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UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA  
MANPOWER AND TRAINING SECTION  
ADDIS ABABA

SEMINAR ON CORRESPONDENCE EDUCATION IN AFRICA  
(February/March 1971)

ATTN. MEMOIRE

1. Project No.: 46(e) of the Work Programme and Priorities, 1969-1973.
2. Origin: Commission Resolution 172(VIII) of 24 February 1967, operative paragraph 1(d).
3. Mandate: In accordance with Commission resolution 172(VIII), the ECA secretariat has been requested to prepare an expanded programme of work in public administration, which, inter alia, will cover the use of correspondence courses in training, especially with regard to the training of civil servants.
4. Dates and Location: Abidjan or Lusaka. Ten days in February/March 1971.
5. Objectives: The main objectives of the Seminar are:
  - (i) to evaluate the general development and prospects of correspondence education in Africa;
  - (ii) to consider the possible use of correspondence education in conjunction with regular school systems;
  - (iii) to consider the possible introduction of new techniques in African correspondence education;
  - (iv) to exchange views on the establishment, organization, expansion and administration of correspondence education at country level;
  - (v) to consider the desirability of establishing an African Association of Correspondence Education Centres with the aim of promoting improved standards of correspondence education in the region and for the exchange of information on programmes and activities.

6. Seminar Programme: The programme will consist of:

- .....
- (a) Main lectures by guest speakers on selected subjects - see attached outline of topics in Annex I.
  - (b) Country statements on the status of correspondence education in participants' countries and discussions on common problems and approaches.
  - (c) Visits to local centres of correspondence education, including T.V. and radio correspondence programmes.
  - (d) Film show (if possible) on Audio-visual aids in correspondence education.

7. Preparation and Phases

- (i) Contacting prospective co-sponsors to seek their official collaboration - November 1969.
- (ii) Letters to African institutions concerned with correspondence education to seek their views and suggestions for inclusion in the programme for the seminar - November 1969.
- (iii) Quest for Host Country - to request facilities and support for holding the seminar - December 1969.
- (iv) Finalization of Aide-mémoire and seminar programme - first quarter of 1970.
- (v) Invitation to countries seeking nominations - July 1970.
- (vi) Analysis of country comments and suggestions and preparation of appropriate working documents - second half of 1970.
- (vii) Selection of participants - January 1971.

8. Languages: French and English with simultaneous interpretation facilities.

9. Participation:

- (a) Up to 30 African participants, one per country, will be admitted to the Seminar.
- (b) Candidates must be Heads or Deputy Heads of Correspondence Education institutions or centres. Up to six places will be reserved for representatives of countries planning to set up such institutions in their countries.
- (c) A number of Consultants will be invited to present papers and lead discussions on selected topics.

10. Co-sponsoring Agencies:

The Seminar will be organized in close collaboration with UNESCO. It is hoped to secure the active participation of the Dag Hammerskjold Foundation, SIDA, USAID, the European Common Market, and other organizations who will be requested to supply Consultants and assist with the financing of African participants.

11. Financing:

- (a) ECA financing of the Seminar will be limited to the travel and subsistence allowance of one ECA staff, two consultants, four interpreters, locally hired secretarial service, local transportation, travel and per diem for up to 6 African participants and one Consultant.
- (b) UNESCO will be expected to finance the participation of up to 10 African participants and one Consultant.
- (c) The Dag Hammerskjold Foundation, SIDA and other interested organizations will each be requested to finance the participation of at least five participants and one Consultant.

- (d) USAID will be requested to provide one Consultant and arrange a suitable film show.
- (e) Other invited organizations will meet the cost of the participation of their experts.
- (f) The Host Government will be required to provide local facilities for the seminar and to organize study visits.

12. Administrative Procedures:

- (a) The Manpower and Training Section of the ECA will be responsible for all administrative arrangements concerning the preparation for, and implementation of the seminar and any technical advice UNESCO may offer.
- (b) African delegates will be required to prepare a five-page brief information paper on the organization, financing, courses, enrolment, staffing, problems and prospects of correspondence education in their countries, and to submit their comments on the proposed programme to:

The Head  
Manpower and Training Section  
Economic Commission for Africa  
P.O. Box 3001  
ADDIS ABABA  
Ethiopia