be instructed by the Generalates to search for specified missing knowledge or even to conduct specific studies.

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Indeed, for the Generalates whose data systems are being re-organized, the effort may prove less exacting than it seems: they may be considerably helped by the other Generalates -- and, in the process be of considerable help to them -- by focusing on the data that really matters, and then sharing it with others.

The more decentralized an Institute becomes, the keener it will feel the need to centralize its knowledge -- about itself and about the world it hopes to serve. And the natural centre for a data system is the Generalate.

This is the essence of the challenge presented by the enquiry to the Sedos Group.

B. Tonna

19 January 1972

ECHANGE DE L'INFORMATIONSommaire du rapport précédent en Anglais

1. Pendant la réunion informelle concernant les orientations de SEDOS, Fr. Van Asten organisa le 16.9.71 une réunion de tous les Documentalistes de chaque Congrégation pour discuter quelle serait la ^{meilleure} façon de coopérer pour un échange d'information. Le Secrétariat de SEDOS avec un groupe de Documentalistes fut chargé de rédiger un questionnaire et de l'adresser le 19.10.71 à tous les Généralats. Ce questionnaire avait pour but de recueillir toutes les sources d'information disponible dans les Congrégations.
2. 38 Congrégations sont actuellement membres de SEDOS.- 34 ont déjà répondu au questionnaire. 3 de ces Instituts n'ont pas leur Maison Générale à Rome et de ce fait l'échange devient plus difficile.
3. Informations classifiées en 4 catégories:
 - A. Archives : principalement historiques
 - B. Bibliothèque : - matériel accessible au public
 - C. Dossiers : - privé et inaccessible en dehors de l'Inst.
 - D. Autres Documents: regrouper tout le matériel disponible qui n'entre pas dans les catégories A.B.C.
4. Choix d'un responsable pour chaque catégorie dans chaque Généralat.
28 Généralats répondaient comme suit à cette question:
 - dans 15 cas: 1 personne pour chacune des catégories A.B.C.
 - dans 6 cas: 1 personne pour toutes ces 3 fonctions
 - dans 7 cas: 1 personne pour 2 catégories et une autre pour la 3ème.

Exemple: A + B, C : 2
A + C, B : 5
B + C, A : 0
5. Il semble que les Généralats tendent à consolider leurs sources d'information en les confiant à une seule personne. De même que si une telle consolidation n'intervenait pas les archives seront normalement associées avec les dossiers, plutôt qu'avec la Bibliothèque. Les réponses montraient que la catégorie D était utilisée seulement par 8 Congrégations. 3 (fsc, sndn, rscm) se référaient à un service spécial sur l'Education et les autres à un "Bulletin interne" (scmm.m), Tribus et langues Africaines (ssp, cmm), sources historiques (ofm.cap), Extrême-Orient (mep), Communications Sociales (mm), Origines de l'Institut (ssnd) et divers dossiers par pays et par sujets (pa).
6. Dans une autre recherche, le questionnaire comportait les noms de personnes compétentes (Experts), 48 Hommes et 31 femmes disponibles vivant à Rome.
7. Résultats: Chaque catégorie d'information était ainsi traitée:
 - a) méthode de classification et indice
 - b) origine du document
 - c) procédure de consultation
 - d) contenu.

A. ARCHIVES

a) En ce qui concerne les archives disponibles, il apparaissait que:

- 13 étaient indexées par date
- 15 - - par sujet
- 18 - - par division géographique
- 12 Généralats classifiaient leurs Archives en combinant ces 3 critères, tandis que 4 seulement employaient une (division géographique dans 3 cas et date dans 1 cas). Autres critères (tels que les personnes) étaient introduits dans 2 cas.

b) Les Documents tenus en réserve dans ces Archives venaient de:

- L'Administration Centrale (Le Généralat, le Chapitre Général, etc...) dans 23 cas.
- Le Conseil Provincial (régional ou équivalent) de l'Institut dans 23 cas.
- Autres documents dans 16 cas.

c) En ce qui concerne la procédure de consultation des Archives, aucun modèle précis ne ressortait (excepté dans 9 cas, la demande par écrit était exigée et sur 3, le recours au Supérieur Général). Les Archives des Cap seulement accessibles si datées avant 1908, celles des MSC avant 1950. Dans 20 cas, la reproduction était possible sur place.

d) Le contenu des Archives tendait à se préciser:

- Date des postes de missions de l'Institut (19)
- Déclarations des Evêques (8), du Gouvernement (4) et des Instituts (5)
- Projets d'Education (8)
- Pastorale (8)

B. BIBLIOTHEQUE

a) Les Bibliothèques des Généralats organisées par:

- date d'accession (3 cas)
- sujet ou titre (19 cas)
- division géographique (3 cas)
- nom de l'auteur (18 cas)

L'auteur combiné avec le sujet (ou titre) dans 18 cas. La classification décimale universelle employée dans 2 cas.

b) Les livres et documents commandés directement par le Généralat (19 cas) ou expédiés par les Administrations provinciales (12 cas). Autres sources: cadeaux, legs, les bibliothèques du Scholasticat et de chaque membre de l'Institut.

c) La procédure exigée pour la consultation de ces bibliothèques tend à être simple. Dans 2 cas, les demandes par écrit étaient exigées. Dans 10 cas, les personnes de l'extérieur avaient à contrôler avec le responsable. Dans d'autres cas, aucune procédure n'était imposée.

- d) Dans 12 cas aucune réponse n'était donnée concernant les livres disponibles dans les Bibliothèques des Généralats de Rome. Les autres 19 Généralats rapportaient un grand total d'environ 357.100 livres, donnant comme moyenne environ 18.800 par Généralat. Le plus grand nombre de livres était enregistré dans la Congrégation des Capucins:

100.000.-

Les Maryknoll de New-York: 55.000 livres et 400 Documents - MEP de Paris : plus de 30.000 livres.

- e) Documents régulièrement disponibles dans 17 Généralats de Rome: environ 2070, en moyenne 122 par Généralat.
- f) Le contenu des livres et documents de ces Bibliothèques tendaient à se concentrer sur:
- Les Territoires de mission dans lesquels l'Institut est engagé (16 cas)
 - Théologie (9) - Evangélisation (8)
 - Les Grandes religions (Islam (6), Hindouisme (5)).

C. DOSSIERS EN ACTIVITE

- a) Les dossiers en activité des Généralats de SEDOS organisés par:
- date (10)
 - pays (20)
 - personne (3)
 - autre critère (6)

Sujet et indice géographique combinés dans 17 cas.

- b) L'Information contenue dans ces dossiers venait de:

- L'Administration Centrale (20 cas)
- Le Conseil Provincial (ou équivalent)(21 cas)
- Autres documents (15 cas)

Les 2 premiers exemples ci-dessus combinés dans 16 cas. Certains autres documents concernaient chaque membre de l'Institut.

- c) De tels dossiers inaccessibles aux personnes de l'extérieur (7 cas). En 17 cas, la consultation devenait possible si la demande était formulée au Généralat. Pas de procédure envisagée dans les autres cas.
- d) Le contenu de ces dossiers est très varié. Une certaine concentration était visible concernant: les dates des postes de mission de chaque Institut (18) ; pastorale (9), projets socio-économiques (8), déclarations des Evêques (7), des Gouvernements locaux (4), des Instituts Religieux (7), Recherches en cours (4), Agences Internationales (6), Education (8); possibilités de formation pour Missionnaires (4) et pour les Religieux locaux(5).

Interprétation des découvertes

Plusieurs n'ont pas répondu ; mais cela peut-être interprété d'une façon positive si l'on se réfère au but de la demande. De fait, la plupart du temps, la raison était à cause d'une réorganisation des systèmes de l'Information dans les Généralats (13 cas) CICM, ICM, OSU, O.CARM, OFM-CAP, SHCJ, SSC, SVD, CMM, MSC, PA, SNDN, SX. Chaque Généralat semble vraisemblablement essayer son propre système afin de parvenir à une Information commune et l'adapter à un système standard valable pour tous. Proposer une certaine Standardisation semble maintenant opportun.

- A. Un bon nombre de Généralats est en cours de réorganisation de leurs systèmes. C'est le meilleur moment de proposer des idées en vue d'une information commune.

Par rapport aux réponses données, le système de classification et d'indice des Généralats ne présente aucun obstacle à un ultérieur échange d'information. Tendance Générale: Classifier par index ou sujet et région géographique.

La classification par sujet présente de sérieux problèmes. Excepté par le système décimal (seulement 2 Généralats). Des sujets standards avec leurs définitions correspondantes sont essentiels pour progresser dans un échange d'information. Une liste courte mais explicite comportant les mots clés, qui serait consentie par les Généralats serait vraiment un pas important en coopération.

- B. La plus rapide façon d'explorer les sources actuelles des Généralats de SEDOS est l'approche Géographique, mais un plus sûr moyen serait l'approche (sujet).

La liste standard dont nous venons de parler serait un grand pas vers la Computerisation. Les Computers sont actuellement un instrument normal de travail qui traduisent les données en chiffres (ou autres signes automatiques). Tout sera simplifié et les frais réduits si au lieu d'une liste par sujet et division pour chaque Généralat, il n'y a qu'une seule liste pour 38 ou même plus.

Ceci prouve que nous pourrions "faire plus" si nous le "faisons ensemble".

- C. L'origine de l'information en réserve dans les Généralats est interne. Elle vient de l'intérieur de l'Institut.

Les réponses du questionnaire montraient que les documents desquels les Généralats tiraient leur information (soit pour les Archives, Bibliothèques, ou Dossiers) étaient pour la plupart internes.

Comment les Généralats peuvent-ils être efficaces s'ils ne savent pas ^à l'intérieur de leur Institut "Ce que chaque membre fait" et "où". Qui d'autre pourrait en parler si ce n'est les documents internes ?

Tout de même les Instituts Missionnaires ne peuvent limiter leur attention à leurs propres affaires mais doivent la diriger vers les besoins réels du monde entier.

Les fonctions des Archives devront toujours être soigneusement distinguées de celles des Bibliothèques ou des dossiers en activité. Les Archives sont là pour fournir des explications, la plupart historiques, académiques et sur l'actualité.

- D. Les Dossiers en activité pourraient être étudiés plus systématiquement ~~dans~~ un but d'études et d'évaluation.

Il faut orienter le système de chaque Généralat de telle façon à fournir les éléments pour une action future afin de parvenir aux buts de l'Institut. Un tel système ne serait pas suffisant s'il consistait uniquement d'Archives.

Il doit comporter aussi les fonctions de la Bibliothèque et des Dossiers. La Bibliothèque, spécialement à travers ses documents est là pour apporter dans le Généralat ce qui est déjà du domaine public. Les dossiers sont là pour assurer de la continuelle évaluation et usage de l'expérience de ses membres, regardant le présent et le futur.

Le total net des livres et documents 357.100 et 2070 disponibles dans les Généralats semblerait impressionnant, mais les 2 nombres seraient réduits si une tentative d'élimination des duplicata était faite.

Les réponses sur la question du contenu montraient que les divers articles sont vraiment nécessaires mais pas suffisants pour le but du Généralat. Un groupe comme les Généralats de SEDOS devrait avoir disponible entre eux une "carte" sur telles régions non-évangélisées. Ceci compris plus comme blocs culturels que comme territoires géographiques.

Ce groupe a une source d'information laquelle est difficile à acquérir mais dont le potentiel est incontestable: les Experts. Les Groupes de SEDOS pourraient peut-être faire davantage dans ce domaine.

RECOMMANDATIONS

Il est recommandé que le Groupe de SEDOS commence par mettre en route ses divers systèmes (Archives, Dossiers, Bibliothèques et autres documents), travaillant sur leur propriété dans chaque Généralat de SEDOS. Cette mise en route n'affecterait en aucun cas leur autonomie et opération présentes, mais elle pousserait à faire un petit effort (afin de posséder davantage).

Ce petit effort consisterait à adopter la suggestion faite lors de la réunion des Documentalistes en Septembre: pour chaque Généralat: approvisionner le Secrétariat de SEDOS avec les listes mensuelles selon le formulaire proposé.

Pouvoir fournir les éléments pour un échange systématique de l'Information disponible serait un grand pas en avant.

Le second pas serait de fournir l'information aux Généralats dans trois domaines différents:

- 1) Les besoins immédiats d'une Administration Centrale
 - a) Qui sont "mes homes"?
 - b) Quelles sont les organisations avec lesquelles je travaille ?
 - c) Quelles sont les limites à prévoir ?
 - d) Quelles sont les activités courantes et les plans de mon Institut.
- 2) Production d'un bulletin interne
- 3) Evaluation de notre travail missionnaire.

Le troisième pas serait de renforcer la connaissance missionnaire des Généralats de SEDOS en recueillant les rapports régionaux et les plans du Développement de chaque pays.

(A. Fernandez)

EXECUTIVE COMMITTEE

A meeting of the Executive Committee of SEDOS was held on January 20, 1972 at 1630 at the Secretariate.

Present were: Sr. Th. Barnett scmmt; Bro. C.H. Buttmer fsc; Sr. Jane Gates scmm-m;
Fr. W. Goossens cicm; Sr. Danita McGonagle ssnd.
(For Item 1: Sr. A.M. de Vreede scmm-m)

In the Chair: Fr. Th. Van Asten pa
Secretary: Fr. B. Tonna

1. The minutes of the meeting of December 20, 1971 (72/23 ff) were approved.
 2. Sr. A.M. de Vreede reported on the meeting of the Executive Committee of the CMC, Geneva, which she had attended. This Committee would like to have the views of the Executive Committee of Sedos on the participation of Roman Catholics -- perhaps as guests -- at the next meeting of the CMC, in June 1972. It was agreed that such participation was desirable and that this view should be communicated to the CMC. In order not to jeopardize present and future relationships, however, the CMC should be asked to consider this as a private view and that Sedos should not be quoted.
 3. Sr. de Vreede also informed the Executive Committee that the Health Group was thinking of convening a Workshop on "change in health care" for members of General Councils during November. It would not involve financial strains on the 1972 budget. Finally, Sr. de Vreede was envisaging a meeting with Mr. Vanistaendal of CIDSE on the Sedos/CIDSE Health group in the near future.
 4. Fr. Tonna reported on the meeting (convened and attended by Sr. Danita) with an advisor on the status of Sedos vis-a-vis Italian law. It was recommended that Sedos be registered as an "ufficio di studio senza scopi di lucro". This would only entail a levy on the employees' salaries. Fr. Tonna was instructed to follow the matter up with Bro. Schnepf. Meanwhile, it was agreed that, in principle, the recommendation could be accepted.
 5. In the name of Bro. Vincent Gottwald, Fr. Tonna asked for an opinion on the possibility of Sedos sponsoring an evening course for ecclesiastical students in cooperative praxis. It was the opinion of the Committee that such sponsorship could be more natural for a University. Meanwhile, more information should be gathered about the proposition.
 6. The Executive Committee considered the invitation of the Catholic Media Council for a Sedos representative during its Kuratorium meeting in London on February 3, 1972. It was agreed to ask Fr. Perigny omi, Chairman of the Working Group Social Communications to attend and to report to the Executive Committee.
- Fr. Tonna informed the Committee that the manuscript of the "Who's Who in Latin American Catholic Media" had been delivered.
7. The letter of resignation of the CFX was read and accepted. It would be communicated to the Assembly in February.

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8. It was agreed that, following the requests of the Assembly of December, 1971, Sedos should focus on the study of one or two issues during the year 1972. The following two topics were then agreed on:

- The role of the overseas missionary in the local Church (Mondé)
- The urban mission in the Third World (Fecher)

The Executive Committee would assume responsibility for guiding the first study. A first brainstorming session would be called on February 11, 1972 with Fr. Mondé and Sr. Barnett as Moderators. It was hoped that this session would produce guidelines and working groups for the study proper. It would be held in English and French for priests, brothers and sisters.

The Working Group Development would continue to be responsible for the study of the second topic.

Ideally, the outcome of such studies would be guidelines which Superior Generals and Councillors could use during their visitation.

The "input" for such studies would include:

- a. the ideas and experiences of missionaries and of the local Churches.
- b. the conclusions of current scientific research on the topics.
- c. the experiences of General Councils.

As to the question of Sedos calling in an external agency to evaluate its activities, it was agreed that the time was not yet ripe for such an initiative.

9. The next meeting of the Executive Committee will be held on February 21, 1972 at 1600.

B. Tonna
Executive Secretary

C O M I T E E X E C U T I F

Compte-rendu de la réunion du 20 Janvier 1972

Les décisions les plus importantes du Comité Exécutif furent les suivantes:

1. Le Père Perigny omi, se rendra à Londres le 3 Février 1972 pour représenter SEDOS à la réunion de "Catholic Media Council".

2. Faisant suite à la demande de l'Assemblée de Décembre 1971, il fut accepté que SEDOS devra se concentrer sur l'étude d'un ou deux problèmes, pendant l'année 1972.

Les deux sujets suivants furent alors convenus sur :

- Le rôle du Missionnaire étranger dans l'Eglise locale (Mondé)
- La mission urbaine dans le Tiers-Monde (Fecher)

Le Comité Exécutif assumerait la responsabilité pour guider la première étude. Une première session aura lieu le 11 Février 1972 avec le Père Mondé et Sr Barnett comme Modérateurs. Il est à souhaiter que cette session fournisse des orientations et des groupes de travail pour l'étude. Cette réunion sera tenue en Anglais et Français pour les Prêtres, Frères et Soeurs.

Le Groupe de Travail du Développement continuerait à être responsable du second sujet. De façon idéale, le résultat de telles études donnerait des orientations que les Supérieurs Généraux et Assistants pourraient utiliser pendant leurs tournées.

Ces études tiendront compte:

- a. des études et des expériences des missionnaires et aussi des Eglises locales.
- b. des conclusions de la recherche scientifique courante sur les sujets.
- c. des expériences des Conseils Généraux.

3. La prochaine réunion du Comité exécutif aura lieu le 21.2.72 à 16.00 au Secrétariat de SEDOS.

(A. Fernandez)

NEWS FROM AND FOR THE GENERALATES

1. An appreciation for JOINT VENTURE (From a letter to the Editor, Malawi, 12-1-'72.
 "I've just read through the first 4 issues of JOINT VENTURE at one sitting. The fact that I did get through at one sitting (with the hint of an apology to the "Medical" section which got a rather cursory glance) is, I think a tribute to your work".
2. FSC - The FSC Superior General will visit his confrères in south and southeast Asia beginning on the 25th of January 1972. The visit will include Ceylon, Burma, Thailand, Malaysia, Viet-Nam, Singapore, Hong Kong, Philippines and Japan. Brother Charles Henry plans to be back in Rome soon after Easter.
3. A.V.E.X. - SESSION INTERNATIONALE AUDIO-VISUELLE POUR L'EXPRESSION DE LA FOI. Le CREC, Centre Audio-Visuel Recherche et Communication, l'OCIC, l'Office Catholique International du Cinéma, Interfilm, Sonolux, la FOCS, la Fédération des Organismes de Communication Sociale, organisent une SESSION INTERNATIONALE POUR LA FORMATION DE CATECHISTES ANIMATEURS EN AUDIO-VISUEL à Lyon, en septembre 1972.

Cette session est destinée aux responsables de la catéchèse et des communications sociales dans les Jeunes Eglises et les pays du Tiers-monde. Elle donnera les bases du langage et du montage audio-visuel et initiera les participants à la réalisation de bandes sonores, de montages de diapositives, de films de court métrage.

TRAVAUX PRATIQUES La formation aura lieu dans des studios bien équipés avec un maximum de travaux pratiques, grâce au concours d'animateurs, à raison d'un animateur pour quatre participants.

LIEU: le CREC La session se déroulera au CREC, Centre Audio-Visuel Recherche et Communication, 19, rue de Chavril, 69 - Ste-Foy-lès-Lyon, France. Tel. (78) 25 66 17.

LANGUE La langue dominante sera le français (une autre session en anglais est prévue plus tard). Cependant des animateurs seront disponibles pour fournir en anglais des explications à ceux qui le nécessiteront et éventuellement pour la traduction simultanée de l'un ou l'autre cours.

Pour tous renseignements, écrire au CREC. Les conditions de participation et le programme vous seront fournis sur demande à partir du 15 février 1972.

Frais de participation \$ 400.

DOCUMENTS OF SPECIAL INTEREST

1. PA - PETIT ECHO, no. 626, 1972/2; SYNTHESIS OF PLENARY COUNCIL, Sept. 1st to 28, 1971. A thorough examination of missionary organization which will interest and benefit every mission sending institute.
2. "LA PSYCHOLOGIE ET LES COMMUNAUTES RELIGIEUSES" - SA, Secrétariat à l'Information, Villa Vecchia, 00044 Frascati - Janvier 1972: RELATIONS HUMAINES. Texte du P. Pasquier OMI - Notes prises durant un cours donné aux groupes du Troisième An. 20 pp.
3. "QUI PECHINO - VI PARLA SANDRO PATERNOSTRO" - SEI 1971, 400 pp. A detailed insight into the China of today and tomorrow by an experienced Italian writer and TV reporter—a country which still remains for most terra incognita.
4. FSC Mission Project in Africa for 1972 - From June 29th to July 9th 1972, there will be a Reunion of Delegates chosen from among the African and Malgache FSC Brothers, at Kinshasa, Zaïre. Besides Brother Vicar General and the Secretary General for Missions, there will be 20 representatives in all, 14 of whom will be African and Malgache. (A 4 pp. communication, including proposed general plan of the meeting).
5. OCarm. - CITOC, No. 1, 1 January 1972, gives an 5 pp. plan by the OCarm. Missions Secretariat on collaboration between the Generalate and Provinces, besides information on missionary publication.
6. DOKUMENTASI ~~PETERANGAN~~ - DOCUMENTATION AND INFORMATION - A five years plan of the DOCUMENTATION AND INFORMATION DEPARTMENT of the Secretariat of the Indonesian Bishops Conference, 1970-1974.

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D I A R Y

Wednesday - 12 January 1972	Development Working Group meets and adopts Fr. Tonna's Working Paper on the Urban Mission with plans for further discussion.
Friday - 14 January 1972	Fr. Tonna visits Fr. Lefebvre, OMI Ccmmunications Secretary.
Tuesday - 18 January 1972	Social Communications Working Group meets at OMI. Focus is on Fr. Babin's work in the field of a new audio-visual language of the people.
Wednesday - 19 January 1972	Health Group holds its meeting with Fr. Herpels cism and discusses a possible Workshop in November on the topic "A Change in Health Care".
Thursday - 20 January 1972	At the Executive Committee meeting, two new study themes for this year are adopted: a) the role of the overseas missionary in the local Church; and b) the Urban mission.
Tuesday - 25 January 1972	Fr. Tonna visits Fr. Perigny omi to discuss SEDOS representation at the Catholic Media Council meeting to be held in London, Feb. 3.
Wednesday - 26 January 1972	Fr. Tonna sees Mother Therese Walsh osu before her departure to Zambia.