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ECONOMIC COMMISSION FOR AFRICA

ECA TRAINING PROGRAMME

AND

TRAINING INFORMATION NOTICE



UNITED NATIONS  
NATIONS UNIES

COMMISSION ECONOMIQUE POUR L'AFRIQUE

PROGRAMME DE FORMATION

DE LA CEA ET

NOTICE SUR LA FORMATION

UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA  
P.O. BOX 3001  
ADDIS ABABA  
ETHIOPIA

NATIONS UNIES  
COMMISSION ECONOMIQUE POUR L'AFRIQUE  
B.P. 3001  
ADDIS ABABA  
ETHIOPIE

PART I - PARTIE I

BULLETIN ON ECA TRAINING PROGRAMME No. 18  
BULLETIN SUR LE PROGRAMME DE FORMATION DE LA CEA N° 18

PART II - PARTIE II

TRAINING INFORMATION NOTICE No. 60  
NOTICE SUR LA FORMATION N° 60

Public Administration, Management  
and Manpower Division  
October 1981 and January 1982

Division de l'administration publique  
de la gestion et de la main-d'oeuvre  
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PART I - PARTIE I

BULLETIN ON ECA TRAINING PROGRAMME No. 18  
BULLETIN SUR LE PROGRAMME DE FORMATION DE LA CEA N° 18

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### Note about the ECA Training Bulletin

On the recommendation of the Expert Team which, during July and August 1970, evaluated ECA Training Programme Policy and Priorities in relation to the manpower and training needs of member States, this Bulletin is issued to provide advance information on ECA's planned training courses, workshops and seminars and so enable interested training institutes, the various services of government and, where applicable, interested parastatal and private establishments to better plan their participation in the various courses etc. organized in conjunction with other activities of the secretariat. The implementation of planned projects is, however, subject to the availability of funds.

The Bulletin is issued every January and July as a companion volume to the ECA quarterly Training Information Notice. A number of copies of each issue of the Bulletin are sent to the Office designated by government to co-ordinate external training programmes. It is specially requested that this Office should endeavour to expeditiously distribute copies of the Bulletin to executives, ministries, training centres and appropriate public enterprises likely to be interested in ECA training courses, etc.

Request for additional copies of the Bulletin and further enquiries on any of the planned ECA training courses, workshops and seminars may be directed to:

The Director  
Public Administration, Management  
and Manpower Division  
P.O. Box 3001  
Addis Ababa  
Ethiopia

### Note sur le Bulletin de formation de la CEA

Ce Bulletin, publié sur recommandation du groupe d'experts qui, au cours du mois de juillet et août 1970, a établi la politique et les priorités du programme de formation de la CEA en fonction des besoins de main-d'œuvre et de formation des Etats membres, a pour objet de donner à l'avance des informations sur les stages de formation, les cycles d'études et les séminaires envisagés par la CEA et permettre ainsi aux instituts de formation, aux différents services gouvernementaux et, le cas échéant, aux établissements paragouvernementaux et privés intéressés de mieux planifier leur participation à ces différents cours, etc. organisés en rapport, avec d'autres activités du secrétariat. L'exécution des projets envisagés dépend toutefois de la possibilité d'obtenir les fonds nécessaires.

Le Bulletin est publié aux mois de janvier et de juillet de chaque année en même temps que la notice trimestrielle d'information de la CEA sur la formation. Un certain nombre d'exemplaires de chaque numéro du Bulletin sont envoyés au service chargé par les gouvernements de la coordination des programmes de formation à l'extérieur. Nous insistons particulièrement pour que cet organisme s'efforce de distribuer le plus rapidement possible les exemplaires du Bulletin aux ministères intéressés, aux centres de formation et aux entreprises publiques qui pourraient être intéressés par les stages de formation de la CEA, etc.

Les demandes d'exemplaires supplémentaires de ce Bulletin et les demandes de renseignements complémentaires relatives à ces stages de formation, cycles d'études et séminaires de la CEA peuvent être adressées à l'adresse suivante :

Le Directeur de la Division de l'administration  
publique de la gestion et de la main-d'œuvre  
Commission économique pour l'Afrique  
Boîte postale 3001  
Addis-Abéba  
Ethiopie

## I - INDUSTRY

Project: Regional Workshop of Appropriate building techniques based on the experiences of India and other developing countries

Medium of instruction: English and French

Location: To be determined

Duration: 31 May - 4 June 1982

Objectives: To promote programmes, at national and subregional level, for building materials production and construction services development on the basis of decentralization, appropriate technologies and local entrepreneurship

Programme: Development of building materials and construction industries in the African region

Admission: Applicable to building materials and construction industries experts and technical planners in African countries

Number of participants: Approximately 25-30

Deadline:

Financing-Fellowship: Partly out of funds from UNDP for project RAF/78/023 (1982-1986 cycle) and partly out of bilateral funding (to be explored)

## I - INDUSTRIE

Projet : Journées d'étude régionale sur les techniques de construction appropriées, en particulier l'expérience acquise par l'Inde et d'autres pays en développement dans ce domaine

Langue d'instruction : anglais/français

Lieu : A déterminer

Durée et dates : 31 mai - 4 juin 1982

Objectifs : Promotion, à l'échelle nationale et sous-régionale de programme de production de matériaux de construction et de développement des services de construction grâce à la décentralisation, l'utilisation de techniques appropriées et le recours des entrepreneurs locaux

Programme : Développement des industries de matériaux de construction et du bâtiment

Admission : Experts des industries de matériaux de construction et du bâtiment et planificateurs techniques de pays africains.

Nombre de participants : Environ 25-30

Financement-Bourses : En partie des fonds du PNUD au titre du projet RAF/78/023 (cycle 1982-1986) et en partie des fonds bilatéraux (à rechercher)



## II - INTERNATIONAL TRADE AND FINANCE

Project 1: Seminar - Cum-study tour on Trade and Economic Co-operation between African countries and socialist countries of Eastern Europe (Part II)

Medium of instruction: English and French

Location: Addis Ababa and Capitals of selected Socialist countries of Eastern Europe

Duration: April 1982

Objectives: To provide African Officials with basic knowledge of current economic trends, the foreign trade policies and practices of the Socialist countries and provide them with opportunity to acquaint themselves with the methods and opportunities for expansion of mutually beneficial Trade and Economic co-operation between African countries and Socialist countries.

Programme:

1. Main elements of trade and economic relations between African countries and the Socialist countries of Eastern Europe
2. Current economic conditions, trade policies and practices and methods of economic management of the Socialist countries of Eastern Europe

Admission: Senior Officials from the public (Ministry of Commerce) and Private sectors of selected African countries

Number of participants: 25

Deadline: March 1982

Financing-Fellowship: UNDP-Financed Project

## II - QUESTIONS COMMERCIALES ET FINANCIERES INTERNATIONALES

Projet 1 : Séminaire et voyage d'étude sur la coopération commerciale et économique entre pays africains et pays socialistes d'Europe orientale (Deuxième partie)

Langue d'instruction : anglais et français

Lieu : Addis-Abeba et capitales de certains pays socialistes d'Europe orientale

Durée et dates : avril 1982

Objectifs : Donner à des responsables africains des connaissances de base en ce qui concerne les tendances économiques actuelles, les politiques commerciales extérieures et les pratiques des pays socialistes et leur fournir l'occasion de se familiariser avec les méthodes et possibilités de développer au profit des deux parties la coopération commerciale et économique entre pays africains et pays socialistes.

Programme :

1. Principaux éléments des relations commerciale et économique entre pays africains et pays socialistes d'Europe orientale
2. Conditions économiques, politiques, commerciales ainsi que pratiques et méthodes de gestion économique des pays socialistes d'Europe orientale

Admission : Hauts responsables des secteurs public (Ministère du commerce) et privé de certains pays africains

Nombre de participants: 25

Date limite : Mars 1982

Financement-Bourses : Projet financé par le PNUD

Project 2: Seminar on Payments/Arrangements with Socialist Countries

Medium of instruction: English and French

Location: Addis Ababa and Capital of one selected socialist country

Duration: August 1982 for two weeks

Objectives: To increase African officials' knowledge of existing payments arrangements between developing countries and the Socialist countries of Eastern Europe.

Programme:

1. Payments arrangements: Bilateral clearing and multilateral forms;
2. Impact of these arrangements on Development of Trade between African countries and socialist countries
3. Relations of IMEC and IIB with developing countries

Admission requirements: Senior Officials from Ministry of Commerce or Finance

Number of participants: 25

Deadline: July 1982

Financing Fellowship: UNDP-Financed Project

Projet 2 : Séminaire sur les accords de paiements avec les pays socialistes

Langue d'instruction : anglais et français

Lieu : Addis-Abeba et capitale d'un pays socialiste

Durée et dates : deux semaines en août 1982

Objectifs : Accroître les connaissances des responsables africains en ce qui concerne les accords de paiements existants entre pays en développement et pays socialistes d'Europe orientale.

Programme :

1. Accords de paiements : accords bilatéraux (compensation et multilatéraux)
- \*2. Incidences de ces accords sur le développement du commerce entre pays africains et pays socialistes
3. Relation entre la BICE et la BII et les pays en développement

Admission : Hauts fonctionnaires d'un ministère du commerce ou des finances

Nombre de participants : 25

Date limite : juillet 1982

Financement-Bourses : Projet financé par le PNUD

III - TRANSPORT, COMMUNICATIONS AND TOURISM

Project 1: Port operations seminar

Medium of instruction: English and French

Location: Odessa (USSR)

Duration: 9-22 August 1982

Objectives: Improvement of the professional and managerial competence of senior and middle level personnel responsible for port operations in their countries.

Programme:

1. Containerization and its effect on port activities
- \*2. Technological change in shipping and its impact on port operations
3. Impact of unitization on port operations
4. Modern methods of handling general cargoes
5. Co-ordination between ports and other modes of transport

Admission: Secondary school certificate or higher educational background; two years or more of relevant experience in the field of training; fluency in English or French

Number of participants: 45

Deadline: 30 April 1982

Financing-Fellowship: Travel and per diem will be paid by the Soviet Government

### III - TRANSPORTS, COMMUNICATIONS ET TOURISME

#### Projet 1 : Séminaire sur l'exploitation portuaire

Langue d'instruction : anglais et français

Lieu : Odessa (URSS)

Durée et dates : 9-22 août 1982

Objectifs : Amélioration des compétences sur le plan professionnel et de la gestion du personnel de niveau supérieur et moyen responsable de l'exploitation des ports dans leur pays

Programme :

1. La conteneurisation et ses effets sur les activités portuaires
2. L'évolution technique des transports maritimes et ses incidences sur les opérations portuaires
3. Incidence de l'unitarisation sur les opérations portuaires
4. Méthodes modernes de la manutention de marchandises diverses
5. Co-ordination entre les ports et autres modes de transport

Admission : Certificat d'études secondaires ou quelques années d'enseignement supérieur; deux années ou plus d'expérience pertinente dans le domaine de la formation; maîtrise du français ou de l'anglais

Nombre de participants : 45

Date limite : 30 avril 1982

Financement-Bourses : frais de voyage et de subsistance payés par le Gouvernement soviétique.

#### Project 2: Training Courses in Inland Water Transport

Medium of instruction: English and French

Location: Leningrad (USSR)

Duration and dates: 15 April to 15 July 1982

Objectives: To provide training through lectures, visits and discussions to the participants of the training course to upgrade their knowledge and professional skills in the field of inland water transport

Programme: The programme consists of the three sections: economics of water, transport, organization and planning of the fleets and port operation, commercial operation.

Admission: Secondary school certificate or higher educational background, two years or more of relevant experience to the field of training. Fluency in English or French.

Number of participants: 40 participants

Deadline: 30 December 1981

Financing-Fellowship: Monthly allowance of 750 Roubles. Travel fare from home to the nearest aeroflot pick-up airport and vice-versa is to be borne by the participants. The rest of the trip to and from Moscow on Aeroflot will be borne by the USSR.

Projet 2 : Cours de formation à la navigation intérieure

Langue d'instruction : anglais et français

Lieu : Leningrad (URSS)

Durée et dates: 15 avril - 15 juillet 1982

Objectifs : assurer une formation, grâce à des conférences, des visites et les entretiens, aux participants au cours en vue de perfectionner leurs connaissances et compétences professionnelles dans le domaine de la navigation intérieure

Programme: Le programme comporte trois éléments : l'économie des transports par eau, l'organisation et la planification des flottes, l'exploitation des ports et les opérations commerciales

Admission : Certificat d'études secondaires ou quelques années d'enseignement supérieur; deux années ou plus d'expérience pertinente dans le domaine de la formation, maîtrise du français ou de l'anglais

Nombre de participants : 40

Date limite : 30 décembre 1981

Financement-Bourses : Indemnité mensuelle de 750 roubles. Les frais de voyage aller-retour jusqu'à l'aéroport le plus proche desservi par Aeroflot sont à la charge des participants. Le reste du voyage aller-retour jusqu'à Moscou par Aeroflot est pris en charge par l'URSS

PART II - PARTIE II

TRAINING INFORMATION NOTICE No. 60  
NOTICE SUR LA FORMATION N° 60

TRAINING INFORMATION NOTICE No. 60  
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TRAINING INFORMATION NOTICE NO. 60  
NOTICE SUR LA FORMATION N° 60

SECTION I - INTRODUCTION/  
SECTION I - INTRODUCTION

The sixtieth issue of the ECA Training Information Notice brings you information on current training opportunities, both within and outside the region, available to Africans. This Notice is in three sections:

- I - Introduction
- II - Briefs on select training opportunities
- III - Annexes giving detailed information on some of the training courses

The Information is presented in English or French or both according to the language of the particular course.

The aim of this Notice is to bring to the attention of member States training opportunities available to them through technical cooperation; to stimulate interest in taking advantage of available facilities; and to encourage them to utilize these facilities for the training of personnel needed for the implementation of priority programmes in national development effort.

As some of the opportunities listed in the Notice are of direct interest to students, scholars and employees outside the public service, it would be of an advantage to member States, in an effort to promote the training of personnel in both public and private sectors as well as in institutions of higher education, if local arrangements could be made to bring relevant training news to institutions and organizations likely to benefit by it.

Le soixantième numéro de la Notice sur la formation de la CEA fournit des renseignements sur les possibilités de formation actuellement offertes en Afrique et hors d'Afrique aux africains. Ce document se divise en trois sections:

- I.- Introduction
- II.- Notes brèves sur certains cours et stages de formation
- III - Annexes contenant des renseignements détaillés sur certains de ces cours

Les informations sont résumées en anglais ou en français ou dans les deux langues suivant la langue du cours donné.

Le but de la Notice sur la formation est de rappeler aux Etats membres les moyens de formation qui leur sont accessibles grâce à l'assistance technique; de les inciter à profiter de cette assistance et à utiliser les moyens existants pour la formation du personnel indispensable à l'exécution des programmes prioritaires de développement national.

Comme certaines des possibilités indiquées présentent un intérêt direct pour les étudiants, les diplômés et les employés qui n'appartiennent pas à la fonction publique, les Etats membres auraient avantage, dans les efforts qu'ils déploient pour intensifier la formation du personnel du secteur public, du secteur privé et des établissements d'enseignement supérieur, à prendre chez eux les dispositions voulues pour communiquer les renseignements aux établissements et aux organisations susceptibles d'en tirer parti.

Reminder\*

The attention of member States is once more drawn to the courses and facilities which appeared in the previous issue of our Notice

Rappel\*

Nous rappelons une fois encore aux Etats membres les cours ci-après déjà signalés dans le numéro précédent de la Notice.

IULA: Management Structures and Techniques for Social Public Services

University Center for Co-operatives: International Courses on Co-operatives

University of Southampton: M.Sc. in Irrigation Engineering

University of Surrey:

- Diploma/M.Sc. in Tourism, Planning and Development
- Project Analysis
- Planning and Design

University of Strathclyde: Project Appraisal, Planning and Control

ITC: All yearly programmes on aerial survey and earth science

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\*/ In cases where the deadline for submission of applications has passed but the programme has not yet commenced the applicant may wish to enquire from the appropriate authorities whether the deadline might be extended. In the case of annually held programmes, the information provided for 1981 may be used in applying for admission to the 1982 courses.

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\*/ Lorsque la date limite fixée pour la présentation des candidatures est passée, à condition que le cours ne soit pas encore commencé, tout candidat intéressé peut demander aux autorités compétentes s'il est possible de prolonger ce délai de présentation. Dans le cas des stages tenus chaque année, les renseignements fournis pour 1981 peuvent être utilisés pour les demandes d'admission aux cours de 1982.

### African Training Facilities

The secretariat would be happy to give publicity to specialized training courses organized by member States such as are open to trainees from other African countries. In this connexion, full particulars about such courses should be communicated to the secretariat four to six months in advance of the closing date for receiving nominations for course

### Action required

Although every effort is made to transmit information as accurately as possible, neither the donor countries nor the Commission can assume responsibility for any inadvertent error that may occur in this Notice. Applicants are therefore requested to cross-check information with the donor countries and organizations concerned particularly regarding financial and other conditions of specific facilities.

Requests for additional copies of this publication should be directed to:

The Director  
Public Administration, Management  
and Manpower Division  
Economic Commission for Africa  
P.O. Box 3001  
Addis Ababa  
Ethiopia

### Moyens de formation en Afrique

Le secrétariat souhaiterait que les Etats membres fassent connaître les cours spécialisés qu'ils ont pu organiser et qui sont ouverts aux stagiaires en provenance des autres pays africains. Tous les détails concernant ces cours doivent être communiqués au secrétariat quatre à six mois avant la date limite fixée pour la réception des candidatures.

### Mesures requises

Tout est mis en oeuvre pour fournir des renseignements aussi exacts que possible, mais les pays qui offrent des moyens de formation et le secrétariat de la Commission économique pour l'Afrique déclinent toute responsabilité pour les erreurs qui auraient pu se glisser dans la présente Notice. Les Etats membres sont priés de vérifier auprès des pays et organismes intéressés les renseignements indiqués, notamment pour les conditions financières et autres qui s'appliquent à chaque cas.

Pour obtenir d'autres exemplaires de cette publication, on est prié d'écrire à l'adresse suivante :

Le Directeur de la Division de  
l'administration publique, de la  
gestion et de la main-d'oeuvre  
Commission économique pour l'Afrique  
B.P. 3001  
Addis-Abéba  
(Ethiopie)

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SECTION II - BRIEFS ON SELECT TRAINING OPPORTUNITIES/  
SECTION II - NOTES BREVES SUR CERTAINES COURS DE FORMATION

A. INTERNATIONAL ORGANIZATIONS/  
ORGANISATIONS INTERNATIONALES

A.1 THE UNITED NATIONS UNIVERSITY

A.1.1 World Hunger Programme (WH)

A.1.2 Human and Social Development Programme (HSD)

A.1.3 Programme on the Use and Management of Natural Resources (NR)

Medium of instruction: English

Level: Professional

Location: Various countries

Duration: Not indicated

Objectives: To help correct three structural defects in world-wide science and scholarship. One defect results from global imbalances in human and material resources devoted to the creation, transformation, and application of knowledge. A second defect results from fragmentation in the organization of knowledge, and third from the geographical and cultural divisions that inhibit effective scientific and scholarly collaboration. Each of the three programmes of the University gave evidence during the year 1978/79) of its potential to help remedy these defects.

The world Hunger Programme (which has been in operation for three years and is the oldest of the programmes) made a significant contribution to the understanding of nutrition needs in the developing countries during the year with the publication of its first major research results. The Human and Social Development Programme has been able to organize a systematic dialogue among different schools of thought on development problems - and to obtain valuable insights through this process. The youngest of the three programmes, on the Use and Management of Natural Resources, effectively established its presence this past year on the global basis required to understand the complex interplay of energy and environment on this finite planet.

Programmes: The University focuses its programmes on aspects of major world problems that can be usefully examined through collaborative work by scientists and scholars from many parts of the world. In addition, because the University's efforts are concerned with finding practical solutions and not just gathering specialized data, it must combine knowledge from many disciplines. It seeks to add new dimensions to work being carried out by other national and international organizations in the fields of hunger development, and natural resources.

A major component of the World Hunger Programme, for example, is national food and nutrition policy, a subject widely ignored in the past. Another project deals with staggering losses of food after harvest in an area in which there has been only little, highly fragmented research and inadequate training efforts. Another project is concerned with developing comprehensive information on human nutritional requirements in tropical areas of the developing world, where such information has been severely lacking. In all this work, the World Hunger Programme is strengthening the efforts of other organizations concerned with increased food production and better nutrition.

The thrust of the Human and Social Development Programme reflects widespread disappointment with the results of past development strategies aimed primarily at economic growth. The programme is providing a global forum for scholarly debate and evaluation of development strategy alternatives, thereby bringing scientific objectivity to a subject frequently clouded by political controversy. The areas of study being pursued include problems of development and technology for development.

The work of the Programme on the Use and Management of Natural Resources is focused on problems of ecology and energy. Special attention is being given to the humid tropics and to arid lands, huge zones encompassing most of the developing world. In the humid tropics, social, economic, and other changes have put a severe strain on traditional resource systems. The programme seeks to develop better understanding of: (a) rural energy systems; (b) the mixing of trees, crops, and livestock in agro-forestry systems; (c) interactions between land and water especially in the coastal zones; and (d) ecological, social, and economic interactions between highland and lowland areas. Concerning the problems of arid lands, analysis is being made of the reasons for failure to apply existing knowledge more effectively. In the field of energy, the focus of the programme is on the potential for alternative energy sources (solar biogas, wind, and others) to meet the growing energy demands of rural areas of the developing countries.

#### Fellowships:

- Third Advisory Committee Meeting: At its third meeting, held in Tokyo in January 1979, the Programme Advisory Committee recommended:

Assistance to countries at a very low level of development  
The University must find ways of assisting the development programmes of these countries. It can do so without abandoning its existing policies and strategies by introducing flexibility in its approaches to these countries. The Committee recommended:

- (i) drawing the attention of other agencies to the basic needs for development of institutions to train lower-level professionals and to assist in basic level research training;
- (ii) making available UNU management-level fellowships to carefully selected government officials and scientists with decision-making powers or leadership potential;

- (iii) providing a number of fellowships for training local professionals in some selected discipline with a view to assisting with the creation of "a critical scientific mass" within the country of the institution, which will help stimulate further development in the fields of research and training
  - (iv) giving particular attention to the needs of French-speaking Africa where the creation of an "incorporated" institution may need to be considered.
- Women and post-harvest food conservation: It was recommended that the training of women in post-harvest preservation and processing of foods at the village level be recognized as deserving specific attention in its own right. It was recommended that the World Hunger and Human and Social Development programmes should undertake a joint programme of work on the role of women in post-harvest food conservation to help define the problems, to identify the research studies to be undertaken, and to take necessary steps to implement the research projects on the following topics:
- (i) post-harvest food technologies traditionally used by women, analysed for their usefulness in terms of economy, time-use, food value, and potential for improvements;
  - (ii) technologies suggested for village-level use in the light of their usefulness on women under prevailing conditions; and
  - (iii) a review of the attention presently given to food technologies useful to women at the various associated institutions of the university, with possible policy suggestions.

Application forms and further information may be obtained from:

(a) ASSOCIATED INSTITUTIONS:

WH - World Hunger Programme

- Science, University of Ghana  
Lagon, Ghana.
- University of Ile Ife, Ile Ife, Nigeria

NR - Programme on the Use and Management of Natural Resources

- National Organization for Scientific Research  
Algiers, Algeria.

(b) RESEARCH AND TRAINING UNITS:

EED - Human and Social Development Programme

- African Institute for Economic Development and Planning,  
Dakar, Senegal.
- Land Use Planning, University of Dar-es-Salaam,  
Dar-es-Salaam, Tanzania.

- Centre for Economic and Social Research and Studies,  
University of Tunis, Tunisia.
- Department of Sociocology, University of Ibadan,  
Ibadan, Nigeria.
- Institute of Arab Research and Studies,  
Cairo, Egypt.
- Ethiopian Science and Technology Commission,  
Addis Ababa, Ethiopia.



B. GOVERNMENTAL AND NATIONAL INSTITUTIONS/  
INSTITUTIONS GOUVERNEMENTALES ET NATIONALES

B.1 TRAINING IN FRANCE/  
FORMATION EN FRANCE

CENTRE D'ETUDES PRATIQUES D'INFORMATIQUE ET D'AUTOMATIQUE (CEPIA)

B.1.1 Formation de Formateurs en Informatique - E4

Langue d'instruction : Français

Lieu : Rocquencourt, village proche de Versailles, ville elle-même proche de Paris.

Durée : 15 juin - 6 août 1982 (40 jours ouvrables - 8 semaines)

Objectifs : Donner aux participants les compétences de base propres à les rendre aptes à concevoir un plan de formation, un programme de stage d'initiation, à dispenser un enseignement, à élaborer un appel d'offres auprès d'organismes de formation, à choisir et utiliser un produit pédagogique.

Programme : Présentation théorique des connaissances fondamentales que doit posséder un responsable de formation. Analyse et réalisation de mini-projets de formation, soutenance orale.

Les composants d'une politique de formation.

Admission : Cadres informaticiens ayant plusieurs années d'expérience et appelés à devenir de futurs responsables de formation et de futurs animateurs de formation en informatique.

Date limite : Avant le 1er février 1982

Prix du séminaire :

- Frais de séjour :	7 300 F
- Frais d'enseignement :	12 100 F
Total	19 300 F

Pour connaître le tarif 1982 réclamer la brochure sur le stage ou la filière disponible en juillet 1981.

Modalités de Financement : Le stage peut être financé par :

- (a) des bourses partielles ou intégrales obtenues dans certaines circonstances auprès des ambassades de France (Conseillers Culturels, scientifiques, techniques et commerciaux);
- (b) la prise en charge de frais de stage par des organismes internationaux : ONU, UNESCO, PNUE, UNIDO, BIT ...  
(représentants de ces organismes dans le pays concerné);

- (c) des bourses allouées par le Ministère de la Coopération, Sous-direction des financements-Bureau 208 1 bis, avenue de Villars, 75007 Paris (à l'attention de Madame Linare). Les dossiers techniques devront être éventuellement complétés par des dossiers annexes de demande de bourse FAC à transmettre à l'initiative des Missions de Coopération dans les formes administratives habituelles;
  - (d) la prise en charge par le Bureau Intergouvernemental pour l'Informatique de Rome, des frais de stage de ressortissants de pays membres de cet organisme;
  - (e) une prise en charge directe ou obtenue par l'intermédiaire de constructeurs français, de sociétés françaises, de service ou de conseils en informatique, de la Fédération des Industries Electriques et Electroniques ou d'organismes français divers (autres ministères par exemple);
  - (f) le paiement du prix du stage directement assuré par un organisme public ou privé étranger
- Voyage aller-retour : Le voyage aller-retour depuis le pays d'origine est à la charge de l'organisme inscrivant l'auditeur
  - Indemnités versées aux stagiaires : En plus de l'hébergement directement organisé par la CEPIA et la prise en charge par un régime d'assurances (maladie, accident, responsabilité civile), les stagiaires perçoivent une bourse mensuelle de 1400 F qui leur est remise le jour de leur arrivée et qui est destinée à pourvoir à leurs frais de nourriture (déjeuners pris au restaurant d'entreprise du CEPIA les jours ouvrables, et autres repas (samedis - dimanches) pris dans un restaurant de leur choix).

Les formulaires de candidature ainsi que tous autres renseignements complémentaires peuvent être obtenus auprès de :

Domaine de Voluceau - Rocquencourt  
B.P. 105-78153 Le Chesnay CEDEX  
France

#### B.1.2 Mise en place, développement et contrôle de système de gestion automatisé au travers des réalisations informatiques françaises les plus récentes et développement de processus industriels automatisés - E]

Langue d'instruction : Français

Lieu : Se référer au B.1.1

Durée : 29 septembre - 20 décembre 1982

Objectifs : Mettre de jeunes chefs de projet étrangers au contact des réalisations informatiques françaises et leur offrir la possibilité de se familiariser avec les méthodes et les techniques nouvelles développées en France.

Programme : Approche conceptuelle des techniques avancées et des types d'application qui les utilisent.

Mise en relation avec le milieu informatique français.

Suivi d'un stage pratique centré autour du ou des thèmes choisi(s) par le candidat.

Prix du séminaire :

- Frais de séjour :	12 550 F
- Frais d'enseignement :	19 650 F
Total	32 200 F

Modalités de financement : Se référer au B.1.1.

Les formulaires de candidatures ainsi que tous autres renseignements complémentaires peuvent être obtenus auprès de : Se référer au B.1.1.

### B.1.3 Impact de l'Information sur la conception d'un système d'information - E8

Langue d'instruction : Français avec traduction simultanée en anglais

Lieu : Se référer au B.1.1.

Durée : 2 septembre - 24 septembre 1982.

Objectifs : Donner à des cadres dirigeants des outils méthodologiques leur permettant d'assurer leur fonction dans un environnement informatisé.

Programme : Evaluation de l'impact de l'informatique sur la gestion et la structure de l'organisation dans une entreprise ou une administration.

Description et utilisation d'outils méthodologiques de nature à faciliter la prise de décision.

Prise en compte des problèmes d'environnement afférents à l'informatisation.

Prix du séminaire :

- Frais de séjour :	6 680 F
- Frais d'enseignement :	10 020 F
Total	16 700 F

Les formulaires de candidature ainsi que tous autres renseignements complémentaires peuvent être obtenus auprès de : Se référer au B.1.1

B.2 TRAINING IN NIGERIA

UNIVERSITY OF IFE

B.2.1 Post-graduate Diploma in International Relations

Medium of instruction: English

Level: Postgraduate

Location: Ile Ife

Duration: 9 months (September - June each year)

Admission: Applicants for the Diploma Course in International Relations are required to hold a University degree. In exceptional cases, serving officers without a University degree, but sponsored by national and international institutions may be accepted, provided they satisfy the University by written examination and/or interview that they are capable of undertaking satisfactorily the postgraduate level of work involved.

Application forms and further information may be obtained from:

University of Ife  
Ile-Ife  
Nigeria

B.2.2 Master of Science - International Relations

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 12 months

Admission: Candidates are to be graduates of the University of Ife or any other approved University with not less than a second class honours degree in social sciences or related fields of study.

Application forms and further information may be obtained from: Same as for B.2.1

B.2.3 Master of Philosophy - International Relations

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 2 academic sessions

Admission: Candidates shall be graduate of the University of Ife or any other approved University with first class honours degree or a second class (honours) Upper Division in Social Sciences

Application forms and further information may be obtained from: Same as for B.2.1

#### B.2.4 Doctor of Philosophy (Ph.D) - International Relations

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: Not less than six academic terms or part-time

Admission: The requirements are as follows:

- (a) A graduate of this or another approved University who has obtained the degree of Master of Philosophy (or equivalent);
- (b) A candidate who has been registered for the degree of Master of Philosophy for not less than three terms and who in the course of work has shown exceptional ability may be transferred to candidature for the degree of Doctor of Philosophy subject to such condition as the Graduate Studies Committee of the University deems;
- (c) A graduate of this University who has obtained an appropriate degree of Bachelor with honours in the First or Second Class (Upper Division) or equivalent, and whose practical and professional experience or academic achievements may be considered appropriate or adequate, may be admitted as a graduate student but, may not, unless the committee otherwise permits, be registered as a candidate for the degree until he has:
  - Subsequently pursued for a period, not exceeding three terms such further studies as the committee prescribes; and
  - At a qualifying examination satisfied the Committee of his ability to pursue a course of study for the degree.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.5 Diploma in Financial Management**

- (a) Public Financial Management
- (b) Business Financial Management
- (c) Tax and Revenue Management

Medium of instruction: English

Level: Postgraduate

Location: Ile-Ife

Duration: 1 year (2 semesters)

Admission: Applicants are required to hold a degree of an approved University or its equivalent, preferably in Accounting or a related subject, or pass at the final examination of a professional secretarial or accountancy body, such as ACIS or ACCS. In exceptional cases candidates may be admitted who have not less than five years experience in administrative, professional or executive level, and a pass at intermediate level in any appropriate examination, and who satisfy the Faculty that they are capable of satisfactorily completing a course at this level.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.6 Diploma in Management Studies**

- (a) Business Management
- (b) Development Management
- (c) Project Management

Medium of instruction: English

Level: Postgraduate/Professional

Location: Ile-Ife

Duration: 1 Year (2 semesters): 15 months

Admission: A degree in a related discipline of an approved University, possess a final certificate of a related professional examination or a degree in any other discipline with relevant experience

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.7 Masters in Business Administration**

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 15 months

Admission: A good degree in the relevant field or equivalent professional qualifications. Holders of degree in social and natural sciences and technology are eligible for enrolment. A good grounding in mathematics is essential.

Application forms and further information may be obtained from: Same as for B.2.1

### B.2.8 Doctor of Philosophy (Management and Accounting)

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: Not less than six academic terms

Admission: Requirements are as follows:

- (a) A graduate of this or another approved University with a P. Phil. (or equivalent qualifications) may be registered for the degree of Doctor of Philosophy
- (b) A candidate who has been registered for the M.Phil degree for not less than three terms and who in the course his work has shown exceptional ability may be transferred to Ph.D. subject to such conditions as the Graduate Studies Committee of the University deems fit.
- (c) A graduate of the University who has obtained an appropriate Bachelor's degree with Honours in the First or Second class (Upper Division) or equivalent and whose practical and professional experience or academic achievements may be considered appropriate or adequate may be admitted as a graduate student but may not unless the committee otherwise permits, be registered as a candidate for the Ph.D. degree until he has:
  - subsequently pursued for period not exceeding three terms, such further studies as the committee may prescribe; and
  - at a qualifying examination satisfied the Committee of his ability to pursue a course of study for the degree.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.9 Advanced Diploma in Local Government**

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 2 semesters (September-July)

Admission: A University degree or the Nigerian National Diploma. Preference will be given to candidates with degree or diplomas in Social Sciences and Law. In exceptional cases, experienced Local government officers sponsored by state or Local governments who do not possess a degree or the Nigerian National Diploma may be accepted, but such officers must satisfy the University by written examination and/or interview that they are capable of undertaking satisfactorily the post-graduate level of work of the Diploma course.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.10 Diploma in Local Government**

Medium of instruction: English

Level: 06 or 07/Professional

Location: Ile-Ife

Duration: 4 semesters

Admission: Applicants are required to be serving Local Government Officers on Grade 06 or 07 with relevant administrative experience. Other candidates can be admitted after satisfying the University by written examination and/or interview that they are capable of undertaking satisfactorily the level of work of the course.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.11 Post-graduate Diploma in Public Administration**

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 1 year (two semesters - September - July)

Admission: Applicants for the DPA are required to hold a University degree. In exceptional cases, administrative officers sponsored by governments and



corporation who do not possess a University degree may be accepted, but such officers must satisfy the University by written examination and/or interview that they are capable of undertaking satisfactorily the post-graduate level of work of the Diploma course. Holders of a University degree who intend to follow a career in the public service are also eligible for admission.

Application forms and further information may be obtained from: Same as for B.2.1

#### **B.2.12 Master of Public Administration**

Medium of instruction: English

Level: Postgraduate/Professional

Location: Ile-Ife

Duration: 15 months

Admission: Candidates must be graduates who:

- (a) have completed a minimum of four years relevant experience at an appropriate administrative/managerial level in the public service;
- (b) possess one of the postgraduate diplomas awarded by the University of Ife in relevant fields or by any other recognized University and such candidates must have acquired at least two years post-diploma experience in relevant fields at an appropriate administrative or managerial level in the public services.

Application forms and further information may be obtained from: Same as B.2.1

#### **B.2.13 Master of Philosophy in Public Administration**

Medium of instruction: English

Level: Postgraduate

Location: Ile-Ife

Duration: 4 semesters

Admission: A candidate who has not obtained at least Second Class Upper Division in an appropriate Honours Degree of the University of Ife or its equivalent in an approved University will not normally be admitted as a candidate for the M.Phil (Public Administration) Degree. Where the Honours Degree is in a subject other than Government, Political Science, Public Administration and cognate disciplines, the student may be required to take a remedial course and pass a prescribed examination before proceeding to the M.Phil (Public Administration) course.

Application forms and further information may be obtained from: Same as for B.2.1

**B.2.14 Doctor of Philosophy in Public Administration**

Medium of instruction: English

Level: Post-graduate

Location: Ile-Ife

Duration: 2 academic sessions

Admission: Requirements are as follows:

- (a) A graduate of this or another approved University who has obtained the degree of Master of Philosophy (or equivalent) may be registered as a candidate.  
Candidates admitted under such conditions shall pursue a full time course of supervised study and research in the University of not less than four terms on part-time course of not less than nine terms or a subject approved in advance by the Committee;
- (b) A candidate who has been registered for the degree of Master of Philosophy for not less than three terms and who in the course of his work has shown exceptional ability may be transferred to candidature for the degree of Doctor of Philosophy subject to such conditions as the Graduate Studies Committee of the University deems fit;
- (c) A graduate of this University who has obtained an appropriate degree of Bachelor with Honours in the First or Second Class (Upper Division) or equivalent, and whose practical and professional experience or academic achievements may be considered appropriate or adequate may be admitted as a graduate student but may not, unless the Committee otherwise permits, be registered as a candidate for the degree until he has:
  - subsequently pursued for a period, not exceeding three terms such further studies as the Committee prescribes; and
  - at a qualifying examination satisfied the Committee of his ability to pursue a course of study for the degree.

Application forms and further information may be obtained from: Same as for B.2.1

### B.3 TRAINING IN THE UNITED KINGDOM

#### B.3.1 UNIVERSITY OF EAST ANGLIA

##### B.3.1.1 Course in Public Sector Financial Planning and Control for Developing Countries

Medium of instruction: English

Level: Professional

Location: Norwich

Duration: 5 July-24 September 1982; 4 July-23 September 1983

Objectives: To familiarize middle level and senior administrators in the public service with latest development in planning and control concepts and methods and with recent advances in information processing.

The course is intended for personnel who are being groomed for promotion in the following areas: Financial Accountants, Management Accountants, Auditors, Economists and Data Processors.

Programme:.. The formal syllabus of the course:

- (a) Introduction to financial planning and control
- (b) Cost benefit analysis
- (c) Planning and control of joint ventures
- (d) Planning and control for state enterprises
- (e) Auditing and the measurement of performance
- (f) Government accounting and auditing
- (g) National economic planning
- (h) Introduction to computing and data processing
- (i) Micro-processor applications
- (j) Computer audit and control
- (k) Computer applications in developing countries

Admission: The main staff for whom it would be suitable are:

- Financial accountants
- Management accountants
- Auditors
- Economists
- Data processors

working in such organizations as: Ministry of Finance, Auditor-General's Department, Accountant-General's Department, Ministry of Economic Planning, Nationalized industries, Local and regional authorities and Investment and development banks.

Cost: £2,750 in 1982  
£3,000 in 1983

which is fully inclusive, covering the cost of accommodation and all meals, all tuition and course materials and a comprehensive social programme including visits to London, Cambridge and, it is hoped, to France or Belgium.

Students should need only a relatively small amount of money for personal expenditure each week. In addition they might wish to bring a sum of money, say around £100 - £150 for the purchase of additional books.

Application forms and further information may be obtained from:

R.J. Briston  
School of Computing Studies  
and Accountancy  
University of East Anglia  
NORWICH NR4 7TJ  
United Kingdom

#### B.3.1.2 Masters Degree (M.A.) in Development Economics.

Medium of instruction: English

Level: Professional and Postgraduate

Location: Norwich, England

Duration: 12 months (October to following September)

Objectives: The course covers both discussion of general theories of development and broad issues of current interest in the area of development economics on the one hand, and specific, operational planning procedures and project analysis on the other. Planning is discussed at the national, sectoral and regional level, against a background of planning experience in different countries.

Programme: Participants take eight courses (listed below) between October and June and prepare a 12,000 word dissertation between July and September.

- Theories of Development
- Quantitative Methods
- Development Economics
- Project Analysis and Management
- Agricultural Development Planning
- Development Policy and Planning
- Regional Planning
- International Economic Relations

Participants who do not have a strong background in mathematics/statistics will generally be expected to take short introductory courses during the September preceding the MADE programme.

Admission: Candidates will usually be expected to hold at least a good second class degree in economics; if their knowledge of economics is poor, they may be admitted to the Diploma programme in the University and then later considered for the MADE programme. Applicants with less than a second class degree in economics also are encouraged to apply, especially if they have relevant professional experience. The course is designed to be particularly appropriate for professionals in economics who wish to broaden their theory and develop their technical skills. All applicants should have a good command of spoken and written English.

Deadline: Applicants should contact the School no later than 1 April of the year in which they wish to start the programme.

Fees: Course Tuition fees (1981/82) £2,500

Scholarships: The MADE programme currently receives three quota awards from the Social Science Research Council. These are available only to UK students, but are full awards covering all fees and reasonable living expenses. In addition both full and partial scholarships have been offered to UK and overseas students by the University of East Anglia. Further scholarships are likely to be available in the future but they are likely to be few in number and competition is intense. Applicants are advised to enquire about the SSRC and UEA awards as early as possible from the Senior Administrative Assistant in the School of Development Studies (for full address, see below) British Technical Cooperation awards may be available to governments wishing to nominate candidates. Inquiries should be made through the candidate's appropriate government department. Information may also be available from the British Council or the British Embassy/High Commission. Other possible sources of scholarships include international organizations such as agencies of the United Nations and Government scholarship programmes. Some candidates may be able to obtain financial sponsorship from their employers.

Application forms and further information may be obtained from:

The Senior Administrative Assistant  
School of Development Studies  
University of East Anglia  
NORWICH  
NR4 7TJ  
United Kingdom

### B.3.1.3 Master Degree (M.A.) in Rural Development

Medium of instruction: English

Level: Professional and Postgraduate

Location: Norwich

Duration: 12 months (October to following September)

Objectives: The primary objective of the MARD Programme is to provide an understanding of agricultural systems and rural society, together with operationally-appropriate training in the range of analytical methods and planning techniques which are relevant for policy and planning for the rural areas of the Third World. rural Development Planning is used to mean directed change to achieve a mix of growth, equity and participatory objectives in the rural sector (with the weights given to each national development objective varying from one politico-social system to another). Because the agricultural sector is central to the generation of additional incomes and employment within most rural development strategies, particular emphasis is given to the

economic, technical, managerial and social aspects of agricultural growth and development planning. Analytical procedures and planning techniques are examined which are relevant at the levels of the farm, village, agro-ecological zone of river basin, project, region and the agricultural sector as a whole whilst the implications for the overall national economy are also examined. Multi-sectoral planning is also covered and a wide range of country case-materials are included in the programme; attention is given to major variations in the rural development situation which are found in Asia, Africa and Latin America.

Programme: Participants take eight courses (listed below) between October and June and prepare a 12,000 word dissertation between July and September

- Theories of Development
- Quantitative Methods
- Agricultural Process Analysis
- Project Analysis and Management
- Agricultural Development Planning
- Rural Development Planning I
- Regional Planning
- Rural Development Planning II

Participants who do not have a background in economics will generally be expected to take introductory courses in economics and mathematics/statistics during the September preceeding the MA programme.

Admission: Candidates will usually be expected to hold at least a good second class degree in economics, agricultural economics or another social science. Applicants with lower degree grades may be considered, especially if they have relevant professional experience. The course is designed to be particularly appropriate for professionals in rural development who wish to further their theoretical knowledge and develop their technical skills. All applicants should have a good command of spoken and written English.

Deadline: Applicants should contact the School no later than 1 April of the year in which they wish to start.

Fees: Course Tuition fees (1981/82) £2,500

Scholarships: Full or partial scholarships may be offered by the University of East Anglia. These are few in number and competition is intense. British Technical Cooperation awards may be available to governments wishing to nominate candidates. Inquiries should be made through the candidate's appropriate government department. Information may also be available from the British Council or the British Embassy/High Commission. Other possible sources of scholarships include international organizations such as agencies of the United Nations and Government scholarship programmes. Some candidates may be able to obtain financial sponsorship from their employers.

Application forms and further information may be obtained from:

The Senior Administrative Assistant  
School of Development Studies  
University of East Anglia  
NORWICH NR4 7TJ  
UNITED Kingdom

### B.3.2 UNIVERSITY OF BRADFORD

#### The Planning and Appraisal of Health Sector Projects

Medium of instruction: English

Level: Post-experienced

Location: West Yorkshire

Duration: 26 April - 16 July 1982

Objectives: The course is designed to cover the planning procedure for projects in the health sector. It will also examine in some detail approaches which may be used to reduce current costs in selected areas and discuss the problems of finance. The intention is not to give a broad outline of methodology which will be illustrated where possible by case studies from relevant projects. Time will also be allowed for individual participants to study for themselves the application of the methodology to areas which interest them with guidance from the staff at the Centre.

Programme: It will cover the following topics:

- Introduction: Development Goals and the Social Sector
- The Role of Projects
- Data Source, Statistical Methods and Forecasting Techniques
- Project Identification and Preparation
- Project Appraisal Techniques
- Project Finance
- Administration and Control

Within each section a range of teaching methods will be used, including formal lectures followed by discussions, syndicate groups and demonstration exercises. Visiting lectures from outside the University will be included to contribute in those areas where they have particular expertise, and case studies of relevant projects will be presented. Field visits will be arranged where appropriate. For certain topics, where the issues and methods are closely similar the course will combine with the parallel course in Education Projects.

Admission: The course is open to all persons concerned with the planning, design, appraisal and implementation of development projects in appropriate fields. Applicants will normally be expected to have a University degree or equivalent in a relevant subject. It is desirable that they should also have several years' experience of development planning and/or project work.

All applicants should have a sufficient knowledge of written and spoken English to enable them to follow lectures and participate in discussion without difficulty. A test may be required for applicants from countries where English is not in use as a first or second language, and special pre-enrolment coaching in English can be arranged when necessary.

Award: A certificate attendance will be awarded to participants on completion of the course

Vacancies: 20

Deadline: In view of the likely competition for places, it is important that application be made as early as possible

Fees:

- Tuition fees for each course, and accommodation	- £2,500
- A daily provision for subsistence and incidental costs	12
- Book Allowance	57
- Other expenses such as visits, etc.	150
Total	£2,719

Source of Finance: Although many participants are financed by their employers or government, others obtain financial awards to attend the courses. These may be obtained through a large number of bilateral and multilateral agencies such as: British Council, European Development Fund, United Nations Agencies, including United Nations Development Programme, World Bank, OECD, OPEC bilateral and multilateral agencies.

Applicants should approach local offices of such agencies or their government department responsible for training. Sponsors will make all travel arrangements.

The PPC has no resources from which to provide scholarships or financial assistance for those wishing to attend courses.

Application forms and further information may be obtained from:

University of Bradford  
Bradford, West Yorkshire BD7 1DP  
United Kingdom

### B.3.3 THE POLYTECHNIC OF CENTRAL LONDON

Urban Habitat

Medium of instruction: English

Level: Post-graduate

Location: London

Duration: 11 January - 2 April 1982

Objectives:

- To gain an understanding and operational grasp of the interdependence of managerial functions with the improvement of settlement planning in cities;



- To appreciate the need for the integration of settlement policies with economic, social and physical planning policies at all levels of government;
- To actively consider the formulation of policies and strategies for meeting the needs of the poorest persons and communities.

Programme:

Course 1: Urban Management (11 January - 5 February 1982)

The course assists participants in the application of modern management theory and techniques to urban government structures and processes of planning for urban development. It also seeks to increase their management, operational and analytical skills and to enhance their awareness of the changing nature of institutional forms and structures to meet urban settlement problems.

Three main study themes are emphasized:

- Urban Administration and Development Implementation
- Resources and Budgeting
- Institutional Development and Planned Change

Course 2: Urban Development Operations (8 February - 5 March 1982)

The course highlights the influence of contextual and spatial factors on urban social and economic development, and seeks to develop participants' skills in a systematic approach to project identification, preparation, analysis and implementation, particularly in the housing and environmental services.

Themes emphasized:

- Understanding Sectoral Interaction in Cities
- Techniques for Promoting Economic and Social Objectives
- Systematic Approach to Urban Development.

Course 3: Urban Policy Integration and Implementation (8 March 2 April 1982)

The course looks in depth at the problems, needs and policy responses in large urban settlements and assists participants to present urban policy statements within a comprehensive human settlement approach.

The course is organized around three study aspects:

- A Literature Search
- Case Studies
- Presentation of a Policy Statement.

Admission: The courses are of practical value to four types of participants responsible for or concerned with urban settlements, management, development and implementation, and education:

- Administrators and Managers
- Planners, Professionals and Technical Specialists
- Teachers and Trainers
- Mayors, Councillors, Chairmen and Board Members

All relevant disciplines, experiences and professions are eligible. The working language of the courses will be English. To facilitate and optimise the learning experience, participants will be limited to about 20 persons.

Award: Participants will receive an appropriate Certificate of Course Attendance.

Fees: All fees are payable to the Polytechnic of Central London, and can be made by cash or cheque, by transfer of funds through a bank, or by Post Office money order.

Financial Sponsorship: Candidates are responsible for obtaining their own sources of financial support. Applications from privately-funded candidates should be accompanied by a detailed curriculum vitae and, as appropriate, evidence of English language proficiency. Candidates nominated by their own Government may be eligible for British Technical Co-operation training programme awards, and advice may be obtained from the Resident British Council Representative or the British Embassy/High Commission. Enquiries about awards can also be made by candidates to relevant UN agencies, the EEC, Ford Foundation or major Educational Foundations. United Kingdom candidates may seek grant information from their Local Authority and the Department of Education and Science.

Application forms and further information may be obtained from:

Director  
Habitat Forum  
The Polytechnic of Central London  
309 Regent Street  
London W1R 8AL  
United Kingdom

B.3.4 CEMENT AND CONCRETE ASSOCIATION  
CONFERENCE AND TRAINING CENTRE

B.3.4.1 Concrete and Concrete Construction

Medium of instruction: English

Level: Professional

Location: Slough

Duration: 13 weeks, 1 March - 28 May 1982 for those trainees who require it, with the possibility of some extension.

Objectives: To increase the trainee's knowledge and understanding of concrete and to develop the trainee's ability to apply this knowledge to his own particular job. Individuals will commence the Training Scheme with very different pre-course qualifications, prior training and experience. It is not expected that all trainee will be able to meet the same objective at the end of the period of training. It is the intention that their individual abilities will be developed as far as possible in the time available.

Programme: Tuition will cover the following fields of work, and trainees will be asked to select one of these for their own individual study.

- (a) Concrete laboratory work
- (b) Site construction and supervision
- (c) Precast concrete

All trainees will attend certain key lectures, will participate in group projects and practical exercises, and will visit some construction sites and concrete works. They will also carry out individual study projects and exercises under the supervision of a tutor; this individual work is considered to be the most important part of the course. In some cases, arrangements will be made for trainees to attend selected short courses (duration from 1 to 5 days), which are part of the Training Centre's annual programme. The first two weeks of the period will be used to diagnose individual needs so that suitable personal programmes can be devised.

Admission: The course is intended for people who are involved in or expect to be involved in concrete work, in a supervisory or technological role. The Scheme is designed for trainees from developing countries all over the world. Tuition will be in English, so trainees must be fluent in this language.

Award: Trainees will receive a Certificate showing satisfactory completion of the Scheme.

Fees: £350 per week including course fee, accommodation and meals.

Application forms and further information may be obtained from:

The Registrar  
Cement and Concrete Association  
Conference and Training Centre  
Fulmer Grange  
Fulmer, Slough SL2 4QS  
United Kingdom.

#### B.3.4.2 Public Service Vehicle Transport Management

Medium of instruction: English

Level: Professional

Location: Wembley

Duration: 28 March - 7 May 1982

Objectives: To enable those attending:

- Appreciate the problems and opportunities in modern public service vehicle transport management;

- Understand the principles and procedures necessary to achieve effective management of public service vehicle transport;
- Practice the implementation of recommended techniques within operating PSV transport companies;
- Provide an effective source of up-to-date reference material relating to the major aspects of such operations.

Programme: The following subjects will be studied:

- Transport Planning: Integration and Management, Safety
- Finance in Transport
- Transport Operations - Appraisal and Analysis
- Transport Operations - Control, Planned Maintenance Problem Solving and Decision Making
- Improving Business Performance - PERSONNEL: Objective Management
- Effective Management - In-Company Projects: Report: Course Summary

Admission: This course has been intended for delegates from developing countries to undergo a thorough grounding in the knowledge and skills required in running an effective public service vehicle (PSV) transport vehicle.

Vacancies: Maximum 20

<u>Fees:</u> Course Fees (excluding air fares)	£ 1,400
Accommodation and meals	£ 1,900
Total	£ 3,300

Application forms and further information may be obtained from: Same as for B.3.4.1

### B.3.4.3 CGLI Concrete Practice

Medium of instruction: English

Level: Professional

Location: Slough

Duration: 3-18 May 1982

Objectives: To train the participant to the standard required by the City and Guilds of London Institute for the Certificate in Concrete Practice. The courses are timed to enable participants to sit the City and Guilds examination at the General and Concrete Association Training Center. The Pace of the work is carefully moderated to suit the needs of those with little, if any, previous experience of technical studies. The course is also suitable for any person who requires a background knowledge of concrete. The examination consists of multiple-choice questions, to avoid penalizing candidates who find difficulty in expressing themselves in writing.

Programme: The syllabus will be as follows:

- General introduction
  - Materials, including storage and site tests
  - Proportioning, batching and mixing
  - Handling and placing concrete
  - Compaction
  - Plant
  - Curing
  - Testing and inspection
- Joints
  - Formwork
  - Reinforcement
  - Prestressed concrete
  - Precast products
  - Surface finish
  - Concrete roads and ground

Admission: The course is intended for those engaged in concrete work on building and civil engineering sites or in the production of ready-mixed or precast concrete in either a practical, supervisory or technical function, e.g. concreting operatives, gangers, chargehands, inspectors, trainee technicians, junior laboratory assistants, trade apprentices..

Deadline: 1 March 1982

Fees: Not indicated

Application forms and further information may be obtained from: Same as for B.3.4.1

#### B.3.4.4 CGLI Concrete Technology and Construction

Medium of instruction: English

Level: Professional

Location: Slough

Duration: Four weeks (plus revision and examinations) 8 March - 26 May 1982

Objectives: To enable participants to deal with all technical aspects of concrete control, from selection of aggregates and mix design to the final matured concrete on the job. They should have a thorough understanding of the materials and should be able readily to pick up faults in the work by visual inspection in matters such as construction joints, use of water-bars, correct materials and mixes, compaction, adequacy of formwork and steel fixing. They should be able to organize concrete production efficiently and to organize training up to the level of the Concrete Practice Certificate. Successful candidates meet the required qualifications laid down in Code of Practice CP 116 for the direct control of the manufacture of precast concrete units; they also meet the standard laid down by the BRMCA for concrete technologists in its Authorization Scheme for Ready Mixed Concrete.

Admission: The course is intended for those who expect to occupy positions of responsibility in relation to concrete production and the supervision of concrete production and the supervision of concrete work. The course is mainly designed for those who have had three or more years of experience in some aspect of concrete, whether on site, in a precast factory or in the ready-mixed concrete industry. Candidates holding the Certificate in Concrete Practice may also be suitable; in cases of doubt the Training Centre will be pleased to advise on a particular person's suitability.

Programme: The syllabus for Practical Applications:

- Testing concrete
- Specification of concrete, mix design and quality control
- Concrete production, supply and placing
- Joints
- Formwork, including falsework
- Reinforcement and prestressing
- Compaction and finishing
- Curing
- Roads and floors
- Precast products and components
- Organization and supervision

Deadline: 1 March 1981

Fees: Course, examination fees and accommodation: £1050

Application forms and further information may be obtained from: Same as for B.3.4.1

### B.3.5 INTERNATIONAL TRANSPORT CONSULTANCY AND TRAINING SERVICE

#### B.3.5.1 Public Service Vehicle Transport Management

Medium of instruction: English

Level: Professional

Location: Middlesex

Duration: 5 September - 15 October 1982

Objectives: To enable those attending to:

- Appreciate the problems and opportunities in modern public service vehicle transport management
- Understand the principles and procedures necessary to achieve effective management of public service vehicle transport;
- Practice the implementation of recommended techniques within operating PSV transport companies;

- Provide an effective source of up-to-date reference material relating to the major aspects of such operations.

Programme: The programme has been drawn up to ensure delegates have ample opportunity to study PSV transport operations and to implement the techniques and skills required. One third of the total time has been allocated to their practical application under guidance, in operating PSV transport companies.

- Week one: Transport Planning: Integration and Management, Safety
- Week two: Finance in Transport
- Week three: Transport Operations - Appraisal and Analysis
- Week four: Transport Operations - Control, Planning Maintenance Problem Solving, and Decision Making
- Week five: Improving Business Performance - Personnel: Objective Management
- Week six: Effective Management - In-company Projects: Report (Course Summary)

Vacancies: Maximum 20

Fees:- Tuition fees: all inclusive, to cover all necessary materials, £1,400 visits and travel in United Kingdom

- <u>Accommodation/meals:</u> to cover full 6 weeks in single room with private bathroom and all meals	<u>£1,900</u>
Total (excluding air fares)	£3,300
Plus 15%	

Application forms and further information may be obtained from:

Operational Services Group  
Road Transport Industry Training Board  
Capitol House  
Empire Way  
Wembley, HA9 0ng  
United Kingdom

#### B.3.5.2 Vehicle Sales and Repair Bodybuilding and Repair Management

Medium of instruction: English

Level: Professional

Location: Middlesex

Duration: 2 May - 11 June 1982  
24 October - 3 December 1982

Objectives: To enable those attending to:

- Appreciate the problems and opportunities in modern vehicle sales and repair, bodybuilding and repair management;

- Identify local market potential and the circumstances influencing it, to develop full marketing plans in the light of their own resources;
- Identify strengths and weaknesses in a business by using financial controls;
- Understand the principles and techniques necessary to run an effective bodybuilding and repair workshop;
- Understand modern man-management techniques and how to apply them.

Programme: The programme has been drawn up to ensure that delegates have ample opportunity to study the inside workings of both large and small motor companies in England. Part of the course will involve all delegates conducting practical exercises, under guidance, within operating companies.

- Week one: Modern objective management - corporate planning - individual targets
- Week two: Finance in the Motor Trade - Finance for the non-financial manager - making sense of accounts
- Week three: Marketing the Goods and Services - finding the markets - selling the product
- Week four: Getting the most from your workshops - modern workshop techniques - understanding workshops controls
- Week five: Man management in practice - Leadership and motivation - personnel management techniques
- Week six: Putting knowledge to work - in company projects - report writing and review

Vacancies: Maximum 20

Fees: Same as for B.3.5.1

Application forms and further information may be obtained from: Same as for B.3.5.1

### B.3.5.3 Planned Maintenance Management

Medium of instruction: English

Level: Professional

Location: Middlesex

Duration: 12 September - 8 October 1982

Objectives: To enable those attending to:

- Appreciate the problems and opportunities in modern maintenance management
- Understand the principles and procedures necessary to implement effective planned maintenance systems in their own companies;



- Practice the implementation of recommended techniques within operating companies
- Provide an effective source of up-to-date reference material relating to the major aspects of such operations.

Programme: The programme has been drawn up to ensure delegates have ample opportunity to study planned maintenance operations and to implement the techniques and skills required. One third of the total time has been allocated to their practical application under guidance, in companies operating a planned maintenance system.

- Week one: Aims of Planned Maintenance, Vehicle/Equipment Selection, Lubrication, Preventative Maintenance, Safety
- Week two: Work Methods, Time Standards, Planning and Implementing a Planned Maintenance System
- Week three: Sampling Methods, Finance in Maintenance Workshops, Stock Control
- Week four: Workshop/Equipment Design and Layout, Action Plans

Vacancies: Maximum 20

Fees: -- Tuition Fees: All inclusive, to cover all necessary materials, visits and travel in United Kingdom to meet the programme: £ 960

Accommodation/meals: To cover full 4 weeks in single room with private bathroom and meals £1,350  
Total (excluding air fares) £2,310

Plus VAT 15%

Application forms and further information may be obtained from: Same as for B.3.5.1

#### B.3.5.4 Road Freight Transport Management

Medium of instruction: English

Level: Professional

Location: Middlesex

Duration: 31 October - 2 December 1982

Objectives: To enable those attending to:

- Appreciate the problems and opportunities in modern road freight transport management
- Understand the principles and procedures necessary to achieve effective management of road freight transport management
- Practice the implementation of recommended techniques within operating transport companies

- Provide an effective source of up-to-date reference materials relating to the major aspects of such operations

Programme: It has been drawn up to ensure delegates have ample opportunity to study transport operations and to implement the techniques and skills required. One third of the total time has been allocated to their practical application under guidance, in operating transport companies.

- Week one: Transport Planning: Integration and Management
- Week two: Finance in Transport
- Week three: Transport Operations - Appraisal and Analysis
- Week four: Transport Operations - Control, Problem Solving and Decision Making
- Week five: Improving Business Performance - Personnel: Objective Management
- Week six: Effective Management - In-company Projects: Report: Course Summary

Vacancies: Maximum 20

Fees: Same as for B.3.5.1

Application forms and further information may be obtained from: Same as for B.3.5.1

### B.3.6 CORAS TRACETALA IRISH EXPORT BOARD

#### Export Development

Medium of instruction: English

Level: Professional

Location: Dublin

Duration: 18 April - 15 May 1982  
22 August - 18 September 1982

Objectives: The programmes are aimed at developing the analytical and advisory skills of the participants and equipping them with a practical knowledge of export promotion so that they can identify export opportunities and help potential exporters establish a foothold in foreign markets.

Programme: The Programme for both Spring and Autumn is similar and is organized in intensive half-day sessions, each concerned with a specific topic. It includes lectures, discussions, case studies, assessment exercises projects and visits to exporting firms. The most modern training techniques will be employed including the use of closed circuit television for simulated interviews.

To develop analytical, advisory and consultancy skills, a special 'core project' has been designed which will require participants to assume the roles of Marketing Advisers to pre-selected Irish-based exporting companies. This project is seen as the cornerstone of the programme - the platform on which the rest of the training programme has been built.

Each candidate will be required to participate fully in all components of the programme. Its emphasis will be on:

- The Export Transaction
- Trade Information
- Transport and Shipping
- Customs Clearance and Forwarding
- Export Finance
- Export Costing and Pricing
- Identifying the Export Market
- Export Marketing
- Export Promotion
- The Marketing Adviser
- The Export Product
- The Exporter
- Practical Assignments

Admission: Participants must be able to read, write, speak and understand English with ease. The programmes are intended for selected officials from developing countries who are directly involved in export promotion. Specifically, participants will be high or middle-level officials responsible for administering a Section or Department in their organizations and who are actively engaged with individual firms in the preparation of export development programmes and securing their implementation. The total number of participants will be about twenty.

Certificate: A Certificate will be awarded to each participant who completes the programme satisfactorily.

Vacancies: Limited

Deadline: In view of the individual participation required, numbers of both programme are limited and applications may be subject to a selection procedure. The closing dates for receipt of completed application forms are:

- Spring programme: not later than 1 March 1982
- Autumn programme: not later than 1 July 1982

Fees: The fee per participant for either programme is IR £2,500. It includes accommodation, meals, transport, tuition, documentation and follow-up services, but does not include travel between the participant's country and Dublin.

Financial Assistance: Qualified participants from developing countries may receive fellowships from the United Nations, the EEC, or other international agencies, covering travel expenses to Ireland and course fees, including accommodation.

Participants from ACP countries should make application for EDF fellowships on the official form normally available from the EEC Commission delegate. Approval of the appropriate Government Ministry and/or National Authorising Officer must be secured. Participants are asked to note that these formalities may take time to complete and early application is urged.

United Nations Fellowships should be applied for through the participant's Government. The Resident Representative of the United Nations can advise on the procedure to be followed.

Application forms and further information may be obtained from:

The Manager  
Technical Assistance Programme  
Coras Trachtála/Irish Export Board  
Merrion Hall, Strand Road  
Sandymount, Dublin 4  
Ireland