

**Terms of Reference: training workshop of the people in charge of documentation in WAHO,
Ministries of health of ECOWAS States and Mauritania.**

1. Background and justification

Within the framework of their strategic documents of poverty alleviation, ECOWAS Member States recognized the importance of the Health sector in poverty alleviation and durable economic and social development. To this end the European Commission and ECOWAS initiated the Regional Program Health in West Africa (PRSAO) through the financing agreement No 9106/REG/ROC/002/03. This program is fixed among others as objective the reinforcement of regional integration in West Africa through the coordination and the harmonization of the health policies in order to improve the health systems in the fields of common interest.

After the estimates programs 0 and 1 which enabled to set up the PRSAO management systems (the steering committee, the management unit, permanent experts), the last or DP2 (from 1st January 2007 to 18 June 2008) is in the course of implementation. This DP is fixed as expected results: (i) a declaration reaffirming the joint position of ECOWAS Member States and Mauritania on public health protection measures in relation to TRIPS agreements is signed by all the 16 countries, (ii) the contract of the generic essential drug is organized, harmonized and well controlled in all its aspects (taxation, price, availability, quality, rational use), (iii) the capacities of the countries are built as for management and monitoring of the trans border epidemics and (iv) the networks of information and experience sharing are developed in the fight against epidemics, management of the drugs and in other problems of health

In order to document and contribute to the achievement of the expected result (iv) namely the networks of information and experience sharing are developed in the fight against epidemics, management of the drugs and in other problems of health, the December 2007 PRSAO 5th Steering committee retained as activity the training of the people in charge of documentation of the health sector in ECOWAS states and Mauritania.

1. Objectives

The general objective of the workshop is to train the people in charge of documentation of the health sector in ECOWAS states and Mauritania in the methods of organization and use of a computerized documentary system, applied to the health sector

More specifically at the end of the workshop the participants should be able to:

- manage digital technical documentation: organization and process;
- integrate technical documentation in a data base facilitating the information research;
- acquire series of basic tool enabling them to sort, evaluate and classify medical and health digital documentation.

2. Expected results

- The participants can better manage a digital documentation.
- The participants are equipped for successful conclusion of advanced search engine on digital documents on safeguard media or line.
- The ECOWAS countries and Mauritania are equipped with a team able to assist the users of computerized documentation, useful for the health sector.

Training workshop of the people in charge of documentation of ECOWAS countries and Mauritania

3. Contents of the training

- to apprehend the basic concepts of digital library and electronic documentation exchange;
- to describe the methods generally used to index and search for medical and health information (scientific articles, medical sites...);
- to build a relevant research strategy for the search of the bibliographical references via Pub Med and to use My NCBI;
- to use effectively and to know the methods of advanced interrogations of the general meta search engine (Dogpile, Ariane6...);
- to use directories (Francophone and Anglophone) specific to the field of Health;
- to use HINARI/MEDLINE
- to know how to evaluate the found resources.

4. Coordination and resource persons

To be identified by WAHO

5. Dates venue and duration of the training

The training is envisaged in Lome, Togo for five (5) days from 05 to 09 April 2008

6. Participants

Two people in charge of health sector documentation per country.
Two people from WAHO
Muraz Centre in Bobo
A person from WHO/STI

7. Financing

It will be ensured by PRSAO

8. Evaluation method

Two evaluation cards of the workshop will be distributed, one at the beginning and one at the end of the training.

9. Indicators of results of the training workshop

- Number of people trained
- Results of the tests
- Contents of the evaluations cards