COUNCIL DECISION

of 8 December 1975

establishing a common procedure for the setting up and constant updating of an inventory of sources of information on the environment in the Community

(76/161/EEC)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 235 thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Parliament (1),

Having regard to the opinion of the Economic and Social Committee (2),

Whereas the programme of action of the European Communities on the environment (3) provides for the preparation of a permanent inventory of sources of information on the environment and its integration, as a Community contribution, into the International Referral System (IRS) of the United Nations Environment Programme, into other appropriate international systems and into the European Documentation Network referred to in Council Decision 75/200/EEC of 18 March 1975 adopting an initial three-year Community plan of action in the field of scientific and technical information and documentation (4);

Whereas this inventory could facilitate the access to existing sources of information for all users in the Community, particularly for those responsible for the supervision, protection and management of the environment; whereas it will also make it possible to determine what coordination or harmonization of information sources would be desirable, to propose the creation of new systems of information on the basis of requirements not yet covered and to integrate such sources into a harmonized European network;

Whereas such an inventory seems necessary in order to achieve, within the context of the functioning of the common market, one of the objectives of the Community in the field of protection of the environment and of the quality of life; whereas the powers of action required in this matter were not provided for in the Treaty;

Whereas this inventory, which will be published by the Commission in the form of an inventory of sources of information on the environment in the Community, must make known for each Member State the scientific and technical information and documentation centres, the specialist centres and independent experts and the current or scheduled research projects;

Whereas, in order that an inventory can be drawn up, the Member States must forward to the Commission the information relating to the different national sources of information; whereas an updating procedure for the inventory should also be established,

HAS ADOPTED THIS DIRECTIVE:

Article 1

A common procedure is hereby established for the setting up and updating of a permanent inventory of sources of information on the environment in the Community.

This inventory shall include for each Member State a list:

— of scientific and technical information and documentation centres and services;

— of specialist centres and independent experts;

— of current or scheduled research projects.

Article 2

Member States shall assemble the information requested in the questionnaire set out in the Annex and shall forward the information to the Commission in a manner and form compatible with the latter's requirements.

(1) OJ No C 157, 14. 7. 1975, p. 93.
(2) OJ No C 263, 17. 11. 1975, p. 36.
(3) OJ No C 112, 20. 12. 1973, p. 3.
(4) OJ No L 100, 21. 4. 1975, p. 26.

The information shall be collected annually to enable the inventory to be updated. This information will be forwarded to the Commission not later than four months after the end of the reference year.

Article 3

Each Member State shall designate the national authority which will be responsible for assembling and forwarding to the Commission the information referred to in Articles 1 and 2, and shall inform the Commission thereof.

Article 4

The Commission shall develop the software and the methods of indexing and encoding the information referred to in Articles 1 and 2. It shall undertake the automated processing of this information and shall supply Member States with a copy of the inventory on magnetic tape or on any other medium and with the software necessary for its use.

Article 5

The Commission shall forward to the International Referral System (IRS) of the United Nations Environment Programme a magnetic tape containing the appropriate information which the Member States wish it to supply to this system.

Article 6

In the light of any experience gained, the list of information constituting the inventory and the methods of preparing the inventory may be revised by the Commission in collaboration with the competent national authorities referred to in Article 3, due account being taken of the measures taken by the Community for the harmonization of the inventories of research projects.

Article 7

Member States shall forward the information requested in the questionnaire set out in the Annex for the first time within three months of the publication of this Decision in the *Official Journal of the European Communities*.

Article 8

This Decision is addressed to the Member States.

Done at Brussels, 8 December 1975.

For the Council

The President

M. PEDINI

ANNEX

INVENTORY OF INFORMATION SOURCES IN ENVIRONMENTAL PROTECTION

QUESTIONNAIRE

GENERAL

G1. Is your organization involved in

A. RESEARCH YES ☐ NO ☐

(i.e. work undertaken on a systematic basis to increase the stock of knowledge and to use this stock of knowledge to devise and assess new applications).

If YES please complete the section of the questionnaire covering:

(i) general aspects of your organization, pages 10 to 12,

(ii) research activities, pages 13 to 18.

B. INFORMATION/DOCUMENTATION SERVICES YES ☐ NO ☐

(i.e. a system of resources, personnel, activities and materials for providing specific users with data information and documents. *Only the following services should be included* (a) those covering a national range of users (b) those whose primary responsibility is the provision of environmental information (c) those whose primary responsibility lies elsewhere but are deemed to be in a favourable position to supply environmental information).

If YES, please complete the section of the questionnaire covering:

(i) general aspects of your organization, pages 10 to 12,

(ii) information/documentation services, pages 19 to 24

C. PROVISION OF EXPERTISE YES ☐ NO ☐

(i.e. any organization [1] possessing skills in the field of environmental protection and which is prepared to give advice on the basis of this technical competency. This excludes those involved in research).

If YES, please complete the section of the questionnaire covering:

(i) general aspects of your organization, pages 10 to 12,

(ii) centres of expertise, pages 25 to 28.

Note:
Each of the three sections contains questions seeking information on personnel. For the purposes of this questionnaire, *professional* is understood to mean those holdings degree earned at universities, specialized institutes of university status and equivalent qualifications awarded by occupational associations, etc., while *supporting staff* consists of other personnel who assist professional personnel in carrying out their tasks.

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[1] Independent persons, i.e. professional persons or independent consultants not related to any organization, could appear under a personal name in G2.

G2. Name of organization: .....

.....

Address: Street: .....

City: ..... County/Province / Land/Department .....

Post/Pin code: ..... Postbox: ..... Country: .....

Telephone: ..... Telex/Cable: .....

Telegraphic address: .....

G3. Person completing this form:

A. Name: .....

Position: .....

Address: (tick if appropriate information is given in G2 ☐):

Section (if applicable): .....

(Parent) Organization: .....

.....

Street: .....

City: ..... County/Province / Land/Department .....

Post/Pin code: ..... Postbox: ..... Country: .....

Telephone: ..... Telex/Cable: .....

Telegraphic address: .....

B. Date of completion of this questionnaire: .....

C. Date of currency of information provided (if different from G3.B): .....

.....

G4. Funding of organization (see NOTES, page 12)
Please give:

A. Total costs incurred by organization during the last financial year for which data is available,

B. Percentage (%) of costs of organization provided by the sources listed below:

	Capital	Current	Financial year (please specify)
A. Total costs (please specify financial unit)	.....	.....	.....
B. Percentage (%) provided by:		Capital	Current
Government		.....	.....
Business sector		.....	.....
Higher education		.....	.....
Private non-profit		.....	.....
International organization		.....	.....
Other		.....	.....

(please specify) .....

Notes:

Government	— organizations which furnish but do not normally sell to the community those services which otherwise cannot conveniently or economically be provided and act as the administrative agency for the economic and social policy of the Community.
Business	— all firms, organizations and institutions whose primary activity is the production of goods or services for sale to the general public at a price intended approximately at least to cover the cost of production.
Higher education	— all universities, colleges of technology and other institutions of post-secondary education whatever their source of finance or legal status together with units under the direct control of such establishments.
Private non-profit	— mainly private organizations which are not established primarily with the aim of earning a profit.
International organization	— any organization which is constituted by agreement among States; its membership may consist of states or corporate bodies designated to represent Member States.

RESEARCH

R1. ORGANIGRAMME

Research groups	(i) Name of person directly responsible for day-to-day activities of the group (ii) Names of professional (1) staff
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

(1) For definitions, see note on page 10.

R2. List any special equipment/facilities which are available to the research groups (e.g. remote sensing equipment, facilities for large numbers of animals, physical models, etc.)

.....

.....

.....

.....

R3. For each of the research groups listed under R1, please give the following information:

	Research groups		
	1	2	3
A. Title/brief description of research			
B. Objectives of research			
C. Methods employed			
D. Indicate the potentional applications/beneficiaries of research			
E. Duration of research: (i) date of commencement (ii) (estimated) date of completion			
F. Personnel (1): numbers of: (i) professional staff (ii) supporting staff			

(1) For definitions, see note on page 10.

R3. *(cont'd)*

	Research groups		
	4	5	6
A. Title/brief description of research			
B. Objectives of research			
C. Methods employed			
D. Indicate the potentional applications/beneficiaries of research			
E. Duration of research: (i) date of commencement (ii) (estimated) date of completion			
F. Personnel (1): numbers of: (i) professional staff (ii) supporting staff			

(1) For definitions, see note on page 10.

R3. *(cont'd)*

	Research groups		
	7	8	9
A. Title/brief description of research			
B. Objectives of research			
C. Methods employed			
D. Indicate the potentional applications/beneficiaries of research			
E. Duration of research: (i) date of commencement (ii) (estimated) date of completion			
F. Personnel (1): numbers of: (i) professional staff (ii) supporting staff			

(1) For definitions, see note on page 10.

R3. *(cont'd)*

	Research groups		
	10	11	12
A. Title/brief description of research			
B. Objectives of research			
C. Methods employed			
D. Indicate the potentional applications/beneficiaries of research			
E. Duration of research: (i) date of commencement (ii) (estimated) date of completion			
F. Personnel (1): numbers of: (i) professional staff (ii) supporting staff			

(1) For definitions, see note on page 10.

R4. Please list any documents (e.g. reports, working papers, articles, etc.) which have been prepared by the research groups listed in R1 and R2.

Author(s)	Title	Availability (please specify any restrictions)	Publication details (e.g. name of journal/conference, date of publication, page Nos, volume, etc.)

DOCUMENTATION/INFORMATION SERVICES

Notes:

For the purposes of this inventory, information/documentation services have been subdivided into the following types of units:

Library	— an organized collection of published books and periodicals and of other reading and audio-visual materials.
Referral centre	— an organization for directing searchers for information and data to suitable sources but which does not itself supply documents or data.
Clearinghouse	— an organization which collects and maintains records of research, provides documents derived from these activities and provides referral services to other sources for information relating to these activities.
Information analysis centre	— an organization dedicated to the critical evaluation of work being done in a field.
Data bank	— a collection of quantitative data relating to a specific topic.
Information centre	— a service providing SDI and retrospective search facilities.
Translation services	— the translation of specialized material.
Liaison/advisory services	— the promotion of direct contact with the user by the employment of personnel to develop and maintain contact with users.

D1. Does your organization accept enquiries?

YES ☐ NO ☐

If YES, should enquiries be addressed by

letter YES ☐ NO ☐ / **telephone** YES ☐ NO ☐ / **telex** YES ☐ NO ☐

If YES, to whom should enquiries be addressed?

Name: .....

Position: .....

Address: (tick if appropriate information is given in

G2 ☐ G3 ☐):

Section (if applicable): .....

(Parent) Organization: .....

.....

Street: .....

City: ..... County/Province Land/Department: .....

Post/Pin code: ..... Postbox: ..... Country: .....

Telephone: ..... Telex/Cable: .....

Telegraphic address: .....

D2. Equipment available to all services.

List any special equipment available for use by the information/documentation services:

.....

.....

D3. For each of the services provided by your organization, please provide the following information:

Service	Personnel (1): professional	Personnel (1): supporting	Charges to users	Restrictions on users (please specify)
☐ Library	.....	.....	YES ☐ NO ☐	
☐ Referral centre	.....	.....	YES ☐ NO ☐	
☐ Clearinghouse	.....	.....	YES ☐ NO ☐	
☐ Information analysis centre	.....	.....	YES ☐ NO ☐	
☐ Data bank	.....	.....	YES ☐ NO ☐	
☐ Information centre	.....	.....	YES ☐ NO ☐	
☐ Translation services	.....	.....	YES ☐ NO ☐	
☐ Liaison/advisory services	.....	.....	YES ☐ NO ☐	
☐ Other (please specify)	.....	.....	YES ☐ NO ☐	

(1) If it is impossible to distinguish between staff involved in different services, the total number of staff employed can be given at the bottom of the column for personnel. For definitions, see note on page 10.

D4. LIBRARY

A. Please provide the following information on the library

	Stock	% directly relevant to environmental protection	Rate of annual increase in total stock
Books	.....	.....	.....
Periodicals	.....	.....	.....
Conference papers	.....	.....	.....
Theses	.....	.....	.....
Patents	.....	.....	.....
Abstract journals	.....	.....	.....
Indexing journals	.....	.....	.....

B. Does the library produce? If YES, please give details (1):

Accession lists YES ☐ NO ☐

Bibliographies YES ☐ NO ☐

Current awareness bulletins YES ☐ NO ☐

Retrospective searches YES ☐ NO ☐

Other (please specify) YES ☐ NO ☐

C. Does the library have any distinct characteristics of direct relevance to environmental protection?

YES ☐ NO ☐

If YES, please give details .....

.....

.....

D5. REFERRAL SERVICE

Does the referral service produce? If YES, please give details (1):

Directories YES ☐ NO ☐

Registers YES ☐ NO ☐

Inventories YES ☐ NO ☐

Other (please specify) YES ☐ NO ☐

D6. CLEARINGHOUSE

A. Does the clearinghouse make any special effort in the field of environmental protection?

YES ☐ NO ☐

(1) If possible, please attach a list of publications giving frequency of issue, prices, availability, etc.

B. Does the clearinghouse produce? If YES, please give details [1]:

Bibliographies	YES ☐	NO ☐
Current awareness bulletins	YES ☐	NO ☐
Other (please specify)	YES ☐	NO ☐

D7. INFORMATION ANALYSIS CENTRE

A. What is the main focus of the work of the information analysis centre?

B. Does the centre produce? If YES, please give details [1]:

Critical reviews	YES ☐	NO ☐
Handbooks	YES ☐	NO ☐
Data sheets	YES ☐	NO ☐
Other (please specify)	YES ☐	NO ☐

D8. INFORMATION CENTRE

A. Does the centre use bibliographic data-bases from external producers to provide services?

YES ☐ NO ☐

If YES, please list the data-bases taken:

.....

.....

.....

.....

.....

B. Does the centre merge records from different bibliographic data-bases in order to provide a service on environmental protection?

YES ☐ NO ☐

C. To how many users are services provided?

Selective dissemination of information: .....

Retrospective search facilities: .....

D. To what extent are the processing facilities automated?

Not at all ☐ Completely ☐ Partially (please specify) ☐

.....

.....

.....

[1] If possible, please attach a list of publications giving frequency of issue, prices, availability, etc.

D9. TRANSLATION SERVICES

A. Does the centre provide special translation facilities for material directly relevant to environmental protection?

YES ☐ NO ☐

B. Specify from which languages and into which languages the centre undertakes translations:

from ..... to ..... from ..... to .....

from ..... to ..... from ..... to .....

from ..... to ..... from ..... to .....

from ..... to ..... from ..... to .....

from ..... to ..... from ..... to .....

D10. LIAISON/ADVISORY SERVICES

A. To what extent does the service focus on problems of environmental protection?

Exclusively ☐ Partially ☐

B. Is the service directed to one particular group/section of the Community?

YES ☐ NO ☐

If YES, please specify.

D11. DATA BANK

Please provide the following information on the files held in the data bank

Title/brief description of records	Total number of records on file	Rate of annual increase	Please specify extent to which file processing is automated ☐ Not at all ☐ Completely ☐ Partially (specify)	Please specify medium of storage (e.g. punched tape/card, magnetic device)	Code (if applicable e.g. EBCDIC)
1.	.....	.....	.....	.....	.....
.....			.....		
.....			.....		
.....			.....		
2.	.....	.....	.....	.....	.....
.....			.....		
.....			.....		
.....			.....		
3.	.....	.....	.....	.....	.....
.....			.....		
.....			.....		
.....			.....		
4.	.....	.....	.....	.....	.....
.....			.....		
.....			.....		
.....			.....		
5.	.....	.....	.....	.....	.....
.....			.....		
.....			.....		
.....			.....		

EXPERTISE

E1. A. For each of the following fields of activities in which the centre is involved, please provide the following information

General aspects	Pollution of/by					For each field of activity, please give the name of person to whom requests should be directed (not necessarily names of experts)
	1. Air	2. Noise	3. Soil	4. Water	5. Other	
A. Biology						.....
B. Chemistry						.....
C. Economics						.....
D. Law						.....
E. Statistics						.....
F. Technology						.....
G. Other (please specify)						....

E1. B. Please give further details of activities ticked in E1.A above:

.....

.....

.....

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.....

.....

E2. A. List those topics/problems on which the centre is prepared to offer a consultancy service (tick if appropriate information is given in E1 ☐):

.....

.....

.....

.....

.....

B. Give some examples of previous work done on the topics/problems referred to in E2.A:

.....

.....

.....

.....

.....

C. Tick off the language(s) through which personnel of the centre can carry out work specified in E2.A:

Danish	☐	English	☐	German	☐
Dutch	☐	French	☐	Italian	☐

Other: .....

E3. A. Are the services of the centre restricted to certain categories of user/enquirer?

YES ☐ NO ☐

If YES, please specify restrictions:

.....

.....

.....

.....

B. Are the services of the centre provided free?

YES ☐ NO ☐

If NO, on what basis are fees charged?

Cost per man-hour only ☐ Fee per service only ☐

Other (please specify): .....

.....

.....

E4. Is the centre willing to answer substantial technical enquiries?

YES ☐ NO ☐

If YES, please give the following details of the source to which enquiries should be addressed (tick if appropriate information is given in G2 ☐ G3 ☐).

Name: .....

Address· Street: .....

City: ..... County/Province Land/Department: .....

Post/Pin code: ..... Postbox: ..... Country: .....

Telephone: ..... Telex/Cable: .....

Telegraphic address: .....

E5. Personnel (1): How many:

— professional personnel .....

— supporting personnel .....

are employed by the centre on activities directly related to environmental protection?

(1) For definitions, see note on page 10.

E6 Does the centre hold any patents on innovations directly relevant to environmental protection?

YES ☐ NO ☐

If YES, please specify:

Title	Filing date:		Patent No
	country of first application	date of first application	
1.			
2.			
3.			
4.			

E7. Please list any special documents (directly relevant to environmental protection) which have been prepared by the centre

Title	Author(s)	Date of publication	Availability:	
			restricted	non-restricted
1.				
2.				
3.				
4.				