

PD-AAW-959

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Family Planning Training Project
(PAC II)

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TRIP REPORT

Country Visited: Arab Republic of Egypt
Dates: May 22 - June 7, 1987
Travelers: Abderrazak Thraya
Walid Alkhateeb
Elisabeth Bennour
Purpose of Visit: To assist in the implementation of
the ENPC National Conference on FP
training
Trip Report No.: 67

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EXECUTIVE SUMMARY

From May 30 to June 6, 1987, PAC II Project Manager Abdennazak Thraya traveled to Egypt to participate in the implementation of the Egyptian National Population Council Conference on Family Planning Training. Mr. Thraya was assisted in this assignment by consultants Dr. Walid Alkhateeb and Ms. Elisabeth Bennour. Dr. Alkhateeb, who traveled to Egypt a week earlier (May 22 - June 7) had a further responsibility of assuring that all preparations for the conference proceed normally. Ms. Elisabeth Bennour's main responsibility in this conference was the handling of the administrative and logistics aspects as well as the disbursement of funds. Dr. Alkhateeb was to be the co-trainer.

The NPC National Conference on Family Planning Training in Egypt was implemented June 2-6, 1987 at the NPC Conference Hall. The Minister of Labour who was scheduled as the Guest of Honor for the Opening Ceremony had a last minute cancellation. Professor Mahran, NPC's Executive Director and Mr. Thraya, RONCO PAC II Regional Officer delivered opening remarks.

The methodology used in this conference was a combination of plenary and group sessions, group and individual presentations and discussions, identification of major issues, obstacles, solutions and strategies as they relate to resources programs/activities, and evaluation/monitoring of family planning training in Egypt. The major findings of the conference as presented by the participants included:

- (a) The non-existence of a national FP training program in Egypt. This is due mainly to the multitude of institutions dealing with FP training in Egypt, as well as insufficient coordination between these institutions.
- (b) Although a considerable number of FP training activities have been implemented and many people trained in FP there are still many more that need training especially at the field and service delivery levels.

(c) Local FP training resources in Egypt have not been used at their full potential. The Roda Center in Cairo is one of several centers that have been underutilized.

(d) There is a need to train more trainers, and to upgrade trainer skills in FP training methodology and new training techniques.

The major recommendations focused on the NPC's role as the leading institution to improve FP training in Egypt, especially by:

(a) developing a national plan in FP training with input from all national institutions presently active in FP training;

(b) establishing, both at national and local levels, FP training units in charge of collecting updated information on trainers, trainees and training resources (human and material) as well as training activities. These units will operate according to specific communications systems with the different organizations in the field; and

(c) developing systems, programs and guidelines for:

- training programs and activities in Family Planning

- financial and human resource utilization

- monitoring, evaluation and follow-up of training in FP in Egypt.

I. INTRODUCTION AND BACKGROUND INFORMATION

Family Planning in general (and FP training in particular) has been the business of a multitude of institutions in Egypt. Although this may be considered an advantage because of Egypt's population problem and the heavy load related to FP services delivery, this can also become a hindrance due to overlapping and lack of coordination between these institutions.

Becoming aware of this problem, the Government of Egypt decided to create an organization whose main responsibility was to establish coordination of FP activities. This organization was first called the National Family Planning Board. In March 1986, it became the National Population Council with a stronger mandate as the FP coordinating agency in Egypt. With the aim of developing FP training in Egypt, the Egyptian National Population Council and RONCO Consulting Corporation (PAC II Project) collaborated in the design of a project called "Developing Coordinated FP Training in Egypt". This project included four activities, the main one being the implementation of a National Conference on FP training to be attended by representatives from all institutions involved in FP training in Egypt. The three other activities were pre-and post-conference meetings.

These meetings have been designed for a NPC/RONCO Planning Committee with a task to plan for, implement and evaluate the Conference.

The main objectives of this project were:

1. To assess existing FP training activities in Egypt;
2. To provide an opportunity for national institutions to discuss and exchange information on FP training in Egypt;
3. To establish an approach for a coordinated effort to develop and implement a comprehensive FP training plan; and,
4. To define the role of the National Population Council as the agency responsible for the overall coordination of FP training.

The planning committee held preparatory meetings in Cairo at the NPC headquarters in February and April of 1987. This committee worked on the structure, methodology, agenda, program content and training materials for the Conference. The committee members also helped in facilitating the group activities during the Conference.

RONCO PAC II Project Manager Abdennazak Thraya and consultants Dr. Walid Alkhateeb and Ms Elisabeth Bennour participated as RONCO representatives to the Conference. Mr. Thraya and Dr. Alkhateeb were co-trainers and Ms. Bennour was the administrative and fiscal officer.

The conference was held June 2 through June 5, 1987. The opening session included remarks by Dr. Maher Mahran, Secretary General of the NPC, Mr. Abdennazak Thraya, RONCO Regional Officer, and Dr. Mohammed Marwan, NPC consultant and overall coordinator of the conference.

The second day of the conference began with a plenary session involving presentations and discussions of several papers on training activities of selected organizations dealing with family planning in Egypt, including

- * National Population Council
- * Ministry of Health
- * Egyptian Family Planning Association:
 - Center for Training & Research in Family Planning, Alexandria
- * Family of the Future
- * Social Services of the Coptic Church
- * Egyptian Fertility Care Society
- * Sadat Academy for Training in Management

The afternoon session consisted of group work. The participants were divided into three groups, one dealing with resources, another dealing with

training programs and training activities, and one group dealing with program monitoring and evaluation.

Each group was provided with the following;

1. Papers presented at plenary session;
2. A paper on "training as part of population strategies" prepared by NPC;
3. A paper on "results of the questionnaire sent to participant organizations regarding training" prepared by the consultant; and
4. Aide-memoires to each group to facilitate group discussions.

Besides this background material, two members of the preparatory committee were assigned to each group to act as resource and process consultants. The groups were asked to elect a chairman and a recorder. Instructions to groups were to identify major problems and obstacles to training in family planning, find solutions, discuss the role of the NPC in training in family planning, and put forth recommendations to be used as a basis for a plan of action for the improvement of training in family planning in Egypt. The third day was divided into morning group work and afternoon plenary sessions for group presentations of their findings. However, with the unfortunate and untimely death of one of the participants immediately prior to the start of the afternoon session, the session was cancelled and participants were asked to prepare for a long afternoon on the fourth day.

The fourth day of the Conference started at 2 p.m. The group finalized the assignments and prepared presentations of their findings. The participants came to order in a plenary session for the presentations. Each group presented their findings which facilitated a general discussion.

The session ended by selecting a committee to write up the proceedings of the Conference and draft the final recommendations.

The committee met the next day for that purpose.

The final evaluation of the conference was conducted at the end. Each participant was administered a questionnaire prepared by the consultant and the preparatory committee for the Conference.

II. FINDINGS AND CONCLUSIONS

A. Participant Findings (from the Conference)

1. A national training plan in FP training in Egypt can come into existence only when coordination between FP training institutions becomes systematic and periodic.
2. Although a considerable number of FP training activities have been implemented in Egypt and many people trained in Family Planning, there are still many more that need to be trained especially at the field and service delivery levels.
3. Existing resources in FP training in Egypt have not been utilized at their full potential. There is a need to optimize these resources along with the overall efforts to develop FP training in Egypt.
4. TOT activities in FP are insufficient and need to be developed quantitatively and qualitatively if FP training is to be improved.
5. Evaluation of FP training is an area that has been neglected in all of the FP training activities implemented thus far in Egypt.

B. Consultant Findings

1. The NPC throughout the planning and implementation process has demonstrated a potential for handling the logistics of a conference or similar training activities. The NPC support staff made an exceptional effort to contribute to the success of the meeting. This involved working late hours and being present on weekends.
2. The methodology used in the conference was successful in that it provided the participants with the opportunity to cover main aspects of FP training in Egypt and to screen from the discussions tangible issues and develop realistic and feasible recommendations in terms of the NPC's role in FP training.
3. All conference participants as representatives of FP training institutions in Egypt have unanimously identified the NPC's role as the coordinating agency in FP training in Egypt.
4. Professor Mahran, NPC Secretary General, has expressed interest in developing a work plan based on the conference recommendations and to discussing future NPC activities in the area of FP training in Egypt.
5. The number of participants in each of the 3 conference groups was too large.

6. The use of a single large hall for the 3 groups to work in during the first day was inadequate.
7. The time for the conference was too short to accomplish all of the objectives.
8. Some participants objected to working on the weekend, especially on a Friday.

III. RECOMMENDATIONS

These recommendations are presented for consideration by RONCO.

A. Outcomes of the Conference

The participants of the National Conference on FP training in Egypt recommend that:

1. The NPC develop a national plan for training in family planning through task forces (working groups) to be coordinated with the different organizations dealing in family planning and experts in the area of training in family planning. This should be complete within three months following the adoption of this recommendation.

2. The NPC establish a special unit within its Directorate of Information to deal with information on training in family planning at the local and the national level. This unit will deal with data collection and information related to trainers, trainees, human resources, financial resources and technical resources related to training in family planning. The unit should have its own communications system with the different organizations in the field, and should be operational within a year.

3. The NPC develop systems, programs and guidelines for:

- a) Training programs and activities in family planning;
- b) Financial and human resource utilization; and
- c) Monitoring, evaluation and follow-up of training in family planning in Egypt.

This should be finalized within a year.

B. Other recommendations (by the consultants)

It is also recommended that:

1. Follow-up meetings of the conference planning committee be held to assess the accomplishments of the Conference and to design an action plan for NPC to consider for implementation.

2. The NPC be provided technical assistance in the design of a FP training project based on the above action plan. The project as well as the action plan should stem from the Conference recommendations.

3. Annual meetings, similar to the conference but dealing in depth with each issue, be held regularly to assess accomplishments gained from national planning and coordination efforts.

APPENDIX A.I

PARTICIPANTS

<u>NAME</u>	<u>INSTITUTE</u>
1. Ahmed Higab	Dir. NPC Dakahlia
2. Dr. Maurice Assad	Secretary General, Council of Middle East Churches
3. Karima Mohamed Sayed	Ministry of Health
4. Souad Abdelmalek	Coptic Church, El Mennia
5. Said Ghazoul	Egyptian FPA
6. Ibrahim Samaha	Ain Shams University
7. Dr. Yusri Kamel	National Population Council
8. Mahmoud Metweli	National Population Council
9. Kamel El Bashar	National population Council
10. Dr. Marouane Ahmed	Sadat Academy of Administrative Sci. advisor, NPC.
11. Dr. Ibrahim Md Nasr	MOH, Directorate of FP.
12. Dr. Sameh Abdelhafedh Mahmoud Amin	Ain Shams University
13. Zouheir Hussneddine	National Population Council
14. Nasri Shaker	National Population Council
15. Mohamed Abdelhamid Ammar	National Population Council
16. Dr. Badr Aissa El Masri	Ministry of Health
17. Nabil Ramzi	National Population Council
18. Ibrahim Wafik	Institute of Training & Research Alexandria
19. Houda Ismail	Higher Institute of Nursing
20. Mohamed Gallel	International Islamic Center
21. Ahmed Riga Abdelhamid	University of Al Azhar
22. Aziza Mansour	International Islamic Center
23. Amin Abdellatif Manoufia	Dir. national Population Council
24. Mahmoud Said Smida	Director of Training, I&C Center, Ministry of Information
25. Mohamed Amine Ismail	Ministry of Information
26. Mahasen Khalifa	Family of the future
27. Mustafa Ridha	Sadat Academy
28. Alemmedine Thabet	Dir., NPC, Assiut
29. Mirfat Rushdi	Egyptian Fertility Care Society
30. Mahmoud Bashri	National Population Council
31. Samir Hagrassi	National Population Council
32. Dr. Hamdi AlKabariti	Ain Shams University
33. Dr. Laila Kamel	Consultant for NPC
34. Attiat Mohamed Abdullah	Ministry of Manpower
35. Salha Awad	Institute of Training, Alexandria
36. Dr. Omaima Hamdy	Higher Inst of Nursing, Alexandria

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|------------------------------|--|
| 37. Dr. Azzedine Osman | Egypt Fertility Care Association |
| 38. Dr. Ahmed Faouzi | Fac of Medecine, Zakzik University |
| 39. Dr. Abderrahman Hamdi | Fac of Medicine, Zakzik University |
| 40. Mohamed Samir Saadeddine | 2nd Population project, Ministry of Health |
| 41. Dr. Mushira D. Shafai | Ministry of Health |
| 42. Dr. Magdi Abdul Adhim | Mansura, Medical Faculty |
| 43. Mohamed Shafai | National Population Council |
| 44. Laurice Shaker | National Population Council |
| 45. Abdessalam Mustafa | National Population Council, Fayam |
| 46. Oussama El Assawi | National Population Council |
| 47. Dr. Maali Gemai | Higher Institute of Nursing, Alexandria |
| 48. Abdelmenaim Ibrahim | Ministry of Health |
| 49. Sarageddine Mansour | International Islamic Center |

APPENDIX A. II

GROUP SESSIONS

Group I : Training Program and Content

1.Mohamed Amine Ismail	Ministry of Information
2.Mr. Mahmoud Said Smida	Director of Training
	Ministry of Information
3.Dr. Hamdi Al Kabariti	Ain Shams
4.Ms. Attiat Mohamed Abdullah	Ministry of Manpower
5.Dr. Ysri Kamel	NPC
6.Mr. Sarageddine Mansour	International Islamic Center
7.Ms. Suad Abdel Malik Fam	Coptic Church
8.Dr. Abdel Munim Ibrahim Hassan	MOH
9.Dr. Ahmed Fawzi	Faculty Medecine, Zagaziq
10.Dr. Mohamad Gallal Kandil	International Islamic Center
11.Mr. Mhamed Aneur	NPC
12.Mr. Nabil Ramzi	NPC
13.Mr. Zuheir Mohamed	NPC
14.Mr. Ahmad Hijab	NPC
15.Ms. Laurice Shaker	NPC
16.Mr. Elmeddin Abdulmajid	NPC Assiut
17.Dr. Ezzedine Osman	Director EFCS
18.Ms. Salha Awad (facilitator)	ITRF Alexandria

Group II : Training Resources.

1.Dr. Majdi Abduladhim	Al Mansourah, Ob/Gyn
2.Dr. Ibrahim Samaha	Ain Shams
3.Dr. Laila Kamel	NPC
4.Dr. Ibrahim Nasr	MOH
5.Dr. Mustapha Ridha	Sadat Academy
6.Mr. Nasri Shaker	NPC
7.Mr. Mahmoud Mutwali	NPC
8.Mr. Abdussalam Mustapha	NPC
9.Ms. Mahassen Khalifa	FOF
10.Ms. Karima M. Sayed	MOH Nursing
11.Dr. Mohamad S. Seadeddine	Director of Training
	Second POP Project
12.Dr. Moushira Shafiee	MOH
13.Dr. Maali Cemati (facilitator)	FOF
14.Dr. Ahmed Marwane (facilitator)	NPC

Group III: Evaluation of Training.

1.Dr. Ahmad Fawzi Abdussalam	Zaqaziq
2.Dr. Samah Abdelhafedh	Ain Shams
3.Dr. Said Abdelhalim Al Ghazouli	EFPA
4.Dr. Maurice Assaad	CEOS
5.Dr. Badr Aiss Al Masri	MOH
6.Dr. Mirvet Roushdi	EFCS
7.Mr. Ibrahim Wafik Abdulaziz	ITRFP
8.Dr. Aziz Mansour Ali Mansour	International Islamic Center
9.Mr. Ahmad Raga Abdulhamid	International Islamic Center
10.Mr. Kamel Al Bashar	NPC
11.Mr. Usama Al Issaoui	NPC
12.Mr. Samir Al Hagrasi	NPC
13.Mr. Amin Abdullatif	NPC Al Manoufia
14.Mr. Mohamoud Al Bashari	NPC
15.Dr. Houda Ismail Riadh	HIN/Cairo
16.Mr. Ilmeddine Abdelmajid	NPC Assiut
17.Dr. Omaima Hamdy (facilitator)	Higher Institute of Nursing Alexandria

APPENDIX B

EVALUATION QUESTIONNAIRE (translated from Arabic)

A. Conference Objectives.

Please circle appropriate response

To what extent were the following objectives achieved ?

1.To discuss FP training in Egypt

Totally achieved Partially achieved Not achieved

2.To get information on training resources existing at various institutions

Totally achieved Partially achieved Not achieved

3.To exchange information among participating institutions

Totally achieved Partially achieved Not achieved

4.To develop a framework for a national FP training plan

Totally achieved Partially achieved Not achieved

5.To clarify the NPC's role in the planning, coordinating and follow-up of FP training in Egypt

Totally achieved Partially achieved Not achieved

6.General observations on the conference objectives

B.Conference Activities

Please circle appropriate response.

To what extent were the following activities useful ?

1.Presentations from various FP training institutions:

Totally useful Partially useful Not useful

2.Group Sessions

Totally useful Partially useful Not useful

3.Presentation of group reports

Totally useful Partially useful Not useful

4.Experience sharing with other participants

Totally useful Partially useful Not useful

5.General Observations on the conference activities

Conference Logistics.

Please circle appropriate response.

1. Transportation

Very satisfactory Partially satisfactory Not satisfactory

2. Hotel accommodation

Very satisfactory Partially satisfactory Not satisfactory

3. Meals

Very satisfactory Partially satisfactory Not satisfactory

4. Secretarial assistance

Very satisfactory Partially satisfactory Not satisfactory

5. Reception and registration

Very satisfactory Partially satisfactory Not satisfactory

6. General observations on the conference logistics:

APPENDIX C : CONFERENCE EVALUATION

1. 57 % of the participants indicated that discussion of training activities in family planning in Egypt was fully met as an objective of the conference. 40 % said it was adequately met and 3 % claimed that the objective was not met.
2. 54 % of the participants indicated that identifying training resources available for family planning in Egypt was fully met as an objective of the conference, 43 % said it was adequately met and 3 % claimed that the objective was not met.
3. 44 % of the participants indicated that the opportunity for institutions and organizations dealing with training in family planning in Egypt to exchange information was fully met as an objective of the conference, 40 % said it was adequately met and 16% claimed that the objective was not met.
4. 27 % of the participants indicated that development of a strategy for a national plan for training in family planning in Egypt was fully met as an objective of the conference, 43 % said it was adequately met and 30 % claimed that the objective was not met.
5. 54 % of the participants indicated that clarification of the NPC role in planning, coordination and follow up of training activities in family planning in Egypt was fully met as an objective of the conference, 40 % said it was adequately met and 6 % claimed that the objective was not met.
6. 66 % of the participants said the presentations of organizations dealing in training in family planning was very beneficial as an activity of the conference, and 34 % indicated it was beneficial.
7. 74 % of the participants said that working groups as activity of the conference was very beneficial and 26 % said it was beneficial.
8. 66 % of the participants said that presentation and discussion of group finding was very beneficial as an activity in the conference, and 34 % indicated it was beneficial.
9. 80 % of the participants said that exchange of information with other participants was very beneficial activity of the conference, 16 % claimed it was beneficial, and 4 % claimed that it had no value.
10. Of those participants who stayed at Ma'adi Hotel only one claimed that the accomodations were not satisfactory.
11. All participants were either satisfied or very satisfied with the benches provided to them during the conference.

12. All participants were either satisfied or very satisfied with the administrative and secretarial support provided to them during the conference.

13. All participants were either satisfied or very satisfied with the reception and registration activities during the conference.

14. All participants were either satisfied or very satisfied with the arrangements of transportation to and from the conference.

APPENDIX D

CONFERENCE AGENDA AND OBJECTIVES (translated from Arabic)

- CONFERENCE TITLE : NATIONAL CONFERENCE IN FP TRAINING
- CONFERENCE VENUE : NPC CONFERENCE HALL
- CONFERENCE DATES : JUNE 2-5, 1987
- CONFERENCE OBJECTIVES:
1. To discuss existing FP training activity in Egypt.
 2. To get information on the FP training resources available at FP training institutions.
 3. To exchange information among FP training institutions in Egypt.
 4. To design a general framework for a National FP training workplan.
 5. To clarify the NPC's role in the planning coordination and follow-up of FP training activities in Egypt.

CONFERENCE AGENDA:

Tuesday June 2

17:00 - 18:00 Registration

18:00 - 19:00 Opening Ceremony

Wednesday June 3

9:00 - 11:30 Presentation of FP training programs from various Institutions.

11:30 - 12:00 Break

12:00 - 14:00 Presentation (contd)

14:00 - 15:00 Lunch

15:00 - 17:00 Group Sessions

Thursday June 4

9:00 - 11:30 Group Sessions *

11:30 - 12:00 Break

12:00 - 14:00 Group Sessions

14:00 - 15:00 Lunch

15:00 - 16:00 Group Sessions

16:00 - 17:00 Presentation of Group Reports (feed-back)

Friday June 5

9:00 - 11:30 Group Sessions

11:30 - 12:00 Break

12:00 - 14:00 Presentation of Group Reports

14:00 - 15:00 Lunch

15:00 - 16:00 Drafting final conference results

16:00 - 17:00 Presentation of conference results
Closing ceremony

* Group I : To focus on FP training program & content
Group II : To focus on FP training resources
Group III : To focus on FP training follow-up & evaluation

APPENDIX E

Aide-memoires to working groups to be used as guides to group discussions. (translated from Arabic)

Group A: Training Program & Content.

1. Planning the training activities.

- Does the institution set training objectives ?
- Are the objectives realistic with regard to the available resources ?
- Do objectives aim at responding to specific needs ?
- Are the objectives assessed from time to time in relation to those needs ?
- Does the institution develop each year a detailed training plan ?
- To what extent the training activities are documented ?

2. Training design.

- Does the institutions assess training needs ?
- How are these needs assessed ? (methodologies used)
- Is information on participants collected ?
- To what extent participating training is implemented ?
- Are community needs/characteristics taken into account in designing the training ?

3. Training content.

- Who develops the training content ?
- What kind of difficulties does the institution encounter in developing the training content ?
- Does the institution have qualified trainers to develop the training content ?
- Does the institution call upon external assistance to develop the training content ?
- Does the training content include practical training in family planning ?
- Does the training content include real-life field or clinical training ?
- Are there any difficulties encountered in implementing practical training ?
- Do training materials exist in sufficient number for the trainers ?
- Are training materials updated periodically ?

Group B: Training Resources.

Human resources.

1. The trainees.

- What categories of personnel are being trained ?
- Are the number of personnel being trained sufficient ?
- Is the selection of trainers appropriate ?
- What kind of problems does the institution encounter in relation to the trainees ?

2. The trainers.

- Describe the nature of these trainers ?
- Is the training of these trainers sufficient ?
- Have these had any previous training as trainers in Family Planning ?

3. Other resources.

1. Facilities.

- To what extent are the following available ?
 - * Training Centers
 - * Training Halls
- Are these facilities relevant to training or is there a need to other an/or better facilities ?
- Give the percentage of the use of these facilities (annually)
 - * By the institution itself (...%)
 - * By outside institution (...%)

2. Equipment and transportation.

- What equipment is available for training ?
- Is the equipment available for training sufficient and relevant ?
- Does this equipment get any maintenance ?
- Do trainers get training in equipment use and maintenance ?
- Is there any personnel who is responsible for the maintenance of this equipment ?
- Is transportation for the training activities available ?

3. Finances.

- Does the institution allocate a budget for training ?
- Are funds for training provided on a regular basis ?
- Are funds spent on training relevant to the institution's training objectives ?
- Are funds for training sufficient ?

4. Documentation and record keeping.

- Are training activities well documented in a specific filing system ?
- How is the documented information utilized ?

Group C: Evaluation & Follow-up.

1. Are pre and post tests used during training sessions ?
2. Who designs these tests ?
3. To what extent are the trainers involved in the evaluation of training ?
4. Is there an overall evaluation of the training activities ?
5. Are there any evaluation criteria for training ?
6. Do trainers have skills in evaluation of training activities ?
7. Is there a follow-up of the trainees after the training activity? How is it implemented ?
8. Are the evaluation results used for any purpose ?
9. Is the trainer's performance evaluated ?
10. Is the impact of training on the quality of service delivery assessed ? How ?
11. Are the trainees contacted periodically once they return to their jobs ?
12. What problems does the institution encounter in implementing an evaluation activity ?

APPENDIX F

SEQUENCE OF THE CONFERENCE WORK SESSIONS

DAY 4

: : \\
: RECOMMENDATIONS : \\
: : \\

DAY 3

: THE COORDINATION : \\
: PROCESS : \\
: ROLE OF NPC : \\

DAY 2

: PROPOSED : \\
: SOLUTIONS TO : \\
: PROBLEMS : \\

DAY 1

: DISCUSSIONS OF :
: MAJOR TOPICS :
: AND PROBLEMS :
: ENCOUNTERED :
