TIC DATA BASE: TRAINING PROGRAMME
FOR MONDAY 28 JANUARY - FRIDAY 1 FEBRUARY 1985

Monday January 28

10.00 A.M.	Arrival of Tord Hoivik, Beril Berge (Member of the International Peace Research of the Institute, Oslo (PRIO))
10.15 A.M. - 12 Noon	Introduction to TIC Staff, TIC Activities, and documentation work.
12 Noon - 1.00 P.M.	Lunch break/ Arrival of Jan-David Hoivik
1.00 P.M. - 1.45 P.M.	Tord Hoivik will introduce the Sri Lankan Human Rights Data Base Project - Basic Concept and implementation strategy.
2.00 P.M. - 3.00 P.M.	Beril Berge will introduce Basic documentation Concepts and their application in the Project.
3.00 P.M. - 4.30 P.M.	Individual discussions with counter parts in Project management, library work and data work.

Tuesday January 29

10.00 A.M. - 11.00 A.M.	Beril Berge will introduce the Standard Bibliographic format.
11.00 A.M. - 12.30 P.M.	Supervised cataloguing work with standard format.
12.30 P.M. 1.15 P.M.	Lunch Break
1.15 P.M. - 2.15 P.M.	Discussion on Problems and experiences with first practice period (11.00 - 12.30)

| 2.15 P.M. - 4.30 P.M. | Continued practice with standard format. |

Wednesday January 30

10.00 A.M. - 11.00 A.M.	Continued practice with cataloguing work.
11.00 A.M. - 12 Noon	Specific consultation with Beril Berge and Tord Hoivik on Project Management and Data base management.
12 Noon - 1.00 P.M.	Lunch Break
1.00 P.M. - 3.00 P.M.	Programme Appraisal
3.00 P.M. - 4.30 P.M.	Specific consultation with Beril Berge and Tord Hoivik in Computer Management and Computer operations.

Thursday January 31

10.00 A.M. - 10.45 A.M.	Tord Hoivik and Jan David Hoivik will introduce the basic procedures involved in the Data entry.
11.15 A.M. - 12.15 P.M.	Practice with Data entry.
12.15 P.M. - 1.00 P.M.	Lunch Break
1.00 P.M. - 1.45 P.M.	Beril Berge/Tord Hoivik will introduce the basic concepts involved in Computer aided indexing and retrieval
1.45 P.M. - 2.15 P.M	Jan David Hoivik will introduce the Retrieval and printing procedures in Nucleus.
2.15 P.M. - 4.30 P.M.	Further practice with Data entry, sorting, retrieval and printing

Friday February 1

| 10.00 A.M. -11.00 A.M. | Beril Berge & Tord Hoivik will introduce the selection criteria for documents to be included in the common part of the Sri Lankan Human |

Rights Data Base.

11.00 A.M. - 12 Noon	Tord Hoivik and Beril Berge will introduce the practical routines for document acquisition, selection, cataloguing, indexing and data entry- including quality control.
12 Noon - 12.45 P.M.	Lunch Break
12.45 P.M. - 1.15 P.M.	Discussion of Current situation and potential changes.
1.15 P.M - 2.15 P.M.	Tord Hoivik/Jan David Hoivik will initiate A London Oslo data link.
2.15 P.M. - 3.15 P.M	Discussion on future collaboration between TIC & PRIO
3.15 P.M. - 4.15 P.M.	Conclusion with Mr Tord Hoivik's speech