

UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA  
ADDIS ABABA  
ETHIOPIA

NATIONS UNIES  
COMMISSION ECONOMIQUE POUR L'AFRIQUE  
ADDIS-ABEBA  
ETHIOPIE

PART I - PARTIE I

BULLETIN ON ECA TRAINING PROGRAMME No. 10  
BULLETIN SUR LE PROGRAMME DE FORMATION DE LA CEA No. 10

PART II - PARTIE II

TRAINING INFORMATION NOTICE No. 45  
NOTICE SUR LA FORMATION No. 45

Public Administration, Management  
and Manpower Division  
July 1977

Division de l'administration publique,  
de la gestion et de la main-d'oeuvre  
juillet 1977

E77-1497

PART I - PARTIE I

BULLETIN ON ECA TRAINING PROGRAMME No. 10  
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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 executive 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 Chief  
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 des 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'oeuvre 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 :

Le Chef de la Division de l'administration publique,  
de la gestion et de la main-d'oeuvre  
Commission économique pour l'Afrique  
Boîte postale 3001  
Addis-Abéba  
(Ethiopie)

## I - INDUSTRY

Project: UNIDO/ECA Workshop on Technical Co-operation among the Developing Countries of Africa in the Field of Metalworking Industries

Medium of Instruction: English/French

Location: Addis Ababa (Ethiopia)

Duration: 14 - 25 November 1977

Objectives:

- to provide a forum for exchange of experience;
- to analyse technical, economic and technological problems;
- to identify and promote investment and technical assistance projects; and
- to identify and promote technical co-operation and facilitate transfer of technology

Programme Content: The programme will consist of discussions based on the reports prepared by the participants from developing countries and the UNIDO consultant. Participants will have an opportunity to visit a mechanical workshop in Addis Ababa.

Admission: Countries selected by UNIDO and ECA will nominate one expert or decision-maker in the appropriate field

Number of Participants: Approx. 20

Deadline: Interested countries may enquire as soon as possible

Financing-Fellowship: One expert or decision-maker recommended by the Government and accepted by the sponsors will be provided with travel fare and per diem by UNIDO

## I - INDUSTRIE

Projet: Tournées d'études ONUDI/CEA sur la coopération technique entre les pays en développement d'Afrique dans le domaine des industries métallurgiques

Langue d'Instruction: Anglais/Français

Lieu: Addis-Abéba (Ethiopie)

Durée: 14 - 25 novembre 1977

Objectifs:

- constituer une tribune pour l'échange de données d'expérience;
- analyser les problèmes techniques, économiques et technologiques;
- identifier et promouvoir des projets d'investissement et d'assistance technique et faciliter le transfert des techniques

Programme: Le programme consistera en discussions fondées sur les rapports élaborés par les participants originaires de pays en développement et par le consultant de l'ONUDI. Les participants auront la possibilité de visiter un atelier mécanique à Addis-Abéba.

Admission: Pays choisis par l'ONUDI et la CEA désigneront comme participant, un expert ou un fonctionnaire occupant un poste de responsabilité dans le domaine approprié.

Nombre de Participants: Une vingtaine

Date Limite: Les pays intéressés peuvent s'informer le plus tôt possible

Financement-Bourses: Les frais de voyage et l'indemnité journalière de subsistance seront pris en charge par l'ONUDI pour un expert ou responsable recommandé par le Gouvernement.

## II - INTERNATIONAL TRADE AND FINANCE

### Project 1: In-Service Training in Export Promotion, Foreign Trade Information and Documentation Services

Medium of Instruction: English/French

Location: Addis Ababa (Ethiopia)

Duration: Six months, of which the first half would be programmed in 1977

Objectives: To improve and strengthen intra-African trade and develop trade promotion skills of seminar participants

Programme: In-service training programmes in trade promotion, marketing, export promotion and documentation for Trade Promotion Officers

Admission: Nominees should be junior executives from Trade Organizations of Public or Private Sector in their country

Number of Participants: 3

Deadline: To be determined

Financing-Fellowship: By interested African Governments



## II - QUESTIONS COMMERCIALES ET FINANCIERES INTERNATIONALES

Projet 1: Formation en cours d'emploi aux services de promotion des exportations, d'information et de documentation sur le commerce extérieur

Langue d'Instruction: Anglais/Français

Lieu: Addis-Abéba (Ethiopie)

Durée: Six mois, dont la première moitié sera programmée en 1977

Objectifs: Améliorer et renforcer le commerce intra-africain et développer les aptitudes des participants au séminaire en matière de promotion commerciale

Programme: Formation en cours d'emploi grâce à la mise en place de programmes de formation portant sur la promotion commerciale, la commercialisation, la promotion des exportations et la documentation de fonctionnaires chargés des questions de promotion commerciale

Admission: Les candidats doivent être des cadres subalternes d'une organisation commerciale du secteur public ou privé dans leur pays

Nombre de Participants: 3

Date Limite: A déterminer

Financement-Bourses: Par Gouvernements africains intéressés

Project 2: Seminar on Trade Promotion and Intra-African Trade

Medium of Instruction: English/French

Location: Upper Volta

Duration: 1 - 15 November 1977

Objectives: To improve and strengthen intra-African trade and develop trade promotion skills of seminar participants

Programme Content: Export Promotion Concepts and Principles; Incentives and Disincentives for Export; Problems of Fruits and Vegetables Marketing; Product Design and Packaging; Pricing for Export and Quality Control and Standardization in Fruit and Vegetable Export

Admission Requirement: Selected nominees should be executives from Trade Organizations of Public or Private Sector in their country

Number of Participants: 25

Deadline: To be determined

Financing-Fellowship: By interested African Governments

**Projet 2: Séminaire sur la promotion commerciale et le commerce intra-africain**

**Langue d'Instruction:** Anglais/Français

**Lieu:** Haute Volta

**Durée:** 1 - 15 novembre 1977

**Objectifs:** Améliorer et renforcer le commerce intra-africain et développer les aptitudes des participants au séminaire en matière de promotion commerciale

**Programme:** Concepts et principes de la promotion des exportations; Stimulants et freins à l'exportation; Problèmes de commercialisation des fruits et légumes; Esthétique et emballage des produits; Prix, contrôle de la qualité et standardisation des fruits et légumes pour l'exportation

**Admission:** Les candidats doivent être des cadres d'une organisation commerciale du secteur public ou privé dans leur pays

**Nombre de Participants:** 25

**Date Limite:** A déterminer

**Financement-Bourses:** Par Gouvernements africains intéressés

**Project 3: Seminar on Multilateral Trade Negotiations**

**Medium of Instruction:** English/French

**Location:** Addis Ababa (Ethiopia)

**Duration:** 12 - 16 December 1977

**Objectives:** To improve and strengthen intra-African trade and develop trade promotion skills of seminar participants

**Programme Contents:** Will focus on non-tariff measures; Tropical products; Relationships between MTN and Current International Commodity Policy; Negotiating position and strategies of developed countries; Reform of the legal framework for the conduct of World Trade; and African approach and modalities of participation in the Multilateral Trade Negotiations

**Admission Requirement:** Trade Officers selected by member countries

**Number of Participants:** 36

**Deadline:** To be determined

**Financing-Fellowship:** By interested African Governments

**Project 3: Séminaire sur les négociations commerciales multilatérales**

**Langue d'Instruction:** Anglais/Français

**Lieu:** Addis-Abéba

**Durée:** 12 - 16 décembre 1977

**Objectifs:** Améliorer et renforcer le commerce intra-africain et développer les aptitudes des participants au séminaire en matière de promotion commerciales

**Programme:** Mesures tarifaires; Relations entre les négociations commerciales multilatérales et la politique internationale actuelle concernant les matières premières; Attitude de négociation et stratégies des pays développés; Approche des pays africains et modalités de participation dans les négociations commerciales multilatérales

**Admission:** Fonctionnaires du commerce choisis par leur pays respectif

**Nombre de Participants:** 36

**Date Limite:** A déterminer

**Financement-Bourses:** Par Gouvernements africains intéressés

**Project 4: Seminar on Trade Promotion Expansion**

**Medium of Instruction:** English/French

**Location:** Abidjan (Ivory Coast)

**Duration:** 2 - 11 December 1977

**Objectives:** To improve and promote intra-African trade at the subregional level among the following countries: Ivory Coast, Benin, Upper Volta, Mali, Mauritania, Niger, Senegal, Ghana, Liberia, Nigeria, Sierra Leone

**Programme Content:** Administration of exports; Marketing of exports; Systems of distribution; Customs regulations; Obstacles to intra-subregional trade; Methodology of pricing calculation monetary zones; packing of products

**Admission Requirement:** Trade Officers and Chamber of Commerce representatives selected by member countries

**Number of Participants:** 33

**Deadline:** To be determined

**Financing-Fellowship:** UNDP

**Projet 4: Séminaire sur le développement du commerce intra-africain**

**Langue d'Instruction:** Anglais/Français

**Lieu:** Abidjan (Côte d'Ivoire)

**Durée:** 2 - 11 décembre 1977

**Objectifs:** Promouvoir le commerce intra-africain à l'échelon sous-régional entre les pays suivants: Côte d'Ivoire, Bénin, Haute Volta, Mali, Mauritanie, Niger, Sénégal, Ghana, Libéria, Nigéria, Sierra Leone

**Programme:** Administration des exportations; Marketing à l'exportation; Systèmes de distribution dans la sous-région; Réglementations douanières, Obstacles aux échanges; Calcul des prix à l'exportation, Zones monétaires, Esthétique et emballage des produits

**Admission:** Représentants du secteur public et des Chambres de Commerce nationales désignés par leurs Gouvernements respectifs

**Nombre de Participants:** 33

**Date Limite:** A déterminer

**Financement-Bourses:** PNUD

**III - NATURAL RESOURCES**

**Project 1: Environmental Study Tour**

**Medium of Instruction:** English/French

**Location:** Zaire, Ghana, Senegal, Egypt

**Duration:** One month

**Objectives:** To study the functioning of existing environmental machineries

**Programme:** Human Environment - detailed study tour programme activities to be worked out in due course

**Admission Requirement:** Officers responsible for environmental programmes

**Number of Participants:** 15

**Deadline:** To be determined

**Financing-Fellowship:** ECA/UNEP Joint Programme

### III - RESSOURCES NATURELLES

#### Projet 1: Voyage d'études concernant l'environnement

Langue d'Instruction: Anglais/Français

Lieu: Zaïre, Ghana, Sénégal, Egypte

Durée: Un mois

Objectifs: Etudier le fonctionnement du mécanisme actuel relatif à l'environnement

Programme: Environnement Humain - le programme des activités sera élaboré au cours du voyage d'étude

Admission: Fonctionnaires chargés de programmes d'environnement

Nombre de Participants: 15

Date Limite: A déterminer

Financement-Bourses: Programme Conjoint CEA/PNUE

#### Project 2: Seminar and Study Tour for African Geologists on Modern Methods of Mineral Exploration

Medium of Instruction: English/French/Russian

Location: Tashkent, USSR

Duration: 15 August to 7 September 1977

Objectives: To acquaint African geologists with new methods of prospecting for, and exploration of different kinds of mineral deposits, including gas and petroleum

Programme: Theoretical seminar providing 25 lectures on different subjects of mineral exploration and will last from 15 to 26 August. Study Tour will be from 27 August to 7 September and will include visit to some mining areas in Uzbekistan SSR

Admission: Open to all ECA member States, 1 participant from each country; participants are expected to be practising geologists

Number of Participants: 40

Deadline: As soon as possible

Financing-Fellowship: ECA (from rouble fund)

**Projet 2: Séminaire et voyage d'étude à l'intention des géologues africains  
consacrés aux méthodes modernes de prospection des minéraux**

**Langue d'Instruction:** Anglais/Français/Russe

**Lieu:** Tachkent, URSS

**Durée:** du 15 août au 7 septembre 1977

**Objectifs:** Familiariser les géologues africains avec les nouvelles méthodes de prospection, et d'exploration de divers types de gisements de minéraux, y compris des gisements de gaz et de pétrole.

**Programme:** La partie théorique du séminaire comportera 25 conférences sur diverses questions touchant la prospection des minéraux et durera du 15 au 26 août. Le voyage d'étude, prévu du 27 août au 7 septembre, comportera des visites de régions minières en Ouzbekistan (URSS).

**Admission:** Ouvert à tous les pays membres de la CEA - un participant par pays; les participants devront être des géologues exerçant effectivement la profession

**Nombre de participants:** 40

**Date Limite:** Envoi de demandes de candidatures, le plus tôt possible

**Financement-Bourses:** La CEA (sur crédits en roubles alloués)

IV - PUBLIC ADMINISTRATION, MANAGEMENT  
AND MANPOWER

**Project 1: Sub-Regional Advanced Training Course in Tax Policy, Legislation and  
Administration**

**Medium of Instruction:** English

**Location:** Lusaka (Zambia)

**Duration:** 13 August - 9 September 1977

**Objectives:** To provide in-service training in tax reform planning and tax assessment techniques and administration to middle and higher level tax officials from Southern and Eastern Africa

**Programme Content:** The curriculum would cover policy and operational aspects of major direct and indirect taxes and new techniques of coping with tax evasion, particularly in the fields of company taxation, taxation of traders and professionals and the taxation of agricultural incomes

Admission Requirement: Sufficient experience of the tax laws and their application in the countries to which the participants belong

Number of Participants: 15

Deadline: End July

Financing-Fellowship: Lecturers to be provided by ECA in collaboration with UN Headquarters, Commonwealth Foundation and German Foundation, etc. All other expenses to be met by the participating countries.

Project 2: National Training Course in Tax Policy, Legislation and Administration

Medium of Instruction: English

Location: Juba (Southern Sudan)

Duration: First two weeks in December 1977

Objectives: To provide in-service training to senior finance officers in the Southern Region of Sudan on tax policy and administration and planning for increased mobilization of resources and their channelising towards productive investment

Programme Content: The curriculum would cover an analysis of the country's tax system and concentrate attention on desirable improvements through tax reform planning and introduction of new techniques for tax assessment and better tax collections

Admission Requirement: Experienced tax and finance officers working in the Southern Region of Sudan

Number of Participants: To be determined

Deadline: End of September

Financing-Fellowship: ECA will provide the Course Director to conduct the course. All local costs of participation, secretariat facilities and accommodation are to be borne by the national Government.

Project 3: National Training Workshops

Medium of Instruction: English

Location: 1) Khartoum (Sudan)  
2) Tripoli (Libya)

Duration: 1) October - November 1977  
2) November - December 1977

**Objectives:** To strengthen the educational and training capability of African institutions for personnel and in-service training so that the staff of these institutions are capable of:

- formulating and implementing appropriate training programmes in the areas of requirements;
- detecting shortcomings in programme implementation, and analysing and identifying training needs;
- implementing and evaluating the respective training programmes

**Programme:** Functional analysis of training issues and requirements. Identification and specification of teaching objectives. Formulation and implementation of training programmes, and selection and use of teaching methods and materials. Selection of training strategies: the apprenticeship process and the instruction process. Evaluation of training activities

**Admission:** Working trainers, or prospective trainers who have yet to acquire the aptitudes and skills needed for teaching, and civil servants responsible for staff development

**Number of Participants:** 25 maximum

**Deadline:** To be determined in consultation with collaborating host Government and institutions

**Financing-Fellowship:** ECA will provide the resource persons under the Netherlands Instructors Training Programme. Participating government or employers sponsoring participants will be responsible for their nominees' local travel and subsistence expenses where applicable

#### IV - ADMINISTRATION PUBLIQUE, GESTION ET MAIN-D'OEUVRE

**Projet 4: Colloque sur la réforme administrative sénégalaise**

**Langue d'Instruction:** Français

**Lieu:** Dakar (Sénégal)

**Durée:** une (1) semaine ou 6 jours ouvrables

**Objectifs:** Initier les hauts fonctionnaires participants aux problèmes de réforme administrative générale

**Programme:** Voyages d'études organisés à l'intention de hauts fonctionnaires sur les mesures de réforme administrative et leur application dans certains pays d'Afrique



Admission: Hauts fonctionnaires des pays africains francophones s'occupant de questions de modernisation administrative

Nombre de Participants: 12 à 15

Date Limite: décembre 1977

Financement-Bourses: Pays participants et autres sources de financement

#### V - POPULATION

Project: Seminar on Population and Development Planning

Medium of Instruction: English/French

Location: Mauritius

Duration: 13 - 20 October 1977

Objectives: To assist national experts in appreciating the importance of the impact of demographic factor on the principal parameters of economic growth and development

Programme Content: Population Development Planning (General)  
Population Development Planning (by Sector)

Admission: High level officials dealing with Development Planning

Number of Participants: 25

Deadline: End July 1977 or as soon as possible

Financing-Fellowship: UNFPA

#### V - POPULATION

Projet: Séminaire sur la population et la planification du développement

Langue d'Instruction: Anglais/Français

Lieu: Maurice

Durée: 13 - 20 octobre 1977

**Objectifs:** Faire prendre conscience aux experts nationaux de l'importance des incidences des facteurs démographiques sur les principaux paramètres de la croissance et du développement économiques

**Programme:** Planification de la population et du développement (Généralités)  
Planification de la population et du développement (par Secteur)

**Admission:** Hauts fonctionnaires chargés des questions de planification du développement

**Nombre de Participants:** 25

**Date Limite:** Fin juillet 1977 ou le plus tôt possible

**Financement-Bourses:** FNUAP

PART II - PART II

TRAINING INFORMATION NOTICE No. 42

NOTICE FOR INFORMATION N° 45

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SECTION III ANNEX/ANNEXE

## TRAINING INFORMATION NOTICE No. 45

### NOTICE SUR LA FORMATION No. 45

#### SECTION I - INTRODUCTION

The forty-fifth 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 the language in which courses are given.

The aim of this Notice is to bring to the attention of member States training opportunities available to them through external aid; 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.

#### SECTION I - INTRODUCTION

Le quarante-cinquième 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 dans la langue du cours.

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'aide extérieure, 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 following courses and facilities which appeared in the previous issue of our Notice No. 44.

Rappel\*

Nous rappelons une fois encore aux Etats membres les cours ci-après déjà signalés dans le numéro précédent de la Notice No. 44.

International Centre for Advanced Technical and Vocational Training, Turin, September 1977 - July 1978

Centre International de Perfectionnement Professionnel et Technique, Turin, septembre 1977 - juillet 1978

Ecole Nationale Supérieure Agronomique d'Abidjan, Abidjan, annuel

Information Storage and Retrieval Systems (SRS), Yousufguda, September - November 1977

Small Industry Financing (SIF), Yousufguda, October - December 1977

Small Industry Promotion in Developing Economies (SIPDE), Yousufguda, September - December 1977

Supply and Materials Management Course, London

International Institute for Hydraulic and Environmental Engineering, Delft, October 1977 - September 1978

International Course in Food Science and Nutrition, Brussels, January - June 1978

Cours International en Science de l'Alimentation en Nutrition, Bruxelles, janvier - juin 1978

\*/ 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 1977/1978 may be used in applying for admission to the 1978 courses.

\*/ Lorsque la date limite fixée pour la présentation des candidatures et 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 le délai de présentation. Dans le cas des stages tenus chaque année, les renseignements fournis pour 1977/1978 peuvent être utilisés pour les demandes d'admission au cours de 1978.



Training Centre with International Courses on  
Animal Husbandry, Barneveld, September 1977 -  
March 1978

Research Institute for Management Science (RVB)  
Delft, January - June 1978

Regional Industrial Development Executives  
Course (RIDE) January - June 1978

Project Planning Centre for Developing Countries,  
Bradford, September - December 1977

Management in the Public Sector, Manchester  
September - December 1977, April - July 1978

### 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 courses.

### 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:

Acting Chief  
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 Chef p.i. 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)

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

A. INTERNATIONAL ORGANIZATIONS/  
ORGANISATIONS INTERNATIONALES

INTERNATIONAL UNION OF LOCAL AUTHORITIES (IULA)

Wholesale Marketing and the Distribution of Perishable Produce (Course No. 32)

Medium of instruction: English

Level: Professional

Duration: 3 May - 14 June 1978

Location: The Hague

Objectives: The course, which will take the form of a 'staff college seminar' will be designed to broaden the perspectives of experienced market managers, produce inspectors and public health officials and similar personnel from the developing countries.

Programme: Talks and round-table discussions with experts will cover such topics as - the financing, planning and lay-out of market; collection, packing and distribution of produce.

During the course field visits will be made in the Netherlands and West Germany. In addition to the field visits the course will include a programme of talks and discussions on:

- the development and management of large-scale auctions and wholesale markets;
- the control of standards for the collection and distribution of food and other produce; and
- relations between producers, wholesalers, retailers, consumers and supervisory public bodies

Admission: Participants must be:

- senior officials and members, both elected and appointed, of market authorities and local government bodies;
- senior central or regional government officials directly concerned with the planning and control of markets and food distribution;
- lecturers or officials from training institutions, directly concerned with relevant training or research;
- thoroughly proficient in understanding, speaking and writing English.

Participants on arrival must be in possession of passports valid for travel in all countries of the European Economic Community. Accepted applicants will be notified which countries will be entered during the field visits, so that entry visas, if required, may be obtained in the participant's own country prior to arrival for the Course.

Deadline: 1 March 1978

Fees: Tuition + board and lodging + local travel during the course = Dfl.4.800

Fellowship: It is regretted that IULA itself cannot award scholarships nor pay for travel costs.

Every applicant should ensure not only that his or her application is submitted direct to IULA, but in addition that a fellowship is requested through the proper channels from an appropriate aid-giving agency. It is the responsibility of the candidate or his government to satisfy the IULA Secretariat before the closing date for applications that all costs will be covered either by the candidate personally or by a sponsoring organization.

Several bilateral and multilateral agencies may consider financing appropriate participants. Applications should in all cases be initiated at national government level, not by individuals. Such technical assistance agencies include:

- United Nations: For details of fellowships and procedure to be followed consult the Resident Representative, UN Development Programme in applicant's home country.
- European Economic Community: Citizens of countries associated with the EEC through the Lomé Convention may be recommended for fellowships by their national governments. Applications to: Commission of the European Communities, Directorate General for Development, Education and Training Division, 200 rue de la Loi, 1049 Brussels (Belgium).
- Netherlands Government: Applications to: Netherlands Embassy in the applicant's home country. Fellowships awarded by the Dutch Government do not include cost of travel between home country and Europe.

Application forms and further information may be obtained from:

The International Union of Local Authorities  
45 Wassenaarseweg  
Post Box 90646  
2509-LP The Hague  
Netherlands

B. GOVERNMENTS/  
GOUVERNEMENTS

B.1 FORMATION EN FRANCE

B.1.1 ECOLE NATIONALE DES SCIENCES GEOGRAPHIQUES

Stage sur l'exploitation des photographies aériennes, photogrammétrie et photo-interprétation

Langue d'instruction: Français

Niveau: Professionnel (technique)

Organisé par: L'Institut Géographique National (IGN)

Lieu: Saint-Mandé

Objectifs: Le développement croissant des travaux d'études, de prospection, de mise en valeur, basés sur l'identification des détails figurant sur les photographies aériennes, et leur interprétation, a conduit à étendre l'enseignement à cette nouvelle form d'utilisation des couvertures photographiques.

Toutefois cette utilisation, même si elle est purement qualitative, ne peut pas négliger les caractéristiques géométriques et les qualités de l'image aérienne ou du modèle examiné sous stéréoscope.

Programme: Le stage a été organisé suivant un principe nouveau en le divisant en deux parties successives:

- A - Une première partie commune à tous les auditeurs examinant l'ensemble des questions essentielles;
  - et une deuxième partie offrant le choix entre deux options: B (+ B' au choix) ou C;
- B - Photo-interprétation (exploitation qualitative des photographies aériennes);
- B'- Session complémentaire d'approfondissement. Celle-ci étant orientée vers des études géomorphologiques;
- C - Photogrammétrie (exploitation métrique des photographies aériennes).

Admission: L'enseignement prévu s'adresse à des auditeurs déjà quelque peu familiarisés avec les techniques enseignées et possédant une connaissance suffisante de la langue française qui, en principe, sera seule utilisée.

Toutefois, un prestage linguistique, d'une durée de deux semaines pourra être organisé par L'ASTEF avec la collaboration de l'IGN si le nombre de candidats le justifie. Ce prestage doit faciliter l'assimilation de termes techniques français concernant les disciplines géographiques.

Frais de scolarité: Se renseigner auprès de: Monsieur l'Agent Comptable, de l'Institut Géographique National, 136 bis, rue de Grenelle, Paris 8<sup>e</sup>.

Bourses: Les candidats étrangers pourront demander au conseiller commercial auprès de l'Ambassade de France tous renseignements concernant:

- l'attribution éventuelle d'une bourse
- l'organisation d'un bref stage supplémentaire de spécialisation dans des organismes français autres que l'IGN.

De plus amples renseignements et les formules de demande d'admission peuvent être obtenus à l'adresse suivante:

Monsieur le Directeur de  
l'Ecole Nationale des Sciences  
Géographiques  
2, Avenue Pasteur  
94 - Saint-Mandé  
France

#### B.1.2 INSTITUT INTERNATIONAL D'ADMINISTRATION PUBLIQUE

##### Formation et perfectionnement

Langue d'instruction: Français

Niveau: Professionnel

Lieu: Paris

Objectifs: L'Institut a pour mission d'assurer la formation et le perfectionnement de fonctionnaires et étudiants étrangers appelés à exercer des fonctions publiques d'administration générale et de contribuer à la diffusion des techniques et des sciences administratives. A cet effet, il dispense un enseignement inspiré par la tradition juridique et administrative française mais tenant compte des réalités culturelles, économiques et sociales qui prévalent dans les différents secteurs du monde. Dans le même esprit, l'Institut poursuit et favorise des activités de recherche et établit des rapports permanents avec les principales institutions étrangères qui travaillent dans des disciplines similaires.

Programme: Pour assurer sa mission de formation et de perfectionnement, l'Institut est organisé en sections correspondant aux grandes disciplines administratives; cinq sections spécialisées sont offertes ainsi au choix des candidats: diplomatique, administrative, économique et financière, sociale et juridique.

Cette structure que l'on peut qualifier de 'verticale' est recoupée par une division 'horizontale' en départements géographiques.

En effet, l'Institut doit se préoccuper, dans la conception et l'organisation de son enseignement et l'aménagement de sa scolarité, des conditions spécifiques propres à un groupe de pays déterminés: les départements géographiques sont donc constitués selon les parentés de civilisation, de culture juridique et de situation économique et sociale. C'est ainsi qu'ont été créés les départements Afrique, Amérique latine, Asie et Méditerranée-Orient.

Admission: Peuvent-être admis les candidats âgés de 40 ans au plus, titulaires d'une licence ou d'un diplôme équivalent et appartenant ou se destinant à la Fonction publique.

Tout candidat doit être présenté par le gouvernement dont il dépend.

La difficulté des études exige de la part des élèves une excellente connaissance de la langue française qui doit être très largement acquise avant leur arrivée en France. Afin de parfaire cette connaissance, l'Institut organise, au sein d'une section de propédeutique linguistique, un enseignement linguistique intensif qui permet l'installation dans ses locaux d'un laboratoire de langues, (trois ou six mois avant le début de leur scolarité normale.

Date limite: La rentrée se situant chaque année dans la première quinzaine d'octobre, il convient que les candidatures soient présentées aussi longtemps que possible à l'avance.

Frais de scolarité et bourses: La scolarité normale et les stages, quelle que soit leur nature, à l'Institut internationale d'Administration publique, sont entièrement gratuits.

Ces bourses doivent toujours être demandées, par le Gouvernement dont l'élève est le ressortissant, à l'Ambassade de France du pays de sa résidence. L'Organisation des Nations Unies, la Communauté économique européenne à Bruxelles, de même que l'Organisation internationale du Travail à Genève (en ce qui concerne seulement les élèves de la section sociale), accordent également des bourses d'études.

De plus amples renseignements et les formules de demande d'admission peuvent être obtenus à l'adresse suivante:

M. le Secrétaire général de  
l'Institut internationale publique  
2 avenue de l'Observatoire  
Paris, France

B.2 FORMATION EN HAUTE VOLTA: CENTRE D'ETUDES ECONOMIQUES ET SOCIALES DE L'AFRIQUE L'OUEST (CESAO)

Formation et perfectionnement d'adultes sous forme de cycles et sessions

Langue d'instruction: Français

Niveau: Professionnel

Lieu: Bobo-Dioulasso

Durée: Entre septembre 1977 et juillet 1978

Objectif: Formation permanente d'adultes responsables du progrès global et participé des milieux ruraux de la région sahélo-soudanienne. La CESAO s'adresse à des personnes qui travaillent déjà pour le progrès d'un milieu. Ces hommes et ces femmes sont soit des 'responsables' de groupes de population (leaders ruraux), soit des 'agents' extérieurs au milieu et travaillent avec lui dans des projets, des organismes de développement, des services de formation etc.

Programme: Il s'agit, d'une part, de cycles de trois mois, et d'autre part, de sessions de 3 ou 4 semaines.

Le contenu est également varié et destiné à un public particulier. Les quatre cycles et certaines sessions s'adressent à des agents de développement qui travaillent sur le terrain à différents niveaux. Les autres sessions s'adressent à un autre public: celui des responsables et dirigeants de groupements paysans.

Cycle 30: Promotion, gestion et contrôle des caisses populaires d'épargne et de crédit

Périodes de formation:

- 12 semaines au CESA0: du 5 septembre au 26 novembre 1977
- 6 mois de stage pratique dans les pays respectifs (avec suivi)
- 6 semaines au CESA0: du 12 juin au 24 juillet 1978

Cycle 31: Comment amener hommes et femmes des villages à s'organiser (du 5 septembre au 26 novembre 1977)

Cycle 32: Comment un agent peut-il programmer, organiser et former en milieu rural? (du 30 janvier au 22 avril 1978)

Cycle 33: Mères, enfants, hygiène (du 10 avril au 8 juillet 1978)

Sessions

34 et 35: Elles s'adressent à des agents de développement rural, qui ont au minimum une année d'expérience et qui désirent aider les populations à se prendre en charge.

Session

34 A: du 5 au 24 septembre 1977 (intégrée dans le cycle 31)

Session

34 B: du 4 au 24 décembre 1977

Session

36: Des villageois et villageoises formateurs des autres villageois  
1ère période: du 10 au 22 octobre 1977,  
2ème période: du 3 au 15 avril 1978.

Session 37, 38 et 39: Formation de responsables de groupements:

Il y aura au cours de l'année des sessions de 3 semaines sur les thèmes suivants:

- Pour une meilleure santé au village (décembre 1977 - fév. 1978)
- Mieux produire pour mieux vivre (février - mars 1978)
- Animation au village (mars - avril 1978)

Admission: Tout candidat à un cycle ou à une session doit:

- Présenter un dossier écrit de candidature (le demander au CESA0);
- Etre parrainé par un 'Organisme' (Associations, groupements, coopératives créées par des ruraux pour satisfaire leurs besoins de formation, d'animation, de production, d'épargne, de loisirs, etc.);
- Justifier d'une expérience de terrain d'une durée variable selon les cycles et les sessions;
- Justifier d'un niveau de formation générale variable selon les cycles et les sessions.

Droits des scolarité:

- Logement et nourriture: Chaque stagiaire habite et est nourri au CESAO (Chambres individuelles ou doubles avec douche);
- Droit d'Inscription: Une fois que l'admission à un cycle ou à une session a été décidée, un droit d'inscription est demandé au futur stagiaire:  
1,500 F pour un cycle  
500 F pour une session
- Remboursements des frais: Le CESAO négocie avec chacun des organismes, selon les budgets de formation dont ceux-ci disposent, la part des frais qu'ils remboursent au CESAO. Dans le cas de groupements ruraux, cette part pourra être réduite au seul droit d'inscription.

Voyage depuis le pays d'origine jusqu'à Bobo-Dioulasso: En règle générale, le voyage est à la charge de l'organisme; une participation du CESAO peut cependant être, dans certains cas, obtenue. La demander au moment de l'inscription.

De plus amples renseignements et les formules de demande d'admission peuvent être obtenus à l'adresse suivante:

Centre d'Etudes Economiques  
et Sociales de l'Afrique de  
l'Ouest  
B.P. 305, Bobo-Dioulasso  
Haute Volta

B.3 TRAINING IN IRELAND: UNIVERSITY OF DUBLIN

Systems Development Programme

Medium of instruction: English

Level: Graduate and Professional

Supported by: The Irish Government

Location: Dublin

Duration: One academic year, starting from 17 October 1978

Objectives: The programme aims at providing administrators and managers from developing countries a good blend of academic training and practical experience in the technique of systems development.

Programme: An individual course of study and skill development for each participant is focussed on a selected development problem from his own country, and the subjects best suited to his work are identified. Subjects studied all relate to the principles and techniques required for project formulation, evaluation and administration. They include: basic mathematics; statistical methods including survey methods and demography; analytical techniques and



underlying economic concepts of operations research/systems analysis such as cost-benefit analysis, decision analysis, mathematical programming, network analysis, systems modelling, simulation, and systems performance evaluation; input-output analysis; the elements of informatics, including computer programming; administrative data processing and data base management; research planning and report writing; administration of development and planning; objectives and strategies of development.

Admission: Participants are expected to have an appropriate university degree or professional qualification and an acceptable score in the Admissions Test.

Vacancies: The limited number of places are allocated on the basis of aptitude and geographical distribution.

Award: The course, on successful completion, leads to the degree of Master in Science (M.Sc) of the University.

Fees: Programme costs are £4,000 per participant. This does not include other costs, such as travel, accommodation or maintenance.

Fellowships: Candidates from countries in receipt of UN assistance are eligible for Irish Government Fellowships of £2,000. These are awarded within the scope of the programme and no separate application is necessary. Applicants may also apply for financial support through UN or EEC Fellowships to cover the remaining tuition costs, travel, accommodation and maintenance. Requests for UN and EEC Fellowships should be made via the appropriate local agencies to UN and EEC Resident Representatives who have details of the programme.

Application forms and further details may be obtained from:

The Director of Studies  
Systems Development Programme  
Trinity College  
DUBLIN 2  
Ireland

#### B.4 TRAINING IN THE UNITED KINGDOM

##### B.4.1 UNIVERSITY OF OXFORD

###### Queen Elizabeth House Visiting Fellowship

Medium of instruction: English

Level: Post-graduate

Duration: One, two or three university terms within any one academic year

Location: Oxford

Objectives: The central theme of the work of Queen Elizabeth House is development studies in the social sciences on a multi-disciplinary basis - including economics, sociology, politics, anthropology, history and law - with a strong practical, policy-orientated content. Priority is given to problems such as the relationships between the activities and policies of developed and developing countries, the transfer of technology, aid, trade, overseas investment, multi-national enterprises, international monetary issues, international relations, etc.

Programme: Queen Elizabeth House Visiting Fellowships are senior awards intended for people of merit and distinction to enable them to study subjects relevant to their duties. The choice of subject for study is limited only by the University's ability to provide a suitably qualified Supervisor. The wide range of options includes, for example, aid and trade, private foreign investment, industrial and agricultural economics, development planning, project evaluation, economic development, education, environment, urbanization, theory and practice of government, defence and development, manpower planning, statistics, politics, law, scientific subjects.

The period of study is not intended to be purely vocational but rather to provide Visiting Fellows with an opportunity to develop latent talent and aptitude. It is essential that candidates should be capable of working on their own, under direction, at post-graduate level. The scheme does not aim to provide teaching by means of concentrated programmes of lectures.

Admission: Nominees should be senior administrative or professional officers with considerable experience employed in central or local government or public corporations. Applicants will normally be expected to have a good university degree and a high standard of competence in English. Applicants from the private sector and universities will be considered in certain circumstances.

Vacancies: Maximum of 20 at any one time.

Deadline: Six months before commencement of fellowship.

#### Fees and Fellowships

- (a) Awards commence in October for 1 to 3 terms; in January for 1 or 2 terms, or in April for 1 term.
- (b) Visiting Fellows are expected to be resident at Queen Elizabeth House during their period of study. A very few double study bedrooms, suitable for Fellows accompanied by their wives (but no children), are available and are allocated on a 'first come first served' basis. These rooms are normally booked well in advance.
- (c) For those accommodated in the House, the basic cost of single residential accommodation is included in the Fellowship award. In addition, a modest daily allowance is provided to cover essential incidental expenditure. Those living out receive the appropriate standard rate of maintenance allowance. In addition, the award provides for the cost of tuition and an allowance for the purchase of books. Visiting Fellows holding

a post equivalent to Assistant Secretary of a large central government department will be eligible for the C1 rate of maintenance allowance. Visiting Fellows holding a post of equivalent rank to Deputy Head of a large central government department will be eligible for the C2 rate of maintenance allowance and to a modest marriage allowance if their wives accompany them and do not have another award or enter paid employment.

Payment of these rates is dependent on the recommendation of the appropriate nominating authority and the approval of Director TATD.

Application forms and further details may be obtained from:

University of Oxford  
Queen Elizabeth House Visiting  
Fellowships  
Oxford  
United Kingdom

#### B.4.2 SISTER TUTOR'S DIPLOMA COURSE

Medium of instruction: English

Level: Professional

Duration: Two years, September/October each year

Location: London

Programme: The programme is designed to equip nursing sisters for posts of Sister Tutor's and the training will be given at the Royal College of Nursing in London, and South Bank Polytechnic in London, the Queen Elizabeth College in London and possibly other centres.

Subjects Covered:

- Biology
- The Structure and Properties of Matter
- Physiology (with Anatomy)
- The Causation, Nature and Prevention of Disease
- Development and Organization of the School of Nursing
- The Practice of Education
- Educational Psychology
- Practical Work

Admission: Each applicant must:

(a) Hold the General Certificate of Education with passes at Ordinary level in five subjects (preferably including one or more sciences and English language) or the equivalent of this.

- Take the college entrance test;

- Be a registered nurse in the home country.

(b) Have completed two years' post-registration experience approved by the Educational Institution conducting the course of study and by the General Nursing Council.

During the post-registration period there should have been opportunity to:

- Consolidate practical nursing skills learned during training.
- Increase competence in understanding and communicating with patients, relatives and members of the health team.
- Extend nursing knowledge and skills to serve as a source of teaching material.

The above practical nursing experience may be obtained either in hospital or with the community.

Deadline: End of March

Tuition fee: £320 per year (but liable to increase year to year)

The course is non-residential and applications accompanied by appropriate particulars of the Officers nominated should be forwarded to the Technical Assistance Training Department of the British Council through the appropriate British Embassy/High Commission or Representative of the British Council. Every application should be accompanied by photostat copies of the certificates held of general and professional education.

In no case should applications be forwarded direct to the training institutions concerned.

#### B.4.3 INDUSTRIAL SOCIETY

##### Training Officer's Group Tutorial

Medium of instruction: English

Level: Professional

Duration: 12 weeks, starting in April each year (Once a year)

Location: In and around London

Objectives: To equip participants to design and carry through effective policies and programmes for the training of manpower at all levels in their organizations.

Programme: Its content will be under the following main areas:

Introduction: Familiarisation with the scene in the United Kingdom: the training officer's job.

Analysis of training needs: To enable delegates to advise on a broad analysis of training needs in an organization and to analyse and establish individual training needs using a variety of modern techniques.

Establishing training objectives: To write objectives through a number of practical exercises.

Planning and organizing the training: Practical exercises to design training programmes and to draw up training plans for organizations.

Implementing the training: Participants will practise conducting training on topics of their choice and be assessed on their performance.

Evaluation and Validation of training

Visits to training bodies and training departments: In organizations in the private and public sectors in and around London. Each visit will be to study a specific area of training - e.g. clerical, apprenticeship, supervisory and management etc.

Attachments to training departments: Course members will be attached to training departments in industry, commerce or the public service in accordance with individual needs. They will present a report to fellow delegates in the final week.

Tuition fees: Payable to the Industrial Society, exclusive of accommodation costs:-

- Society members or sponsored under a technical assistance scheme -  
£600 per person plus value added tax.

- Non-members £675 per person plus value added tax.

Vacancies: 20

Members of the course must be proficient in English to derive the maximum benefit.

#### B.4.4 Commonwealth Tax Officers Courses

Medium of instruction: English

Level: Professional

Duration: 5 months approximately, starting in January and July each year

Location: London

Programme: Studies on categories of income, accounting wear and tear and capital allowances, back duty, enquiry work and double taxation, including commonwealth tax relief. Provisions of country Ordinances which differ from those of the Model Ordinance, which is used as a basis for study during the earlier part of the course, are explained. Hearing of tax cases in the Law Courts and visit to the offices of an Inspector and of a Collector of Taxes are included in the programme.

Admission: Applicants must be officers serving in Income Tax Departments of Commonwealth Countries.

**Vacancies:** 12

**Deadline:** 31 March and 30 September annually

**Tuition fee:** £300 (Approx.)

**Application forms and further information may be obtained from:**

Commonwealth Tax Office Course  
Training Centre  
Melbourne House  
Aldwyck  
London WC2 -  
United Kingdom

C. NATIONAL INSTITUTIONS/  
INSTITUTIONS NATIONALES

C.1 TRAINING IN THE UNITED KINGDOM

C.1.1 NATIONAL COLLEGE OF AGRICULTURAL ENGINEERING

Postgraduate Training Courses

(i) Diploma Courses

(ii) MSc Courses

Medium of instruction: English

Level: Professional and Graduate

Location: Reading

Duration: (i) 1 Calendar year (Starting early October each year)  
(ii) 2 Calendar years

Programme: The diploma courses are flexible in both content and intellectual demand and can be adjusted to suit the needs of the individual candidate. The MSc courses have a fixed syllabus and make a higher intellectual demand.

(i) Diploma courses

Soil and Water Engineering, with special study project on Soil Conservation, Irrigation or Drainage.

Agricultural Machinery, with special study of Development Engineering, Mechanisation or Tropical Mechanisation.

Land Resource Planning

These courses are intended for graduates wishing to specialise in one of the options, but a wide syllabus is offered, making them suitable for field officers in agricultural or agricultural engineering advisory services.

(ii) MSc Courses

Two programmes are available:

(a) A one-year intensive programme;

(b) A two-year programme which includes a preliminary year of studies, which must be completed to a satisfactory standard before entering the final year.

Option in Soil and Water Engineering

Open to graduates in Agriculture, Agricultural Engineering, Civil Engineering, or other Applied Sciences. Subjects include soil mechanics, soil/plant/water relationships, hydrology, resource survey methods, statistics, water supplies, water resources development, theory and practice of cultivations, irrigation, drainage, soil conservation.

Option in Agricultural Mechanisation

Open to graduates in Agriculture, Horticulture or a similar discipline, or Engineering. Subjects include agricultural development systems, factors influencing mechanisation, mechanised production of food crops, mechanisation management, crop drying, storage and processing, resource survey methods, tractor and implement performance, theory and practice of cultivations, computer programming, statistics, mechanics, strength of materials, drawing, feasibility studies.

Option in Agricultural Machinery Engineering

Open to graduates in Engineering. The course covers engineering aspects of the design and development of agricultural machinery for the field, farmstead or orchard. It includes agriculture, mechanisation, economics and management, machinery development, Soil mechanics, theory and practice of cultivations, mechanised production of food crops, marketing of agricultural engineering products, mechanics of the tractor and implement, power units and transmissions.

Option in Land Resource Management

Open to graduates in Agriculture, Agricultural Engineering, Geography, Environmental Sciences, Agricultural Economics or a similar discipline. The course covers the application of engineering and management principles to planning the development of land, soil and water resources.

Admission: Diploma Courses - Degree, HND or equivalent professional qualification. MSc Courses - a suitable degree (usually an honours degree in a relevant subject).

Deadline: End of March. (Late applications may be accepted)

Tuition fees: £ 850

Note: Undergraduate courses are also available at the College, and prepared for agricultural engineering at professional level. These courses lead to the degree of BSc in Agricultural Engineering.

Facilities are available for research leading to the degree of PhD.

Application forms and further information may be obtained from:

University of Reading  
National College of Agricultural  
Engineering  
Reading, Berkshire  
United Kingdom



C.1.2 CITY UNIVERSITY

MSc Course in Civil Engineering (Highways and Transport)

Medium of instruction English

Level: Graduate

Location: London

Duration: 12 months, starting late September or early October each year

Programme: Candidates are required to complete 6 out of 8 contributory courses together with an individual research or design project related to the contributory courses selected. Instruction is by lectures, tutorials, field and laboratory work, design studies and seminars from the beginning of the course until the completion of written examinations in June. The following period of not less than 3 months is devoted to the chosen project, leading to the submission of a dissertation.

Admission: An appropriate Honours Bachelor Degree and a minimum of 1 year of approved practical experience. Applicants with other qualifications may be considered, but they may be required to complete successfully a preparatory course and/or written examination before admission to the MSc course.

Deadline: End January

Tuition fee: £880 (approx) (for overseas students in 1977/78)

Application forms and further information may be obtained from:

The City University  
MSc Course in Civil Engineering  
(Highways and Transport)  
London  
United Kingdom

C.1.3 UNIVERSITY OF NEWCASTLE UPON TYNE

- (i) Postgraduate Diploma Course in Highway and Traffic Engineering
- (ii) Postgraduate Certificate Course in Highway and Traffic Engineering

Medium of instruction: English

Level: Post-graduate

Duration: 9 months, starting in October each year

Location: Newcastle Upon Tyne

Programme: Candidates follow a course of full-time study for not less than 3 terms.

Course (i) : The Diploma examination is held towards the end of the second term and includes the following subjects: traffic engineering, highway engineering, statistics and design of experiments, photogrammetry and air survey, field, laboratory and design course work, dissertation. Candidates may present themselves for examination on one occasion only.

Course (ii): The Certificate examination is held towards the end of the second term, and includes the following subjects: highway engineering, photogrammetry and air survey, statistics and design of experiments, traffic engineering, field, laboratory and design course work. Candidates who fail the examination are given an opportunity to retake it.

Admission:

Course (i): A candidate must be a graduate of an approved University or must possess qualifications approved by the Board of the Faculty of Applied Science.

Course (ii): A candidate must be a graduate of an approved University or possess qualifications approved by the Head of the Department of Civil Engineering.

Deadline: End January

Tuition fees: £850 (for overseas students in 1977/78)

Application forms and further information may be obtained from:

University of Newcastle Upon Tyne  
Postgraduate courses in Highway and  
Traffic Engineering  
Newcastle Upon Tyne  
United Kingdom

C.1.4 CENTRAL ELECTRICITY GENERATING BOARD

- (i) Course in Generation for Overseas Engineers
- (ii) Course in Transmission (275 kV and above) for Overseas Engineers
- (i) Course in Generation for Overseas Engineers

Medium of instruction: English

Level: Professional

Duration: Six months, starting in January each year

Location: Midlands

Programme:

- Introductory Period: The course begins with two weeks at a Generating Board's Training Centre in the Midlands. During this period course members are given a general introduction to the organisation and different aspects of the work of the Generating Board, including an introduction to practical experience.

- Practical Training in a Power Station: Following the Introductory Period, the Generating Board arranges, as far as possible, for each course member to go to a power station which has the type of plant he prefers. It is therefore essential that the type of plant on which training is required is stated on the application form. The Generating Board also tries to provide training for those who request experience in heavy oil-fired stations, but this cannot always be arranged.
- Optional Training in Construction: If a course member is concerned with construction work, it is sometimes possible to arrange for him to spend four weeks on a construction site with a Site Engineer. This experience reduce the training period at the power station.

Admission: Although all applications are considered on their merits, the Generating Board prefer engineers who come from electricity supply undertakings and who have a formal qualification.

Vacancies: Up to 20

Deadline: 1 September of the previous year, although applications received after this will be considered if vacancies still exist.

Tuition fees: £1,750 per course member

(ii) Course in Transmission (275kV and above) for Overseas Engineers

Medium of instruction: English

Level: Post-graduate and post-experience

Duration: Normally three months, starting in April each year

Location: Midlands

Programme:

- Introductory Period: The course begins with 2 weeks at a Generating Board's Training Centre in the Midlands. During this period course members are given a general introduction to the transmission system in England and Wales and to the organization and different aspects of the work of the Generating Board. Some practical experience is also given.
- Practical Training in Transmission work: Following the Introductory Period, each course member goes to a transmission district for the main part of the course. where he is given practical experience on the operation and maintenance of the transmission system at voltages of 275kV and above, planning, development and construction of the system and its operation under unified control. If possible, experience of high voltage equipment construction is included.

Admission: Although all applications are considered on their merits, the Generating Board prefer engineers who come from electricity supply undertakings and who have formal qualifications.

Vacancies: Up to 20

Deadline: Completed generating board application forms should be received by 1 November of the previous year although applications received after this will be considered if vacancies still exist.

Tuition fees: £ 1,000 per course member

Application forms and further information may be obtained from:

Central Electricity Generating Board  
Training Centre  
Midlands  
United Kingdom

Note: For both courses a special Generating Board "Statement of Training Requirements" form and Form of Indemnity are required for each applicant in addition to the normal technical cooperation application forms.

The need for this type of training for engineers from the developing countries is fully appreciated by the Generating Board and wherever possible, the training is arranged to meet the requirements of each course member as stated on his "Statement of Training Requirements" form.

#### C.1.5 UNIVERSITY OF BIRMINGHAM

Medium of instruction: English

Level: Post-graduate and professional

Duration: 12 months, starting in October each year

Location: Birmingham

Programme: The candidate will be expected to follow a prescribed 'core' course of lectures and practical work in appropriate subjects. In addition, he is required to make a selection of studies from the group of optional courses offered. Depending on the individual student's experience and future career requirements in whatever country he may work, the composition of optional courses will be selected so that he may to some extent specialise in studies relevant to conditions in his own country.

The 'core' subjects fall under the headings of: Highway Engineering, Traffic Engineering, Highway Materials and Soils Engineering, Management, Mathematical Techniques and Economics.

The main teaching and laboratory courses will be completed by the end of the Spring Term and are followed by examinations in the Summer Term. Thereafter, certain optional courses are given, but time is devoted mainly to the preparation of course work including research projects, seminars and visits of technical interest.

Objective: The course is designed to provide specialised knowledge of planning and execution of highway projects in developing countries with emphasis on low cost. Applicants should have a good degree or approved professional qualification and should normally have had one or more years' civil engineering practice.

Deadline: End January

Tuition fees: In the region of £ 900 (for 1977/78)

Application forms and further information may be obtained from:

University of Birmingham  
Courses in Highway and Traffic  
Engineering  
Birmingham  
United Kingdom

#### C.1.6 LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Medium of instruction: English

Level: Graduate

Location: London

Duration: One academic year

Programme: The MSc degree in the Faculty of Economics will be taken by examination in June, after a minimum period of one academic year's study, and an essay of not more than 10.000 words, to be submitted in September.

Candidates study for three papers and present an essay on an approved topic to be written during the course of study. The three papers are as follows:

- I. International Politics
- II. Two of the following to be chosen with the approval of the supervisor:
  - Foreign Policy Analysis
  - International Institutions
  - European Institutions
  - International Theory
  - The Politics of International Economic Relations
  - The Politics of International Law
  - Strategic Studies
  - International Politics: The Western Powers
  - International Politics: The Communist Powers
  - International Politics: Asia and the Pacific
  - International Politics: Africa and the Middle East
  - International Business in the International System
  - Imperialism
  - Concepts and methods in International Relations
  - Any other subject of comparable range in the field of International Relations or one related thereto approved by candidate's teachers.

Admission: Normally an upper second class Honours at a first degree of London University, or an approved equivalent in another University. A candidate whose initial qualification is held by the School to be insufficient may be required to extend his course over two years and to pass a qualifying examination not less than one year before entering for the degree examination.

Deadline: 15 January each year

Tuition fee: £ 320

Application forms and further information may be obtained from:

London School of Economics  
and Political Sciences  
Graduate Studies in International  
Relations  
London  
United Kingdom

#### C.1.7 LEICESTER POLYTECHNIC

##### Community and Youth Work

Medium of instruction: English

Level: Professional

Location: Leicester

Duration: Two academic years, starting in September each year

Objectives: The course aims at equipping students with a variety of skills for promoting social education in the community. These skills include counselling, or social group work, or community work, together with appropriate administrative techniques. The course also helps students to understand and develop professional attitudes and to further their own general education.

Programme: The subjects of the course will be grouped in four sections:

(a) Professional Studies:

- Principles and Methods of Community and Youth Work
- Management, Organization and Administration
- Methods of Social Investigation

(b) Educational Studies

- Social and Educational Policy and Provision
- Psychology
- Sociology
- Social History

(c) Personal Interest Studies: The whole of the course will be seen as contributing to the students' continued education and personal enrichment. In addition, each student will be required to choose, for special study, a subject or subjects from areas such as arts and crafts, drama, music or physical education.

(d) Field Practice: The development of skills and attitudes requires both study and practice throughout the course and the supervised practical work will take several different forms. Some of the practical work will be concurrent with college work and will take place in the locality of Leicester; some of it will be in the form of block placements away from Leicester.

Admission: Prospective students must normally be at least twenty-three years of age before entry to the course, and will be expected to have a minimum educational qualification of five ordinary level passes in the General Certificate of Education or the equivalent.

In special circumstances, applicants without these qualifications may be eligible for admission. All applicants will be required to show evidence of appropriate further study and the development of cultural interests since leaving school and to have had experience relevant to the community and youth work field.

Awards: Students who successfully complete the course will receive the Certificate in Community and Youth Work awarded by the University of Leicester.

Vacancies: Limited to three only for overseas students

Deadline: End of January

Tuition fees: £416 p.a.

Application forms and further details may be obtained from:

Leicester Polytechnic  
Community and Youth Work  
Leicester  
United Kingdom

#### C.1.8 UNIVERSITY OF SOUTHAMPTON

##### Irrigation Engineering

- (i) Diploma Course
- (ii) MSc Degree

Medium of instruction: English

Level: Graduate

Duration: - Twelve months for MSc Degree )  
- Nine months for diplomas ) starting in October each year

Location: Southampton

Programme: Surface Water Hydrology - Groundwater Hydrology - Soil Physics  
Hydraulics of control structures - Pumping Stations - Open-channel flow -  
Soil Mechanics - Hydraulic Structures - Hydraulic Models - Planning and  
design of irrigation projects - Economics - Mathematics.

Admission: Degree in civil engineering or other equivalent approved by the University. Candidates may be admitted direct to the MSc course or may be offered places for diploma/MSc. In the latter case the decision as to whether the candidate should pursue the nine month diploma course or the twelve month MSc course is dependent upon performance in the preliminary examinations, held in May.

Vacancies: 22

Deadline: 15 March

Tuition fees: Overseas students pay normally £850 p.a., plus students' union fees.

Application forms and further information may be obtained from:

University of Southampton  
Irrigation Engineering Course  
Southampton  
United Kingdom

#### C.1.9 UNIVERSITY OF MANCHESTER

##### Programme of Studies in Public Administration for Overseas Visiting Fellows

Medium of instruction: English

Level: Post-experience

Duration: One academic year, September to May each year

Location: Manchester

Objectives: To provide senior government officers with training in Public Administration and the Role of the Administrator in Development. The course is also designed to enable participants to select a specialised programme of study within the field of Public Administration.

Programme: It will consist of lectures, group discussions and individual supervised study within the University. Field work is regarded as an essential and integral part of the course. In each term study fellows undertake a range of fieldwork activities designed to provide an opportunity for the examination of those aspects of course work for which relevant practical experience is available in the UK.

The syllabus will include the following subject areas:

Term I: A common programme of core subjects which all participants follow:

- Administrative Theory and Practice
- Social Development Planning
- Economic Development Planning
- Government and Politics
- Research Methodology and Elementary Statistics for the Administrator.

Towards the end of Term I the course will undertake fieldwork in London and course members will select to follow one area of study.



Term II: Study fellows will be asked to select one of two broad areas of study within the field of Public Administration with the following range of subjects:

(a) Public Administration and Management in the Public Sector

- Administration for Development
- Policy and Decision-Making
- Management in the Public Sector
- Personnel Management for Development
- Political, Economic and Social Aspects of Policy Formation

(b) Public Policy and Planning

- Politics and Public Policy
- Social Policy
- Rural Development Policy
- Public Expenditure Analysis
- Urbanization in Developing Countries
- Public Administration and Management in the Public Sector

Term III: The third term will include a two-week fieldwork study outside the Manchester region. The purpose of the fieldwork is to provide an opportunity for study and analysis of important aspects of administration and development that have been discussed throughout the course.

Special Attachments: On request, opportunities can sometimes be provided for course members to be attached to either a central government department, local authority, voluntary agency, nationalised industry or private business organization. The purpose of these special attachments is to enable participants to study aspects of an organization that are close to their individual interests.

Admission: Applicants should have the following qualifications:

- Administrative experience of at least five years in responsible post;
- A recognised university degree, or evidence that the applicant is capable of assimilating studies at postgraduate level;
- A high standard of written and spoken English;

Candidates may be required to take an English test on arrival.

Award: There are four grades of certificate. The grade will be determined by the assessment of major aspects of theoretical and practical work done by course members throughout the programme.

Deadline: End of March

Tuition fee: £3,500. These courses are non-residential

Application forms or further information may be obtained from:

Manchester University  
Department of Administrative Studies for  
Overseas Visiting Fellows  
Manchester (United Kingdom)

C.1.10 UNIVERSITY OF STRATHCLYDE

C.1.10.1 Course in Accounting and Finance for Developing Countries

Medium of instruction: English

Level: Professional

Duration: 12 weeks, mid-April and mid-September each year

Location: Glasgow

Objectives: To develop the practical and theoretical competence of staff in the fields of accounting and finance. The course is designed to build upon existing training or experience in these fields and is particularly appropriate either for experienced staff whether in industry, government or education who wish to familiarise themselves with the possible application of modern techniques to developing countries or for less senior staff who are being prepared for promotion.

Programme: The programme will consist of the following modules:

- Introductory

Basic economic concepts  
Introduction to financial and management accounting  
Introduction to relevant quantitative techniques

- Government Finance

Government finance and fiscal policy  
Development planning and foreign investment  
Regional and national accounting

- Financial Decisions

Financial information systems  
The use of accounting data for financial decisions  
Project appraisal and cost-benefit analysis

- Financial Control

Budgetary planning  
project control  
Audit and control

- Development Finance

Capital market development  
Financial role and policies of multinational companies  
Development accounting

Course Methods: Emphasis throughout is placed on developing countries with visits by lecturers with experience of accountancy and finance in such countries. Lectures, seminars, case studies and discussion groups will be held and visits will be arranged to relevant industrial concerns, professional bodies and regional authorities.

Admission: Applicants must have either training or at least three years experience in either the field of accountancy, finance or economics. They must also have an adequate command of English.

Vacancies: Around 15 for each course

Tuition and accommodation fees: £1,200 (approx.). The course is residential in the Strathclyde Business School.

Application forms or further information may be obtained from:

University of Strathclyde  
Course in Accountancy and Finance for  
Developing Countries  
Glasgow  
United Kingdom

C.1.10.2 (i) MSC COURSE IN TRAFFIC AND HIGHWAY ENGINEERING

(ii) POSTGRADUATE DIPLOMA COURSE IN TRAFFIC AND HIGHWAY ENGINEERING

Medium of instruction: English

Level: Post-graduate and Professional

Duration: Course (i) 12 or 21 months (depending on qualifications)  
Course (ii) 9 months (starting in October each year)

Location: Glasgow

Programme: Course (i)

12-month course; the third and fourth terms will be devoted to project work.

21-month course: spread over a 2-year period. The candidate may also be required to take selected classes from undergraduate courses. Work on the project may be begun in the first year.

Both courses: Two options are available: one in Highway Engineering, the other in Traffic Engineering. Lectures cover the following topics:

- Traffic Engineering option:

Town and regional planning, computing methods, traffic engineering (with laboratory), statistics, transportation systems, transportation planning, transportation economics, management systems.

- Highway Engineering option:

Traffic engineering, computing methods, soils (including tropical soils), road pavements (including moisture equilibrium and performance), earthwork construction, highway bridge design, route surveying and planning, rock technology and slope stability, ground water and drainage, materials, surface water, statistics, managements systems.

Course (ii):

During the first 2 terms the candidate will attend lectures and undertake laboratory and field work as well as preparatory work for a project. Examinations will be held at the end of the second term. The third term will be devoted to project work and a thesis will be submitted on this work.

Admission:

Course (i): For the 12-month course a candidate should hold a first or second class Honours degree in Civil Engineering from a British University or the equivalent. A graduate with other qualifications would be required to follow the 21-month course.

Course (ii): The course is designed for candidates who qualify to read the 21-month MSc course but cannot afford the time. Mature students with lesser qualifications will be considered, and acceptance will depend upon their qualifications and experience.

Deadline: End January

Tuition fees: £850 (for overseas students in 1977/78) per year

Application forms or further information may be obtained from:

University of Strathclyde  
Courses in Highway Engineering  
Glasgow, Scotland  
United Kingdom

C.1.11 UNIVERSITY OF BRADFORD

C.1.11.1 PROJECT PLANNING CENTRE FOR DEVELOPING COUNTRIES

Project Planning and Appraisal Courses

Medium of instruction: English

Level: Post-experience

Duration: 4 months (approx.)

Location: Bradford

Objectives: The general aim of the project planning courses offered by the Centre is to give course participants a sound working knowledge of the relevant methodologies and approaches in the planning of development projects in specific sectors, within the more general field of development studies. Emphasis is on practical usefulness of techniques acquired.

Programme: The following courses will be offered during 1978:

(i) Planning and Appraisal of Industrial Projects - No. 32

(23 January - 14 April, 1978)

- (ii) Tourism Planning - No. 33  
(23 January - 14 April, 1978)
- (iii) Planning and Appraisal of Rural Development Projects - No. 34  
(24 April - 14 July, 1978)
- (iv) Investment Planning and Appraisal for Development Banks and Financial Institutions - No. 35  
(24 April - 14 July, 1978)
- (v) Planning and Appraisal of Infrastructure Projects No. 36  
(18 September - 8 December, 1978)
- (vi) Planning and Appraisal of Health, Education and Social Projects - No. 37

During the courses, particular attention is paid to:

- (a) the place of individual investment proposals in the wider context of national social and economic planning, and their relationship to national development objectives, and specific criteria that reflect these objectives;
- (b) the different technical, operational, financial and economic considerations that need to be systematically taken into account in the formulation of specific investment proposals, and the associated data and information problems that planners must encounter; and
- (c) the principles and practice of cost-benefit analysis and other techniques of project and programme appraisal.

Teaching methods include lectures, classwork, seminars, group exercises, case studies and outside visits combined in a varied and stimulating way.

Admission: These courses are open to all persons concerned with the planning, design, appraisal and control of development projects in appropriate sectors of the economy.

Vacancies: 25

Award: Certificates of attendance are awarded on completion of the course

Fees: £900, exclusive of accommodation

Fellowships: Most participants are sponsored by their governments under the British Technical Assistance Scheme, but a growing number are supported by UN Fellowships, other international agencies, benevolent foundations or by their own employers and governments.

Application forms and further information may be obtained from:

The Assistant Director  
Project Planning Centre for Developing  
Countries  
University of Bradford  
Bradford  
West Yorkshire BD7 1DP  
UK

#### C.1.11.2 TRAINING PROGRAMME FOR TEACHERS OF PROJECT PLANNING

Medium of instruction: English

Level: Post-experience

Duration: Up to 9 months; starting, in September or January each year

Location: Bradford

Objectives: The Centre is aware of the efforts being made in many developing countries by governments, universities, international organizations and other agencies to establish training facilities of their own in project topics. This is an important and timely development, realizing the urgent need for local training institutions of this kind to handle the large numbers of government officers and others who need this training the Centre is offering the course to prepare teachers to train other in the techniques of project preparation and analysis.

Programme: Knowledge of relevant subject matter, teaching methods and approaches; and knowledge of the many facets of course planning and delivery. By spending up to nine months in Bradford as participant, and associate course leader, those identified as potential teachers of the subject can draw on the Centre's unique experience in these areas.

The programme for the 'Training of Trainers' is best begun by attending one of the residential courses that begin in September each year, but entry through a January course would be possible. Arrangements for this programme will be made individually to meet the needs of each institution, and are seen as a very suitable feature of comprehensive arrangements for collaboration between the Centre and the other institutions assisted in training.

Admission: Suitably qualified students who have both experience of project work and training in economics will (unless they have already experienced such a course) first attend one of the regular courses as normal participants.

Application forms and further information may be obtained from: As for C.1.11.1.

### C.1.11.3 THE RESEARCH PROGRAMME OF THE CENTRE

Medium of instruction: English

Level: Post-graduate

Duration: To be determined on individual basis.

Location: Bradford

Description: Research has been undertaken at the Centre largely in response to the particular interests of members of staff and of post-graduate students associated with the Centre. Some of the post-graduate research has been jointly supervised with staff from other Schools of the University.

While it is intended to continue to have a diverse programme of research, preference will be given to work in the field of development generally and of project planning in particular which falls within the priorities which the Centre is in the course of laying down.

Programme: The priority aspects of project planning include: the evaluation of alternative social cost-benefit methodologies; the development and application of project appraisal methods to industries and situations where these methods of analysis are new, and the ex post evaluation of on going or completed development projects.

The sectors or fields of interest may be summarized as follows:

- Rural development and agro-industries (credit, land settlement, livestock development, marketing institutions, animal feeding stuffs and food processing, feeder roads);
- Industrial (capital goods, oil and petrochemical, and transfer of technology);
- Transport (alternative methods of traction);
- Health and education planning; and
- Tourism.

Admission: The Centre offers opportunities for a limited number of post-graduate students to undertake research for MSc and PhD. degrees. The regulations provide that such studies may be full-time or part-time, either on an internal basis or extra-mural - i.e., conducted away from the University. In practice, the academic School of Planning with which the Centre is identified, is prepared to accept candidates on a part-time or extra-mural basis only if the exacting conditions for successfully completing the research in a reasonable period appear to be met.

Application forms and further information may be obtained from: As for C.1.11.1.

Note: Overseas applicants for registration as Higher Degree candidates who have a responsibility for training courses in their own institutions, may wish to propose topics for research arising from the needs of their own courses.

## C.2 TRAINING IN THE USA

### C.2.1 UNIVERSITY OF WISCONSIN - MADISON

#### Programme in Development Economics and Administration

Medium of instruction: English

Level: Post-graduate

Organized by: The Center for Development

Duration: 18 months, starting August 1978

Location: Madison

Objectives: The aim of the programme is to bring together in a more effective way the knowledge of economics and the practice of administration and to provide appropriate preparation for the public services of the developing nations. The curriculum is designed for younger government officers, middle-level managers of public enterprises, and staff members of public service institutions closely related to the development process in such countries and for US students with overseas experience who are seeking training.

Programme: It offers a course of study, emphasizing the practice of economic development and the implementation of development plans. The curriculum include courses in national planning and its administration; in development economics; in project evaluation; comparative administration; and courses in the governmental and social systems of developing States. Students are encouraged to take courses related to their special needs in agricultural problems, economics, political science, and in the University's extensive area studies programmes in South and Southeast Asia, Africa or Ibero-America.

Admission: Candidates must have a B.A. degree or its equivalent; an evidence of a suitable background for entering the field, and a superior undergraduate record. Foreign applicants whose native tongue is not English are required to give evidence of proficiency in English by taking the TOEFL Test or the English Language Test given through the English Language Institute at Ann Arbor, Michigan, in the student's home country. In addition, foreign students will be considered on the basis of their work experience to date and of their potential contribution to their own countries after completion of the programme.

Award: A Master of Arts in Public Policy and Administration.

Deadline: Applications should reach the Center before January, and final applications by April 1.

Financial Aid: Applicants are expected to find their own funding. Very limited amounts of financial aid may become available for especially meritorious and highly qualified individuals in cases of unusual hardship.

Application forms and further details may be obtained from:

Wisconsin Center for Development  
University of Wisconsin-Madison  
4129 Helen C. White Hall  
600 North Park Street  
Madison, Wisconsin 53706  
USA



C.2.2 UNIVERSITY OF CONNECTICUT

Public Management Development Programmes

Medium of instruction: English

Level: Professional

Organized by: The Institute of Public Service

Duration: 29 September 1977 - 14 April 1978

Location: Hartford, Connecticut

Objectives: The purpose of this programme is to prepare managers of public agencies and enterprises in mid-career for increasingly diverse and demanding managerial responsibilities. The programme seeks to accomplish this purpose through development of leadership and problem-solving capabilities, awareness of management technologies and their uses, and advanced skills in one management specialization.

Programme: Continuing emphasis is given to the linkage of conceptual learning and practical application to management problems. Approximately 400 class contact hours are provided. Additional study assignments are made. Programme tutorials, educational visits, workshops, case problems and field assignments provide opportunities for practical application of learning, and augment programme course offerings. The staff of the Public Management Development programme offers five services to managers and trainers of public agencies and enterprises of developing countries:

- mid-career management development training;
- specially designed applied management seminars, and consultancy;
- design, installation, and evaluation of management training and development programmes in client organizations;
- a visiting fellows programmes; and
- practical field attachments for individuals in American organizations.

Mid-career management development training is offered annually through a six and one-half month programme based in Hartford, Connecticut. The remaining services are offered in response to special requests.

Main specializations:

- (i) Financial Management
- (ii) Personnel Management
- (iii) Project Analysis
- (iv) Rural Development Administration
- (v) Training Administration
- (vi) Urban Development Administration.

Management Core: Participants from various countries first join an orientation and cross-cultural workshop in order to set goals and develop a learning community, based on inter-cultural understanding. Three types of courses are then offered:

- (a) those which establish a theoretical framework with which to organize information about management;
- (b) those which introduce participations to new management specializations, and
- (c) those which build practical skills of general utility to managers.

Specializations: Training in one of six specializations is then offered to each participant. Courses in the specializations give advanced hands-on-training leading to a full performance capability by the participant. Participants acting as government officials must share their specialized expertise. Detailed information on each of the specializations is available in Annex C.1.

Field Practicum and Conclusion: Practical field attachments are arranged for participants to use new skills and to observe management practices in U.S. Government agencies and organizations. A final sharing of experiences by participants and staff, followed by feedback and evaluations of overall learning complete the Public Management Development Programme.

Admission: Participants are expected to have a bachelor's degree or an equivalent professional qualification (such as a professional accountance qualification, barrister-at-law, etc.). This requirement can be waived in exceptional circumstances, provided that the participant has exhibited in his career qualities of judgement and maturity and is considered by his home organization to be suitable for eventual promotion to high-level management positions.

Participants must have fluency in writing, speaking and understanding English. Preference will be given to applicants whose records indicate that they have already had substantial experience at middle management level.

Some applicants request admission to segments of the Public Management Development Programme, for example, the management core or one of the six specializations, since the programme is designed as a complete learning experience, with each segment supporting the others, applications from person enrolling for the entire six and one-half-month programme are given preference.

Award: All participants who attend the Public Management Development Programme and meet the requirements in a satisfactory manner will be awarded a certificate. Those who meet the additional requirements prescribed by the Institute of Public Services will be awarded a diploma in Public Management.

Vacancies: Admission each year is limited to 40

Tuition fees: \$3,700 which covers all instruction, course materials and group transportation costs for field trips arranged by the Institute. Transportation costs for travel to the place of practical attachment, books and living expenses are not included.

Sponsorship: When participants are sponsored by international technical assistance agencies, such as the United Nations and US Agency for International Development, all the costs listed above are usually defrayed by the sponsor.

Deadline for submission of application: July 1, 1977

Application forms and further information may be obtained from:

The Institute of Public Services  
Training Center  
1380 Asylum Avenue  
Hartford, Connecticut 06105  
USA

D. OTHERS/DIVERS

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X

X

## SECTION III - ANNEX/ANNEXE

## C.2 TRAINING IN THE U.S.A.

## C.2.2 UNIVERSITY OF CONNECTICUT

Public Management Development Programme(i) Financial Management

Course of study designed for those responsible for administration of the financial resources of their organization such as accounting, budget analysis, auditing, finance administrators, and controllers of public agencies and enterprises.

(a) Required

All Core Subjects (200 hours)

(b) Required Special Interest Course Work in Finance (170 hours)

- |   |                        |
|---|------------------------|
| - Cost Accounting                       | - Project Accounting   |
| - Auditing                              | - Financial Techniques |
| - World Trade                           | - Macro Economics      |
| - Financial and Organizational Analysis | - Budgeting            |
| - Quantitative Methods                  | - Financial Reporting  |

(c) Elective Courses:

Participants are required to elect a minimum of 30 additional hours from the following list:

- Analysis of Market Opportunity
- Fundamental Accounting
- Government Accounting
- Project Scheduling, Monitoring and Evaluation
- Records Management

During the programme, field trips of special relevance will be organized as well as an educational visit to another state.

(ii) Personnel Management

Special interest course work for those involved in the management of human resources such as personnel specialists, labour negotiators, and other managers responsible for recruitment, selection, promotion, position and salary classification policies and services.

(a) Required:

All Core Subjects (200 hours)

(b) Required Special Interest Course Work for Personnelists (120 hours):

- |   |  |
|---|--|
| - Interviewing Skills                   | - Formulating and Issuing Personnel Policy |
| - Recruitment, Selection and Placement  | - Job Description and Analysis             |
| - Compensation: Pay & Benefits          | - Performance Appraisal                    |
| - Case Problems in Personnel Management | - Labour Relations Workshop                |
|   | - Comparative Personnel Management         |

(c) Elective Courses:

Participants are required to elect a minimum of 80 additional hours from the following list:

- Selected Problems of Organization and Management
- Work Measurement
- Records Management
- Forms Design
- Space Layout
- Career Development
- Training Techniques and Design
- Organization Development

During the programme, field trips of special relevance will be organized as well as an educational visit to another state.

(iii) Project Analysis:

Specialized programme designed to provide a methodology for developing projects at the ministerial level by both professional and administrative personnel. Course work addresses two basic needs:

- improvement of organizational capability at ministerial level for entire project development process;
- ability of ministries to evaluate projects prepared by private organizations.

(a) Required:

All Core Subjects (200 hours)

(b) Required Special Interest Course Work for Project Analysis (170 hours)

- |   |                                       |
|---|---------------------------------------|
| - Fundamental Accounting                        | - Financial Techniques                |
| - Project Scheduling, Monitoring and Evaluation | - World Trade                         |
| - Macro Economics                               | - Financial & Organizational Analysis |
| - Project Workshop                              | - Analysis of Market Opportunity      |
| - Strategies for Better Project Design          | - Methodology of Project Preparation  |
|   | - Social Benefit Cost Analysis        |

(c) Elective Courses:

Participants are required to elect a minimum of 30 additional hours from the following list:

- Government Accounting
- Auditing
- Records Management
- Work Measurement
- Quantitative Methods for Decision-making
- Budgeting
- Planning for Regional Development
- Planning for Urban Development
- Management Processes for Local Development

During the programme, field trips of special relevance will be organized as well as an educational visit to another state.

(iv) Rural Development Administration:

Course of study tailored for regional, provincial and municipal government planners and administrators from rural areas. Programme focusses on skills necessary to those who have responsibilities for guiding or facilitating economic and social development.

(a) Required:

All Core Subjects (200 hours)

(b) Required Special Interest Course Work in Rural Development (180 hours):

- |   |   |
|---|---|
| - Fundamental Accounting                        | - Financial Techniques                                      |
| - Planning for Regional Development             | - Management Processes and Techniques for Local Development |
| - Project Scheduling, Monitoring and Evaluation | - Analysis of Market Opportunity                            |
| - Methodology of Project Preparation            | - Project Workshop  |
| - Social Benefit-Cost Analysis                  | - Macro Economics   |

(c) Elective Courses:

Participants are required to elect a minimum of 20 additional hours from the following list:

- Government Accounting
- Auditing
- Records Management
- Budgeting
- Qualitative Methods for Decision-making
- Work Measurement
- Financial Organizational Analysis

During the programme, field trips of special relevance will be organized as well as in educational visit to another state.

(v) Training Administration

Course work for administrators who are responsible for the overall training and manpower development function within an organization, and for those who train others to be trainers.

(a) Required:

All Core Subjects (200 hours)

(b) Required Special Interest Course Work for Trainers (140 hours):

- Training Needs Assessment and Design
- Training Methods and Techniques
- Audio-visual Material and Graphic Aids
- Speech Methods and Communication
- Job Description and Analysis
- Compensation: Pay and Benefits
- Performance Appraisal
- Organization Development

(c) Elective Courses:

Participants are required to elect a minimum of 60 additional hours from the following list:

- Workshop on Selected Problems of Organization and Management
- Work Measurement
- Records Management
- Forms Design
- Space Layout
- Interviewing Skills
- Formulating and Issuing Personnel Policy
- Recruitment, Selection and Placement
- Case Problems in Personnel Management
- Labor Relations
- Comparative Personnel Management

During the programme, field trips of special relevance will be organized as well as an educational visit to another state.

(vi) Urban Development Administration:

Programme specialization designed to administrators involved in planning and development in the urban environment. Emphasis is placed on methodological techniques of urban development administration to include such topics as personnel systems, programme evaluation, budgeting, policy making and public reporting.

(a) Required:

All Core Subjects (200 hours)

(b) Required Special Interest Course Work for Urban Development (180 hours):

- Fundamental Accounting
- Planning for Urban Development
- Management Processes for Urban Development
- Project Scheduling, Monitoring and Evaluation
- Analysis of Market Opportunity
- Project Workshop
- Analysis of Project: National Viewpoint
- Social Benefit Cost Analysis
- Financial Techniques
- Methodology of Project Preparation

(c) Elective Courses:

Participants are required to elect a minimum of 20 additional hours from the following list:

- Financial and Organizational Analysis
- Government Accounting
- Records Management
- Budgeting
- Quantitative Methods for Decision-making
- Work Measurement

During the programme, field trips of special relevance will be organized as well as an educational visit.

Application forms and further information may be obtained from:

The Institute of Public Services  
Training Center  
1380 Asylum Avenue  
Hartford, Connecticut 06105  
USA