

The Information Services Unit (ISU), which falls under the Research Communications and Information Services of the Director General's Office of the OECS Secretariat, comprises the Documentation centre and Registry two Departments of the Secretariat concerned with the management and dissemination of information, in its various formats, to all stakeholders. The Secretariat's stakeholders include: Member States, Staff of the Secretariat, the Donor Community, and the general public.

### **Mission, Aims and Functions**

The Information Services Unit is the center of information for the Secretariat of the OECS, disseminating information and making knowledge products readily available to its users.

The Information Services Unit, of the Secretariat, is the repository of the OECS' informational assets, which includes both, published (e.g.; books, reports, journals, periodicals etc.) and unpublished material (e.g.; records and working papers). The main purpose of the Unit however, is to ensure that information is managed so that it may be retrieved easily and promptly. The Unit provides access to information services to staff, and stakeholders of the Secretariat .

The Information Services Unit aims to:

- Support the informational needs at all levels within the OECS Secretariat;
- Provide opportunities for the sharing of information, through the various platforms of the Secretariat;
- Promote awareness of OECS-related matters;
- Maintain the free flow of information between the OECS Secretariat, Member States and OECS bodies;
- Ensure access for Stakeholders to OECS information.

### **Purpose and Functions**

The Purpose and Functions of the Information Services Unit, is to ensure that information is properly managed, so that they can be retrieved easily and promptly. To achieve this objective, the Unit performs the following functions:

- Maintaining accessible databases of OECS- related documentation for the development of staff and stakeholders of the OECS Secretariat.
- Promoting the Secretariat through relevant Promotional Information.
- Maintaining an efficient filing system in centralized registries where practical;
- Providing controlled and secured access to OECS records;

Providing systematic and regular transfer of records from office areas to storage, as well as providing for the ultimate removal of enduring records to an OECS Archives, or secure destruction of obsolete records in accordance with the Corporate Records Retention Schedule.