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HAITI SKILLS BANK PROGRESS REPORT

24 May through 23 June 1995

submitted by

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SUMMARY

<i>Activity Title:</i>	Haiti Skills Bank
<i>Contract Number:</i>	521-0000-C-00-5015-00
<i>Project Start Date:</i>	23 February 1995
<i>Contract Duration:</i>	8 months
<i>Period of Progress Report:</i>	24 May - 23 June 1995
<i>Implementing Organization(s):</i>	VITA (prime), HAFED (subcontractor)
<i>Number of CVs Received:</i>	591 to date
<i>Number of Requests Received:</i>	21 formally, 9 pending
<i>Number of Placements:</i>	1 confirmed, 1 verbal
<i>Major Problems:/Delays:</i>	No unforeseen problems or delays were experienced during this reporting period.
<i>Major Accomplishments:</i>	A mid-term evaluation was just undertaken -- and findings analyzed as to how to best advance the project. In addition, system (database and communications) operations continued to be upgraded.
<i>Major Activities/Goals for Next Month:</i>	Implement and refine project activities according to the action items resulting from the mid-term evaluation.

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HAITI SKILLS BANK PROGRESS REPORT

24 May through 23 June 1995

(Month 4)

I. INTRODUCTION

In the last progress report submitted for the Haiti Skills Bank, the major activities/goals set for month four of the project were to implement an expanded outreach plan that had just been designed and conduct a mid-term evaluation. To this end, between 24 May and 23 June, the VITA/HAFED team furthered its recruitment efforts and sent the Project Director, Gary Garriott, to Haiti to meet with project personnel, USAID representatives, and others in order to conduct an in-depth analysis of the project. In addition, the project's database and communications systems continued to be upgraded, and Haiti Skills Bank operational procedures were further refined. Of particular note during this reporting period is that requests for resources registered in the Skills Bank more than doubled in number compared to the entire previous three months of operations, and the first placements were made.

II. RECRUITMENT & DEMAND IDENTIFICATION

During the previous reporting period (24 April - 23 May), the realization of the need to increase both the number of registrants in the Skills Bank database and the use of those resources resulted in the development of an expanded outreach strategy. Notably, the plan does not compromise project objectives simply to increase volume of activity. The expanded plan -- as the originally defined effort -- concentrates on the recruitment of highly skilled people (largely from the Haitian-American community) with relevant experience and language skills who can contribute to the development of Haiti's private and public sectors. In order to facilitate outreach efforts, a VITA intern was assigned to the project (at no charge) to help with activities such as direct mail and media campaigns as well as the promotion of the project through contacts and networking.

During this reporting period, direct mail targeted U.S.-based PVOs. Packages containing informational materials and multiple registration forms were sent to 389 PVOs selected for their potential to attract qualified people to serve the Haiti Skills Bank project. In addition, 314 mailings were sent out as a result of general requests of VITA, referrals from registrants and USAID, etc. Further, the Skills Bank's administrative assistant spent two days at the Retired Peace Corps Volunteers' organization compiling a list of 296 potential candidates. This mailing -- which will take place during the next reporting period (month five) -- will bring the total number of forms mailed to individuals and/or organizations to over 3,000.

Another effort at recruiting registrants for the Skills Bank was initiated during this reporting period as a result of a meeting of Skills Bank personnel and USAID representatives. It was suggested during this meeting that registration forms be made available in hotels in Haiti -- where potential Skills Bank consultants congregate. Gary Garriott, the Skills Bank Project Director, made available forms in his hotel while visiting Haiti for the mid-term evaluation -- all of which were taken. If a significant return rate is realized due to this effort (which, like all project outreach activities, is tracked by source codes), forms will be displayed in travel agencies and other central locations frequented by Haitian-American and local Haitian professionals as well.

It is expected that recruiting will be further assisted as a result of the visit of Dr. Authur Fourmier of the University of Florida's Project Medishare to VITA. Dr. Fourmier's visit had the original intention of identifying qualified people to serve a project in development as a result of an RFP aimed at promoting development of health care in Haiti. While it was insinuated, due to time restrictions, Medishare would not bid on this project, Dr. Fourmier took back several registration forms to distribute at his organization. Project Medishare is a voluntary, not-for-profit organization dedicated to assisting in the medical relief of Haiti through the transfer of donated equipment and supplies to public and private sector organizations, establishment of an education exchange program, and provision of technical assistance to health professionals. The organization has a strong affiliation with the University of Miami's Schools of Medicine and Nursing and affiliated community-based health care providers.

Further, a newsletter feature similar to that previously included in VITA's electronic newsletter *DevelopNet News* (presented in progress "Report #1") has been developed for submission to publications catering to potential registrants for the Skills Bank.

Recruitment of skilled persons and identification of demand continued in Haiti during this reporting period as well. Informational advertisements of the project were published in the Haitian newspaper *le Nouvelliste* through 22 June. And spots promoting the Skills Bank during the morning news on Radio Metropole began on 19 June.

Also, in Haiti, orientation sessions have been delivered to many potential Skills Bank users including several NGOs and the Water Company of Port-au-Prince (CAMEP) and the Ministry of Finance.

III. CASE COORDINATION

Of course, a major goal of the project is placement of skilled individuals that can promote the development of Haiti. This, obviously, not only requires recruitment of skilled individuals, it requires the identification of needs and acceptance of public and private sector employers.

To date, the Haiti Skills Bank project has received 21 formal requests for resources. In addition, 9 requests are pending formal application (which means interest has been expressed, but completed forms and procedures have not yet been submitted/followed.) All requests are given immediate attention. A log of search requests and the responses made by VITA/HAFED can be found in Appendix A. Two placements were made during this reporting period as a result of these efforts.

IV. SYSTEM UPGRADES & PROCEDURAL DEVELOPMENT

As mentioned above, project success is dependant upon matching resources with needs. However, this cannot be accomplished without the design, implementation, and

refinement of some-what complex procedures -- which include utilization of specially-designed information and communications systems.

During this reporting period, information and communication systems upgrades have included addressing:

- eliminating case sensitive search features;
- upgrading of Boolean search capabilities;
- simplifying "edit", "print", "numbering", and "append" commands;
- automating date assignment to records updated;
- refining report (print out of searches) format; and
- streamlining communications and file transfer techniques.

The technical manual in development for the Haiti Skills Bank project is being edited/added to in accordance with these upgrades.

Importantly, the system programmer, Mario Camillien, has been able to visit the Haiti office and work on that system at no charge to the project during visits to the country on other business. And ne will do so again during the next project month.

During month four of the project, procedural developments advanced as well as system upgrades. An international flow of work plan has been drafted (see Appendix B). And more essential instructional materials have started to be developed such as the instructions on use of DBIT.EXE presented Appendix C. Moreover, system usage has been further refined (see Appendix D for the new menu structure for the Haiti-based system and Usage of the VITANET System in Appendix E).

In addition, certain operational procedures are being streamlined -- such as data entry (see Appendix F). And procedures for searching are being refined, a requests/re-

sponse log has been developed (as previously mention and shown in Appendix A), and follow-up procedures (evaluation forms) are in place.

Finally, efforts continue to expand the information and communication technology available to the Haiti Skills Bank project. Gabriel Verret of AID (thanks to Gail Spence) is contacting the head of CONATEL, Jean-David Rodney, to see what can be done to help obtain a VITASAT groundstation license.

V. MID-TERM EVALUATION

Perhaps the most important activity undertaken during this reporting period was the mid-term evaluation conducted by Gary Garriott. A formal report on this activity -- which will contain an updated work plan -- will be distributed shortly.

VI. APPENDICES

The following pages contain the following supplemental information for this third Haiti Skills Bank progress report: Search Requests/Responses Log, International Flow of Work (diagram), DBIT.EXE Instructions, Menu Structure for Haiti-Based System, Usage of the VITANET System, and (draft) Data Entry Procedures.

Search Requests/Responses Log

LOG OF SKILLS SEARCH REQUESTS

REQUESTER	RECEIVED	DATE		SKILLS	ACTION
			ANSWERED		
USAID/Haiti	3/95		3/95	Lawyers Judges Investigators	6 resumes
USAID/Haiti	4/14/95		4/95	Lawyers Investigators	6 resumes
Kurzban, Kurzban Weinger... Miami, FL	5/13/95		5/25/95	Lawyers Investigators	11 resumes
USAID/Haiti	5/25/95		6/2/95	PubAdmin BusAdmin. EcoDev. PolSc.	4 resumes
Chambre de Commerce & d'Industrie D'Haiti B.P. 962 Port-au-Prince, Haiti	5/30/95		6/5/95	Bi-ling. Secretary	1 resume
Inmetal/Nabatoo - Haiti	5/30/95		6/6/95	Treasurer	1 resume
Planning Assistance/Washington, DC	5/30/95		6/8/95	UrbanPlan	5 resumes
Planning Assistance/Washington, DC	5/30/95		6/8/95	Prog. -Devel.	9 resumes
Planning Assistance/Haiti Tel: 456503	5/31/95		6/8/95	Agronomy Civil Engg.	21 resumes

Catholic Relief Service/Haiti (formal request not received)	5/31/95	6/8/95	Mgmt. 10 resumes Prog. Dev. Economics
World Learning Washington, DC	6/1/95	6/5/95	Finance 6 resumes Int'l rela. Int'l Devel PubAdmin Communica
AED/Washington, DC	6/1/95	6/9/95	PubHealth 13 resumes Nutrition Medicine
IFES/Washington, DC	6/2/95	6/7/95	BusAdmin 10 resumes PERT PubAdmin ProgDev.
Management Systems International Washington, DC	6/5/95	6/8/95	CivilSoc. 8 resumes PubAdmin.
ARD/Vermont	6/5/95	6/9/95	PubAdmin 13 resumes AdultEd CivilRights Community Trng
Office of the PM/Haiti	6/7/95	6/8/95	Procurmt. 2 resumes
Mendez England & Associates Washington, DC	6/14/95	6/15/95	PubAdmin 7 resumes ComyDevel Projmgt.
Mr. Noberto Ambros - PADF 202-458-6338 (PH) 202-458-6316 (FAX)	6/15/95	6/16/95	EnvirEng 5' resumes SanitEng. WatrCnsrv SoilSci Accounting

Saffitz Alpert & Associates
McLean, VA

6/19/95

6/20/95

SocialMktg. No match
Manager

USAID/Haiti

6/20/95

6/20/95

Econ. 12 resumes
MBAs

CRS/Haiti

6/22/95

6/23/95

Mg.Per. 28 resumes
Logistics Coord.
Vehicle Pool Contl.
Chief Administrator
Development Coord.

REQUESTS PENDING (RESOURCE REQUEST PROVIDED - FORMAL REQUEST AWAITED)

1. EDUCATION DEVELOPMENT CENTER, WASHINGTON, DC
2. ISI/617-482-0617
3. THE FUTURES GROUP, WASHINGTON, D.C.
4. SANRU USA, VIRGINIA
5. AMERICA'S DEVELOPMENT FOUNDATION
6. RACHAEL GREENBERG - SAFFITZ ALPERT - 703-556-9100 (P)
7. TERRY ANDERSON - AMEX INTERNATIONAL - FAX: 202-429-1867
PH. 202-429-0222
8. MS. MARTINE CHARLES - FAX: 301-459-6417
9. MR. ROBERT SWARTZ - ISI Fax: 617-482-0617

VITA / HAFED HAITI SKILLS BANK

APPENDIX # 2

LIST OF CANDIDATES PROVIDED TO REQUESTORS FROM APRIL - JUNE 1995

NAME	PROFESSION	REQUEST#	SOURCE	SECTOR
Nicole LUMARQUE	Banking/finances	004	InMetal	P. Sector
Jean René MAURICE	Banking/finances	"	"	"
Merlène P. BOURDEAU	Economist	"	"	"
Rodrée DESCHINAU	Admin/Accountant	"	"	"
Jean Edner NELSON	Finances	"	"	"
Aline H. RENARD	Executive Secret.	"	"	"
Marie Josée TASSY	Executive Secret.	004	InMetal	P. Sector
Guy Marie FIGNOLE	Civil Engineer	005	Planning Ass	NGO
Hebert Michel JARBATH	"	"	"	"
Mie Micheline ST-ARMAND	"	"	"	"
Medy PIERRE-LOUIS	"	"	"	"
Jn Robert P. AUGUSTE	Civil Engineer	"	"	"
Francis D. MITCHELL	Envir. Engineer	"	"	"
Hubert SYDNEY	Agronomy	"	"	"
Pierre A. JACINTHE	"	"	"	"
Joseph MOTHERSIL	Agronomy	"	"	"
Ernst A. BERNARDIN	Rural Develop.	"	"	"
Frantz FORTUNAT	Demography	"	"	"
Resner JOSEPH	Public Adm.	"	"	"
Merlène P. BOURDEAU	Economist	"	"	"
Jn Claude LEONARD	Acc./AdminisL.	"	"	"
Lafrest CALIXTE	Economist	"	"	"
Jn René MAURICE	Pub. Ad/Banking	"	"	"
Lyonel MERAN	Economist/Account.	005	Planning Ass	NGO
Marlène CHASAGNE	Acc/Banking	004	InMetal(2nd List)	P. Sector
Jax ANTOINE	Economist	"	"	"
Nicole LALANNE	Acc/Marketing Serv.	"	"	"
Parnell TROTCHER	Acc/Ent. Develop.	"	"	"
Lafrest CALIXTE	Economist	"	"	"
Lyonel MERAN	Economist/Accountant	"	"	"
Jn Claude LEONARD	Adm/Audit/Finances	004	InMetal(2nd List)	P. Sector
Mie Josée TASSY	Executive Secret.	006	(Chambre Commerce)	P. Sector
Jean DEUTSCH (from VITA)	Procur. Manager	007	UGG	Govern.
Thomas LESAVAGE	Procur. Manager	007	UGG	Govern.
Mie Alice CRAFT	Psycho. Pedagogy	008	USAID	Int.
Raymond TITUS	Adult Education	008	USAID	Int.
Jeanne CHAMPAGNE	Marketing/Sales	009	HUUSA	P. Sector
Jn Robert HELLANDE	Marketing/Finances	"	"	"
Arnold JN BAPTISTE	Economist	009	HUUSA	P. Sector
John PROPHETE	Procurment Manager	007	UGG	Govern.
Lillian CONNOLLY	Procurment Manager	007	UGG	Govern.
Domnic JEAN	Business Administ.	009	HUUSA	P. Sector
Marlene VITAL-HERNE	Marketing	"	"	"
Carole WILSON	Public Relation	"	"	"
Jyrtho CELESTIN	Public Relation	009	HUUSA	P. Sector

VITA / HAFED HAITI SKILLS BANK

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NAME	PROFESSION	REQUEST#	SOURCE	SECTOR
Marie Edith LEMY	Public Health/ Clinical Psycho.	011	CRS	Int.
Joseph LEITHMANN	City & Reg. Plan.	"	"	"
Pamela DURAND	Public Policy Psych. Counseling	"	"	"
Martin MUKURANT	Com. Organ. Training	"	"	"
Denise E. LEK	Int. Eco. Develop.	"	"	"
Esner JOSEPH	Public Administ.	"	"	"
Yves ARCELIN	Sanit. Stat. (health) Demography	"	"	"
Arnold J. HAPTISTE	Agronomy-Counselor	"	"	"
Isèle MICHEL	Finan. Intern. Busin.	"	"	"
Pierre Yves MILLET	Political Economics/ Internal. Relation	"	"	"
Robert DANACHE	Business Management	"	"	"
Ernst EXUME	Business Management	"	"	"
Audry CHASSAGNE	Management Sciences	"	"	"
Harold LIMAGE	Law / Accounting	"	"	"
Christèle P. BOURDEAU	Business Administ. Social Services Spec.	"	"	"
Jefford B. FRANCOIS	Economics/Pol. Anal.	"	"	"
Isabelle B. MOSANTO	Sociol./Case Manager	"	"	"
Lymonde B. HACKETT	Social Studies Personnel Management	"	"	"
Isabelle LALANNE	Urban Develop./Admin. Vocational Training	"	"	"
Guillaume P. VALME	Psych./Human Resourc.	"	"	"
Ernst FAUSTIN	Admin./Commun. Devel.	"	"	"
Guillaume DORVILLE	Ind. & Auto. Mechanic	"	"	"
Bert J. BENOIT	Auto. Mechanic Urban Affairs	"	"	"
Stephen H. CONNELLY	Logistic Counselor	"	"	"
Christie M. BASTIEN	Soc. Behav. Sciences Logistics / Finances	"	"	"
Isabelle C. COOKINGTON	Bilingual Secretary	"	"	"
Isabelle Z. JEAN	Bilingual Secretary	"	"	"
Isabelle DOLCE	Foreign Languages Secretary Specialist	"	"	"
Isabelle NERETTE	Bilingual Secretary	011	CRS	Int.
Isabelle FORTUNAT	Demography Stat. & Econ. Scien.	014	Care Int.	NGO
Isabelle P. BOURDEAU	Econ./Pub. Admin.	"	"	"
Isabelle JOSEPH	Demograph/Surveys Statistics	"	"	"
Isabelle LALANNE	Psych. Human Resourc. Administ.	"	"	"
Isabelle MEGER	Public Admin.	"	"	"
Isabelle A. BERNARDIN	Economical Geography	"	"	"

VITA / HAFED HAITI SKILLS BANK

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NAME	PROFESSION	REQUEST#	SOURCE	SECTOR
Isabelle ROSANTO	Social Studies			
Louard P. VALME	Community Develop.	014	Care Int.	NGO
Colonel MERRAN	Community Develop.			
	Administration	014	Care Int.	NGO
	Economic Science			
Andrée DESCHINEAU	Statistics	"	"	"
Max ANTOINE	Business Administ.	"	"	"
	Economics			
	Intern. Relat.	"	"	"
Genevieve VITAL-HERNE	Marketing/Rel.Int.	014	Care Int.	NGO
Arthuro CELESTIN	Rel.Pub./Manag.	015	Chambre de Commerce	P.Sect.
Arthuro WILSON	Relations Publiques	"	"	"
Genevieve VITAL-HERNE	Relations Internat.	015	Chambre de Commerce	P.Sect.

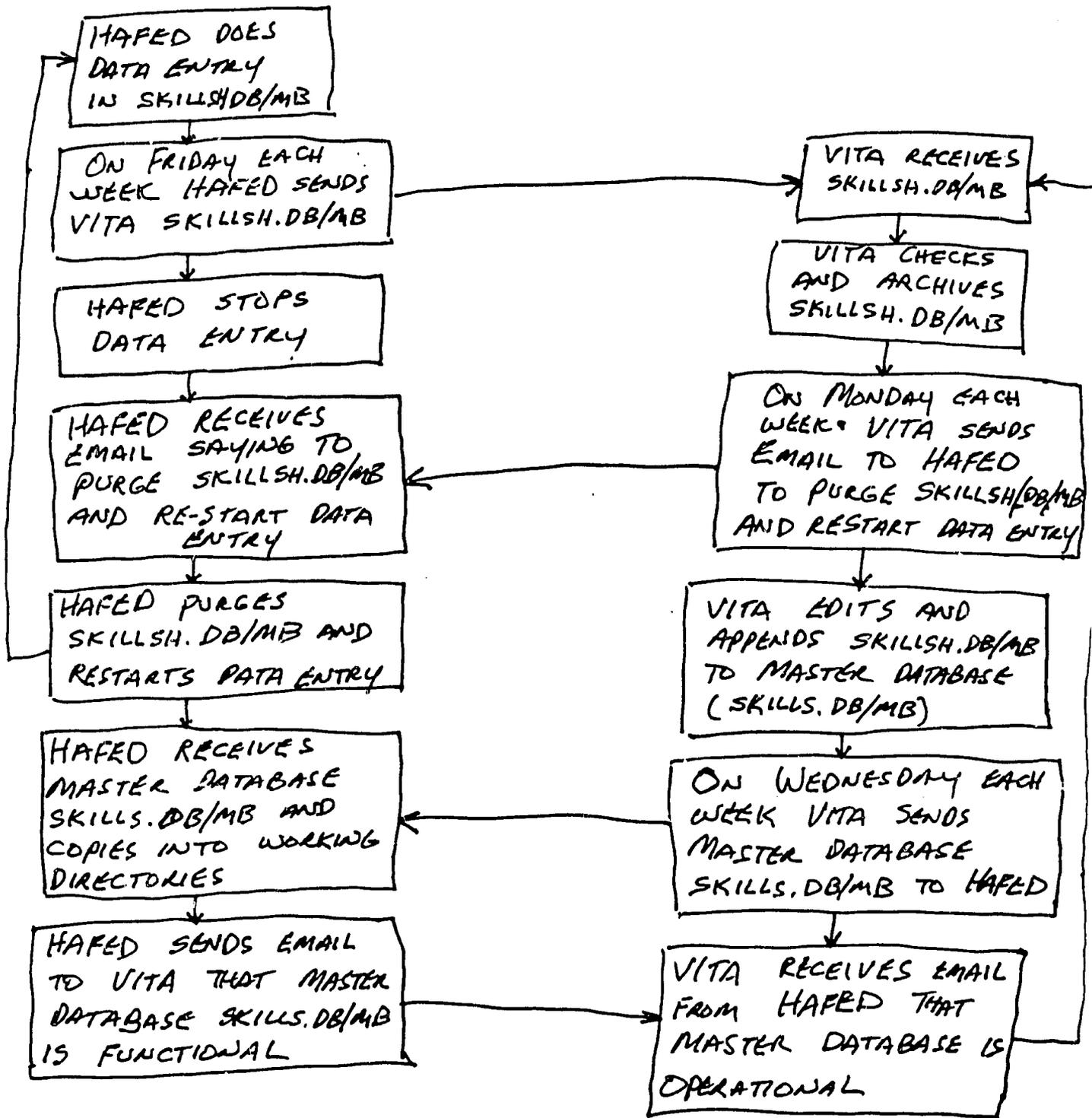
International Flow of Work

INTERNATIONAL FLOW OF WORK

HAFED/HAITI

[EMAIL SYSTEM]

VITA/USA



DBIT.EXE Instructions

Instructions on Use of DBIT.EXE

DBIT.EXE is a program which will take a file and convert that file into smaller files. This technique might be useful in the future when SKILLSH.DB and SKILLSH.MB become so large that email transmission of these files becomes difficult because the telephone system won't be able to handle these large files without hanging up and trying over and over. It would work better to transmit smaller files to VITA. Then VITA uses one of the files sent along with the smaller files (a .COM file) to reconstruct the original file from the smaller pieces.

Similarly, VITA could transmit the SKILLS.DB and SKILLS.MB files as smaller files which would then be reconstructed by HAFED into the larger original file.

Here's how it would work.

HAFED -> VITA

The current system allows the HAFED operator to create a file called SKILLSH.ZIP which contains within it the latest SKILLSH.DB and SKILLSH.MB files. If this file gets very big and the email system cannot handle the transfer because of the telephone line (it disconnects over and over again), the operator would use the DBIT.EXE program to make smaller files.

First, let's assume that the SKILLSH.ZIP file is 102,096 bytes in size. Before appending SKILLSH.ZIP to a message being sent by the SEAdog system, the operator would run DBIT.EXE in the following manner:

```
DBIT SKILLSH.ZIP BLOCKSIZE=20000 OUTNAME=SKILLSH
```

This means that DBIT will take SKILLSH.ZIP and create six new smaller files of 20,000 bytes each and one with what is left over) called:

SKILLSH.000	20,000
SKILLSH.001	20,000
SKILLSH.002	20,000
SKILLSH.003	20,000
SKILLSH.004	20,000
SKILLSH.005	2,096

It will also create another file called

SKILLSH.COM	385
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All seven files should be sent to VITA as an appended files to email message. In order to avoid entering each and every file to an appended message, the operator could enter these files into a temporary directory all by themselves (for example, C:\TEMP) and then append C:\TEMP*. * to a SEAdog message. This will transmit all files to VITA.

At the VITA end, VITA will receive all these files, place them in a unique directory and run

```
SKILLSH.COM
```

which will put all the files back together and create SKILLSH.ZIP again.

The HAFED operator should remember to empty the C:\TEMP directory after this operation so that the next time the operation occurs, there will be no confusion in using older files that have already been sent to VITA. If this operation occurs with frequency, then a batch file can be devised to automate the operation.

VITA -> HAFED

VITA will notify HAFED in a message that attached files are being sent which need to be put back together to form the original large file, in this case SKILLS.ZIP. SKILLS.ZIP includes the latest SKILLS.DB and SKILLS.MB. So following the same example, the HAFED operator would find seven files in C:\MAIL\FILES in the with the following names and sizes:

SKILLS.000	20,000
SKILLS.001	20,000
SKILLS.002	20,000
SKILLS.003	20,000
SKILLS.004	20,000
SKILLS.005	2,096
SKILLS.COM	385

The HAFED operator then takes these seven files and copies them into a working directory (say, C:\IN) all by themselves and runs

SKILLS.COM

which will then recreate SKILLS.ZIP from all these pieces. The C:\MAIL\FILES directory should be emptied after this operation so that any future files sent in this manner from VITA will not be confused with older files already received previously. If necessary, a batch file can also be devised to automate this operation.

NOTE: When DBIT.EXE is run, a message asking whether to register the program comes back. Just answer "No" (by Pressing N) and the program will continue to execute.

Menu Structure for Haiti-Based System

HAFED/HAITI Skills Bank Menu Structure

The purpose of the menu structure is to make operations easier to use for HAFED staff. The menu is a series of batch files that are executed in succession by typing the capital letters at the left of each described function. For example, the operation "UP" executes the batch file UP.BAT for which the operator simply types "up" in upper or lower case. The menu itself is a text file (MENU.TXT) which is placed on the screen by MENU.BAT. Simply type "menu" in upper or lower case to see the menu. To see what is going on inside the UP.BAT batch file, simply type "type up.bat" and functions inside the batch file will be revealed.

Following is a description of each function:

- UP - uncompresses the master database SKILLS.DB and SKILLS.MB files received from VITA and places them into their proper operating directories.
- H - runs the SKILLSH module for entering and searching local records.
- M - runs the MAIL program (part of the SEAdog suite) where incoming messages are read and outgoing messages are composed. When attaching files to an outgoing message (after using the ZIP function, for example, to send VITA the SKILLSH.DB and SKILLSH.MB) remember to give the entire path where the attached file(s) is to be found and its complete name, in this above example c:\out\skillsh.zip.
- S - runs the master database SKILLS.DB and SKILLS.MB received from VITA (used after UP above).
- T - runs the MAILER portion of the SEAdog suite which is the program that connects with the VITAnet computer during the daily email connection. This should be run about 15 minutes before each connection (12:15pm) as renumbering messages and creation of a daily log of operations (found in DAY.LOG) is accomplished.
- ZIP - compresses the two files SKILLSH.DB and SKILLSH.MB representing local entries into SKILLSH.ZIP to be sent to VITA. Following ZIP, the operator would run M (above) to attach this file to an outgoing message to VITA by giving complete name and path (c:\out\skillsh.zip).

Usage of the VITANET System

VITAnet Email Usage HAFED <-> Haiti

The SEAdog system installed on the HAFED computer can provide electronic messaging to and from personnel at VITA as well as millions of addresses on the Internet. Internet messaging could be very useful, for example, in case coordination activities with Haitian-Americans and others in the United States who have email addresses. You can always tell an Internet-style address by the existence of an "@" sign somewhere in the address.

To send attached files, however, Internet addresses cannot be used because the Internet does not allow files attached to messages to pass through without some complicated procedures. So it is easiest to send attached files related to the Skillsbank activities to a special mailbox we have set up for this purpose, that does not go through the Internet. DO NOT SEND ATTACHED FILES TO INTERNET ADDRESSES.

SENDING ATTACHED FILES

To send attached files to VITA, ONLY use the following procedure after you have entered the MAIL program (it doesn't matter if you use capital letters, small letters or a combination). You can enter MAIL by typing M from the main menu:

```
To: 109/165
To Whom: Brij Mathur
Attach files? Y (yes)
File(s) name: c:\out\skillsh.zip
```

SENDING MESSAGES

To all other people, use their Internet addresses to send messages which are provided below. You can also send messages only to Brij at his Internet address when there are no attached files. As an example, here is how you would send an Internet email address to me:

```
To: 109/165
To Whom: garyg@vita.org
```

Here are some of the common Internet email addresses you will probably be using:

bbucci@vita.org	Barbra Bucci
bmathur@vita.org	Brij Mathur
rmuffley@vita.org	Richard Muffley
garyg@vita.org	Gary Garriott
hnorman@vita.org	Henry Norman
bryler@vita.org	Pierre Leger
info@vita.org	Mario Camilien

Data Entry Procedures

DATA ENTRY

All data in the 'Haiti Skills Bank' must be entered in upper lower case with the exception of skill codes that are entered in upper case only followed by a period (.) and a space between each skills code. Accuracy and consistency is absolutely essential.

ACCURACY - Person entering data should be very careful and review data entered before going on to the next record. Data entered should be checked by another person to DOUBLE-CHECK and ensure accuracy.

CONSISTENCY - Various authority files are consulted to maintain consistency for data entry. In VITA the following authority files are used for coding purposes:-

Skills The VITA Thesaurus
Degrees List of Degrees with standard abbreviations

CODING OF SKILLS

As mentioned above the VITA Thesaurus (arranged alphabetically) is used to code skills. Maximum length of a skill is 9 characters. If a skill is not listed in the 'Thesaurus' it can be added in the alphabetic order with a skill code of up to 9 characters.

Following is the Haiti Skills Bank data base structure which gives name of each field, length, type and comments.

Column Definations

<u>Name</u>	<u>Length</u>	<u>Type</u>	<u>Comments</u>
Reg-no:	N	N=Numeric	Automatic Numbering by the 'system', entered only at VITA.
Ent-date:	D	N	MM/DD/YR (date data is entered - automatically entered by the 'system.'
Up-date:	D	N	MM/DD/YR Each time a record is updated that days date should be entered here

The following information is entered from the information provided on the 'Registration Form'

<u>Name</u>	<u>Length</u>	<u>Type</u>	<u>Comments</u>
Source:	13	A=Alpha-numeric	
Appell:	5	A	
Firstname:	18	A	
Lastname:	20	A	
COB:	20	A	
Citizenship:	20	A	
DOB:		D	
Sex:	1	Alpha	MM/DD/YR
Address:	30	A	
Address2:	30	A	
City:	20	A	
State:	5	A	
Postal Code:	10	A	
Country:	15	A	
H_phone:	15	A	
W_phone:	15	A	
Fax:	15	A	
Email:	35	A	
Profession:	25	A	
HAquired1:	25	A	
Skills1:	70	A	Skills codes must be selected from the VITA THESAURUS
Comput:	45	A	
Work_c1:	15	A	
Work_c2:	15	A	
Work_c3:	15	A	
Work_c4:	15	A	
Work_c5:	15	A	
Work_Ccap1:	15	A	
Work_Ccap2:	15	A	
Work-Ccap3:	15	A	
Work-Ccap4:	15	A	
Work_Ccap5:	13	A	
Countryp1:	13	A	
Countryp2:	13	A	
Countryp3:	13	A	
Countryp4:	13	A	
Countryp5:	13	A	
Fr_R:	1)	A	
		N=Numeric	These fields (Fr_R to Eng_U) have only one space where level of proficiency is indicated on the scale of 1 to 5, 5 being excellent
Creole-R:	1)	N	
Eng_R:	1)	N	
FR_W:	1)	N	

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Creole_W:	1)	N
Eng_W:	1)	N
FR_U:	1)	N
Creole-U:	1)	N
Eng_U:	1)	N
Univ1:	20	A
Univ2:	20	A
Univ3:	20	A
Univ4:	20	A
Degree1:	15	A
Degree2:	15	A
Degree3:	15	A
Degree4:	15	A
major1:	15	A
Major2:	15	A
Major3:	15	A
Major4:	15	A
Year1:	2	N
Year2:	2	N
Year3:	2	N
Year4:	2	N
Employer1:	25	A
Employer2:	25	A
Employers:	25	A
YearEmp1:	13	A
YearEmp2:	13	A
YearEmp3:	13	A
Emplpoc1:	25	A
Emplpoc2:	25	A
Emplpoc3:	25	A
Empph1:	12	A
Empph2:	12	A
Empph3:	12	A
Empcap1:	25	A
Empcap2:	25	A
Empcap3:	25	A
Consul	1	Alpha only
Volunt:	1	Alpha only
AVAIL_stc:	10	A
Avail_stv:	10	A
Avail_ltc:	10	A
Avail_ltv:	10	A
DAY_RATE:		N
Mfield:	Unlimited	A