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SUPPORT
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UNITED NATIONS POPULATION FUND

Progress of office automation activities during 1989

Report of the Executive Director

SUMMARY

The Executive Director presented a proposal for a
"Strategy of UNFPA for office automation including
the development of a management information system"
(DP/1989/42), to the thirty-sixth session of the
Governing Council. The Governing Council approved
the proposal and requested the Executive Director
to report on the implementation of the strategy to
its thirty-seventh session. This report, therefore,
has been prepared to inform the Governing Council
of the status of the implementation of UNFPA's
office automation strategy and the activities under-
taken during 1989.

INTRODUCTION

1.   This report has been prepared in response to Governing Council decision 89/49, paragraph 7, which approved "the proposals for 1990-1991 of the Executive Director on the strategy of the United Nations Population Fund for office automation, including the development of a management information system (DP/1989/42), taking into account the report of the Advisory Committee on Administrative and Budgetary Questions (DP/1989/45)", and requested "the Executive Director to report on the implementation of the strategy at the thirty-seventh session (1990) of the Governing Council". The Council also approved the conversion of two temporary Professional posts to regular posts and the creation of two temporary Professional posts in the Fund's MIS Unit (decision 89/49, paras. 10 and 11).

2.   As noted in document DP/1989/42, the purpose of UNFPA's office automation and management information system (MIS) is to enhance the Fund's ability to deliver population assistance by improving its administrative efficiency and ability to monitor and evaluate programmes and projects. The proposed office automation plan approved by the Council last year is designed, when fully implemented, to improve staff productivity and efficiency by: (a) providing staff with the means to access financial and substantive information; (b) computerizing manual data-entry activities; (c) eliminating duplicate entries of data; (d) computerizing inventory and procurement procedures; (e) simplifying publications distribution; and (f) providing technical staff with more effective tools to analyze data, set targets and devise forecasts using microcomputer-based scientific software. The plan also seeks to implement the MIS strategy in the Fund.

3.   The priorities of the office automation/MIS strategy, as put forth last year in document DP/1989/42, are: (a) to rationalize the Fund's financial monitoring system and to develop a substantive monitoring system that will be integrated into a unified central database during the 1992-1993 biennium; (b) to provide computer equipment and training to all staff; (c) to improve the Fund's word-processing system; and (d) to provide automation for procedures related to daily office operations that are being performed manually. The purpose of this report is to inform the Governing Council of the tasks undertaken and the progress made in these priority areas in the implementation of the strategy during 1989, in particular from July 1989 until March 1990. It also presents the activities to be undertaken in 1990.

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I. BACKGROUND

4.   As reported to the Governing Council last year, the first steps taken to introduce computerization at UNFPA were in the area of financial accounting and were actually initiated by the United Nations Development Programme (UNDP) as part of its efforts to improve its own system of financial accounting. However, as a result of the institutional arrangements between UNDP and UNFPA, UNDP incorporated UNFPA project expenditures in the UNDP financial system through the various computerized ledger files it maintains. UNDP also developed a Programme Project Management System (PPMS), which is a system for monitoring all financial transactions of programmes and projects. UNDP provides on-line access to the PPMS to users at UNFPA, although it does not allow direct access to its accounting ledgers. The PPMS serves as one of the main sources of computerized data for both the Finance Branch and programme divisions of UNFPA.

5.   Thus far, the main benefits derived from the efforts to introduce office automation at UNFPA include an overall increase in the accuracy and speed of staff members in the performance of their duties and the increasing availability of sophisticated, easily accessible programme monitoring tools. However, owing to the Fund's understandably cautious approach to office automation and MIS, new equipment has been introduced on an ad hoc basis, addressing needs in word processing, financial control and programme monitoring as they arise. The impact of such an approach has been tangible, but not sufficient. Indeed, the initial success of these efforts, together with the apparent limitations, has only created ever-greater awareness of the need to develop a full-fledged, systematic MIS at UNFPA.

6.   The work plan for 1989 was modified in accordance with available resources and the priorities of the Fund. The progress made in the various activities undertaken during 1989 and the first part of the current year are described in the remaining sections of this report.

II. IMPLEMENTATION OF THE OFFICE AUTOMATION STRATEGY

A. Establishment of MIS infrastructure

7.   In the beginning of 1989, UNFPA prepared a long-term MIS plan of action (strategy), which was submitted to the Governing Council as part of document DP/1989/42. The actual development of the strategy started in the latter part of 1989.

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8.   During 1989, UNFPA began efforts to develop a viable
organizational structure for its MIS Unit based on the day-to-day
needs of the Fund. Job descriptions for the required personnel
resources in the MIS Unit were reviewed, posts redefined (if
necessary) and reclassified, and duties and responsibilities re-
assigned in the light of the Governing Council's approval of the
MIS strategy. The Fund filled two of the four vacant Professional
posts in the MIS Unit and is actively recruiting qualified persons
for the remaining two Professional posts. It is envisioned that
these posts will be filled by May 1990.

9.   In the second half of 1989, UNFPA began preparation of
policies and procedures concerning the use of the Fund's MIS. The
areas covered include the management and use of the Fund's personal
computer local area network (PC-LAN); data security; documentation;
and user manuals. As this document is being prepared (March 1990),
the preparation of user manuals is at a well advanced stage.

B.   Office automation

Establishing standards

10.   One of the first things that UNFPA did in its efforts to
develop an effective system of office automation was to establish
office automation standards for both the field offices and
headquarters. The standards cover, among other things, PC hardware
and software to be used throughout the Fund. UNFPA took special
care to ensure that the equipment selected: (a) would be compatible
with that at the United Nations Secretariat and UNDP; and (b) could
easily and cost-effectively be adapted to keep pace with new and
rapid technological advances in the area of micro-computers and
related software.

11.   UNFPA also established standards for wiring required for data
transmission purposes. In this vein, the Fund has been able to
minimize costs and maximize efficiency by taking advantage of
ongoing construction work during the renovation of UNFPA premises
to install an integrated, universal wiring system that could meet
the requirements of both voice and data transmissions.

Installation of computer system network

12.   During 1989, the UNFPA work plan in this area focused mainly
on expanding the local area network to accommodate larger numbers
of users and applications and to enhance connectivity.

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13. In order to help meet the immediate needs of UNFPA headquarters staff, the Fund procured a total of 70 PCs and 25 printers during 1989. An additional 30 PCs and 13 desktop printers were procured and installed by the end of February 1990. Orders have been placed for 30 additional PCs in the current year. Table I provides the breakdown of PCs installed at headquarters by Division.

14. All 160 PCs at headquarters are now connected to the LAN, including 25 PCs that had been procured prior to 1989, some 60 PCs that were purchased during 1989, and the 30 PCs that were installed in early 1990. Both the capacity and number of the network servers have increased during 1989 -- the capacity from 260 Mega Byte to 580 Mega Byte, and the servers from 2 to 3.

15. The MIS capabilities at UNFPA headquarters expanded significantly with the installation in September 1989 of a communication "gateway" to UNDP mainframe computers. This opened an avenue of communications between UNFPA and other computers within the United Nations community, such as the New York Computer Service (NYCS) at the United Nations Secretariat and the International Computing Centre (ICC) in Geneva. As a result, mainframe data once available to programme units of the Fund only through the Finance Branch are now directly available.

16. Moreover, to meet the ever-increasing needs for information management in the field, during 1989 UNFPA placed purchase orders for a total of 37 PCs and 30 printers, thereby responding to the requests of 32 field offices. Most of this equipment has already been procured and delivered. The Fund has ordered an additional 40 PCs and 30 printers to be installed in 28 other field offices during 1990. As a result, once this equipment is installed, 73 UNFPA field offices (53 with UNFPA Country Directors and 20 without) will have access to computers. Table II provides details of current and projected PC installation in UNFPA field offices.

Electronic communication

17. The MIS Unit provided technical support for the installation of a LAN-based telex system. The new system enables any LAN-based PC to send telex messages directly to any other PC connected to the LAN. UNFPA also installed an internal electronic mail system which makes use of the local area network. Furthermore, the Fund increased the number of facsimile machines at headquarters from two to eight. This has tangibly improved the communication capabilities of the Fund, especially between headquarters and the field.

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Word processing

18. One of the most common uses of computers at UNFPA continues to be word processing. UNFPA's first step in the area of word processing was to establish a standard system Fund-wide. The specialized (dedicated) Wang word-processing equipment that the Fund had been using was quite old and in need of constant repairs. Moreover, the Wang equipment at headquarters was rather outmoded technologically and thus could not be integrated with other equipment in the Fund. In view of the increased operational and maintenance costs being incurred, as well as the limited range of functions performed, UNFPA decided against a system based on dedicated word-processing equipment, opting instead for a LAN-based system of standard general-purpose IBM-compatible PCs. Such a system could easily accommodate all of the Fund's word-processing needs as well as perform a wide range of other functions. The Fund also decided to use WordPerfect as the word-processing standard for UNFPA headquarters and field offices because of its versatility and adaptability to other systems. WordPerfect had the added advantage of being the system used by UNDP.

C. Training

19. The switch to a PC-LAN system required the intensive training of staff. UNFPA therefore immediately drew up a work plan to train staff at headquarters in the use of personal computers, the LAN, and common commercial software packages such as word processing, spreadsheet analysis, computer graphics, and database management. Table III indicates the scope of the training conducted in the area of personal computers during 1988-1989.

20. As the number of PCs has increased so has the number of software packages available to users. In addition to WordPerfect, the local area network of PCs at UNFPA is equipped with Lotus 1-2-3, dBase III Plus, Foxbase, Microsoft Charts, Harvard Graphics, Multimate, Systat, Reflex, Ventura and Micro-ISIS packages. In addition to providing training to three-quarters of all headquarters staff members in the most widely used software packages in the Fund (MS-DOS, WordPerfect, Lotus 1-2-3, dBase III and Harvard Graphics), UNFPA has also attempted to tailor the training of certain staff to meet the specific needs of their units.

21. Specifically, 161 staff members were trained in the basic operation of PCs, including the use of DOS (Disk Operating System) and network facilities. Training in other areas was as follows: 101 staff members in the introduction to WordPerfect, 70 in

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introductory Lotus 1-2-3, 9 in introductory dBase III, 25 in
Harvard Graphics, 24 in advanced Lotus 1-2-3, and 9 in advanced
dBase III. A limited number of staff members (a total of 6
persons) were trained in the use of the Ventura desktop publishing
software, while 3 members of the MIS Unit received training in
management of the local area network. The total number of person
training days for the year came to 800, of which 352 person-days
were conducted between June 1989 and October 1989.

D. Management information systems

22. In 1989, in the area of management information systems, UNFPA
continued to focus on providing staff with basic systems to help
manage programme and project data, primarily through ready access
to and retrieval of information on current and past allocation
figures, year-end expenditures, decentralized approvals of
projects, and planning forecasts and scenarios. Although the Fund
made extensive use of the PC-LAN for these applications, it
continued to maintain access to the mainframe computers at UNDP and
New York Computing Services (NYCS), in particular to the Programme
Projects Monitoring System (PPMS) and the General Ledger Financial
Reporting System (GLFRS). Both the PPMS and the GLFRS were studied
with a view to improving their data capture and reporting abilities
and to integrating expenditure data reported by the executing
agencies. Another major aim of the study was to find the most
efficient way to implement systems incorporating allocation and
expenditure data on a single PC network. This resulted in the
refinement of the Programme Management System (PMS).

23. On the applications side, UNFPA has been able to enhance the
Programme Management System on the LAN and the Funds Control System
(FCS) on the mainframe computer of UNDP by including new features
on each. These new features have been added to meet the
requirements of the various organizational units of the Fund. For
example, the two internal systems now accommodate pipeline and
pending figures for planning purposes and can monitor the status
of project approvals from decentralized sources. Moreover, a UNFPA
working group is in the process of compiling various demographic,
socio-economic and development indicators from a number of sources
with a view to loading such data onto the network for general use
at headquarters and in the field. The United Nations Statistical
Office provided advisory services for this working group.

Programme Management System

24. The major application currently on the LAN is the financial
monitoring of programme and projects, developed in Foxbase. All

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UNFPA programme units are currently making extensive use of the
system. The PMS imports current allocation and expenditure data
from the mainframe computers and disaggregates it by project,
country, region and other desired categories. Also, the data-entry
modules of the system require the entry of pipeline and pending
projects as well as of projects for which no allocations have yet
been made. The modules further require that allocation figures for
projects be entered according to approval authority. PMS combines
these various categories of data and makes them available for the
most widely used of the Fund's more than 60 built-in preformatted
reports, which can be accessed through a menu-driven scheme by all
users.

25. During 1989, a number of rigorous training sessions were held
with individual programme divisions in the Fund on the use of this
system. A preliminary version of the user manual was distributed
to users for their comments. The final version of the manual is
to be completed in April 1990.

Funds Control System

26. This system offers increased facility for monitoring budget
lines of programmes and projects. The Funds Control System
integrates the process of project budget preparation with that of
monitoring project allocations and expenditures. It enables users
to connect expenditure data with allocation data through access to
the general ledger files on the mainframe. The FCS also has the
capability for incorporating agency expenditures into budget line
preparations. The ability to access detailed project expenditures
by budget line and to compare these figures with actual allocations
will likely prove to be an extremely useful monitoring tool. The
possibility of incorporating the formulation, maintenance and
monitoring of project budgets into the same application will
greatly facilitate the work of the programme units.

27. During 1989, UNFPA, in collaboration with UNDP, adapted the
UNDP Funds Control System to accommodate UNFPA's requirements. The
testing of the system was begun late in 1989 and will be continued
during 1990. Past and current data on allocations were input into
the system, and linkage with the general ledger files on the
mainframe was accomplished. Data on year-end allocations were
created from archives and integrated into the system.

28. UNFPA held demonstrations for user groups on the potential of
the system and provided training on the use of the system. The
reporting facility is already being used by the Fund's Finance
Branch, Procurement Branch, Programme Co-ordination, Management and

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Field Support Office (PCMFSO) and a number of the other organizational units. The preparation of the FCS user manual was started in early 1990.

Population Indicators' DataBase

29. UNFPA has been providing assistance in the area of developing demographic and population-related databases and is itself a potential user of population-related indicators in its project and programme formulation exercises. Accordingly, the Fund set up a working group to study the needs of UNFPA for these types of data. The working group submitted its final report to the Executive Director in August 1989. The outcome of this study has proven to be a useful starting point for the compilation of relevant data and the setting up of the database.

30. The initial version of the database, consisting of population estimates and demographic indicators published by the Department of International Economic and Social Affairs (DIESA), was further enhanced in 1989 and made available on the LAN for easy reference. A user manual was also prepared.

Lessons Learned DataBase

31. The development of the database of lessons learned from evaluations, as reported to the Governing Council in 1989 (document DP/1989/42), was begun in 1988. The Lessons Learned Database was further enhanced during 1989, and it was put on the LAN to make it accessible to all the users in the Fund.

Gender consideration in UNFPA-funded projects

32. The Special Unit for Women, Population and Development, in line with UNFPA's strategy to strengthen the capacity of the Fund to deal with issues concerning women, population and development, requested that a database related to gender considerations in UNFPA-funded projects be developed. The development of the system was undertaken in late 1989, and the first phase of the system was completed in the first quarter of 1990.

Programme Project Monitoring and Evaluation (PPME)

33. The working group on Monitoring and Evaluation incorporated the concept of a Project Management Plan (PMP) into its draft guidelines of October 1989. The working group recommended that the PMP should be an on-line system for monitoring the progress of projects on continuous basis. Thus all relevant information is to

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be input into the computer as and when it is collected. The computerized PMP will have the facility to compile project information in pre-designed formats for presentations at meetings and for reports.

34. Participants in the Global Meeting of UNFPA staff held in Noordwijk, the Netherlands, 10-13 November 1989, welcomed the draft monitoring and evaluation guidelines which included the concept of PMP. The PMP will form the basis and core for the development of the Programme Project Monitoring and Evaluation (PPME) system in the Fund. It will combine textual (qualitative) information concerning projects with financial information, and will make such information available through an on-line system that can be accessed by users both in the field and at headquarters.

E. Targets for 1990

35. On the basis of the report of the Executive Director to the thirty-sixth session of the Governing Council, the Council approved, in addition to the MIS staff, $360,705 for training in electronic data processing (EDP), $352,504 for EDP services, $141,880 for EDP supplies, $758,000 for systems development, and $816,253 for office automation and hardware and software for the 1990-1991 biennium. In accordance with the strategy of UNFPA for office automation, including the development of a management information system (document DP/1989/42), during 1990 UNFPA expects to achieve the goals described below.

Office automation

36. In the area of office automation at headquarters, UNFPA plans to increase the ratio of PCs to staff to 1:1 among General Service staff and 1:2 among Professional staff by the end of 1990. Also, the Fund intends to increase the file server capacity of the LAN to meet the increasing demand for capacity by leasing, beginning in the month of August, a mini-computer to be linked to the LAN.

37. In the field, UNFPA plans to equip each field office that has either a resident UNFPA Country Director or a programme officer (national or international) with at least one PC during 1990. In general, the Fund intends to increase the PC to staff ratio in the field offices, excluding non-clerical staff such as drivers and custodians, to at least 1:2 by the end of 1990. The Fund will also equip all of its field offices with the WordPerfect word-processing software. Furthermore, where feasible, UNFPA will study the possibility of linking its field office automation with the local area networks UNDP plans to set up in 1990.

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Electronic communication

38.   During 1990, UNFPA is going to trial-test computer-to-computer communications in at least five field offices. This will require establishing a hardware infrastructure at headquarters and in the five field offices consisting of personal computers, modems and communication "gateways". The Fund will also establish standard software packages for the electronic communication between selected field offices, negotiating formal contracts with the International Computing Centre in Geneva and with international commercial carriers to provide technical and electronic assistance. As regards regular communications between headquarters and the field, UNFPA will maintain and enhance the LAN-based telex and facsimile systems as well as the internal electronic mail system as the need arises.

Training

39.   UNFPA plans to organize at least one training course in basic computer usage for each General Service and Professional staff member. The Fund will also organize courses to refresh or update skills acquired during previous training. The courses planned for 1990 include basic PC-MS/DOS operations, word processing, spreadsheets, local database management, desktop publishing and charting. More-advanced training in various areas will be provided to MIS focal points in various software in accordance with assessed needs. In-house training will cover UNFPA applications of these basic skills as well as of such systems as programme management, field office accounting and funds control systems.

40.   Training in basic computer skills for field offices will be held locally, while training in specific applications will be held on a regional basis.

Management information system

41. UNFPA's activities in the area of management information systems will continue to be closely allied with those of UNDP, including the adoption and modification of the Field Office Accounting System (FOAS) for UNFPA use, and the development, implementation and testing of a PPME system in line with the UNDP TURBO-PPMS. The end-product will be a system capable of providing accurate, timely, and integrated data on programme/project activities, both quantitative and qualitative, and will allow for the aggregation of project and programme data at the field and headquarters level. The system, when combined with the evaluation lessons learned database, socio-economic indicators and existing

project-related information, will provide a more comprehensive information system for UNFPA's activities.

42. Virtually all activities related to the development of the Programme Management System will be completed in 1990. The PMS will then be able to combine allocations/expenditures and decentralized approvals in a single system on the network. System and user manuals will be completed. Moreover, reports customized in a format conducive to the needs of the Fund's Project Review Committee and other committees will be built into the computerized system.

43. The Funds Control System will be enhanced to include a directory facility as well as information on pending pipeline projects and commitments in the system. The directory facility will make it possible to trace all the projects undertaken earlier that relate to the present project. Efforts will be made to streamline agency expenditure data and their incorporation into the Funds Control System. An interface to exchange data from the Funds Control System directly to PC software will be added.

44. The Field Office Accounting System developed by UNDP will be further adapted to the UNFPA environment and tested in five field offices. An interface between the Field Office Accounting System and the General Ledger Financial Reporting System will be created.

45. UNFPA will develop a computerized monitoring system integrating such data as allocations and expenditures, long- and short-range objectives of projects, various inputs, implementing and executing agencies, and achievements. Data from periodic progress reports and extracts of tripartite reviews and evaluations would also become part of the system.

46. UNFPA plans to continue to assess the Fund's information/data needs as well as the methods of obtaining such information/data from primary sources. Accordingly, the Fund will further pursue the development of an in-house database around UNFPA's central database. This database would especially strengthen the programme development capability of the Fund.

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TABLE I
Number of Personal Computers at Headquarters by
Organizational Unit

Organizational Unit	Procured prior 1989	Procured during 1989	Procured during 1990	Total
DFPA:	20	11	4	35
Administration	2	3	1	6
Finance	16	1	0	17
Personnel	1	2	2	5
Procurement	1	5	1	7
Geographical Divisions:				
Africa	3	7	4	14
Asia	2	5	3	10
DASE	2	2	3	7
LACD	2	3	3	8
IERD	2	9	2	13
OED	3	8	1	12
PCMFSO	10	12	3	25
RDU	3	0	2	5
WPD	1	1	1	3
TED:	10	12	4	26
ECY	1	3	2	6
Evaluation	3	3	0	6
INT/NGO	1	3	1	5
MCH/FP	2	1	0	3
PPR	3	2	1	6
TOTAL	58	70	30	158

1/ This column includes a total of eight PCs that were
procured during 1987 but are no longer in operation.

TABLE I
Number of Personal Computers at Headquarters by
Organizational Unit
(continued)

Key:

DFPA:	Division for Finance, Personnel and Administration
DASE:	Division for Arab States and Europe
LACD:	Latin America and Caribbean Division
IERD:	Information and External Relations Division
OED:	Office of the Executive Director
PCMFSO:	Programme Co-ordination, Management and Field Support Office
RDU:	Resource Development Unit
WPD:	Special Unit for Women, Population and Development
TED:	Technical and Evaluation Division
ECY:	Education, Communication and Youth
INT/NGO:	International and NGO Programmes
MCH/FP:	Maternal and Child Health/Family Planning
PPR:	Population Data, Policy and Research

TABLE II
STATUS OF COMPUTER EQUIPMENT
IN THE FIELD OFFICES

| COUNTRY | ESTABLISHED POSTS | | COMPUTERS PROCURED OR PLANNED | | | TOTAL |
	INT.	LOCAL	PRIOR TO 1989	DURING 1989	DURING 1990	
Africa (sub-Saharan)						
Country Director						
Angola	1	4	0	1	1	2
Botswana	1	3	1	0	0	1
Burkina Faso	1	3	1	0	1	2
Burundi	1	2	0	1	0	1
Cameroon	1	3	0	1	1	2
Central African Republic	1	3	0	1	1	2
Congo	1	3	1	0	1	2
Côte d'Ivoire	1	3	1	0	1	2
Ethiopia	2	5	1	1	2	4
Ghana	1	5	1	0	2	3
Guinea	1	2	0	0	1	1
Kenya	2	6	2	0	2	4
Liberia	1	3	0	0	2	2
Madagascar	1	4	2	0	1	3
Malawi	1	2	1	0	1	2
Mali	1	3	0	0	2	2
Mozambique	1	6	0	1	2	3
Niger	1	2	0	0	1	1
Nigeria	2	7	0	2	2	4
Rwanda	1	2	0	1	0	1
Senegal	2	6	1	0	3	4
Togo	1	2	0	1	1	2
Uganda	2	4	0	1	2	3
United Rep. of Tanzania	1	4	0	0	2	2
Zaire	1	4	0	0	2	2
Zambia	1	3	0	0	2	2
Zimbabwe	1	3	1		1	2
Sub-Total	32	97	13	11	37	61
Programme support units						
Benin	0	3	0	0	1	1
Cape Verde	0	1			0	0
Chad	0	2	0	0	1	1
Comoros	0	2	0	0	1	1
Equatorial Guinea	0	1	0	1	0	1
Gabon	0	2	0	0	1	1

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TABLE II
STATUS OF COMPUTER EQUIPMENT
IN THE FIELD OFFICES
(continued)

| COUNTRY | ESTABLISHED POSTS | | COMPUTERS PROCURED OR PLANNED | | | TOTAL |
	INT.	LOCAL	PRIOR TO 1989	DURING 1989	DURING 1990	
Africa (sub-Saharan)						
(cont...)						
Gambia	0	2	0	0	1	1
Guinea-Bissau	0	2	0	0	1	1
Lesotho	0	2	0	0	1	1
Mauritania	0	3	0	1	0	1
Mauritius	0	2	0	1	0	1
Sao Tome and Principe	0	2	0	0	1	1
Sierra Leone	0	3	1	0	1	2
Swaziland	0	2	0	1	0	1
Sub-Total	0	29	1	4	9	14
Total	**32**	**126**	**14**	**15**	**46**	**75**
Arab States and Europe						
Country Director						
Algeria	1	3	0	1	1	2
Democratic Yemen	1	3	0	0	2	2
Egypt	1	4	1	1	1	3
Morocco	1	5	1	2	0	3
Somalia	1	4	0	1	1	2
Sudan	1	4	0	1	1	2
Yemen	1	3	0	1	1	2
Sub-Total	7	26	2	7	7	16
Programme support units						
Jordan	0	4	0	0	2	2
Syrian Arab Republic	0	3	0	1	1	2
Tunisia	0	4	0	0	2	2
Turkey	0	3	1	0	1	2
Sub-Total	0	14	1	1	6	8
Total	**7**	**40**	**3**	**8**	**13**	**24**

TABLE II
STATUS OF COMPUTER EQUIPMENT
IN THE FIELD OFFICES
(continued)

| COUNTRY | ESTABLISHED POSTS | | COMPUTERS PROCURED OR PLANNED | | | TOTAL |
	INT.	LOCAL	PRIOR TO 1989	DURING 1989	DURING 1990	
Asia and the Pacific						
Country Director						
Afghanistan	1	2	1	0	0	1
Bangladesh	2	11	2	0	4	6
China	2	2	2	0	1	3
Fiji	1	6	2	0	1	3
India	2	6	2	1	3	6
Indonesia	1	6	2	0	2	4
Nepal	1	8	2	0	3	5
Pakistan	1	7	1	0	3	4
Philippines	1	6	3	0	1	4
Sri Lanka	1	4	0	1	2	3
Thailand	1	6	2	1	1	4
Viet Nam	2	2	2	1	0	3
Sub-Total	16	66	21	4	21	46
Programme support units						
Islamic Republic of Iran	0	1			0	0
Malaysia	0	3	0	1	0	1
Myanmar	0	3	0	0	1	1
Papua New Guinea	0	0			0	0
Republic of Korea	0	2	0	0	1	1
Samoa	0	0	0	0	0	0
Sub-Total	0	9	0	1	2	3
Total	**16**	**75**	**21**	**5**	**23**	**49**

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TABLE II
STATUS OF COMPUTER EQUIPMENT
IN THE FIELD OFFICES
(continued)

COUNTRY	ESTABLISHED POSTS		COMPUTERS PROCURED OR PLANNED			TOTAL
	INT.	LOCAL	PRIOR TO 1989	DURING 1989	DURING 1990	
Latin America and the Caribbean						
Country Director						
Bolivia	1	2	0	1	0	1
Brazil	1	3	1	1	0	2
Costa Rica	2	4	0	1	2	3
Haiti	1	3	1		1	2
Jamaica	1	4	1	1	1	3
Mexico	1	4	2	1	0	3
Peru	1	3	1	1	0	2
Sub-Total	8	23	6	6	4	16
Programme support units						
Colombia	0	2	0	0	1	1
Cuba	0	2			1	1
Dominican Republic	0	2	1		0	1
Ecuador	0	3	0	0	1	1
El Salvador	0	3	0	1	0	1
Guatemala	0	2	0	0	1	1
Honduras	0	2	1		0	1
Nicaragua	0	3	1	1	0	2
Panama	0	2	0		1	1
Paraguay	0	2	0	1	0	1
Sub-Total	0	23	3	3	5	11
Total	**8**	**46**	**9**	**9**	**9**	**27**
GRAND TOTAL	**63**	**287**	**47**	**37**	**91**	**175**

TABLE III
Number of Staff Members Trained by
Organizational Unit and Area of Training

Org. Unit	PC/LAN Intro.	Word Perf.	Lotus 1-2-3	dBase III	Harvard Graphics	Adv. Lotus	Adv. dBbase	LAN	Ventura
DFPA:									
Admin.	19	9	6	4	1	2	2	–	–
Finance	7	7	3	8	3	7	–	–	–
Personnel	8	4	–	3	1	–	–	–	–
Geographical Divisions:									
Africa	16	10	10	3	1	1	1	–	–
Asia	17	12	9	3	2	3	2	–	–
DASE	9	7	5	3	4	3	–	–	–
LACD	11	6	4	2	2	1	1	–	–
IERD	12	11	3	1	–	1	–	–	4
OED	12	6	4	2	1	–	–	–	1
PCMFSO	9	8	7	2	7	1	1	3	–
RDU	2	1	1	1	1	–	–	–	–
TED:									
ECY	7	4	3	1	2	1	–	–	1
Eval.	10	5	4	–	1	1	–	–	–
INT/NGO	5	3	2	1	–	–	1	–	–
MCH/FP	6	4	4	3	2	1	–	–	–
PPR	7	3	3	1	1	1	1	–	–
WPD	4	1	2	2	1	1	1	–	–
TOTAL	161	101	70	40	30	24	10	3	6

TABLE III
Number of Staff Members Trained by
Organizational Unit and Area of Training
(continued)

Key:

DFPA:	Division for Finance, Personnel and Administration
DASE:	Division for Arab States and Europe
LACD:	Latin America and Caribbean Division
IERD:	Information and External Relations Division
OED:	Office of the Executive Director
PCMFSO:	Programme Co-ordination, Management and Field Support Office
RDU:	Resource Development Unit
WPD:	Special Unit for Women, Population and Development
TED:	Technical and Evaluation Division
ECY:	Education, Communication and Youth
INT/NGO:	International and NGO Programmes
MCH/FP:	Maternal and Child Health/Family Planning
PPR:	Population Data, Policy and Research