

**No. 79**

**ECONOMIC COMMISSION FOR AFRICA**

**ECA TRAINING PROGRAMME  
AND  
TRAINING INFORMATION NOTICE**



**COMMISSION ECONOMIQUE POUR L'AFRIQUE**

**PROGRAMME DE FORMATION DE LA CEA  
ET  
NOTICE SUR LA FORMATION**

December 1992

Décembre 1992

UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA  
ADDIS ABABA  
ETHIOPIA

NATIONS UNIES  
COMMISSION ECONOMIQUE POUR L'AFRIQUE  
ADDIS ABABA  
ETHIOPIE

**PART I - PARTIE I**

**BULLETIN ON ECA TRAINING PROGRAMME No. 34**  
**BULLETIN SUR LE PROGRAMME DE FORMATION DE LA CEA No. 34**

**PART II - PARTIE II**

**TRAINING INFORMATION NOTICE No. 79**  
**NOTICE SUR LA FORMATION No. 79**

Public Administration,  
Human Resources and  
Social Development Division

Division de l'administration publique,  
des ressources humaines et  
du développement social

December 1992

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**PART I - PARTIE I**

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**TABLE OF CONTENTS**  
**TABLE DE MATIERES**

**PART I - PARTIE I**

	<b>Pages/ Pages</b>
<b>Introduction</b>	<b>1</b>
Introduction	1
Bulletin on ECA Training Programme No. 34	1
Bulletin sur le Programme de Formation No. 34	1
<b>I - Statistics/Statistiques</b>	<b>3</b>
African Workshop on Strategies for Accelerating the Improvement of Civil Registration and Vital Statistics	
Atelier régional africain sur les stratégies permettant d'améliorer rapidement l'enregistrement des faits d'état civil ainsi que les statistiques de l'état civil.	
<b>II - Public Administration, Human Resources and Social Development/ Administration publique, des ressources humaines et du développement social.</b>	<b>5</b>
National Workshop on Curriculum Development and Evalu- ation of Formal Education.	

## INTRODUCTION

This publication contains information on training programmes and opportunities, workshops and seminars within and outside Africa in various areas such as industry, human settlements, natural resources, engineering, management, education, economics, health, etc.

It is divided into two parts. Part one, entitled ECA Training Bulletin, provides advance information on ECA's planned training courses, workshops and seminars to 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 events organized in conjunction with other activities of the Secretariat. The implementation of planned activities is, however, subject to the availability of funds.

Part two, entitled Training Information Notice, gives detailed information on current training opportunities offered to African nationals. The aim of the Notice is to bring to the attention of member States training opportunities available to them through external assistance; 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 development programmes.

The publication is issued every June and December. Copies of each issue of the publication are sent to offices designated by governments to co-ordinate training programmes.

It is particularly requested that these offices should endeavour to expeditiously distribute copies of the publication to executives, ministries, training centres, educational institutions and appropriate public enterprises likely to be interested in training courses, workshops, seminars and other training opportunities announced by ECA.

ECA would be happy to give publicity to specialized training courses, workshops and seminars, organized by member States which are open to trainees from other African countries. In this connection, 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.

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 publication. Applicants are therefore requested to cross-check information with the donor countries and organizations concerned, particularly as regards financial and other conditions.

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

The Chief  
Public Administration, Human Resources and  
Social Development Division  
Economic Commission for Africa  
P.O.Box 3001  
Addis Ababa  
Ethiopia

## INTRODUCTION

La présente publication contient des informations sur les programmes, possibilités, ateliers et séminaires de formation existant en Afrique et en dehors du continent et concernant divers domaines tels que l'industrie, les établissements humains, les ressources naturelles, l'ingénierie, la gestion, l'éducation, l'économie, la santé, etc.

Elle est divisée en deux parties. La première, intitulée "Programme de formation de la CEA", contient des informations sur les stages, ateliers et séminaires de formation que la CEA envisage d'organiser pour aider les établissements de formation intéressés, les différents services gouvernementaux et, le cas échéant, les établissements para-publics et privés intéressés à mieux planifier leur participation aux différentes manifestations organisées en même temps que d'autres activités du secrétariat. L'exécution des activités prévues est toutefois subordonnée à l'existence de fonds.

La Seconde partie, intitulée "Notice sur la formation", contient des informations détaillées sur les possibilités de formation actuellement offertes aux ressortissants africains. Ce bulletin a pour objectifs de porter à l'attention des Etats membres les possibilités de formation disponibles à travers l'assistance extérieure, d'amener les Etats à tirer profit des services disponibles et de les encourager à recouvrir à ces services en vue de la formation du personnel nécessaire à l'exécution des programmes de développement.

Cette publication paraît tous les ans en juin et en décembre. Des exemplaires de chaque numéro sont envoyés aux services désignés par les Etats pour la coordination des programmes de formation.

Il est en particulier demandé à ces services de tout faire pour distribuer rapidement les exemplaires aux responsables, aux ministères, aux centres de formation, aux établissements d'enseignement et aux entreprises publiques compétentes qui pourraient être intéressées par des stages, ateliers, séminaires et autres possibilités de formation annoncés par la CEA.

La CEA serait heureuse de faire la publicité des stages, ateliers et séminaires de formation spécialisée qui sont organisés par les Etats membres et qui sont ouverts à des stagiaires provenant d'autres pays africains. A cet égard, des renseignements complets sur ces stages devront être communiqués au secrétariat quatre à six mois avant le dernier délai fixé pour la réception des candidatures.

Bien que tous les efforts soient faits pour transmettre les informations avec autant de précision que possible, ni les pays donateurs ni la Commission ne sauraient être tenus responsables d'une quelconque erreur commise pour négarde dans cette publication. Les candidats sont donc priés de vérifier les informations auprès des pays donateurs et des organisations intéressés, en particulier pour ce qui est des conditions financières et autres.

Des exemplaires supplémentaires de la présente publication ainsi que des informations sur son contenu peuvent être obtenus à l'adresse suivante:

The Chief  
Public Administration, Human Resources  
and Social Development Division  
Economic Commission for Africa  
P.O. Box 3001  
Addis Ababa, Ethiopia



## I - STATISTICS/STATISTIQUES

**Project:** African Workshop on Strategies for Accelerating the Improvement of Civil Registration and Vital Statistics

**Medium of instruction:** English and French

**Location:** Cairo (Egypt)

**Duration:** 28 June - 2 July 1993

**Objectives:** To strengthen civil registration systems and vital statistics collection in Africa.

**Programme:** The following subjects will be reviewed:

- International Programme for Accelerating the Improvement of Civil Registration and Vital Statistics Systems;
- Guidelines to Assess the Situation and to Prepare a Country Report;
- National Reports;
- Main Uses of Civil Registration Records and Vital Statistics;
- Applications of Modern Technology on Civil Registration and Vital Statistics Systems.

**Admission:** Senior officials responsible for the civil registration systems and vital statistics collection in selected African countries.

**Number of participants:** 26 (2 per country)

**Nominations:** To be made by the UN Statistics Division, in consultation with ECA.

**Financing:** United Nations Population Fund (UNFPA).

**Projet:** Atelier régional africain sur les stratégies permettant d'améliorer rapidement l'enregistrement des faits d'état civil ainsi que les statistiques de l'état civil.

**Langue d'instruction:** Anglais et Français

**Lieu:** Le Caire (Egypte)

**Durée:** 28 juin - 2 juillet 1993

**Objectifs:** Consolider les systèmes d'enregistrement des faits d'état civil ainsi que la collecte des statistiques de l'état civil en Afrique.

**Programme:**

- Programme international visant à accélérer l'amélioration des systèmes d'établissement des statistiques de l'état civil et d'enregistrement des faits d'état civil;
- Principes directeurs de l'évaluation de la situation et de l'élaboration de rapports par pays;
- Rapports nationaux;
- Principales utilisations des registres d'état civil et des statistiques de l'état civil;
- Applications de techniques modernes aux systèmes d'enregistrement des faits d'état civil et de statistiques de l'état civil.

**Admission:** Cadres de pays africains responsables des systèmes d'enregistrement des faits d'état civil et de collecte des statistiques de l'état civil.

**Nombre de participants:** 26 (2 par pays)

**Date limite:** Les propositions de candidature seront faites par la Division de statistique de l'Organisation des Nations Unies en consultation avec la CEA.

**Financement:** Fonds des Nations Unies pour la population (FNUAP).

II - PUBLIC ADMINISTRATION, HUMAN RESOURCES AND  
SOCIAL DEVELOPMENT/  
ADMINISTRATION PUBLIQUE, RESSOURCES HUMAINES  
ET DEVELOPPEMENT SOCIAL

Project: National Workshop on Curriculum Development and Evaluation of  
Formal Education

Medium of Instruction: English

Location: Buea (Cameroon)

Duration: Two weeks in March 1993

Objectives: General objective is to introduce participants to the theory,  
practice and processes of curriculum planning, curriculum development and  
evaluation and current trends in teacher education.

Programme: The following subjects will be reviewed:

- Curriculum Development Process;
- Models of Curriculum Development;
- Objectives in Curriculum Development and Evaluation;
- Selection of Leaving Experiences and Content;
- Organisation of Content;
- Material;
- Pupils' Book and Teachers' Guide;
- Curriculum Evaluation;
- Professionalisation of Teaching.

Admission: Teachers, Curriculum Developers and Evaluators, Lecturers,  
Educators, Planners, etc.

Number of participants: 35 to 40

Deadline: Not applicable

Financing: Host country.

TRAINING INFORMATION NOTICE No.79  
NOTICE SUR LA FORMATION No.79

TABLE OF CONTENTS/  
TABLE DES MATIERES

PART II - PARTIE II

	Pages/ Pages
SECTION II - BRIEFS ON SELECT TRAINING OPPORTUNITIES/ SECTION II - NOTES BREVES SUR CERTAINS COURS DE FORMATION	
A. INTERNATIONAL ORGANISATIONS/ ORGANISATIONS INTERNATIONALES	1
A.1 ILO/BIT Training for Development	1
A.2 Vocational Education and Training Policy Analysis and Planning	4
A.3 Adaptation of Printed training Material to Local Needs	7
B. GOVERNMENTS AND NATIONAL INSTITUTIONS/ INSTITUTIONS GOUVERNEMENTALES ET NATIONALES	10
B.1 TRAINING IN INDIA/ FORMATION EN INDE	10
International Training Programme in population and Development	
B.2 TRAINING IN THE NETHERLANDS/ FORMATION AUX PAYS-BAS	14
Advanced environmental Sanitation	
B.3 TRAINING IN SWEDEN/ FORMATION EN SUÈDE	21
B.3.1 International Construction Management	21
B.3.2 Architecture and Development	

<b>B.4</b>	<b>TRAINING IN THE UK/ FORMATION AU R.U</b>	<b>27</b>
<b>B.4.1</b>	<b>UNIVERSITY OF BRADFORD</b>	<b>27</b>
<b>B.4.1.1</b>	<b>Doctoral Programme</b>	<b>27</b>
<b>B.4.1.2</b>	<b>Agricultural and Rural Project Management with Microcomputer Applications</b>	<b>30</b>
<b>B.4.1.3</b>	<b>Environmental Impact Assessment and Project Appraisal in Developing countries</b>	<b>32</b>
<b>B.4.2</b>	<b>UNIVERSITY OF MANCHESTER</b>	<b>34</b>
<b>B.4.2.1</b>	<b>Master's Degree (MSe) in Human Resources Development</b>	<b>34</b>
<b>B.4.2.2</b>	<b>Postgraduate Diploma in Development Administration</b>	<b>37</b>
<b>B.4.2.3</b>	<b>Advanced Diploma in Training and Development for the Public Sector</b>	<b>39</b>
<b>B.4.2.4</b>	<b>Master's Degree (MA Econ.) in Development Administration and Management</b>	<b>42</b>
<b>B.4.2.5</b>	<b>Training for Trainers</b>	<b>44</b>
<b>B.5</b>	<b>TRAINING IN THE USA/ FORMATION AUX ETATS-UNIS</b>	<b>46</b>
	<b>Emergency Medical and Disaster Systems</b>	<b>46</b>
<b>C.</b>	<b>OTHERS/AUTRES</b>	
<b>C.1</b>	<b>Catalog of Training Videos</b>	
<b>C.2</b>	<b>Afro-Asian Reconstruction Organisation</b>	
<b>C.3</b>	<b>Manage Agricultural Management Centre</b>	
<b>C.4</b>	<b>List of Directories</b>	

A. INTERNATIONAL ORGANISATIONS/  
ORGANISATIONS INTERNATIONALES

INTERNATIONAL LABOUR ORGANISATION/ILO  
BUREAU INTERNATIONAL DU TRAVAIL(BIT)

INTERNATIONAL TRAINING CENTRE OF THE ILO

A.1 Training for Development

Medium of instruction: The Centre implements courses in arabic, Chinese, English, French, Italian, Portuguese, Russian, Spanish; as well as in other languages, on request.

Level: varies according to needs.

Location: Turin.

Duration: Varies according to needs.

Introduction: This institution of the United Nations family is an instrument of international technical co-operation. For over a quarter of a century, it has been committed to the development of human resources to promote the social progress of the member States of the International Labour Organisation (ILO)\*.

Professionals from all over the world come here to work together and gain access to significant models of development as Turin and the surrounding industrial regions of experience. To date, over forty thousand men and women from 170 nations have benefitted from its training activities.

Set up in 1919, the ILO became affiliated to the UN in 1946. Its permanent secretariat - the International Labour Office - is based in Geneva, Switzerland.

ILO member States number 156 as of May 1992.

Objectives: In harmony with the objectives of national self-reliance, a priority concern for developing countries and the ILO, the Centre offers a range of interlocking services geared to suit particular needs and bring lasting benefits:

- (a) Training to satisfy the advancement needs of developing nations and build the expertise and methods to make technology transfer a lasting success;
- (b) Consultancy to assist governments, institutions and enterprises in identifying needs and problem areas and harnessing the required expertise for tomorrow;

(\*) ILO

A specialised agency of the United Nations (UN), the ILO is a tripartite organisation bringing together governments, employers and workers for united action in the cause of social justice and better living and working conditions everywhere.

- (c) Research to design innovative projects, select appropriate methods and media, evaluate and field test these for relevance and impact;
- (d) Publication of multimedia training material in several languages for its own courses or for its collaborating institutions.

A sample of Recent Training Packages

- Management of Technical co-operation
- Documentation and Resource Centres in Training Institutions
- International Labour Standards and Development
- Equipment Procurement
- Small Enterprise Development
- New Training Technologies

Programme:

- (a) First & Foremost Training A genuine commitment to the principle that the most efficient form of technical co-operation and the best investment for sustainable advancement lies in human resource development leads the Centre to put a premium on training. To this end, it combines all its services into a flexible training process.
- (b) Training Options: Quality training is offered to groups or individuals in residential programmes either on its campus in Turin, or in the requesting country or region, or in a third country.
- Customised programme: By definition, these are designed in a flexible format to meet the most diverse needs.

Customised programmes follow a logical sequence from initial identification of training needs and formulation of action plans, through in-country or Centre-based courses, to in-country follow-up in order to consolidate the skills and experience acquired.

These include manpower and training audits; assistance to beneficiary institutions in setting up and managing their own training programmes; advice to clients on installing in-house programmes, course content and resource requirements; staff training; supply of teaching manuals and experts to assist in programme implementation. (A portfolio of recent tailor-made programmes and projects is available on request).

- Regular courses: The wide spectrum of regular courses offered each year reflects priority needs of different regions: Africa, Latin America and the Caribbean, Asia and the Pacific, Europe and the Arab States. Several courses have an interregional or international dimension.

(The programme of regular courses for the current year is available on request).

- Individual training: Specialised training schemes are also organised for individuals at academic institutions, industries and

firms in some one hundred countries. An average of seven hundred fellows per year are thus placed and administered by the Turin Centre.

(c) Subjects

To keep pace with swift changes in the social and economic order on the international arena and the emerging requirements of its beneficiaries, the Centre has progressively extended the scope and breadth of its coverage. While training methodology and management development score high on its agenda, emphasis is now placed on areas of primary concern to the ILO and the UN development system:

- (i) training policies and systems
- (ii) entrepreneurship development
- (iii) workers' education
- (iv) UN system programmes
- (v) management of technical co-operation
- (vi) international labour standards
- (vii) women in development
- (viii) co-operatives
- (ix) rural development
- (x) equipment procurement

Methods: In terms of methodology, the Centre capitalises on decades of compound experience. Although new technologies are greatly impacting traditional methods and means, a strong accent is placed on fostering interaction to engage trainees in pooling their experiences in an international perspective.

Orientation, monitoring, applied project assignments, study visits and in-plant placements provide for full immersion in concrete situations to make training optimally effective.

Institutional links: In performing its mandate, the Centre relies on a co-operation network and joint action with the ILO and other agencies of the UN system, international and national organisations, both governmental and non-governmental. Its interventions are designed to complement thousands of national institutions by providing services not readily available on the local or regional level.

Application form and further information may be obtained from:

The Director  
International Training Centre of the ILO  
Corso Unità d'Italia 125  
10127 - Turin (Italy)



## A.2 Vocational Education and Training Policy Analysis and Planning

Medium of Instruction: English

Level: Post experience

Location: Turin

Duration: 3 weeks

Introduction: Effective overall control and management of vocational education and training (V.E.T) systems is essential to ensure that: planning matches labour market needs; the system is flexible and responsive; development is continuous; and improvements are sustainable. The analysis and development of policy making and management mechanisms controlling the system is therefore crucial and some instruments should be introduced to assist and focus this process.

The overall objective of this training course is to present alternatives rather than to prescribe solutions. It is important, if improvements are to be effective and durable, to generate a sense of local ownership in proposed change and to ensure that constraints and special factors are recognised. Examples of alternative systems, with their origins, strengths and weaknesses, could assist in the process of change and development.

On the basis of previous experiences, the ILO has consolidated and field-tested a comprehensive, flexible approach which incorporates the ILO's conventions concerning training with the more recent methodological developments in the field of training policy analysis. Coherent with UN and UNDP trends in technical cooperation, the next step consists in enabling specialists and officials from member countries to perform their own country analysis, and prepare national policies and strategies for VET.

Unique to the ILO approach is the relationship between training and employment, the emphasis on productivity-related training, and hands-on, comparative experience integrating all elements of the training process, including norms, regulation, financing, incentives, accreditation, certification, training methods, training delivery and evaluation. Even though the ILO advocates training as a mechanism to improve the conditions of both work and workers, the organisation is neutral when it comes to the choice of training policies, strategies and methods, and acts only in an advisory capacity to discuss and foster the agendas of interested member countries.

Given the variety and complexity of the tasks, the importance of comparative analysis, the high turn-over of decision-makers, and the number of experts necessary to perform national, regional and sectoral analyses, training and cross-fertilisation of information and experiences in this field should become a quasi-permanent activity. For these reasons, training should combine two major features, namely, a hands-on, tutorial approach and the possibility of permanent update and interaction between analysts. As an indirect effect, the proposed activity should also encourage countries to set up databases to allow permanent monitoring, evaluation and revision of training policies and practices.

**Objectives:** To develop national capacity by assisting officials in analysing national and regional vocational training systems (including costs); designing instruments for improving the effectiveness of training; and creating/reinforcing liaison between employers, the labour market and training organisations.

On completion of the course, the participants will be able to:

- analyse and interpret national and regional manpower needs (qualitative);
- survey and assess existing training systems to determine the degree of relevance to labour market needs and cost effectiveness;
- design and manage training system projects;
- analyse various organisational and institutional options for training and select optimal solutions;
- identify funding sources and establish priorities for resource allocation;
- create the necessary mechanisms for promoting the participation of employers, labour organisations and training authorities in setting up training policy, organisation, financing and curricula;
- create/develop appropriate validation/follow-up systems;
- infer, from other countries' experiences, adaptable solutions to national training problems.

The programme is designed for:

- (a) policy makers within line ministries and national training organisations;
- (b) directors and senior managers from public and private sector training organisations;
- (c) senior staff of national institutions and consultants involved in the development of VET systems.

**Programme:** The course content will be as follows:

- (a) Analysis of the economic context of training
  - Labour market analysis: identifying signals & distortions
  - The ILO's approach to labour market analysis
  - Analysing the informal sector
- (b) Evaluation of vocational training supply
  - Mapping sources of training
  - Analysing constraints on flexibility and efficiency
- (c) Designing effective policy strategies
  - Integrating elements of policy reform
  - Establishing an effective policy dialogue
- (d) Strategies for policy reform
  - Examples in operation
  - Economic re-direction

(e) Implementing policy reforms

- Changing training institutions
- Cost-benefit analysis (economics of training)
- Organisational and institutional choices in vocational training (e.g. choice between pre-service and in-service, on-the-job and off-the-job training, etc.)

Course Evaluation: In conformity with the Centre's procedures, an evaluation of the course will be carried out to determine the relevance of course content to participants' needs and the effectiveness of the training methodology and materials employed. A course evaluation instrument will be used to register participant reactions to the inputs from subject-matter specialists, the training materials and learning aids used and various organisational and management aspects of the course, including the study tour. Participants will also be requested to provide suggestions to improve future training courses on VET Policy Analysis and Planning.

Fees: The cost of participation for 3 weeks is US\$ 4,900 payable in advance by the participant's sponsoring organisation. This covers:

- (a) Tuition fee which includes the use of all training facilities and associated support services, books and training material.
- (b) Participant fee which covers:
  - accommodation and half board at the Centre, plus a standard daily allowance of approximately US\$22 (Italian Lires 27,000) to cover the cost of the evening meal and incidental expenses (\*);
  - study visits;
  - routine medical care and insurance

Main travel between the participant's home country and Turin is not included. However, participants may wish to arrange their main travel at the concessional rates available through the Centre.

Fellowships: Fellowships for training programmes conducted by the International Training Centre of the ILO generally become available through development projects sponsored by United Nations agencies, international or regional funding bodies, bilateral technical co-operation agencies, governments or private enterprises. Candidates are encouraged to contact these organisations and agencies in their countries to enquire about the availability of fellowships.

Application form and further information may be obtained from:

The Director  
International Training Centre of the ILO  
Corso Unità d'Italia 125  
10127 - Turin (Italy)

### A.3 Adaptation of Printed Training Material to Local Needs

Medium of instruction: English

Level: Post experience

Location: Turin

Duration: 6 weeks

Introduction: Many developing countries suffer from a shortage of suitable training material. This is due to difficulties in locating existing appropriate material, the high costs involved and/or the lack of special skills for developing new material. A cost-effective solution is to acquire existing material and improve its effectiveness by adapting it to suit the requirements of a specific developing country.

In response to this need, the ILO Turin Centre has designed a series of modules to assist officers in charge of developing training material in overcoming this problem.

Objectives: The course will enable participants to apply a systematic approach in locating, selecting, evaluating and adapting instructional material.

Participants who successfully complete the course will be able to :

- (a) assess existing printed instructional material for adoption or adaptation;
- (b) adapt printed instructional material to meet local requirements according to:
  - instructional objectives
  - trainee population characteristics
  - local equipment, tools, work standards and material
  - local printing constraints
- (c) apply criteria for validating instructional material

Participants: This course is designed for those responsible for training and/or supervising officers in charge of preparing instructional material.

Candidates may be:

- supervisory staff from curricula and training material development centres;
- staff of teacher training centres concerned with teaching how to develop instructional material;
- staff from institutions supervising the development of training material.

In recognition of women's contribution to the development process, the ILO Turin Centre encourages women's candidatures for this course.

**Programme:** The course is structured in seven units:

(a) **Familiarisation with word processing software:**

This is an induction module for the utilisation of personal computers in the adaptation of printed training material.

(b) **Review of pedagogical applications:**

- Job, task and skill analysis
- Formulation of instructional objectives

(c) **Overview of instructional material:**

- Books and work books
- Modules and learning packages
- Business and industry publications
- Instruction sheets
- Matching media and methods

(d) **Locating instructional material available elsewhere:**

- Database search techniques
- Open-shelf search techniques
- Obtaining material

(e) **Analysing existing instructional material:**

- Review of job, task and skill analysis
- Review of instructional objectives
- Review of material against set objectives
- Review of material against trainee characteristics
- Review of material against instructional methods
- Review of material against available equipment and tools
- Review of costs and benefits of adaptation

(f) **Adapting instructional material to:**

- required competencies
- trainees' verbal and pictorial literacy
- available equipment, tools and standards
- meet reproduction constraints

(g) **Validating instructional material:**

- Individual try-out
- Small group try-out
- Managing a try-out on a national scale

**Fees:** The cost of participation for 6 weeks is US\$7,220 payable in advance by the participant's sponsoring organisation. This covers:

(a) **Tuition fees** which include:

- books and training material

(b) Participant fees which cover:

- accommodation and half board at the Centre, plus a standard daily allowance of approximately US\$21 (Italian Lires 24,000) to cover the cost of the evening meal and incidental expenses(\*);
- study visits;
- routine medical care and insurance.

Main travel between the participant's home country and Turin is not included. However, participants may wish to arrange their main travel at the concessional rates available through the Centre.

Fellowships for training programmes conducted by the ILO Turin Centre generally become available through development projects sponsored by United Nations agencies, international or regional funding bodies, bilateral technical co-operation agencies, governments or private enterprises. Candidates are encouraged to contact these organisations and agencies in their countries to enquire about the availability of fellowships.

Application form and further information may be obtained from:

The Director  
International Training Centre of the ILO  
Corso Unità d'Italia 125  
10127 - Turin (Italy)

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(\*) Arrangements can be made to pay an additional allowance for incidental expenses at government or funding agency cost to accommodate participant entitlements or other government requirements.

**B. GOVERNMENT AND NATIONAL INSTITUTIONS/  
INSTITUTIONS GOUVERNEMENTALES ET NATIONALES**

**B.1 TRAINING IN INDIA/  
FORMATION EN INDIE**

**CENTRE FOR DEVELOPMENT STUDIES**

**International Training Programme in Population & Development**

**Medium of instruction:** English

**Level:**

**Location:** Trivandrum

**Duration:** For the next academic year, it will commence on 1 July 1993 - 27 April 1994.

**Introduction:** The Centre for Development Studies, established in 1971, is an autonomous research and teaching institution, financed by the State Government of Kerala and the Indian Council of Social Science Research. The main objective of the Centre is to promote research and teaching in the disciplines relevant to development. The Centre is affiliated to the Jawaharlal Nehru University, New Delhi, for its M. Phil Programme in Applied Economics, and to both Jawaharlal Nehru University and University of Kerala, Trivandrum, for its Ph.D Programme.

The Centre has established a tradition of inter-disciplinary work in its research and teaching activities. The breadth of professional interests at the Centre is considerable - agricultural economics, agricultural marketing, statistics, econometrics, planning, development economics, health economics, economics of nutrition, population economics, international economics, industrial economics, labour economics social and economic history, project evaluation, women's studies and sociology.

**Objectives:** The United Nations Population Fund (UNFPA) is sponsoring a coordinated Global Programme of Training in Population and Development to train mid-career professionals from developing countries in the latest concepts, methods and practices involved in integrating population with development. The Post-graduate Diploma Programme in Population and Development at the Centre for Development Studies (CDS) is part of this UNFPA Global Programme.

The Programme aims at increasing the appreciation of the complex interdependence of population dynamics on the one hand, and economic and social changes on the other. It is hoped, too, that this course will lead to better incorporation of demographic factors in development planning, improve

the formulation and integration of population policies and programmes with broader development activities, and facilitate the attainment by developing countries of self reliance in the formulation, implementation and evaluation of population and development activities.

Programme:

(a) Course Structure

Inter-disciplinary, practice-oriented and applied in character, the Training Programme will emphasize linkages between population and development. The curriculum is expected to:

- acquaint the participants with the links between population patterns and the development process and programmes;
- familiarize them with basic statistical and demographic methods, projection and modelling techniques, planning tools such as project evaluation, cost-benefit analysis, input-output and basic programming methods, and some econometric techniques;
- provide experience in micro-level analysis of the impact of various development projects and population programmes;
- improve the participants' abilities in formulation of population and development plans and policies; and
- train the participants in the use of computerized techniques of demographic-economic modelling.

The Training Programme will include lectures, discussions, workshops, seminars, field study and preparation of a project report. Case studies and other empirical material will be an integral part of the analysis throughout the Programme. Special sessions featuring case-studies of three or four developing countries will be offered by experts from the respective countries.

The Programme will be spread over four terms. There will be fifteen specific courses, each of 9-10 weeks duration, in addition to related workshops, country case-studies, field study and the project report. All sessions are compulsory. training methods will include a mix of lectures, discussion sessions and workshops, and will use audiovisual tools, games and role playing to give the participants a better appreciation of the issues.

Individual courses fall under three heads - overall linkages and basic techniques, sectoral linkages, and planning and policy analysis.

The following subjects will be examined:

101. Population and Development in Historical Perspective
102. Introduction to Statistical analysis
103. Economic Growth and Structural Change
104. Population Growth and Structure
105. Introduction to Demographic Analysis
201. Food, Agriculture and Population



- 202. Resources, Energy, Environment and Development
- 203. Techniques of Integrated Projections
- 204. Health, Population and Development
- 205. Economic Development, Human Resources and Technological Change
- 301. Population Policies and Programmes
- 302. Advanced Quantitative methods
- 303. Economic Analysis and Planning
- 304. Women, Population and Development
- 305. Migration, Urbanisation and Regional Planning
- 401. Field Study
- 402. Project Report

(b) Field Study: Field Study under faculty supervision will be an integral part of the programme, and will have equal weight with the other courses in the final evaluation. two major field studies in India are planned. The participants will visit and study project areas, where particular schemes affecting health, family planning, women's employment and status, environmental conservation, and resource use are being implemented. The participants will also get an opportunity to meet project and programme officials, independent researchers and also the staff of non- governmental organisations.

(c) Project Report: As part of the Course requirements, the participants will prepare a project report incorporating some aspects of the linkages between population and development. The CDS has concentrated some of its own research on demonstrating the role of health care, education and other social developments in improving the quality of life and in accelerating population changes. Therefore, the CDS would be particularly interested in studies which examine these links for other countries. However, reports on other aspects will also be encouraged. Participants will be expected to use data and information on their own countries where possible and to bring relevant material with them for the purpose. Reports on purely demographic issues will be discouraged since this is not a course on demographic methods. A research workshop on the project reports will run through the first three terms to help participants in formulating the project topic and identification of data. It will also facilitate closer interaction with faculty.

Admission Requirements and Procedure: A recognised Masters Degree or equivalent in any subject is the basic requirement for the Programme. Candidates must have some years of professional experience in population or development work. Some familiarity with quantitative methods is desirable. The Programme assumes proficiency in English language for the participants (as evidenced by TOEFL, the British Council Test or equivalent). Selection to the Programme is based on an evaluation of academic qualification, work experience, the statement indicating the purpose in undertaking the training programme and the project proposal. Applications in the prescribed format are to be submitted to the International Coordinator.

Fellowships: The Programme can accommodate up to 20 participants from developing countries. The participants will be provided with a UNFPA Global Programme Fellowship under which they will be eligible for return air fare and a monthly stipend to cover living expenses, including lodging while in India.

Award of Diploma: As this is a Post-graduate Diploma Programme, participants will undergo evaluation through a mix of assignments, examinations and report writing. On successful completion of the course requirements, the participants will be awarded a Post-graduate Diploma in Population and Development by the Jawaharlal Nehru University, to which this Programme is affiliated.

Deadline: Mid December each year

Application form and further information may be obtained from:

Course Coordinator  
Population & Development Programme  
Centre for Development Studies  
Ulloor, Thiruvananthapuram 695 011  
Kerala State  
INDIA

**B.2      TRAINING IN THE NETHERLANDS/  
FORMATION AUX PAYS-BAS**

**INTERNATIONAL INSTITUTE FOR HYDRAULIC AND  
ENVIRONMENTAL ENGINEERING**

**Advanced Environmental Sanitation**

**Medium of Instruction:** English

**Level:** Post graduate

**Location:** In principle the course will be conducted in Delft. However, the first phase of the course may be organized in another city in Europe. Relocation expenses are included in the course fee.

**Duration:** one year

**Introduction:** the Advanced Environmental Sanitation course emphasizes the monitoring and control of flows of micropollutants through the environment. In this context micropollutants, further referred to as pollutants, are chemical species with an environmentally damaging effect at low concentrations, which are often times of a poorly degradable nature.

The goal of the Advanced Environmental Sanitation (AES) course is to provide an integrated educational package of fundamental and practical environmental science and of up-to-date environmental technology, focusing on pollutants in the environment.

**Objectives:** The objectives of the course are to:

- (a) -the various categories of pollutants, their distribution through, and impact on the environment,  
-advanced monitoring and measurement techniques of pollutants,  
-environmental legislation and standards  
-advanced technologies to minimize the use of, and to treat and dispose of pollutants;
- (b) -train the participants in the study and solution of environmental problems;
- (c) -allow the participants to work independently on a task of their choice using education aids such as library, computer and/or database facilities;
- (d) -train the participants in the selection and design of processes for the reduction and treatment of pollutants in the aqueous, terrestrial or atmospheric phase.

Programme:(a) Course Philosophy

- = Dual nature: The Advanced Environmental Sanitation course aims at enhancing the insight of the course participants into the fundamentals of environmental processes and phenomena. At the same time, the course seeks to improve the participants' capabilities in selecting and designing practical answers for environmental questions.
- = The environment as an entity: The advanced Environmental Sanitation course is designed such that the focus is on the environment as an entity rather than its compartments separately (i.e water, air and soil). Consequently, the disappearance of an undesirable compound from one compartment only to be followed by its reappearance into another compartment is considered transfer rather than removal.
- = Low cost and advanced technologies: Technologies discussed and incorporated in design exercises are not limited to high-technology items. In addition to treatment processes like activated carbon, membrane filtration, ion exchange and soil incineration, natural treatment may be discussed such as land treatment, pond and microphyte systems, bio-filters for gas cleaning, etc.

(b) Course set up: The course consists of three phases:

Phase I: Brushing up, is meant to brush up the participant's knowledge of the basic sciences, fundamental processes and conventional technologies applied in the environmental engineering field

Phase II: Advanced science and technology, moves from a scientific orientation, through an ecotoxicological and legislative focus, to a process technological approach considering the aqueous, atmospheric and terrestrial environment. This phase focusses on various aspects of pollutants.

- sources in the environment;
- fate: distribution, bio-accumulation, bio-transformation;
- environmental impact assessment;
- sampling, detection and analysis;
- legislation and standards: national, international legislation, law enforcement;
- process technology: environmental processes, industrial process analysis, pollution prevention, waste minimization, reduction at the source, recycling, treatment, removal and disposal.

Phase III: Choice of two environmental management modules. In phase III, the AES course branches out into two aspects of environmental directions. The participants have a choice of attending a 2-month module on either compound management or institutional environmental management

The compound management module follows up on the activities in phase II emphasizing the flow of pollutants through the environment with a group work and an individual study.

- (c) Group work centres around a given compound for which a problem scenario is described. Through a 'guided tour' studying the source, ate, environmental impact, analytical and legal aspects of the compound, several usage reducing or treatment alternatives will be investigated and compared. Both cost intensive solutions like activated carbon, hyper-filtration or ion exchange, and low-cost solutions such as infiltration, stabilization ponds and aquatic macro-phytes can enter the comparison.
- (d) Individual activities in phase III involve self-study either on an individual basis or in small groups. Objectives are to apply the newly acquired insight, an knowledge to the solution of practical problems. Participants can make use of the library, literature database, computer and laboratory facilities, and can be involved in design work, computer modelling, limited laboratory research activities, etc.

Target group and admission requirements: The Advanced Environmental Sanitation course is meant for:

- the engineer, scientist or administrator;
- working in academia, environmental consulting, industry, or government;
- having at least a B.Sc. or equivalent with 3 years of practical experience in sanitary, environmental or public health engineering, environmental microbiology, - chemistry, - planning, - management;
- with proven proficiency in the English language;
- who wants to gain expertise in the coherence of environmental processes, become familiar with environmental processes, or study specific environmental issues.

Diploma Requirements: The general requirements for the Diploma include:

- (a) Active and regular participation in the lectures, laboratory sessions, field trips and design work for the duration of the course;
- (b) Satisfactory results in exercises, design work and laboratory work;
- (c) Satisfactory results in a number of examinations;
- (d) passing grade in the final examination.

The final examination is open to those who have fulfilled requirements (a) through (c) above.

Certificate of Attendance: Participants who feel that their interests are better served by doing specialized studies rather than preparing themselves for examinations may receive the CERTIFICATE OF ATTENDANCE instead of the Diploma.

**Fees:**

- (a) **Course Fees:** The tuition fee for the one-year IHE postgraduate diploma courses is Dfl. 10,000.

Field trips form an integral part of the IHE diploma courses. IHE provides travel arrangements and accommodation for these field trips in The Netherlands and abroad. The total fee charged to participants for these field trips is Dfl 2,500.

The cost of books, technical papers and educational materials amounts to approximately Dfl.600. Of this an amount of Dfl. 300 is to be paid to IHE for lecture notes. Also an amount of Dfl. 250 will be payable for the introductory programme at the start of the course.

- (b) **Insurance:** Since medical expenses can be very high (for example, one day in hospital will cost approximately Dfl. 500), all persons admitted to the course will have to be covered by HEALTH, ACCIDENT and THIRD PARTY LIABILITY INSURANCE from the date of registration. This will also be checked by the Aliens Police. In the case of holders of Netherlands Government fellowships, this will be arranged as part of the fellowship. In other cases, the Student Affairs Office can make arrangements. The obligatory health insurance also pertains to family members. The premium for health, accident and liability insurance amounts to approximately Dfl. 85 per person (under the age of 40 years) per month.

**Accommodation:** There is a severe housing shortage in the very densely populated western part of The Netherlands. However, IHE has at its disposal a growing number of housing units for accommodating its participants. Participants are expected to stay in such IHE accommodation, if and when available. The rent for a single room amounts to approximately Dfl.500-650 per month.

**Living expenses:** Living expenses should be estimated (in 1992) for a single person at about Dfl. 1450-1600 per month. This amount covers items such as rent, electricity, heating, food, plus some expenditures for clothing and recreation. Participants who are accompanied by family members should have additional financial resources. In summary, the fixed cost of participation in IHE diploma courses, to be paid to IHE before the start of the course, are as follows:

Tuition fee	Dfl. 10,000
Field trip fee	Dfl. 2,500
Insurance premium	Dfl. 935
Lecture notes	Dfl. 300
Introductory programme	Dfl. 250
	<u>Dfl. 13,985</u>

**Fellowships:** The organizers have no fellowships at their disposal. Applicants are advised to request funding from appropriate sources as early as possible. Candidates are advised to check first with their employer or with their own government to determine if financing for their studies could be provided from local or other sources.

Candidates from developing countries professionally involved in development projects funded by foreign or multilateral aid are advised to enquire with the executing agency as to whether their participation could be funded from a training component of the project budget.

Donors that can be approached include the United Nations Organizations (UNESCO, UNEP, FAO and UNDP).

Applicants for such fellowships should contact the government ministry in their own country that maintains contact with these organizations.

Candidates from developing countries associated with the European Community in the context of the Lomé Agreement (ACP countries)\* can apply for fellowships made available by the European development fund. Information and application forms can be obtained from the Commission Delegate of the European Development fund in the candidate's own country.

A useful publication for candidates seeking assistance is UNESCO's international handbook of fellowships and educational exchange entitled 'Study Abroad.'

For further information, please write to the Student Affairs Office. Should you wish to consult former IHE participants from your own country, the registrar or the Dutch diplomatic representative in your country should be able to supply addresses,

Advanced studies: Contingent upon the availability of adequate funding advanced studies can be pursued by successful course graduates:

- (a) The M.Sc degree: Limited possibilities exist to extend the period of study with an additional 6-8 months to pursue an internationally recognized Master of Science (M.Sc.) degree.
- (b) the Ph.D degree: A Ph.D degree in Environmental Science and Master of Science degree in a subject area related to Environmental Engineering.

\* The ACP countries (in 1989) are:

Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Djibouti, Dominica, Equatorial Guinea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea Bissau, Guyana, Ivory Coast, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Niger, Nigeria, Papua New Guinea, Rwanda, St. Christopher and Nevis, St. Lucia, St. Vincent & Grenadines, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, Sudan, Surinam, Swaziland, Tanzania, Togo, Tonga, Trinidad & Tobago, Tuvalu, Uganda, Western Samoa, Varmatu, Zaire, Zambia and Zimbabwe.

Finally, apart from international educational activities within The Netherlands, IHE has accumulated considerable know-how and experience in education and training in the developing world itself. Tailor-made courses have been conducted in many different countries, and the advice of the Institute is increasingly sought after within the framework of local institution-building activities.

(a) Activities:

Regular diploma courses, M.Sc. and Ph.D programmes in Delft: The regular diploma courses, M.Sc. and Ph.D. programmes in the fields of Hydraulic Engineering, Hydrology, Transportation and Road Engineering, Sanitary Engineering, Environmental Science and technology and Water Quality Management are the backbone of IHE's activities. Each year, these courses and programmes are attended by hundreds of engineers, chemists, biologists and other professionals from all over the world.

Regular short courses in Delft: In addition, a growing number of short, specialised courses, with a duration from one week to two months, is conducted in Delft each year. Examples are courses in port management, irrigation management, low-cost water supply and sanitation, anaerobic waste-water treatment, ground-water modelling, urban drainage and applied ecology.

Tailor-made courses in Delft and abroad: At the request of national and international organizations, IHE develops, organizes and conducts tailor-made courses in Delft and abroad. Such courses are designed especially to meet the training needs of the target group concerned, in close consultation with the requesting organization. Often, financing of such courses is provided by bilateral or multilateral development funds.

- (b) Consultancy: Increasingly, IHE is asked to make its knowledge, know-how and experience available within the framework of development projects. In particular this is the case in the establishment or strengthening of local educational and training infrastructures. Services provided include project management, curriculum development, training of teaching staff and advisory services with regard to organization, staffing, equipment and facilities of science faculties and in-service training and research institutes. In addition, the IHE scientific staff participates regularly in identification, formulation, monitoring and evaluation teams within the framework of development projects in their areas of expertise.
- (c) Research: IHE carries out scientific research in its areas of competence, often in cooperation with universities and research institutes in The Netherlands and abroad.

Application form and further information may be obtained from:

International Institute for Hydraulic  
and Environmental Engineering  
P.O.Box 3015  
2601 DA Delft  
The Netherlands



**B.3 TRAINING IN SWEDEN/  
FORMATION EN SUEDE**

**ARCHITECTURE AND DEVELOPMENT**

**B.3.1 International Construction Management**

Medium of instruction: English will be the course language, but French is also spoken by the members of the course team.

Level: Postgraduate

Location: Lund

Duration: 1 March - 23 April annually (3)

Introduction:

**(a) Department of Construction Management**

The Department of Construction Management deals with the management of the whole building process - both in research and in undergraduate and postgraduate courses in the School of Civil Engineering, Lund University. Among the research projects in the department are: Computer aided estimating of building projects, especially for the design process. An estimating system has been developed at the department. Among other things it is used for deciding the sizes of government house loans in Sweden. Computer aided project planning, especially PC systems. Management of the construction site, e.g. how to involve the workers in the planning process.

**(b) Lund Centre for Habitat Studies**

The LCHS has two major tasks: to promote research in other departments in the Schools of Architecture and Civil Engineering and to carry out its own research. Two principal research areas are household energy, related to housing design, and construction related to climate and resource saving methods. LCHS maintains contact with individuals, groups, organisations and authorities who are active within the subject field. LCHS disseminates information about work done in developing countries, and research results. This takes place particularly in conferences, seminars and lectures of both national and international nature.

Objectives: The course objective is to deepen and extend the participants understanding of the professional role of engineers and planners when working with design and the realisation of projects which are a part of the development process in any country. In particular the constraints at different levels, which affect the working process will be discussed.

It is intended to develop the students' understanding of the interdisciplinary character of the construction process in general, and in particular within the housing sector.

The aim of the course is not to provide 'expert- education', but to provide a general framework to support future professional activities.

**Programme:** The course is structured to highlight the many diverse factors involved in the design and planning functions and the production of buildings and civil works in the context of development. For example, there is the disjunction between resource development, identified needs and the funding of demand or alternatively the 'lack of fit' between available resources and the 'technological norms'.

The course content will be as follows: The course is divided into four 'blocks', one week each, with lectures and seminars conducted by Lund University staff and invited experts. Their perspectives are discussed by the participants in view of their own experiences. Between the 'lecture' blocks are one week periods, during which the participants will undertake independent work to develop their knowledge on the themes and issues previously discussed and to prepare their reports.

There are four main themes covered in the 'lecture' blocks:

- a) Design of building
- b) Construction management
- c) Economy and financing
- d) Experiences and alternative perspectives

Within these overall themes a number of sub-issues such as:

- Technology as an instrument for development
- Building codes and international laws
- Management as an instrument for reaching development objectives
- Low-income housing
- Energy conservation will be discussed.

All discussions will be based on the economic and social context in developing countries. Lectures, seminars and tutorials will be used to maximize student involvement in this process. Students will be required to complete a group-report on aspects of construction which is directly related to the subject matter of the course and based their own experiences. The participants should be in Lund the entire period between 1 March and 23 April.

**Admission:** Candidates should be civil engineers, planners, administrators or government officials with at least two years relevant professional experience.

**Certificate:** Those participants who successfully complete the course will be awarded a certificate by Lund University. Within the Swedish university system, 20 points are granted.

**Deadline:** Application for the course should reach Lund before November 1, 1992.

Applications: The course description is preliminary. A more detailed programme will be sent out after the applications is processed.

Fees and Grants: A limited number of grants, covering living costs, will be offered. The course is offered free of charge, but the participants should arrange for accommodation separately. LCHS will help. The participants should also provide for the costs of student union fees, literature, copying etc.

Application forms and further information may be obtained from:

LCHS  
Lund University  
Box 118, S-221 00 LUND  
Sweden

### B.3.2 Architecture and Development

Medium of instruction: English will be the course language, but French is also spoken by the members of the course team.

Level: Postgraduate

Location: Lund

Duration: 15 March - 23 April

Introduction:

- (a) Department of Architecture and Development Studies The department carries out research and offers training at undergraduate and postgraduate level. The main focus is architectural design and planning in countries that are different from Sweden in terms of housing, architecture, climate and culture. Research is conducted on the planning process from proposal to evaluation and on related topics. Important areas of study include building with limited resources, technology transfer, self-help housing and professional construction.
- (b) Lund Centre for Habitat Studies The LCHS has two major tasks: to promote research in other departments in the Schools of Architecture and Civil Engineering and to carry out its own research. Two principal research areas are household energy, related to housing design, and construction related to climate and resource saving methods. LCHS maintains contact with individuals, groups, organisations and authorities who are active within the subject field. LCHS disseminates information about work done in developing countries, and research results. This takes place particularly in conferences, seminars and lectures of both national and international nature.

**Objectives:** The course objective is to deepen and extend the participants understanding of the professional role of engineers and planners when working with design and the realisation of projects which are a part of the development process in any country. In particular the constraints at different levels, which affect the working process will be discussed.

It is intended to develop the students' understanding of the interdisciplinary character of the construction process in general, and in particular within the housing sector.

The aim of the course is not to provide 'expert- education', but to provide a general framework to support future professional activities.

**Programme:** The course is structured to highlight the many diverse factors involved in the design and planning functions and the production of buildings and civil works in the context of development. For example, there is the disjunction between resource development, identified needs and the funding of demand or alternatively the 'lack of fit' between available resources and the 'technological norms'.

The course content will be as follows: The course is divided into four 'blocks', one week each, with lectures and seminars conducted by Lund University staff and invited experts. Their perspectives are discussed by the participants in view of their own experiences. Between the 'lecture' blocks are one week periods, during which the participants will undertake independent work to develop their knowledge on the themes and issues previously discussed and to prepare their reports.

There are four main themes covered in the 'lecture' blocks:

- a) Design of building
- b) Construction management
- c) Economy and financing
- d) Experiences and alternative perspectives

Within these overall themes a number of sub-issues such as:

- Technology as an instrument for development
- Building codes and international laws
- Management as an instrument for reaching development objectives
- Low-income housing
- Energy conservation will be discussed.

All discussions will be based on the economic and social context in developing countries. Lectures, seminars and tutorials will be used to maximize student involvement in this process. Students will be required to complete a group-report on aspects of construction which is directly related to the subject matter of the course and based their own experiences. The participants should be in Lund the entire period between 1 March and 23 April.

**Programme:** The course is structured to highlight the many diverse factors involved when considering the design and planning functions and the production of buildings in the context of development. For example, culture, climate, economy and history all affect the building process indirectly, but also directly through the supply of building materials, architectural

concepts and the organization of the building process. The course is not specially oriented towards international aid- projects, but they are considered. The course is run in parallel with the course 'International Construction Management' which is offered mainly for civil engineers.

The course content will be as follows: The course is divided into four 'lecture' blocks. One week each, with lectures and seminars conducted by Lund University staff and invited experts. Their perspectives are discussed by the participants in view of their own experiences. Between the 'lecture' blocks are one week periods, during which the participants will undertake individual work to develop their knowledge on the themes and issues previously discussed and to prepare their reports. The course will focus on Housing and Evaluation. There are four main themes covered in the 'Lecture' blocks:

- a) Strategies
- b) Design
- c) Actors
- d) perspectives

The process of urbanization creates immense building activity in the formal as well as in the informal sector. The course will highlight different policies and methods for providing housing and services. Principles for upgrading, provision of site and services, rehabilitation and infill will be discussed with examples from different countries. Self evaluation is the most common method of post-graduate training, but is very often done by intuition. The course aims to provide a more analytical and systematic framework for self evaluation useful for professional architects/planners to evaluate their own efforts.

All discussions will be based on the economic and social context in developing countries. Lectures, seminars and tutorials will be used to maximize student involvement in this process. Students will be required to complete a report on aspects of housing which are directly related to the subject matter of the course and based on their own experiences.

**Admission:** Candidates should be architects, planners, administrators or government officials with at least two years professional experience.

**Certificate:** Those participants who successfully complete the course will be awarded a certificate by Lund University. Within the Swedish university system, 20 points are granted.

**Deadline:** Application for the course should reach Lund before November 1, 1992.

**Applications:** The course description is preliminary. A more detailed programme will be sent out after the applications is processed.

**Fees and Grants:** A limited number of grants, covering living costs, will be offered. The course is offered free of charge, but the participants should arrange for accommodation separately. LCHS will help. The participants should also provide for the costs of student union fees, literature, copying etc.

Application forms and further information may be obtained from:

LCHS  
Lund University  
Box 118, S-221 00 LUND  
Sweden

B.4 TRAINING IN THE UK

B.4.1 UNIVERSITY OF BRADFORD

B.4.1.1 Doctoral Programme:

Medium of instruction: English; Where English is not the main language or language of education of the applicant, evidence must be produced that the command of English is adequate to commence research studies.

Level: Postgraduate

Location: Bradford

Duration: 3 Years

Objectives: The Development and Project Planning Centre was established in 1969 with the aim of focusing attention on project planning and management in developing countries. The Centre has acquired a reputation in the areas of development planning and policy, and in the application of integrated techniques of project appraisal. The Centre's staff cover a range of academic disciplines with specialization in development related studies, and have extensive overseas experience.

The Doctoral Programme The Doctoral Programme is followed by all those registering for an MPhil or PhD and is designed to assist research candidates in the successful completion of their theses.

The programme involves taught courses, research seminars and individual study under the guidance of two supervisors. A typical three-year programme of research is shown in panel.

**Three-year programme of research for Doctoral Candidates:**

Year 1: Training in Research Methods Research Outline and Methodology Literature Review;

Year 2: Background Material, Data Collection/Fieldwork, Initial Results;

Year 3: Analysis, Final Writing and restructuring, Thesis Presentation and Examination.

The taught elements are concentrated in the first year of the Programme and include components on research methods, data collection, statistical analysis and modelling. They also include and introduction to computing facilities and current software packages. Their purpose is to impart research skills that will be of interest in the future as well as of immediate use in relation to specific research topics. On the advice of supervisors, research candidates can also follow taught courses on the Master's Degree programmes.

Throughout the Programme, an evaluation of progress by both students themselves and staff is conducted through meetings of each student's individual Student Review Board.

Research Topics There is no restriction on the research topic which applicants may propose. However, the Department will have to assess whether it falls within the present areas catered for in the provision of research facilities and within the current interests and knowledge of staff members who may act as supervisor.

Types of Registration Research students registering on the Doctoral Programme need to begin at the University of Bradford in October. The normal pattern for those aiming for PhD degrees is to allow three years of full time internal registration. Nearly all of this time will be spent at the University except for fieldwork periods.

Students wishing to complete a thesis at the MPhil level also normally come to the University of Bradford for a period of full time internal registration of approximately 18 months in order to become involved in the Doctoral Programme activities.

However, it is recognized that this 'best-practice' for research registration is not always feasible for reasons relating to an individual's employment or personal circumstances. Candidates can exceptionally be registered on a mixed registration basis involving periods of internal registration at Bradford and periods of extramural registration outside Bradford. In these cases candidates will be expected to attend for an initial minimum period of 6 months and preferably one year of full-time internal registration, to follow the taught elements of the Doctoral Programme.

Entrance Requirements (PhD and MPhil - Procedures) Applicants must have a high level of academic ability, a genuine interest in research and must satisfy the appropriate Ordinances of the University. Minimum academic qualifications are a higher degree from an approved University or a first or second class undergraduate degree. Preference is given to candidates who have completed postgraduate study or who have substantial, relevant practical experience. Candidates with no research experience will be registered for a Master's research degree in the first instance, their registration being transferred to doctoral Registration when the student Review Board is satisfied that their research ability has reached the necessary standard. Similarly, applicants with appropriate practical experience may be registered initially for the degree of Master by research with the understanding that this may similarly be transferred to Doctoral registration when adequate competence has been demonstrated. Applicants may also apply for MPhil degrees by research and the completion of a thesis. Normally candidates would be expected to complete their MPhil thesis in 18 months of full-time studies, occasionally less. However, they must be presented within 2 years.

Fees and Expenses: Current details of University tuition fees and other expenses can be supplied on request. The University requires candidates to provide before admission, documentary evidence of financial support. The University is unable to provide scholarships or financial assistance to research students.



Application Procedures Applicants should submit a written application including:

- (a) A research proposal of between 500 and 700 words outlining the research area , the background to the intended study, the main research objectives and the methodology to be applied.
- (b) A statement of how the research would be carried out, the sources of data to be used, how access to them would be obtained, and how the proposed study is to be financed. Applicants may also include any written reports or papers they have produced, and any other information they consider relevant.
- (c) A curriculum vitae.
- (d) Copies of transcripts of relevant qualifications.
- (e) The names and addresses of three referees at least two of which must be at academic institutions where the candidate has studied.

Note: The following additional sources of information are available on request:

- (a) MSc in Macro-economic Policy and Planning
- (b) MSC in National development and Project Planning
- (c) Staff Publications and research Interests
- (d) Post-Experience Courses.

Application forms and further information may be obtained from:

Postgraduate Admissions Office  
Development and Project Planning Centre  
University of Bradford  
West Yorkshire  
England  
BD7 1DP

B.4.1.2. Agricultural and Rural Project Management with Micro-Computer Applications

Medium of instruction: English

Level: Postgraduate

Location: Bradford

Duration: 26 April - 16 July 1993

Course Aims and objectives There is no general formula or prescription for solving the problem of managing people and resources but there are concepts and techniques which can help managers understand and cope with the problems that confront them. This course aims to develop managers through mastery of these concepts and techniques.

On completion of the course it is expected that course participants will be able to :

- (a) assess the management implications of project plans and other associated project documents (such as the project credit agreement);
- (b) schedule project activities for implementation and assess the resource use implications of different schedules;
- (c) identify the merits of alternative arrangements for project organisation and management;
- (d) demonstrate improved ability in staff management and interpersonal skills;
- (e) design and implement a project monitoring system; and
- (f) apply appropriate procedures for financial planning, management and control.

The course also aims to help managers develop themselves by identifying, prioritising and fulfilling individual learning objectives. Personal development is a key part of the course. Participants will meet with course tutors early in the course to develop an individual study programme. They will also prepare a short written report on their achievements under this programme.

Programme: The course structure is as follows: Participants are strongly recommended to arrive in Bradford in time to be the guests of DPPC at some informal social occasions on Saturday and Sunday, 24 and 25 April. These activities form a relaxed and sociable introduction to DPPC and group members which is very beneficial to the course.

The course programme comprises nine distinct but interrelated areas:

- (a) Introduction - Management and Development
- (b) The Project Approach
- (c) Behavioral Aspects
- (d) Organizations and Management
- (e) Implementation Planning
- (f) Management Development
- (g) Financial Management
- (h) Resource Management
- (i) Project Management in Different Contexts

Course participants Course participants will have some previous experience of agricultural and rural development, although not necessarily in a management position. They currently have (or expect to have)

responsibilities linked to the management of agricultural and rural development projects. They generally work for organisations such as:

- (a) agricultural and rural development projects (often in the management unit)
- (b) Ministries and departments of Agriculture and Livestock Development
- (c) Agricultural and Rural Development Corporations
- (d) parastatal authorities involved in crop, live-stock or forestry production or marketing
- (e) agricultural development banks, or other similar banks designed explicitly to serve the rural sector of the economy
- (f) management development and training organisations (or sections of organisations concerned with these functions)

Accommodation and fees: participants in the course will live in a university hall of residence. There is no accommodation for husbands, wives or families. The fee is £7,075. This covers the cost of tuition, accommodation in Bradford and elsewhere during course visits, and all materials provided as part of the course.

A daily allowance of at least £15 is recommended for living expenses, and funds should be available for books, warm clothing, baggage and other incidental costs of between £5-7.00.

Application forms and further information may be obtained from:

Postgraduate Admissions Office  
Development and Project Planning Centre  
University of Bradford  
West Yorkshire  
England  
BD7 1DP

#### B.4.1.3. Environmental Impact Assessment and Project Appraisal in Developing Countries

Medium of instruction: English. See also B.4.1.1.

Level: Professional

Location: Bradford

Duration: 26 April - 28 May 1993

Objectives: The course, like its predecessor, aims to provide participants with a practical knowledge of the procedures and methods for assessing the environmental impacts of development policies, programmes and projects, within a sustainable development framework.

It uses a combination of lectures, group work (using real world case studies based on developing country experience) and industrial and other visits.

Contributors to the course include representatives of aid agencies, environmental consultancies, and specialists in environmental assessment and project appraisal.

**Programme:** The course will be structured on the following themes:

- (a) Development and the Environment:  
Concept of sustainable development and environmental management. reconciling economic development, control of pollution, and maintenance of the natural resource base. The benefits and costs of environmental protection. Introduction to project appraisal methods and cost-benefit analysis. Introduction to environmental impact assessment practices and methods.
- (b) Sectoral Aspects of Environmental Impact Assessment  
Environmental processes and economic sector profiles. Consideration of environmental pressures at the sectoral level (agriculture, industry, transport, mining, tourism, water supply). Sectoral assessment of environmental impacts, including health impact. Waste treatment and control processes.
- (c) Environmental Impact Assessment Techniques and project Appraisal  
Environmental impact assessment (EIA) procedures and methods. Case studies and group exercises in EIA. Hazard analysis and risk assessment. The valuation of environmental costs and benefits and their inclusion in project appraisal - cost benefit analysis.
- (d) Environmental Impact Assessment: Implementation and Policy  
Processes for reporting environmental assessments. Monitoring plans. Procedures for EIA used by international and bilateral development organisations. Environmental assessment at the programme level. Economic policy and environmental management.

**Course Participants** The course is intended for persons involved with development projects and policy formulation, who wish to ensure that environmental considerations are evaluated in a systematic manner and incorporated into the decision-making process. It is also intended for those in environmental ministries and agencies with interests in, or responsibilities for, the environmental assessment of development programmes and projects. The course will benefit government administrators, project planners and managers, staff of international development institutions, and members of aid agencies and non-governmental organisations, who wish to obtain a better understanding of the role of EIA and environmental management in the development process. Participants need not have had previous experience of EIA.

**Fees and Accommodation** The course fee is £3,400. This covers the cost of tuition, course materials, and accommodation. An additional allowance is recommended for living expenses. Further information will be provided to applicants.

Application forms and further information may be obtained from:

Postgraduate Admissions Office  
Development and Project Planning Centre  
University of Bradford  
West Yorkshire  
England  
BD7 1DP

B.4.2 UNIVERSITY OF MANCHESTER

INSTITUTE FOR DEVELOPMENT POLICY AND  
MANAGEMENT

B.4.2.1 Master's Degree (MSc) in Human Resources Development

Medium of instruction: English

Level: Postgraduate

Location: Manchester

Duration: One year full-time from late September to October the following year.

Objectives: The course will enable participants to develop:

- (a) a critical understanding of concepts and techniques involved in management, training and planning
- (b) skills in data analysis
- (c) insights into process of policy analysis and formulation.

The course is intended primarily for those involved in the administration and management of development activities in developing countries. This includes government officials, the employees of parastatal organisations, the staff of bilateral and multilateral development agencies and those working for non-governmental organisations.

Programme: All students follow a compulsory core course. In addition they choose one of two units from the Faculty of Education and two full units from IDPM. (Two half course units make up one full course unit).

- (a) Core Course (full unit)  
The impact of socio- economic changes on HRD
- (b) Faculty of Education (full units)  
Educational Development and Planning  
Adult Learning

(c) IDPM (all half units)

Term I:

- Management of Training
- Human Resource Planning I
- Personnel Management I
- Microcomputers in Administration and Management
- Organizational Behaviour

Term II:

- Changes in Training Provision and Trainer Role
- Human Resource Planning II
- Human Resource Planning in Organisations (1993-94 onwards)
- Personnel Management II
- Development Policy
- Information Systems and New Technologies
- labour Relations

- (d) Workshops Optional (non-assessed) workshops will be held in a variety of related subjects (such as Communication and Presentation Skills, Macro-economic Policy, transactional Analysis). In addition basic computer workshops will be run to introduce students to wordperfect, spreadsheet, Dbase etc. Course related field visits are made to a variety of institutions in NW England and London, the costs of which are included in the overall fee.

Admission: Applicants should hold a good first degree or an equivalent qualification (e.g. a Postgraduate Diploma) in a relevant discipline from an approved university. Admission of candidates who do not meet this criterion may be approved if satisfactory evidence of postgraduate study, research or professional experience can be provided. An acceptable level of spoken English and comprehension is essential.

Assessment:

- (a) Course work One graded essay per half unit (total 4 per term) and one two hour examination paper for each IDPM half unit.
- (b) Dissertation A dissertation must be submitted by 1 October. The topic should be related to one or more of the modules and agreed by the Programme Director. Students are encouraged to consider their dissertation topic before they register for the course and to bring any necessary materials from their home country with them.

Award: Participants are assessed on the basis of course work and dissertation. The award for successful completion of the programme is an MSc (HRD) of the University of Manchester. The MSc (HRD) may be awarded with distinction.

Funding: Applicants are normally sponsored by their employers, governments, or aid agencies, including the EEC, OECD, UN and World Bank. Applications from private individuals are considered. Advice on the availability of British Technical Co-operation Training awards can be obtained from British Embassies, High Commissions or British Council Representatives.

Each year one or two Overseas Development Administration Shared Scholarship Scheme awards (ODASSS awards) are available to outstanding applicants from the non-government and private sectors who are under 35 years of age.

Application forms and further information may be obtained from:

Institute for Development Policy and Management  
University of Manchester  
Crawford House, Precinct Centre  
Oxford Road  
MANCHESTER M13 9QS  
United Kingdom

**B.4.2.2. Postgraduate Diploma in Development Administration**

**Medium of instruction:** English

**Level:** Postgraduate

**Location:** Manchester

**Duration:** September to June (annually)

**Objectives:** The aim of the course is to provide practising administrators with an opportunity to extend their professional capability through the study of the theory and practice of public administration, development and the management of development. An issued-centred approach is emphasised which encourages study fellows to relate their professional experience to academic studies of the problems of development, management and administration.

**Programme:** The course is structured to allow a study fellow to combine three compulsory courses in development studies with several specialised optional subjects. Each study fellow also participates in field work activities in the UK and other countries and undertakes an additional workshop in communication skills.

- (a) **Compulsory Courses** (full course units)
  - Administration and Politics
  - Economic Policy and Planning
  - Social Policy and Planning
- (b) **Compulsory Course** (half course unit)  
The Management of Information
- c) **Options** (half course unit)  
Participants choose ONE of the following options:
  - Decentralisation and Rural Development
  - personnel Management
  - Comparative Public Policy Analysis
  - Organisations and Management
  - The Management of Data

- Financial Management
- Industrial Policy and Development

d) Communication Skills

e) Fieldwork Activities

**Admission:** These are in accordance with the regulations of the faculty of Economic and Social Studies and applicants should possess a degree from an approved university.

The programme is designed for senior public officials and applicants should have substantial administrative experience, but applications will be considered from candidates with an interest in the fields of public and development administration. At the advanced level a crucial factor is ability, both written and spoken, in the English language. Candidates from countries where English is not a major language in communication may be required to take the University Test in English. The University, in conjunction with the British Council, arranges pre-course English tuition where necessary.

**Award** The award for the successful completion of this programme is a Diploma of the Faculty of Economic and Social Studies. The Diploma may be awarded with distinction. Assessment in the Diploma is carried out through a series of written assignments and examinations.

**Applications and Scholarships** Applicants are normally sponsored by their employers, governments, or aid agencies, including the EEC and World Bank. Applications from private individuals will be considered. Advice on the availability of British Technical Co-operation Training awards can be obtained from British Embassies, High Commissions or British Council representatives. Application forms and course costs are available on request from Jayne Hindle, Programme Administrator.

**Note: Master's Degree Studies:** The Institute for development Policy and Management mounts an MA(Econ) in Development Administration and Management and an MSc programme in Human Resource Development. The Department also participates in the teaching of the MA (Econ) in Development Studies and the MA (Econ) in Economics and Management of Rural development (in the Faculty of Economic and Social studies). Candidates with a good social science degree may apply for direct entry, but a good performance in the Department's Diploma also constitutes an entry qualification. Diploma candidates who envisage entry into a Master's degree should secure financial support and leave of absence for a two year period.

Application forms and further information may be obtained from:

Institute for Development Policy and Management  
University of Manchester  
Crawford House, Precinct Centre  
Oxford Road  
MANCHESTER M13 9QS  
United Kingdom



**B.4.2.3. Advanced Diploma in training and Development for the Public Sector**

**Medium of instruction:** English

**Level:** Postgraduate

**Location:** Manchester

**Duration:** September - June (annually)

**Participants:** The programme meets the needs of a range of people in roles concerned with training and development of human resources from a variety of academic and technical backgrounds. The Dip TD programme attracts people with higher degrees in management and administration who now seek professional qualifications in the area of training. It also caters for those with fewer formal qualifications but extensive experience who wish to consolidate and up-grade their credentials.

The Dip TD programme is an excellent vehicle for those wishing to pursue a Masters degree but lack necessary entrance requirements. The number of applicants on the Dip TD who proceed directly to higher degree programmes increases annually, thereby suggesting a valuable consolidated route for academic and professional enhancement.

Generally the programme attracts two main groups:

- (i) those who are based in training centres and institutes (including institutes of public administration and development management), with either managerial or direct training responsibilities;
- (ii) those who are responsible for planning and managing training in Government ministries or in large organisations including public enterprises and corporations.

**Programme:** The Diploma in Training and Development (Dip TD) programme combines academic study and professional development in training. the programme integrates theory and practice of training and its environment, with reference both to Western. far East and developing contexts.

Academic elements demand disciplined application of self study and group study techniques. These include the examination of concepts and criticism of thinking as well as investigative assignments and presentations. Professional aspects are addressed through skill-oriented workshops, on such topics as training needs analysis, programme design, training methodology, and microcomputers.

- (a) **Content:** The course work consists of three broad and inter-related areas:

- (i) Adult Learning and Development
- (ii) Systematic Training
- (iii) Improving Organisational Performance.

Throughout course work, a major concern is to relate study of the above and specially introduced topics to real situations in participants' own organisations and countries.

(b) Special Projects and study Visits. The Dip TD programme takes advantage of a variety of off-campus opportunities for personal and cross-cultural learning. In recent years these have included:

- (i) residential study visits in London
- (ii) a four-day outdoor management development exercise in the Derbyshire Peak district.
- (iii) extended projects studying training departments of public organisations in the North West of England.
- (iv) 'third culture' visits to investigate public sector training in different environments, eg, to Ireland and to Cyprus.

These activities - through the intensity, freshness or comparative focus they offer - often remain highlights in participants' study experience.

Admission: Applicants must satisfy the requirements of the Faculty of Education and:

- (i) have graduated in an approved university or have satisfied the University of Manchester's educational requirements for entry on a course for a degree higher than that of Bachelor or
- (ii) hold other qualifications satisfactory to the Board and Senate.

Applicants should have direct experience in management or training, preferably in the public sector, or plan career-wise to move into HRD. It is possible to consider applicants who do not possess appropriate formal qualifications, if they have exceptional experience and/or responsibilities in the training field. Applicants from countries where English is not a major language of communication will be required to take the University's test in English, and if necessary, to undertake further English tuition.

Dip TD is a postgraduate level programme and applicants will be accepted only if they appear to have the necessary background to cope with the academic demands of the programme.

**Note:**

- (a) The Institute of Training and Development (UK) HRD Diploma in Training Management: The programme of study for the Dip TD is recognised by the Institute of Training and Development (ITD) as fulfilling the conditions of eligibility to sit for the Institute's Diploma in Training Management examinations. Participants who wish to undertake the DTM will be required to pay a fee to ITD(UK) for registration and examination.

It is thus possible for a participant to acquire two diplomas in nine months of study at Manchester: the University's academic Diploma in Training and Development for the Public Sector, and the Institute of Training and Development's professional HRD Diploma in Training Management.

(b) Higher Degree Courses:

An increasing number of participants successfully completing Dip TD who demonstrate ability to study at postgraduate level proceed directly to the MSc programme in Human Resource Development or the MA in Development Administration and Management or in Economics and Management of Rural Development, all offered by the Institute for development Policy and Management.

Funding: Applicants are normally funded by their own government or organisation, or by external aid agencies. The University of Manchester unfortunately cannot offer scholarships. Advice on availability of British Technical Co-operation Training awards can be obtained from British Embassies. High Commissions or British Council representatives. Advice on the availability of funding by other bilateral or international aid agencies can usually be obtained from their local offices.

Application forms and further information may be obtained from:

Institute for Development Policy and Management  
University of Manchester  
Crawford House, Precinct Centre  
Oxford Road  
MANCHESTER M13 9QS  
United Kingdom

B.4.2.4 Master's Degree (MA Econ) in Development Administration and Management

Medium of instruction: English

Level: Postgraduate

Location: Manchester

Duration: The programme runs annually from late September to late September and requires 12 months residence in Manchester.

Objectives: This programme provides participants with an opportunity to deepen their understanding of management, planning and policy-making in developing countries and to enhance their professional competence by acquiring a set of relevant analytical techniques and methods. Managerial, economic, social and political aspects of development are examined and participants are encouraged to relate their personal experience in development administration to a range of conceptual frameworks and to

consider the appropriateness of different techniques for the solution of development problems.

**Participants:** The course is intended primarily for those involved in the administration and management of development activities in developing countries. This includes government officials, the employees of parastatal organisations, the staff of bilateral and multilateral development agencies and those working for non-governmental organisations.

Applicants who have no work experience but who intend to pursue a career in the development field will also be considered.

**Programme Structure:** All students follow a compulsory core course. In addition they pursue three further full course units from the list of optional courses. (Two half unit courses make up one full course unit).

(a) **Core Course:**

Perspectives on Development (full unit)

(b) **Optional Courses**

- Public Sector Management and Administration (full unit)
- Analysing Public Policy (half unit)
- Development Policy (half unit)
- Planning and Managing Rural Development (half unit)
- Agrarian Systems and change (half unit)
- Decentralisation and participation in development (half unit)
- Gender and Development (half unit)
- Human Resource Planning in Organisations (half unit)
- Personnel Management (two half units)
- Information Systems and New Technologies (half unit)
- Microcomputers in Administration and Management (half unit)
- Managing Environmental Change (half unit)

**Dissertation:** In addition to written assignments and examinations study fellows must also complete a 10,000 word dissertation, on a topic of their choice approved by the programme Director. Students are encouraged to base their dissertations on topics of direct professional concern to themselves and should bring any necessary materials and documents from their home country with them.

**Practical Exercises and Field Visits:** In addition to academic studies, participants can pursue non-assessed options on financial management and project planning and make field visits to UK government and non-government agencies and other countries. In recent years this has included field visits to Italy and the Gambia.

**Admission:** Applicants should hold a good first degree or an equivalent qualification (e.g. a Postgraduate Diploma) in a relevant discipline from an approved university. Admission of candidates who do not meet this criterion may be approved if satisfactory evidence of postgraduate study, research or professional experience can be provided. Students who do not meet these requirements may register for a nine-month Postgraduate Diploma in Development Administration and subsequently proceed to the Master's degree if they obtain satisfactory results.

**Award:** participants are assessed on the basis of course work (essays and projects), examinations and dissertation. The award for successful

completion of the programme is an MA (Econ) of the Faculty of Economic and Social Studies of the University of Manchester. The MA (Econ) may be awarded with distinction.

**Funding:** Applicants are normally sponsored by their employers, governments, or aid agencies, including the EEC, OECD, UN and World bank. Applications from private individuals are considered. Advice on the availability of British Technical Co-operation training awards can be obtained from British Embassies, High Commissions or British Council Representatives.

Each year one or two Overseas Development Administration Shared Scholarship Scheme awards (ODASSS awards) are available to outstanding applicants from the non-government and private sectors who are under 35 years of age.

Application forms and further information may be obtained from:

Institute for Development Policy and Management  
University of Manchester  
Crawford House, Precinct Centre  
Oxford Road  
MANCHESTER M13 9QS  
United Kingdom

#### **B.4.2.5 Training for Trainers:**

**Medium of instruction:** English

**Level:** Senior Training Professionals

**Location:** Manchester

**Duration:** 12 weeks, (annually (3)

**Objectives:** to help participants to enhance their performance in three areas. The study programme aims to provide participants with learning opportunities to enhance their performance in three areas:

- (a) Managing the training function
- (b) Implementing training activities
- (c) Contributing to organisational performance

To be effective in these roles, the trainer needs to develop:

- (i) the skills and knowledge to specify training needs, to plan and design appropriate training, to carry out and manage training activities, and to assess the results of training; and
- (ii) the ability to ensure that training function contributes effectively to the organisation's development, so as to strengthen organisational performance.

**Learning experiences:**

- (a) **Managing the Training Function**
  - Managing training institutes, departmental training, staff development.
  - Influencing decisions about training
  - Identifying training needs, including manpower issues
  - The economics of training
  - Uses and misuses of training
- (b) **Implementing Training Activities**
  - Translating organisational requirements into learning opportunities and objectives
  - Designing programmes which relate training methods to learner needs
  - Reviewing training activities
  - Concepts of adult learning
- (c) **Contributing to Organisational Performance**
  - Influencing management toward training and development
  - Understanding organisational behaviour
  - Managing change and conflict
  - Management development
  - The learning organisation

**Programme resources:** In addition to assignments and tutorials undertaken with IDPM staff, participants in previous programmes have made use of the Institute's resources, including:

- Audio-visual aids in teaching
- Hands-on use of micro-computers: applications in management and training
- Study visits to public sector organisations and professional training centres in the UK
- a three day Outdoor Management Development experience in Derbyshire Peak District.

**Participants:** The study programme attracts trainers from developing countries, including:

- (a) managers of training, responsible for the development and implementation of training activities; and
- (b) staff of training institutions including institutes of public administration and development management and of training centres of public and private organisations.

**Awards:** The programme demands a high level of ability and commitment. Certificates of the University of Manchester are awarded to participants who successfully complete the programme. In addition, participants may apply for the Certificate in Training and Development offered by the Institute of Training and development (UK).

**Fees:** This programme is residential. The composite programme fee is approximately £6,950 which includes accommodation in Manchester and all field work expenses.

The Institute recommends at least a further £1,750 to cover all meals, books and warm clothing expenses, arrival and departure expenses, and medical and personal insurance (for independently sponsored study fellows).

Funding: Applicants are normally funded by their own government or organisation, or by external aid agencies, but applications from private individuals will be considered. The University of Manchester unfortunately cannot offer scholarships. Advice on availability of British Technical Co-operation Training awards can be obtained from British Embassies, High Commissions or British Council representatives. Advice on the availability of funding by other bilateral or international aid agencies can usually be obtained from their local offices.

Application forms and further information may be obtained from:

Institute for Development Policy and Management  
University of Manchester  
Crawford House, Precinct Centre  
Oxford Road  
MANCHESTER M13 9QS  
United Kingdom

B.5 TRAINING IN THE USA/FORMATION AUX ETATS-UNIS

CENTRE FOR INTERNATIONAL COMMUNITY HEALTH STUDIES

Emergency Medical and Disaster Systems

Medium of instruction: English

Level: Post-experience

Location: Farmington

Duration: 29 September - 17 November 1993

Introduction: Emergency Medical Services (EMS) are critical in order to diminish the loss of life, productivity, and resources that accompany sudden and serious illness and injury to individuals, communities, and populations. EMS systems have evolved only very recently in many parts of the world, and there is great disparity between communities, regions, and countries in the adequacy and stability of these systems. This course identifies the components important to all EMS and Disaster Systems and prioritizes them according to local needs and resources. The course also focuses on the identification of the sectors and services that must interact effectively in order to maximize available resources. It will equip participants with the knowledge and skills needed to improve emergency care and disaster relief in their nations, regions, and communities.

Objectives: To enable participants to:

- assess the status of their communities with regard to the basic elements of an EMS system, identify available resources, and prioritize the acquisition of new resources;
- structure a management programme for the system, including monitoring performance, cost and benefit, and identifying changing needs over time;
- convene the proper combinations of governmental, medical, volunteer, and commercial interests to implement system changes;
- structure disaster preparedness pertinent to their regions and to execute preparedness drills.

Programme: Course content will be as follows:

- Essential elements of Emergency Medical Services (EMS) system
- National, regional, and local assessment of available resources
- Establishing priorities for urban, suburban, and rural environments
- Management of EMS systems
- Technology in EMS



- Linking diverse sectors including government, private, volunteer, and military
- Interdisciplinary interaction and roles
- Participation of international, bilateral, and non-governmental helping agencies
- Case studies of successful and unsuccessful responses to emergencies and disasters
- EMS assessment methodologies
- Patient care skills training
- Ground and aeromedical systems
- Finances in EMS systems
- Data needs in EMS
- Anticipating, planning, and testing for disasters
- Field and hospital experience

**Participants:** This course is for administrators, managers, supervisors, and service providers in government, public health, hospital and health care facilities, public safety, international and non-governmental organizations, civil preparedness and related institutions who have interest in or responsibility for improving care for the acutely ill or injured; trainers and paramedic, auxiliary, and community service personnel; and public policy-makers.

**Certificates:** Participants who satisfactorily attend the required classes and complete their home-country projects will be awarded University of Connecticut Health Centre certificates. **Special Requirements:** All participants must have evidence of a minimum English-language score (TOEFL score of 500 or above or ALIGU score of 80 or above). Participants must present a certificate of good health, signed by their superior and medical officer.

**Fees:**

- |  |           |
|--|-----------|
| - Instructional fees:.....   | \$5,500.0 |
| (Payable to the University of Connecticut Centre)  |           |
| - Other course expenses (Payable to the participant)   |           |
| Field trip transportation/registration fees (1)....  | \$ 500.00 |
| - Medical Insurance (2).....   | \$ 200.00 |
| - Round-trip Airfare to Hartford, Connect.: Varies   |           |
| - Per Diem: Varies according to funding agency   |           |
| (a) Field trip travel expenses will vary according to site and conference registration fees.                         |           |
| (b) Amount may be higher depending on age and length of stay in the U.S.A.   |           |
| (c) Per diem calculation should include an estimated four nights spent away from the home base while on field trips. |           |

**Funding:** Many agencies and institutions may be contacted regarding scholarships. Past participants have been funded by their home governments, private foundations, bilateral agencies (e.g. USAID and its contractors, GTZ, SIDA) and international donor organizations such as UNDP, UNFPA, UNICEF, WHO, and The World Bank. All requests for financial assistance should be made directly to these organizations. The University of Connecticut is unable to provide financial assistance.

Application forms and further information may be obtained from:

Assistant Director  
CICHS  
Department of Community Medicine  
University of Connecticut Health Centre  
Farmington, CT 06030-6330 U.S.A.

C. OTHERS/AUTRES

C.1 Catalog of Training Videos

- C.1.1 Management Development
- C.1.2 Equal Employment Opportunity
- C.1.3 Sexual harassment
- C.1.4 Supervisory Training
- C.1.5 Quality Improvement
- C.1.6 Communications
- C.1.7 Substance Abuse
- C.1.8 Labour Relations
- C.1.9 Arbitration
- C.1.10 Motivation

Further Information may be obtained from:

The Bureau of National Affairs, Inc.  
9439 Key West Avenue  
Rockville, Maryland,  
U.S.A. 20850

C.2 AFRO-ASIAN RECONSTRUCTION ORGANIZATION

Technical Work Programme: In the light of the objectives and functions of AARRO in the task of promotion of development of rural areas, AARRO has been pursuing various technical programmes.

The development of rural areas encompasses a comprehensive field of activities and as such needs continuing efforts through the policies and programmes of the national governments of the member countries. In that background, in order to bring certain aspects of the rural development under sharper focus, the activities of AARRO during the triennium 1991-93 will be confined to selected areas of human resource development, exchange of expertise, provision of technical expertise and inclusion of such programmes as lead to integrated rural development.

During triennium 1991-93, besides streamlining the existing activities in different fields of training, workshops/seminars, exchange of expertise, dissemination of information etc., the approach will be to initiate such new activities as have field reorientation. A brief write-up on these programmes is given below:

- (a) Human Resource Development: To fulfil its obligations for the development of the rural areas, AARRO has been keenly pursuing various technical programmes. Keeping in view the shortage of technical know-how and skills on the one hand and the need for human resource development and requirement of trained manpower for the member countries of the region on the other, organization of special training programmes is one of the important components of technical work programmes. The training in different fields of rural development, agriculture, marine products development, land

reforms, small industries, cooperatives and agricultural statistics is arranged for persons nominated by the member country governments as regular programmes at leading institutes in India, Arab Republic of Egypt, Republic of China, Republic of Korea, Malaysia and Japan. The total number of slots available for these training programmes is 97.

- (b) Workshops/Seminars: Recognising that international seminars and workshops usefully serve as the fora for mutual exchange of expertise amongst the participating nations as also help in evolving an appropriate conceptual framework for technical programmes, emphasis is being laid on organising seminars and workshops on such topics as have direct bearing on the problems and various aspects of rural development in the developing countries.
- (c) Financing of the Training and Workshops/Seminars Programmes: The expenditure in respect of international airfare, boarding and lodging of the nominees from the member countries for attending the training programmes, workshops/seminars is met by AARRO with the assistance of the host countries. The liability of the member countries is confined only to some out-of-pocket expenses for their nominees sponsored to such programmes.
- (d) Participative Programmes - Study Visits: Under this programme assistance is given to facilitate deputation of technical teams from a member country to another member country to study the existing facilities and/or examine the possibilities of technical collaboration or assistance in specific fields where such assistance could be provided by other member countries. These study visits are undertaken on cost sharing basis with the member country sponsoring the experts for such visits.

Membership: All countries of Africa and Asia which are full or associate members of the UN or any of its specialised agencies can join AARRO as its Full Members. Countries falling outside the Afro-Asian Region, as well as Organizations and Foundations can also join as Associate Members. The Membership can be government, by a governmental or non-governmental ex-level organization of farmers and other rural people interested in rural development. Presently, the membership of the Organization stands at 22 as under - 10 from Africa and 12 from Asia. Besides, The Institute for rural Development (Kenya) is an Associate Member:

- (a) Africa (10): Egypt (Arab Republic of); Ethiopia (People's Democratic Republic of); Ghana (Republic of); Kenya (Republic of); Libya (The Great Socialist People's Libyan Arab Jamahiriya); Mauritius; Morocco (Kingdom of); Sierra Leone (Republic of); Sudan (Republic of).
- (b) Asia (12): China - Taiwan - (Republic of); India (Republic of); Iraq (Republic of); Central Union of Agricultural Cooperatives (CUAC); Japan; Jordan (Islamic Kingdom of); Korea (Republic of); Lebanon (Republic of); Malaysia; Oman (Sultanate of); The Philippines (Republic of); Syria (Arab Republic of); Yemen (People's Democratic Republic of).

- (c) Associate Member: Institute of Rural Development, Kenya  
Members enjoy equal rights and are expected to fulfil their financial obligations. Associate members, however do not have voting right.

Further information may be obtained from:

Afro-Asian Reconstruction Organization  
A-2/3/, Safdarjung Enclave  
New Delhi - 110029  
India

C.3 MANANGA AGRICULTURAL MANAGEMENT CENTRE 1993 PROGRAMME

Title:	Duration:	Deadline:
Management of Non-Governmental Organisations	12 April - 7 May	1 February 1993
PC53 Management Development Programme	17 May - 18 June	15 March 1993
MED3 Management of Enterprise Development	17 May - 18 June	15 March 1993
EM2 Extension Management	5 July - 6 august	3 May 1993
CM8 Computers in Management	5 July - 6 August	3 May 1993
SM16 Senior Managers Programme	16 August - 10 September	14 June 1993
WDM1 Women in development Management	20 September - 22 October	19 July 1993
MRD6 Management of Rural Development	1 November - 10 December	30 August 1993
Address:	Managing Director MAMC, P.O.Box 20 Mhlume Swaziland	

#### C.4 LIST OF DIRECTORIES

You may also want to consult the following Directories/booklets

(a) INTERNATIONAL ORGANISATION OF THE UNITED NATIONS/  
ORGANISATIONS INTERNATIONALES DES NATIONS UNIES

WHO: WHO Fellowships/  
Service des Bourses d'études/  
Avenue Appia  
1211 GENEVE 27, Suisse

IDEP: Prospectus  
United Nations African Institute for Economic  
Development Planning (IDEP)  
P.O.Box 3186  
Dakar, Senegal

UNIDO: Aperçu des moyens de formation/  
Guide to Training Opportunities for Industrial Development  
Industrial Training Branch  
P.O.Box 300  
A-1400 Vienna, Austria

ILO: Directory of Fellows/  
Annuaire des boursiers  
International Centre for Advanced  
Vocational and Technical training  
International Labour Organisation (ILO)  
Turin, Italy

UN: Directory of Training Courses and Programmes  
Department of Technical Co-operation for Development  
Technical Assistance Recruitment and Fellowships Office  
United Nations  
Geneva, Switzerland

UNESCO: Guide des bourses, allocations d'étude et services  
offerts par l'UNESCO aux états membres en matière de  
promotion  
UNESCO House  
7 Place de Fontenoy  
75007 Paris, France

b) OTHERS/AUTRES

Handbook for students  
Commonwealth fund for technical Co-operation  
The Commonwealth Secretariat  
Marlborough House, Pall Mall  
London SW1Y 5HX, UK

Scholarships for Foreign Students and Postgraduates at Austrian  
Universities and Art Academies

The Office of the federal Chancellor  
Federal Ministry of Science and research  
Freyung 1, A-1-10 Vienna  
Austria

Centre for Financial Assistance to African Countries (FINAFRICA)

Via San Viglie  
10 - 20142 Milano  
Italy

International Programmes 1989 with Preview of 1990/91

German Foundation for International Development/  
Fondation Allemande pour le Développement International  
Food and Agriculture Development Centre  
Wielinger Str. 52  
D-8133 Feldafing  
Federal Republic of Germany