

COMPUTER SECTION

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Computer Section mainly focuses in dissemination of newly updated information technology. Services provided are computer hardware and software installation, troubleshooting computer problems, compiling of research findings and information from Myanmar Health Research Congress (MHRC). The Computer Section also provides services such as data management, slide show presentation, word processing and desktop publication requested by other research divisions. Moreover, the Computer Section managed basic computer application courses for DMR staff. The division also assists in finding information related to research works by using internet efficiently.

SERVICES PROVIDED

1. RESEARCH CAPACITY STRENGTHENING

1.1. ROUTINE SERVICES

1.1.1. Data management and statistical analysis

Data management and statistical analysis with software such as STATA, SPSS, MS Excel and EPI INFO were performed for 12 requested jobs using 49 machine-hours and 85 man-hours.

1.1.2. Graphic design and Powerpoint preparation

The Computer section provided technical skills in graphic design and preparing powerpoint presentation for meetings, workshops, seminars, symposia and conferences held at DMR and other institutions. The staff of the section utilized 25 machine-hours and 40 man-hours for 7 requested powerpoint jobs.

1.1.3. Word processing and secretarial services

Word processing was conducted for DMR Annual Report (2014), Future Programme (2015), 44th Myanmar Health Research Congress Programme and Abstract Book and necessary administrative jobs. Word processing service was provided for 22 various research jobs and ad-hoc jobs using 464 machine-hours and 402 man-hours.

1.1.4. System maintenance, software installation, updating and trouble shooting

- (1) Detecting and cleaning computer virus, spy ware and computer worm with updated antivirus software such as Smad V2015 and AVG 2015.
- (2) Myanmar Unicode and Classic fonts were installed for research divisions as required.
- (3) Hardware maintenance and installation of Windows Operating System (Version XP, 7 and 8) with MS office suite were done for requested jobs.
- (4) Obsolete softwares were substituted with updated programs for computers & peripherals (e.g. Smad 2014 to Smad 2015, AVG 2014 to AVG 2015 anti-virus) by downloading from internet. MS Office 2007 was upgraded to MS Office 2010 by the request from divisions.

1.1.5. Updating DMR Manpower Database

After merging DMR(LM) and DMR(UM), staff CV data were required to be updated. Data entry was done using MS Excel by classic font. To make Staff ID Card, updated data with photographs were retrieved from the Database. DMR staff CV data were also updated with Myanmar Unicode version 3 font.

1.1.6. Documentation and provision of computer facilities at Myanmar Health Research Congress (MHRC), Workshops, Symposia and other academic sessions

Myanmar Health Research Congress programs, abstracts, powerpoint presentations and award winners list were compiled and recorded as a documentation. Abstracts of 99 research papers and 49 posters included in Programme and Abstract book of 44th Myanmar Health Research Congress were formatted. The staff assisted in powerpoint show for paper reading session, 10 scientific symposia and 4 scientific talks being held during 44th MHRC. The division is responsible for computer aided projector shows in protocol reviews, scientific talks, workshops and in-house trainings conducted by DMR and other institutions.

1.1.7. Computer training course

Basic Computer Application Course (BCAC 2015) for researchers and research assistants was conducted starting from 13-8-2015 at the Advanced Molecular Research Center (AMRC) computer training room. The training course covered background knowledge of hardware and software applications including Windows 7 Operating System and MS-Office application software such as MS Word 2010, MS Excel 2010, MS Powerpoint 2010 and MS Access 2010. The course lasted for 4 months, 4 lectures with practical exercise per week. Total of 28 trainees from various research divisions attended the course. The trainees attended lectures as well as practical sessions during the course.

1.1.8. Information technology development

Workshops, trainings and symposia held at AMRC related to information technology, computer division supports with IT services using 30 computers. The computer divisions at AMRC used internet facilities from intranet network in the building.

Fibre Optic Cable connection was installed at the end of March 2015 as upgrading DMR computer network. The network speed was raised up to 10 megabites per second. Video Conferencing between DMR (head office) and DMR (Pyin Oo Lwin branch) was successfully connected.

COMPUTER SECTION (POL)

Research Officer & Acting Head	...	U Than Myat Soe BSc(Hons), MSc(Zoology) (Monywa University)
Research Assistant (2)	...	Daw Thidar Win BSc(Zoology)(UDE), DipIT (NCHRD)
	...	Daw Thidar Aye BA(Economics)(UDE), DipIT (NCHRD)
Research Assistant (3)	...	Daw Yin Yin Htwe BA(Economics)(UDE), DipIT (NCHRD)
Research Assistant (4)	...	U Soe Htet BSc(Physics)(UDE)
Laboratory Attendant	...	Daw Khaing Thuzar Myint Aung BA(Myanmar)(UDE)

Computer section mainly serves word processing and archiving of research findings and information from knowledge sharing program. It has provided services such as power point presentation, hardware and software installation as requested by other research divisions.

SERVICES PROVIDED

1. RESEARCH CAPACITY STRENGTHENING

1.1 ROUTINE SERVICES

1.1.1 Power point preparation

The section involved in preparing Power Point presentation for VIP trips, meetings and workshops.

1.1.2 Word processing and secretarial services

Word processing service was provided for Administrative Division, Budget & Accounts Division and to prepare the staff's identity cards.

1.1.3 System maintenance and software installing, trouble shooting

- (1) Detecting and cleaning computer virus, spy ware and computer worm with updated antivirus software.
- (2) Myanmar Unicode fonts version 2, 3 and Classie were installed for research divisions as required.
- (3) Hardware maintenance and reinstallation of Operating System (Windows XP, Windows 7 with MS office etc.) due to computer virus.

1.1.4 Updating and keeping DMR (POLB) Manpower Database

Manpower Database of DMR (POLB) was updated with Myanmar Unicode 3 font according to Ministry of Health format and securely kept.

1.1.5 Provision of computer facilities at workshops, meetings, knowledge sharing program and other academic sessions.

The section is responsible for computer aided projectors shows during workshops, meetings, knowledge sharing program and research paper presentations.

1.1.6 Information technology and dissemination

The section established DMR (UM) website (<http://www.dmr-um.gov.mm>) in July 15 (2014).

1.2 SPECIAL SERVICES

1.2.1 Preparation for 15th Anniversary Magazine (DMR-UM)

Documentation of articles, novels, short stories and photos, pictures, cartoons and cover design were prepared before publishing the magazine.

1.2.2 Photographic Service

Photographic works have been carried out for workshops, meetings and social activities held in DMR (Pyin Oo Lwin Branch).