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Preparatory Survey for an International Information Network on Public Administration and Finance

1	Name of your organization:

2	Postal address: No., Street
	Apt. or building
	City
	Postal code
	Country
	Phone:
	FAX:
3	Email address (postmaster):
4	Your organization's internet homepage, if any: http://www.....

5	Name and function of person filling out this questionnaire: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
	Title
	Name (last name, first name)
	Function
	Telephone number (incl. country code)
	FAX
	Email
6	Present head of the managing board: Title (please check one) <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
	Name (last name, first name)
7	Present chief of administration: Title (please check one) <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
	Name (last name, first name)

8	At which level does your organization mostly operate? (please check one)	<input type="checkbox"/> international (global) <input type="checkbox"/> regional, covering several countries <input type="checkbox"/> national level <input type="checkbox"/> sub-national level
9	Please select the category that best describes your organization's activity:	<input type="checkbox"/> professional association <input type="checkbox"/> national and sub-national government <input type="checkbox"/> regional association <input type="checkbox"/> international organization <input type="checkbox"/> non-governmental organization <input type="checkbox"/> university/research institution <input type="checkbox"/> other (please specify)
10	What is the prevalent type of membership in your organization? (please check one)	<input type="checkbox"/> other organizations <input type="checkbox"/> individual persons <input type="checkbox"/> both of the above <input type="checkbox"/> no membership <input type="checkbox"/> other (please specify)
11	How many members does your organization currently have?	<input type="checkbox"/> does not apply member organizations individual members
12	When was your organization established? (year)
13	Is your organization involved in co-operation with any other organizations in the field of public administration and finance?	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, how many? (please specify the most important ones in question 30 on page 6)
14	Does your organization have branches outside its headquarters?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
15	How many full-time employees work for your organization? persons
16	Does your organization have personnel resources for information collection and processing on a short-term basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

17	Would your organization be able to provide personnel resources on a long-term base, for the maintenance and updating of a public sector information network?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Could your organization provide visiting UN staff with office space and equipment, for the work related to our information network ?	<input type="checkbox"/> several days <input type="checkbox"/> several weeks <input type="checkbox"/> several months <input type="checkbox"/> one year or longer <input type="checkbox"/> no
19	Do you have a computer/database expert among your staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: Name:..... email:.....
20	Please describe your organization's present computer equipment: (please select one)	<input type="checkbox"/> no computer equipment <input type="checkbox"/> personal computers, no network <input type="checkbox"/> local network <input type="checkbox"/> wide-area network
21	Please specify further the prevalent computer equipment in your organization:	<input type="checkbox"/> does not apply hardware: software:
22	How is your organization connected to the internet?	<input type="checkbox"/> does not apply <input type="checkbox"/> no connection <input type="checkbox"/> dial-in connection <input type="checkbox"/> server connection
23	Does your organization maintain its own internet server?	<input type="checkbox"/> does not apply <input type="checkbox"/> no <input type="checkbox"/> yes
24	Who is your external internet provider?	<input type="checkbox"/> does not apply Name:..... Internet address: http://www

25	Please specify hardware and software equipment of your own internet server:	<input type="checkbox"/> does not apply hardware: operating software:
26	Does your organization have the capacity to translate documents from the languages prevalent in you region into English, if necessary?	<input type="checkbox"/> no translation necessary, English is the official/prevalent language <input type="checkbox"/> English is not the official language, but most documents are translated on a routine base <input type="checkbox"/> relevant documents can be translated on ad-hoc base <input type="checkbox"/> English is not the official language, translation services cannot be offered
27	Please describe the effort necessary for your organization to provide an internet information network with the following information:	Key: ① readily available in computerized form ② can be generated based on existing resources ③ needs in-depth work (please mark below ↓)
	Expert/Consultant addresses	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Literature online	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Bibliographies and library services (offline)	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Search robot	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Database(s) for internet access	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Database(s)/statistical data not accessible thorough internet	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Best practices, models, case studies	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Online conferencing	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Newsgroups	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Hotline, „question and answer“ services for specific public administration problems	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Newsletter	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③
	Online training courses, etc.	<input type="checkbox"/> ① <input type="checkbox"/> ② <input type="checkbox"/> ③

27a If you marked at least one item listed in question 27 with ① or ②, please indicate in the following to which subject your information resource(s) relate. Please mark the appropriate boxes below (otherwise, please continue with question 28).

	expert/consultant addresses	literature online	library services (offline)	search robot	database / statistical data	best practices, models, case studies	online conferencing	newsgroups	hotline, "question and answer" services	online training courses, etc.	public policies and strategies	public economics	public sector reform	values and ethics	judiciary and law	administrative modernization	financial management	public-private partnerships	information technology	other:	other:
expert/consultant addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
literature online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
library services (offline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
search robot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
database / statistical data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
best practices, models, case studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
online conferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
newsgroups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hotline, "question and answer" services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
online training courses, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

28 If possible, please provide us also with a more detailed overview of your publications and research and training resources. Please list the names of publication series, number of volumes or units, and state of computerization on a separate sheet.

29 Today's date: (day/month/year) _____ / _____ / _____

Reminder:

Please return this questionnaire by FAX to the number +1 212 963 9681 or by mail to the address on top of the front page.

Should you have further questions related to our project or to this questionnaire, please contact Ms. Haiyan Qian (phone: 1 212 963 3393, email: qianh@un.org) or Mr. Stefan Lock (phone: 1 212 963 4533, email: lock@un.org).

If possible, please send us also information brochures on your activity, your latest annual report, and, if you wish, your selection of other recent publications. Thank you.

30

Are there any other organizations you have been co-operating with lately, which you would like to suggest for inclusion in our survey? (Add separate sheet, if necessary)

Name:
Address:.....
.....
http://www.....
email:.....
co-operation since (year):
level: international national sub-national

Name:
Address:.....
.....
http://www.....
email:.....
co-operation since (year):
level: international national sub-national

Name:
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http://www.....
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co-operation since (year):
level: international national sub-national

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co-operation since (year):
level: international national sub-national

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co-operation since (year):
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co-operation since (year):
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co-operation since (year):
level: international national sub-national